

Kindergarten Computer Skills Checklist

Levels of Proficiency: I = Introduced, D = Developing, M = Mastered

Basic Skills	✓	K
Turn on/off computer		I
Turn on/off monitor		I
Log on/off using username/password		I
Identify computer parts (CPU, monitor, mouse, keyboard, USB port, headphone/microphone jack)		I
Double-click to open a program		I
Scroll		I
Drag & drop		I

Word Processing Skills	✓	K
Type first and last name		I

Internet Skills	✓	K
Click once to follow link to website		I
Click links on web page as directed		I
Know how to evaluate websites for accuracy and relevance		I
Know how to leave a useful comment for a peer		I
Practice good netiquette when commenting		I
Download and upload photos and videos		I
Be able to collaborate with peers on digital projects		I

iPad Skills	✓	K
turn iPad on/off		I
use sleep/wake mode		I
change orientation of iPad screen (portrait/landscape)		I
adjust volume		I
attach headphones to the iPad		I
use Home button to return to the Home Screen		I
launch/open app		I
close out app (double tap Home button and swipe app up to fully close it out)		I
swipe between screens or pages in a folder		I
use Camera to take photos		I
use Camera to record video		I
delete photos and videos		I
double tap to zoom in/out		I

Primary students focus on learning basic computer functions, keyboarding, and develop word processing skills. They will create with a variety of digital tools, begin to use online databases for research, and develop basic OS familiarity.