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EXCEL IN A DIGITAL WORLD

EasyTech Pacing Calendar - 6th Grade

The Pacing Calendar provides a suggested order of assignments and timing for utilizing the EasyTech curriculum in your classroom. For planning purposes, each week contains approximately 90 minutes of curriculum delivered through whole group, independent, guided practice or blended learning implementation models.

Prior to beginning the school year, it is recommended that you create student technology portfolios (digital or print) to provide students a way to share their learning. The portfolio may include EasyTech certificates, reports, and Application Exercise entries and work products. Pictures are a great way to show your students in the learning process and can be used at the end of the year for a class slideshow or a technology showcase.

Note about Keyboarding: Remember to provide students with time each week to improve their keyboarding technique, accuracy and speed through Adaptive Keyboarding after they have completed the keyboarding lessons and guided practice exercises.

Digital Literacy Concept	Month 1	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Online Safety: Digital Citizenship	Independent	Lesson	15
		Texting Safety Discussion	Whole Group	Discussion	30
		Texting Safety Discussion Reflection	Independent	Application Exercise	5
		Online Safety: Dealing with Cyberbullying	Independent	Lesson	15
	Week 2	Cyberbullying Case Study: Beyond The Victim	Small Group	Application Exercise	90
	Week 3	Cyberbullying Case Study: Beyond The Victim (Presentations)	Whole Group		
		Digital Citizenship Quiz	Independent	Quiz	15
		Healthy Computing	Whole Group	Discussion	30
		Healthy Computing Reflection	Independent	Application Exercise	5
Keyboarding	Week 4	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - These lessons help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete the Cyberbullying Case Study, have the groups share their presentation to reinforce the learning.

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware and Software Fundamentals	Week 1	Hardware Fundamentals: Basic Components	Independent	Lesson	25
		Software Fundamentals: Using Program Menus and Toolbars	Independent	Lesson	25
	Week 2	Creating Program Menus	Independent	Application Exercise	45
		Software Fundamentals: Software, Buttons, and Controls	Independent	Lesson	25
	Week 3	Software Fundamentals: Navigating Ribbon Interfaces	Independent	Lesson	15
		It's a Good Life	Independent	Application Exercise	45
		Input, Output, and Files	Whole Group	Discussion	30
		Input, Output and Files Reflection	Independent	Application Exercise	5
	Week 4	Hardware and Software Fundamentals: Networking	Independent	Lesson	25
		Hardware Fundamentals: Mobile Devices are Technology To Go	Independent	Lesson	15
		Hardware and Software Fundamentals: Computing in the Cloud	Independent	Lesson	15
		Computer Fundamentals Unit Quiz	Independent	Quiz	25
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - When students finish their work with class time remaining, have them practice their keyboarding skills using their Adaptive Keyboarding assignments. It is recommended that you create a keyboarding group within the class to provide students an easy to access area that will help guide them in keyboarding instruction.

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Word Processing: Overview of Basic Skills	Independent	Lesson	15
		Word Processing: Creating Professional Documents	Independent	Lesson	15
		Put Word Processing to Work for You!	Independent	Application Exercise	45
	Week 2	Word Processing: Flyer Print Design	Independent	Lesson	15
		Newsletter	Small Group	Application Exercise	45
		Word Processing: Visual Design	Independent	Lesson	15
	Week 3	Word Processing: Formatting Essays Using MLA	Independent	Lesson	15
		Avoiding Plagiarism	Independent	Application Exercise	60
	Week 4	Create a Set of Instructions	Independent	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Provide students with opportunities to publish their classroom writing in word processing documents along with digital or hand drawn art that illustrates their writing. When students finish their work with class time remaining, have them practice keyboarding skills using their Adaptive Keyboarding assignments.

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 1	Computational Thinking: Algorithmic Problem Solving	Independent	Lesson	15
		Exploring the World Through a Disability	Blended Learning	Application Exercise	60
Coding	Week 2	Building Your First Program	Blended Learning	Codesters	90
	Week 3	Codesters in Space	Blended Learning	Codesters	90
Spreadsheets	Week 4	Spreadsheets: Parts and Navigation	Independent	Lesson	15
		Spreadsheets: Basic Formatting	Independent	Lesson	15
		Basketball Budget Spreadsheet	Independent	Application Exercise	45
		Spreadsheets: Analyzing Data	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - If you are new to Computational Thinking or Coding, complete the lessons alongside your students. Facilitate a discussion about other areas of life where computational thinking can be applied.

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Endangered Mammals Bar Graph	Independent	Application Exercise	90
	Week 2	Sell Me On It	Small Group	Application Exercise	80
	Week 3	Spreadsheets: Formulas	Independent	Lesson	15
		Spreadsheets: Functions	Independent	Lesson	15
		School Supplies Spreadsheet	Independent	Application Exercise	45
	Week 4	Spreadsheets: Sharing and Filtering	Independent	Lesson	15
		It's Just Business	Independent	Application Exercise	45
		Spreadsheets: Trends and Forecasts	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Have students practice entering data to create spreadsheets based on content being studied in core curriculum classes, physical education class or other to show how the data is represented.

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Databases	Week 1	Databases: Creating and Maintaining a Database	Independent	Lesson	25
		Databases Unit Quiz	Independent	Quiz	15
	Week 2	History Database	Whole Group	Application Exercise	90
	Week 3	Movie Database	Independent	Application Exercise	45
		Rock Database	Independent	Application Exercise	45
Internet Usage and Online Communication	Week 4	Internet Usage: Browsing on the Internet	Independent	Lesson	15
		Internet Usage: URLs and Websites	Independent	Lesson	15
		Internet Usage: Web Searches	Independent	Lesson	15
		Internet Usage: Validity and Sourcing	Independent	Lesson	20
		Web Browsing Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - This is the perfect time of the year to put together mini projects in core subject areas which end in digital publication that highlight each student's entire year of learning.

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage and Online Communication	Week 1	Validating Information	Independent	Application Exercise	120
	Week 2	Validating Information (Continued)	Independent	Application Exercise	
		Online Ethics	Whole Group	Discussion	30
		Online Ethics Reflection	Independent	Application Exercise	5
	Week 3	Online Safety: Ethical Use of Digital Resources	Independent	Lesson	15
		Internet Usage: Navigating the World Wide Web	Independent	Lesson	15
	Week 4	Internet? Web? Potato, Potato. Let's Call the Whole Thing Off	Independent	Application Exercise	60
		Online Communications: Online Personal Communication	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Facilitate a discussion with students about the various ways that they communicate online and how it has impacted their in person communication.

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage and Online Communication	Week 1	A Personal Approach to Effective Online Communication	Small Group	Application Exercise	90
	Week 2	Internet Usage: Effective Search Strategies	Independent	Lesson	15
		Let's Take a Trip	Independent	Application Exercise	60
Presentations	Week 3	Presentations: Basic Slideshow Elements	Independent	Lesson	15
		Presentations: Consistency and Visual Design	Independent	Lesson	15
		Consistency and Good Visual Design in Presentations	Small Group	Application Exercise	60
	Week 4	Consistency and Good Visual Design in Presentations (Presentations)	Whole Group		
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Remind students that presentations are more than just what is engaging on the screen. Help students understand that presenting includes their attitude, body language and voice tones. Facilitate a discussion about how to make a presentation engaging through voice to help students prepare for the Consistency and Good Visual Design presentation.

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Multimedia	Week 1	Multimedia: Creating and Enhancing Images and Graphics	Independent	Lesson	15
		Creating a Map	Independent	Application Exercise	60
		Multimedia: Designing Documents with Desktop Publishing	Independent	Lesson	15
	Week 2	Image Quality and File Size	Independent	Application Exercise	90
Online Safety	Week 3	Summer Online Safety Brochure	Independent	Application Exercise	90
	Week 4	Summer Online Safety Brochure (Presentations)	Whole Group		
		Technology Showcase (Optional)			
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Online safety is important to revisit at the end of the year to remind students that they need to be smart when online whether at home or at school. Provide parents with resources to help them keep their students safe online. See the Parent Online Safety Guide linked below. Provide students and parents with ideas for continuing to practice their digital literacy skills during the summer.

Parent Online Safety Guide