

Tech Lessons Overview: Trimester 2

Date	K-1	2	3-6
Nov 14	<p>Basic Operations DUSD Website Tech Skills Word Machine allows students to practice their short vowel sounds and oral blending by using the mouse to change the letters in the beginning, middle and end of words. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Basic Operations <u>Benchmark Advance</u> assessment walk-through</p>	<p>Basic Operations 3rd -5th <u>Benchmark Advance</u> assessment walk-through</p> <p>6th Math SBAC Practice or Training Test with Universal Tools</p>
Nov 28	<p>Basic Operations DUSD Website Tech Skills Marvin Makes Music is a “read aloud” that allows students to practice navigation, while listening to a story. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Basic Operations <u>Benchmark Advance</u> assessment All students will take one weekly test. Unit test is optional.</p>	<p>Basic Operations 3rd <u>Benchmark Advance</u> assessment All students will take one weekly test. Unit test is optional. 4th-5th All students will take unit test. 6th Math SBAC Interim Assessment (after Chapter 3). This assessment should be completed by this date; may be earlier.</p>
Dec 5	<p>Basic Operations DUSD Website Tech Skills Starfall 2D & 3D Shapes will allow students to identify 2D & 3D shapes while they practice how to 'drag & drop.' Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Basic Operations <u>Type to Learn</u> gives students the opportunity to practice correctly typing uppercase and lowercase letters and numbers. Skills: Use proper ergonomics, locate and use letter and number keys with left and right hand placement. Locate and use correct finger, hand for space bar, return/enter and shift key, gain proficiency and speed in touch-typing.</p>	<p>Word Processing Introduction to word processing using Microsoft Word. Students will see a short slide presentation titled “<i>Microsoft Word...Using different tools when working with MS Word.</i>” Students will type a paragraph and save the assignment on the “H” drive to access at a later time. Skills: Use a word processing application to write, edit, print and save simple assignments.</p>
Dec 12	<p>Basic Operations DUSD Website Tech Skills Zac and the Hat allows students to practice navigation while listening to and reading a story of short vowel words. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Introduction to Word Processing Students will see a short slide presentation titled “<i>Microsoft Word...Using different tools when working with MS Word.</i>” Teacher will project Microsoft Word homepage on screen and show students some of the basic functions of</p>	<p>Word Processing Students will be given a short piece of writing to type. They will work with the font functions of style, color, size, bold, italic and underline to change the appearance of the writing. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions</p>

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		<p>this program. Students will be observing and asking questions.</p> <p>Skills: Use a word processing application to write, edit, print and save simple assignments.</p>	to format, edit and print a document.
Jan 9	<p>Basic Operations DUSD Website Tech Skills Make a Face, Pizza, Car or Snowman Students have fun while practicing dragging and dropping by creating characters, cars and more! Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will work on the editing functions of Spelling & Grammar while correcting typed sentences given to them by the teacher. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>	<p>Word Processing Students will work on the editing functions of Spelling & Grammar, Thesaurus and Word Count by typing and correcting a simple paragraph. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>
Jan 16	<p>Basic Operations DUSD Website Tech Skills Magical Capitals allows students to practice their understanding of capitalization and mouse skills. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will create sentences on their own and use the Spelling and Grammar function to edit their work. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>	<p>Word Processing Students will work on outlining and note-taking skills while using bulleting and numbering functions. Students will save their work for next week's lesson. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>
Jan 23	<p>Basic Operations DUSD Website Tech Skills Magical Capitals allows students to practice their understanding of capitalization and mouse skills. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will work on the numbering function while creating a list using their weekly spelling words or a word list the teacher provides. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>	<p>Word Processing Students will continue to work on outlining and note-taking skills while using bulleting and numbering functions. Teacher may opt to have students save their work in the "S" drive. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>

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Jan 30	<p>Basic Operations DUSD Website Tech Skills Color, Draw & Paint allows students the opportunity to draw lines, and circles while navigating buttons with their mouse. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will work on the numbering and spelling functions by creating a list on their own (ex. Christmas or birthday list, chore list, book list, etc.) Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Proofread and edit writing using appropriate resources.</p>	<p>Word Processing Students will manipulate a simple paragraph by using the following functions: highlighting, copy, cut, and paste. Skills: Use a word processing application to write, edit, print and save simple assignments. Use highlight text, copy and paste text functions.</p>
Feb 6	<p>Basic Operations DUSD Website Tech Skills Keyboarding Zoo allows students to practice keyboarding skills while playing the game. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources. Locate and use letter keys with left and right hand placement.</p>	<p>Word Processing Students will be given two sentences to type. They will work with the font functions of style, color, size, bold, italic and underline to change the appearance of the sentences. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document.</p>	<p>Word Processing Students will practice previously learned skills by independently writing and editing a 1-3 paragraph essay. Students will save their work to the “H” drive to complete at another time. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Students will proofread and edit writing using appropriate resources.</p>
Feb 13	<p>Basic Operations DUSD Website Tech Skills Keyboarding Climber allows students to practice keyboarding skills by typing letters as they appear in the game. Skills: Use proper ergonomics, locate and use letter and number keys with left and right hand placement, gain proficiency and speed in touch-typing. Explain and use age-appropriate online tools and resources.</p>	<p>Word Processing Students will type this week’s spelling word list. They will work with the font functions of style, color, size, bold, italic and underline to change the appearance of the words. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document.</p>	<p>Word Processing Students will retrieve previous week’s saved assignment and continue to work on it. They will learn to save this assignment to the “S” drive for teacher viewing. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Students will proofread and edit writing using appropriate resources.</p>

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Feb 20	<p>Basic Operations DUSD Website Tech Skills Jump Keys gives students the opportunity to practice correctly typing uppercase and lowercase letters and numbers while playing this game. Skills: : Use proper ergonomics, locate and use letter keys with left and right hand placement, gain proficiency and speed in touch-typing. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will manipulate simple sentences by using the following functions: highlighting, copy, cut, and paste. Skills: Use a word processing application to write, edit, print and save simple assignments. Use highlight text, copy and paste text functions.</p>	<p>Word Processing Students will work on centering and font including style, color, size, bold, italic, and underling by designing an invitation or flyer. Students will save work for next week's lesson. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document.</p>
Feb 29	<p>Basic Operations DUSD Website Tech Skills Dinosaurs Read Aloud allows students in practice navigation, while listening to a reading passage. Students will use hot spots (pause, arrow) and volume sliders. Skills: Use pointing device such as mouse to manipulate shapes and icons. Use age-appropriate online tools and resources.</p>	<p>Word Processing Students will write a simple paragraph using the skills they have learned. With teacher guidance students will either save or print their work. Skills: Use a word processing application to write, edit, print and save simple assignments.</p>	<p>Word Processing Students will continue with last week's lesson and learn how to insert and size a graphic on the flyer or invitation. Skills: Use a word processing application to write, edit, print and save simple assignments. Use menu/tool bar functions to format, edit and print a document. Insert and size a graphic in a document.</p>