

## Getting Started with EasyTech in Grade 7

Beginning of the Year - Create student technology portfolios by printing EasyTech Certificates, reports, and final products from application exercises. Use the Implementation Model document, found in the Resource section, to help you decide how to deliver unit items. Take plenty of pictures of your students in the learning process to be used during an end of the year technology showcase.

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
Keyboarding	Week 1	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding
		Healthy Computing	Whole Group	Discussion
Online Safety	Week 2	Online Ethics	Whole Group	Discussion
		Online Safety	Independent	Lesson
		Online Status Message Basics Discussion	Whole Group	Discussion
	Week 3	What's Private?	Independent	Application Exercise
	Week 4	Dealing With Cyberbullying	Independent	Lesson
Take Two: Recognize and Report Cyber Bullying		Whole Group	Application Exercise	
Keyboarding	All	The Urban Keyboarding Explorer	Independent	Adaptive Keyboarding

Tips & Suggestions - These lessons are spiraled from previous years to help set a firm foundation for safe, appropriate, and effective technology use throughout the year. Begin the month with a whole group introduction to Adaptive Keyboarding.

TOPIC	MONTH 2	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Online Safety	Week 1	Take Two: Recognize and Report Cyber Bullying	Whole Group	Application Exercise
Internet Usage and Online Communication		Personal Learning Networks	Independent	Lesson
	Instant Messaging	Independent	Lesson	
	Week 2	Blogs	Independent	Lesson
Mapping		Independent	Lesson	
Program Menus and Toolbars		Independent	Lesson	
Software, Buttons, and Controls		Independent	Lesson	
Hardware and Software Fundamentals	Week 3	Navigating Ribbon Interfaces	Independent	Lesson
		Share and Tell	Small Group	Application Exercise
		Cloud Computing	Independent	Lesson
	Mobile Devices: Technology to Go	Independent	Lesson	
Computational Thinking and Coding	Week 4	Computer Fundamentals Unit Quiz	Independent	Quiz
		Computational Thinking: Algorithmic Problem Solving	Independent	Lesson
Keyboarding	All	Algorithmic Government	Blended Learning	Application Exercise
		The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - When students finish their work with class time remaining, have them practice their keyboarding skills using their Adaptive Keyboarding assignments. It is recommended that you create a keyboarding group within the class to provide students an easy to access area that will help guide them in keyboarding instruction.

TOPIC	MONTH 3	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Computational Thinking and Coding	Week 1	Algorithmic Government (Continued)	Blended Learning	Application Exercise
		Computational Thinking: Models and Simulations	Independent	Lesson
		Time is Money (Introduction)	Independent	Application Exercise
	Week 2	Time is Money (Completion)	Independent	Application Exercise
		Computational Thinking: Implement and Test	Independent	Lesson
	Week 3	Just Dance	Independent	Application Exercise
		Algorithmic Problem Solving Unit Quiz	Independent	Quiz
Week 4	Building Your First Program	Blended Learning	Codesters	
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - If you are new to computational thinking, complete the lessons alongside your students. Facilitate a discussion about other areas of life where computational thinking can be applied.

TOPIC	MONTH 4	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Computational Thinking and Coding	Week 1	Codesters in Space	Blended Learning	Codesters
	Week 2	Shapes and Drawings	Blended Learning	Codesters
	Week 3	Chat with Your Sprite	Blended Learning	Codesters
	Week 4	Recycling Loop	Blended Learning	Codesters
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - Facilitate a discussion about other areas of life where computational thinking and coding skills can be applied.

TOPIC	MONTH 5	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Online Safety	Week 1	Ethical Use of Digital Resources	Independent	Lesson
Internet Usage and Online Communication		Internet Essentials	Independent	Lesson
		Online Communications: Personal	Independent	Lesson
		Search Strategies	Independent	Lesson
	Week 2	Become an Internet Sleuth: Strategies to Guide Inquiry	Independent	Application Exercise
		Online Communication: Public	Independent	Lesson
	Week 3	Person of Interest	Independent	Application Exercise
		Online Communication: Shared	Independent	Lesson
Week 4	Online Collaboration: Easier Than Offline Collaboration?	Small Group	Application Exercise	
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - Remind students about the importance of using the Internet wisely. Discuss with students why it matters if we use someone else's work without giving them credit. Ask how they would feel if they put a lot of hardwork into something and then someone else used it without their permission. How can this impact someone who creates digital work for a living?

TOPIC	MONTH 6	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Internet Usage and Online Communication	Week 1	Online Collaboration: Easier Than Offline Collaboration? (Continued)	Small Group	Application Exercise
Word Processing	Week 2	Overview of Usage	Independent	Lesson
		Functions and Formats	Independent	Lesson
		Shaping Up	Independent	Lesson
	Week 3	Word Up! Word Processing 101	Independent	Application Exercise
	Week 4	Visual Design	Independent	Lesson
		School Work	Independent	Lesson
Word Processing Middle Grades Unit Quiz		Independent	Quiz	
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - Provide students with opportunities to publish their classroom writing in word processing documents along with digital or hand drawn art that illustrates their writing. When students finish their work with class time remaining, have them practice keyboarding skills using their Adaptive Keyboarding assignments.

TOPIC	MONTH 7	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Spreadsheets	Week 1	Using Spreadsheets: Analyzing Data	Independent	Lesson
		Using Spreadsheets: Formulas	Independent	Lesson
		A Spoonful of Sugar?	Independent	Application Exercise
	Week 2	Using Spreadsheets: Functions	Independent	Lesson
		Using Spreadsheets: Sharing and Filtering	Independent	Lesson
		Class Survey Report	Independent	Application Exercise
	Week 3	Trends and Forecasts	Independent	Lesson
		Spreadsheet Software Unit Quiz	Independent	Quiz
	Presentations	Week 4	Presentation Basic Elements	Independent
Consistency and Visual Design			Independent	Lesson
Motion Design and Presentating			Independent	Lesson
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - Have students practice entering data to create spreadsheets based on content being studied in core curriculum classes, physical education class or other. When students finish their work with class time remaining, encourage them to utilize Adaptive Keyboarding to improve their accuracy and wpm.

TOPIC	MONTH 8	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Presentations	Week 1	Controversial Issue	Independent	Application Exercise
		Non-linear Presentation Design	Independent	Lesson
	Week 2	Product Description	Independent	Application Exercise
	Week 3	Product Description (Presentations)	Whole Group	Application Exercise
		Presentation Software Unit Quiz	Independent	Quiz
Multimedia	Week 4	Digital Graphics	Independent	Lesson
		Metaphors and Images	Independent	Application Exercise
Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - Encourage students to place all of their projects in their digital portfolio. Remind students that a digital portfolio is also a multimedia product.

TOPIC	MONTH 9	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE	
Presentations	Week 1	Desktop Publishing	Independent	Lesson	
		H2O, We Need You So!	Small Group	Application Exercise	
Online Safety	Week 2	Online Safety (Review)	Whole Group	Lesson	
		Online Status Messages Discussion (Review)	Whole Group	Discussion	
		Dealing With Cyberbullying (Review)	Whole Group	Discussion	
		Understanding Identity Theft Discussion	Whole Group	Discussion	
	Week 3	Safekeeping Personal Information Discussion	Whole Group	Discussion	
		Summer Online Safety Presentation	Small Group	Application Exercise	
	Week 4	Summer Online Safety Presentation (Continued)	Small Group	Application Exercise	
		Summer Online Safety Presentation (Presentations)	Whole Group	Application Exercise	
			Technology Showcase		
	Keyboarding	All	The Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding

Tips & Suggestions - It is important that students know they need to be smart when online, whether at school or not. Remind students to create an engaging presentation (using the skills they have learned throughout the year) that helps others learn about the importance of online safety. 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.