Welcome to the ICT Ladders for Badges Version 5.8

This badges system has a range of ladders / rubrics that tie in with our badges system for ICT.

This system allows pupils, parents and adults to award badges for skills displayed while using a wide range of I.C.T. tools within their learning projects.

The system consists of this resource, administration notes, and we administer them via forallbadges.com. It also ties in with our school achievement badges for ICT (Bronze, Silver, Gold) and becoming an I.C.T. Crew member.

These Ladders are NOT a system to teach to but rather something to incorporate within learning topics and journeys to allow self assessment and peer assessment of the skills that individuals have picked up.

Ladders are in Alphabetical order

CONTENTS

Pupil ICT Licence Skills	Level Up Today!
Expert	Independently learned one new program or Web 2.0 tool.
	Successfully tutored an adult trainee over five+ sessions.
	Can Touch-Type at 25 WPM
	I can coach someone to 'Proficient' level in this ladder.
Advanced	I have earned two "Expert" badges
	I have earned 'Advanced iMovie' badge
	I have earned two other "Advanced" badges (my choice)
	I been awarded "Advanced" Internet Skills
	Can update and optimise my digital device.
Proficient	Can bookmark websites and organise them.
	Can share files and collaborate with "Google Drive" etc.
	Can search using different keywords within any topic
	Touch Typing badge proficient 20WPM adjusted speed (100 CPM), 80% accuracy. Passed 'beginner' at typing.com
	Can create & use print presets (booklets, card, A4-A4 etc.)
	Can share a PDF file (mail or save it locally)
	Can read and send emails both online and with Mail app.
	Can add shortcuts to dock, finder & create aliases
	I can use 5 different applications (offline or online) and explain what their use is.
	Passed DQ World Expert OR 3 Grok Citizenship Courses
	Can update my online web/portfolio/blog/Seesaw
Basic	Can back up my digital device.
	Can connect wifi at home and school.
	Can find out information about my device.
	Can use speech to text and text to speech.
	Can connect to Media (LCD/LED) displays etc.
	Can use trackpad correctly (one hand). Use 'gestures'.
	I can connect to "Shared" server mounts/drives
	Can save files and share. I use good titles in folders and use the desktop of computer efficiently.
	Understand ICT Agreement/1:1 Agreement
	Can show care for my digital device.

Digital Literacy

3D Printing	Level Up Today!
Expert	Demonstrate expertise learned to date in a project.
	Can use the printing preferences correctly for 3D.
	Can use the printing library to get a free design.
	Can use 80% of features and buttons correctly in UpStudio
	Can pause, play, and stop designs.
	Can use 15 tools/buttons in TinkerCad or GoogleSketchup.
Advanced	Demonstrate skills learned to date in a project.
	Can change the speed of the nozzle when printing.
	Can change the thickness of the filling.
	Can insert an object using the '+' tool.
	Can use features and buttons correctly on the 3D printer.
	Can take off boards and put new ones on.
	Can slice designs off the board using the blade.
Proficient	Can download a design.
	Can use eight tools/buttons in the UP STUDIO software.
	Can send and preview a design.
	Can change the size of the design in Tinkercad.
Basic	Can design simple model on 4 x 4cm Hexagonal base using TinkerCad or GoogleSketchup.
	Can use printing software easily.
	Can download a design. (Using the correct download file)

Assessors	Level Up Today!
Expert	**Have passed five peers at the Advanced level** and awarded them their badges. We are looking for complete honesty, fairness and skills in testing. A teacher will interview one of your peers that you have awarded an advanced badge to.
Advanced	**Have passed five peers at the Proficient level** and awarded them their badges. We are looking for complete honesty, fairness and skills in testing. A teacher will interview one of your peers that you have awarded a Proficient badge to.
Proficient	**Have passed ten peers at the Basic level** and awarded them their badges. We are looking for complete honesty, fairness and skills in testing. A teacher will interview one of your peers that you have awarded a proficient badge to.
Basic	**Have passed five peers at the Basic level** and awarded them their badges. We are looking for complete honesty, fairness and skills in testing. A teacher will interview one of your peers that you have awarded a proficient badge to.

Arduino Skills	Level Up Today!
	Can coach others on using Arudino.
Expert	Can coach others on using Arudino.
	Complete a successful project creating or recreating a device with a number of functions and integrated components.
	Create, upload and successfully run two of your own programs using numerous components.
Advanced	Coach someone at the Proficient level to help them achieve their Proficient Badge
	Run the microservo motor sucessfully within a circuit.
	Create, upload and successfully run two of your own programs using two components.
Proficient	Create, upload and successfully run a program using the motor.
	Create, upload and successfully run a program using the button.
	Run a circuit using mains or battery power.
	Adapt and modify two existing programs in a way you can explain what you have done.
	Program, upload and run successfully another two programs, including one with multiple LEDS.
Basic	Create, upload and successfully run the LED fade program
	Program, upload and run successfully the LED Blink program.
	Create a Circuit on the Arduno board for a blinking LED.
	Open and Start Arduino

Audacity	Level Up Today!
Expert	Can use 80% of the programs features
	Understand what "mix" and "render" mean
	Can explain a little of spectrum use and frequency analysis
	Can generate a variety of audio effects
	Can monitor inputs and know what about peak levels
	Can record a tape to an mp3 file
	Understand at least 10 effects that can be applied
Advanced	Can export in a range of formats
	Can add a fadeout
	Can do a timer record
	Can add effects to a track
	Can record multiple tracks
	Can pan and alter levels within a track
Proficient	Can delete or trim parts of a track
	Can zoom in and out on a track
	Can listen to one specific track (mute others)
	Can adjust volume on a sound track
Basic	Can undo and redo
	Can use Magic GarageBand
	Can layer regions to create a simple textured melody
	Can loop a region
	Can preview loops and add them to a track
	Can record on a track
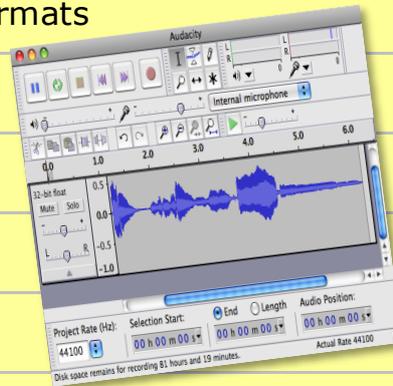
Backup	Level Up Today!
Expert	I have setup backup on another machine (Windows or Mac) using different software.
	I can backup using other methods such as drag and drop to a USB stick or alterativel software.
	I can look for backup of my online files and find ways to do this. (i.e. Google Docs, Blogs etc.)
Advanced	I have helped others to backup.
	I understand where my backup drive should be kept.
	I can explain why backup is important.
	I can restore a file from my backup.
Proficient	I have backed up regularly (weekly) over a month.
	I have backed up twenty times.
	I have a system that reminds me to backup.
Basic	I can eject a usb drive correctly.
	I have backed up ten times.
	I can insert a usb drive and start time machine.

Blogging	Level Up Today!
Expert	Can use 80% of the programs features.
	Maintain a blog over a year. Made over fity entries.
	Display integrity, intellectual honesty and good thinking in my blog entries.
	Can administrate my blog. Check statistics.
	Can add eight entries of my own that have not been tasked or asked for.
Advanced	Have made twenty entries.
	I can backup my blog.
	Can add great entries about life or topics of learning. They represent quality writing.
	Can quote correctly.
	Can embed HTML (i.e. iFrame)
Proficient	Can alter fonts and colours.
	Can add links and tags.
	Can comment reflectively on others entries.
	Can add a Creative Commons "free" picture and make it smaller.
	Can add a permalink title
Basic	Can save a draft and re-edit.
	Can add a title.
	Can proofread fully for no errors.
	Can setup a blog and choose template.
	Can compose a reflection on my learning.
	Can bookmark my blog

Code.Org	Level Up Today!
Expert	Completed Elementary Course F
	Completed three other courses.
Advanced	Completed Course E
	Completed one other course
Proficient	Completed Course D
Basic	Completed Course C

Contacts	Level Up Today!
Expert	Can use 80% of the programs features
Advanced	Can import new vCards and handle updates of existing cards
	Can export a vCard or group vCard
	Can create a smart group
	Can view details of distribution list
Proficient	Can add a company
	Can sort/order names in two different ways
	Can add members to a group
Basic	Can edit a card
	Can add extra fields
	Can add new users to address book

Address Book

Address Book			
			Q

Group	Name		
All	Rose Grieve		
Dir	St		
Ac	Ti	W
Ac	W	IC
Bu	Je	B
BY	Ke	
BY	Ol	work 64
BY	Lo	mobile 02
BY	Ia	home 64
Ch	Ca	work fax 35
Ch	Su	
Ch	Kr	E-mail w
Ed	Ti	E-mail w
Ed	Mi	home page w
Ho	Sa	
IC	Be	work w
in2	Al	
IST	Ma	home 50
IST	Ha	C
Pe	Je	C
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Sc	Tr	
Sc	Ga	home 50
Sc	Ke	C
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Updated: 4/01/08
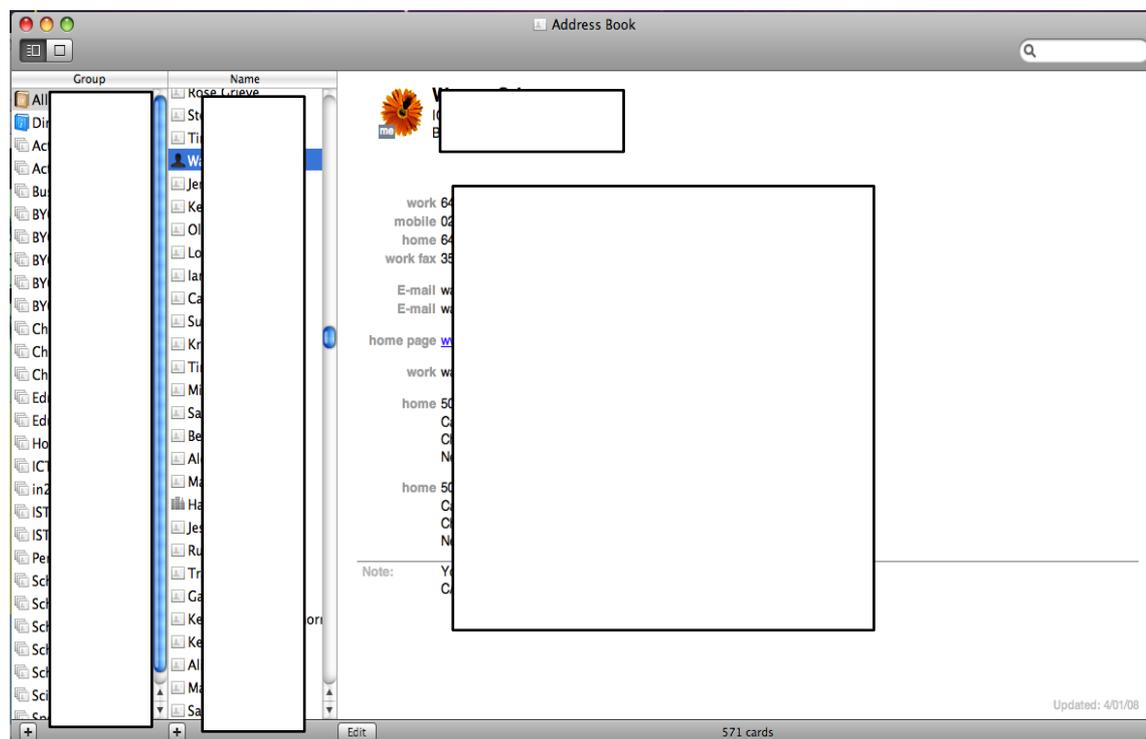
Dash-Dot	Level Up Today!
Expert	Can train others on how to use Dash to the Proficient Level.
	Have entered a contest with Dash. At school or elsewhere.
Advanced	Can use an accessory
	Can create and use variables
	Can use Control Category
Proficient	Can use top 6 coding categories other than functions
	Can create a new profile
Basic	Can save a project with good name
	Can turn on and connect to Dash
	Can use the Go app
	Can create code that moves my robot around a maze path.
	Can record sounds and put them into the code.
	Can code using Blockly

Digital Camera	Level Up Today!
Expert	Can use 80% of the camera's features
	Know advanced tips, magic thirds and leading space
	Can play through TV
	Can do in camera editing
	Can use manual mode if available
	Can use more than 2 other modes
	Can use the video in the camera
Advanced	Can format the card on the camera
	Can plan scenes with multiple POV, and with different shots (establishing, close up, medium etc)
	Can change a basic range of settings, especially megapixels, flash and macro
	Can compensate for backlight
	Can use tripod correctly
Proficient	Can recharge batteries correctly
	Can put batteries in if required
	Can use zoom
	Can download to iPhoto, delete photos and properly eject the camera from the machine
Basic	Can turn on and choose play or camera modes
	Can choose the automatic mode
	Can turn LCD on/off
	Can take a photo that is not blurred

Digital Citizenship	Level Up Today!
Expert	Expert: I can coach others and create original resources to teach or coach on Digital Citizenship.
	I can take evidence (screen recording and snapshots).
	I can show care and safety while buying online.
	I can explain what a "balanced lifestyle" is.
	Know three ways sites collect and store personal information.
Advanced	Can locate and understand my Digital Footprints.
	I can explain how to checking information sources (authenticity and currency of information).
	I can set my browser to Safer Searching and use advanced searching.
	Project produced outlining six personal and community digital device impacts (positive/negative).
Proficient	I can identify three scams.
	I understand and use Creative Commons (Copyright, Citation and Referencing and Media Release).
	I can name three ways to keep a digital device secure.
	Followed school requirements on gaming use.
	Can explain five personal and/or community impacts (positive or negative) of digital devices.
Basic	I know what personal information is OK to share and that people can not be who they say they are.
	Have discussed a Home Digital Contract with my parents.
	Can demonstrate 'Conduct and Care' of digital devices.
	I know how to comment correctly on others work.
	Understand what to do if I feel uncomfortable about something I have viewed or heard (home and school).
	Use a strong password and can remember it.
	Can explain one personal and one community impact (positive or negative) of digital devices.

Many of these levels can be awarded on completion of your "Digital Citizenship" presentation to your parents/ caregivers

DQ World - Digital Citizenship Strength.

Expert (can teach others all skills)	Passed all 8 levels and completed all missions. Can tell coach - parent - or teacher top five things you have learned and why they are important.
Advanced	Passed 6 levels within DQ World.
Proficient	Passed 4 levels within DQ World.
Basic	Passed 2 levels within DQ World.

Digital Citizen Identity
Ability to build and manage a healthy congruent identity online and offline with integrity.

Screen Time Management
Ability to manage one's screen time, multitasking, and one's engagement in online games and social media with self-control.

Cyber Bullying Management
Ability to detect cyber-bullying situations and handle them wisely.

Cyber Security Management
Ability to protect one's data by creating strong passwords and to manage various cyber attacks.

Privacy Management
Ability to handle with discretion all personal information shared online to protect one's and others' privacy.

Critical Thinking
Ability to distinguish between true and false info, good and harmful content, and trustworthy and questionable contacts online.

Digital Footprints
Ability to understand the nature of digital footprints and their real-life consequences and to manage them responsibly.

Digital Empathy
Ability to be empathetic towards one's own and others' needs and feelings online.

Email - Web based	Level Up Today!		
Hotmail **Expert**	Can use 80% of the programs features		
	Can adjust the size of files or zip/ archive them before sending		
	Can change quote level		
Advanced	Can create smart folders and rules		
	Can make folders and subfolders		
	Can use BCC correctly		
	Can select a part of an email to respond to		
	Understand a number of email etiquettes		
Proficient	Can alter fonts and colours		
	Can respond to an email		
	Can add an attachment		
Gmail by Google **Basic**	Can adjust window panes		
	Can add a subject correctly		
	Can use sort emails by different categories/ columns		
	Can compose/ write a new email		
	Know what an email address looks like		

Email – Computer based	Level Up Today!
Expert	Can use 80% of the programs features
	Can setup more than one account correctly (incl pop and smtp servers)
	Can adjust the size of files or zip/ archive them before sending
	Can change quote level
Advanced	Can create smart folders and rules
	Can make folders and subfolders
	Can PDF email from any program
	Can use BCC correctly
	Can select a part of an email to respond to
	Understand a number of email etiquettes
	Can use stationary
Proficient	Can zoom in and out
	Can alter fonts and colours
	Can respond to an email
	Can add an attachment
Basic	Can adjust windowpanes
	Can add a subject correctly
	Can use sort emails by different categories/ columns
	Can compose/ write a new email
	Know what an email address looks like

Garageband	Level Up Today!
Expert	Can use 80% of the programs features
	Can add an effect to a track
	Can add music via notation view
	I can add ducking to a project
	Can transpose
	Can add an automation sound effect
	Can play in own instrument via usb
	Can use arrange track to define sections of project
Advanced	Can export in a range of formats
	Can add a fadeout
	Can split and join regions
	Can search for loops
	Can add an effect to a track
	Can pan and alter levels within a track
Proficient	Can delete unwanted tracks
	Can add voicetrack to project
	Can listen to one specific track (mute others)
	Can adjust volume on a sound track
Basic	Can undo and redo
	Can use Magic GarageBand
	Can layer regions to create a simple textured melody
	Can loop a region
	Can preview loops and add them to a track
	Can open the loops browser and reset it

Google Drive	Level Up Today!
Expert	Can explore and find out how to use ten other Web 2.0 programs of Google Drive
	Can teach someone else how to use Google Drive to the Proficient level.
	Can sync my docs with Drive Stream.
Advanced	Can change my settings for my account (i.e. spelling)
	Can create a blog or website
	Can create a Google Sheet using links and 8 formulaes.
	Can create Google forms for a purpose
	Can organise collections in Google Drive
	Can navigate to team drives
Proficient	Can upload videos to Google drive and insert a link into a doc or presentation.
	Can upload a local document (PDF)
	Can create a Google Doc with links/ movies and bullet point information.
	Can search and sort Google Drive
	Can delete and rename Google Drive files
	Can create a presentation with embedded videos, links and images.
	Can use Gmail to the Proficient level
Basic	Can name and save Google Slides, Docs, Sheets
	Can create a Google Slideshow with links/ movies and bullet point information.
	Can share files with other people
	Can bookmark my important Google Apps or projects
	Can sign into my Google account at home
	Can sign into my Google account at school

GoogleEarth	Level Up Today!

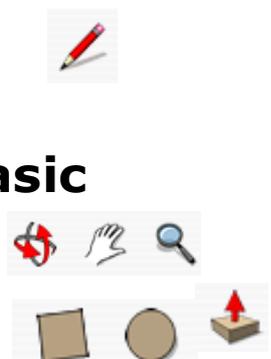|	
Expert	Can use 80% of the programs features
	Can understand about the scan dates and how satellites record the images
	Can change preferences
	Know all main points of compass
	Understand degrees and minutes etc
Advanced	Can add a Google sketchup model to Google Earth
	Can create a tour (path)
	Understand how to use scale legend
	Can tilt and rotate the images
Proficient	Can use ruler
	Can turn layers on or off
	Understand latitude and longitude
	Can double-click to zoom in
Basic	Can add a "placemark"
	Can load map view
	Can view the sky above current location
	Can move globe with mouse and keys
	Can zoom in and out
	Can use "fly to"

Google SketchUp

Expert (can teach others all skills)	Can add pictures to surfaces and distort
	Can use over 50% of program features
	Can upload a model
Advanced	Can use the rest of the tools on the large toolbox
	Can create a more complex 3D object that uses more than fifteen tools.
	Can download other models to suit
	Can type in required size for object length, height
Proficient	Can draw a simple house (windows, landscape) in proportion
	Can add colours and simple textures to surfaces
	Can use curve tool
	Can move and rotate objects
	Can group an object with arrow tool
	Understand how inference lines work
Basic	Can use pencil tool
	Can orbit, pan and zoom
	Understand the three axis (red, green, blue) & "origin"
	Can use rectangle, circle and push/pull tools
	Can change preferences to suit document type

iMovie	Level Up Today!
Expert (can teach others all skills)	Can demonstrate my expertise in a project.
	Can teach others 80% of the programs features.
	I can use green screen.
	Can use ducking.
	I can do video, colour and audio correction, cropping, stabilisation and adjust speed.
Advanced	Can split, delete and join movie segments/clips
	Can export in a variety of formats
	Can use in-built camera with iMovie
	Can edit sound levels using "Option" key to increase and/or decrease volume as needed.
	Can publish a movie project applying skills, learned to date, to an online site.
Proficient	Can add visual effects to a clip
	Can download video or still pictures to iMovie
	Can insert transitions in a good place (can alter or adapt them)
Basic	Can animate titles over movie and over black
	Can undo any problems
	Can add sound effects to the timeline
	Can record own voice in correct position
	Able to move clips around and move through/play them in various
	Adding Clips to Clipview/ Timeline

Internet	Level Up Today!
Expert **(can teach others** **all skills)**	Can use 80% of the programs features, including on two browsers
	Understand the Intranet and Internet
Advanced	Can use 'find' to search a page for a certain word
	Can check a source or site for authenticity
	Can used advanced search
	Can skim-scan a page for an answer or information
	Can customise the toolbar
	Can edit bookmarks and organise them
	Can download a PDF or file and retrieve it
Proficient	Can save favourites/bookmarks
	Can use two Web 2.0 sites
	Can explain 'reading' an Internet page
	Can locate website navigation features
	Can name more than one browser
Basic	Can click on links on a page
	Can use the inbuilt search to search Google and understand keywords
	Can use the back and history button
	Can type in an Internet Address (URL)
	Can start and use the browser

Internet 2.0	Level Up Today!
Expert	Can identify 10 Web 2.0 apps and use them fully. Can train others on these.
Advanced	Can identify 10 Web 2.0 apps and use them fully.
Proficient	Can identify 5 Web 2.0 apps and use them fully.
Basic	Can identify 3 Web 2.0 apps and use them fully.

iPad Basics	Level Up Today!
Expert	I can teach others how to use two Top Creative Apps.
	Can update iPad.
	Have used and can demonstrate over 20 simple Apps
Advanced	Can use ten other apps and demonstrate any to others.
	Can use two creative category apps within curriculum.
	Can install and uninstall apps.
	Can sync iPad.
	I have read parts of the manual.
Proficient	Can locate apps, check reviews and learning use.
	Can use five apps.
	I can create original content using a Creative App.
	Can upload/download photos & videos.
	Can display screen via AppleTV or connector.
	Can join wifi.
	I know 5 hot keys (Triple Click Hm, reset, snapshot etc.)
	I can print.
	I can copy, cut and paste.
Basic	I can use the keyboard including special characters.
	I can change brightness.
	I can adjust sound.
	I can search the iPad.
	I can start an app, use home key to go back to multitask
	I can move apps into different folders
	I can turn on, charge and insert headphones

Digital Literacy

Use me for learning!

Keynote	Level Up Today!
Expert	Can use 80% of the programs features
	Can use action objects
	Can group slides, alter order in navigator view
	Can add hyperlinks and movies
	Can insert date time etc/ headers and footers
	Can adjust column layouts, use layout breaks and master objects (placeholders)
	Can auto play presentation and add soundtrack (incl 2nd screen)
	Can add tables and charts (alter them)
Advanced	Can arrange (back/front), align and distribute objects
	Can multiple select objects to move them
	I can mask objects
	I can present a show
	Can create a well designed layout from scratch
	Can make items transparent/use opacity/alpha channel
Proficient	I can use a Smartbuild
	I can fill and shadow objects
	I can add transitions and simple animations
	Can add comments or information to the notes view and change views
Basic	Can add clipart and digital pictures
	Can undo any problems
	Can manage lists
	Can choose a template and preserve a good layout
	Can add new pages and spellcheck

Logo	Level Up Today!
Expert (can teach others all skills)	Can use a large number of the programs features
	Can show use of commands that have not been previously taught
	Can use variables
Advanced	Can write a program using over 20 different commands or functions
	Can create a pattern or drawing using procedures
	Can use an "if" statement
	Can use most graphics commands
Proficient	Can create a pattern
	Can use repeats or loops
Proficient	Can open up windows as needed
	Can create a pattern
	Can draw a box
	Can start the program

Mindmapping	Level Up Today!
Expert	Can use more than one type of mindmapping program.
	Can teach another person and help them through the Proficient level.
Advanced	Know some new quickkeys for this programme.
	I can add pictures and links.
	I can mindmap in more than three ways (flow, sets, compare and contrast, tree, brainstorm, to take notes, plan a story, Venn etc.)
Proficient	I can place a topic in the middle and separate it into multiple pieces and record at least three layers/levels of ideas.
	I can re-organise ideas easily.
	I can change the view to an outline display.
	Paste and Match Style where available.
	Understand the terms; Parent, child, and Use templates where available sibling in terms of mindmaps.
	Use templates where available.
	Can save and export in different formats.
Basic	Colour connections and bubbles
	Can undo any problems
	Can delete bubbles not needed
	Can join bubbles with arrows
	Can add new bubbles
	Can spellcheck

Music App	Level Up Today!
Expert	Can use 80% of the programs features
	Can export in different formats
	Understand preferences for this program
	Can create a smart playlist
	Can use the iTunes store
Advanced	Can burn a disc/ CD
	Can use visualiser and equaliser
	Can add album art
	Can change info on an item
	Can use shuffle, repeat and loop options
Proficient	Understand Genius Mixes
	Can use different views
	Can find an online radio
	Can use movie, podcast and other sections
Basic	Can set up a playlist
	Can search for songs
	Can play, sort songs by different columns
	Can add new songs form two different places
	Can add new songs from files

NXT or EV3 Mindstorms	Level Up Today!
Expert	Have entered in a competition.
	Have created my own original programs and mechanical designs.
	Can use the "Advanced" category.
	Can coach others at the Advanced Level.
Advanced	Can create programs with nested switches, data blocks and mutiple block types.
	Can build and program a project improving or adapting it with my own ideas (projects may come from web)
	Demonstrate efficiency in programming by reducing code used.
Proficient	Can build "Follow Line" robot from parts.
	Can coach others at the Basic Level.
	Can use blocks well in their program in over three places.
	Can create a program with repeat.
Basic	Can program the second booklet, "Introduction to Rescue Programming."
	Can make blocks.
	Can program the first booklet, "Getting Started with Mindstorms and the NXT Robot".
	Can program the first booklet "Getting Started with Mindstorms and the NXT Robot".
	Can use "View" option to test sensors.
	Can put cables in correct ports.

OS X	Level Up Today!
Expert (can teach others all skills)	USB Sticks: Can use
	Knows most shortcut keys on the Hot Keys checklist. Know click on Title bar.
	Can connect to server by hand
	Can locate preferences/settings for programs
	Can establish a laptop to laptop network
Advanced	Can 'save as' or 'export' in a variety of formats (incl print pdf)
	Can software update and install software
	Can use 'find and replace' where available
	Can demonstrate use of over 5 shortcuts
	Can multitask windows efficiently and add shortcuts to dock, windows and toolbars
	Can multiple select groups of items or individual items
	Can right-click efficiently (incl laptop)
	Can update and "Onyx" my own computer
	Can create a new printing preset
Proficient	Can copy 'n' paste
	Can use an excellent file/folder structure
	Can print correctly using presets
Basic	Can save files with correct names and locate them afterwards
	Can use spotlight to search
	Can use Applications and Documents folder

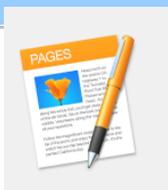| Pages/Word / Neo/ Open Office	Level Up Today!
Expert	Can use 80% of the programs features
	Can create and use styles consistently.
	Can create and use new sections
	Can add hyperlinks and movies
	Can insert date time etc/ headers and footers
	Can adjust column layouts, use layout breaks and master objects (placeholders)
	Can adjust paragraph spacing
Advanced	Can arrange (back/front), align and distribute objects
	Can group and ungroup objects
	Can do a find and replace
	Can "plain text" or "match style" paste
	Can create well designed layouts from "blank"
	Can use transparency (alpha)/use opacity/ mask
Proficient	I can fill and shadow objects
	Can add tables and other objects, alter them and text wrap
	Can add clipart and digital pictures
Basic	Can adjust margins and page size
	Can undo any problems
	Can manage lists
	Can choose a template and preserve a good layout
	Can add new pages
	Can spellcheck

| Photocopier	Level Up Today!
Expert	Can teach others all other levels.
	Can remove paper correctly, with care.
	Can print pamphlets, staple and fold.
	Can use most features on copier.
Advanced	Can create printer presets.
	Can add printers on computer.
	Can print to PDF - email PDF.
	Can scan and change settings.
	Can print selected pages.
Proficient	Can check the screen to see why jobs are not printing.
	Know how to add paper. Fan it.
	Can use all favourites options.
	Can resize scanned objects.
	Can retrieve my scan.
	Can use all of the home screen buttons
Beginner	Can scan to network.
	Can scan to scan to another's email.
	Can scan to self.
	Can login with my code or username.
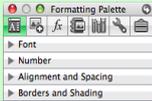
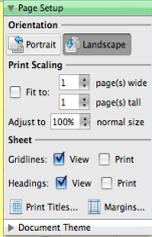| Powerpoint	Level Up Today!
Expert (can coach others)	Can use 80% of the programs features
	Can export show in a variety of formats
	Can animate/effect along a path
	Can use bullet lists and customise them
	Can find and replace
Advanced	Can add Titles, transitions, animations
	Can insert other slideshows or slides into presentation
	Can put slides into a different order
	Can use most aspects of 'Formatting Palette'
	Can use master pages for global changes
	Can dual screen present show on projector/LED
	Can distribute objects
Proficient	Can insert graphics and sound
	Can use many Drawing Toolbar features
	Adding Contents page with hyperlinks
	Can record own voice
	Views: Can use the notes view
Basic	Can design a short 3 page presentation
	Can add text and select
	Can choose new slides
	Can use a template

Preview	Level Up Today!
Expert	Can use Preview to convert files.
	Can edit PDF's adding markups, comments and highlights.
	I can copy a file from another program and use Preview to save, edit and export.
	I can combine files together, delete and add pages.
	I can create a signature and use it.
Advanced	I can slideshow.
	I can use the magnifier.
	I can create bookmarks in a file.
	I can use the transparency tool.
Proficient	I can rotate files.
	I can print to Preview (PDF).
	I can crop a file.
	I can search a PDF.
Basic	I can share PDF's.
	I can zoom in and out.
	I can change display (i.e. to thumbnails).
	I can scroll.

Scratch Block Programming	Level Up Today!
Expert	Can use 95% of the programs features, including selections from the operator that has the abs function in it.
	Passed with 90% an approved Scratch quiz.
	Can design a totally original activity or game that is glitch free, has smooth gameplay. Consists of a number of routines and programs. Has a professional look to to it.
	Can coach others through their problems at an Advanced level.
	Can optimise code, especially through custom blocks. Can use extensions.
Advanced	Can create an original program using all Program Categories apart from Extensions and My Blocks.
	Can design a sprite or background using both vector and bitmap modes.
	Can program use of direction, use a range of seven operators (boolean blocks) , create different objects (sprites) with different behaviors and different variables, manage interactions between objects (sprites) through message sending and global variables writing (eg a list).
	Can problem solve for others at the Proficient level.
Proficient	Done over 10 tutorials. See Scratch - Youtube
	Can follow instructions to create a program with repeat, forever, if-else, and sensing. Can use three Operators.
Basic	Have completed five tutorials.
	Can undo any problems.
	Can Save file correctly.
	Can use a Stage.
	Can paint a new sprite.
	Can choose a sprite.

Scratch, Tynker, other coding programs

SeeSaw	Level Up Today!
Expert	I can train others on Seesaw at the advanced level.
	I can edit an item after I have placed it online.
	I can use three other programs like Keynote and share what I have made with SeeSaw and post it.
Advanced	I can use another program like Keynote and share what I have made with SeeSaw and post it.
	I can add text to a video I recorded.
	I can write a note and record something about it or my learning.
	Can use an activity, respond to it and upload.
	I can create an entry about a webpage and talk or write about this.
Proficient	I can draw on a screen and talk at the same time (annotate) to describe my learning.
	I can put text, sound, video in an entry.
	I can post items to more than one person.
	I can delete an audio recording and start again.
	I can start a new item by clicking on the +
Basic	I can choose my name and upload.
	Can record my voice after I have drawn.
	Can using the drawing tool.
	Can log out.
	Can check class signed in.
	Can login using QR Code
	Can find Seesaw on the iPad

Excel/Open Office/ Numbers	Level Up Today!
Expert	Can use 60% of the programs features
	Can use conditional formatting
	Can export in different formats
	Can use "paste special"
	Can use filters
	Can import variety of data files (c.s.v., TAB etc)
Advanced	Can use simple sum, average, medium formulae
	Can use absolute and relative formulae
	Can merge cells, use alignment and spacing
	Can sort data safely
	Can format cells with various number, text and date formats etc.
Proficient	Can use AutoSum
	Can use all basic charts (graphs) as well as edit their format and layout
	Can alter fonts and colours
	Can add borders
	Can add clipart and digital pictures
Basic	Can adjust margins and page size
	Can undo any problems
	Can choose a template and preserve a good layout
	Can add new pages
	Can move around sheets

System Settings

Level Up Today!

Expert	Understand all items on the panel and their uses
Advanced	Can use all personal preferences
	Can use Energy saver
	Can use mousetrackpad/ keyboard preferences
	Can use Print Preferences
	Can use Accessibility
Proficient	Can change sound preferences
	Can change display sizes
Basic	Can change wallpaper and screensaver
	Can use text to speech and speech to text.
	Can change default paper size
	Can set touch ID
	Can adjust Touchpad tracking speed

System Preferences window showing:

Personal: Appearance, Desktop & Screen Saver, Dock, Exposé & Spaces, International, Security, Spotlight

Hardware: Bluetooth, CDs & DVDs, Displays, Energy Saver, Ink, Keyboard & Mouse, Print & Fax, Sound

Internet & Network: .Mac, Network, QuickTime, Sharing

System: Accounts, Date & Time, Parental Controls, Software Update, Speech, Startup Disk, Time Machine, Universal Access

Other: ACTIVboard, Flip4Mac WMV, Perian, SMART Board

Accessibility

Touch Typing	Level Up Today!
Expert	I can touch-type at 60+ WPM Adjusted speed (300 CPM), towel over hands. 90% accuracy
	I can coach someone in the correct techniques of touch-typing.
Advanced	Can explain Home Keys, Anchor Keys and how fingers should be moving on the keyboard.
	Reached goal of 35WPM adjusted speed (175 CPM) with towel over hands, 85% accuracy
Proficient	Reached goal of 20WPM, adjusted speed (100 CPM) with towel over hands, 80% accuracy
Basic	Reached goal of 10WPM adjusted speed (50 CPM) Passed 'beginner' at typing.com

Utiltities	Level Up Today!
Expert	Can identify 10 utilities and use them fully, and train others on them.
Advanced	Can identify 10 utilities and use them fully.
Proficient	Can identify 8 utilities and use them fully.
Basic	Can identify 3 utilities and use them fully.

Video Crew	Level Up Today!
Expert	Can use a majority of the cameras features
	Watched 4 videos from our training pages.
	Can play through TV
	Can do in camera editing
	Can compensate for backlight
	Have edited a movie to completion including: Syncing, choosing best shots, transitions, improving sound, music tracks, credits.
Advanced	Can download to iMovie or FinalCut Pro
	Can plan scenes with mutiple POV, and with different shots (establishing, closeup, medium etc)
	Know about magic thirds and leading space
	Can use shotgun and wireless microphones
	Can put batteries in iand use tripod smoothly.
	Have an email from my teacher indicating satisfaction with my participation in the Video Crew.
	Can recharge batteries.
Proficient	Can plan using a simple storyboard
	Can compensate for backlight
	Can keeo gear tidy and stored.
	Can playback/view video
	Can use zoom (especially slow)
	Can keep my teacher/coach informed of time out of class. Can keep up with my work in class.
Basic	Can turn on and choose play or camera modes
	Can play back recorded video on camera
	Can pan across a scene or follow action
	Can record video