Grade 5 Technology Curriculum

30 days (once every six day cycle)
Business Technology Department
September 2015
Submitted by: Mrs. Nicole Bachman
Course Overview:
Students will review the google platform and focus on using a variety of different google drive applications that will allow them to be successful within their common core classes. Students will also review internet safety and the issues surrounding cyber bullying.

Anchoring Activity: Typing Skills

Unit Outcomes: Students will continue their education and typing skills by using keyboard properly and effectively focusing on speed and accuracy. This will also be used as an anchoring activity and as practice once each unit coursework is completed to a satisfactory level.

Essential Outcome, Content and Instructional Activities and Related Standards:
A. Students will develop a working knowledge of, explain, and demonstrate the importance of proper posture and fingering.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5. C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given, written objective tests, class effort put forth by student

Remediation: charts/graphics, modeling

Resources and Materials: http://www.bbc.co.uk/schools/typing ; www.freetypinggame.net ; www.typing.com ; www.typingclub.com

B. Students will identify the keyboard layout.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5. C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given

Remediation: study guides, diagram of the keyboard layout, support by the computer teacher

Enrichment: student’s additional input of knowledge of shortcut keys

Resources and Materials: http://www.bbc.co.uk/schools/typing ; www.freetypinggame.net ; www.typing.com ; www.typingclub.com

C. Students will be able to explain why the touch system is used to develop basic keyboarding skill on the alphabetic keyboard and how to calculate the words-per minute rate, and its importance.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5. C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M
Assessment Criteria: age-appropriate performance on tasks given, class effort put forth by student

Remediation: modeling, adapted assignments, simplified explanation

Resources and Materials: http://www.bbc.co.uk/schools.typing;
www.freetypinggame.net ; www.typing.com ; www.typingclub.com

D. The student will have a working knowledge of letter placement on keyboard with appropriate speed to make keying more productive than writing.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5 C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given

Remediation: study guides, charts/graphics, adapted content and assignments

Resources and Materials: http://www.bbc.co.uk/schools.typing;
www.freetypinggame.net ; www.typing.com ; www.typingclub.com

E. The students will use proper posture and fingering for all keys.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5 C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given, class effort put forth by student

Remediation: modeling by the computer teacher, adapted content and assignments

Enrichment: Tongue Twisters - have students write tongue twisters using letters learned

Resources and Materials: http://www.bbc.co.uk/schools.typing;
www.freetypinggame.net ; www.typing.com ; www.typingclub.com

F. Students will operate the alphabetic keys by touch with limiting their eye contact with the keyboard.

PA BCIT Standard(s): 15.4.5 A ; 15.4.5 B ; 15.4.5 C ; 15.4.5 D ; 15.4.5 G ; 15.4.5 L ; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given, class effort put forth by student

Remediation: charts/graphics, modeling by the computer teacher, adapted content and assignments

Enrichment: challenge students to turn off the monitor while they type
Resources and Materials: http://www.bbc.co.uk/schools/typing; www.freetypinggame.net; www.typing.com; www.typingclub.com

G. The students will use online resources to practice their keyboarding skills.

PA BCIT Standard(s): 15.4.5 A; 15.4.5 B; 15.4.5 C; 15.4.5 D; 15.4.5 G; 15.4.5 L; 15.4.5 M

Assessment Criteria: age-appropriate performance on tasks given, class effort put forth by student

Remediation: modeling by the computer teacher, adapted content and assignments

Enrichment: respond to a journal prompt

Resources and Materials: http://www.bbc.co.uk/schools/typing; www.freetypinggame.net; www.typing.com; www.typingclub.com
Unit 1: Internet Safety and Usage

Unit Outcomes: Students will be able to demonstrate how to use the internet properly as well as how to maintain their safety while searching the web. Students will also review the Acceptable Use Policy.

Essential Outcome, Content and Instructional Activities and Related Standards:
A. The student will demonstrate proper users' rights and responsibilities as outlined in the district's Network Acceptable Use Policy.
  
  **PA BCIT Standard(s):** 15.4.5 K ; 15.4.5 M ; 15.3.12 S ; 15.3.12 W ; 15.4.12 A ; 15.4.12 B
  
  **Assessment Criteria:** class effort put forth by student to understand the Acceptable Use Policy
  
  **Remediation:** role playing, prompting by teacher
  
  **Enrichment:** create a what if ... situation
  
  **Resources and Materials:** Copy of Acceptable Use Policy

B. Students will identify and discuss issues related to a technology-based society which include but are not limited to cyber bullying and proper internet behavior for a middle school student.

  **PA BCIT Standard(s):** 15.4.5 K ; 15.4.5 M ; 15.3.12 S ; 15.3.12 W ; 15.4.12 A ; 15.4.12 B
  
  **Assessment Criteria:** age-appropriate performance on tasks given, objective tests
  
  **Remediation:** modified materials, study guides, charts/graphics, prompting by the computer teacher, guided discussion
  
  **Enrichment:** Higher level/critical thinking discussions
  

C. The student will demonstrate appropriate Internet browsing skills.

  **PA BCIT Standard(s):** 15.4.5 K ; 15.4.5 M ; 15.3.12 S ; 15.3.12 W ; 15.4.12 A ; 15.4.12 B
  
  **Assessment Criteria:** age-appropriate performance on tasks given, class effort put forth by student ; independent practice
Remediation: support by the computer teacher, repetition

Enrichment: peer coaching

Resources and Materials: a current website that is relevant to what the students are learning in their core courses.


D. The student will demonstrate an awareness of computer ethics by following proper copyright rules and ethics.

PA BCIT Standard(s): 15.4.5 K ; 15.4.5 M ; 15.3.12 S ; 15.3.12 W ; 15.4.12 A ; 15.4.12 B

Assessment Criteria: complete worksheets based off of viewed videos

Remediation: role playing, prompting by teacher

Enrichment: create a what if ... situation

Resources and Materials: https://youtu.be/h9Usj3FacnM ;
http://www.cyberbee.com/cb_copyright.swf ;
http://www.copyrightkids.org/quizframes.htm ; https://youtu.be/xZHq4CQekTY ;
Unit 2: The Google Environment

**Unit Outcomes:** Students will review and identify the parts of the Google drive environment, share a document using different settings, organize documents into folders, change colors of folders, copy and move files, and rename files.

**Essential Outcome, Content and Instructional Activities and Related Standards:**
A. Students will review and identify various parts of the Google drive platform and explain each of the uses.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** class discussion ; guided practice ; quiz

**Remediation:** Print out of the screen with step by step instructions

**Enrichment:** higher level questioning ; students will create a how to guide to the parts of the Google platform.

**Resources and Materials:** computer with internet access ; chrome ; google drive

B. Students will organize their documents into appropriate folders and color code them.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** age-appropriate performance on tasks given, objective tests, class effort put forth by student

**Remediation:** Step by step instructions print out

**Enrichment:** creation of a Google drawing and sharing it with someone and having them share it back with changes.

**Resources and Materials:** computer with internet access ; chrome ; google drive

C. Students will share documents using various share settings with their classmates.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** age-appropriate performance on tasks given, class effort put forth by student, correct placement of files

**Remediation:** modeling, step by step directions

**Enrichment:** students will create a how to guide explaining sharing and deleting shared documents

**Resources and Materials:** computer with internet access ; chrome ; google drive
D. Students will copy documents and identify the differences between the two documents, then rename and delete documents.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** age-appropriate performance on tasks given, class effort put forth by student, correct placement of files

**Remediation:** modeling, step by step directions

**Enrichment:** students will copy shared documents into their drive and delete from shared with me

**Resources and Materials:** computer with internet access ; chrome ; google drive
Unit 3: Google Drive Application Basics

Unit Outcomes: Students will be able to demonstrate the proper use of google drive as well as the many applications within the platform.

Essential Outcome, Content and Instructional Activities and Related Standards:
A. Students will identify the parts of the electronic mail screen and the purpose of electronic mail.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** Students will correctly label the parts of the screen and work; independent discovery; guided practice

B. Students will demonstrate the use of electronic mail and the differences between junk mail, spam mail, and appropriate mail.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** students will type and email to their teacher about a subject they are learning in class. Students will create a visual showing examples of proper emails as well as a timeline showing the progression of mail; independent discovery; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore different email programs

**Resources and Materials:** computer with internet access; chrome; g-mail

C. Students will review the google documents dashboard.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** independent discovery and guided learning. Students will identify various parts of the screen and what the purpose is; independent discovery; guided practice

**Enrichment:** students will create a drawing in google drawing of the document dashboard

**Remediation:** modeling, step by step directions

**Resources and Materials:** computer with internet access; chrome; Google Drive
D. Students will navigate through the google documents editor.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** using the google documents editor, students will identify the parts and purpose of each of the toolbars and menus in google documents.

Students will create an information sheet ; independent discovery ; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore help to find something new in google that they did not know and explain how it will be useful.

**Resources and Materials:** computer with internet access ; chrome ; google drive

---

E. Students will create a new document as well as work with existed and share documents.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** using their typing skills students will create documents relevant to their core classes ; independent discovery ; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore help to find something new in google that they did not know and explain how it will be useful.

**Resources and Materials:** computer with internet access ; chrome ; google drive

---

F. Students will share documents with their peers and teachers.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** using their typing skills students will create documents relevant to their core classes and utilize the ‘share; option to allow their peers and teacher to view and/or comment on their document independent discovery ; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore help to find something new in google that they did not know and explain how it will be useful.

**Resources and Materials:** computer with internet access ; chrome ; google drive

---

G. Students will discover and work with the insert menu and add images to their documents.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G
**Assessment Criteria:** using pre-created documents, students will utilize the insert menu to add various photos and/or drawings to their documents. Students will also utilize the formatting toolbar to change their fonts and paragraphs

**Remediation:** modeling, step by step directions

**Enrichment:** students will insert school appropriate photos from the internet into their documents and explain the process on how to complete this

**Resources and Materials:** computer with internet access ; chrome ; google drive

H. Students will navigate through the google sheets dashboard and application.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** using the google sheets editor, students will identify the parts and purpose of each of the toolbars and menus in google sheets. Students will create an information sheet ; independent discovery ; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore help to find something new in google that they did not know and explain how it will be useful.

**Resources and Materials:** computer with internet access ; chrome ; google drive

I. Students will create and insert data into a new spreadsheet.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G

**Assessment Criteria:** using the google sheets editor, students will identify the parts of the actual spreadsheet and demonstrate how to utilize the spreadsheet for data entry. Students will create an information sheet ; independent discovery ; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will use the spreadsheet app to keep track of their favorite things

**Resources and Materials:** computer with internet access ; chrome ; google drive

J. Students will manipulate and format data in a spreadsheet.

**PA BCIT Standard(s):** 15.4.12 A ; 15.4.12 G
Assessment Criteria: using learned toolbars, students will manipulate data within a spreadsheet; independent discovery; guided practice
Remediation: modeling, step by step directions
Enrichment: students will explore help to find something new in google that they did not know and explain how it will be useful.
Resources and Materials: computer with internet access; chrome; google drive

K. Students will navigate through the google slides dashboard.

PA BCIT Standard(s): 15.3.12 C; 15.3.12 G; 15.3.12 I; 15.4.12 A; 15.4.12 G; 15.4.12 K

Assessment Criteria: using the google slides editor, students will identify the parts and purpose of each of the toolbars and menus in google documents. Students will create an information sheet; independent discovery; guided practice
Remediation: modeling, step by step directions
Enrichment: students will explore help to find something new in google that they did not know and explain how it will be useful.
Resources and Materials: computer with internet access; chrome; google drive

L. Students will create a new presentation.

PA BCIT Standard(s): 15.3.12 C; 15.3.12 G; 15.3.12 I; 15.4.12 A; 15.4.12 G; 15.4.12 K

Assessment Criteria: using the google slides editor, students will create a new presentation about themselves, inserting slides, and adding information to the slides in an effective manner; students will learn what makes a good slideshow presentation; independent discovery; guided practice
Remediation: modeling, step by step directions
Enrichment: students will explore help to find something new in google that they did not know and explain how it will be useful.
Resources and Materials: computer with internet access; chrome; google drive

M. Students will identify and manage different types of slides within their presentation.

PA BCIT Standard(s): 15.3.12 C; 15.3.12 G; 15.3.12 I; 15.4.12 A; 15.4.12 G; 15.4.12 K

Assessment Criteria: using the google slides editor, students will identify the different types of slides and purpose of each of them. students will insert new slides into their presentation, documents. various slides include: title slides, title & body
slide, title & two column slide, title only slide, caption slide, black slide; students will also delete slides and rearrange slides using the sorter pane; independent discovery; guided practice

**Remediation:** modeling, step by step directions

**Enrichment:** students will explore google slides and create a presentation that includes all slide types on a topic that relates to the welfare of school

**Resources and Materials:** computer with internet access; chrome; google drive