

# EasyTech Pacing Calendar

The Pacing Calendar provides a suggested order of assignments and timing for utilizing the EasyTech curriculum in your classroom. For planning purposes, each week contains approximately 30 minutes of curriculum delivered through whole group, independent or guided practice implementation models.

Prior to beginning the school year, it is recommended that you create student technology portfolios (digital or print) to provide students a way to share their learning. The portfolio may include EasyTech certificates, reports, and Application Exercise entries and work products. Pictures are a great way to show your students the learning process and can be used at the end of the year for a class slideshow or a technology showcase.

 = Item available in Evaluation.      Skip to grade         

## Kindergarten

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Working Online	Whole Group	Discussion	30
		Working Online Reflection	Whole Group	Application Exercise	5
	Week 2	Following Computer Rules	Whole Group	Application Exercise	20
	Week 3	Open Communication	Whole Group	Discussion	30
		Open Communication Reflection	Whole Group	Application Exercise	5
	Week 4	Safe Site Strategies	Whole Group	Discussion	30
		Safe Site Strategies Reflection	Whole Group	Application Exercise	5

*Tips & Suggestions - During this first month, have student helpers “drive” the teacher computer & take over the log in steps with instructions/ reminders from other students. Demonstrate how to log out, and have students take turns logging in/out throughout the week. This step will be essential as you move in to independent practice in the coming weeks.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computer Fundamentals	Week 1	Computer Fundamentals: Mouse, Select, Drag, and Double-click	Whole Group	Lesson	8
		Computer Fundamentals: Mouse, Select, Drag, and Double-click	Independent	Lesson	8
		Computer Fundamentals: Processors, Input and Output Devices	Whole Group	Lesson	9
	Week 2	Computer Fundamentals: Processors, Input and Output Devices	Independent	Lesson	9
		Computer Fundamentals: Symbols of Technology	Whole Group	Lesson	12
		Computer Fundamentals: Symbols of Technology	Independent	Lesson	12

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 3	Keyboarding: Locate and Type Letters A, B, C, D, and E	Whole Group	Lesson	7
		Keyboarding: Locate and Type Letters A, B, C, D, and E	Independent	Lesson	7
		Keyboarding: Locate and Type Letters F, G, H, I, and J	Whole Group	Lesson	7
		Keyboarding: Locate and Type Letters F, G, H, I, and J	Independent	Lesson	7
	Week 4	Keyboarding: Locate and Type Letters K, L, M, N, and O	Whole Group	Lesson	6
		Keyboarding: Locate and Type Letters K, L, M, N, and O	Independent	Lesson	6
		Keyboarding: Locate and Type Letters P, Q, R, S, and T	Whole Group	Lesson	6
		Keyboarding: Locate and Type Letters P, Q, R, S, and T	Independent	Lesson	6

*Tips & Suggestions - As you and your students work through the keyboarding unit, create age-appropriate custom guided practices to provide opportunities for practice. If you have a student who presses every key all at once, try using a special band aid around the pointer finger to reinforce 'one finger, one key' at a time. Use your tech buddies during this unit for coaching and proper use of equipment.*

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z	Whole Group	Lesson	10
		Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z	Independent	Lesson	10
	Week 2	Beginning Sounds	Guided Practice	Application Exercise	20
	Week 3	Keyboarding: Locate and Type Numbers	Whole Group	Lesson	10
		Keyboarding: Locate and Type Numbers	Independent	Lesson	10
	Week 4	Typing Numbers	Guided Practice	Application Exercise	30

*Tips & Suggestions - Gradually releasing the responsibility of logging in and interacting with the lessons can go more smoothly by assigning "tech buddies" to coach or assist as needed. The 'teach, not touch' or 'point, not press' approach is an effective way for peer helpers or tech buddies to coach but not take over for students who are struggling.*

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Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Cursor, Spacebar, Backspace, Enter, and Words	Whole Group	Lesson	9
		Keyboarding: Cursor, Spacebar, Backspace, Enter, and Words	Independent	Lesson	9
	Week 2	Clapping Syllables	Guided Practice	Application Exercise	30
	Week 3	Keyboarding: Cursor, Arrows, and Tab	Whole Group	Lesson	9
		Keyboarding: Cursor, Arrows, and Tab	Independent	Lesson	9
	Week 4	Keyboarding: Shift Key for Capitals and Symbols	Whole Group	Lesson	10
Keyboarding: Shift Key for Capitals and Symbols		Independent	Lesson	10	

*Tips & Suggestions - Have struggling students pair up with their tech buddies to review/visit any lessons with a score of less than 90%. Utilize age-appropriate custom guided practices and encourage students to open documents where they can type the alphabet, names, high frequency words, or copied sentences out of story books. Use your imagination, or ask the students what they'd like to type.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Multimedia	Week 1	Multimedia: Drawing Lines and Shapes to Tell a Story	Whole Group	Lesson	9
		Multimedia: Drawing Lines and Shapes to Tell a Story	Independent	Lesson	9
	Week 2	Portrait of Myself	Guided Practice	Application Exercise	30
	Week 3	Multimedia: Drawing and Filling Shapes Using Graphics Tools	Whole Group	Lesson	12
		Multimedia: Drawing and Filling Shapes Using Graphics Tools	Independent	Lesson	12
	Week 4	Drawing a Vehicle	Guided Practice	Application Exercise	15

*Tips & Suggestions - Extend student practice with digital drawing and painting by encouraging students to create artwork for an "Art Gallery Show" and to display in the hallway or on bulletin boards. Remember to print or save your students' work and include it in their tech portfolios.*

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 1	Computational Thinking: Patterns	Whole Group	Lesson	15
		Computational Thinking: Patterns	Independent	Lesson	15
	Week 2	Spirit Day T-Shirts	Guided Practice	Application Exercise	20
Visual Mapping	Week 3	Visual Mapping: Groups and Labels	Whole Group	Lesson	12
		Visual Mapping: Groups and Labels	Independent	Lesson	12
	Week 4	Living Things	Guided Practice	Application Exercise	15

*Tips & Suggestions - Remind students that patterns can be found in things that they see and do everyday. The days of the week form a pattern every month. Have your students come up with other ways that they see and use patterns every day. Remember to review and model repeatedly during whole group instruction.*

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Visual Mapping	Week 1	Visual Mapping: Attributes and Linking	Whole Group	Lesson	12
		Visual Mapping: Attributes and Linking	Independent	Lesson	12
	Week 2	Our Community	Guided Practice	Application Exercise	30
Keyboarding (Review)	Week 3	Keyboarding: Locate and Type Letters A, B, C, D, and E (Practice/Review)	Independent Practice	Lesson	7
		Keyboarding: Locate and Type Letters F, G, H, I, and J (Practice/Review)	Independent Practice	Lesson	7
		Keyboarding: Locate and Type Letters K, L, M, N, and O (Practice/Review)	Independent Practice	Lesson	6
	Week 4	Keyboarding: Locate and Type Letters P, Q, R, S, and T (Practice/Review)	Independent Practice	Lesson	6
		Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z (Practice/Review)	Independent Practice	Lesson	10

*Tips & Suggestions - To assist with visual mapping, make sure you have proper software or online mapping resources that your students have quick and easy access to. This is the perfect time of the year to put together mini projects that end in digital publications which highlight the entire year's learning.*

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding (Review)	Week 1	Keyboarding: Locate and Type Numbers (Practice/Review)	Independent Practice	Lesson	10
		Keyboarding: Cursor, Spacebar, Backspace, Enter, and Words (Practice/Review)	Independent Practice	Lesson	9
	Week 2	Keyboarding: Cursor, Arrows, and Tab (Practice/Review)	Independent Practice	Lesson	9
Online Safety	Week 3	Netiquette and Cyberbullying	Whole Group	Discussion	30
		Netiquette and Cyberbullying Reflection	Whole Group	Application Exercise	5
	Week 4	Safe Site Strategies (Review)	Whole Group	Discussion	30

*Tips & Suggestions - Utilize age-appropriate custom guided practices to provide additional opportunities for practice. Have students use drawing software and text options to create a "Welcome to Kindergarten" mini-poster for next year's students.*

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Open Communication (Review)	Whole Group	Discussion	30
	Week 2	Summer Online Safety Poster	Small Group	Application Exercise	45
	Week 3	Summer Online Safety Poster (Presentations)	Small Group	Application Exercise	45
	Week 4	Technology Showcase (Optional)	Whole Group		

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*

## First Grade

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Working Online	Whole Group	Discussion	30
		Working Online Reflection	Whole Group	Application Exercise	5
	Week 2	Lab Rules Sign	Guided Practice	Application Exercise	30
	Week 3	Following Computer Rules	Guided Practice	Application Exercise	20
	Week 4	Safe Site Strategies	Whole Group	Discussion	30
		Safe Site Strategies Reflection	Whole Group	Application Exercise	5

*Tips & Suggestions - These lessons help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. Take this opportunity to differentiate or extend using the lesson plans or as you see is needed for your students. During this initial unit, make time to model and practice logging in/out.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Open Communication	Whole Group	Discussion	30
		Open Communication Reflection	Whole Group	Application Exercise	5
Computer Fundamentals	Week 2	Computer Fundamentals: Mouse, Select, Drag, and Double-click	Whole Group	Lesson	8
		Computer Fundamentals: Mouse, Select, Drag, and Double-click	Independent	Lesson	8
	Week 3	Computer Fundamentals: Processors, Input and Output Devices	Whole Group	Lesson	9
		Computer Fundamentals: Processors, Input and Output Devices	Independent	Lesson	9
	Week 4	Computer Fundamentals: Data Storage	Independent	Lesson	7
		Computer Fundamentals: Data Storage	Independent	Lesson	7

*Tips & Suggestions - Using interactive lessons as whole group activities, will allow you to model efficient use and understanding of the Learning.com online classroom as well as reinforce students' knowledge of computer parts and how they're used. This is a good time to implement 'tech buddies' in your classroom to help struggling students when lessons aren't mastered. Try to use the 'talk, not touch' or 'point, not press' approaches with your buddies so the learner retains control of his/her equipment.*

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Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computer Fundamentals	Week 1	Data Storage Bingo Unplugged	Guided Practice	Activity	45
	Week 2	Computer Fundamentals: Symbols of Technology	Independent	Lesson	12
Hardware Fundamentals	Week 3	Hardware Fundamentals: Printer	Independent	Lesson	9
		Hardware Fundamentals: Scanner	Independent	Lesson	6
		Computer Parts Memory Unplugged	Guided Practice	Activity	45
Keyboarding	Week 4	Keyboarding: Locate and Type Letters A, B, C, D, and E	Whole Group	Lesson	7
		Keyboarding: Locate and Type Letters A, B, C, D, and E	Independent	Lesson	7
		Keyboarding: Locate and Type Letters F, G, H, I, and J	Whole Group	Lesson	7
		Keyboarding: Locate and Type Letters F, G, H, I, and J	Independent	Lesson	7

*Tips & Suggestions - Continue to make time to model and practice logging in/out during each class period. Have struggling students pair up with their tech buddies to review/revisit any lessons with a score of less than 90%.*

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Locate and Type Letters K, L, M, N, and O	Whole Group	Lesson	6
		Keyboarding: Locate and Type Letters K, L, M, N, and O	Independent	Lesson	6
		Keyboarding: Locate and Type Letters P, Q, R, S, and T	Whole Group	Lesson	6
		Keyboarding: Locate and Type Letters P, Q, R, S, and T	Independent	Lesson	6
	Week 2	Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z	Whole Group	Lesson	10
		Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z	Independent	Lesson	10
	Week 3	Beginning Sounds	Guided Practice	Application Exercise	20
		Keyboarding: Locate and Type Numbers	Independent	Lesson	10
	Week 4	Typing Numbers	Guided Practice	Application Exercise	30

*Tips & Suggestions - To enrich, extend, or differentiate during this unit, utilize interactive online keyboarding games to keep students engaged in practice. Another option is to have your students apply their progressing skills by typing spelling words at a computer work station. Integrating math and new technology skills can be a fun way to get students creating story problems. Remember to use 'tech buddies' for assistance during lessons and classroom practice.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Cursor, Spacebar, Backspace, Enter, and Words	Independent	Lesson	9
		Keyboarding: Shift Key for Capitals and Symbols	Independent	Lesson	10
	Week 2	Animal Story	Guided Practice	Application Exercise	10
Word Processing	Week 3	Word Processing: Basic Document Creation	Independent	Lesson	12
		Word Processing: Formatting Text	Independent	Lesson	15
	Week 4	Group Story	Guided Practice	Application Exercise	30

*Tips & Suggestions - As young learners emerge into writers, provide them with opportunities to publish their classroom writing using word processing software then illustrate with digital or hand drawn art. Remember to use 'tech buddies' for assistance during lessons and classroom practice.*

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 1	Computational Thinking: Patterns	Whole Group	Lesson	15
		Computational Thinking: Patterns	Independent	Lesson	15
	Week 2	Spirit Day T-shirts	Guided Practice	Application Exercise	20
	Week 3	Computational Thinking: Directions	Whole Group	Lesson	15
		Computational Thinking: Directions	Independent	Lesson	15
	Week 4	A New Student in Class	Guided Practice	Application Exercise	20
Patterns and Directions Unit Quiz		Whole Group	Quiz	10	

*Tips & Suggestions - For Computational Thinking, remind students that patterns and directions are something that they use in school everyday. To reinforce their learning, have students point out the patterns they see and directions they follow throughout their day.*

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Multimedia	Week 1	Basic Design	Whole Group	Discussion	30
		Basic Design Reflection	Whole Group	Application Exercise	5
	Week 2	Multimedia: Drawing Lines and Shapes to Tell a Story	Independent	Lesson	9
		Portrait of Myself	Guided Practice	Application Exercise	30
	Week 3	Multimedia: Drawing and Filling Shapes Using Graphics Tools	Independent	Lesson	12
		Personal Flag	Guided Practice	Application Exercise	60
	Week 4	Personal Flag (Continued)	Guided Practice	Application Exercise	

*Tips & Suggestions - Extend student practice with digital drawing and painting by encouraging students to create artwork for an "Art Gallery Show" where you share their digital drawings in class with a slideshow. Remember to print or save your students' work and include it in their tech portfolios. This is also the perfect time of year to design mini projects which end in digital publication to demonstrate your students' application of their digital literacy skills.*

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Visual Mapping	Week 1	Visual Mapping: Groups and Labels	Independent	Lesson	12
		Sorting Sets	Guided Practice	Application Exercise	20
	Week 2	Visual Mapping: Attributes and Linking	Independent	Lesson	12
		Designing a Visual Map	Guided Practice	Application Exercise	30
	Week 3	I Belong to Many Groups	Guided Practice	Application Exercise	30
Databases	Week 4	Finding Information	Whole Group	Discussion	30
		Finding Information Reflection	Independent	Application Exercise	5
		Databases: Classifying Data	Independent	Lesson	8

*Tips & Suggestions - To assist with visual mapping, make sure you have proper software or online mapping resources that your students have quick and easy access to. To extend the learning, provide in class opportunities for students to using their visual mapping skills.*

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Databases	Week 1	Databases: Data Classification Journal	Guided Practice	Application Exercise	30
Online Safety	Week 2	Safe Site Strategies (Review)	Whole Group	Discussion	30
	Week 3	Netiquette and Cyberbullying	Whole Group	Discussion	30
	Week 4	Netiquette and Cyberbullying Reflection	Independent	Application Exercise	5
		Summer Online Safety Poster	Small Group	Application Exercise	45
Technology Showcase (Optional)					

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*



## Second Grade

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Working Online	Whole Group	Discussion	30
		Working Online Reflection	Independent	Application Exercise	5
		Following Computer Rules	Independent	Application Exercise	20
	Week 2	Lab Rules Sign	Independent	Application Exercise	30
		Lab Rules Sign (Presentations)	Whole Group		
	Week 3	Open Communication	Whole Group	Discussion	30
		Open Communication Reflection	Independent	Application Exercise	5
		Netiquette and Cyberbullying	Whole Group	Discussion	30
		Netiquette and Cyberbullying Reflection	Independent	Application Exercise	5
	Hardware Fundamentals	Week 4	Hardware Fundamentals: Printer	Independent	Lesson
Hardware Fundamentals: Scanner			Independent	Lesson	6
Computer Fundamentals: Data Storage			Independent	Lesson	7

*Tips & Suggestions - These lessons are spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. Take this opportunity to differentiate or extend using the lesson plans or as you see is needed for your students. Encourage students to be as creative and detailed as possible in creating their lab rules sign.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware Fundamentals	Week 1	Data Storage Match	Independent	Application Exercise	30
		Computer Parts Memory	Guided Practice	Application Exercise	25
	Week 2	Hardware Fundamentals: Network Basics	Whole Group	Lesson	12
		Hardware Fundamentals: Network Basics	Independent	Lesson	12
Software Fundamentals	Week 3	Software Fundamentals: Desktop	Whole Group	Lesson	12
		Software Fundamentals: Desktop	Independent	Lesson	12
		Software Fundamentals: Windows and Controls	Whole Group	Lesson	12
		Software Fundamentals: Windows and Controls	Independent	Lesson	12
		Software Fundamentals: Toolbars and Menus	Whole Group	Lesson	12
		Software Fundamentals: Toolbars and Menus	Independent	Lesson	12
	Week 4	Software Fundamentals: Software and File Formats	Whole Group	Lesson	12
		Software Fundamentals: Software and File Formats	Independent	Lesson	12

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 4	Touch Keyboarding	Whole Group	Discussion	30
		Touch Keyboarding Reflection	Independent	Application Exercise	5

*Tips & Suggestions - The hardware and software fundamentals help students become much more familiar with how to navigate many software interfaces and online platforms. If you haven't established 'tech buddies' in your classroom, now is a good time. Have them assist students who have less than 90% mastery on any lesson.*

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Home Row	Whole Group	Lesson	13
		Keyboarding: Home Row	Independent	Lesson	13
		Keyboarding: Upper Row	Whole Group	Lesson	14
		Keyboarding: Upper Row	Independent	Lesson	14
	Week 2	Keyboarding: Lower Row	Whole Group	Lesson	13
		Keyboarding: Lower Row	Independent	Lesson	13
		Keyboarding: Number Row	Whole Group	Lesson	12
		Keyboarding: Number Row	Independent	Lesson	12
	Week 3	Keyboarding: Shift Key	Whole Group	Lesson	11
		Keyboarding: Shift Key	Independent	Lesson	11
	Week 4	Keyboarding: Drill 1	Independent	Lesson	12
		Keyboarding: Drill 1 (Challenge)	Independent	Lesson	12

*Tips & Suggestions - To enrich, extend, or differentiate during the keyboarding unit, utilize interactive online keyboarding games to keep students engaged in practice. Another option is to have your students apply their progressing skills by typing spelling words at a computer work station. Integrating math and new technology skills can be a fun way to get students creating story problems.*

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Word Processing: Basic Document Creation	Independent	Lesson	12
		Word Processing: Formatting Text	Independent	Lesson	15
		Word Problems	Independent	Application Exercise	30
	Week 2	Word Problems (Presentations)	Whole Group		
		Correcting Words	Independent	Application Exercise	20
	Week 3	Ride Across America	Independent	Application Exercise	30
		Group Story	Small Groups	Application Exercise	30
	Week 4	Group Story (Presentations)	Whole Group		

*Tips & Suggestions - Provide your students with opportunities to publish their classroom work and include copies in the student technology portfolios. Students can enhance their writing with digital or hand drawn illustrations.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)	
Visual Mapping	Week 1	Visual Mapping: Groups and Labels	Independent	Lesson	12	
		Visual Mapping: Attributes and Linking	Independent	Lesson	12	
		Designing a Visual Map	Independent	Application Exercise	30	
	Week 2	Reading Visual Maps	Independent	Application Exercise	60	
		Week 3	Water Cycle	Independent	Application Exercise	30
			Visual Mapping: Idea Webs	Independent	Lesson	12
Visual Mapping: Formats and Outlines	Independent		Lesson	12		
Internet Usage	Week 4	Safe Site Strategies	Whole Group	Discussion	30	
		Safe Site Strategies Reflection	Independent	Application Exercise	5	
		Internet Usage: Online Information Basics	Independent	Lesson	15	
		Internet Usage: Browsing and URLs	Independent	Lesson	15	

*Tips & Suggestions - To assist with visual mapping, make sure you have proper software or online resources for your students. Provide opportunities for students to use their visual mapping skills during core classes. Ex. Create an idea web about the characters in a book or a topic in science. Internet Usage skills will provide students with a solid foundation for conducting research and using information found on the Internet.*

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage	Week 1	Internet Usage: Safe and Effective Online Searches	Whole Group	Lesson	15
		Internet Usage: Safe and Effective Online Searches	Independent	Lesson	15
		Internet Usage: Research, Resources, and Ethics	Whole Group	Lesson	15
		Internet Usage: Research, Resources, and Ethics	Independent	Lesson	15
	Week 2	Share It Through Trading Cards	Independent	Application Exercise	60
	Week 3	Share It Through Trading Cards (Presentations)	Whole Group		
Computational Thinking	Week 4	Computational Thinking: Directions	Whole Group	Lesson	15
		Computational Thinking: Directions	Independent	Lesson	15
		A New Student in Class	Guided Practice	Application Exercise	20
		A New Student in Class (Presentations)	Whole Group		
		Patterns and Directions Unit Quiz	Whole Group	Quiz	10

*Tips & Suggestions - Talk with your students about how computational thinking might help them plan for and complete tasks every day. Discuss with students how their Internet Usage skills and Computational Thinking skills might work together. Remember to use your 'tech buddies' to assist with students who have less than 90% mastery on any lesson.*

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Databases	Week 1	Finding Information	Whole Group	Discussion	30
		Finding Information Reflection	Independent	Application Exercise	5
		Databases: Classifying Data	Whole Group	Lesson	8
		Databases: Classifying Data	Independent	Lesson	8
Spreadsheets	Week 2	Databases: Data Classification Journal	Small Group	Application Exercise	30
		Databases: Using Databases to Store and Organize Data	Independent	Lesson	9
	Week 3	Spreadsheets: Parts	Whole Group	Lesson	9
		Spreadsheets: Parts	Independent	Lesson	9
		Spreadsheets: Navigating Cells, Rows, and Columns	Whole Group	Lesson	10
		Spreadsheets: Navigating Cells, Rows, and Columns	Independent	Lesson	10
		Family Spreadsheet	Whole Group	Application Exercise	30
		Family Spreadsheet (Continued)	Independent	Application Exercise	
	Week 4	Spreadsheets: Cell Formatting	Whole Group	Lesson	12
		Spreadsheets: Cell Formatting	Independent	Lesson	12

*Tips & Suggestions - Have students practice creating spreadsheets and databases by entering data based on content being studied in core curriculum classes, or physical education class to show how the data is represented.*

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Columns and Rows	Whole Group	Lesson	10
		Spreadsheets: Columns and Rows	Independent	Lesson	10
		Class Pets Spreadsheet	Guided Practice	Application Exercise	35
	Week 2	Class Pets Spreadsheet (Presentations)	Whole Group		
	Week 3	Acts of Kindness	Guided Practice	Application Exercise	60
Online Safety	Week 4	Online Safety: Cyberbullying	Independent	Lesson	15
		Netiquette and Cyber Bullying (Review)	Whole Group	Discussion	30

*Tips & Suggestions - Remind students that spreadsheets are a good way to keep track of information over time. Continue to use your 'tech buddies' to assist with students who have less than 90% mastery on any lesson.*

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Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Safe Site Strategies (Review)	Whole Group	Discussion	30
	Week 2	Open Communication (Review)	Whole Group	Discussion	30
	Week 3	Summer Online Safety Poster	Small Group	Application Exercise	45
	Week 4	Summer Online Safety Poster (Presentations)	Whole Group	Application Exercise	
Technology Showcase (Optional)					

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*

## Third Grade

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Acceptable Use Policies	Whole Group	Discussion	30
		Acceptable Use Policies Reflection	Independent	Application Exercise	5
		Computer Rules Skit	Small Group	Application Exercise	60
	Week 2	Netiquette Discussion	Whole Group	Discussion	15
		Netiquette Discussion Reflection	Independent	Application Exercise	5
		Online Safety: Cyberbullying	Independent	Lesson	15
		Safety Through Open Communication	Whole Group	Discussion	30
	Week 3	Safety Through Open Communication Reflection	Independent	Application Exercise	5
		Inappropriate Content Discussion	Whole Group	Discussion	30
		Inappropriate Content Discussion Reflection	Independent	Application Exercise	5
	Week 4	How Would You Feel?	Independent	Application Exercise	45
		How Would You Feel? (Presentations)	Whole Group		
		Texting Safety Discussion	Whole Group	Discussion	30
		Texting Safety Discussion Reflection	Independent	Application Exercise	5

*Tips & Suggestions - These lessons are spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete How Would You Feel?, share projects with the whole class.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Home Row	Whole Group	Lesson	13
		Keyboarding: Home Row	Independent	Lesson	13
		Home Row Practice (6 items)	Independent	Guided Practice	
	Week 2	Keyboarding: Upper Row	Independent	Lesson	14
		Upper Row Practice (7 items)	Independent	Guided Practice	
		Keyboarding: Lower Row	Independent	Lesson	13
		Keyboarding: Shift Key	Independent	Lesson	11
	Week 3	Lower Row Practice (4 items)	Independent	Guided Practice	
		Keyboarding: Number Row	Independent	Lesson	12
		Adaptive Keyboarding: The Great Keyboarding Adventure	Whole Group	Adaptive Keyboarding	45
	Week 4	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Consider creating a group or a class just for keyboarding. After students complete their daily classwork, have them practice keyboarding and provide opportunities to practice keyboarding skills for fun and meaningful tasks. Having students type spelling or vocabulary words allows your students to apply their keyboarding skills in core subject areas.*

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware Fundamentals	Week 1	Hardware Fundamentals: Network Basics	Independent	Lesson	12
		Devices and Compatibility	Whole Group	Discussion	30
		Devices and Compatibility Reflection	Independent	Application Exercise	5
		Hardware Fundamentals: Mobile Devices	Independent	Lesson	15
	Week 2	Identifying Computer Devices	Small Group	Application Exercise	45
		Computer Basics Unit Quiz	Independent	Quiz	15
Software Fundamentals		Software Fundamentals: Desktop	Independent	Lesson	12
		Software Fundamentals: Windows and Controls	Independent	Lesson	12
	Week 3	Software Fundamentals: Toolbars and Menus	Independent	Lesson	12
		Software Fundamentals: Software and File Formats	Independent	Lesson	12
		Computer Navigation Unit Quiz	Independent	Quiz	15
Multimedia		Audience and Media	Whole Group	Discussion	30
		Audience and Media Reflection	Independent	Application Exercise	5
Computer Fundamentals	Week 4	Good Citizenship Digital Video	Small Group	Application Exercise	120
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - As students are becoming more familiar with how to navigate many software interfaces and online platforms, this is a good time to implement 'tech buddies' in your classroom to help struggling students when lessons are not mastered. Try to use the 'talk, not touch' or 'point, not press' approaches with your buddies so the learner retains control of his/her equipment.*

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computer Fundamentals	Week 1	Good Citizenship Digital Video (Continued)	Small Group	Application Exercise	
		Good Citizenship Digital Video (Presentations)	Whole Group		
Multimedia	Week 2	Creating a Portfolio	Independent	Application Exercise	45
Internet Usage		Internet Usage: Online Information Basics	Independent	Lesson	15
	Internet Usage: Browsing and URLs	Independent	Lesson	15	
	Internet Usage: Safe and Effective Online Searches	Independent	Lesson	15	
	Week 3	Internet Usage: Research, Resources, and Ethics	Independent	Lesson	15
Cut it Out! Save the Environment		Independent	Application Exercise	35	

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Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 4	Patterns and Directions Unit Quiz	Whole Group	Quiz	10
		Computational Thinking: Algorithms	Independent	Lesson	15
		Mystery Animals	Independent	Application Exercise	30
		Mystery Animals (Presentations)	Whole Group		
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - If your students are new to computational thinking, you can review the Patterns and Directions curriculum to begin Month 4. This curriculum can be found in the Learning.com Computational Thinking and Coding Unit.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Coding Basics	Week 1	Let's Get Started: Challenges 0 - 5	Guided Practice	Application Exercise	45
		Turn Around: Challenges 6 - 10	Guided Practice	Application Exercise	45
Word Processing	Week 2	Word Problems	Independent	Application Exercise	30
		Grammar Safari	Independent	Application Exercise	20
		Hyphenating Words	Independent	Application Exercise	30
	Week 3	Ride Across America	Independent	Application Exercise	30
		Word Processing Primary Grades Unit Quiz	Independent	Quiz	15
		Word Processing: Creating and Organizing Content	Independent	Lesson	11
		Word Processing: Revising and Formatting	Independent	Lesson	10
Formatting a Poem	Independent	Application Exercise	20		
Visual Mapping	Week 4	Correcting Words	Independent	Application Exercise	20
		Visual Mapping: Idea Webs	Independent	Lesson	12
		Visual Mapping: Formats and Outlines	Independent	Lesson	12
		Water Cycle	Independent	Application Exercise	30
		Visual Mapping Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Provide your students with opportunities to publish their classroom writing in word processing documents and place copies in their technology portfolios. Encourage students to illustrate their writing with digital art or hand drawn art. Provide time for students to use their new visual mapping skills in core subject areas.*

*Note about Keyboarding: Remember to provide students with time each week to improve their keyboarding technique, accuracy and speed through Adaptive Keyboarding after they have completed the keyboarding lessons and guided practice exercises.*



Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Parts	Independent	Lesson	9
		Spreadsheets: Navigating Cells, Rows, and Columns	Independent	Lesson	10
		Spreadsheets: Cell Formatting	Independent	Lesson	12
		Family Spreadsheet	Independent	Application Exercise	30
	Week 2	Acts of Kindness	Independent	Application Exercise	60
	Week 3	Spreadsheets: Columns and Rows	Independent	Lesson	10
		Class Pets Spreadsheet	Independent	Application Exercise	35
		Making a Schedule	Independent	Application Exercise	20
	Week 4	Book Report Progress	Independent	Application Exercise	45
		Spreadsheet Basics Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Have students practice entering data to create spreadsheets based on content being studied in core curriculum classes, physical education class or other to show how data is represented. This is the perfect time of the year to put together mini projects which end in digital publication that highlight students' entire year of learning.*

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Pie Charts	Independent	Lesson	10
		Traveling to School	Guided Practice	Application Exercise	45
	Week 2	Spreadsheets: Bar Charts	Independent	Lesson	11
		Ethnic Foods Survey	Independent	Application Exercise	45
	Week 3	Spreadsheets: Line Charts	Independent	Lesson	8
		Weekly Reading Graph	Independent	Application Exercise	30
	Week 4	Classroom Measurements	Independent	Application Exercise	60
		Graphing in Spreadsheets Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Continue to offer students the opportunity to practice their skills by entering data in spreadsheets to build charts and produce graphs based on a variety of topics.*

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Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Netiquette and Cyber Bullying (Review)	Whole Group	Discussion	30
		Texting Safety Discussion (Review)	Whole Group	Discussion	30
	Week 2	Safe Site Strategies (Review)	Whole Group	Discussion	30
	Week 3	Safety Through Open Communication (Review)	Whole Group	Discussion	30
	Week 4	Safekeeping Personal Information	Small Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Summer Online Safety Brochure	Independent	Application Exercise	90
	Week 2	Summer Online Safety Brochure (Presentations)	Whole Group		
	Week 3	Update Student Portfolios	Independent		
	Week 4	Technology Showcase (Optional)	Whole Group		
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - The student portfolio is a great way to share the digital products that students have created all year. Have students place copies of their work in the digital portfolio that they created. Host an in person or virtual technology showcase to share student work.*

## Fourth Grade

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware and Software Fundamentals	Week 1	Acceptable Use Policies	Whole Group	Discussion	30
		Acceptable Use Policies Reflection	Independent	Application Exercise	5
		Computer Rules Skit	Small Group	Application Exercise	60
	Week 2	Computer Rules Skit (Presentations)	Whole Group	Application Exercise	
Online Safety		Safekeeping Personal Information	Whole Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
	Week 3	Safety Through Open Communication	Whole Group	Discussion	30
		Safety Through Open Communication Reflection	Independent	Application Exercise	5
		Online Safety: Communicating Online and Cyberbullying	Independent	Lesson	15
		Smart Alert! Cyberbullying Guide	Independent	Application Exercise	45
	Week 4	Smart Alert! Cyberbullying Guide (Presentations)	Whole Group	Application Exercise	
		Texting Safety Discussion	Whole Group	Discussion	30
		Texting Safety Discussion Reflection	Independent	Application Exercise	5

*Tips & Suggestions - The curriculum for Month 1 is spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete the Computer Rules Skit and the Smart Alert! Cyberbullying Guide, share projects with the whole class.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Home Row	Independent	Lesson	13
		Home Row Practice (6 items)	Independent	Guided Practice	
		Keyboarding: Upper Row	Independent	Lesson	14
		Upper Row Practice (7 items)	Independent	Guided Practice	
		Keyboarding: Lower Row	Independent	Lesson	13
	Week 2	Keyboarding: Shift Key	Independent	Lesson	11
		Lower Row Practice (4 items)	Independent	Guided Practice	
		Keyboarding: Number Row	Independent	Lesson	12
		Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	15

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Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computer Fundamentals	Week 3	Computer Fundamentals: Symbols of Technology	Independent	Lesson	12
		Historic Communities	Independent	Application Exercise	60
	Week 4	Comparing Stories	Independent	Application Exercise	45
		Computer Basics Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Consider creating a group or a class just for keyboarding. After students complete their daily classwork, have them practice keyboarding and provide opportunities to practice keyboarding skills for fun and meaningful tasks. Having students type spelling or vocabulary words allows your students to apply their keyboarding skills in core subject areas. Remember that the skills focus for keyboarding should be technique and accuracy before words per minute.*

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware Fundamentals	Week 1	Devices and Compatibility	Independent	Discussion	30
		Devices and Compatibility Reflection	Independent	Application Exercise	5
		Hardware Fundamentals: Mobile Devices	Independent	Lesson	15
	Week 2	Technology Devices	Whole Group	Application Exercise	60
		Computer Compatibility	Independent	Application Exercise	10
		Computer Navigation Unit Quiz	Independent	Quiz	15
Internet Usage	Week 3	Practicing Online Safety	Small Group	Application Exercise	90
	Week 4	Internet Usage: Online Information Basics	Independent	Lesson	15
		My State Research	Independent	Application Exercise	60
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - This is a good time to implement 'tech buddies' in your classroom to help struggling students when lessons are not mastered. Try to use the 'talk, not touch' or 'point, not press' approaches with your buddies so the learner retains control of his/her equipment.*

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Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage	Week 1	Research and Evaluation	Independent	Application Exercise	60
	Week 2	Better Safe Than Sorry	Small Group	Application Exercise	45
		Better Safe Than Sorry (Presentations)	Whole Group		
Computational Thinking	Week 3	Computational Thinking: Algorithms	Independent	Lesson	15
		Mystery Animals	Small Group	Application Exercise	30
		Computational Thinking: Modeling	Independent	Lesson	15
	Week 4	Bedroom Blueprint	Independent	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Are your students new to Computational Thinking? Review the Patterns and Directions lessons and/or quiz to begin Month 4. Be sure to keep copies of students' final products to add to their portfolio.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Coding Basics	Week 1	Let's Get Started: Challenges 0 - 5	Independent	Application Exercise	45
		Turn Around: Challenges 6 - 10	Independent	Application Exercise	45
	Week 2	I Have a Plan: Challenges 11 - 15	Guided Practice	Application Exercise	45
		Turtle Lake: Challenges 16 - 20	Guided Practice	Application Exercise	45
Word Processing	Week 3	Word Processing: Creating and Organizing Content	Independent	Lesson	11
		Word Processing: Revising and Formatting	Independent	Lesson	10
		Cumulative Story	Small Group	Application Exercise	45
		Word Processing: Editing and Proofreading Your Work	Independent	Lesson	15
	Week 4	Informational Interview	Independent	Application Exercise	60
		Word Processing: Page Layout	Independent	Lesson	10
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - When students finish their work with class time remaining, encourage them to open skill mode in the EasyCode map and complete unlocked challenges. Have students illustrate their writing through digital or hand drawn art. Remember to provide students with additional time each week to improve their keyboarding technique, accuracy and speed through Adaptive Keyboarding.*

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Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Creating a Newsletter	Small Group	Application Exercise	60
		Word Processing: Introduction to Desktop Publishing	Independent	Lesson	12
		Word Processing Intermediate Grades Unit Quiz	Independent	Quiz	15
Databases	Week 2	Databases: Performing Searches and Filtering Data	Whole Group	Lesson	11
		Databases: Performing Searches and Filtering Data	Independent	Lesson	11
		Databases: Search and Filter Journal	Independent	Application Exercise	60
	Week 3	Databases: Sort and Filter	Whole Group	Lesson	9
		Databases: Sort and Filter	Independent	Lesson	9
		Data and Database Basics Unit Quiz	Independent	Quiz	15
		Databases: Planning and Building a Database	Whole Group	Lesson	18
		Databases: Planning and Building a Database	Independent	Lesson	18
		Databases: Database Creation Journal	Whole Group	Application Exercise	45
	Week 4	Databases: Designing Queries and Reports	Whole Group	Lesson	10
		Databases: Designing Queries and Reports	Independent	Lesson	10
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Discuss with students how computational thinking can impact the way you design, create and use a database. Have students practice entering data to create databases based on content being studied in core curriculum classes, physical education class or other.*

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Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Databases	Week 1	Databases: Queries and Reports Journal	Whole Group	Application Exercise	30
		Database Creation, Queries, and Reports Unit Quiz	Independent	Quiz	15
Presentations	Week 1	Presentations: Audience and Organization	Independent	Lesson	12
		Presentations: Composing Slides	Independent	Lesson	10
	Week 2	Birth Certificate	Independent	Application Exercise	30
		Presentations: Enhancing Slides	Independent	Lesson	8
		Presentations: Evaluating and Presenting	Independent	Lesson	9
	Week 3	Life Slideshow Booklet	Independent	Application Exercise	45
		Life Slideshow Booklet (Presentations)	Whole Group		
	Week 4	Presentation Basics Quiz	Independent	Quiz	15
Adaptation		Small Group	Application Exercise	90	
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - This is the perfect time of the year to put together mini projects in core subject areas which end in digital publication that highlight each student's entire year of learning.*

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Presentations	Week 1	Adaptation (Presentations)	Whole Group		
		Tourism Guide	Small Groups	Application Exercise	60
Multimedia	Week 2	Tourism Guide (Presentations)	Whole Group		
		Audience and Media Reflection	Independent	Application Exercise	5
Online Communication	Week 3	Creating a Portfolio	Independent	Application Exercise	45
		Online Communications: Sending Email Messages	Independent	Lesson	12
Online Communication	Week 4	Email the President	Independent	Application Exercise	30
		Online Communications: Responding to Email Messages	Independent	Lesson	8
		Email Basics Unit Quiz	Independent	Quiz	15
Online Communication	Week 4	Online Communication: Using Digital Collaboration Tools	Independent	Lesson	15
		Adaptation	Small Group	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Student created presentations are a great way to integrate technology with core content area subjects. Have students utilize their new skills to create a presentation about something they are learning in English, Math, Science or Social Studies then use the presentation as review for the class.*

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Texting Safety Discussion (Review)	Whole Group	Discussion	30
		Safety Through Open Communication (Review)	Whole Group	Discussion	30
	Week 2	Safekeeping Personal Information (Review)	Whole Group	Discussion	30
		Summer Online Safety Presentation	Small Group	Application Exercise	90
	Week 3	Summer Online Safety Presentation (Continued)	Small Group	Application Exercise	
	Week 4	Summer Online Safety Presentation (Presentations)	Whole Group		
		Technology Showcase (Optional)			
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*



## Fifth Grade

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)	
Online Safety	Week 1	Acceptable Use Policies	Whole Group	Discussion	30	
		Acceptable Use Policies Reflection	Independent	Application Exercise	5	
		Computer Rules Skit	Small Group	Application Exercise	60	
	Week 2	Computer Rules Skit (Presentations)	Whole Group			
		Texting Safety Discussion	Whole Group	Discussion	30	
		Texting Safety Discussion Reflection	Independent	Application Exercise	5	
	Week 3	Think Before You Text	Small Group	Application Exercise	45	
		Online Safety: Communicating Online and Cyberbullying	Independent	Lesson	15	
	Week 4	How Would You Feel?	Small Group	Application Exercise	45	
		Safety Through Open Communication	Whole Group	Discussion	30	
		Safety Through Open Communication Reflection	Independent	Application Exercise	5	

*Tips & Suggestions - The curriculum for Month 1 is spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete the Computer Rules Skit activity, share projects with the whole class.*

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	45
Hardware and Software Fundamentals		Computer Basics Unit Quiz	Independent	Quiz	15
	Week 2	Devices and Compatibility	Whole Group	Discussion	30
		Devices and Compatibility Reflection	Independent	Application Exercise	5
		Computer Compatibility	Independent	Application Exercise	10
		Computer Navigation Unit Quiz	Independent	Quiz	15
Internet Usage	Week 2	Inappropriate Content Discussion	Whole Group	Discussion	30
		Inappropriate Content Discussion Reflection	Independent	Application Exercise	5
	Week 3	Internet Usage: Browsing on the Internet	Independent	Lesson	15
		Internet Usage: URLs and Websites	Independent	Lesson	15
		Internet Usage: Web Searches	Independent	Lesson	15
		Internet Usage: Validity and Sourcing	Independent	Lesson	20
	Week 4	Home Sweet Home	Small Group	Application Exercise	90
	Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

*Tips & Suggestions - Consider creating a group or a class just for keyboarding and when students finish their work with class time remaining, have them practice their keyboarding skills using their Adaptive Keyboarding assignments. Having students type spelling or vocabulary words allows your students to apply their keyboarding skills in core subject areas.*

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage and Online Communication	Week 1	Examining Content	Independent	Application Exercise	90
	Week 2	Online Communication: Using Digital Collaboration Tools	Independent	Lesson	15
		Web Browsing Unit Quiz	Independent	Quiz	15
Word Processing	Week 3	Word Processing: Creating and Organizing Content	Independent	Lesson	11
		Word Processing: Revising and Formatting	Independent	Lesson	10
		Formatting a Poem	Independent	Application Exercise	20
	Week 4	Word Processing: Editing and Proofreading Your Work	Independent	Lesson	15
		Word Processing: Proofreading and Correcting - Level 2	Independent	Game	12
	Advanced Report Writing	Independent	Application Exercise		
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Provide students with opportunities to publish their classroom writing in word processing documents along with digital art that illustrates their writing. When students finish their work with class time remaining, have them practice their keyboarding skills using their Adaptive Keyboarding assignments.*

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Formatting Biographies	Independent	Application Exercise	45
		Word Processing: Page Layout	Independent	Lesson	10
		Word Processing: Introduction to Desktop Publishing	Independent	Lesson	12
	Week 2	Create a Set of Instructions	Small Groups	Application Exercise	90
	Week 3	Computer Rules Sign	Independent	Application Exercise	45
		Word Processing Intermediate Grades Unit Quiz	Independent	Quiz	15
Multimedia	Week 4	Audience and Media	Whole Group	Discussion	30
		Audience and Media Reflection	Independent	Application Exercise	5
		Creating a Portfolio	Independent	Application Exercise	45
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Creating a portfolio will provide students with a way to collect their work in one digital location. When students finish their work with class time remaining, have them practice their keyboarding skills using their Adaptive Keyboarding assignments.*

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 1	Computational Thinking: Modeling	Independent	Lesson	15
		Algorithms and Modeling Unit Quiz	Independent	Quiz	10
	Week 2	Bedroom Blueprint	Independent	Application Exercise	90
		Bedroom Blueprint (Presentations)	Whole Group		
Coding	Week 3	I Have a Plan: Challenges 11 - 15	Independent	Application Exercise	45
		Turtle Lake: Challenges 16 - 20	Independent	Application Exercise	45
Spreadsheets	Week 4	Spreadsheet Basics Unit Quiz	Independent	Quiz	15
		Spreadsheets: Using Formulas to Add and Subtract	Independent	Lesson	13
		Bake Sale Spreadsheet	Independent	Application Exercise	30
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - If your students are new to Computational Thinking, utilize the lessons and quiz for Patterns and Directions and the lesson on Algorithms to begin the unit. When students finish their work with class time remaining, encourage them to open skill mode in the EasyCode map and complete unlocked challenges.*

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Using Formulas to Multiply and Divide	Independent	Lesson	12
		Grocery Store Spreadsheet	Independent	Application Exercise	30
		Spreadsheets: Copying Formulas and Functions	Independent	Lesson	10
	Week 2	Camping Supplies Spreadsheet	Independent	Application Exercise	30
		Walk-a-thon Spreadsheet	Independent	Application Exercise	30
	Week 3	Formulas in Spreadsheets Unit Quiz	Independent	Quiz	15
		Get Involved! Exploring Endangered Species Data	Independent	Application Exercise	35
Presentations	Week 4	Presentations: Audience and Organization	Independent	Lesson	12
		Presentations: Composing Slides	Independent	Lesson	10
		Presentations: Enhancing Slides	Independent	Lesson	8
		Presentations: Evaluating and Presenting	Independent	Lesson	9
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Have students practice entering data to create spreadsheets, build charts and produce graphs based on content being studied in core curriculum classes, physical education class or other to show how the data is represented.*

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Presentations	Week 1	Natural Resources Presentation	Independent	Application Exercise	60
	Week 2	Jazz Instruments Presentation	Small Group	Application Exercise	60
	Week 3	Jazz Instruments Presentation (Presentations)	Whole Group		
		Presentation Basics Quiz	Independent	Quiz	15
Online Communication	Week 4	Netiquette Discussion	Whole Group	Discussion	15
		Netiquette Discussion Reflection	Independent	Application Exercise	5
		Online Communications: Sending Email Messages	Independent	Lesson	12
		Online Communications: Responding to Email Messages	Independent	Lesson	8
		Email Basics Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - When students finish their work with class time remaining, encourage them to begin adding completed projects to their portfolios.*

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Communication	Week 1	Identity Theft Basics	Whole Group	Discussion	15
		Identity Theft Basics Reflection	Independent	Application Exercise	5
		Online Communications: Communicating with Instant Messaging	Independent	Lesson	15
	Week 2	What is Thy Message?	Small Group	Application Exercise	90
	Week 3	Online Communications: Reading and Writing Blogs	Independent	Lesson	18
		Online Communication: Communicating with Podcasts	Independent	Lesson	15
		Online Status Message Basics	Whole Group	Discussion	30
		Online Status Message Basics Discussion Reflection	Independent	Application Exercise	5
	Week 4	Online Communication: Sharing on a Community Site	Independent	Lesson	15
		Communicating Online Unit Quiz	Independent	Quiz	10
		Texting Safety Discussion (Review)	Whole Group	Discussion	30
	Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

*Tips & Suggestions - It is important to remind students that they need to be careful when online whether at home or at school. When students finish their work with class time remaining, encourage them to utilize Adaptive Keyboarding to improve their accuracy and speed.*

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Safety Through Open Communication (Review)	Whole Group	Discussion	30
		Safekeeping Personal Information	Whole Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
	Week 2	Summer Online Safety PSA	Small Group	Application Exercise	120
	Week 3	Summer Online Safety PSA (Presentations)	Whole Group		
	Week 4	Update Student Portfolios	Independent		
Technology Showcase (Optional)					
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	∞

*Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.*