

EasyTech Scope and Sequence for Grades 3-5

EasyTech is a self-paced digital literacy curriculum that provides interactive lessons to help students develop keyboarding, word processing, web browsing, and other critical technology skills. It also includes a complete online safety curriculum that exceeds E-Rate and CIPA requirements.

EasyTech units in grades 3–5 include a variety of interactive lessons, **application exercises**, classroom discussions, and quizzes that teach students to effectively apply these technology skills. This document provides a detailed look at all of the EasyTech content for grades 3–5.

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|-----------------------|---------------------------------|----------------------|--------|
| Hardware Fundamentals | Symbols of Technology | Lesson | K–5 |
| | Printer | Lesson | K–5 |
| | Scanner | Lesson | K–5 |
| | Network Basics | Lesson | 1–5 |
| | Identifying Computer Devices | Lesson | 3–5 |
| | Mobile Devices for Grades 3-5 | Lesson | 3–5 |
| | Historic Communities | Application Exercise | 3–4 |
| | Good Citizenship Digital Video | Application Exercise | 3–4 |
| | Comparing Stories | Application Exercise | 4–5 |
| | Dramatic Digital Video | Application Exercise | 4–5 |
| | Devices and Compatibility | Discussion | 3–5 |
| | Technology Devices | Application Exercise | 3–5 |
| | Computer Components | Application Exercise | 5–8 |
| | Computer Compatibility | Application Exercise | 3–5 |
| | Computer Basics Quiz | Quiz | 3–5 |
| | Computer Navigation Quiz | Quiz | 3–5 |
| Software Fundamentals | Desktop | Lesson | 1–5 |
| | Windows and Controls | Lesson | 1–5 |
| | Toolbars and Menus | Lesson | 1–5 |
| | Software | Lesson | 1–5 |
| | Audience and Media | Discussion | 3–5 |
| | Creating a Portfolio | Application Exercise | 3–5 |
| | Present and Future You | Application Exercise | 5–8 |
| | Program Menus and Toolbars | Lesson | 5–8 |
| | Software, Buttons, and Controls | Lesson | 5–8 |

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|----------------------------------|--|----------------------|--------|
| Software Fundamentals (cont.) | Finding a Dream Career | Application Exercise | 5–8 |
| | Navigating Ribbon Interfaces | Lesson | 5–8 |
| | It's a Good Life | Application Exercise | 5–8 |
| | Computer Basics Quiz | Quiz | 3–5 |
| | Computer Navigation Quiz | Quiz | 3–5 |
| Online Safety | Texting Safety Discussion | Discussion | 2–4 |
| | Sourcing and Ethics | Lesson | 2-5 |
| | Online Searches | Lesson | 2–5 |
| | Acceptable Use Policies | Discussion | 3–5 |
| | Computer Rules Skit | Application Exercise | 3–5 |
| | Netiquette Discussion | Discussion | 3–5 |
| | Sending Email Messages | Lesson | 3–5 |
| | Responding to Email Messages | Lesson | 3–5 |
| | Open Communication Discussion for Grades 3-5 | Discussion | 3–5 |
| | Inappropriate Content Discussion | Discussion | 3–5 |
| | Cyberbullying for Grades 3-5 | Lesson | 3–5 |
| | Practicing Online Safety | Application Exercise | 3–5 |
| | Smart Alert! Cyberbullying Guide | Application Exercise | 3–5 |
| | How Would You Feel? | Application Exercise | 3–5 |
| | Identity Theft Discussion for Grades 3-5 | Discussion | 3–5 |
| | Better Safe Than Sorry | Application Exercise | 3–5 |
| | Safekeeping Personal Information Discussion | Discussion | 3–5 |
| | Instant Messaging | Lesson | 5–8 |
| | Healthy Computing Discussion | Discussion | 5–8 |
| | Share and Tell | Application Exercise | 5–8 |
| | Have Fun, Keep Safe: Filters and Firewalls | Application Exercise | 5–8 |
| | Community Sites | Application Exercise | 5–8 |
| | Think Before You Text | Application Exercise | 5–8 |
| | What A Cite! APA | Application Exercise | 5–8 |
| | What A Cite! MLA | Application Exercise | 5–8 |
| | Online Status Messages Discussion | Discussion | 5–8 |
| | Blogs | Application Exercise | 5–8 |
| | You Can't Scam Me | Lesson | 5–8 |
| | Email Basics Unit Quiz | Quiz | 3–5 |

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|-----------------|---------------------------------|----------------------|--------|
| Keyboarding | Home Row | Lesson | 2–5 |
| | Upper Row | Lesson | 2–5 |
| | Lower Row | Lesson | 2–5 |
| | Number Row | Lesson | 2–5 |
| | Shift Key | Lesson | 2–5 |
| | Prescriptive Keyboarding | Lesson | 3–5 |
| | Drill 1 | Game | 2–3 |
| | Keyboarding Test Level 1 | Application Exercise | 2–3 |
| | Drill 2 | Game | 4–5 |
| | Keyboarding Test Level 2 | Application Exercise | 4–5 |
| Word Processing | Creating Documents | Lesson | 1–3 |
| | Formatting Text | Lesson | 1–3 |
| | Word Problems | Application Exercise | 2–3 |
| | Correcting Words | Application Exercise | 2–3 |
| | Ride Across America | Application Exercise | 2–3 |
| | Grammar Safari | Application Exercise | 2–3 |
| | Group Story | Application Exercise | 1–2 |
| | Poem Creation and Design | Application Exercise | 1–2 |
| | Hyphenating Words | Application Exercise | 2–3 |
| | Word Division Level 1 | Application Exercise | 2–3 |
| | Creating and Organizing Content | Lesson | 3–5 |
| | Revising and Formatting | Lesson | 3–5 |
| | Informational Interview | Application Exercise | 4–5 |
| | Formatting a Poem | Application Exercise | 4–5 |
| | Formatting Biographies | Application Exercise | 3–5 |
| | Page Layout | Lesson | 3–5 |
| | Advanced Report Writing | Application Exercise | 4–5 |
| | Guidebook | Application Exercise | 3–5 |
| | Desktop Publishing | Lesson | 3–5 |
| | Cumulative Story | Application Exercise | 3–4 |
| | Computer Rules Sign | Application Exercise | 3–5 |
| | Creating a Newsletter | Application Exercise | 3–5 |
| | Correcting Hyphenation | Application Exercise | 3–5 |
| | Word Division Level 2 | Application Exercise | 3–5 |
| | Word Division Level 3 | Application Exercise | 3–5 |
| | Proofreading and Correcting 1 | Game | 3–4 |

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|----------------------------|---|----------------------|--------|
| Word Processing (cont.) | Proofreading and Correcting 2 | Game | 4–5 |
| | Create a Set of Instructions | Application Exercise | 4–6 |
| | Word Processing Intermediate Grades Quiz | Quiz | 3–5 |
| Visual Mapping | Idea Webs | Lesson | 2–4 |
| | Formats and Outlining | Lesson | 2–4 |
| | Visual Mapping Quiz | Quiz | 3–4 |
| Spreadsheets | Parts of a Spreadsheet | Lesson | 2–5 |
| | Tables and Data | Lesson | 2–5 |
| | Family Spreadsheet | Application Exercise | 2–3 |
| | Cell Formatting | Lesson | 2–5 |
| | Acts of Kindness | Application Exercise | 2–4 |
| | Animal Research Spreadsheet | Application Exercise | 2–4 |
| | Student Information Spreadsheet | Application Exercise | 2–4 |
| | Columns and Rows | Lesson | 2–5 |
| | Class Pets Spreadsheet | Application Exercise | 2–3 |
| | Pie Charts | Lesson | 2–5 |
| | Bar Charts | Lesson | 2–5 |
| | Line Charts | Lesson | 2–5 |
| | Adding and Subtracting | Lesson | 4–5 |
| | Multiplying and Dividing | Lesson | 4–5 |
| | Copying Formulas and Functions | Lesson | 4–5 |
| | Measuring Matter | Application Exercise | 3 |
| | Book Report Progress | Application Exercise | 3–5 |
| | Making a Schedule | Application Exercise | 3–5 |
| | Traveling to School | Application Exercise | 3–5 |
| | Coin Toss Probability | Application Exercise | 3–5 |
| | Ethnic Foods Survey | Application Exercise | 3–5 |
| | Classroom Measurements | Application Exercise | 3–5 |
| | Weekly Reading Graph | Application Exercise | 3–5 |
| | Get Involved! Exploring Endangered Species Data | Application Exercise | 3–5 |
| | Bake Sale Spreadsheet | Application Exercise | 4–5 |
| | Walk-a-thon Spreadsheet | Application Exercise | 4–5 |
| | Grocery Store Spreadsheet | Application Exercise | 4–5 |
| | Camping Supplies Spreadsheet | Application Exercise | 4–5 |
| Mixtures and Solutions | Application Exercise | 5 | |

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|---|--------------------------------|----------------------|--------|
| Spreadsheets (cont.) | Spreadsheets Basics Quiz | Quiz | 3–5 |
| | Graphing in Spreadsheets Quiz | Quiz | 4–5 |
| | Formulas in Spreadsheets Quiz | Quiz | 4–5 |
| Database Creation, Queries and Reports | Audience and Organization | Lesson | 3–5 |
| | Composing Slides | Lesson | 3–5 |
| | Birth Certificate | Application Exercise | 3–5 |
| | Life Slideshow Booklet | Application Exercise | 3–5 |
| | Enhancing Slides | Lesson | 3–5 |
| | Evaluating and Presenting | Lesson | 3–5 |
| | Tourism Guide | Application Exercise | 3–5 |
| | Problem-Solution Presentation | Application Exercise | 3–5 |
| | Habitat Presentation | Application Exercise | 3 |
| | Natural Resources Presentation | Application Exercise | 4–5 |
| | Jazz Instruments Presentation | Application Exercise | 3–5 |
| | Adaptation | Application Exercise | 4 |
| | Presentation Basics Quiz | Quiz | 3–5 |
| Email and Online Communication | Sending Email Messages | Lesson | 3–5 |
| | Responding to Email Messages | Lesson | 3–5 |
| | Digital Collaboration | Lesson | 3–5 |
| | Email the President | Application Exercise | 3–4 |
| | Instant Messaging | Lesson | 5–8 |
| | Blogs | Lesson | 5–8 |
| | What is Thy Message? | Application Exercise | 5–8 |
| | So Sayeth Thy Blog! | Application Exercise | 5–8 |
| | Mapping | Lesson | 5–8 |
| | Literary Hot Spots | Application Exercise | 5–8 |
| | Podcasts | Lesson | 5–8 |
| | Internet Talk Show | Application Exercise | 5–8 |
| | Community Sites | Lesson | 5–8 |
| | The Ultimate Shakespearience | Application Exercise | 5–8 |
| | Personal Learning Networks | Application Exercise | 5–8 |
| | Email Basics Quiz | Quiz | 3–5 |
| | Communicating Online Quiz | Quiz | 5 |
| Web Browsing | Basic Components | Lesson | 2–5 |
| | Online Searches | Lesson | 2–5 |
| | Browsing and URLs | Lesson | 2–5 |

| UNITS | CURRICULUM TITLE | TYPE | GRADES |
|--|---|----------------------|--------|
| Database Creation, Queries and Reports | Sourcing and Ethics | Lesson | 2–5 |
| | Safekeeping Personal Information Discussion | Discussion | 3–5 |
| | Inappropriate Content Discussion | Discussion | 3–5 |
| | Research and Evaluation | Application Exercise | 3–4 |
| | Examining Content | Application Exercise | 3–5 |
| | Web Page Design | Application Exercise | 3–4 |
| | My State Research | Application Exercise | 4 |
| | Researching the Sun | Application Exercise | 4 |
| | Cut it Out! Save the Environment | Application Exercise | 3–5 |
| | Research Rocks | Application Exercise | 3–5 |
| | Better Safe Than Sorry | Application Exercise | 3–5 |
| | Web Browsing Basics Quiz | Quiz | 3–5 |
| Email and Online Communication | Databases: Data Classification | Lesson | K–3 |
| | Databases: Data Classification Application Exercise | Application Exercise | 1–3 |
| | Databases: Tables, Records, and Fields | Lesson | 1–3 |
| | Databases: Tables, Records, and Fields Journal | Application Exercise | 1–3 |
| | Databases: Search and Filter | Lesson | 1–4 |
| | Databases: Search and Filter Journal | Application Exercise | 1–4 |
| | Databases: Sort and Filter | Lesson | 1–4 |
| | Databases: Sort and Filter Journal | Application Exercise | K–4 |
| | Finding Information | Discussion | K–3 |
| | Databases: Database Creation | Lesson | 4–5 |
| | Databases: Database Creation Journal | Application Exercise | 4–5 |
| | Databases: Queries and Reports | Lesson | 4–5 |
| | Databases: Queries and Reports Journal | Application Exercise | 4–5 |
| | Data and Database Basics Unit Quiz | Quiz | 3–4 |