



Caledonia Community Schools

Sixth Grade Instructional Technology Curriculum

2000/2001

Prerequisites: All K-5th grade technology curriculum skills

Technology use at CMS is to be integrated into the core curriculum subjects.

Skills are taught and/or reinforced by all classroom teachers and the computer application courses offered as tools to support the curriculum.

Standard One : Basic Operations and Concepts:

1. Students will gain a sound understanding of the operations of technology systems and terminology.
2. Students will demonstrate proficiency in the use of technology.

___ Will continue to demonstrate proficiency in use of technology equipment.

___ Can open files between Macintosh and Windows format

___ Can work with more than one program at a time (Multitasking)

___ Will continue use of quick keys such as **⌘ + S = Save** **⌘ + P = Print** **⌘ + O = Open** **⌘ + Z = Undo**
⌘ + U = Underline **⌘ + I = Italic** **⌘ + B = Bold** **⌘ + C = Copy** **⌘ + V = Paste**

Networking Skills:

___ Can log on and off the network

___ Can open a program or document on network

___ Can access, save and retrieve a document from your personal folder

Keyboarding Skills:

___ Continued training in touch typing will occur in computer application classes

___ Reinforcement of proper keyboarding will be encouraged in all areas of the curriculum using technology (Including encouraging the use of proper posture, hands curved on keyboard, not looking at hands and touch typing)

___ Will be encouraged to practice keyboarding skills in free time

___ Will begin to work to 20 WPM goal. (as tested in 1 minute unpracticed paragraphs in Computer application classes)

Standard Two: Social, Ethical, and Human Issues

1. Students will understand privacy, copyright, licensing and intellectual property issues and their responsibility.
2. Students will practice responsible use of hardware, software and information.

___ Be responsible for and take care of technology equipment

In Labs at end of sessions do the following:

- | | |
|----------------------|--|
| 1. Go to finder | 5. Launcher should be visible |
| 2. Save work | 6. Keyboard returned to front position |
| 3. Quit all programs | 7. Chair pushed in |
| 4. Log off network | |

___ Show proper conduct in the tech lab setting

___ Sign and follow the Caledonia District Acceptable Use Policy

___ Use appropriate names when saving work

___ Respect the privacy of other's work/files

___ Use his/her appropriate password correctly

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Standard Two: Social, Ethical, and Human Issues con't

- ___ Responsible use of all research tools including internet & CD Rom
- ___ Understand and follow copyright policies
- ___ Understand the importance of password security
- ___ Does not plagiarize information (Put into own words)

Standard Three: Productivity Tools

1. Students will learn and use productivity tools to enhance learning, increase productivity and promote creativity.
2. These will include such tools as word processing, database, spreadsheet, multimedia programs and presentation programs.

Word Processing Skills:

- ___ Continue to improve Word Processing skills in everyday work
- ___ Can add header and footer to document
- ___ Can use first line indent or preset tabs
- ___ Can set margins
- ___ If doing a multipage report or paper can insert date, time and page numbers correctly
- ___ Can format a title page (See format page in student handbook)
- ___ Can use correct bibliography format (See format page in student handbook)
- ___ Can use letter format (See format page in student handbook)
- ___ Continue to use spellchecking
- ___ Continue to use justification (center, right or left)
- ___ Can use text wrap

Drawing/Paint Program Skills:

- ___ Continue to use and improve skills used in earlier grades
- ___ Can use drawing tools for borders, line width, transform, and flipping pictures
- ___ Can insert pictures/graphics from multiple resources into other documents
- ___ Can correctly resize pictures ((Keep picture size under 300K for one picture. If multiple pictures try to keep size under 150K each)

Spreadsheet Skills: (Can use this tool when needed to demonstrate graphing)

- ___ Can create spreadsheets with cells, columns and data
- ___ Can create graphs for projects
- ___ Can print a spreadsheet

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Multimedia/Presentation Skills: Hyperstudio

- Can Create a stack using a text field, button, cards and links
- Can add backgrounds
- Can add simple animation to stack
- Can add images to their stack using scanners, internet or digital cameras

Appleworks Slide Show Skills: (Optional tool available to students)

- Can prepare a slide show using text and graphics
- Can organize, arrange, and present informational slide show

Standard Four: Tools for Communication and Research

1. Students will locate, evaluate and gather information, communicate, collaborate, publish and share projects using a variety of sources include the internet and CD Roms.
2. Students will apply strategies to access the credibility of information sources.

Internet skills:

- Can connect to the Internet
- Can browse the web using links correctly
- Can use a specified search engine for research
- Can type in a specific web site address (URL)
- Can copy or save an image
- Can evaluate a site for relevant information and accuracy
- Can record document source for bibliography
- Can use a classroom email address to communicate with other schools on school related projects with teacher supervision.

Information strategies:

- Can select the correct source/sources for pertinent information for a given project
- Can use the Mois sytem to retrieve information on Careers (Applies to Careers exploratory)
- Can use the electronic Card catalog program to find books(Library Skills as explained by Media Center personel)
- Can use a technology tool to demonstrate curriculum knowledge learned

6th Grade students should have completed the following in integrated work:

1. 4 or more word processing projects/papers such as spelling, journals, poems, short stories, and papers.
2. At least one multimedia project using hyperstudio
3. Used the internet and search engines for a research project

