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| Time Frame | 1st 9 Weeks (6th, 7th, 8th) 2nd 9 Weeks (6th, 7th, 8th) 3rd 9 Weeks (6th, 7th, 8th) |
| Unit Topic: | <p>Google Docs: Students will learn tabs as well as the ribbon. Students will learn to format as well as creating different artifacts in Google Docs. Examples are Create a table in Google Docs, What is a Blog, Create a Collaborative Story, Annotated Bibliography</p> <p>Google Slides: Students will learn tabs as well as the ribbon. Students will learn to format. Students will learn the 7x7 rule. Examples are My Favorite Topic, Choose Your Own Adventure</p> <p>Google Sheets: Students will learn tabs as well as the ribbon. Students will learn basic navigation. Students will know what a cell, range, formatting, as well as basic formulas. Examples are Grade Tracker, Calendar</p> <p>Google Drive: Students will learn files, folders and how to organize Google Drive.</p> <p>Google Calendar: Students will learn how to use Google Calendar. How to schedule and how to create new calendars.</p> <p>Word: Students will learn tabs as well as the ribbon. Students will investigate the differences and similarities between Word and Docs. Students will learn how to download from Google Docs as well as learn how to upload to a Google Doc</p> <p>Internet Safety: Students will learn simple safety rules, Online Behavior, Cyber Bullying, Chat Rooms, Social Networking Sites, Online Predators, Identity Theft</p> <p>Google Search: Students will learn how to do an exact search, Eliminate from a Search, Fill in the Blank Search, Image Search, Search a Single Website</p> <p>Typing: Students will type 45 typing lessons.</p> |
| Enduring Understanding | Teacher and student demonstrations, the teacher will demonstrate and provide examples for each project. The students will create projects to show understanding of each topic. Ask questions to ensure students understand. |
| Essential Questions | How can I use Google Docs, Sheets, Slides to become a successful student? How can I use Google Drive and Calendar to be better organized? What are the similarities and differences between Microsoft Word and Google Docs? How can learning On-line Safety prepare me for the future? What are ways that I can search using Google to make me more successful? How can learning to type prepare me for the future? How can I use this technology to enhance student learning? |

Standards

Google Docs, Slides and Sheets

STRAND: Information and Communications Technology The understanding and application of digital learning tools for accessing, creating, evaluating, applying and communicating ideas and information.

Topic 1: Identify and use appropriate digital learning tools and resources to accomplish a defined task.

Develop criteria for selecting digital learning tools and resources to accomplish a defined task. Select and use digital learning tools or resources to support planning, implementing, and reflecting upon a defined task. Evaluate the use of digital learning tools and resources to support learning and productivity.

Google Search

STRAND: Information and Communications Technology The understanding and application of digital learning tools for accessing, creating, evaluating, applying and communicating ideas and information.

Topic 2: Use digital learning tools and resources to locate, evaluate and use information.

Use advanced search techniques to locate needed information using digital learning tools and resources. Use multiple criteria to evaluate the validity of information found with digital learning tools and resources. Apply principles of copyright, use digital citation tools and use strategies to avoid plagiarism.

Google Docs, Slides and Sheets

STRAND: Information and Communications Technology The understanding and application of digital learning tools for accessing, creating, evaluating, applying and communicating ideas and information.

Topic 4: Use digital learning tools and resources to communicate and disseminate information to multiple audiences

Use digital learning tools and resources to identify communication needs considering goals, audience and content. Select and use a variety of media formats to communicate information to a target audience. Discuss and identify ways to communicate and disseminate information so that users with varied needs can access information. Evaluate the effectiveness of a digital tool to communicate information with multiple audiences.

Internet Safety

STRAND: Society and Technology The interconnectedness of technology, self, society and the natural world, specifically addressing

the ethical, legal, political and global impact of technology.

Topic 1: Demonstrate an understanding of technology's impact on the advancement of humanity – economically, environmentally and ethically. Advocate and exhibit ethical, legal and responsible practices when utilizing technology. Explore the advantages and disadvantages of widespread use, accessibility, and reliance on technology in your world. Review and demonstrate ethical considerations and legal requirements involved in the creation and use of digital technologies. Analyze an environmental concern and investigate technology solutions to that problem.

Internet Safety

STRAND: Society and Technology The interconnectedness of technology, self, society and the natural world, specifically addressing the ethical, legal, political and global impact of technology.

Topic 2: Analyze the impact of communication and collaboration in both digital and physical environments.

Critique specific instances of how technology has impacted access to information, communications and collaboration. Explain the positive and negative impact the use of technology can have on personal, professional and community relationships. Investigate how social media impacts society and the digital identities of individuals and organizations. Apply appropriate interactions and digital etiquette in varying contexts, reflecting upon potential impacts in both digital and physical environments.