

GRADE LEVEL: 3

MAIN/GENERAL TOPIC	SUB-TOPIC:	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
File Management	H and O Drive Fluency	How to create folders in H-drive to organize documents. How to locate documents in O-drive independently	<ul style="list-style-type: none"> • Navigate H and O drive independently • Save, name, open, re-save and rename documents • Create folders in H-drive.
Internet	Search and Cite Resources	How to begin to cite information gathered from	<ul style="list-style-type: none"> • Create a simple works cited page
	Searches	How to search using a variety of resources	<ul style="list-style-type: none"> • Use various search engines & databases to conduct research
	Software Subscriptions	How to locate, log into and independently use 3 rd grade software	<ul style="list-style-type: none"> • Use Sum Dog, Go Math, & Accelerated Reader on their own
Keyboarding	Ergonomics	How to continue to improve correct hand and finger posture when keyboarding	<ul style="list-style-type: none"> • Use Type to Learn 4 & other 3rd grade appropriate Internet based keyboarding programs
	WPM	Begin to increase WPM speed through practice in Type to Learn	<ul style="list-style-type: none"> • Practice Keyboarding skills 10-20 minutes per week • Type 10-15 words per minute
Presentation		How to create a Presentation using Kid Pix, Powerpoint, or another grade level appropriate software (computer or iPad)	<ul style="list-style-type: none"> • Create a slide show, save it to H- drive and present it to a group
Software		How to locate & use 3rd grade appropriate software	<ul style="list-style-type: none"> • Open Kidspiration, Chuck Wagon Bill, Top Reader, Wild West Math, AR, and Microsoft Office Applications • Begin work independently
Word Processing		How to create professional looking documents using MS word	<ul style="list-style-type: none"> • Open, begin, save & modify word documents over a period of time • Format text • insert clip art
	Shortcuts	Basic shortcuts in MS Applications	<ul style="list-style-type: none"> • Use keyboard shortcuts to copy, paste, save, and print