Recording Sheet
Year 3

Pupil Name:	Create and Communicate Information											
	Can plan their work and Save, Edit & Retrieve independently	Can insert and move images and text	Can evaluate a variety of text styles	Can edit text - alter font size, colour and style	Is able to use a bank of images set up by the teacher	Can resize images in a document	Begins to use Cut, Copy and Paste	Can use a Spell-checker	Knows different ways of communicating and that messages can be sent over distances	Can Send and Receive e-mails	Knows the importance of e-mail addresses being accurate	Knows how to use e-mail safely

Common Skill: Pupils should be able to save and retrieve work independently.

Recording Sheet
Year 3

Pupil Name:	Find and Analyse Information																			Media							
	Can navigate a specific website using a web browser	Begin to understand that information stored on websites may not be accurate	Can use a Favourites list set up by the teacher	Can enter a URL (web address) into a browser	Can search for images using a safe stock image site	Can use the History function in a browser	Knows how to remain safe online	Can plan their work and Save, Edit & Retrieve independently	Can collect approriate information using a data capture sheet	Can input accurate data into a prepared database	Can add and remove records	Can plot and interpret a simple chart/graph.	Can interrogate a database using Simple questions	Can sort fields in a database	Can move a turtle around the screen using direct commands for a given purpose	Can use Repeat commands to create a simple procedure to draw shapes	Understands the effects of changing variables such as length and angles	Can Save and Edit procedures	Can plan their work and Save, Edit & Retrieve independently	Can record sounds and play them back	Can locate sound files from a variety of sources to use in their work	Can create and evaluate musical compositions	Can manipulate sounds and evaluate the changes	Can use a digital camera to capture images	Can use captrued images within other software applications	Can use still images to produce a simple video

Common Skill: Pupils should be able to save and retrieve work independently.