Digital Technologies						ICT						DOE NAPLAN Online Skills		
						General Capabilities Level 3						ICT Skill	Description	Tasks
Knowledge and Understandings		T1	T2	T3	T4	Base Skill Description	Skill 1	Skill 2	Skill 3	Skill 4	Skill 5	Type of Skill	What can the Student do	What tasks can achieve this
Digital Systems	Digital systems and peripheral devices are used for different purposes e.g. * use a mobile device, to present information. * Exploring pre-programmed scripts e.g Pre-programmed spheros. * Code.org: http://studio.code.org/s/course3					Computer skills	Create a new folder. Copy and Rename files in a folder.	Insert own files into a document.	Copy (backup) files to and from a USB stick.			ICT Skill 1: Locate and select an answer from a list	Student can: *locate a question, supporting information and possible answers. * click or tap once to select the correct answer. * change their answer or a list or a sequence. * recognise the answer icon will change when selected.	
Representations of Data	Different types of data can be represented in different ways e.g. Recognising data is made up of numbers, text, images, sounds, animations and videos are all forms when stored or viewed.					Computer components and terms. (Digital Systems)	Slide, transition, duplicate, insert, slideshow, title	PDF document	Copy, Paste, Cut			ICT Skill 2: Type an answer in a text box	Student can: * accurately type 10 letters or numbers, without error. * identify and read questions and support material. * click a mouse or tap a screen to set their cursor before typing. * type and edit answer.	
Processes and Production Skills		T1	T2	T3	T4									
Collecting managing and analysing data	Collect and present different types of data using simple software to create useful information. e.g. Understand that data is stored in digital systems in the form of files and folders and decisions need to be made as to most appropriate format to use to create the data.													
Digital implementation	Use visually represented sequenced steps (algorithms), including steps with decisions made by the user (branching) e.g. Explore features of websites and use different design tools to record ways in which digital solutions will be developed, e.g. creating storyboards or flowcharts (Popplet) to plan an algorithm, give instructions to a game, or explain a process.					Internet use Cybersafety	Acknowledge when they use digital products created by someone else, and start to indicate the source.	Sharing personal photographs only in appropriate environments;	Using polite but impersonal language in posted messages;	Recognising forms of cyber bullying		ICT Skill 3: Read the screen and navigate web pages	Student can: * use a mouse or fingers to move around, zoom in and out, and min. and max. screen. * use scroll bars to open and close objects. * use arrows and icons. * read the screen and point out what different elements mean (e.g. timer, back and next buttons, flags and shaded boxes).	
Creating Solutions by:		T1	T2	T3	T4	Using Software	Create blank document and insert new slides. Alter order of slides.	Create a PDF document from produced work in word processor or slideshow.	Add and move text in a slide. Add and manipulate pictures to slides. Edit pictures if needed.	Slides, transitions, animation, Duplicate slides in a slideshow	Purpose of and use of a title slide.	ICT Skill 4: Manipulate objects on screen	Student can: *drag an object and drop it in correct place. *zoom in and out, and tap and hold to drag and drop objects. *turn objects around (e.g. to rotate a shape). *draw a straight line between two objects. *use tools: magnifier, calculator, protractor.	
Investigating and defining	Create a sequence of steps to solve a given task.													
Designing	Develop and communicate ideas using labelled drawings and appropriate technical terms.					Using Software	Open a PDF document.	Scroll up and down. Zoom in and out.	Print a PDF document.	Copy and paste information into a document from the PDF.		ICT Skill 5: Read, comprehend and manipulate digital texts	Student can: *focus on digital texts with no screen clutter. * toggle between texts and answers. * locate and copy information or detail. * connect visual cues to images with ideas. * read digital texts to interpret ideas * identify a sequence of events and the purpose of digital texts. * infer writer's feelings in digital text. * use reading strategies to	

												comprehend digital text.	
Producing and implementing	Select, and safely use, appropriate components with given equipment to make a solution.				**Hardware Design and Structure**	Electronic Circuits	Low voltage (safe) vs, high voltage (unsafe).	Components of electronic circuits.			ICT Skill 6: Plan and compose text using keyboarding and word processing	Student can: *draft, edit and revise texts digitally * type using all characters on a keyboard. * use correct fingering on the keyboard or device. * select text, delete/move words and phrases. * type quickly enough to retain thoughts & ideas * use a range of modelled or shared/interactive digital writing sessions. * use digital planning tools	
Evaluating	Use criteria to evaluate design processes and solutions developed.										ICT Skill 7: Listen using a headset	Student can: * listen to a word via a headset: sound it out, picture it in their mind, type it correctly and check and edit if needed. * open and close an audio item or stimulus from the toolbar. * listen to audio without being distracted. * understand slightly different accents and intonations, and male and female voices.	
Collaborating and managing	Work collaboratively to safely plan and publish steps in a process.												