

Pupils Name

.....

Class

.....

Teacher

.....

What is this booklet for?

It will help you to keep a record of all the skills you have practised and learnt.

What do I need to do?

Each section deals with groups of skill. Your teacher will assist you.

When you have practised the new skill take your booklet to your teacher.

Tell your teacher what you have done.

Discuss your progress with your teacher and then tick the correct box. Ask your teacher to sign.

**Burghclere
Primary
School**



**I.C.T.
Record of
Achievement**

Word Processing (Core Module)

Skills I have learnt with the rest of my class	Please tick		
I can do the following things on the computer	HELP	NO HELP	Level
Load a word processing program			3
Make a fresh start			3
Type words and use shift, enter, space bar			2
Use punctuation keys			2
Correct mistakes as I go along			3
Edit a draft piece of work			3
Use different fonts			3
Use different styles, italic, bold, underline			3
Change the text size			3
Change the text position using justify LEFT			3
Change the text position using justify CENTRE			3
Change the text position using justify RIGHT			3
Add pictures/tables to my work			4
Add frames and borders to my work			4
Use cut, copy and paste to change my work			4
Use a spell/grammar check			4
Search for words and replace them			4
Change or adjust the page margins			5
Make columns			5
Name, save and load my work/files			3
Print my work			3
Log on as a user			3
Type in a password			2
Locate correct letters and keys on the keyboard			2
Use the scroll bars and arrow keys			2
Use my own ideas to type a piece of original work for someone else to view, using all my word processing skills			4/5

Desk Top Publishing (DTP)

Skills I have learnt with the rest of my class	Please tick		
Helped to choose a topic for our work			
Helped to plan how our work will look			
I can do the following things on the computer	HELP	NO HELP	Level
Load DTP software			3
Start a new piece of work			3
Alter the way my work looks			3
Alter the position of text on the line			3
Change the way my page is set up			4
Cut, copy and paste			4
Change the size of a block of text			4
Add, move or change the size of pictures			4
Add, move or change the location of pictures			4
Change the margins of my work			5
Use columns			5
Flow text			5
Name, save and load work			3
Print work			3
Use my own ideas to prepare a piece of work using all my DTP skills. I am able to use the work for the purpose it was designed			4/5

Monitoring (Core Module)

Skills I have learnt with the rest of my class	Please tick		
Talk about machines that are controlled by computers			
Recall what sensors, inputs and outputs are used for			
Tell the difference between digital and analogue sensors			
I can do the following things on the computer	HELP	NO HELP	Level
Connect a sensor, input and output leads to a control box			3
Load the sensory software			3
Use a sensor to detect and show changes in physical conditions			4
Set times to collect and record data			4/5
Display collected data as a graph and print it			4
Use two or more sensors, show and explain changes			5
Use sensors to control a model			5
I have used sensors to collect data, detect and show changes to the rest of the class. I can explain the changes detected. I can explain changes in the data collected			4/5

Spreadsheets (Core Module)

Skills I have learnt with the rest of my class	Please tick		
I know what a spreadsheet is used for			3
I can do the following things on the computer	HELP	NO HELP	Level
Load a spreadsheet program			3
Start a new spreadsheet			3
Enter data into a spreadsheet			3
Make a chart			3
Use a formula			3
Look for links and patterns in my work			4
Change the look of my spreadsheet			5
Use different text styles			5
Use a date			5
Show numbers as money			5
Alter the position of data inside a cell			5
Change the width of a column			5
Change the height of a row			5
Insert and delete columns and rows			5
Change information within cells and consider what other changes may happen			5
Use a function			5
Save my spreadsheet			3
Load a previously saved spreadsheet			3
Print my work			3
I have designed a spreadsheet to work out a problem. I have changed data within a spreadsheet to discover the best answer to that problem.			4/5

Computer Control (Core Module)

Skills I have learnt with the rest of my class	Please tick		
I can talk about machines which are controlled by a computer			
I know what input and outputs are used for			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Connect input and output leads to a control box			3
Load control software			3
Write a program and make it work well			3
Write a program to control a number of different outputs			4
Use an input to control a model			4
Use WAIT and REPEAT commands			5
Plan and build a model which I can control			5
Write and link two programs to control a model. I can show how they link			5
Print my programs			3
I have written a program to control a model with three outputs in front of my class			4

Electronic Communication

Skills I have learnt with the rest of my class	Please tick		
I can talk about different electronic communication systems			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Electronic Mail (e mail)			
Send and receive (e mail)			
Prepare a letter for e mail			
Log on to the service provider			
Check for incoming e mail			
Reply to e mail			
Delete unwanted e mail			
Log off the service provider			
Internet			
Log on to the service provider			
Load the browser software			
Go to a web site			
Search for information			
Use a bookmark			
Print information found on the internet			
Log off the service provider			

Graphic Presentation

Skills I have learnt with the rest of my class	Please tick		
I helped choose a topic for our graph			
I helped plan a form to collect data			
I helped to make a list of questions which can be answered from the graph			
I understand the use of a key for a graph			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Collect data for a graph			2
Load the graphing software			2
Make a fresh start			3
Enter data			3
Display the data as different graphs			
Choose the best type of graph and explain my choice			
Graph two or more sets of data together			
Change the way my graph looks			
Name and save my work			
Load work previously saved			
Sort my graph into ascending and descending order			
Print my work			
I have collected data and made graphs to answer questions			

Database (core module)

Skills I have learnt with the rest of my class	Please tick		
I know what a database is used for			
Have helped to design a class database			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Load and prepare a database			3
Enter data into a database			3
Check for mistakes in the data and change them			3
Sort the data			3
Search the database to answer my questions			3
Show data as a graph			3
Use a CD ROM to find a topic			3
Enter accurate data to achieve accurate results			4
Add and remove data from records			4
Design a data collection form and accurately collect data			5
Make my own database			5
Save my own database			5
Search and sort data			2
Enter and read data			2
Print from my database			3
I have added collected information to a database. I have used it to answer my questions and to locate a relationship between areas of data			4/5

Multimedia

Skills I have learnt with the rest of my class	Please tick		
I know what multimedia is and when it can be used			
I helped to choose a topic for our multimedia project			
I helped to plan our multimedia project			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Load the multimedia software			3
Alter the way my work looks			3
Add pictures to my work			3
Add clipart to my work			4
Record and add sounds and sound effects to my work			4
Add already recorded sounds to my work			4
Add animation to my work			4
Link screens together			4
Use special effects to move between screens			5
Save my work			3
Print my work			3
I have helped prepare a multimedia project. I have presented that project to a group of people			4/5

Music

Skills I have learnt with the rest of my class	Please tick		
Computers & Music			
Skills I practised by myself. I can...	HELP	NO HELP	Level
Load music software			
Try out different instruments, sounds and other effects			
Make a tune for one instrument			
Make a tune for two or more instruments			
Name and save my work			
Load previously saved work, change and save it again			
Electronic Keyboard, I can			
Try out different instruments, sounds and other effects			3
Mix and play sounds together			3
Use saved tunes with my own work			
Record a tune for one instrument or sound effect			4
Record Two or more instruments or sound effects			4/5
Tape Recorder, I can			
Record different sounds			
Record a musical piece of work on a tape recorder			
Record a musical piece of work using more than one tape recorder			
Musical Information			
I can use other software to find out about music topics			
I have two different ways of making music skills. I have performed my tunes to the class.			

Logo

Skills I practised by myself. I can...	Please tick		
	HELP	NO HELP	Level
Load the Logo software			3
Write a program to control a turtle			3
Test and change my program to make it work better			3
Use repeat commands			3
Change my program and think about other changes that may occur			4
Load previously saved work, change and save it again			4
Write a detailed program to control a turtle and explore what happens when I change it			5
Name and save my work			3
Print my Logo program			3
I have made a pattern using all my Logo skills. I have explored what happens when I change my program			4/5

Art and Design	Please tick		
	HELP	NO HELP	Level
Skills I have learnt with my class			
I know the difference between computer art and other art forms			
Skills I practised by myself. I can...			
Load the art software			3
Start a new piece of work			3
Use different tools to produce different effects			3
Use different tools to produce different colours and patterns			3
Use different tools to produce different brush sizes and shapes			3
Use different tools to produce different line widths, set shapes, fill option, rubber and typing			3
Use copy, cut, paste and move to change my work			4
Add clip art, stickers to my work			4
Use mirror, flip and turn tools to make patterns			5
Name and save my work			3
Load work previously saved			3
Use other software to find out about art topics			3
I have used my own ideas to create a piece of work using all my computer art skills			4/4

Control	Please tick		
	HELP	NO HELP	Level;
I can recognise that everyday devices respond to signals and demands			1
I can control everyday devices by selecting different options			1
I can control a device (real or simulated) purposefully			2