GRADE LEVEL: 2

MAIN/GENERAL TOPIC	SUB-TOPIC:	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
File Management	Saving to H-Drive	How to name a document and save it to H-drive	Be able to save and retrieve documents from the H-drive
	Saving to O-Drive	How to locate and open documents in the o-drive	
Internet	Software Subscriptions	How to access and log into Grade 2 appropriate software subscriptions	Locate & open from IkeepBookMarks: Enchanted Learning, RAZ-Kids, Sight Words with Samson
	Simple Searches	How to do a simple search for information & images	Use AskforKids, YahooKids, KidsClick and other 2nd grade appropriate search engines to do simple research
Keyboarding	Ergonomics	Proper hand and finger placement techniques	Place hands on home row and begin to type from that starting position
	Software	How to open and begin using Type to Learn 4	Type with increased fluency Practice Keyboarding skills 5-10 minutes per week
Software		How to open and use grade 2 appropriate software	In addition to k-1 programs, Sumdog, Go Math, Accelerated Reader, etc.
iPads		How to operate Camera	Open Camera, take pictures, take video
Word Processing		How to open and begin a document in MS word	Type short stories and short research papers in MS word, format text & insert clip art