Pupil:_____

Learning target:	Date
With help can use device for simple functions	
With support show simple cause and effect i.e. click mouse on object	
With support make simple closed choices	
With support be able to take turns in group activities	
With support react to simple changes in environment	
With support show a preference for a particular package	
With support interact with simple software	

7	8	9	10	11	12
up to 1	up to 2	up to 3	up to 4	up to 5	up to 7

Jottings

Pupil:_____

Learning target:	Date
With support press switch	
With support remember a sequence of two actions	
With support Understands correspondence between switch press and action	
Moves object on screen	
Matches objects on screen	
Recognizes self and others in photograph/audio recording	

13	14	15	16	17	18
up to 1	up to 2	up to 3	up to 4	up to 5	up to 6

Jottings

Pupil:_____

Learning target:	Date
With support activate device e.g. on/off switch, touch screen	
With support move attention from one action to another	
With support recognise people & places through audio/video	
With support touch specific object on screen	
With support share/take turns in a game situation	
With support understand two switch activity	
With support determine beginning and end of sequence	

19	20	21	22	23	24
up to 1	up to 2	up to 3	up to 4	up to 6	up to 7

Jottings

Pupil:_____

Learning target:	Date
Aware that some equipment needs to be plugged in to function	
With support be aware of plug danger	
Find use/reason for 1 switch	
Use a variety of switches to engage in activity e.g. spacebar. game control, camera button etc...	
With support respond to switch intended to attract attention	
With support be aware of cursor functions	
Discuss information contained in photograph	
With support realise that certain activities occur in certain environments	
With support be aware of programme icons	
With prompt look for specific object on screen and respond to visual on screen prompts	

25	26	27	28	29	30
up to 1	up to 2	Up to 4	up to 6	up to 8	up to 10

Jottings

Oaktree School Curriculum Ladder

Computing   Step 6 (31 – 36)

Pupil:_____

Learning target:	Date
Identify a variety of computing devices	
Use a remote	
Move cursor	
With support move item on screen	
Press and release switch at appropriate times	
Be familiar with QWERTY keyboard	
With support write simple message using symbols, pictures and letters	
With support use camera to take pictures	
Operate simple programme	
With support choose from 2 different types of software which is best suited for purpose	
Select programme from 2 logos	
With support replay a recording	

31	32	33	34	35	36
up to 2	up to 4	up to 6	up to 8	up to 10	up to 12

Jottings

Pupil:_____

Learning target:	Date
Change - Volume, channel, radio station etc...	
Name 5 pieces of computing equipment	
Basic mouse functions eg. move cursor, single press, hold down mouse, press and release, drag and drop, arrows	
Basic keyboard skills eg. touch appropriate keys, on screen keyboard, enter name, shift, spacebar, backspace	
Use basic 'draw' package eg. fill, short lines, sustained lines	
With support select picture and recognise own work (from printout)	
Use CD/DVD/Game - explore, use prompts	
Give directions to another student	
Follow directions from another student	

37	38	39	40	41	42	43	44	45
up to 1	up to 2	up to 3	up to 4	up to 5	up to 6	Up to 7	Up to 8	Up to 9

Jottings

Pupil:_____

Learning target:	Date
With support simple web-search	
Select required software from icons	
Double click and scroll with mouse	
Enter information on prepared database	
Check personal info and identify simple errors	
With support graph a simple property	
Basic text editing	
Basic word processing eg. sentences	
Basic communication with phone, email etc….	
Switch device on/off using correct procedure	

46	47	48	49	50	51	52	53	54
up to 1	up to 2	up to 3	up to 4	up to 5	up to 6	Up to 7	Up to 8	Up to 10

Jottings

Pupil:_____

Learning target:	Date
Video Camera - Operate, take a sequence, zoom, view and care of	
Aware of barcodes	
Aware of online banking	
Computer - load/save software, select correct drive, give appropriate name to file, import pictures to work	
Database - collect relevant info, enter into prepared database, extract required info, create graphs and various spreadsheets	
Use a variety of sizes, styles and fonts	
Page Layout - margins, columns and boxes	
Cut & Paste	
Word processing and publishing - Aware of different ways to justify text, design a page/poster and send work to printer	
Design using various packages eg. cards, invitations, brochure, book cover etc..	
Internet/e-mail - Use location address to access specific website, log off, print information from a website, as part of group send and receive email, export info, interact with whiteboard	

55	56	57	58	59	60	61	62	63
up to 1	Up to 2	up to 3	up to 4	up to 5	up to 6	Up to 7	Up to 9	Up to 11

Jottings

Pupil:_____

Learning target:	Date
Extract text/pictures from CD/DVD, USB, Server etc...	
Transfer data to and from: CD, DVD and USB	
Print - Load paper and use printout to assist editing	
Use scanner - picture, digital camera and rotation tools	
Make programme for audience using variety of computing devices	
Present specific information - requirements of audience, consider presentation strategy, look at variety of adverting strategies, create advertising scheme keeping audience in mind, consider what equipment would enhance presentation, compare own presentation with commercial product	
Internet/email - write email with correct address, send email, receive and open, open attachment, use search on internet, move between web pages, consider wording of search to find information	
Write a series of instructions on how to operate specific software	
Compare same product by different makers	
Page Layout - add and adjust table, use bullets, select line width, background, organize graphics, use crop tool, use header and footer, page numbers, find/save file on correct drive	

64 up to 1	65 up to 2	66 up to 3	67 up to 4	68 up to 5	67 up to 6	70 Up to 7	71 Up to 8	72 Up to 10

Jottings

Pupil:_____

Learning target:	Date
Be aware of the rights individuals under data protection acts	
Understand the need to back up work and why industry files should be kept offsite	
Create a printed presentation using a range of software eg. word, data base, graphics etc....	
Use of clipboard	
Create own folder on hard drive and organise information within folders for easy location	
Aware the ending of file name relates to a software package ie. .doc = Microsoft Word	
Aware of PDF/Zipped file types	
Create a presentation that does not rely completely on printing eg. PowerPoint, webpage	
Add attachments, signatures, and HTML formatting in emails	
Use search engine applying conventions to narrow search	
Understand the effect of altering the sequence of instructions	

73	74	75	76	77	78	79	80	81
up to 1	up to 2	up to 3	up to 4	up to 5	up to 6	Up to 7	Up to 9	Up to 11

Jottings