Tech Skills Checklist

The following checklist describes anticipated technology skills students need to effectively and efficiently complete both the Math and ELA Sections of the PARCC Assessment.

✓	Basic Operation Skills and Mouse Skills
	Properly login/logout of computer
	Holds mouse appropriately
	Moves mouse on screen
	Places cursor on specific location on screen
	Uses a mouse to perform single-click
	Uses a mouse to double-click
	Uses a mouse to right-click
	Uses mouse to drag and drop items on screen
	Uses mouse to highlight text on screen
	Launches a program by activating an icon
	Exits a program
	When program is running can return to main menu
	Can access help features
	Open a window
	Closes a window
	Maximizes a window
	Minimizes a window
	Uses the scroll bar to move up and down on a screen
	Uses the scroll bar to move left and right on a screen
	Scrolls in multiple windows

✓	Keyboarding Skills
	Can locate letters and type letters
	Uses enter/return key
	Appropriately uses space bar
	Uses delete key
	Uses backspace key
	Uses shift key
	Uses tab key
	Appropriately uses number pad
	Enters characters with reasonable speed
	Can locate and type punctuation keys
	Uses shift key to appropriately capitalize letters
	Uses correct posture (shoulders parallel to screen, both feet on floor)

✓	Word Processing Skills
	Uses cursor to type/insert text in specific location or field
	Uses keyboard to type words/sentences/stories
	Locate and enter appropriate punctuation
	Composes at the keyboard (responds to prompt without first using paper)
	When editing, inserts letters/words
	When editing, deletes letters/words
	When editing, replaces letters/words
	When editing, changes case appropriately
	Enters characters with reasonable speed
	Locates and enters punctuation marks
	Copies letters/words
	Paste letters/words
	Uses spacebar correctly to separate words
	Uses the shift key for capitalization
	Makes additional revisions to typed piece (identifies misspelled words and chooses appropriate correction)
	Can undo last entry
	Can redo last entry
	Formats text

✓	Navigation Skills
	Identifies symbols for advancing screens
	Identifies symbols for moving back screens
	Can play video
	Can stop video
	Can pause video
	Can rewind video
	Can adjust volume
	Identifies symbols and their functions

✓	Assessment Specific Skills
	Enter student login ID
	Enter password
	Can access/change preferences
	Enters practice area
	Accesses directions
	Clicks in text box and types
	Flags questions to be reviewed later
	Scrolls to view questions/answers
	Scrolls to navigate to response section
	Resize windows in a split screen
	Scroll within each box of a split screen
	Selects appropriate answer
	Deselects inappropriate answer
	Click arrows to navigate through test
	Opens/closes dialogue box
	Click an underlined text to activate link
	Understands and appropriately uses 'Settings' options
	Understands and appropriately uses Zoom In/Zoom Out features
	Can delete objects and numbers
	Can access information button to support in how question should be answered
	Understand when more than one answer is possible
	Can appropriately navigate and enter equation
	Opens/closes dialogue box
	Can select/deselect objects
	Can flag question and advance without accurately answering question
	Can create graph
	Can drag and drop text and move in appropriate sequence
	Start audio
	Stop audio
	Can draw line segments