

USD 417
K-8 Keyboarding - Technology Curriculum

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USD 417
Kindergarten-First Grade Keyboarding/Computer Outcomes
December, 2007

- 1. Students will demonstrate basic computer operating procedures for the primary grades. (KS 10)**
 - 1.1 Turn computer on and off properly.
 - 1.2 Locate and identify components of computer, such as Monitor/Screen, Keyboard, Mouse, Printer.
 - 1.3 Demonstrate proper use of the mouse and cursor.
 - 1.4 Identify and demonstrate use of special keys, such as Enter/Return, Space bar, Arrow keys, ESC (Escape), Shift.
 - 1.5 Launch, exit, and use programs and a variety of media for independent learning. (KS 11)
 - 1.6 Demonstrate correct log-in and log-out procedures (if applicable)
 - 1.7 Demonstrate proper insertion and removal of discs into/from appropriate drives.

- 2. Students will demonstrate, with guidance, introductory keyboarding skills for the primary grades. (KS 10)**
 - 2.1 Use right thumb on spacebar.
 - 2.2 Use left hand on left side of keyboard.
 - 2.3 Use right hand on right side of keyboard.
 - 2.4 Identify letters and recognize that letters typed on the keyboard are lower case unless the Shift key is used. (KS 10)
 - 2.5 Use correct posture while sitting at and using the computer.

- 3. Students will use technology productivity tools to enhance learning and collaborate.**
 - 3.1 Use word processing software to publish an original idea as a class. (KS 12)
 - 3.2 Use concept-mapping/graphic organizer software to retell a story as a class (Kidspiration). (KS 11)

USD 417
Second-Third Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate basic computer operating procedures for the second and third grades. (KS 10)

- 1.1 Review operating skills learned in primary grades (See K-1 outcomes sheet)
- 1.2 Identify parts of the monitor screen (desktop, menu bar, hard drive, etc.)
- 1.3 Open, name, save, close, retrieve, and print files with guidance
- 1.4 Demonstrate proper naming of files, such as using name, subject, date, no spaces, etc., for easier retrieval (Ex. gsmith.dogstory)

2. Students will demonstrate basic second and third grade keyboarding skills. (KS 10)

- 2.1 Use right thumb on spacebar
- 2.2 Use left and right hands on appropriate sides of keyboard
- 2.3 Locate, identify, and use letter, number, tab, and punctuation keys
- 2.4 Demonstrate correct hand position/fingering, and proper posture, while practicing home row key strokes*
- 2.5 Use correct posture while sitting at and using the computer

3. Students will use technology research and problem-solving tools to enhance learning and collaborate. (KS 14-15)

- 3.1 Collect, process, and report classroom data or multiple classroom data as a class (e.g. birthday, favorite TV program, most popular candy bar, using software such as Excel, AppleWorks, or other graphing programs).
- 3.2 Use features such as teacher selected “favorites” or “bookmarks” to locate and select the most appropriate website resources for a given project.

*Instruction on a keyboarding program such as PAWS should begin no later than the third grade level, with primary focus being on learning home row keys. Students should be touch typing (from memory without looking at keys) **home row** by the end of third grade.

USD 417
Fourth Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate computer-operating skills for the fourth grade. (KS 10)

- 1.1 Review operating skills learned in second and third grades (See grades 2-3 outcomes sheet)
- 1.2 Identify and differentiate between hardware, such as printer, keyboard, CPU, monitor, etc, and software, such as Microsoft Word, PAWS, etc.
- 1.3 Create a document with guidance, such as a story, picture, list, sign, etc., and save the file with appropriate naming procedures
- 1.4 Open, save, close, and print files independently
- 1.5 Select, cut, copy, and paste items within a document with guidance

2. Students will demonstrate basic fourth grade keyboarding skills.* (KS 10)

- 2.1 Review keyboarding skills learned in second and third grades (See grades 2-3 outcomes sheet)
- 2.2 Students will receive keyboarding instruction using grade level appropriate software, (with keyboarding covers or lights off), to build keyboarding skills beyond home row.
- 2.3 Demonstrate mastery of home row keys using correct hand position and fingering (teacher observation), with minimum 20 WPM and 85%+ accuracy (timed writing results).
- 2.4 Demonstrate correct hand position and fingering, posture, and keeping eyes on copy while practicing short-reach key strokes

3. Students will use technology communication tools to enhance learning and collaborate. (KS 13)

- 3.1 Identify and demonstrate use of basic Internet search vocabulary (URL, search engine, search boxes, menu/address/status bar). Examples include opening a teacher-given URL, researching a teacher-assigned topic, or completing an assigned webquest.
- 3.2 Create a slideshow as a class using presentation software (e.g. Kid Pix or Power Point). This could include introducing class members, teachers, etc., or presenting information on a topic.

*Keyboarding instruction was initiated in second/third grade, with primary focus being learning home row keys. With review, students should be touch-typing (from memory without looking at keys) **home row**. Focus of fourth grade should be advancing speed and accuracy on home row, while continuing instruction and practice on additional keys.

USD 417
Fifth Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate computer-operating skills for the fifth grade.

- 1.1 Review operating skills learned in fourth grades (See grade 4 outcomes sheet) (KS 10)
- 1.2 Create a document independently (KS 10)
- 1.3 Apply writing tools (spell check, thesaurus) to a document (KS 10)
- 1.4 Open, save, close, and print files independently (KS 10)
- 1.5 Select, cut, copy, and paste items within a document independently (KS 10)
- 1.6 Produce a document with images using word processor/publishing software. (KS 12)

2. Students will demonstrate 5th grade keyboarding skills. (KS 10)

- 2.1 Review keyboarding skills learned in fourth grade (See grade 4 outcomes sheet)
- 2.2 Students will receive keyboarding instruction using grade level appropriate software (with keyboarding covers or lights off), to master alphabetic keyboarding skills
- 2.3 Demonstrate mastery of home row keys using correct hand position and fingering (teacher observation), with minimum 25 WPM and 90%+ accuracy (timed writing results).
- 2.4 Demonstrate mastery of keyboarding alphabetic and basic punctuation keys using correct hand position and fingering (see alphabetic keyboarding skills check sheet)
- 2.5 Demonstrate proper posture while working at the computer

3. Students will use demonstrate knowledge of ethical, cultural, and societal issues related to technology. (KS 11)

- 3.1 Discuss how use of technology may have positive and/or negative consequences.
- 3.2 Describe how technology helps us communicate.
- 3.3 Discuss patent, copyright©, trade name/trademark™ protection and rights of the owner of the work (e.g. inventor, manufacturer, software developer, company, website creator, and author of information).
- 3.4 Discuss basic issues related to responsible use of technology and describe personal consequences of inappropriate use, such as plagiarism, intellectual property, and the conditions of the district Acceptable Use Policy.

USD 417
Sixth Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate 6th grade keyboarding skills. (KS 10)

- 1.1 Review keyboarding skills learned in fifth grade (See grade 5 outcomes sheet)
- 1.2 Students will receive keyboarding instruction using grade level appropriate software to build numeric keyboarding skills (with keyboarding covers or lights off)
- 1.3 Demonstrate mastery of alphabetic and basic punctuation keystrokes using touch-typing (from memory without looking at keys) with minimum 20 WPM and 90%+ accuracy.
- 1.4 Demonstrate proper posture while working at the computer

2. Students understand the ethical, cultural, and societal issues related to technology. (KS 11)

- 2.1 Describe how the use of technology affects humans in various ways, including their safety, comfort, choices, and attitudes about technology's development and use.
- 2.2 Demonstrate legal and ethical practices when completing projects/schoolwork and discuss consequences of violating others' intellectual property rights.
- 2.3 Follow policies presented in the district Acceptable Usage Policy (AUP) and discuss consequences of inappropriate use of technology.
- 2.4 Understand that installations of software require an appropriate software license, and that the license determines how many times the software may be installed.
- 2.5 Discuss software piracy, its impact on the technology industry, and possible repercussions to individuals and/or the school district.

3. Students use technology tools to enhance learning, increase productivity, and promote creativity. (KS 12)

- 3.1 Organize information by creating a graphic organizer using concept-mapping software (e.g., Inspiration, Microsoft Word or Appleworks drawing tools). Recommended for Reading and Social Studies.
- 3.2 Participate in webquest, virtual learning activities (e.g., virtual museum tours/simulations), or other technology-based research activities to discover new information about a given topic. Recommended for Language Arts, Science, and Social Studies.
- 3.3 Use a spreadsheet to graph the results of collected data. Recommended for Math and Science.

USD 417
Seventh Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate 7th grade keyboarding skills. (KS 10)

- 1.1 Review keyboarding skills learned in sixth grade (See grade 6 outcomes sheet)
- 1.2 Demonstrate correct hand position and fingering over common keys after receiving keyboarding instruction using grade level appropriate software (see 7th grade keyboarding skills check sheet)
- 1.3 Demonstrate mastery of alphabetic and punctuation keystrokes using touch-typing (from memory without looking at keys) with minimum 30 WPM and 90%+ accuracy.
- 1.4 Demonstrate proper posture while working at the computer

2. Students will demonstrate a sound understanding of the nature of operation of technology systems. (KS 10)

- 2.1 Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use. Recommended for Technology Lab.
- 2.2 Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real world problems.
- 2.3 Incorporate available technology tools, such as flash drives, smart boards, LCD projectors, Elmos or document cameras, Interwrite tablets, scanners, cameras, and resources to investigate and present information.

3. The student uses technology communication tools. (KS 13)

- 3.1 Post a question to “Ask an Expert” sites to gain information or understanding, such as “Ask Dr. Math” (<http://mathforum.org/dr.math>) or “Homework Kansas” (Kan-Ed.org site with Kansas Library Access Card).
- 3.2 Collaborate with others to create and present a multimedia presentation (incorporating such media as text, graphics, sound, etc.), communicating information and ideas effectively. Recommended for Technology Lab.

USD 417
Eighth Grade Keyboarding/Computer Outcomes
December, 2007

1. Students will demonstrate 8th grade keyboarding skills. (KS 10)

- 1.1 Review and continue to practice keyboarding skills
- 1.2 Demonstrate mastery of alphabetic and basic punctuation keystrokes using touch-typing (from memory without looking at keys) with minimum 35 WPM and 90%+ accuracy.
- 1.3 Demonstrate proper posture while working at the computer

2. Students will use technology research tools.

- 2.1 Evaluate the accuracy, reliability, appropriateness, and bias of Internet information. (KS 10)
- 2.2 Locate and synthesize online information that supports your point of view in two or more sources. (KS 14)
- 2.3 Survey possible information resources and select appropriate resources for solving problems and making informed decisions (such as Google Earth, online databases, career research, or music downloads). (KS 14-15)