Recording Sheet
Year 5

Create and Communicate Information

Pupil Name:	Can Plan, Revise & Resave work	Can insert & manipulate images within a document considering layout and purpose	Can use Higher and Lower settings & Group objects to generate the best layout for presenting text and images	Can create templates using Text Frames and Text Flows	Can make appropriate use of layout and text alignment tools to accurately present information	Can create and amend tables	Can use tools that enhance layout such as water-marks, borders, and appropriate effects	Can create hyperlinks	Can analyse, discuss & evaluate a variety of media/texts/genres	Can compare & evaluate the use of ICT with traditional methods	Can send e-mails with a variety of attachments that include documents, images or sounds	Can evaluate a number of websites of a similar nature with regard to layout and presentation	Knows how to remain safe online

Common Skill: Pupils should consider layout & presentation in all aspects of ICT work.

Recording Sheet
Year 5

Pupil Name:	Find and Analyse Information													
	Can select relevant information from a range of given sources including the Internet	Can enter & check the validity of data in a database	Can interrogate a database using complex search techniques that include AND, OR, NOT, < > operators	Can plot graphs and use tables to analyse findings within a database	Can Sort on more than one field	Can use created spreadsheets as live models to investigate "what would happen if?"	Can create Spreadsheets that include a variety of formula and cell formats, such as money and decimal places	Can sort, order and copy formulae across a range of cells	Can sort and order a range of cells	Can plot & analyse a variety of graphs	Can create function machines using simple formulae such as the four operators	Understands that changing the data in a spreadsheet changes the graph displayed	Can explore patterns using a screen turtle utilising Procedures and Sub-procedures	Can make simple predictions about how changing one variable affects another	Can create their own turtle environments

Common Skill: Pupils should consider layout & presentation in all aspects of ICT work.

Recording Sheet Year 5

Pupil Name:	Media								
	Can plan & work collaboratively on a group project or task	Can explain choice of clips, effects and structure in resources they have created	Can discuss and compare film for effect on audience	Can create a video or animation that includes captured and other appropriate resources such as music	Can select appropriate captured images, sounds and narrations to use within a planned project	Can use a sound recording device to capture sounds or narrations	Understands that the features of a digital camera can enhance images	Can use a digital camera/webcam to capture images required for a project	Can plan, create, Edit, Save & Retrieve work independently

Common Skill: Pupils should consider layout & presentation in all aspects of ICT work.