

Student: _____

Class of: _____

LEARNING MATRIX FOR OTT TASKS

By the end of their 8th grade year, students will be expected to demonstrate Mastery of the following OTT tasks. Mastery will be determined through a variety of assessments – student work samples, teacher observation and self-assessment. Students who demonstrate mastery early will have an opportunity to pursue/demonstrate the acquisition and mastery of additional technology skills.

OTT TASKS	INTRODUCTION	RECALL	APPLICATION	MASTERY	CREATION	DIG DEEPER
QWERTY KEYBOARD	Label a keyboard sheet. ___ Worksheet	Label from memory the Homerow keys. ___ Worksheet	Label from memory the letter keys of the keyboard. ___ Worksheet	Can identify 90% of the keys of the QWERTY keyboard from memory when given a blank keyboard sheet. ___ % on date: ___	Create a list of tips that other students could use to memorize the location of keys.	Research and then explain the history and science behind one of the following: the QWERTY keyboard setup, the computer, the internet, social networking.
30 WPM	Learn the proper hand placement and keep your fingers on Homerow while practicing. ___ Teacher Observation	Complete a timed test to demonstrate current wpm speed. ___ wpm	Complete typed assignments within the available class setting. ___ Teacher Observation	Pass a timed test at the rate of 30 wpm. ___ wpm on date: ___	Create a PSA that illustrates techniques to follow to develop typing mastery. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Locate a variety of free keyboarding programs online and evaluate the overall effectiveness of the programs using the student software evaluation tool or one of your own creation.
STANDARD MEMORANDUM	Correctly format a Standard Memorandum using step-by-step instructions. ___ Student document	Correctly format a Standard Memorandum from a test template with no steps. ___ Student document	Correctly format a Standard Memorandum regarding a business meeting with persons related to Real Game Career. ___ Student document	Correctly format a Standard Memorandum from a test template with no steps with 90% accuracy. ___ % on date: ___	Create a PSA that illustrates how to properly format a Standard Memorandum. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Standard memorandums are used to improve communication between individuals who work closely together. To build communication between peers, form a team that will work together to plan a school or community event – Consider needs, time and costs in your proposal.
BLOCK BUSINESS LETTER	Correctly format a Block Business Letter using step-by-step instructions. ___ Student document	Correctly format a Block Business Letter from a test template with no steps. ___ Student document	Correctly format a Block Business Letter requesting hiring information relating to an interested field of work. ___ Student document	Correctly format a Block Business Letter from a test template with no steps with 90% accuracy. ___ % on date: ___	Create a PSA that illustrates how to properly format a Block Business Letter. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Locate a favorite vendor, cause, issue you feel strongly about and write a letter to this business. You decide what outcome you hope will occur by writing the letter. Be sure to follow through with sending it. Envelopes and stamps will be provided.
TABLE FORMATTING	Correctly format a Table using step-by-step instructions. ___ Student document	Correctly format a Table from a test template with no steps. ___ Student document	Correctly format a Table comparing features of a career. ___ Student document	Correctly format a Table from a test template with no steps with 90% accuracy. ___ % on date: ___	Create a PSA that illustrates techniques to properly format a table. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Brainstorm various uses for a table with subject matter from any of your classes. Create a table to organize this information in a relevant way. Be sure to follow proper formatting.
POWERPOINT PRESENTATION	Correctly format a Standard Memorandum using step-by-step instructions. ___ Student document	Correctly format a Standard Memorandum from a test template with no steps. ___ Student document	Correctly format a PowerPoint regarding a Famous European. ___ Student document	Correctly format a 5 slide PowerPoint with all required features with no instructions. ___ % on date: ___	Create a PSA that illustrates techniques to set up a PowerPoint. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Use another technology tool to present a topic given within the classroom. The alternative presentation must still provide all the elements of the .ppt project.
UNBOUND RESEARCH PAPER	Correctly format an Unbound Research Paper using step-by-step instructions. ___ Student document	Correctly format an Unbound Research Paper from a test template with no steps. ___ Student document	Correctly format an Unbound Research Paper that explains a student chosen STD. ___ Student document	Correctly format an Unbound Research Paper from a test template with no steps with 90% accuracy. ___ % on date: ___	Create a PSA that illustrates techniques to properly format an Unbound Research Paper. To be displayed on walls, bulletin board or web-site. Can be a bulletin board, video, screenr podcast, etc...	Petition for a replacement task of your choice that is related to the Research Paper topic. Request a copy of the contract.

Once students have demonstrated mastery in all 7 areas, they will conference with the technology teacher at LHS to determine the appropriate recommendation in regards to high school placement and they will have an opportunity to begin contracting for alternate classroom tasks. At Application level, students may challenge the Mastery Test is student makes prior arrangements.

Teacher Recommendation: ___ Level One ___ Level Two ___ Level Three