

# Middle School Technology Education (MSTE)

## Outcome Checklist

Computer Operations	
Completed	Outcome
<input type="checkbox"/>	Sign into my computer account
<input type="checkbox"/>	Create an effective password
<input type="checkbox"/>	Find the different drives in a computer
<input type="checkbox"/>	Create a folder in my student account
<input type="checkbox"/>	Effectively name projects and folder
<input type="checkbox"/>	Create and name subfolders in my student account
<input type="checkbox"/>	Identify hardware components of a computer
<input type="checkbox"/>	Start an application (program) and create a new project
<input type="checkbox"/>	Save a project in the appropriate folder
<input type="checkbox"/>	Retrieve a project from the appropriate folder
<input type="checkbox"/>	Understand the difference between "Save" and "Save As"
<input type="checkbox"/>	Use the print view to view a document before printing
<input type="checkbox"/>	Print a project
<input type="checkbox"/>	Use keyboard shortcuts

Program Operations	
Completed	Outcome
<input type="checkbox"/>	Connect peripherals
<input type="checkbox"/>	Use the dropdown menus in programs to find the tools I need
<input type="checkbox"/>	Change the size and style of fonts
<input type="checkbox"/>	Use cut, copy and paste
<input type="checkbox"/>	Automatically center
<input type="checkbox"/>	Adjust margins
<input type="checkbox"/>	Change the orientation of a page
<input type="checkbox"/>	Change the size of paper used in a project
<input type="checkbox"/>	Use a spell checker
<input type="checkbox"/>	Change page margins
<input type="checkbox"/>	Use the "Undo" command
<input type="checkbox"/>	Select different text sizes
<input type="checkbox"/>	Add a table

<input type="checkbox"/>	Create a graph
<input type="checkbox"/>	Insert a graph in a project
<input type="checkbox"/>	Select objects with a selection tool
<input type="checkbox"/>	Delete or move objects
<input type="checkbox"/>	Crop, resize, or modify images
<input type="checkbox"/>	Understand image size
<input type="checkbox"/>	Layer objects
<input type="checkbox"/>	Combine objects
<input type="checkbox"/>	Use line properties and adjust the characteristics of lines
<input type="checkbox"/>	Use a digital camera to create a graphics file
<input type="checkbox"/>	Add sounds, images, or a video to a project
<input type="checkbox"/>	Insert hyperlinks in a project

### Internet Operations

Completed	Outcome
<input type="checkbox"/>	Understand and adhere to Policy 311 (Information and Communication Technologies Use)
<input type="checkbox"/>	Understand what a browser is
<input type="checkbox"/>	Recognize the differences between different browsers
<input type="checkbox"/>	Create bookmarks
<input type="checkbox"/>	Effectively use my student email
<input type="checkbox"/>	Use and understand the features of a browser (back, forward, stop, search, refresh, history, and home buttons)
<input type="checkbox"/>	Properly cite internet references
<input type="checkbox"/>	Determine whether internet information is current, accurate, and reliable
<input type="checkbox"/>	Effectively use search engines
<input type="checkbox"/>	Understand the general structure of an email address and a URL
<input type="checkbox"/>	Compose and send emails that follow standard rules of protocol
<input type="checkbox"/>	Attach a file to an email
<input type="checkbox"/>	Use the address features of an email: To, CC, Subject, and Signature
<input type="checkbox"/>	Explain the fundamentals of cloud computing
<input type="checkbox"/>	Research using scholarly articles

### Spreadsheet Operations

Completed	Outcome
<input type="checkbox"/>	Understand the layout and purpose of a spreadsheet
<input type="checkbox"/>	Understand the terminology that deals with spreadsheets

<input type="checkbox"/>	Change the fill colour in cells
<input type="checkbox"/>	Adjust decimal places
<input type="checkbox"/>	Write formulas that allow for mathematical operations (sum, differences, multiply, divide, average)
<input type="checkbox"/>	Create and edit graphs using a spreadsheet
<input type="checkbox"/>	Insert images into a spreadsheet
<input type="checkbox"/>	Create cells that are designated as currency, date, or number

### Project Operations

Completed	Outcome
<input type="checkbox"/>	Envision a project that I want to create
<input type="checkbox"/>	Design a project according to standards and specifications
<input type="checkbox"/>	Roughly sketch a design that falls into the project criteria
<input type="checkbox"/>	Accurately draw a set of plans for my project.
<input type="checkbox"/>	Understand the concept of scale and proportion
<input type="checkbox"/>	Understand that there are different measuring systems
<input type="checkbox"/>	Accurately make and mark measurements
<input type="checkbox"/>	Use tools safely
<input type="checkbox"/>	Avoid wasting materials
<input type="checkbox"/>	Maintain a tidy work space.
<input type="checkbox"/>	Cooperate with classmates to safely share work space and responsibilities
<input type="checkbox"/>	Follow a design that has been created or approved by the instructor
<input type="checkbox"/>	List the order of procedure for completing my project
<input type="checkbox"/>	Appropriately use Personal Protective Equipment
<input type="checkbox"/>	Understand the principles of producing quality work.
<input type="checkbox"/>	Finish my project according to the project expectations
<input type="checkbox"/>	Complete my project within the precision guidelines established by the instructor
<input type="checkbox"/>	Demonstrate safe operations of tools
<input type="checkbox"/>	Assist classmates who need help
<input type="checkbox"/>	Recognize dangerous situations in the workplace
<input type="checkbox"/>	Remain focused throughout the duration of the project
<input type="checkbox"/>	Accept positive comments and constructive criticism about my project made by the instructor
<input type="checkbox"/>	Analyze errors and faults in my project
<input type="checkbox"/>	Recommend ways to improve the project in the future
<input type="checkbox"/>	Recognize health and safety concerns and how they affect myself and others

<input type="checkbox"/>	Responsibly handle and dispose of waste materials
<input type="checkbox"/>	Comprehend the energy consumption of my project
<input type="checkbox"/>	Do a post-analysis of my project
<input type="checkbox"/>	Start and finish a project