<table>
<thead>
<tr>
<th>Categories</th>
<th>Level #1 Substitution: “Start Here”</th>
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</thead>
</table>
| General Computing Tools                        | ❑ I can scan a document and send it to myself  
❑ I can save a document to my school Google drive  
❑ I can create folders in my Google Drive  
❑ I can send and receive emails  
❑ I can use basic word processing  
❑ I can find and access our district website  
❑ I can submit a HelpDesk and a Technology Training Request Ticket  
❑ I can use all corporation-issued digital devices in my classroom with basic functional knowledge  
❑ I can use basic troubleshooting skills if my devices are not working |
| Communication & Collaboration Tools            | ❑ I can use email to communicate & collaborate efficiently  
❑ I can digitally share documents & resources with my colleagues  
❑ I can access my voicemail messages  
❑ I can post events to Google Calendars  
❑ I can share my Google Calendar |
| Presentation Tools                              | ❑ I can create basic presentations (i.e. PowerPoint, Google Slides, Prezi)  
❑ I can play an educational video using my Apple TV with my MacBook |
| Data Tools                                      | ❑ I can create a spreadsheet to track student data  
❑ I can sort data in that spreadsheet  
❑ I can print reports I need from PowerTeacher/School using my MacBook |
| Learning Management Tools                       | ❑ I can use PowerTeacher on my MacBook to report attendance  
❑ I can use PowerTeacher on my MacBook to input grades  
❑ I can access Google Drive from home to work online  
❑ I can finalize my grades on my MacBook  
❑ I can access my digital curriculum  
❑ I can create and print grade reports  
❑ I can log into an LMS/Google Classroom successfully  
❑ I can post and retrieve resources and lessons from a website/LMS  
❑ I can substitute Google Drive in place of Office Products (Word, PP) |
| PLN Tools (Professional Learning Network)       | ❑ I can join an educationally appropriate social network and complete my profile (Twitter, Pinterest, Google Plus...and more!)  
❑ I can complete all parts of my social media profile  
❑ I can use basic navigation skills to explore the website |
| Content Curation & Research Tools              | ❑ I can digitally collect and bookmark teaching resources  
❑ I can digitally share curriculum mapping with my colleagues  
❑ I can outline my expectations for Digital Citizenship in my classroom  
❑ I can outline my expectations for appropriately citing resources |
| Device Utilization Tools                        | ❑ I can plug and unplug all cords attached to my classroom devices  
❑ I can use basic troubleshooting skills if my devices are not working  
❑ I can use all corporation-issued digital devices in my classroom with basic functional knowledge |

Red - Before Summer 2015 (20 Basic Skills)
Green - Utilize throughout School Year 2015-2016 (Have ready at Beginning Of Year; 13 Additional Skills)
Blue - Bonus for School Year 2015-2016 (4 Skills, then advance to the rest of the Tech Integration Matrix)