

## 6th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
1	A. General Use	Log on	Evaluation Checklist	1	Basic Operations and Concepts
		Log off properly	Evaluation Checklist	1	Basic Operations and Concepts
		Open a program	Evaluation Checklist	1	Basic Operations and Concepts
		Close all programs	Evaluation Checklist	1	Basic Operations and Concepts
		How to save files to student directory	Evaluation Checklist	1	Basic Operations and Concepts
	B. Internet Use	Discuss Acceptable Use Policy - permissions, downloads, email, instant messaging, study hall use of computers	Student Use of Skill	2	Social, Ethical and Human Issues
		How to report accidental access to inappropriate sites	Student Use of Skill	2	Social, Ethical and Human Issues
		How to get on internet	Evaluation Checklist	1	Basic Operations and Concepts
		Activate Information NOW accounts	Evaluation Checklist	1	Basic Operations and Concepts
		How to get on Information NOW and LJHS web-site and use tools – calendar, homework, grade report, links, email questions to teacher	Evaluation Checklist	1	Basic Operations and Concepts
	C. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		30 minutes per day, 3 week session	Daily Progress Sheet	3	Technology Productivity Tools
		Introduction to Homerow	Daily Progress Sheet	3	Technology Productivity Tools
		Timed test 1 minute - 20 WPM, 3 or fewer errors	Timed Test	3	Technology Productivity Tools
	D. Scantron Test	Reading and Math Tests	Test Results	3	Technology Productivity Tools

## 6th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
2	A. PowerPoint	Open a PowerPoint document	Evaluation Checklist	1	Basic Operations and Concepts
		Choose a template	Evaluation Checklist	4	Technology Communication Tools
		Insert slides	Evaluation Checklist	4	Technology Communication Tools
		Create a title page	Evaluation Checklist	4	Technology Communication Tools
		Enter text	Evaluation Checklist	4	Technology Communication Tools
		Insert images	Evaluation Checklist	4	Technology Communication Tools
	B. Internet Use	Evaluate websites for content, relevance, author, when created, purpose	Student Use of Skill	5	Technology Research Tools
	C. Word Document	Open a word document	Evaluation Checklist	3	Technology Productivity Tools
		Spell Check	Graded Paper	3	Technology Productivity Tools
		Type - change font: size, color	Graded Paper	3	Technology Productivity Tools
		Double space	Graded Paper	3	Technology Productivity Tools
		Insert pictures/images from clip-art and files	Graded Paper	3	Technology Productivity Tools
		Proper setup – Name, Date, Class/Hour	Graded Paper	3	Technology Productivity Tools
		Create a Title Page	Graded Paper	3	Technology Productivity Tools
		Format/Write 1-2 page Research Paper using APA	Graded Paper	3	Technology Productivity Tools
	D. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		20 minutes per week, 2 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Introduction to Homerow	Daily Progress Sheet	3	Technology Productivity Tools
		Timed test 2 minute - 20 WPM, 3 or fewer errors	Timed Test	3	Technology Productivity Tools

## 6th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
3	A. PowerPoint	Use an instruction sheet	Graded Presentation	4	Technology Communication Tools
		Slide Design	Graded Presentation	4	Technology Communication Tools
		Link at least one page to an internet site	Graded Presentation	4	Technology Communication Tools
		Slide transition	Graded Presentation	4	Technology Communication Tools
		Custom animation	Graded Presentation	4	Technology Communication Tools
	B. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		20 minutes per week, 2 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Introduction to Homerow	Daily Progress Sheet	3	Technology Productivity Tools
		Timed test 2 minute - 20 WPM, 3 or fewer errors	Timed Test	3	Technology Productivity Tools
	C. Scantron Test	Reading & Math Test	Test Results	3	Technology Productivity Tools

## 6th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
4	A. Excel/Spreadsheet	Open a spreadsheet	Graded Product	3	Technology Productivity Tools
		Determine types of information that would be placed on a spreadsheet	Graded Product	5	Technology Research Tools
		Input information	Graded Product	5	Technology Research Tools
		Learn basic formulas – add data in columns, find an average	Graded Product	5	Technology Research Tools
		Create a chart using data on spreadsheet	Graded Product	5	Technology Research Tools
	B. Microsoft Publisher	Create a Newsletter	Graded Product	4	Technology Communication Tools
	C. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		20 minutes per week, 2 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Introduction to Homerow	Daily Progress Sheet	3	Technology Productivity Tools
		Timed test 2 minute - 25 WPM, 3 or fewer errors	Timed Test	3	Technology Productivity Tools

## 7th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
1	A. General Use	Log on	Evaluation Checklist	1	Basic Operations and Concepts
		Log off properly	Evaluation Checklist	1	Basic Operations and Concepts
		Open a program	Evaluation Checklist	1	Basic Operations and Concepts
		Close all programs	Evaluation Checklist	1	Basic Operations and Concepts
		How to save files to student directory	Evaluation Checklist	1	Basic Operations and Concepts
	B. Internet Use	Discuss Acceptable Use Policy - permissions, downloads, email, instant messaging, study hall use of computers	Evaluation Checklist	2	Social, Ethical and Human Issues
		How to report accidental access to inappropriate sites	Evaluation Checklist	2	Social, Ethical and Human Issues
		Copyright Laws	Evaluation Checklist	2	Social, Ethical and Human Issues
		How to get on internet	Evaluation Checklist	1	Basic Operations and Concepts
		Activate Information NOW accounts	Evaluation Checklist	1	Basic Operations and Concepts
		How to get on Information NOW and	Evaluation Checklist	1	Basic Operations and Concepts
	C. Word Document	Open and create a word document	Graded Paper	3	Technology Productivity Tools
		Change font – type, size, color, alignment	Graded Paper	3	Technology Productivity Tools
		Double space	Graded Paper	3	Technology Productivity Tools
		Insert pictures/images from clip-art. File and scanner	Graded Paper	3	Technology Productivity Tools
		Business Letter	Graded Paper	4	Technology Communication Tools
		Standard Memorandum	Graded Paper	4	Technology Communication Tools

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		Create and insert a table	Graded Paper	<b>5</b>	Technology Research Tools
D. Keyboarding		Proper seating/posture	Daily Progress Sheet	<b>3</b>	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	<b>3</b>	Technology Productivity Tools
		Spend at least 25 minutes per session on keyboarding program for 6 weeks of 9-week program	Daily Progress Sheet	<b>3</b>	Technology Productivity Tools
		Evaluate WPM in a 3 minute timed test - 20 WPM, 2 or fewer errors	Timed Test	<b>3</b>	Technology Productivity Tools
E. Scantron Test		Reading and Math Test	Test Results	<b>3</b>	Technology Productivity Tools

7th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
2	A. Internet Use	Evaluate websites for content, relevance, author, when created, purpose	Evaluation Checklist	5	Technology Research Tools
	B. Publisher	Create a Flyer	Graded Product	3	Technology Productivity Tools
		Create a Business Card	Graded Product	3	Technology Productivity Tools
		Create a Brochure	Graded Product	3	Technology Productivity Tools
	C. Excel/Spreadsheet	Learn basic formulas – add columns, find an average	Graded Product	5	Technology Research Tools
		Create a chart using data on spreadsheet	Graded Product	5	Technology Research Tools
	D. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		25 minutes per day - 3 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Evaluate WPM in a 3 minute timed test - 25 WPM, 2 or fewer errors	Timed Test	3	Technology Productivity Tools

7th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments		Technology
3	A. PowerPoint	Open a PowerPoint document	Graded Product	4	Technology Communication Tools
		Choose a template	Graded Product	4	Technology Communication Tools
		Insert slides	Graded Product	4	Technology Communication Tools
		Create a title page	Graded Product	4	Technology Communication Tools
		Enter text	Graded Product	4	Technology Communication Tools
		Insert images	Graded Product	4	Technology Communication Tools
		Link at least one page to an internet site	Graded Product	4	Technology Communication Tools
		Slide transition	Graded Product	4	Technology Communication Tools
		Custom animation	Graded Product	4	Technology Communication Tools
	B. Excel/Spreadsheet	*Format cells for dates, currency, alignment	Graded Product	5	Technology Research Tools
		*Page Setup – Margins, Gridlines, Add a Header and Footer	Graded Product	5	Technology Research Tools
		*Merge spreadsheet into a word document	Graded Product	4	Technology Communication Tools
		Use data to create a chart	Graded Product	4	Technology Communication Tools
	C. Keyboarding	25 minutes per day - 3 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Evaluate WPM in a 3 minute timed test - 25 WPM, 2 or fewer errors	Timed Test	3	Technology Productivity Tools

## 7th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
4	A. PowerPoint	*Insert Sounds	Graded Product	4	Technology Communication Tools
		*Linking Pages or Images to one another	Graded Product	4	Technology Communication Tools
	B. Keyboarding	25 minutes per day - 3 times per week	Daily Progress Sheet	3	Technology Productivity Tools
		Evaluate WPM in a 3 minute timed test - 25 WPM, 2 or fewer errors	Timed Test	3	Technology Productivity Tools
	C. Scantron Test	Reading and Math Test	Test Results	3	Technology Productivity Tools

## 8th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
1	A. General Use	Log on	Evaluation Checklist	1	Basic Operations and Concepts
		Log off properly	Evaluation Checklist	1	Basic Operations and Concepts
		Open a program	Evaluation Checklist	1	Basic Operations and Concepts
		Close all programs	Evaluation Checklist	1	Basic Operations and Concepts
		How to save files to student directory	Evaluation Checklist	1	Basic Operations and Concepts
	B. Word Document	Open a word document	Evaluation Checklist	1	Basic Operations and Concepts
		Change font – type, size, color, alignment	Graded Paper	3	Technology Productivity Tools
		Double space	Graded Paper	3	Technology Productivity Tools
		Create a Cover Page	Graded Paper	3	Technology Productivity Tools
		Insert pictures/images	Graded Paper	3	Technology Productivity Tools
		Write 4-5 page Research Paper using APA format	Graded Paper	3	Technology Productivity Tools
		Write a Bibliography using Citation Machine	Graded Paper	3	Technology Productivity Tools
	C. Keyboarding	Proper seating/posture	Daily Progress Sheet	3	Technology Productivity Tools
		Proper hand placement on keyboard	Daily Progress Sheet	3	Technology Productivity Tools
		Review lessons for finger placement on each row	Daily Progress Sheet	3	Technology Productivity Tools
		Evaluate WPM in a 2 minute timed test - 25 WPM, 2 or fewer errors	Timed Test	3	Technology Productivity Tools
		20 Minutes per week - 3 times a week	Daily Progress Sheet	3	Technology Productivity Tools

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	D. Internet Use	Discuss Acceptable Use Policy - permissions, downloads, email, instant messaging, study hall use of computers	Evaluation Checklist	2	Social, Ethical and Human Issues
		How to report accidental access to inappropriate sites	Evaluation Checklist	2	Social, Ethical and Human Issues
		How to logon, get on internet	Evaluation Checklist	2	Social, Ethical and Human Issues
		Activate Information NOW account	Evaluation Checklist	1	Basic Operations and Concepts
		How to use Information NOW and web-site links – calendar, homework, grade report, links, email questions to teacher	Evaluation Checklist	1	Basic Operations and Concepts
		Evaluate websites for content, relevance, author, when created, purpose	Evaluation Checklist	5	Technology Research Tools

8th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
2	A. PowerPoint	Create a PowerPoint Slideshow	Graded Product	4	Technology Communication Tools
		Link Pages or Images to one another	Graded Product	4	Technology Communication Tools
		*Create a PowerPoint game using hyperlinks	Graded Product	4	Technology Communication Tools
	E. Keyboarding	Evaluate WPM in a 3 minute timed test - 25 WPM, 2 or fewer errors	Daily Progress Sheet	3	Technology Productivity Tools
		20 Minutes per week - 3 times a week	Timed Test	3	Technology Productivity Tools
		Type all English papers on computer	Daily Progress Sheet	3	Technology Productivity Tools

8th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
3	A. Word Document	Business Letter	Graded Product	4	Technology Communication Tools
		Standard Memorandum	Graded Product	4	Technology Communication Tools
		Crate a Table	Graded Product	4	Technology Communication Tools
		*Create a Database	Graded Product	4	Technology Communication Tools
		*Use Mail Merge feature to send a memo to many	Graded Product	4	Technology Communication Tools
	B. Publisher	Create a Brochure	Graded Product	4	Technology Communication Tools
		Insert a picture using from scanner and file	Graded Product	4	Technology Communication Tools
	C. Excel / Spreadsheet	Learn basic formulas – add columns, find an average	Graded Product	5	Technology Research Tools
		Create a chart using data on spreadsheet	Graded Product	5	Technology Research Tools
	D. Keyboarding	25 minutes per week - 3 times a week	Timed Test	3	Technology Productivity Tools
	E. Keyboarding	Evaluate WPM in a 3 minute timed test - 30 WPM, 3 or fewer errors	OTT Proficiency Test - administered by LCHS	3	Technology Productivity Tools
		25 Minutes per week - 3 times a week	Daily Progress Sheet	3	Technology Productivity Tools
		Type all English papers on computer	Evaluation Checklist	3	Technology Productivity Tools

## 8th Grade

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
4	A. Web Developer Program	* Create a Student Web-Page using HTML - rows, tables, alignment, hyperlinks	Graded Product	4	Technology Communication Tools
	B. Exel/Spreadsheet	*Link columns of data to one another	Graded Product	5	Technology Research Tools
		*Merge spreadsheet into a word document	Graded Product	5	Technology Research Tools
		*Analyze data on spreadsheet	Graded Product	6	Technology Problem-Solving and Decision-Making Tools

Staff Development

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Objective
<b>1 &amp; 2</b>	A. New Staff Training	STI grade input, Edline expectations, login	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	I – Technology Operations & Concepts	<b>A</b>
	B. Information NOW Activation	Activate account, add a document, manage classes, use calendar, add links	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	<b>C</b>
	C. Information NOW Updates	Advise and instruct on any Information NOW changes	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	<b>C</b>
	D. Lab Policies	Checking out items, scheduling, planning time, location of items, new users, rules,	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	VI-Social, Ethical, Legal & Human Issues	<b>B</b>
	E. Lab Scheduling	How to check for availability, sign up for lab, determine class priority	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	III - Teaching, Learning and the Curriculum	<b>D</b>
	F. Email Usage	Use of “Gmail” accounts, importance of checking email daily, using the calendar	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	<b>D</b>
	G. Information NOW Features	Grade reports, student work completion, demographics, schedule, progress reports	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	IV - Assessment and Evaluation	<b>B</b>
	I. Inventory Checkout	Use proper procedures	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	III - Teaching, Learning and the Curriculum	<b>B</b>

Staff Development

Quarter	Topic/Key Ideas	Skills/Concepts	Assessments	Standard #	Technology
3 & 4	A. Create Folders to Sort Saved Work	Create folders within My Documents	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	II-Planning & Designing Learning Environments	
	B. PowerPoint	Instruct how to setup a PowerPoint, powerpoint features, provide a template	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	3-Teaching, Learning & the Curriculum	A
		Open, create, add pics, save, put on school web site	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	D
	C. LCD Panel in Room	Checkout, setup, return, uses for LCD Panel	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	III - Teaching, Learning and the Curriculum	C
	D. Web Development	Using Publisher or Homestead, ideas for use	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	III - Teaching, Learning and the Curriculum	C
	E. Curriculum Maps / Exit Goals for each grade level	How to create, template, save as a webpage, load to LJHS web-site	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	C
	F. Math Curricula	Create a program to prepare for Math test, create powerpoint lessons to match up with test	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	III - Teaching, Learning and the Curriculum	A
	G. Business Cards	Use Publisher to create, insert pics, print settings	School Reports, Workshop Evaluations, Staff Response, Survey, Staff Use	V - Productivity & Professional Practice	A