

GRADE LEVEL: 5-6

Main/General Topic	What the Students will Know:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
Basic Operations	Boot, access and exit operating system and various software and Internet applications properly	<ul style="list-style-type: none"> • Log onto computers/chips/iPads successfully • Open and exit basic software and Internet applications (Microsoft Office, IkeepBookMarks) • Log off of computers/chips/iPads correctly
	How to troubleshoot common problems with peripherals, monitor and sound	<ul style="list-style-type: none"> • If mouse or keyboard are not responding, log off, check connections and log back on, check blue tooth connections for iPad key boards • Monitor color, size and orientation menus, settings on iPad • Sound controls on monitor and volume menu on computers and iPads
Ergonomics	Proper posture, hand and arm position.	<ul style="list-style-type: none"> • Sit upright with both feet on the floor, wrists off of keyboard and level with elbows. • Take frequent breaks to rest eyes, stretch fingers, arms, etc.. (every 20-30 minutes)
	Results of improper ergonomic situations.	<ul style="list-style-type: none"> • List headaches, back problems, carpal tunnel syndrome & vision issues as common side effects of improper ergonomics
Ethics and Appropriate Use	Contents of Coxsackie- Athens Acceptable Use Policy	<ul style="list-style-type: none"> • Refer to Acceptable Use message at log in • Refer to rules posted in labs
	How to monitor their own behavior when using school technology, identify misuse of technology and understand the consequences of misuse	<ul style="list-style-type: none"> • Be trusted to use technology responsibly and appropriately without constant adult supervision • Find and/ or recite consequences for misuse
	The importance of protecting personal password and personal identification on the Internet	<ul style="list-style-type: none"> • Students will not share passwords with peers • Students will not provide personal information such as full name, phone number, address, school, etc.. on the Internet
File Management	H-drive Use	<ul style="list-style-type: none"> • Properly name and save documents to H- drive • Successfully retrieve documents from H-drive

	H-Drive Management	<ul style="list-style-type: none"> • Create and name folders in the H-Drive • Organize files into appropriate folders • Periodically review and clean up H-Drive
	O-Drive	<ul style="list-style-type: none"> • Locate O-Drive and open files from it • Understand the “read-only” message and how to navigate past it. • How to open an O-drive document and save it to the H-Drive
	C-A Drop Box	<ul style="list-style-type: none"> • Locate drop box for their teachers- understand difference between public teacher folder and the period folders • Successfully save/drop files into teachers period drop box folders
	Utilize Google Drive And Or The File Browser App	
	How To Identify Common File Formats (.Docx, .Ppt, .Pdf, .Jpg, .Xbk Etc...)	<ul style="list-style-type: none"> • Open Documents using the correct software or app.
Internet Database and Research	Internet & Database Research	<ul style="list-style-type: none"> • Conduct basic web and database searches using pre-approved sites and search engines (on ms library website and in ikeepbookmarks) • Use a variety of resources to gather information

	Use Of Internet Graphics	<ul style="list-style-type: none"> • Locate, save or insert and format appropriate graphics to enhance projects
	Citing Internet Research	<ul style="list-style-type: none"> • Cite and credit material obtained from
information literacy	Evaluation Of Internet Resources	<ul style="list-style-type: none"> • Evaluate internet sites on: <ul style="list-style-type: none"> ○ relevance of information to topic ○ source credibility/authenticity of Information ○ how up-to-date information is ○ professional appearance and ease of use
Keyboarding	Proper Finger Position For Touch Typing	<ul style="list-style-type: none"> • Type 25-30 words per minute with 90% Accuracy
	Keyboard Shortcuts	<ul style="list-style-type: none"> •Facilitate word processing through the use of common keyboard shortcuts <ul style="list-style-type: none"> ○ ctrl + s (save) ○ ctrl + c (copy) ○ ctrl + x (cut) ○ ctrl + v (paste) ○ ctrl + z (undo) ○ ctrl + p (print)
Network Understanding	How To Access Virtual Lab From Home	<ul style="list-style-type: none"> •Install citrix client on home computer •Work on documents/ projects between school and home •Eliminate need to e-mail assignments to teachers or save to external format

	Basics Of How The C-A Network Operates	<ul style="list-style-type: none"> • Understand the difference between saving documents on computer hard drive and network h-drive • Understand interconnectedness of computers and printers in the c-a network, which gives us the ability to access h-drive from any computer
Hardware	Smart Boards	<ul style="list-style-type: none"> • Basic troubleshooting of smart board hardware issues <ul style="list-style-type: none"> ○ red light vs. Green light ○ smart tools (pens, erasers, mouse) ○ Orienting smart board
		<ul style="list-style-type: none"> • Take special care when navigating the physical space around the smart board, minding cart and wires
	Ipads	<ul style="list-style-type: none"> • Connect ipad to projector
Presentations & publications	Microsoft Office Applications Word Basics	<ul style="list-style-type: none"> • Create, edit, save and modify a document in MS Word • Format text and document appearance • Use dictionary, thesaurus, spell check and grammar tools correctly • Insert graphics or pictures into a document

	Word/Pages	<ul style="list-style-type: none">• Produce a guided (5th) or independent (6th) research paper with proper formatting and source citation
	Powerpoint Basics/Keynote	<ul style="list-style-type: none">• Create, edit, save and modify a simple PowerPoint presentation• Insert and format slides• Insert and format graphics or• Pictures• Simple slide transitions and animations• Connection between presentation and intended audience
	Word Or Powerpoint	<ul style="list-style-type: none">• Frame points and issues to create a persuasive production
	Photo/ Image Editing Software	<ul style="list-style-type: none">• Open pictures in irfan view to crop or resize• Open graphics in paint to crop or resize saving modified images to drive for future use
	Copyright Regulations	<ul style="list-style-type: none">• Cite and credit material obtained from• Internet or database sources