

**Anne Arundel County Public Schools**  
**Annapolis, Maryland**  
**VISION PROGRAM**  
**IEP BANK**

## TECHNOLOGY

**GOAL: The student will use technology to participate with educational software independently.**

- identify and interact with components and peripherals
- use terms associated with technology
- use arrow keys, spacebar, escape and enter to interact with software

**GOAL: The student will use a computer keyboard with \_\_\_\_% accuracy.**

- locate the home row position with correct fingering
- type the home row letters
- type \_\_\_\_ letters
- type all letter keys
- use the shift key for capitalization
- use punctuation keys to write sentences
- type numerals using correct fingering
- use \_\_\_\_ additional computer keys (function keys, control, alt, insert, delete, windows, home, end, page up/down)
- increase accuracy in typing skills to \_\_\_\_%
- increase speed in typing to \_\_\_\_\_ words per minute

**GOAL: The student will independently use Windows Accessibility Options to access software, with \_\_\_\_% accuracy.**

- Increase font size
- Increase menu toolbar size
- Activate high contrast mode
- Use Windows (2000/XP) magnifier tool

**GOAL: The student will independently utilize a screen magnification program to access software, with \_\_\_\_% accuracy.**

- Activate/deactivate and minimize the program

- Increase/decrease magnification levels
- Adjust colors to preferred type
- Utilize the help tool
- Scroll the windows to located desired information

**GOAL: The student will independently use \_\_\_\_ Windows keystrokes necessary for needed applications, with \_\_\_\_% accuracy.**

- Log on to the network
- Move between the start button, desktop and taskbar (F6 or TAB)
- Open the start menu (Windows key or Control + Escape)
- Use the start menu/desktop icons to open programs
- Displays the contents of a drop-down list (Alt + Down arrow)
- Selects choice on an icon or from a drop-down list (Enter)
- Marks or clears radio buttons (Spacebar)
- Closes a dialog box or drop-down menu (Escape)
- Activate an applications menu bar (F10 or Alt)
- Close applications (Alt + F4)
- Maximizes a window (Shift + Windows + M)
- Minimizes a window (Windows + M)
- Switches between applications (Alt + Tab)
- Get help (F1)
- Use \_\_\_\_\_ additional keystrokes

**GOAL: The student will independently use screen reading software, with \_\_\_\_\_% accuracy.**

- Adjust speech settings (Insert + J to speech menu)
- Say window title (Insert + T)
- Read dialog box
- Read by characters, words, lines, sentences and paragraphs
- Interrupts the speech (Control)
- Access the help menu

**GOAL: The student will independently use word processing software to complete written assignments with no more than \_\_\_\_ errors per assignment.**

- Creates a new document
- Moves to menu and selects from drop-down boxes
- Names and saves a document
- Prints a document
- Closes a document

- Opens a document
- Moves to the beginning of a line (Home)
- Moves to the beginning of a document (Control + Home)
- Moves to the end of a line (End)
- Moves to the end of a document (Control + End)
- Selects text
- Cuts highlighted items (Control + X)
- Copies highlighted items (Control + C)
- Pastes highlighted items (Control + P)
- Undoes a previous action (Control + Z)
- Uses spell check
- Uses thesaurus
- Proofread and edit documents
- Changes character format: font, size, typeface
- Changes paragraph alignment (centering, right/left flush)
- Formats bullets and numbering
- Formats pages: headers, footers, page numbers
- Creates a table
- Accesses the help file
- Produces a written document

**GOAL: The student will independently use the Internet to complete school assignments.**

- Open the browser
- Read a web page
- Activate a link
- Utilize the search command in a search engine
- Type in an internet address
- Move forward/back
- Locate a page in the favorites

**GOAL: The student will identify the parts and functions of an electronic notetaking device, with \_\_\_\_% accuracy.**

- Turns device on/off
- Locates Braille keypad
- Locates return/enter
- Locates previous key
- Locates back key
- Locates forward key
- Locates next key

- Locates backspace/spacebar keys
- Locates Braille display
- Locates cursor routing keys
- Locates ports: serial, parallel, and power
- Connects device to printer, embosser and power supply using appropriate cables

**GOAL: The student will independently access the options menu and use navigation commands of an electronic notetaker, with \_\_\_\_% accuracy.**

- Enter the options menu
- Move forward and back in a menu
- Check date, time, and battery status
- Escape menus
- Exits menu
- Changes speech settings

**GOAL: The student will independently use a word processor to create, proofread, edit and print a document, with no more than \_\_\_\_ errors per assignment.**

- Opens the main menu
- Opens the word processor
- Creates a document
- Uses cursor tracking keys to move cursor
- Uses backspace key to delete text
- Opens a document
- Goes to the top/end of file
- Reads document
- Moves forward/back by character, word, line
- Uses spellcheck
- Proofreads/edits documents for errors
- Deletes by character, word, sentence
- Inserts text
- Inserts tabs at new paragraph
- Centers lines
- Prints/embosses documents
- Completes homework assignments

**GOAL: The student will independently use an electronic planner to enter and complete school assignments on time, in \_\_\_ out of \_\_\_\_ trials.**

- Open the planner

- Navigate through dates
- Schedule appointments
- Use planner to record assignments
- Completes homework assignments

**GOAL: The student will independently access the address file and enter data in an electronic notetaker in \_\_\_\_ entries.**

- Open the address list
- Enter data in each field for a record
- Move between records
- Enter internet addresses with correct computer Braille code

**GOAL: The student will independently apply problem-solving skills to technology situations in \_\_\_\_ out of \_\_\_\_ sessions.**

- Check cable connections
- Reboot
- Call tech support

**GOAL: The student will independently use an electronic, speaking dictionary with \_\_\_\_% accuracy.**

- Locates/uses all necessary keys
- Enters words and locates definitions