

Getting Started with EasyTech in Grade 4

Beginning of the Year - Create student technology portfolios by printing or saving to a digital location the EasyTech Certificates, reports, and completed Application Exercise entries. Take plenty of pictures of your students in the learning process that can be used at the end of the year during a technology showcase or slideshow. Use the Implementation Model document, found in the Resource section, to help you decide how to deliver unit items.

Each week contains approximately 90 minutes of instruction time. Remember to provide students with time each week to improve their keyboarding accuracy and speed through Adaptive Keyboarding after they have completed the keyboarding lessons and guided practice exercises.

TOPIC	MONTH 1	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Online Safety	Week 1	Acceptable Use Policies	Whole Group	Discussion
		Computer Rules Skit	Small Group	Application Exercise
	Week 2	Computer Rules Skit (Presentations)	Whole Group	Application Exercise
		Safekeeping Personal Information	Whole Group	Discussion
	Week 3	Safety Through Open Communication	Whole Group	Discussion
		Communicating Online: Cyber Bullying	Independent	Lesson
		Smart Alert! Cyber Bullying Guide	Independent	Application Exercise
	Week 4	Smart Alert! Cyber Bullying Guide (Presentations)	Whole Group	Application Exercise
		Texting Safety	Whole Group	Discussion

Tips & Suggestions - The curriculum for Month 1 is spiraled from previous years to help set a firm foundation for safe, appropriate, and effective technology use throughout the year. After students complete the *Computer Rules Skit* and the *Smart Alert! Cyber Bullying Guide*, share projects with the whole class.

TOPIC	MONTH 2	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Keyboarding	Week 1	Home Row	Independent	Lesson
		Home Row Practice (6 items)	Independent	Guided Practice
		Upper Row	Independent	Lesson
		Upper Row Practice (7 items)	Independent	Guided Practice
	Week 2	Lower Row	Independent	Lesson
		Shift Key	Independent	Lesson
		Lower Row Practice (4 items)	Independent	Guided Practice
		Number Row	Independent	Lesson
Week 3	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	
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Hardware and Software Fundamentals	Week 3	Computer Basics Unit Quiz	Independent	Quiz
		Devices and Compatibility	Whole Group	Discussion
	Week 4	Technology Devices	Independent	Application Exercise
		Desktop	Independent	Lesson
Keyboarding	All	Windows and Controls	Independent	Lesson
		The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Consider creating a group or a class just for keyboarding. After students complete their daily classwork, have them practice keyboarding and provide opportunities to practice keyboarding skills for fun and meaningful tasks. Having students type spelling or vocabulary words allows your students to apply their keyboarding skills in core subject areas.

TOPIC	MONTH 3	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Hardware and Software Fundamentals	Week 1	Toolbar and Menus	Independent	Lesson
		Software	Independent	Lesson
		Computer Compatibility	Independent	Application Exercise
		Mobile Devices	Independent	Lesson
		Printer	Independent	Lesson
		Scanner	Independent	Lesson
		Computer Navigation Unit Quiz	Independent	Quiz
Online Safety	Week 2	Practicing Online Safety	Small Group	Application Exercise
Internet Usage and Online Communication	Week 3	Basic Components	Independent	Lesson
		Browsing and URLs	Independent	Lesson
		Online Searches	Independent	Lesson
	Sourcing and Ethics	Independent	Lesson	
Keyboarding	All	Research and Evaluation	Independent	Application Exercise
		The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - This is a good time to implement 'tech buddies' in your classroom to help struggling students when lessons are not mastered. Try to use the 'talk, not touch' or 'point, not press' approaches with your buddies so the learner retains control of his/her equipment.

TOPIC	MONTH 4	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Internet Usage and Online Communication	Week 1	Better Safe than Sorry	Small Group	Application Exercise
		Better Safe than Sorry (Presentations)	Whole Group	Application Exercise
Computational Thinking	Week 2	K-2 Computational Thinking Review (Optional)	Independent	Varies
	Week 3	Computational Thinking: Algorithms	Independent	Lesson
		Mystery Animals	Small Group	Application Exercise
		Computational Thinking: Modeling	Independent	Lesson
Week 4	Bedroom Blueprint	Independent	Application Exercise	
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Are your students new to Computational Thinking? Review the Patterns and Directions lessons and/or quiz to begin Month 4. Be sure to keep copies of students final products to add to their portfolio.

TOPIC	MONTH 5	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Computational Thinking	Week 1	Bedroom Blueprint (Presentations)	Whole Group	Application Exercise
		Algorithms and Modeling Unit Quiz	Independent	Quiz
Creating and Organizing Content		Independent	Lesson	
Word Processing	Week 2	Revising and Formatting	Independent	Lesson
		Formatting Poem	Independent	Application Exercise
		Proofreading and Editing	Independent	Lesson
	Week 3	Informational Interview	Independent	Application Exercise
	Week 4	Page Layout	Independent	Lesson
Creating a Newsletter		Small Group	Application Exercise	
Desktop Publishing		Independent	Lesson	
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Have students illustrate their writing through digital or hand drawn art. Remember to provide students with additional time each week to improve their keyboarding accuracy and speed through Adaptive Keyboarding.

TOPIC	MONTH 6	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Word Processing		Word Processing Intermediate Grades Unit Quiz	Independent	Quiz
Databases	Week 1	Databases: Search and Filter	Whole Group	Lesson
		Databases: Search and Filter	Independent	Lesson
		Databases: Sort and Filter	Whole Group	Lesson
		Databases: Sort and Filter	Independent	Lesson
	Week 2	Data and Database Basics Unit Quiz	Independent	Quiz
		Databases: Database Creation	Whole Group	Lesson
		Databases: Database Creation	Independent	Lesson
	Week 3	Databases: Database Creation Journal	Whole Group	Application Exercise
		Databases: Queries and Reports	Whole Group	Lesson
		Databases: Queries and Reports	Independent	Lesson
	Week 4	Databases: Queries and Reports Journal	Whole Group	Application Exercise
		Database Creation, Queries, and Reports Unit Quiz	Independent	Quiz
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

*Tips & Suggestions - Discuss with students how computational thinking can impact the way you design, create and use a database. Have students practice entering data to create databases based on content being studied in core curriculum classes, physical education class or other.

TOPIC	MONTH 7	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Presentations	Week 1	Audience and Organization	Independent	Lesson
		Composing Slides	Independent	Lesson
		Birth Certificate	Independent	Application Exercise
	Week 2	Enhancing Slides	Independent	Lesson
		Evaluating and Presenting	Independent	Lesson
		Life Slideshow Booklet	Independent	Application Exercise
	Week 3	Life Slideshow Booklet (Presentations)	Whole Group	Application Exercise
		Presentation Basics Quiz	Independent	Quiz
	Week 4	Adaptation	Small Group	Application Exercise
	Keyboarding	All	The Great Keyboarding Adventure	Independent

Tips & Suggestions - This is the perfect time of the year to put together mini projects in core subject areas which end in digital publication that highlight each student's entire year of learning.

TOPIC	MONTH 8	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Presentations	Week 1	Adaptation (Presentations)	Whole Group	Application Exercise
	Week 2	Tourism Guide	Small Group	Application Exercise
Multimedia	Week 3	Audience and Media	Whole Group	Discussion
		Creating a Portfolio	Independent	Application Exercise
Internet Usage and Online Communication	Week 4	Sending Email Messages	Independent	Lesson
		Email the President	Independent	Application Exercise
		Responding to Email Messages	Independent	Lesson
		Email Basics Unit Quiz	Independent	Quiz
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Student created presentations are a great way to integrate technology with core content area subjects. Have students utilize their new skills to create a presentation about something they are learning in English, Math, Science or Social Studies. Then use the presentation as review for the class.

TOPIC	MONTH 9	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Online Safety	Week 1	Texting Safety (Review)	Whole Group	Discussion
		Safety Through Open Communication (Review)	Whole Group	Discussion
	Week 2	Safekeeping Personal Information (Review)	Whole Group	Discussion
	Week 3	Summer Online Safety Presentation	Small Group	Application Exercise
	Week 4	Summer Online Safety Presentation (Presentations)	Whole Group	Application Exercise
		Technology Showcase (Optional)	Whole Group	
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources like the [Parent Online Safety Guide](#) to help them keep their students safe online during the summer. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.