# Tools, Resources, and Skills for Technology Literacy

**Word Processing Tools**
Students will use these tools to express their thoughts, communicate ideas, and collaborate with audiences inside and outside the classroom to support learning and research.  Examples: Word, Google Docs.

**Data Analysis Tools**
Students will use these tools both individually and collaboratively to process data, report results (graphically) and problem solve possible solutions. Examples: Google Sheets, collaborative data analysis and database tools online.

**Presentation / Multimedia Tools**
Students will use multimedia tools to communicate their thoughts and ideas to audiences inside and outside the classroom. Examples: PowerPoint, iMovie, Haiku Deck, Prezi, and Skype.

**Imaging Tools**
Students will use imaging tools to create original works as a means of personal or group expression, will gain knowledge of where to access appropriate images for school use, how to cite the use of images, and manipulate image files. Examples: Gimp, Boxy SVG, PowerPoint, and online image resources available in the creative commons.

**Audio Tools**
Students will use audio tools to create original works as a means of personal or group expression, collaborate with audiences outside the classroom, and manipulate audio files (record, edit, and mixing of voice and sound files). Examples: Audacity, Skype, GarageBand, Creative Commons Search.

**Personal Productivity Tools**
Students will use these tools to collaborate, communicate, and organize their thoughts, resources, and finished projects.  Examples:  Email, Calendar, Google Drive, Weebly, Popplet.

**Research and Information Tools**
Students will research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.  Students will use interactive websites, models, and simulations to further their understanding of curriculum concepts.

**Basic Technology Operations and Concepts**
Throughout the use of these tools students will identify and locate help resources, apply strategies for identifying and solving routine hardware and software problems that occur during everyday use, select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems, and demonstrate an understanding of concepts underlying hardware, software, and connectivity and of practical applications to learning and problem solving.