

## Chromebook - progression of skills

This is a flexible guide for schools to use which will ensure a steady progression of skills across the primary school. The guide is focused around the use of chromebooks and google applications.

### Reception

While the Early Years Framework does not require children to directly use technology, there are many benefits to ensuring children have the opportunity to use apps on iPads and the interactive classroom screen. Chromebooks are not commonly used in Reception but the below skills can be useful towards the end of the year in preparation for the start of key stage one.

#### Reception Transition Skills

- I can carry a chromebook safely using the correct grip
- I can open the lid of a chromebook and turn it on
- I can begin to use a trackpad to control the cursor
- I can close a chromebook lid carefully and put it away.

#### Key vocabulary

Chromebook, screen, keyboard, keys, trackpad, cursor

### National curriculum link

From Year 1 onwards children use chromebooks to explore many aspects of the national curriculum. The objective below comes directly from the KS1 programme of study.

- use technology purposefully to create, organise, store, manipulate and retrieve digital content

#### Year one

##### General

- I know how to hold and carry a chromebook
- I know how to take a chromebook out of a charging trolley and put it back on charge correctly
- I know how to log on to a chromebook (with support)
- I know how to sign out of my chromebook

- I know how to shut down my chromebook
- I feel confident using the trackpad to move the cursor
- I can refresh web page
- I can control the volume settings of the chromebook

#### **Google Drive**

- I can open up Google Drive independently
- I can create a file (Google docs) on Google drive
- I can reopen a saved file on google drive
- I can delete a file on google drive
- I can create a folder

#### **Google docs**

- I know how to create a google doc
- I know how to name my doc
- I know how to change the size, font and style of my writing
- I can insert a picture in to my document in different ways
- I can type a capital letter and full stop.

#### **Google Classroom**

- I can join my classroom
- I can access shared material
- I can complete an assignment

#### **Google Drawing**

- I can create a picture using shapes

#### **Vocabulary**

File - folder - tab - Google Drive - Internet - online

#### **Year two**

##### **General**

- Understand the function of the refresh, sound control and screen contrast buttons
- I can confidently log on and off a chromebook
- I can confidently use a trackpad to drag and drop / resize objects
- I can use the shift button to capitalise my letters
- I can use the chromebook to take a picture
- I can use headphones independently when directed

##### **Google Drive**

- I can name a folder
- I can move a file in to a folder
- I can create different files inside Google drive (Docs, slides)

##### **Google docs**

- I can move, resize and crop pictures
- I can use undo when I make a mistake
- I can align my writing to the left, centre or right
- I can change the colour of the page

- I can confidently type in sentences
- I know how to print my work

### Google slides

- I can open up google slides
- I can insert a text box
- I can change the background colour of the slide
- I can insert a picture in to my slide
- I can add a new slide

### Google classroom

- I can join my google classroom
- I can open locate and open files on google classroom
- I can turn in my work

### Vocabulary

Textbox - undo - print - share - crop - presentation

## Key Stage 2

In Key Stage 2, children can use chromebooks to develop their skills in creating and presenting different media within a range of other subject areas.

- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information

## LKS2

### General

- I can add bookmarks to my browser so I can navigate to my most used websites easily
- I can start to use shortcut keys to do things quickly, e.g. copy and paste
- I can use the trackpad to perform a range of functions
- I can collaborate with others across a range of google applications
- I can share work with my teacher

### Google Drive

- I confidently store my files in the appropriate folders as directed by my teacher
- I can share files and folders with others
- I can search for files within Drive
- I can move files and rename them

### Google docs

- I can type with increasing speed and accuracy using more than just my pointing finger
- I can insert a table
- I can insert a picture
- I can experiment with voice typing
- I can use size, font and colour for effect

### **Google slides**

- I can alter the design of my slides by choosing a relevant template
- I can insert a picture using the camera feature within slides
- I can change transitions between slides

### **Google Sheets**

- I can input data onto a spreadsheet
- I can turn the data in to simple graphs

### **Google classroom**

- I can access a wide range of files using google classroom

## **UKS2**

### **General**

- I can take a screenshot of my work and can save to my chromebook or insert into a Doc, Slide etc
- I can download my doc/slide as different file types, e.g. pdf

### **Google Drive**

- I can maintain an organised google drive
- I can search for documents in different ways

### **Google docs**

- I can confidently type using both hands to write words and sentences
- I understand the difference between, and can switch between editing and suggesting mode to offer feedback to my partner
- I can insert a picture and understand the different alignment features that can be applied to my document
- I can add headers, footers and page numbers to multi-page documents

### **Google slides**

- I can combine a range of media within one slide
- I can utilise a clear design scheme across my slides

### **Google Sheets**

- I can create charts based on data inserted within a spreadsheet
- I can use basic formulas

### **Wider apps**

- Begin to gain confidence with wider google applications such as Google sites, drawing and Google keep.

**Extensions / add ons**

- I can use google extensions to support my learning as directed by my teacher

**Applying skills**

- I can apply these skills to collaborate and complete projects within my class.