

**Wilson Area School District
Planned Course Guide
Technology Grades K-4**

Title of planned course: Technology

Grade Level: 4

Course Description: Students will increase knowledge of basic Google Chromebook operations, concepts, application, and online safety.

***Please note:** Click on the **blue links** throughout the document to access the suggested templates and links.

A Comprehensive list of available resources can be found [here](#).

Suggested Sequence: Grade 4

	Major Themes	Minor Themes/Activities
September	Expectations	Chromebook Rules
		WASD Acceptable Use Policy
	Digital Citizenship	Password Lesson
	Logging in to Google	Log-in Boot Camp if needed
	Google Classroom	Join class; navigate using links provided
	Google Docs	Google Docs Scavenger Hunt
		Create, name, and share a new document as directed
		Complete writing assignments in Google (proper alignment and spacing; teach double spaced)
	Google Drive	Create a folder; organize files into 2-3 folders
Internet	Add frequently used websites to shelf for ease of access; navigate browser/links as directed by the teacher	
October	Google Classroom	Complete & turn in assignments
		Respond to discussion questions
	Google Mail	Access, navigate, organize (continued yearlong)
	Google Docs	Use basic keyboard shortcuts (cut, copy, paste)
		Shortcuts Practice Assignment
Digital Citizenship	Unit 2 lesson 1 of 3-5 Digital Citizenship curriculum	
November	Google Docs	Use toolbar icons, word art, images, and change the page orientation.
		"My Favorite Place" assignment
	Google Slides (Introduce/ Review)	Introducing Google Slides, adding new slides, inserting pictures, inserting text boxes
	Digital Citizenship	Unit 2 lesson 2 of 3-5 Digital Citizenship curriculum

	Major Themes	Minor Themes/Activities
December	Google Slides	Create a brochure using a teacher provided template
	Typing	Consider reviewing explicit typing skills using https://www.typingclub.com
	Digital Citizenship	Unit 2 lesson 3 of 3-5 Digital Citizenship curriculum
January	Google Docs	Insert Table (Ex. sorting objects)
		Example assignment.
February	Google Slides	Create a 6-slide Google Slides presentation on an assigned topic (uses text, graphics, themes, and animations); class presentations when finished
	Research Practices	Use a search engine to find answers to content-related questions (for Google Slides presentation); Focus on using keywords to search
	Digital Citizenship	Unit 2 lesson 4 of 3-5 Digital Citizenship curriculum
March	Research Practices	Create a Works Cited page
	Digital Citizenship	Unit 2 lesson 5 of 3-5 Digital Citizenship curriculum
	Logging in to Google	Students begin using google login instead of Clever Logging in using Google Login
April	Google Docs	Insert Table (Ex. pictograph)
		Example assignment.
	Logging in to Google	Create a new password using a consistent algorithm. Creating a Strong Password
May	Coding	Basic exposure to coding via Hour of Code (code.org)
	Typing	Consider reviewing explicit typing skills using https://www.typingclub.com
	Digital Citizenship	Unit 3 lesson 4 of 3-5 Digital Citizenship curriculum

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 4

Unit: Basic Chromebook Operations and Concepts

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.A Identify and use everyday symbols.
- K-12 STEELS Standards-3.5.3-5.C follow directions to complete a technological task.
- K-12 STEELS Standards-3.5.3-5.D predict how certain aspects of their daily lives would be different without given technologies
- Efficiently log in to and sign out of Google using student number
- Creating and using a strong password for Google login
- Demonstrate proficiency in pointing, clicking, dragging, using mouse pad
- Locate and use all keys on the keyboard and use left-right hand placement to type
- Print assignments using assigned printer
- Add frequently used websites to shelf for ease of access
- Demonstrate proper use of Chromebook equipment

Core Activities: Students will complete/participate in the following:

- Log-in Boot Camp: practice logging in 10 times on 2-3 different occasions as needed
- Complete Google Suite Scavenger Hunts
- Use typing website (<https://www.typingclub.com>) to continue typing proficiency if needed (review--introduced and practiced in grade 3)
- Memorize and use student number to log into chromebook
- Create a strong password using an algorithm

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 4

Unit: Chromebook Applications

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards-3.5.3-5.C follow directions to complete a technological task.
- K-12 STEELS Standards- 3.5.K-2.G Explain the tools and techniques that people use to help them do things.
- K-12 STEELS Standards- 3.5.K-2.S Apply design concepts, principles, and processes through play and exploration.
- K-12 STEELS Standards- 3.5.K-2.W Apply concepts and skills from technology and engineering activities that reinforce concepts and skills across multiple areas.
- K-12 STEELS Standards 3.5.K-2.AA Demonstrate that creating can be done by anyone.
- Demonstrate word processing skills during writing activities using the writing processes in Google Docs
- Use the following icons on standard toolbar:
 - Review: undo, redo, zoom, font properties, formatting, insert images/drawings
 - Introduce: spacing and alignment; bullets and numbering
- Use basic shortcuts (cut, copy, paste)
- Change the orientation of a page in Google Docs
- Insert a table into one of Google's apps
- Format and manipulate images and graphics into a document
- Create a Google Slides presentation that has a text, images, and animations
- Create or choose a theme/background for a Google Slides presentation
- Present a Google Slides presentation
- Use Google Classroom to navigate links, participate in questions and discussions, and turn in assignments
- Print assignments using assigned printer
- Organize their Google Drive
- Organize their Google Mail
- Navigate through Google Apps, including Drive, Mail, Docs, Slides, and Classroom
- Use coding to complete a task
- Use fourth grade level technology vocabulary (see Grade Level Vocabulary Appendix for specific terms)

Core Activities: Students will complete/participate in the following:

- Google Docs Scavenger Hunt
- Create 2-3 folders within Google Drive. Organize files by topic (ex. ELA, science, social studies)
- Access Google Mail. Delete unimportant emails. Draft and send teacher-directed emails.
- Join a teacher-created Google Classroom. Independently navigate and complete posted assignments, questions, and announcements.
- Create, name, and share a new document in Google Docs and Slides.

- Complete writing assignments using Google Docs, in which students use proper capitalization, punctuation, spacing, and alignment (ex. require left aligned, double spaced); Instruct students to print completed assignments.
- Prepare a document with text for students to practice using basic shortcuts. See Resource Document for examples.
- Create a document which requires students to use toolbar icons, word art, images, and change the page orientation. Use with any content area topic. See Resource Document for examples.
- Correctly complete Google Classroom discussion posts and questions.
- Turn in assignments on Google Classroom as assigned.
- Create a table to sort various objects by their properties. Teach students to center align text in the table. See Resource Document for examples.
- Create a pictograph using data from a survey or other source--input data into a table created in Google Docs. Use images from the web or shapes to display data. See Resource Document for examples.
- Create a brochure using Google Slides. See Resource Document for examples.
- Create a 6 slide Google Slides presentation on an assigned topic. Include a title slide. Insert text and a graphic into each slide. Later, instruct students to change the background and add basic animations for each element of the slide. Present this to the class.
 - Sample Topic Ideas
 - Novel summary- choose 5 or more important scenes from a book. Insert a text summary and an image for each.
 - [About Me](#)-describe family, favorites (food, color, etc.), activities, school related topics, vacations
 - [Animals](#)-choose one and describe its animal classification, location in the world/ecosystem, habitat, adaptations
 - [Native Americans](#)- choose one tribe and describe their location, shelter, food, clothing, art
 - How to Survive 4th grade- describe the best parts, classwork tips, homework tips, behavior tips
 - Click [here](#) for other ideas
- The Hour of Code or other coding activity ([code.org](#))
 - This coding activity is a **basic exposure** to computer programming. Consider incorporating a coding activity around the holidays or at the end of the year.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 4

Unit: Internet Applications and Safety

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.E Illustrate helpful and harmful effects of technology.
- K-12 STEELS Standards- 3.5.K-2.F Investigate the use of technologies in the home and community.
- K-12 STEELS Standards- 3.5.K-2.K Safely use tools to complete tasks.different without given technologies
- Use internet browser to conduct research
- Use internet to reinforce skills learned in the classroom
- Create a Works Cited page
- Understand that private information needs to be protected
- Create secure passwords in order to protect their private information and accounts online
- Learn appropriate ways to deal with cyberbullying
- Learn appropriate ways to handle spam
- Understand the Acceptable Use Policy and how it is related to copyright issues

Core Activities: Students will complete/participate in the following:

- Research project involving finding answers to content-related questions Focus on the idea of using keywords in the search. A final page will be a [works cited](#)
- Cyberbullying [lessons](#)/activities
- Cyber citizenship and safety online (by watching videos, participating in activities, lessons); Grade 4 should complete Unit 2 of [3-5 Digital Citizenship curriculum](#) (5 lessons); Cyberbullying lesson from Unit 3
- FBI Online [safety lessons](#)

Instructional Methods:

- Demonstration
- Video
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observation

Technology Related Vocabulary: Grade 4

1. **Align** – position text on a screen either centered, left or right
2. **Animations** – moving graphics on a computer screen
3. **Email** – electronic mail sent from one computer to another
4. **Launch** – start a program
5. **Layout** – the arrangement of text and graphics in a document or information in a database
6. **Page orientation** – direction information is laid out on a computer screen or printed page (landscape vs. horizontal)
7. **Shortcuts** – one or more keys you press on the keyboard to complete a task
8. **Template** – predesigned document to which information is added
9. **Toggle** – switch between open programs
10. **Transitions** – special effects used to go from one slide to another in a slide show
11. **Web browser** –program used to view web pages
12. **Password** - A secret string of letters, symbols, and numbers to restrict who can access something digital

Wilson Area School District Planned Course Guide

Title of planned course: Technology

Grade Level: 3

Course Description: Students will increase knowledge of basic Google Chromebook operations, concepts, application, and online safety.

***Please note:** Click on the **blue links** throughout the document to access the suggested templates and links.

A Comprehensive list of available resources can be found [here](#).

Suggested Sequence: Grade 3

	Major Themes	Minor Themes/Activities
September	Expectations	Chromebook Rules
		WASD Acceptable Use Policy
	Digital Citizenship	Password Lesson
	Logging in to Google	Log-in Boot Camp if needed
	Google Classroom	Join class; navigate using links provided
	Google Docs	Google Docs Scavenger Hunt
		Create, name, and share a new document as directed
		Enter Spelling Words in Google Doc (proper alignment and spacing; teach double spaced)
Internet	Add frequently used websites to shelf for ease of access; navigate browser/links as directed by the teacher	
October	Google Classroom	Complete & turn in assignments
	Google Docs	Use basic keyboard shortcuts (cut, copy, paste) Type vocabulary list and share it
		Sample Vocabulary Assignment
	Digital Citizenship	Cyberbullying lesson
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week
November	Google Docs	Editing Documents with punctuation and capitalization errors
		Editing Assignment Example
	Google Slides (Introduce/ Review)	Introducing Google Slides, adding new slides, inserting pictures, inserting text boxes, and share it
	Digital Citizenship	Unit 1 lesson 1 of 3-5 Digital Citizenship curriculum
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week

	Digital Citizenship	Unit 1 lesson 2 of 3-5 Digital Citizenship curriculum
	Coding	Basic exposure to coding (code.org)
January	Google Slides	Create a brochure using Google Slides. See example templates below or search web for other templates Sample Topic Ideas Travel brochure/famous landmark State project Animal study Informational brochure about your class for next year ^^Click the link for information & a free template
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week
	Digital Citizenship	Unit 1 lesson 3 of 3-5 Digital Citizenship Curriculum
February	Google Slides	Create a 4-slide Google Slides presentation on an assigned topic (include a title slide. Insert text and graphic into each slide. Present to class) Sample ideas: Novel summary- choose 3 or more important scenes from a book. Insert a text summary and an image for each. About Me -describe family, favorites (food, color, etc.), activities, school related topics, vacations Water Cycle -show the stages in the water cycle Click here for other ideas *Any content-related topic (Science, social studies, reading)
	Research Practices	Use a search engine to find answers to content-related questions (for Google Slides presentation); Focus on using keywords to search
	Digital Citizenship	FBI Online Safety Lesson Grade 3
March	Digital Citizenship	Unit 1 Lesson 4 of 3-5 Digital Citizenship Curriculum
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week
April	Coding	Basic exposure to coding via Hour of Code (code.org)
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week
	Digital Citizenship	Unit 1 Lesson 5 of 3-5 Digital Citizenship Curriculum
May	Coding	Basic exposure to coding via Hour of Code (code.org)
	Typing	Explicit typing skills using https://www.typingclub.com 25 minutes/week

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 3

Unit: Basic Chromebook Operations and Concepts

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.A Identify and use everyday symbols.
- K-12 STEELS Standards-3.5.3-5.C follow directions to complete a technological task.
- K-12 STEELS Standards-3.5.3-5.D predict how certain aspects of their daily lives would be different without given technologie
- Efficiently log in to and sign out of Google using Clever
- Demonstrate proficiency in pointing, clicking, dragging, using mouse pad
- Locate and use all keys on the keyboard and use left-right hand placement to type
- Print assignments using assigned printer
- Demonstrate proper use of Chromebook equipment

Core Activities: Students will complete/participate in the following:

- Log-in Boot Camp: practice logging in 10 times on 3-4 different occasions as needed
- [Google Docs Scavenger Hunt](#)
- Fill in the Home Row keys on a blank keyboard and use typing website (<https://www.typingclub.com>) to practice typing proficiency.
 - **Explicit typing instruction is introduced in grade 3. Allot a **minimum of 25 minutes** of practice per week.
 - Program is self-paced, so students can practice independently for morning work, during library, as an early finisher, at home, etc.
- Input spelling words into Google Docs which provides an opportunity for typing and editing skills.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 3

Unit: Chromebook Applications

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards-3.5.3-5.C follow directions to complete a technological task.
- K-12 STEELS Standards- 3.5.K-2.G Explain the tools and techniques that people use to help them do things.
- K-12 STEELS Standards- 3.5.K-2.S Apply design concepts, principles, and processes through play and exploration.
- K-12 STEELS Standards- 3.5.K-2.W Apply concepts and skills from technology and engineering activities that reinforce concepts and skills across multiple areas.
- K-12 STEELS Standards 3.5.K-2.AA Demonstrate that creating can be done by anyone.
- Demonstrate word processing skills during writing activities using the writing processes in Google Docs
- Use the following icons on standard toolbar:
 - Review: Font name, size, color, style
 - Introduce: Insert (images, drawing); Tools (spell check); zoom
- Format and manipulate images and graphics into a document
- Create a Google Slides presentation that has text and images.
- Present a Google Slides presentation
- Navigate through Google Apps, including Drive, Docs, Slides, and Classroom
- Use Google Classroom to navigate links and answer multiple choice and short-answer discussion questions
- Print assignments using assigned printer
- Use coding to complete a task
- Use third grade level technology vocabulary (see Grade Level Vocabulary Appendix for specific terms)

Core Activities: Students will complete/participate in the following:

- Complete writing assignments using Google Docs, in which students use proper capitalization, punctuation, spacing, and spelling (using spell check)
 - Reinforce double space after end punctuation for each sentence
 - Instruct students to print completed assignments.
- Type a vocabulary list from any content area, locate and insert a graphic image that illustrates the concept. See [example assignment](#).
- Editing assignment: Prepare a document with several sentences/ paragraphs of text with capitalization and punctuation errors. Have students edit this document. See [example assignment](#).
- Join a teacher-created Google Classroom. Independently navigate posted hyperlinks. Answer teacher-assigned multiple choice survey/exit ticket style questions and short-answer discussion questions.
- Create, name, and share a new document in Google Docs and Slides.

- Create a poster/flier advertising a new invention, place, or event; another option is a wanted poster; Poster/flier should include shapes, text, word art, and graphics. See [example assignment](#).
 - Explicitly teach students to draw shapes and wrap text and images
- Create a brochure using Google Slides. See example templates below. Search web for other free templates.
 - Sample Topic Ideas
 - Travel brochure/famous landmark
 - [State project](#)
 - [Animal study](#)
 - [Informational brochure](#) about your class for next year
 - ^^Click the link for information & a free template
- Create a 4-slide Google Slides presentation on an assigned topic. Include a title slide. Insert text and a graphic into each slide. Present this to the class.
 - Sample Topic Ideas
 - Novel summary- choose 3 or more important scenes from a book. Insert a text summary and an image for each.
 - [About Me](#)-describe family, favorites (food, color, etc.), activities, school related topics, vacations
 - [Water Cycle](#)-show the stages in the water cycle
 - Click [here](#) for other ideas
- *Any content-related topic (Science, social studies, reading)
- Join teacher-created Google Classroom. Independently navigate posted hyperlinks. Answer teacher-assigned multiple choice survey/exit ticket style questions and short-answer discussion questions
- The Hour of Code or other coding activity ([code.org](#))
 - This coding activity is a **basic exposure** to computer programming. Consider incorporating a coding activity around the holidays or at the end of the year.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 3

Unit: Internet Applications and Safety

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.E Illustrate helpful and harmful effects of technology.
- K-12 STEELS Standards- 3.5.K-2.F Investigate the use of technologies in the home and community.
- K-12 STEELS Standards- 3.5.K-2.K Safely use tools to complete tasks.e different without given technologies
- Perform internet searches using approved hyperlinks
- Understand their responsibilities as digital citizens
- Explain concept of copyright
- Learn appropriate ways to deal with cyberbullying
- Experiment with different keyword searches and compare their results.
- Distinguish between personal information, which is safe to share online, and private information, which is unsafe to share
- Understand the Acceptable Use Policy

Core Activities: Students will complete/participate in the following:

- Research project involving finding answers to content-related questions. Focus on the idea of using keywords in the search.
- Cyberbullying [lessons](#)/activities
- Cyber citizenship and safety online (by watching videos, participating in activities, lessons); Grade 3 should complete Unit 1 of [3-5 Digital Citizenship curriculum](#) (5 lessons)
 - FBI Online [safety lessons](#)

Instructional Methods:

- Demonstration
- VideoE
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- and observations

Technology Related Vocabulary: Grade 3

1. **Cite sources** – give credit for information used
2. **Crash** – when a computer suddenly stops working
3. **Data** – information that you input to a computer, or that the computer outputs
4. **Database** – information stored in a file
5. **Graphics** – pictures
6. **Hardware** – the parts of the computer that you can see and touch
7. **Home row keys** – keys where fingers rest when typing
8. **Hyperlinks** – clicking on text or images that connect you to other text or images
9. **Network** – a system of interconnected computers
10. **Search engine** – software that makes it possible to look for and get material on the internet
11. **Slide show** – a presentation containing more than one slide

**Wilson Area School District
Planned Course Guide**

Title of planned course: Technology

Grade Level: 2

Course Description: Students will continue to apply skills while using a Google Chromebook incorporating operations, concepts, application, and online safety.

***Please note:** Click on the **blue links** throughout the document to access the suggested templates and links.

A Comprehensive list of available resources can be found [here](#).

Grade 2: Suggested Sequence		
	Major Theme	Minor Themes/Activities
September	Expectations	Chromebook Rules
		WASD Acceptable Use Policy
	Chromebook Basics	Turn Device on and off.
		Use appropriate terminology to identify and describe common physical components of computers/chromebooks.
		Log-in using Clever Badge. Practice Log in numerous times over several different days.
		Navigate to apps/programs as directed.
	Clever	How to access and navigate.
Digital Citizenship	How do you stand up for the people you care about?	
October	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Practice capitalizing, changing the font size, color, underline and bold.
	Digital Citizenship	How do you know something you see or hear is true?
	Google Drive	Locate student and shared files-Create a Second Grade Folder
	Google Classroom	How to access, navigate, and comment.(Make sure this is done before possible inclement weather.)
November	Internet	Navigate a browser (back, forward buttons, and tab) as directed by teacher.
	Google Docs	Weekly Word Processing
	Digital Citizenship	We, the Digital Citizens
December	Google Docs	Weekly Word Processing
	Digital Citizenship	Device-Free Moments
January	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Practice capitalizing, changing the font size, color, underline and bold.
	Digital Citizenship	That's Private
February	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share

		document with teacher; **Teach insert picture.
		Edit a document with several sentences/paragraphs of text with capitalization and punctuation errors. (*introduce AFTER basic grammar has been taught) Editing Assignment
	Digital Citizenship	Digital Trails
March	Google Slides	Teacher-directed Class Google Slides presentation (ex. About me, ABC Book, etc.)
	Research	Use teacher provided links to find answers to content-related questions.
	Digital Citizenship	Who Is in Your Online Community?
April	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Review left, center, right align and line spacing.
	Google Slides	Demonstrate how to add a new slide, changing the font size, color, underline and bold. (Relate to Google Docs)
	Digital Citizenship	Putting a STOP to Online Meanness
May	Coding	Basic exposure to coding via Hour of Code code.org
	Google Slides	Demonstrate how to add a picture.
	Digital Citizenship	Let's Give Credit!

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 2

Unit: Basic Chromebook Operations and Concepts

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.A Identify and use everyday symbols.
- Efficiently log in to and sign out of Google
- Demonstrate proficiency in pointing, clicking, using trackpad, scrolling, maximizing and closing out of programs
- Identify and use parts of a keyboard: letters, numbers, spacebar, enter, backspace, shift, tab, caps lock, arrows
- Print assignments using assigned printer
- Use appropriate sitting position and touch typing
- Navigate through Google Apps: Drive, Docs, Slides, and Classroom
- Demonstrate proper use of technology equipment

Core Activities: Students will complete/participate in the following:

- Chromebook Log-in Boot Camp: practice logging in to Google as needed.
- Use Chromebook apps appropriately, as directed by the teacher.
- Access Google Drive to locate student files and shared files.
- Typing Activities in Google Docs: first and last name, spelling words, vocabulary words, word wall words, word families, simple sentences, stories, poems. See [Weekly Word Processing](#) website for ideas.
- Join teacher-created Google Classroom. Independently navigate posted hyperlinks.
- Follow teacher directions to click on this, click on that (use of trackpad, opening icons, etc.)
- Create, name, and share a new document in Google Docs as directed by the teacher.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 2

Unit: Chromebook Applications

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.G Explain the tools and techniques that people use to help them do things.
- K-12 STEELS Standards- 3.5.K-2.S Apply design concepts, principles, and processes through play and exploration.
- K-12 STEELS Standards- 3.5.K-2.W Apply concepts and skills from technology and engineering activities that reinforce concepts and skills across multiple areas.
- K-12 STEELS Standards 3.5.K-2.AA Demonstrate that creating can be done by anyone.
- Practice word processing skills during writing activities using the writing processes in Google Docs.
 - Use grade level capitalization and basic punctuation (commas, periods, etc.)
- Use the following icons on standard toolbar:
 - Review: font size, color, font formatting (name, bold, italics, underline, highlight); undo, redo, zoom
 - Left, Center, Right justify
 - Line spacing
- Insert images into a document.
- Print assignments using assigned printer.
- Access and use Google Slides to view sample slide show.
- Access and use Google Slides to create a slide.
- Use Google Classroom to navigate hyperlinks.
- Use apps and software programs appropriate to grade level curriculum.
- Use coding to complete a task.
- Use second grade level technology vocabulary (see attached Grade Level Vocabulary for specific terms)

Core Activities: Students will complete/participate in the following:

- Complete writing assignments using Google Docs, in which students use proper capitalization and punctuation. Explicitly teach students to print completed assignments.
- Typing Activities in Google Docs: first and last name, spelling words, vocabulary words, word wall words, word families, simple sentences, stories, poems.
 - Practice changing the font size, color, formatting, use all caps, etc.
 - For added reinforcement, have students insert images to match word processing.
 - See example [Vocabulary Table](#) and modify as desired
- [Weekly Word Processing](#) assignments which provide an opportunity for typing skills. Insert clipart and graphics to match word processing.
 - Explicitly teach students to insert images from the web OR from a shared Google Drive folder into a writing assignment.
- Editing assignment: Prepare a document with several sentences of text with capitalization and punctuation errors. Have students edit this document. See [example assignment](#).
- Use Google Classroom to navigate teacher-assigned hyperlinks.

- Use grade level apps to practice skills
- Share Google Slides presentation with students and teach them how to navigate by using arrows, space bar, enter to get to the next screen.
- Create a Class Google Slides Presentation. Assign each student to complete their own slide related to a teacher-assigned topic (teacher directed)
 - Sample Topic Ideas
 - ABC book (any subject--math, science, etc.)
 - About Me book (each students writes something about themselves)
 - Memory Book
 - How-To book
 - Cause/Effect book (similar to *If you give a mouse a cookie...*)
 - [Example ABC book template](#)
 - [Tips on Making Digital Books](#)
- The Hour of Code or other coding activity (simple exposure-- code.org)
 - This coding activity is a **basic exposure** to computer programming. Consider incorporating a coding activity around the holidays or at the end of the year.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 2

Unit: Internet Applications and Safety

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.E Illustrate helpful and harmful effects of technology.
- K-12 STEELS Standards- 3.5.K-2.F Investigate the use of technologies in the home and community.
- K-12 STEELS Standards- 3.5.K-2.K Safely use tools to complete tasks.
- Participate in teacher-demonstrated internet applications and searches using approved hyperlinks
- Understand their responsibilities as digital citizens
- Create secure passwords in order to protect their private information and accounts online
- Describe how the Internet connects themselves with others
- Learn appropriate ways to handle spam
- Understand the Acceptable Use Policy and how it is related to copyright issues

Core Activities: Students will complete/participate in the following:

- Teacher explicit demonstration: show internet navigation, where to type addresses and click; how to access search engines.
 - View books, movies, author websites, online games and activities as directed by the teacher.
- Cyber citizenship and safety online (by watching videos, participating in activities, lessons); Grade 2 should complete [Digital Citizenship Lessons](#) (7 lessons) in addition to Meet the Legs of Digital Citizens and Meet the Head of Digital Citizens.
- FBI Online [safety lessons](#)

Instructional Methods:

- Demonstration
- Video
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observation

Technology Related Vocabulary: Grade 2

1. **Bold** – heavy-faced (dark) font
2. **Deselect** – to click off a selected item
3. **Drag** – moving the mouse while holding the button down to move objects on the screen
4. **Files** – data that is stored in the computer
5. **Folder** – holds files
6. **Highlight** – to select, usually by clicking or dragging with the mouse
7. **Internet** – worldwide network of computers
8. **Italics** – a font style with characters that slant upward to the right
9. **Menu** – a list of commands or options to choose from
10. **Printer** – prints information on paper
11. **Select** – to pick or choose

**Wilson Area School District
Planned Course Guide**

Title of planned course: Technology

Grade Level: 1

Course Description: Students will continue to apply skills while using a Google Chromebook incorporating operations, concepts, application, and online safety.

***Please note:** Click on the **blue links** throughout the document to access the suggested templates and links.

A Comprehensive list of available resources can be found [here](#).

Grade 1: Suggested Sequence		
	Major Theme	Minor Themes/Activities
September	Expectations	Chromebook Rules
		WASD Acceptable Use Policy
	Chromebook Basics	Turn Device on and off.
		Use appropriate terminology to identify and describe common physical components of computers/chromebooks.
		Log-in using Clever Badge. Practice Log in numerous times over several different days.
	Using the trackpad to navigate.	
	Clever	How to access and navigate.
October	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Teach capitalizing, changing the font size and color.
	Digital Citizenship	Digital Citizens- Online Footprints
	Google Classroom	How to access and navigate.(Make sure this is done before possible inclement weather.)
November	Internet	Successfully perform single navigation on the internet.
	Google Docs	Weekly Word Processing
	Google Drive	Locate student and shared files-Create a First Grade Folder
	Digital Citizenship	Digital Citizen- Kind Online
December	Google Docs	Weekly Word Processing
	Digital Citizenship	Pause and Think Online
January	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Teach underline and bold.
	Digital Citizenship	How Technology Makes You Feel
February	Google Docs	Weekly Word Processing
	Digital Citizenship	Internet Traffic Light
March	Google Apps/websites	Using Apps/websites with Curriculum

	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Teach insert picture.
April	Google Apps/websites	Using Apps/websites with Curriculum
	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Teach left, center and right align.
May	Google Apps/websites	Using Apps/websites with Curriculum
	Google Docs	Typing activities, (letters, numbers, name, spelling/vocabulary words, weekly word processing, etc.); name and share document with teacher; **Teach line spacing.

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: 1

Unit: Basic Chromebook Operations and Concepts

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.A Identify and use everyday symbols.
- Efficiently log in to and sign out of Google Using the Clever Badge
- Develop skill in pointing, clicking, using trackpad, scrolling, maximizing and closing out of programs on a Chromebook
- Identify and use the following parts of a keyboard: letters, numbers, spacebar, enter, backspace, shift, caps lock, arrows
- Use appropriate sitting position and touch typing
- Navigate through Google Apps: Drive, Docs, and Google Classroom
- Demonstrate proper use of technology equipment-[Chromebook Rules](#)

Core Activities: Students will complete/participate in the following:

- Chromebook Log-in Boot Camp: practice logging in to Google numerous times, on different occasions, as needed.
- Use Chromebook apps appropriately as directed by the teacher.
- Explicit instruction to show Chromebook parts, turning on and off, signing in, volume button, plugging in, sitting with correct posture, and taking care of devices.
- Access Google Drive to locate student files and shared files.
- Typing Activities in Google Docs: first and last name, spelling words, vocabulary words, word wall words, word families, simple sentences, stories, poems. See [Weekly Word Processing](#) website for ideas.
- Create, name, and share a new document in Google Docs as directed by teacher.
- Follow teacher directions to click on this, click on that (use of trackpad, opening icons, etc.)

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level:1

Unit: Chromebook Applications

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.G Explain the tools and techniques that people use to help them do things.
- K-12 STEELS Standards- 3.5.K-2.S Apply design concepts, principles, and processes through play and exploration.
- K-12 STEELS Standards- 3.5.K-2.W Apply concepts and skills from technology and engineering activities that reinforce concepts and skills across multiple areas.
- Use apps and software programs appropriate to grade level curriculum
- Use the following icons on standard toolbar:
 - Introduce: font formatting (size and color, etc. See suggested sequence above.)
- Type using grade level capitalization.
- Use first grade level technology vocabulary (see attached Grade Level Vocabulary for specific terms)

Core Activities: Students will complete/participate in the following:

- Typing Activities in Google Docs: letters Aa-Zz, practice first and last name, spelling words, numbers, vocabulary words, word wall words, word families, simple sentences, stories, poems.
 - Practice changing the font size and color
- [Weekly Word Processing](#) assignments which provide an opportunity for typing skills.
 - To enrich/make it more interesting for students, teach them to insert images to match word processing (2nd grade level skill)
 - Explicitly teach students to insert images from the web **OR** from a shared Google Drive folder into a writing assignment
- Follow teacher directions to click on this, click on that (use of trackpad, opening icons, etc.)

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level:1

Unit: Internet Applications and Safety

Essential content/objectives: At end of the unit, students will be able to:

- K-12 STEELS Standards- 3.5.K-2.E Illustrate helpful and harmful effects of technology.
- K-12 STEELS Standards- 3.5.K-2.F Investigate the use of technologies in the home and community.
- K-12 STEELS Standards- 3.5.K-2.K Safely use tools to complete tasks.
- Participate in teacher-demonstrated internet applications and searches using approved hyperlinks
- Understand how to be safe when visiting websites
- Learn that the information they put online leaves a digital footprint or “trail”
- Learn appropriate ways to deal with cyberbullying
- Understand the function of keywords and keyword searches
- Understand the [WASD Acceptable Use Policy](#) and how it is related to copyright issues.

Core Activities: Students will complete/participate in the following:

- Teacher explicit demonstration: show internet navigation, where to type addresses and click; how to access search engines.
 - View books, movies, author websites, online games and activities as directed by the teacher
- Cyber citizenship and safety online (by watching videos, participating in activities, lessons); Grade 1 should complete [Digital Citizenship Lessons](#) (3 lessons) in addition to Meet the Feet of Digital Citizens and Meet the Heart of Digital Citizens.
- FBI Online [safety lessons](#)

Instructional Methods:

- Demonstration
- Video
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observation

Technology Related Vocabulary: Grade 1

1. **Click** – press and let go of mouse button once quickly
2. **Caps lock** – capitalizes a whole word or sentence
3. **Close box** – little square in the upper left hand corner of a window which, when clicked, closes the window
4. **Computer** – machine that works with, or processes, information that you give it
5. **Cursor** – blinking dot or line that marks the place on the screen where the next letter or symbol you type will appear
6. **Document** – file created containing text and/or graphics
7. **Double-click** – press and let go quickly of mouse button twice
8. **Font** – characters that come in different styles
9. **Log in** – connect to the computer network
10. **Log out** – disconnect from the computer network
11. **Monitor** – computer screen
12. **Mouse** – a pointing device used to control the position of the cursor and to click on icons
13. **Save** – used when saved work already has a title
14. **Scroll** – move lines of text up, down, or from side to side
15. **Shift key** – capital letters produced when this key is held down when typing a letter
16. **Word processing** – set-up, editing (revising and correcting), saving, and printing text

Wilson Area School District Planned Course Guide

Title of planned course: Technology

Grade Level: Kindergarten

Course Description: Students learn the basics of Chromebook operations, concepts, application, and online safety.

***Please note:** Click on the **blue links** throughout the document to access the suggested templates and links.

A Comprehensive list of available resources can be found [here](#).

Kindergarten: Suggested Sequence		
	Major Theme	Minor Themes/Activities
September	Expectations	Chromebook Rules
		WASD Acceptable Use Policy
	Chromebook Basics	Turn Device on and off, volume level, using the track pad
		Log-in using Clever Badge. Practice Log in numerous times over several different days.
		Practice Caring for Chromebook-plugging in when finished.
Clever	How to access and navigate.	
October	Google Apps/websites	Operate interactive games/activities as assigned by the teacher.
	Digital Citizenship	Balance Time with Technology
	Google Classroom	How to access and navigate.(Make sure this is done before possible inclement weather.)
November	Google Apps/websites	Operate interactive games/activities as assigned by the teacher.
	Digital Citizenship	Stay Safe Online
December	Google Apps/websites	Operate interactive games/activities as assigned by the teacher.
	Digital Citizenship	Media Balance is Important
January	Google Apps/websites	Operate interactive games/activities as assigned by the teacher.
	Digital Citizenship	Pause for People
February	Google Docs	Type alphabet to become familiar with keys.
	Digital Citizenship	Safety in My Online Neighborhood
March	Google Apps/websites	Using Apps/websites with Curriculum
	Google Docs	Type numbers as directed by the teacher.
April	Google Apps/websites	Using Apps/websites with Curriculum
	Internet	Successfully perform single navigation on the internet.
May	Google Apps/websites	Using Apps/websites with Curriculum

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: Kindergarten

Unit: Basic Chromebook Operations and Concepts

Essential content/objectives: At end of the unit, students will be able to:

- Turn a device on/off
- Operate scroll bars and arrows
- Use track pad to open and close out apps
- Use volume button
- Plug in Chromebook For charging
- Identify and use the following parts of a trackpad and keyboard: letters, numbers, space bar, enter, backspace
- Use appropriate sitting position and touch typing
- Demonstrate proper use of technology equipment

Core Activities: Students will complete/participate in the following:

- Use Chromebook apps appropriately as directed by teacher
- Follow teacher directions to click on this, click on that
- Explicit instruction to show Chromebook parts, turning on and off, volume levels, plugging in, sitting with correct posture, and taking care of devices

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: Kindergarten

Unit: Chromebook Applications

Essential content/objectives: At end of the unit, students will be able to:

- Use apps and software programs appropriate to grade level curriculum
- Use kindergarten level technology vocabulary (see Grade Level Vocabulary Appendix for specific terms)

Core Activities: Students will complete/participate in the following:

- Follow teacher directions to click on this, click on that (use of track pad, opening apps, etc.)
- Content area programs/application, and independently navigate them by using either the menus or icons
- Use apps to do learning activities, such as puzzles, matching, and logical thinking.

Instructional Methods:

- Demonstration
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observations

Curriculum Scope & Sequence

Title of planned course: Technology

Grade Level: Kindergarten

Unit: Internet Applications and Safety

Essential content/objectives: At end of the unit, students will be able to:

- Participate in teacher-demonstrated internet applications and searches using approved hyperlinks
- Understand how to navigate the internet safely
- Understand that they should never give out private information on the Internet
- Understand that the Internet provides a means of communicating with real people via email
- Learn how to search online by using the alphabet.
- Learn why giving credit is important online
- Understand the Acceptable Use Policy and how it is related to copyright issues

Core Activities: Students will complete/participate in the following:

- Teacher explicit demonstration: show internet navigation, where to type addresses and click.
 - View books, movies, author websites, online games and activities as directed by the teacher
- Cyber citizenship and safety online (by watching videos, participating in activities, lessons); Kindergarten should complete [Digital Citizenship Lessons](#) (3 lessons) in addition to Meet the Arms of Digital Citizens and Meet the Guts of Digital Citizens.
- FBI Online [safety lessons](#)

Instructional Methods:

- Demonstration
- Video
- Explicit instruction
- Activities

Assessments:

- Teacher created assessments
- Observation

Technology Related Vocabulary: Kindergarten

1. **Backspace** – erases characters to the left of the cursor
2. **Close** – finish working on a file
3. **Enter key** – command key; also, moves cursor to the next line
4. **Icon** – small picture or image on the monitor
5. **Keyboard** – tool used for typing information into the computer
6. **Open** – opens work or a program that has been highlighted
7. **Program** – piece of software or application
8. **Quit** – exit from a program
9. **Shutdown** – turn off computer
10. **Spacebar** – long bar on the keyboard that types spaces
11. **Speaker** – lets you hear information