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| **LESSON** | **STANDARD TOPIC** | **OBJECTIVES** | **LESSON OUTLINE** | **TECHNOLOGY USED** |
| **LESSON 1**  **Internet Safety PowerPoint** | SDETS Social Interaction Indicator 1,  SDETS Information and Communication Tools Indicator 2, and  SDETS Information Literacy and Decision Making Indicator 1 and 2 | * Students will research a topic relating to Internet Safety using the library online database and reliable Internet sources that end in org., gov., or edu. * Students will use the SFSD Noodle Tools to cite their sources in MLA style. * Students will copy and paste Notes into the Notes feature of PowerPoint. * Students will summarize the information found in their research in a short and concise manner for their slides in PowerPoint and create a Works Cited slide. * Students will use the PowerPoint design skills learned to enhance their slide show for presentation to the class. * Students will practice their presentation skills by presenting their slide show to the class and teaching us about their topic. | Students research a topic assigned to them about Internet Safety. Internet is used to research and cite sources in MLA style. PowerPoint is used to create a presentation to present to the class. | Internet, PowerPoint, Online Library Database, Noodle Tools |
| **LESSON 2**  **History of Typewriter/Keyboard with a 3 minute Timing** | SDETS 6th grade Social Interaction Indicator 2.1, SDETS 6th grade Information and Communication Tools Indicator 1.1 | * Students will learn about the history of the typewriter and QWERTY keyboard. * Students will understand why the keys aren’t in alphabetical order (a question I get a lot). * Students will do a 3 minute timing to practice the goal of getting to 20 gwam. * Students will practice their proofreading skills. | Instead of doing a timed writing as a stand alone assignment I have incorporated teaching typewriter/keyboard history with discussion. Students will also track progress using a spreadsheet. | Internet – Wiki, Neat Chat, School Tube;  Presentation Board;  Excel 2003 |
| **LESSON 3**  **Digital Footprint** | SDETS 8th grade Computer Processes Indicator 2.1 | * Students will learn about what a digital footprint is and how it is created. * Students will brainstorm things they do in their lives to create digital footprints. * Students will attempt to discover their digital footprint thus far by Googling their name. * Students will demonstrate their knowledge of their personal digital footprint by creating a poster via Glogster. | Students will watch videos about digital footprints and stories of students who have had bad things happen because they weren’t careful online. Then we will brainstorm using Answer Garden and discuss using Neat Chat. To assess, students will create a glogster about their own personal footprint. | Internet – Answer Garden, Neat Chat, Wikis, Glogster |
| **LESSON 4**  **Using Wikis** | SDETS 8th grade Computer Processes Indicator 2.1 | * Students will create a wiki account. * Students will set up a wiki to create a portfolio for ICT class and add things throughout the semester. * Students will create a voki avatar for their wiki home page. | Students will create a wikispaces account and then create a page for  ICT III. They will use this as a portfolio throughout the semester. | Internet – Wikispaces and Voki.com; various programs we use in class – PowerPoint, Word, Excel |
| **LESSON 5**  **Excel 2003 – Introduction to Formulas** | SDETS 8th grade Computer Processes Indicator 2.1 | * Students will view a video tutorial on you tube that demonstrates how to use the AutoSum function. Not only will this demonstrate the main skill I want them to acquire but it will also show them that when they aren’t sure how to do something that there is a plethora of tutorial help online. * Students will create a simple spreadsheet that demonstrates how the SUM function and a simple formula can be used. | Students will learn how to use some basic Excel formulas for calculation purposes in Excel. We will do this step by step together. The students will watch via the presentation board. | Internet – Wikispaces and You Tube Video; Excel 2003 |