

Getting Started with EasyTech in Grade 3

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	Netiquette Discussion	Whole Group	Discussion
		Safety Through Open Communication	Whole Group	Discussion
		Inappropriate Content Discussion	Whole Group	Discussion
	Week 3	Computer Basics: Cyber Bullying	Independent	Lesson
		How Would You Feel?	Independent	Application Exercise
	Week 4	How Would You Feel? (Presentations)	Whole Group	Application Exercise
		Texting Safety Discussion	Whole Group	Discussion

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. After students complete How Would You Feel?, share projects with the whole class.

TOPIC	MONTH 2	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Keyboarding	Week 1	Home Row	Whole Group	Lesson
		Home Row	Independent	Lesson
		Home Row Practice (6 items)	Independent	Guided Practice
	Week 2	Upper Row	Independent	Lesson
		Upper Row Practice (7 items)	Independent	Guided Practice
		Lower Row	Independent	Lesson
		Shift Key	Independent	Lesson
	Week 3	Lower Row Practice (4 items)	Independent	Guided Practice
		Number Row	Independent	Lesson
		The Great Keyboarding Adventure	Whole Group	Adaptive Keyboarding
	Week 4	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	Printer	Independent	Lesson
		Scanner	Independent	Lesson
		Network Basics	Independent	Lesson
		Mobile Devices	Independent	Lesson
	Week 2	Identifying Computer Devices	Small Group	Application Exercise
		Computer Basics Unit Quiz	Independent	Quiz
		Desktop	Independent	Lesson
		Windows and Controls	Independent	Lesson
	Week 3	Toolbars and Menus	Independent	Lesson
		Software	Independent	Lesson
Computer Navigation Unit Quiz		Independent	Quiz	
Multimedia		Audience and Media	Whole Group	Discussion
Internet Usage and Online Communication	Week 4	Creating a Portfolio	Independent	Application Exercise
		Basic Components	Independent	Lesson
		Browsing and URLs	Independent	Lesson
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - As students are becoming more familiar with how to navigate many software interfaces and online platforms, 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	Online Searches	Independent	Lesson
		Sourcing and Ethics	Independent	Lesson
		Cut It Out! Save the Environment	Independent	Application Exercise
Computational Thinking	Week 2	K-4 Computational Thinking Review	Independent	Varies
	Week 3	Computational Thinking: Algorithms	Whole Group	Lesson
		Computational Thinking: Algorithms	Independent	Lesson
	Week 4	Mystery Animals	Whole Group	Application Exercise
		Mystery Animals	Small Group	Application Exercise
		Computational Thinking: Modeling	Whole Group	Lesson
	Computational Thinking: Modeling	Independent	Lesson	
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Are your students new to computational thinking? Review the Patterns and Directions curriculum to begin Month 4. If your students completed Patterns and Directions in second grade, review Computational Thinking quiz from K-2 unit.

TOPIC	MONTH 5	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Computational Thinking	Week 1	Bedroom Blueprint	Independent	Application Exercise
		Algorithms and Modeling Unit Quiz	Independent	Quiz
Word Processing	Week 2	Creating Documents	Independent	Lesson
		Formatting Text	Independent	Lesson
		Grammar Safari	Independent	Application Exercise
		Hyphenating Words	Independent	Application Exercise
		Ride Across America	Independent	Application Exercise
	Week 3	Word Processing Primary Grades Unit Quiz	Independent	Quiz
		Creating and Organizing Content	Independent	Lesson
		Revising and Formatting	Independent	Lesson
		Formatting a Poem	Independent	Application Exercise
	Week 4	Proofreading and Editing	Independent	Lesson
		Formatting Biographies	Independent	Application Exercise
		Correcting Words	Independent	Application Exercise
		Proofreading and Correcting 1	Independent	Game
Page Layout		Independent	Lesson	
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Provide your students with opportunities to publish their classroom writing in word processing documents and place copies in their technology portfolios. Encourage students to illustrate their writing with digital art or hand drawn art.

TOPIC	MONTH 6	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Word Processing	Week 1	Guidebook	Independent	Application Exercise
		Word Processing Intermediate Grades Unit Quiz	Independent	Quiz
Visual Mapping	Week 2	Grouping and Labeling	Independent	Lesson
		Attributes and Linking	Independent	Lesson
		Idea Webs	Independent	Lesson
		Formats and Outlining	Independent	Lesson
		Water Cycle	Independent	Application Exercise
		Visual Mapping Unit Quiz	Independent	Quiz
Spreadsheets	Week 3	Parts of a Spreadsheet	Independent	Lesson
		Tables and Data	Independent	Lesson
		Cell Formatting	Independent	Lesson
		Family Spreadsheet	Independent	Application Exercise
	Week 4	Acts of Kindness	Independent	Application Exercise
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - To assist with visual mapping, make sure you have proper software or online mapping resources that your students have quick and easy access to. This is the perfect time of the year to put together mini projects which end in digital publication that highlight their entire year's learning.

TOPIC	MONTH 7	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Spreadsheets	Week 1	Columns and Rows	Independent	Lesson
		Class Pets Spreadsheet	Independent	Application Exercise
		Making a Schedule	Independent	Application Exercise
		Spreadsheet Basics Unit Quiz	Independent	Quiz
	Week 2	Book Report Progress	Independent	Application Exercise
		Pie Charts	Independent	Lesson
		Coin Toss Probability	Independent	Application Exercise
	Week 3	Bar Charts	Independent	Lesson
		Ethnic Foods Survey	Independent	Application Exercise
		Line Charts	Independent	Lesson
Weekly Reading Graph		Independent	Application Exercise	
	Week 4	Classroom Measurements	Whole Group	Application Exercise
Keyboarding	All	The Great Keyboarding Adventure	Independent	Adaptive Keyboarding

Tips & Suggestions - Have students practice entering data to create spreadsheets, build charts and produce graphs based on content being studied in core curriculum classes, physical education class or other to show how the data is represented.

TOPIC	MONTH 8	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Spreadsheets	Week 1	Graphing in Spreadsheets Unit Quiz	Independent	Quiz
Online Safety		Netiquette and Cyber Bullying (Review)	Whole Group	Discussion
		Texting Safety Discussion (Review)	Whole Group	Discussion
Keyboarding	Week 2	Safe Site Strategies (Review)	Whole Group	Discussion
Keyboarding		The Great Keyboarding Adventure	Independent	Adaptive Keyboarding
Online Safety	Week 3	Safety Through Open Communication (Review)	Whole Group	Discussion
Keyboarding		The Great Keyboarding Adventure	Independent	Adaptive Keyboarding
Online Safety	Week 4	Safe Keeping Personal Information	Small Group	Discussion
Keyboarding		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.

TOPIC	MONTH 9	CURRICULUM TITLE	IMPLEMENTATION MODEL	TYPE
Online Safety	Week 1	Summer Online Safety Brochure	Independent	Application Exercise
	Week 2	Summer Online Safety Brochure (Presentations)	Whole Group	Application Exercise
	Week 3	Update Student Portfolios	Independent	
	Week 4	Technology Showcase (Optional)	Whole Group	

Tips & Suggestions - The student portfolio is a great way to share the digital products that students have created all year. Have students place copies of their work in the digital portfolio that they created. Host an in person or virtual technology showcase to share student work.