Name: Kevin Murphy

Course: Technology I (Introduction to Computers & Keyboarding)

Standards:

**3.7.7C--Demonstrate age appropriate keyboarding skills and techniques**

**3.7.7D--Apply basic graphic manipulation techniques**

**3.7.7D--Demonstrate a basic knowledge of desktop publishing applications**

**3.7.7D--Apply intermediate skills in utilizing word processing, spreadsheets, and multimedia software**

**3.7.7E--Apply basic on-line research techniques to solve a specific problem**

**Accommodations**: Monitor seating for visual and hearing impairments, ADD/ADDH issues, chunk information for all, particularly SPED students, use visual, auditory, and hands-on methods to engage all students via multiple intelligences approach.

**Grade Level**: Seventh

**Unit Heading**: Introduction to Computers and the Role of Technology

**Day # / Date** 1 (rotation C week 1) / 9/21/09

**Lesson Topic**: Classroom and course orientation

**Content**: Technology course overview

**Objectives**:

* To know and understand the rules of the class
* To introduce myself, each other, and understand how the class will be taught
* The teacher will get information from the students to get an idea on their computer backgrounds (student information sheet)
* To establish email accessible in the computer lab for each student

**Methods**:

Direct Instruction. Mostly lecture with PowerPoint and some discussion questioning. If we are able to get started on the email establishment there will be hands on time for the students after I demonstrate on the whiteboard from my PC

**Evaluation**: Monitor students for their understanding

**Unit Heading**: Introduction to Computers and the Role of Technology

**Day # / Date** 2 (rotation C week 1) / 9/22/09

**Lesson Topic**: Internet Research

**Content**: Introduction to Computers

**Objectives**:

* To be able to know what Internet search engines are and get practice using them
* To find the president’s speech on education, read it and reflect on it
* Use an online typing tutor for initial keyboard familiarity (MrKent.com)

**Methods**:

Direct (model and demonstration) and Indirect (after I do it, they do it) Instruction. I will demonstrate how to find the president’s speech and then the students will do it individually. If students do it quickly, they can start to get familiar with the keyboard by using an online tutor and testing site.

**Evaluation**: Monitor students for their understanding. By the end of the week, all students will demonstrate their understanding with an email to me with a portion of the speech copied in the boy of the message and their thoughts on the speech (why they selected that passage).

**Unit Heading**: Introduction to Computers and the Role of Technology

**Day # / Date** 3 (rotation C week 1) 9/23/09

**Lesson Topic**: Internet Research (continued) and Composing an Email

**Content**: Introduction to Computers

**Objectives**:

* Students will establish an email account by using one of the online services (AOL, Yahoo, hotmail, etc.)
* Students will compose an email to the instructor with a section of the president’s speech copied and pasted into the body of the email address
* Students will understand how to copy and paste text from an Internet site as well as a link to that site itself
* Students will understand how to save an email as a draft and know what should be in the “To”, “Subject” and “cc” field of an email
* Use an online typing tutor for initial keyboard familiarity (MrKent.com)

**Methods**: Direct (model and demonstration) and Indirect (after I do it, they do it) Instruction. I will demonstrate how to compose an email and how to copy and paste for the entire class.

**Evaluation**: Monitor students for their understanding. By the end of the week, all students will demonstrate their understanding with an email to me with a portion of the speech copied in the boy of the message and their thoughts on the speech (why they selected that passage).

**Unit Heading**: Introduction to Computers and the Role of Technology

**Day # / Date** 4 (rotation C week 1) 9/24/09

**Lesson Topic**: Internet Research (continued) and Composing an Email (continued)

**Content**: Introduction to Computers

**Objectives**:

* Students will establish an email account by using one of the online services (AOL, Yahoo, hotmail, etc.)
* Students will compose an email to the instructor with a section of the president’s speech copied and pasted into the body of the email address
* Students will understand how to copy and paste text from an Internet site as well as a link to that site itself
* Students will understand how to save an email as a draft and know what should be in the “To”, “Subject” and “cc” field of an email
* Use an online typing tutor for initial keyboard familiarity (MrKent.com)

**Methods**: Direct (model and demonstration) and Indirect (after I do it, they do it) Instruction. After demonstrating on days 2-3, on this day I will pass out a step-by-step instruction sheet so that any students still having issues to complete the activities can read exactly what to do. I will also have the students who are moving at a faster pace help some of the students still catching up. Lastly, I will read a sample high quality email from a previous session so that students know exactly what I’m looking for and know a peer of theirs accomplished it.

**Evaluation**: Monitor students for their understanding. By the end of the week, all students will demonstrate their understanding with an email to me with a portion of the speech copied in the boy of the message and their thoughts on the speech (why they selected that passage).

**Unit Heading**: Introduction to Computers and the Role of Technology

**Day # / Date** 5 (rotation C week 1) 9/25/09

**Lesson Topic**: Internet Research and Composing and Email completion of assignment and Introduce Keyboarding if there is time (did not finish assignment in time with rotation B 7th graders)

**Content**: Introduction to Computers and Intro to Keyboarding

**Objectives**:

* Students will understand how to research on the Internet to find the president’s speech and reflect on his message
* Students will demonstrate their ability to compose and email and copy and paste from an Internet page with an email to me.
* Some students will establish their current words-per-minute score as a baseline assessment of how fast they currently type using their existing method
* Students may learn the key technique positions for typing and understand the importance of keyboarding skills.

**Methods**: Direct (model and demonstration) and Indirect (after I do it, they do it) Instruction. If we are able to complete the email/Internet research exercise, we will kick-off Keyboarding with a lecture on the importance of the skill, emphasizing technique and discussing the drilling that will be necessary to become proficient.

**Evaluation**: Monitor students for their understanding. By the end of the week, all students will demonstrate their understanding with an email to me with a portion of the speech copied in the boy of the message and their thoughts on the speech (why they selected that passage).

**Unit Heading:** Review Introduction to Computers and Role of Technology

**Day # / Date:** 6 / October 5, 2009

**Lesson Topic:** Review and wrap-up week 1 activities, prior to kicking off keyboarding tomorrow

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Review and complete week 1 e-mail/Internet Research activity | Compose and email demonstrating the ability to cut and paste text and a link | Demonstration and handout with follow-on hands-on work | E-mail to me |
| Internet Research | Use a search engine to find the President’s speech, read it and select a passage to write about | Demonstration and handout with follow-on hands-on work | E-mail to me with a section of the speech copied and pasted to the body of the email and thoughts on it |
| Keyboard Tutorial | Access on-line keyboard tutorial to assess current WPM and/or familiarize with keyboard layout | Demonstration followed by independent work. | Monitor |
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**Unit Heading: Keyboarding**

**Day # / Date:** 7 / October 6, 2009

**Lesson Topic:** Introduction – importance of technique and finding Home Row

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Proper technique for keyboarding | Know the basic typing position (fingers and body) | PowerPoint lecture and then show students keyboard and watch as each demonstrate proper technique. Model the technique often. | Monitor as I walk around making corrections. Provide rubric for future assessment |
| Basic typing position of fingers – finding home row | Practice proper key stroking for home row, space bar, and return/enter | Display lines to type via PowerPoint and read aloud. | Observe student techniques and make on the spot corrections. |
| On-line practice | Access on-line tutorial to reinforce Home Row lesson | Do lesson 1 as drill on: http://www.typeonline.co.uk/ | Observe and monitor for correct technique and reaches |
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Note – lesson 1 & 2 from Key in on Keyboarding

**Unit Heading: Keyboarding**

**Day # / Date:** 8 / October 8, 2009

**Lesson Topic:** Review Home Row and Introduce E, O, G, & U keys

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Basic typing position of fingers – finding new keys | Practice proper key stroking for E, O, G, & U keys | Display lines to type via PowerPoint and read aloud (or pass out sheet). | Observe student techniques and make on the spot corrections. |
| On-line practice | Access on-line tutorial to reinforce Home Row lesson | Do exercise 2 as drill on: http://www.typeonline.co.uk/ | Observe and monitor for correct technique and reaches |
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Note – Review lesson 1 & 2 and new lesson 3, 4, 5, & 6 from Key in on Keyboarding

**Unit Heading: Keyboarding**

**Day # / Date:** 9 / October 9, 2009

**Lesson Topic:** Review E, O, G, & U keys and Introduce H, I, T, Right Shift, and period

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Basic typing position of fingers – finding new keys | Practice proper key stroking for H, I, T, Right Shift, and period | Display lines to type via PowerPoint and read aloud (or use handout). | Observe student techniques and make on the spot corrections. |
| On-line practice | Access on-line tutorial to reinforce Home Row lesson | Do lesson 1 and/or 2 as drill on: http://www.typeonline.co.uk/ | Observe and monitor for correct technique and reaches |
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Note – Review lesson 3, 4, 5, & 6 and new lesson 7, 8, 9, 10, & 11 from Key in on Keyboarding

**Unit Heading: Keyboarding**

**Day #** 10 - 11 **/ Date:** October 26, 2009 – October 27, 2009

**Lesson Topic:** Learning.com Assessment (2 Days)

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Learning.com Assessment | Take online test for data collection of school technology knowledge | Demonstrate sign-in, distribute logins and passwords individually – circulate to answer questions | Review results with Meg Robinson by grade |
| Assignment #1 (if students complete test) | Conduct Internet Research, Copy and Paste text and a link from official White House web site (~60 students still have not completed this assignment) | Distribute step-by-step instruction sheet to those who need it. | Students either email me the completed assignment or show it to me on their monitor via MS Word |
| On-line practice Review from prior week | Access on-line tutorial to reinforce Home Row lesson | Do lesson 1 and/or 2 as drill on: http://www.typeonline.co.uk/ | Observe and monitor for correct technique and reaches |
| On-line practice Review |  | Home Row Balloon Blast typing practice from MrKent site | Observe and monitor for correct technique and reaches |

**Unit Heading: Keyboarding**

**Day #** 12 **/ Date:** October 28, 2009

**Lesson Topic:** Review Technique and E & O Keys and Give time to complete Assignment #1

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Proper technique for keyboarding | Know the basic typing position (fingers and body) | Show opening PowerPoint lecture slide on technique and keyboard keys w/fingers. Model the technique often. | All students will have an individual assessment with primary focus on technique |
| Complete Assignment #1 | Memorize Home Row Keys using visual reminder | With stickers and markers, students will mark 8 home row keys on a sticker and place on each finger. Recitation - I will dictate typing exercises aloud. | Observe and monitor for correct technique and reaches |
| Basic typing position of fingers – reviewing last keys (E & O) | Practice proper key stroking for E & O | Display lines to type via PowerPoint. | Observe student techniques and make on the spot corrections. |
| Font and margins | Change font size and type in MS Word and adjust margins | Demonstration | Walk around and make sure all students have correct font and margins |

**Unit Heading: Keyboarding**

**Day #** 13 **/ Date:** October 29, 2009

**Lesson Topic:** Review Home Row, E, & O, and Introduce G, & U keys

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| **Content** | **Objectives (TSWBAT)** | **Methods** | **Evaluation** |
| Proper technique for keyboarding | Know the basic typing position (fingers and body) | Show opening PowerPoint lecture slide on technique and keyboard keys w/fingers. Model the technique often. | Will assess each student individually using rubric distributed to each student (and reviewed together) |
| Home Row Fingers | Memorize Home Row Keys using visual reminder | With stickers and markers, students will mark 8 home row keys on a sticker and place on each finger. Recitation - I will dictate typing exercises aloud. | Observe and monitor for correct technique and reaches |
| Basic typing position of fingers – finding new keys (G & U) | Practice proper key stroking for Home Row, E, O, G, & U keys | Display lines to type via PowerPoint. | Observe student techniques and make on the spot corrections. |
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**Standards:** Demonstrate age appropriate keyboarding skills and techniques.

**Accommodations**: See IEP’s (i.e. special seating arrangements in computer lab)

Key Questions:

Where should your pointer fingers be? What are those keys called? Where do all keystrokes begin and end?

Why is it so important to practice, practice, and practice some more?

**Unit Heading: Keyboarding**

**Day #** 14 **/ Date:** October 30, 2009

**Lesson Topic:** Review G & U, Introduce H, I, T, Right Shift, and Period (through lesson #11 of Key in On Keyboarding)

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Basic typing position of fingers – finding new keys | Practice proper key stroking for G,& U, | Display lines to type via PowerPoint and read aloud (or pass out sheet). | Observe student techniques and make on the spot corrections. |
|  | Learn proper finger technique for H, I, & T | Discussion with demonstration. Walk about and model with my keyboard. | Same as above. Remind students of rubric for future assessment stressing sound technique. |
|  | Practice proper key stroking H, I, and T keys | Display lines to type via PowerPoint and read aloud (or pass out sheet). | Observe student techniques and make on the spot corrections. |

**Unit Heading: Keyboarding**

**Day #** 15 **/ Date:** November 16, 2009

**Lesson Topic:** Review E, O, G, & U and Introduce H & I

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| **Content** | **Objectives (TSWBAT:)** | **Methods** | **Evaluation** |
| Basic typing position of fingers – finding new keys | Practice proper key stroking for H & I keys | Pass out sheet for practice typing drills. | Observe student techniques and make on the spot corrections. |
| Review prior learned keystrokes (lessons 1-6 in text) | Know proper keystroke technique for home row, E, O, G, & U keys. | Discussion with demonstration. Walk about and model with my keyboard. | Same as above. Remind students of rubric for future assessment stressing sound technique. |
| Introduction to MS Word | Insert a table into a document | Demonstration on overhead and walk around to see students work. | Check each student’s table (in MS Word Unit will build off this skill) |

**Unit Heading: Keyboarding**

**Day #** 16 **/ Date:** November 17, 2009

**Lesson Topic:** Review H & I keys, and Introduce T, Right Shift, and Period

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (lessons 7 & 8) | Practice proper key stroking for H & I Keys | Pass out sheet for practice typing drills. | Observe student techniques and make on the spot corrections. |
| Basic typing position of fingers – finding new keys (lessons 9, 10, & 11 in text) | Learn proper finger technique for T, Right Shift, and Period Keys | Discussion with demonstration. Walk about and model with my keyboard. Drills to follow. | Same as above. Remind students of rubric for future assessment stressing sound technique. |
| Introduction to MS Word | Adjust margins on a document | Demonstration of Page Layout formatting tab. | Typing drills should be on narrow margin – visibly check for this |
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Notes – remind students when typing a period two spaces follow it before starting the next sentence.

**Unit Heading: Keyboarding**

**Day #** 17 **/ Date:** November 18, 2009

**Lesson Topic:** Review learned keys via online exercises – work on creating a table

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes | Practice proper key stroking for learned keys via online practice | 3 optional sites – MrKent.com, typeonline.com.uk, or customtyping.com | Observe student techniques and make on the spot corrections. |
| Intro to MS Word | Create a table with their class schedule | Discussion with demonstration. | Check each table at end of period |

**Unit Heading: Keyboarding**

**Day #** 18 - 19 **/ Date:** November 19 - 20, 2009

**Lesson Topic:** Review T, Right Shift, and Period keys, and Introduce R & W

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (lessons 9, 10, & 11 in text) | Practice proper key stroking for T, Right Shift, and Period Keys | Pass out sheet for practice typing drills. | Observe student techniques and make on the spot corrections. |
| Basic typing position of fingers – finding new keys (12 & 13) | Learn proper finger technique for R & W Keys | Discussion with demonstration. Walk about and model with my keyboard. Drills to follow. | Same as above. Remind students of rubric for future assessment stressing sound technique. |
| Introduction to MS Word | Insert columns in a document to create a newspaper/magazine/newsletter look | Demonstration of Insert, Columns tab. | Typing drills should be in columns – visibly check for this |
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**Unit Heading: Keyboarding**

**Day #** 20 **/ Date:** December 6, 2009

**Lesson Topic:** Review H, I, T, & Right Shift Keys and Introduce the Period (.) Key

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| **Content** | **Objectives (TSWBAT:)** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (lessons 1 – 10 in text) | Practice proper key stroking for H, I, T, & Right Shift keys | Practice typing drills off of handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 11) | Know proper keystroke technique for period (.) key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Introduction to MS Word | Create a bulleted list of text | Demonstration on overhead | Walk around to ensure students understand. Follow up typing should be in bullets (multiple styles) |

Notes: Show a Glencoe video for one of the prior reaches to review proper technique with a child modeling it.

Remind students when typing a period two spaces follow it before starting the next sentence.

**Unit Heading: Keyboarding**

**Day #** 21 **/ Date:** December 7, 2009

**Lesson Topic:** Review Period Key, and Introduce the R Key

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 11 in text) | Practice proper key stroking for Period key (and all earlier learned strokes) | Practice typing drills off of handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 12) | Know proper keystroke technique for R key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Introduction to MS Word | Change the spacing in a paragraph from single to double spacing. | Demonstration on overhead. Students will adjust their own drill typing (ensure they type in paragraphs, not lines) | Walk around to ensure students understand. Follow up typing should be visibly adjusted from single to double space. |

Notes – Do a speed contest (one side of the room against another or boys vs. girls – add words per minute and highest average wins something, maybe extra free time)

**Unit Heading: Keyboarding**

**Day #** 22 - 24 **/ Date:** December 8, 2009 – December 10, 2009 (all half days, presumably alternating classes)

**Lesson Topic:** Learn W Key and Review previously learned keys via online exercises

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 12 in text) | Practice proper key stroking for R key (and all earlier learned strokes) | Practice typing drills off of handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 11) | Know proper keystroke technique for R key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Introduction to MS Word | Highlight text using the highlighter function. | Demonstration on overhead. Students will be instructed to highlight a certain line of text | Walk around to ensure students understand. Specified typing should be visibly highlighted per my instruction. |
| Introduction to MS Excel | Perform basic math functions in MS Excel (sum of a row and average of that row) | Demonstration during contest and then have students compute their own average during practice | Students must show me their average words per minute (WPM) score at certain intervals. |

Notes: This shortened week will allow week C 7th graders to “catch-up” from their 2-day week prior to Thanksgiving. This group was able to finish H, I, T, and Right Shift but could use the review time available this week. The C week 7th graders just did H and I in their two days.

Use online sites (MrKent, typeonline.co.uk, customtyping, or nimblefingers.com) for practice typing and summation and averaging exercises in Excel

**Unit Heading: Keyboarding**

**Day #** 25 **/ Date:** January 11, 2009 (Week #6 with 7th Graders. Have done Home Row, E, O, G, U, H, I, T, R, S, W, . , Rt/Lt Shift. Learning 2 more this week and reinforcing prior keys and good technique after long layoff from break

**Lesson Topic:** Review R, W, and . (Period) & Rt & Lt Shift Keys and Introduce the N Key

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| **Content** | **Objectives (TSWBAT:)** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (lessons 1 – 13 in text) | Practice proper key stroking for R, S, W, H, I, T, Period, & Right/Left Shift keys | Video to show 5th grader who types 119 wpm (to inspire/motivate). Online practice from nimblefingers.com | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 14) | Know proper keystroke technique for N key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice with exercises 14A – 14D from text. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Keyboarding | Understand critical technique aspect of keyboarding – looking at monitor/copy, NOT keys | Explain that next week ½ of typing will be with cloth covering fingers. Discuss grading process. | Up to now grade has been all *Class Participation* and *Class Work* – week 7 – 12 will have weekly quiz and/or timed assessment since we’ll be 65% through the main keys learned after this week (22 of 34) |

Notes: Will only see 2 & 3rd period classes Monday and Friday so I must be more efficient with these two groups and ensure they learn both keys of the week. Due to break, will review more with periods 4 – 7 and spend more time on practice for letters N & C. Show a Glencoe video for one of the prior reaches to review proper technique with a child modeling it.

Remind students when typing a period two spaces follow it before starting the next sentence.

**Unit Heading: Keyboarding**

**Day #** 26 & 27 **/ Date:** January 12 & January 14, 2009

**Lesson Topic:** Review N and other prior learned keys

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 14 in text) | Practice proper key stroking for Period key (and all earlier learned strokes) | Practice typing drills off of online sites (nimblefingers select exercises) and from handout sheets | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Introduction to MS Word | Research information from the Internet and create and format a table in MS Word | Demonstration on overhead. Students will create a simple table (in line w/Social Studies – State info) and format it to look professional | Walk around to ensure students understand. Visually check all completed tables on each screen. |

Notes – Periods 4-7 will first finish exercises from handout (14C & 14D and then be introduced to Custom Typing online site where they can visually review all correct finger reaches for prior learned keys). If Tuesday is a productive day of review, on Thursday we will mix in an Internet Research/Microsoft word exercise to create and format a table. We have create a simple table before, but will now use the “Design” tab to make the table look sharper.

**Unit Heading: Keyboarding**

**Day #** 28 **/ Date:** January 15, 2010

**Lesson Topic:** Learn C Key and Review previously learned keys via online exercises

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 14 in text) | Practice proper key stroking for N Key (and all earlier learned strokes) | Practice typing drills off of handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 15) | Know proper keystroke technique for C key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice online and w/handout | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |

Notes: This will be the 2nd of 2 days with periods 2 and 3 who must work efficiently through a review of N (and other earlier learned keys) and learning the new key – C. Try and find some time for periods 2 & 3 to practice with custom typing’s visuals.

Use online sites (MrKent, typeonline.co.uk, customtyping, or nimblefingers.com) for practice typing

**Unit Heading: Keyboarding**

**Day #** 25 **/ Date:** January 11, 2009 (Week #6 with 7th Graders. Have done Home Row, E, O, G, U, H, I, T, R, S, W, . , Rt/Lt Shift. Learning 2 more this week and reinforcing prior keys and good technique after long layoff from break

**Lesson Topic:** Review R, W, and . (Period) & Rt & Lt Shift Keys and Introduce the N Key

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| --- | --- | --- | --- |
| **Content** | **Objectives (TSWBAT:)** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (lessons 1 – 13 in text) | Practice proper key stroking for R, S, W, H, I, T, Period, & Right/Left Shift keys | Video to show 5th grader who types 119 wpm (to inspire/motivate). Online practice from nimblefingers.com | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 14) | Know proper keystroke technique for N key | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice with exercises 14A – 14D from text. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Keyboarding | Understand critical technique aspect of keyboarding – looking at monitor/copy, NOT keys | Explain that next week ½ of typing will be with cloth covering fingers. Discuss grading process. | Up to now grade has been all *Class Participation* and *Class Work* – week 7 – 12 will have weekly quiz and/or timed assessment since we’ll be 65% through the main keys learned after this week (22 of 34) |

Notes: Will only see 2 & 3rd period classes Monday and Friday so I must be more efficient with these two groups and ensure they learn both keys of the week. Due to break, will review more with periods 4 – 7 and spend more time on practice for letters N & C. Show a Glencoe video for one of the prior reaches to review proper technique with a child modeling it.

Remind students when typing a period two spaces follow it before starting the next sentence.

**Unit Heading: Keyboarding**

**Day #** 29 & 30 **/ Date:** February 1 & 2, 2010

**Lesson Topic:** Review Prior Learned Keys and Learn M, Y, and Comma (,) Keys

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 16 in text) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites (custom typing 30 day trial site) with fingers covered | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| New Keys (lessons 17, 18, and 20) | Practice proper key stroking for M, Y, and Comma (,) Keys | Practice typing drills from exercises 17, 18, & 20 (and nimble fingers site) | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Introduction to MS Word | Insert clip art graphics to a document, use Word Art feature to make a title, and add a border to their document | Demonstration on overhead. Students will do each of these things on their practice typing pages for the new key typing drills. | Walk around to ensure students understand. Visually check all screens to see that each student demonstrates the appropriate MS Word skill. |
| Introduction to MS Word | Understand the layout of MS Word in a “big picture” manner | Show video (2 available) from Microsoft’s site that demos how to use the program to make documents stand out. | Future quiz on basics of MS Word to ensure minimal comprehension of this program that we routinely use for our regular practice (and periodic mini-lessons within the application) |

Notes – We will be learning 5 keys this week as we have a full 4/5 days with both B & C weeks. For Monday I want to spend some time reviewing all of the keys learned to this point: 22 of 34 (A, S, D, F, J, K, L, ;, E, O, G, U, H, I, T, RT/LFT SHIFTS, PERIOD, R, W, C, and N). We will show a video on Monday with a reminder about posture and how to use the towels to cover our hands (5 minutes). We will spend more and more time with the towels over hands from here forward. There will also be either a quiz or a timed typing assessment at the end of each remaining week together to augment the Class Work and Class Participation grades for each week. This week is a 20 question quiz and next week is a timed typing assessment.

**Unit Heading: Keyboarding**

**Day #** 31 - 33 **/ Date:** February 3, 4, & 5th, 2010

**Lesson Topic:** Learn V and B Keys and Have quiz for year-to-date assessment

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 18 in text) | Practice proper key stroking for M, Y, and comma Keys (and all earlier learned strokes) | Practice typing drills off of handout and/or online sites | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 19 & 21) | Know proper keystroke technique for V and B keys | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice online and w/handout | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |

Notes: Mon & Tuesday will be review and M, Y, and Comma keys. Thursday will be V & B Keys and Friday will begin with the quiz and as kids finish they can do custom lessons on Mavis Beacon and when all students are finished they can complete class with typing games from Mavis Beacon. Wed is 5-8 this week

Use online sites (MrKent, typeonline.co.uk, customtyping, or nimblefingers.com) for practice typing

**Unit Heading: Keyboarding**

**Day #** 34 & 35 **/ Date:** February 22 & 23, 2010

**Lesson Topic:** Review Prior Learned Keys and Learn P & X Keys

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 21 in text) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites with fingers covered | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| New Keys (lessons 22 & 23) | Practice proper key stroking for P & X Keys | Practice typing drills from exercises 22 & 23 (and nimble fingers site) | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Introduction to MS Word | Understand the layout of MS Word in a “big picture” manner | Show video (2 available) from Microsoft’s site that demos how to use the program to make documents stand out. | Future quiz on basics of MS Word to ensure minimal comprehension of this program that we routinely use for our regular practice (and periodic mini-lessons within the application) |
|  |  |  |  |

Notes – We will be learning 4 keys this week and taking our quiz that was postponed because of snow. On Monday I want to spend some time reviewing all of the keys learned to this point: 27 of 34 (A, S, D, F, J, K, L, ;, E, O, G, U, H, I, T, RT/LFT SHIFTS, PERIOD, R, W, C, N, M, Y, V, B, and COMMA – C Week only did M and Y so they have to catch-up to stay on track with B Week 7th graders). The Word videos were not shown due to the snow and the quiz postponement.

We will spend more and more time with the towels over hands from here forward. There will also be either a quiz or a timed typing assessment at the end of each remaining week together to augment the Class Work and Class Participation grades for each week. This week is a 20 question quiz and next week is a timed typing assessment.

**Unit Heading: Keyboarding**

**Day #** 36 - 38 **/ Date:** February 24, 25, & 26h, 2010

**Lesson Topic:** Learn Q and V Keys and Have quiz for year-to-date assessment (and Wed – Make Poster Honoring Black History Month figure)

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 23 in text) | Practice proper key stroking for P & X (and all earlier learned strokes) | Practice typing drills off of handout and/or online sites | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (lesson 25 & 27) | Know proper keystroke technique for Q and Z keys | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice online and w/handout | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Introduction to MS Word | Insert clip art graphics to a document, use Word Art feature to make a title, and add a border to their document | Demonstration on overhead. Students will do each of these things on their practice typing pages for the new key typing drills. | Walk around to ensure students understand. Visually check all screens to see that each student demonstrates the appropriate MS Word skill. |

Notes: Mon & Tuesday will be review and P and X keys. Thursday will be for Q and Z keys (same finger – reach up and down) and Friday will begin with the quiz and as kids finish they can do custom lessons on Mavis Beacon and when all students are finished we can watch the 2nd MS Word video and then they can complete class with typing games from Mavis Beacon. Wed is 1 - 4 this week. I will show an MS Word video and do the MS Word lesson from the prior week which was making a poster of an African-American inventor in honor of Black History Month. The poster must use word art, clip art, and have a border and at least 3-bullets about his/her accomplishments. This will be a class work grade (note that this was done with 5-8 last Wednesday, but had to be pulled from 7E due to behavior issues during the instruction/demonstration phase of the lesson).

Use online sites (MrKent, typeonline.co.uk, customtyping, or nimblefingers.com) for practice typing

**Unit Heading: Keyboarding**

**Day #** 39 & 40 **/ Date:** March 14 & 15, 2010, 2010

**Lesson Topic:** Review Prior Learned Keys and Learn Q & Z Keys and : and ? Keys

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 23 in text) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites with fingers covered | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| New Keys (lessons 27 & 25) | Practice proper key stroking for Q & Z Keys | Practice typing drills from exercises nimble fingers site | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Introduction to MS Word | Understand the layout of MS Word in a “big picture” manner | Show video (2 available) from Microsoft’s site that demos how to use the program to make documents stand out. | Future quiz on basics of MS Word to ensure minimal comprehension of this program that we routinely use for our regular practice (and periodic mini-lessons within the application) |
| Keyboarding Quiz | Assess understanding of fundamentals of keyboarding | Pen and paper quiz | 3 sections took the quiz – other 3 sections (and absent students) need to take |

Notes – We will be learning 10 keys this week (Q, Z, Colon, ?, slash, dash, $, %, #, and &)and then doing an individual assessment of each student’s technique on Thursday & Friday. The Word videos have not yet been shown to most 7th grade sections.

We will spend more and more time with the towels over hands from here forward. There will also be either a quiz or a timed typing assessment at the end of each remaining week together to augment the Class Work and Class Participation grades for each week. This week is a 20 question quiz and next week is a timed typing assessment.

Mon – review time and learn Q & Z and practice the new keys

Tues – quiz for 3 of 6 sections (and make-up in other 3). Learn Colon and ? and practice. Possible writing prompt.

**Unit Heading: Keyboarding**

**Day #** 41 - 43 **/ Date:** March 16, 17, & 18, 2010

**Lesson Topic:** Learn Q and V Keys and Have quiz for year-to-date assessment (and Wed – Make Poster Honoring Black History Month figure)

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (through lesson 28 in text) | Practice proper key stroking for Q, Z, :, ? (and all earlier learned strokes) | Practice typing drills off of handout and/or online sites | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Basic typing position and reach with fingers – finding new keys (symbols) | Know proper keystroke technique for slash, dash, $, %, and # keys | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice online and w/handout | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Basic typing position and reach with fingers – finding new keys (numbers) | Know the use of the number row or keypad for typing numbers. | Discussion with demonstration. Model with my keyboard in multiple classroom locations. Practice online or with Mavis Beacon. | Same as above. Stress the importance of technique for good grade once all letters have been learned (see rubric) |
| Introduction to MS Excel | Calculate averages using a spreadsheet as well as the maximum and minimum from a range | Demonstrate and have students all track their work and calculate their average wpm and find the max and min | All students will show me their |

Notes:

Wed – Practice with writing prompt (copy SI articles)

Thursday & Friday – individual assessments of at least half of each class. Possible writing prompt (favorite movie or tv show – describe the characters, story in detail, why it is your favorite, etc. – next week together dream vacation newsletter, less formatting than 8th grade and more about volume of typing)

Use online sites (MrKent, typeonline.co.uk, customtyping, or nimblefingers.com) for practice typing

**Unit Heading: Keyboarding**

**Day #** 44 – 46 **/ Date:** April 26 - 28, 2010

**Lesson Topic:** Review Prior Learned Keys, Work on Building Speed (to 30 wpm goal), and Intro to PowerPoint

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| **Content** | **Objectives** | **Methods** | **Evaluation** |
| Review prior learned keystrokes (A - I) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites  Practice in PowerPoint from handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Intro to PowerPoint | Navigate around PowerPoint and create new slides. | Demo video and demo from me. | Check each students’ screen for a title page and the bulleted practice typing with a design theme from PPT. |
| Review prior keystrokes | Type proficiently from an article. | Independent practice from a magazine article. | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently. Check # of words in MS Word to see if student exceeds target figure. |
| Review prior learned keystrokes (J - Q) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites  Practice in PowerPoint from handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |

Notes – We will be focusing on speed and technique this week and do practice typing drills in PowerPoint with one lesson each day with PPT.

The next formal assessment will be a speed, accuracy, and technique grade (last grade was just technique). I will review the previous grade on technique with each student individually during practice typing.

Mon – review time on customtyping.com, PowerPoint video, and A-I drills in PPT.

Tues – Online practice to start class, J-Q in PowerPoint with continued online practice to those who finish.

Wed – Periods 5 – 8. Online practice and article copying or writing prompt.

**Unit Heading: Keyboarding**

**Day #** 47 - 48 **/ Date:** April 29 - 30, 2010

**Lesson Topic:** Review Prior Learned Keys, Work on Building Speed (to 30 wpm goal), and Intro to PowerPoint

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| **Content** | **Objectives (TSWBAT):** | **Methods** | **Evaluation** |
| Speed practice | Determine their speed of typing to hone proficiency | Online practice (typingtest.com and MrKent.com) | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Review prior learned keystrokes (R - Z) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites  Practice in PowerPoint from handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Intro to PowerPoint | Insert graphics (clip art) or picture into a presentation. | Demo from me. | Check each students’ screen for a graphic related to the article that they are typing from. |
| Review prior learned keystrokes (frequently used words and warm-up keys) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites  Practice in PowerPoint from handout | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |

Notes:

Thursday - Review grade from “Quick Brown Fox” Technique Assessment with each student. Online practice with a focus on improving speed while maintaining good technique. Typing drills with PowerPoint (article copy) with a lesson on adding a graphic or image at the end.

Friday – individual assessments of at least half of each class. Possible writing prompt (dream vacation or continuation story where every 10 minutes we change computers)

Use online sites (MrKent, typeonline.co.uk, [www.typing-lessons.org](http://www.typing-lessons.org), powertyping.com, sense-lang.org, and testmytyping.com, customtyping, or nimblefingers.com) for practice typing

**Unit Heading: Keyboarding**

**Day #** 49 - 51 **/ Date:** May 17 - 21, 2010

**Lesson Topic:** Review Prior Learned Keys, Work on Building Speed & Accuracy (to 30 wpm goal & 90%+)

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| **Content** | **Objectives (TSWBAT):** | **Methods** | **Evaluation** |
| Speed practice | Determine their speed of typing to hone proficiency | Online practice (typingtest.com, Testmytping.com, and MrKent.com) | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Review prior learned keystrokes (frequently used words and warm-up keys) | Practice proper key stroking for all learned key strokes | Practice typing drills off of online sites | Observe student techniques and make on the spot corrections – Class work grade for making the effort to type consistently |
| Speed/Technique/Accuracy Assessment | Use the touch typing method to demonstrate good speed, accuracy, and technique on the keyboard. | Timed test and observation in small groups. | Watch students in groups of 4-5 as they type off a web page that measures their speed and accuracy while I use a rubric to score technique. |

Notes:

Monday – review quiz online (quia.com) for Lion Bucks to open, next Mavis Beacon custom lessons or typing-lessons.org make your own exercise for 20 minutes and lastly typingtest.com or testmytyping.com for 2 minute intervals to give each student an idea of their score.

Tuesday – Grade each student for speed, accuracy, and technique. This is the final grade for Projects/Tests/Quizzes category.

Wednesday – Periods 1 – 4 (period 3 will be at Science Fair so I just have 2 sections). I will make-up anyone missed from these groups from Tuesday and allow others to practice on other online keyboarding sites or use Mavis Beacon.

Thursday & Friday – Ms. Robinson will come in and we will administer the 2nd part of the Learning.com survey for the grant. If students finish early they will work on an autobiographical PowerPoint presentation to practice basic skills we started the prior week together.