

Scope and Sequence for Troy City Schools

Kindergarten-First Grade

- Students should use a variety of input devices such as: mouse, keyboard, and tablets.
- Have students navigate and use websites like www.starfall.com
- Introduction to basic keyboarding skills- (layout of letters, breakdown of keyboard)
- Practice by typing sight words/spelling words in a word processor or webpage

Second Grade

- Introduce to search engines (Google, Bing, etc..), browsers (Internet Explorer, Chrome)
- Introduce Word Processing document vocabulary- Font, Bold, Italicize, Underline, format, align, etc.. Saving/Opening documents- student drive, open, edit
- Internet safety vocabulary- (cyberbullying, posting online, personal information) .
- Introduction to using proper keyboarding skills
- By the end of second grade students should complete all 12 levels of Dance Mat Typing
- <http://www.bbc.co.uk/schools/typing/> (See separate **Dance Mat Typing** document)
- Students should practice typing small paragraphs and spelling words/sight words

Chromebooks

- Terminology of Chromebooks:- (track pad, login/logout, password)
- Turn Chromebook on/off
- Log in and out of Chromebook
- Be able to search Internet for information
- Use trackpad
 - Move the pointer: Simply move your finger across the touchpad.
 - Right-click: Click the touchpad with two fingers.
 - Scroll vertically: Place two fingers on the touchpad and move them up and down.
 - Drag and drop: Click an item with one finger. Use a second finger to move the item to your intended location. Release both fingers to drop.

Third Grade

- Internet safety vocabulary- (cyberbullying, posting online, personal information) .
- Apply word processing document vocabulary- Font, Bold, Italicize, Underline, format, align, etc.. Saving/Opening documents- student drive, open, edit
- Use Typing Club <https://s.typingclub.com/schools.html> to build typing speed.
- Students need to be able to type at least one paragraph in a reasonable amount of time.

Chromebooks

- Repeat all of the second grade skills.
- Start using Chromebook shortcuts. See end of this document.
- Using Chromebooks for Word Processing
 - Creating/Saving/Opening a document in Google Docs
 - Be able to type a least a paragraph
 - Be able to format the text
 - Be able to insert an image
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KEYBOARD GAMES

http://media.abcya.com/content/typing_rocket/typing_rocket.swf

Typing game where you have to type letters as they appear on the screen. Can be used for practice, but is not instructional.

<http://phoboslab.org/ztype/>

You shoot words by typing them.

http://www.learninggamesforkids.com/keyboarding_games.html

basic typing games

Fourth Grade

- Students will begin learning composing, presentation, and data programs.
- Learn vocabulary: multimedia, collaborate, databases, software, intellectual property
- Learn to use technology as part of a presentation
- Keyboarding- focusing on accuracy/speed
- Students should have more directed instruction on keyboarding using www.typing.com

Chromebooks

- Repeat all of the Second and Third Grade skills.
- Identify Google Apps by name & function
- Be able to type several paragraphs


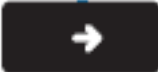

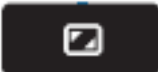






Fifth Grade

- Repeat and build upon all of the fourth grade skills
 - For 2014-2015 fifth grade students will use www.typing.com for their typing instruction. *At the end of the year we will need to decide if fifth grade will repeat the typing.com instruction from fourth grade or use something different.*

Chromebooks

- Repeat all of the Second and Third Grade skills.
- Be able to type several paragraphs

CHROMEBOOK SHORTCUTS

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode (Full Screen), which hides the tabs and launcher (F4)
-  Switch to your next window (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)

Page up	Press Alt and the up arrow
Page down	Press Alt and the down arrow
Home	Press Ctrl+Alt , and the up arrow
End	Press Ctrl+Alt , and the down arrow
Search your current webpage	Ctrl+F
Open the link you clicked in a new background tab	Press Alt and click a link

Open Task Manager

Is Chrome suddenly running slow? it could be a rogue extension or webpage sucking up your resources. Identify the culprit using the task manager.



Toggle Caps Lock On/Off

Most Chromebooks don't come with a dedicated Caps Lock key. So how do you turn it on when you need type in capital letters?

Just hit the following key combo to turn it on, and turn it back off when you're done.



Show Keyboard Shortcut Overlay

It's a little bit meta, but the ultimate keyboard shortcut is the one that reveals all keyboard shortcuts!



Take a Screenshot on a Chromebook

To take a screenshot of the entire screen press the Ctrl key and the Switcher key at the same time:



Just need a bit of the screen? Pressing the following keyboard combo will allow you to select a section of the screen to snap:



The screen shot will be saved in the Files Folder under downloads. You can then insert this screenshot into the program of your choice.

CHROMEBOOK GESTURES



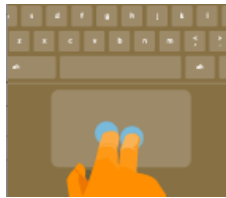
Move the pointer: Simply move your finger across the touchpad.



Click: Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.



Right-click: Click the touchpad with two fingers.



Scroll: Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.



Drag and drop: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location. **For students who don't have the fine motor skill to use one hand, have them click on the object with their left hand pointer finger and drag it with their right hand pointer finger.**