

Technology Year At A Glance

Teacher: Rothana Chen

	September	October	November	December	January	February	March	April	May	June
Kindergarten	Exploring the Mouse and Keyboard		Navigating the Desktop and Internet Browser	Introduction to Basic Programming Skills (Hands On Activities)	Typing Practice - Introduction to Personal Typing Accounts for Self-Paced Typing Practice			Beginning Microsoft Excel	Beginning Microsoft Word	
1st Grade	Review Skills	Keyboard (Rows, Symbols, and Special Keys)	Independently Opening and Closing Personal Files on Shared Drive	Programming with Blockly Coding Language	Introduction to Personal Typing Account for Self-Paced Typing Practice	Beginning Microsoft Word (Typing Sentences and Transcribing from Paper)	Internet Safety	Microsoft Excel (Making Graphs)	Beginning Microsoft PowerPoint Presentation	
	Grade Level Typing Practice Throughout the Year									
2nd Grade	Review Skills and Fall MAP Testing		Hardware and Software	Programming with Blockly Coding Language	Beginning Research Skills (Search Terms and Using Text Features to Find Information)	Google Image Search and Copy/Paste Images	Mini Research Project with Poster (Microsoft Publisher)	Microsoft Excel (Cells and Graphs)	Spring MAP Testing	Microsoft Word (Typing Sentences and Transcribing from a Paper)
	Grade Level Typing Practice Throughout the Year									
3rd Grade	Review Skills and Fall MAP Testing		Hardware and Software	Programming with Blockly Coding Language	Research Practice	Microsoft Word (Exploring the Ribbons and Using More Features like Thesaurus, Spell Check, Clipart, Bullet Points, etc.)	Keyboard Shortcuts and Switching Between Networked Printers	Microsoft Excel (Basic Formulas)	Spring MAP Testing	Microsoft PowerPoint
	Grade Level Typing Practice Throughout the Year									
4th Grade	Introduction to PowerSchool, Review Skills and Fall MAP Testing		Formatting Skills (How to Format and Independently Save a Document for an Assignment)	Programming with Blockly Coding Language	Research Practice (Forming a Research Question and Finding Sources)	Creating Digital Posters using Microsoft Publisher	Practice Publishing A Final Draft on Microsoft Word	Microsoft Excel (Using Formulas)	Spring MAP Testing	Cumulative Project using Microsoft PowerPoint
	Grade Level Typing Practice Throughout the Year									
5th Grade	Review Skills and Fall MAP Testing		Proofreading to Check Spelling, Grammar, and Word Choice as well as Formatting	Programming with Blockly Coding Language	Research Skills (Forming a Research Question and Evaluating Sources)	Exploring Different Digital Presentation Tools	Digital Citizenship	Microsoft Excel (Using Formulas)	Spring MAP Testing	Cumulative Project using Microsoft PowerPoint

