












At St Aloysius we aim to provide our children with the opportunity to achieve digital goals.



Year Group	Stars	Digital Skills Levels
Reception		The children should be introduced to the first tier of bronze basic digital skills.
Year 1	 	The children should be working towards being secure with all bronze and starting on silver skills.
Year 2	 	The children should be secure with bronze and increasing demonstrating silver skills.
Year 3	 	The children should be working towards being secure with all silver and starting on gold skills.
Year 4	 	The children should be secure with silver and increasing demonstrating gold skills.
Year 5		The children should be working towards being secure with all gold skills.
Year 6		The children should be demonstrating mastery of digital skills and be confident users and technology.

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My BIG List of Digital Goals!



Name: _____

Can you use an iPad? Can you master the following skills?

 I know how to turn an iPad on/ off/sleep	 I know how to Use home button, open, close & quit an app	 I know how to adjust the volume / mute / plug in headphones	 I know how to search the iPad	 I know how to take a good quality photo & edit in the Photo app E.g. crop it
 I know how to use mark up on an image / annotate	 I know how to check the battery and charge the iPad	 I know how to use double-tap to reveal the recently used apps / quit apps	 I know how to use the keyboard & add special characters/emojis	 I know how to take a screenshot and edit/crop in the Photo app
 I know how to transfer pictures/video via Airdrop/Classroom app	 I know how to access the control centre	 I know how to cut, copy & paste text and images from the web	 I know how to connect to a display / airplay	 I know how to create a screencast video with the microphone enabled
 I know how to download / save images or files from the web or cloud	 I know how to create folders and save work using files/ cloud app	 I know how to access the settings app e.g check wifi network	 I know how to use the split screen with two apps E.g. Safari & Notes app for research	 I know how to use iPad advanced user gestures e.g. switch apps

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Cloud / Files / Seesaw: Can you master the following skills?

Name: _____

 I know how to sign in using a QR code / sign out (Using Seesaw app)	 I know how to take and upload a photo / video (Using Seesaw app)	 I know how to create a drawing (Using Seesaw app)	 I know how to add a note / like / comment (Using Seesaw app)	 I know how to record my voice (Using Seesaw app)
 I know how to access my cloud / shared area for the first time	 I know how to create a folder(s) and add a colour to a folder	 I know how to delete a folder/file	 I know how to upload an image & video	 I know how to search for a file or folder
 I know how to access your files from another / multiple devices	 I know how to upload a folder to a specific place	 I know how to download various file types (Excel, Word, PowerPoint files etc)	 I know how to upload various file types (Excel, Word, PowerPoint files etc)	 I know how to rename / move a folder or file
 I know how to how to restore files from the trash	 I know how to how to star/favourite a file	 I know how to get the file size of a document	 I know how to share a folder or file for collaboration / share a link (file)	 I know how to explain clouds and saving work to someone else

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Name: _____

Browser: Can you master the following skills?

 I know how to identify & launch the browser on my devices	 I know how to point and click to navigate on existing links / website shortcuts	 I know how to use the tool bar and can explain it's features e.g. home button or back button	 I know how to play and pause video or audio on a website	 I know how to do a basic keyword search using an internet browser
 I know how to enter a URL to access or open a specific website	 I know how to adjust the volume of content being played	 I know how to sign in to an online account	 I know how to refresh or reload a web page in an internet browser	 I know how to open multiple windows / tabs in a browser
 I know how to cut, copy & paste text and images from the web	 I know how to save / download files from the web to your device	 I know how to adjust the text, image and video sizes	 I know how to conduct research, analyse and interpret the information I locate	 I know how to perform a keyword search within a web page
 I know how to save, print or share a web page	 I know how to access the history / bookmark a webpage / manage your bookmarks e.g. delete and organise in folders	 I know how to use advanced searches techniques to improve my results and research	 I know how to turn on/off accessibility features / configure browser features	 I know how to turn on the reader view to show just the text

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Name: _____

Word Processing: Can you master the following skills?

 I know how to open or create a new document / select a theme	 I know how to type in basic text, using capital letters and spaces	 I know how to save my document in my folder	 I know how to print my documents	 I know how to change the text colour
 I know how to bold, italicise and underline text	 I know how to change the font & size	 I know how to insert a shape & edit shape	 I know how to add an emoji or symbol	 I know how to insert an image / word art
 I know how to right, centre and left align text	 I know how to create a numbered/ bulleted list	 I know how to insert a link	 I know how to insert a table & graph	 I know how to use the spell checker
 I know how to zoom in and out of a document	 I know how to collaborate on a document / make a comment / add notes	 I know how to export the document in a different format / publish	 I know how to share my document with others	 I know how to use shortcut / quick keys (e.g. command+c, command+v)

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Presentation: Can you master the following skills?

Name: _____

 I know how to open or create a new document / select a theme	 I know how to insert a new slide with different layouts and move slides	 I know how to add text content to slides / delete parts of a layout	 I know how to insert an image / clip art	 I know how to change the background image/ colour / change the text colour
 I know how to change the font & size / bold, italicise and underline text	 I know how to duplicate a slide / delete a slide	 I know how to insert a new textbox	 I know how to add transitions to a slide / animate an object on a slide	 I know how to insert a shape/ change the fill colour of a shape
 I know how to play and present from the presentation	 I know how to copy/paste URL to insert a link to a website	 I know how to insert a video / or embed via URL	 I know how to insert a chart/graph & table	 I know how to use spelling and grammar checker
 I know how to use arrange and flip tools	 I know how to make a shape into a textbox / change the outline of a shape	 I know how to add speaker notes	 I know how to add audio / record narration	 I know how to create complex animations



My BIG List of Digital Goals!



Spreadsheet: Can you master the following skills?

Name: _____

<p> I know how to</p> <p>open / create a new spreadsheet & add a title</p>	<p> I know how to</p> <p>add a number to a cell</p>	<p> I know how to</p> <p>add words to a cell</p>	<p> I know how to</p> <p>change the colour of a cell / create a pattern with colours</p>	<p> I know how to</p> <p>print the spreadsheet</p>
<p> I know how to</p> <p>change the font size, colour and type</p>	<p> I know how to</p> <p>insert an image</p>	<p> I know how to</p> <p>change the cell background / change the cell borders</p>	<p> I know how to</p> <p>change the text alignment within a cell</p>	<p> I know how to</p> <p>input a range of data</p>
<p> I know how to</p> <p>explain the different text and number formatting options</p>	<p> I know how to</p> <p>merge the cell contents / select a range of cells</p>	<p> I know how to</p> <p>cut, copy, and paste cell content / insert a hyperlink to text</p>	<p> I know how to</p> <p>insert and delete a row and column</p>	<p> I know how to</p> <p>add a new sheet/ rename a sheet</p>
<p> I know how to</p> <p>sort the sheet from A to Z and vice versa</p>	<p> I know how to</p> <p>insert a simple formula</p>	<p> I know how to</p> <p>create a simple chart from some sample data</p>	<p> I know how to</p> <p>sort a specific range of data</p>	<p> I know how to</p> <p>share the spreadsheet with specific collaborators</p>



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Drawing: Can you master the following skills?



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 I know how to select and open a drawing application	 I know how to use a mouse / trackpad to draw lines	 I know how to use different colours	 I know how to use different drawing tools/pens/textures/ eraser tool	 I know how to print my drawings
 I know how to zoom in and out on parts of my drawing / move the canvas	 I know how to rotate a shape / drawing	 I know how to insert an image or shape	 I know how to use fill colour tools	 I know how to change the line weight/thickness
 I know how to duplicate, copy and paste shapes or layers	 I know how to resize drawings	 I know how to add text, stickers or emojis	 I know how to add shadows / experiment with colour	 I know how to alter transparent / alpha
 I know how to create an illustration	 I know how to change the canvas size	 I know how to change the order of shapes/layers	 I know how to save the drawing in different formats	 I know how to save with transparent background

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My BIG List of Digital Goals!

Problem solve, when something goes wrong on my digital device.



Name: _____

 I know how to respectfully use technology	 I know how to check the volume if the sound isn't working	 I know how to ask the person next to me before asking the teacher	 I know how to quit an app if it crashes	 I know how to restart my device if it crashes
 I know how to keep check of the battery life	 I know how to reload a webpage	 I know how to make sure I'm connected to the wifi	 I know how to turn the wifi/ bluetooth on and off & check settings	 I know how to save my work often
 I know how to search for a file	 I know how to find a deleted file	 I know how to make a duplicate of a file	 I know how to read any error messages and follow any instructions that may help	 I know how to check there is paper in the printer