

**Jay Elementary**

# **Instructional Technology Grades K-3 Curriculum Guide**



**THIS HANDBOOK IS FOR THE IMPLEMENTATION OF THE  
INSTRUCTIONAL TECHNOLOGY (GRADES K-3) CURRICULUM IN  
Jay Elementary.**

**2019-2020**

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## **INTRODUCTION**

This Computer Technology Curriculum Guide presents a map for raising the level of student performance in all of our classrooms. It helps enhance the uses of technology already in place to support our children's educational experiences and introduces new structures. It addresses our present and future needs while recognizing that the world and technology are rapidly changing.

Technology can be incorporated, in an appropriate manner, into every classroom and curricular in the district. It will not supplant the teacher or the human interaction that is so essential for learning; it is intended for use as a tool to enhance learning for all children.

Students will utilize powerful technology tools to express their ideas more clearly; to access information beyond anything available in traditional classrooms today; and to assist them in collaborating with other students around the globe on projects that have a real impact on the community. Technology also will assist students in visualizing abstract concepts, participate in rigorous simulations, gather data via scientific probes, analyze and manipulate data, compose music, create art; and create digital portfolios of their work.

The pages that follow are provided as a guide to help students tap into the transformational power of technology to fundamentally reshape our schools and classrooms to accommodate these changes.

This transformation will:

- Bring the world to the classroom. No matter what their socioeconomic or ethnic background, and no matter where they live, the learning field for all students can be leveled;
- Students are introduced to people, places, and ideas to which they might otherwise not be exposed;
- Enable students to learn by doing. Research has now confirmed what many instinctively knew - that children, who are actively engaged in learning, learn more;
- Make parents partners in their children's education by connecting the school with homes, libraries and other access portals;
- Enable educators to better accommodate the varied learning styles and pace within the classroom. This individualized instruction can be a key factor in student achievement;
- Encourage students to become lifelong learners who can access, analyze, and synthesize information;
- Encourage educators to become guides and coaches to students;
- Make students proficient in the basic technological skills needed to take their place in society.

# NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS (NETS)

The technology foundation standards for students are divided into six broad categories. Standards within each category are to be introduced, reinforced, and mastered by students. These categories provide a framework for linking performance indicators within the Profiles for Technology Literate Students to the standards. Teachers can use these standards and profiles as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills.

## 1. Basic operations and concepts

- Students demonstrate a sound understanding of the nature and operation of technology systems.
- Students are proficient in the use of technology.

## 2. Social, ethical, and human issues

- Students understand the ethical, cultural, and societal issues related to technology.
- Students practice responsible use of technology systems, information, and software.
- Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

## 3. Technology productivity tools

- Students use technology tools to enhance learning, increase productivity, and promote creativity.
- Students use productivity tools to collaborate in constructing technology enhanced models, prepare publications, and produce other creative works.

## 4. Technology communications tools

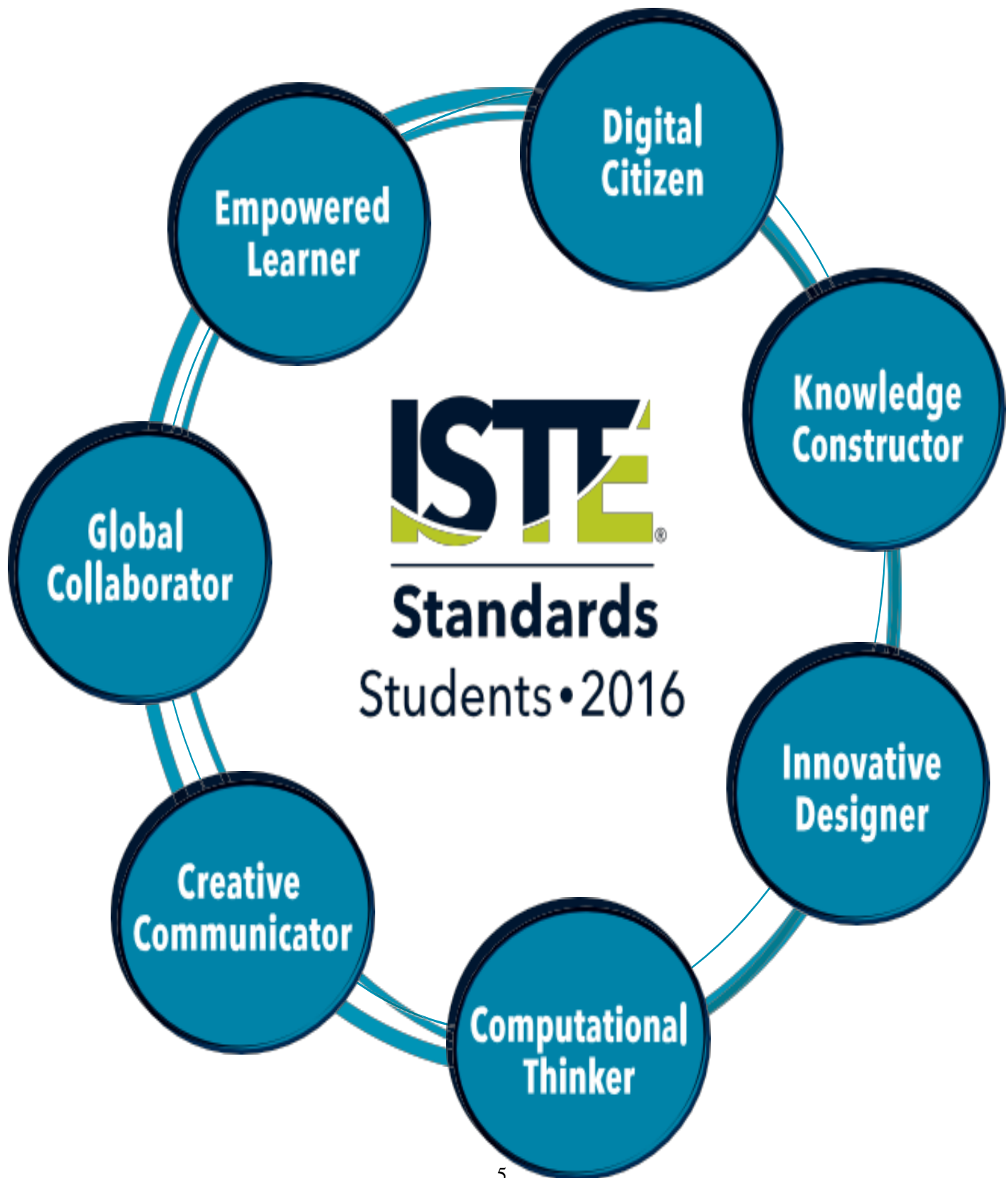
- Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
- Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

## 5. Technology research tools

- Students use technology to locate, evaluate, and collect information from a variety of sources.  
Students use technology tools to process data and report results.
- Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.

## 6. Technology problem-solving and decision-making tools

- Students use technology resources for solving problems and making informed decisions.
- Students employ technology in the development of strategies for solving problems in the real world.



## **INSTRUCTIONAL TECHNOLOGY (K-8) PACING GUIDE**

This guide was created to provide instructional technology teachers with a time frame to complete the New York State Technology Curriculum.

<b>Unit</b>	<b>Unit Title</b>
1	Basic Computer Concepts and Operations
2	Technology Productivity Tools / Keyboarding
3	Social, Ethical, and Human Issues
4	Word Processing
5	Presentation Software
6	Technology Problem-Solving, Research, Decision-Making Skills
7	Internet skills
8	Effective Research Strategies
9	Electronic Graphic Organizers

ISTE 2016

Empowered Learner
Digital Citizen
Knowledge Constructor
Innovative Designer
Computational Thinker
Creative Communicator
Global Collaborator

Unit 1: Basic Computer Concepts and Operations

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Identify the main parts of the computer (keyboard, monitor, mouse, drives and shutdown)	x	x	x	x	x	x	x	x	x
Login and logout of computers properly	x	x	x	x	x	x	x	x	x
"Launch" programs	x	x	x	x	x	x	x	x	x
Use mouse correctly	x	x	x	x	x	x	x	x	x
Place the cursor at a specific location on the screen	x	x	x	x	x	x	x	x	x
Double-click to open folders	x	x	x	x	x	x	x	x	x
Open and close computer Programs	x	x	x	x	x	x	x	x	x
Print files under teacher direction	x	x	x	x	x	x	x	x	x
Print files independently			x	x	x	x	x	x	x
Toggle between 2 programs				x	x	x	x	x	x
Show and hide toolbars					x	x	x	x	x
Use short cuts to perform functions in various applications					x	x	x	x	x
Print specific pages					x	x	x	x	x
Access files from documents folder and shared folder with teacher assistance					x	x	x	x	x
Save files to documents folder during whole group lessons					x	x	x	x	x
Save to documents folder and shared folder					x	x	x	x	x
Access files from documents folder and shared folder					x	x	x	x	x
Manipulate graphics (sizing, moving, text wrap, etc.)					x	x	x	x	x
Change page orientation					x	x	x	x	x
Save to documents and shared folders independently					x	x	x	x	x
Create folders to organize files					x	x	x	x	x
Delete files and folders from documents folder						x	x	x	x
Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use								x	x

Unit 2: Technology Productivity Tools / Keyboarding

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Use correct posture	x	x	x	x	x	x	x	x	x
Begin to locate and use letters, numbers, etc.	x	x	x	x	x	x	x	x	x
Identify and locate special keys such as, enter, spacebar, caps lock, shift keys	x	x	x	x	x	x	x	x	x
Introduce home row and correct finger placement		x	x	x	x	x	x	x	x
Use proper fingering Techniques			x	x	x	x	x	x	x
Use proper typing technique with efficiency and accuracy without looking at the keyboard						x	x	x	x
Review and use correct posture and "home row" typing positions introduced in earlier grades. Encourage students to type classroom reports and assignments using correct finger positions							x	x	x

Unit 3: Social, Ethical, and Human Issues

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Discuss and comply with Network Use & Internet Policy	x	x	x	x	x	x	x	x	x
Demonstrate appropriate computer etiquette	x	x	x	x	x	x	x	x	x
Respect the privacy of all users	x	x	x	x	x	x	x	x	x
Use appropriate judgment upon entering Internet sites				x	x	x	x	x	x
Citing material taken from another source, under issues of plagiarism as they apply to information technology					x	x	x	x	x
Obey copyright laws regarding student generated material					x	x	x	x	x
Demonstrate proper use of transferring files from home to school					x	x	x	x	x
Determine what is accurate information found on the internet					x	x	x	x	x
Appropriately cites sources using prescribed formats						x	x	x	x
Understand and observe information technology licensing restrictions						x	x	x	x
Exhibit ethical behavior relating to privacy, ethics, passwords and personal information								x	x
Demonstrate and understand copyright by citing sources of copyrighted materials in papers, projects and multimedia presentations								x	x



Unit 4: Word Processing

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Type first name, ABC's, #'s and/or simple words	x	x	x	x	x	x	x	x	x
Use the delete and backspace appropriately		x	x	x	x	x	x	x	x
Perform basic formatting tasks including font, style, color, bold, italic, underline, alignment			x	x	x	x	x	x	x
Use simple text editing skills			x	x	x	x	x	x	x
Insert clip art				x	x	x	x	x	x
Type short writing pieces				x	x	x	x	x	x
Type with one space between word between words and be consistent with spacing after a sentence (1 or 2 spaces is acceptable)				x	x	x	x	x	x
Use the return and tab keys				x	x	x	x	x	x
Use spell check and Thesaurus				x	x	x	x	x	x
Rename and move files				x	x	x	x	x	x
Select and deselect text				x	x	x	x	x	x
Cut, copy, paste, within a document				x	x	x	x	x	x
Use page setup options				x	x	x	x	x	x
Use borders/drawing tool/graphics				x	x	x	x	x	x
Insert graphics from outside source				x	x	x	x	x	x
Use formatting functions and numbering, indents, page breaks, margins and columns						x	x	x	x
Copy and paste information from the internet into a Microsoft Word document for note taking purposes							x	x	x
Use the Thesaurus tool to broaden their scope of word use							x	x	x
Cite Internet sources							x	x	x

Unit 5: Presentation Software

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Open and exit presentation application	x	x	x	x	x	x	x	x	x
Create a new slide or presentation and open a saved slide or presentation				x	x	x	x	x	x
Choose a layout				x	x	x	x	x	x
Change order of slides				x	x	x	x	x	x
Cut, copy, paste within a Presentation				x	x	x	x	x	x
Insert or delete slides				x	x	x	x	x	x
Arrange objects on the slide				x	x	x	x	x	x
Save a presentation				x	x	x	x	x	x
Add slide transitions to the slide show				x	x	x	x	x	x
Present presentation to an audience				x	x	x	x	x	x
Use text special effects such as Word Art					x	x	x	x	x
Insert graphics, clip art and/or digital pictures				x	x	x	x	x	x
Add animation to text and graphics					x	x	x	x	x
Edit color schemes and layout arrangement					x	x	x	x	x
Insert movie clips and recorded sound					x	x	x	x	x
Edit clip art						x	x	x	x
Research, create, publish and present projects related to content areas using a variety of tools								x	x
Choose and create charts or graphic (tables) that best represents data								x	x
Design, develop, publish, and present products (e.g., Web pages, videotapes) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom								x	x

Unit 6: Technology Problem-Solving, Research, Decision-Making Skills

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Access and retrieve information from a variety of sources				x	x	x	x	x	x
Locate information on a subject using electronic encyclopedias				x	x	x	x	x	x
Locate information outside the library media center using online database				x	x	x	x	x	x
Identify and differentiate between primary and secondary sources				x	x	x	x	x	x
Search the internet by utilizing search strategies: keywords, concepts, subjects, headings				x	x	x	x	x	x
Utilize multiple search engines to locate information for research					x	x	x	x	x
Produce research project incorporating information retrieved from three or more different types of sources						x	x	x	x
Determine the reliability of information found on an internet site						x	x	x	x
Research and evaluate the accuracy and appropriateness of electronic information sources concerning real-world problems						x	x	x	x
Demonstrate information organization skills; use cut/copy paste and downloading features to take notes from internet sites on information in various subjects						x	x	x	x
Differentiate among fact, opinion, propaganda, point of view, and bias of an internet site						x	x	x	x
Select and use appropriate tools and technology resources to accomplish a variety of tasks and problems						x	x	x	x
Decide and evaluate the information from electronic sources as to the effectiveness, content and usefulness								x	x

Unit 7: Internet skills

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Use a web browser				x	x	x	x	x	x
Use teacher-centered web based activities on topics of study (i.e. scavenger hunts/Web Quests)				x	x	x	x	x	x
Discuss reliability of sources					x	x	x	x	x
Add sites to favorites						x	x	x	x
Make hyperlinks to Internet sites from documents and presentations						x	x	x	x

Unit 8: Effective Research Strategies

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Use teacher chosen web sites/ reference software to extract and gather information for research				x	x	x	x	x	x
To access real data on topics of study				x	x	x	x	x	x
Use research to gather information for presentations				x	x	x	x	x	x
Cite sources				x	x	x	x	x	x
Copy/paste text and pictures to word processing and multimedia programs				x	x	x	x	x	x
Use effective search strategies to find appropriate sites				x	x	x	x	x	x
Determine what information is important for the given task				x	x	x	x	x	x
Determine what is accurate Information				x	x	x	x	x	x
Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems				x	x	x	x	x	x

Unit 9: Electronic Graphic Organizers

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
Open and work with activities in Kidspiration (K-3) or templates in Inspiration (3-6) under teacher direction	x	x	x	x	x	x	x	x	x
Create simple graphic Organizers				x	x	x	x	x	x
Organize ideas for writing				x	x	x	x	x	x
Create graphic organizers in language arts, social studies and science				x	x	x	x	x	x
Change the fill and text colors, font, and size of symbols				x	x	x	x	x	x
Add pictures to their graphic organizers				x	x	x	x	x	x
Use activities (Kidspiration) or templates (Inspiration) to create graphic organizers				x	x	x	x	x	x
Use outline feature when preparing to write				x	x	x	x	x	x

**Empowered Learner**

<i>Students will learn and be able to:</i>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b><i>Leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.</i></b>									
Articulate and set personal learning goals.									
Develop strategies leveraging technology to achieve them and reflect on the learning process.									
Build networks and customize their learning environments in ways that support the learning process.									
Use technology to seek feedback that informs and improves their practice.									
Demonstrate learning in a variety of ways.									
Understand the fundamental concepts of technology operations.									
Demonstrate the ability to choose, use and troubleshoot current technologies.									
Transfer knowledge to explore emerging technologies.									

**Digital Citizen**

<i>Students will learn and be able to:</i>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b><i>Recognize the rights, responsibilities and opportunities of living, learning, and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.</i></b>									
Cultivate and manage their digital identity and reputation.									
Be aware of the permanence of their actions in the digital world.									
Engage in positive, safe, legal and ethical behavior when using technology.									
Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.									
Manage their personal data to maintain digital privacy and security.									
Be aware of data-collection technology used to track their navigation online.									

**Knowledge Constructor**

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
<i>Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.</i>									
Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.									
Evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.									
Curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.									
Build knowledge by actively exploring real-world issues and problems.									
Develop ideas and theories and pursue answers and solutions.									

**Innovative Designer**

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
<i>Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.</i>									
Know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.									
Select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.									
Develop, test and refine prototypes as part of a cyclical design process.									
Exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.									

**Computational Thinker**

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
<i>Develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.</i>									
Formulate problem definitions suited for technology-assisted methods.									
Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.									
Break problems in component parts, extract key information, and develop models to facilitate.									
Understand how automation works and use algorithmic thinking to develop sequence of steps to create and test automated solutions.									

**Creative Communicator**

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
<i>Communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.</i>									
Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.									
Students create original works or responsibly repurpose or remix digital resources into new creations.									
Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.									
Publish or present content that customizes the message and medium for their intended audiences.									

**Global Communicator**

<i>Students will learn and be able to:</i>	K	1	2	3	4	5	6	7	8
<i>Use digital tools to broaden their perspective and enrich their learning by collaborating with others and working effectively in teams locally and globally.</i>									
Use digital tools to connect with learners from a variety of background and cultures, engaging with them in ways that broaden mutual understanding and learning.									
Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.									
Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal.									
Explore local and global issues and use collaborative technologies to work with others to investigate solutions.									

## **INFORMATION LITERACY SKILLS**

### **Kindergarten Information Literacy Skills**

Brainstorms to develop questions or explore problem.

- Relates the question to what is already known. Example: KWL Activate prior knowledge.
- Understands the difference between fact vs. fiction.
- Uses pictures as information sources.
- Uses pictures to record information.
- Shares what was learned orally and visually.

### **Grade One Information Literacy Skills**

- Recognizes table of contents within a book with assistance.
- Recognizes parts of a book (chapter, title, and author).  
Uses simple graphic organizers to organize information with assistance.

### **Grade Two Information Literacy Skills**

Brainstorms possible print sources of information.

- Chooses from pre-selected materials using 5-finger rule or simple scanning techniques.  
Uses the library online catalog (OPAC) with assistance.
- Recognizes alphabetic and numeric systems with guidance.

### **Grade Three Information Literacy Skills**

- Restates the question in own words.
- Uses alphabetic and numeric systems (Dewey).  
Uses organizational features in print and electronic media (table of contents, subheadings and filters)
- Uses charts, graphs, tables and maps as information sources.
- Reads, views, or listens to sources to identify main ideas, and supporting facts.
- Answers research questions with words and phrases from sources, but not by copying whole sentences.
- Understands concept of plagiarism.
- Uses simple graphic organizers to organize information with assistance.
- Interprets information, develop contrasts and comparisons.
- Identifies and evaluates the strengths and weaknesses of project using a teacher provided rubric.



### **Grade Four Information Literacy Skills**

- Uses questioning, brainstorming, and webbing to identify what is needed. Identifies keywords related to topic.
- Evaluates the accuracy, relevance, appropriateness, and comprehensiveness of information sources with assistance.
- Distinguishes between fact and opinion.
- Identifies what worked in the research process.
- Identifies areas that need improvement.
- Know that new inventions often lead to other new inventions and ways of doing things.
- Uses webbing, mind mapping, lists and simple outlining to organize information.

### **Grade Five Information Literacy Skills**

- Identifies types of information needed.
- Considers and prioritizes possible sources of information print and non-print.
- Use simple bibliographic citation.
- Uses the library online catalog. (OPAC)

### **Grade Six Information Literacy Skills**

- Given a topic, generates a question to be answered or a position to be supported through investigation.
- Assess the appropriateness of the source based on the table of contents, indexes, headings, and subheadings.
- Uses organizational techniques to clarify and relate ideas (e.g., headings, charts, graphs).  
Remembers to use quotation marks when using someone else's words.
- Understands why there might be conflicting information.

### **Grade Seven Information Literacy Skills**

- Generates ideas, keywords, and questions needed to complete the task.
- Understands why there might be conflicting information.  
Paraphrases, summarizes, and organizes information on note cards or electronic media.
- Conducts advanced online searches (Boolean) to find information.

## INSTRUCTIONAL TECHNOLOGY LANGUAGE

The following is a list of basic computer related terminology. An understanding of common vocabulary will enhance student learning. Terms are listed by grade level at which they will be introduced. The skills and their related vocabulary at each grade level build upon what was taught previously.

### **Kindergarten:**

**Click** – press and let go of mouse button once quickly

**Close** – finish working on a file

**Computer** – machine that works with, or processes, information that you give it

**Cursor** – blinking dot or line that marks the place on the screen where the next letter or symbol you type will appear

**Desktop** – screen that displays icons for programs, files, and folders

**Double-click** – press and let go quickly of mouse button twice

**Enter key** – command key; also, moves cursor to the next line

**Icon** – small picture or image on the monitor

**Keyboard** – tool used for typing information into the computer

**Log in** – connect to the computer network

**Log out** – disconnect from the computer network

**Monitor** – computer screen

**Mouse** – a pointing device used to control the position of the cursor and to click on icons

**Mouse pad** – the pad the mouse moves on

**Open** – opens work or a program that has been highlighted

**Printer** – prints information on paper

**Program** – piece of software or application

**Quit** – exit from a program

**Return key** – command key; also, moves cursor to the next line

**Shift key** – capital letters produced when this key is held down when typing a letter

**Spacebar** – long bar on the keyboard that types spaces

**Speaker** – lets you hear information

## **Grade One:**

**Backspace** – erases characters to the left of the cursor

**Caps lock** – capitalizes a whole word or sentence

**Close box** – little square in the upper left hand corner of a window which, when clicked, closes the window

**Delete key** – erases information from the computer

**Files** – data that is stored in the computer

**Folder** – holds files

**Save** – used when saved work already has a title

**Save as** – used when work needs a title before saving

**Scroll** – move lines of text up, down, or from side to side

**Shutdown** – turn off computer

**Window** – box that appears on screen when you run a program

**Word processing** – set-up, editing (revising and correcting), saving, and printing text

## **Grade Two:**

**Align** – position text on a screen either centered, left or right

**Clip Art** – pictures

**Data** – information that you input to a computer, or that the computer outputs

**Database** – information stored in a file

**Desktop** – screen that displays icons for programs and files

**Deselect** – to click off a selected item

**Document** – file created containing text and/or graphics

**Document folder** – folder containing user's work

**Drag** – moving the mouse while holding the button down to move objects on the screen

**Font** – characters that come in different styles

**Highlight** – to select, usually by clicking or dragging with the mouse

**Menu** – a list of commands or options to choose from

**Menu bar** – a horizontal strip across the top of a program containing commands or options

**Select** – to pick or choose

**Spell check** – word processing tool to check correct spelling and grammar

**Style** – the type of font

**Tab key** – moves the cursor to the next tab stop

### Grade Three:

**Bold** – heavy-faced (dark) font

**CD-ROM** – a flat round disk that stores software or data

**Crash** – when a computer suddenly stops working

**Disk** – used to store a program or data

**Disk drive** – a disk player that runs a disk; can read information on a disk or save information to a disk

**Email** – electronic mail sent from one computer to another

**Finder** – program used to find files

**Graphics** – pictures

**Hardware** – the parts of the computer that you can see and touch

**Home row keys** – keys where fingers rest when typing

**Hyperlinks** – clicking on text or images that connect you to other text or images

**Internet** – worldwide network of computers

**Italics** – a font style with characters that slant upward to the right

**Memory** – the part of a computer where information is stored

**Network** – a system of interconnected computers

**Search engine** – software that makes it possible to look for and get material on the internet

**Slide** – one screen in a multimedia presentation

**Slide show** – a presentation containing more than one slide

**Software** – computer program

**Text wrap** – words automatically move from one line to the next or around a picture

**Transitions** – special effects used to go from one slide to another in a slide show

**Web browser** – program used to view web pages

## Grade Four:

**Animations** – moving graphics on a computer screen

**Application** – computer software that performs a task such as word processing or drawing

**Cell** – box on a spreadsheet or database that holds data

**Cite sources** – give credit for information used (similar to a bibliography)

**Field** – one piece of information in a database

**Footer** – text that appears at the bottom of every page of a document

**Header** – text that appears at the top of every page of a document

**Input** – information that you enter into a computer

**Launch** – start a program

**Launcher** – window that shows the icons for programs that can be opened

**Layout** – the arrangement of text and graphics in a document or information in a database

**Output** – what the computer produces

**Page orientation** – direction information is laid out on a computer screen or printed page; landscape has a horizontal layout and portrait has a vertical layout.

**Record** – collection of related fields in a database; one “card” in a database

**Shared folder** – folder on a network where a group can share work

**Shortcuts** – one or more keys you press on the keyboard to complete a task

**Spreadsheet** – software that works with calculating numbers

**Template** – predesigned document to which information is added

**Thesaurus** – word processing tool used to suggest synonyms and antonyms

**Toggle** – switch between open programs

**Toolbar** – rows of command buttons

## Grade Five:

**Action button** – used to create actions in a slide show (i.e. change slides, play a sound, create animation)

**Application menu** – icon in the upper right hand corner of the screen that shows the program that is open

**Application switcher** – a part of the operating system that allows you to switch between each of the applications that are running at the same time

**Export** – take data from one application and use it in another

**Import** – use data produced by another application

**Page break** – where one page ends and another begins

**Print area** – defined area in a file that will be printed

## Grade Six:

**Formula** – equation that performs a calculation on a spreadsheet

**Operating system** – base software in the computer that all other programs run off of

## JES Weekly Computer Block Class

### 1<sup>st</sup> 9 Weeks Focus

- Learning how to use Classroom Technology through [jes.symbaloo.com](http://jes.symbaloo.com)
- Internet Safety and Digital Citizenship
- Taking care of equipment in all labs and classrooms.
- STAR BOY Testing

### 2<sup>nd</sup> 9 Weeks Focus

- Introduction to Coding
- Keyboarding and the Home row
- ISTE Standards appropriate for each grade level

### 3<sup>rd</sup> 9 Weeks Focus

- Networking and sharing
- Producing Documents and Keyboarding
- ISTE Standards appropriate for each grade level
- STAR MOY Testing

### 4<sup>th</sup> 9 Weeks Focus

- ISTE Standards appropriate for each grade level
- STAR EOY Testing