

# Technology Education at Ellis School

## Home-School Connections

The mission of computer lab is to give students a fearless approach to learning and allow them to be creative using SMART board technology, Kid Pix software, online typing programs and Microsoft Office 2010 software such as Word, PowerPoint, Excel, and Publisher. Students will increase their keyboarding proficiency year to year, and use Microsoft Office applications appropriately as they apply to the subjects they are learning. In the process of learning technology skills, students are also learning English, mathematics, science, and social studies. They will learn how to export pertinent information from websites provided in class, and apply their knowledge within these programs. By the end of eighth grade, students will be confident with using technology applications as they pertain to their goals and learning.

## Kindergarten through Second Grade

In grades, kindergarten through second grade students will learn the basics of the computer and keyboarding. They will use Kid Pix drawing tools, paints, stamps, stickers, text boxes and the keyboard. They will also be learning basic formatting in Microsoft Word

### Kindergarten "I can" statements:

- Sit properly at a computer.
- Turn on a computer.
- Log on to a computer using a user name and password and log off when I am finished.
- Use Kid Pix drawing tools, stamps, stickers, text boxes and paints.
- Navigate age appropriate websites.

### At home you can support learning by:

- Allowing play time using a computer or tablet device.
- Practice by using games at sites such as [www.earobics.com/gamegoo/gooney.html](http://www.earobics.com/gamegoo/gooney.html), [www.abcya.com](http://www.abcya.com), [www.starfall.com](http://www.starfall.com).

### First Grade "I can" statements:

- Sit properly at a computer.
- Turn on a computer.
- Log on to a computer using a user name and password and log off when I am finished.
- Use Kid Pix drawing tools, stamps, stickers, text boxes and paints.
- Navigate age appropriate websites.
- Use Microsoft Word and apply basic formatting.
- Use the space bar and backspace key.
- Make capital letters.

### At home you can support learning by:

- Allow time to practice typing using Dance Mat Typing - [www.bbc.co.uk/guides/z3c6tfr](http://www.bbc.co.uk/guides/z3c6tfr).
- Practice by using games at sites such as [www.abcya.com](http://www.abcya.com), [www.starfall.com](http://www.starfall.com).

**Second Grade "I can" statements:**

- Sit properly at a computer.
- Turn on a computer.
- Log on to a computer using a user name and password and log off when I am finished.
- Navigate age appropriate websites.
- Use a graphic organizer.
- Use Microsoft Word and apply basic formatting.
- Insert a picture into a document and use frame tools.
- Use the space bar and backspace keys.
- Make capital letters.
- Save my projects to a file and folder.
- Print my work.

**At home you can support learning by:**

- Allowing 10 min. a week for typing time.
- Allowing time to practice typing using Dance Mat Typing - [www.bbc.co.uk/guides/z3c6tfr](http://www.bbc.co.uk/guides/z3c6tfr).
- Practicing by using games at sites such as [www.abcya.com](http://www.abcya.com), [www.starfall.com](http://www.starfall.com).
- Encouraging the use of Microsoft Word.

## Grades Three and Four

Students in grades three and four are using consistent good posture when keyboarding. They are also using Microsoft Word basic formatting skills, and are being introduced to Microsoft PowerPoint.

**Grade 3 "I can" statements**

- Log on to a computer using a user name and password and log off when I am finished.
- Type with my fingers on the home row and reach other keys when I type 8 -15 words per minute.
- Use the shift key for capital letters.
- Find the number keys.
- Insert tables and pictures into documents.

**At home you can support learning by:**

- Allow time to practice typing using Dance Mat Typing - [www.bbc.co.uk/guides/z3c6tfr](http://www.bbc.co.uk/guides/z3c6tfr).
- Practice skills and learn using websites such as: <http://kids.nationalgeographic.com/>, [www.abcya.com](http://www.abcya.com), and [www.thatquiz.org](http://www.thatquiz.org).
- Encouraging the use of Microsoft Word.

**Grade 4 "I can" statements**

- Type 15-20 words per minute.

**At home you can support learning by:**

- Allowing time to practice typing skills using Dance Mat Typing - [www.bbc.co.uk/guides/z3c6tfr](http://www.bbc.co.uk/guides/z3c6tfr).
- Practice skills and learn using websites such as: <http://kids.nationalgeographic.com/>, [www.abcya.com](http://www.abcya.com), and [www.thatquiz.org](http://www.thatquiz.org).
- Encouraging the use of Microsoft Word.
- Allowing time to practice using Microsoft PowerPoint.

## Grades Five and Six

Students in grades five and six will be able to retrieve existing Microsoft Office projects and be able to manipulate objects and add special effects to documents and presentations.

**Grade 5 "I can" statements:**

- Open a Microsoft Word document and format it appropriately.
- Insert a pictures, text boxes and auto shapes.
- Edit using special effects, line width, and fill colors.
- Use Microsoft Publisher and create various projects by resizing and editing pictures and

**At home you can support learning by:**

- Allowing time to practice typing skills at [www.typingweb.com](http://www.typingweb.com).
- Practice skills and learn using websites such as: <http://kids.nationalgeographic.com/>, and [www.thatquiz.org](http://www.thatquiz.org).

<p>text.</p> <ul style="list-style-type: none"> <li>• Create a Microsoft PowerPoint presentation.</li> <li>• Safely navigate the internet and use web quests.</li> </ul>	
<p><b>Grade 6 “I can” statements:</b></p> <ul style="list-style-type: none"> <li>• Open a Microsoft Word document and know how to format it appropriately.</li> <li>• Insert a pictures, text boxes and auto shapes.</li> <li>• Edit using special effects, line width, and fill colors.</li> <li>• Use Microsoft Publisher and create various projects by resizing and editing pictures and text.</li> <li>• Create a Microsoft PowerPoint presentation.</li> <li>• Safely navigate the Internet and use web quests.</li> </ul>	<p><b>At home you can support learning by:</b></p> <ul style="list-style-type: none"> <li>• Allowing time to practice typing skills at <a href="http://www.typingweb.com">www.typingweb.com</a>.</li> <li>• Practice skills and learn using websites such as: <a href="http://kids.nationalgeographic.com/">http://kids.nationalgeographic.com/</a>, and <a href="http://www.thatquiz.org">www.thatquiz.org</a>.</li> </ul>
<h2>Grades Seven and Eight</h2>	
<p>Students in 7th and 8th grade have become proficient in proper keyboarding and fluency. They understand Microsoft Office applications and can edit their work and apply special effects. They know how to insert hyperlinks to websites they have used in class that support their knowledge.</p>	
<p><b>Grade 7 “I can” Statements:</b></p> <ul style="list-style-type: none"> <li>• Use all aspects of Microsoft PowerPoint and all special effects for my presentation.</li> <li>• Embed Microsoft Excel graphs into presentations.</li> <li>• Use all aspects of Microsoft Word: SmartArt, word art, tables, clipart, auto shapes, headers, footers, text boxes.</li> </ul>	<p><b>At home you can support learning by:</b></p> <ul style="list-style-type: none"> <li>• Letting me show you the websites I am learning about in school.</li> <li>• Letting me show you that I have learned to create a presentation.</li> <li>• Allowing time to practice typing skills at <a href="http://www.typingweb.com">www.typingweb.com</a>.</li> <li>• Practicing skills at <a href="http://www.thatquiz.org">www.thatquiz.org</a>.</li> </ul>
<p><b>Grade 8 “I can” Statements:</b></p> <ul style="list-style-type: none"> <li>• Use all aspects of Microsoft PowerPoint and all special effects for my presentation.</li> <li>• Embed Microsoft Excel graphs into presentations.</li> <li>• Use all aspects of Microsoft Word: SmartArt, word art, tables, clipart, auto shapes, headers, footers, text boxes.</li> </ul>	<p><b>At home you can support learning by:</b></p> <ul style="list-style-type: none"> <li>• Letting me show you the websites I am learning about in school.</li> <li>• Letting me show you that I have learned to create a presentation.</li> <li>• Allowing time to practice typing skills at <a href="http://www.typingweb.com">www.typingweb.com</a>.</li> <li>• Practicing skills at <a href="http://www.thatquiz.org">www.thatquiz.org</a>.</li> </ul>