**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