

EasyTech Pacing Calendar - 7th 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)
Keyboarding	Week 1	Adaptive Keyboarding: Urban Keyboarding Explorer	Whole Group	Adaptive Keyboarding	45
Online Safety		Healthy Computing	Whole Group	Discussion	30
		Healthy Computing Reflection	Independent	Application Exercise	5
		Texting Safety Discussion	Whole Group	Discussion	30
	Week 2	Texting Safety Discussion Reflection	Independent	Application Exercise	5
		Think Before You Text	Independent	Application Exercise	45
		Online Safety: Digital Citizenship	Independent	Lesson	15
	Week 3	Be Cyber Safe!	Small Group	Application Exercise	45
		What's Private?	Independent	Application Exercise	90
	Week 4				
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - These lessons are spiraled from previous years to help set a firm foundation for safe, appropriate, and effective technology use throughout the year. Begin the month with a whole group introduction to Adaptive Keyboarding.

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Safekeeping Personal Information Discussion	Whole Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
		Online Status Message Basics Discussion	Whole Group	Discussion	30
		Online Status Message Basics Discussion Reflection	Independent	Application Exercise	5
		Online Safety: Dealing with Cyberbullying	Independent	Lesson	15
	Week 2	Take Two: Recognize and Report Cyberbullying	Whole Group	Application Exercise	135
	Week 3	Take Two: Recognize and Report Cyberbullying (Continued)	Whole Group	Application Exercise	
	Week 4	Software Fundamentals: Navigating Ribbon Interfaces	Independent	Lesson	12
		Share and Tell	Small Group	Application Exercise	45
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)
Hardware and Software Fundamentals	Week 1	Hardware Fundamentals: Mobile Devices are Technology To Go	Independent	Lesson	15
		Software Fundamentals: Using Program Menus and Toolbars	Independent	Lesson	25
		Software Fundamentals: Software, Buttons, and Controls	Independent	Lesson	25
Internet Usage and Online Communication		Online Communication: Using Personal Learning Networks	Independent	Lesson	15
	Week 2	Online Communications: Communicating with Instant Messaging	Independent	Lesson	15
		Online Communications: Reading and Writing Blogs	Independent	Lesson	18
		Online Communications: Navigation and Mapping	Independent	Lesson	15
	Week 3	Online Safety: Ethical Use of Digital Resources	Independent	Lesson	15
		Internet Usage: Navigating the World Wide Web	Independent	Lesson	15
		Online Communications: Online Personal Communication	Independent	Lesson	15
	Week 4	Internet Usage: Effective Search Strategies	Independent	Lesson	15
		Become an Internet Sleuth: Strategies to Guide Inquiry	Independent	Application Exercise	35
		Online Communication: Sharing Safely Online	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Remind students about the importance of using the Internet wisely. Discuss with students why it matters if we use someone else's work without giving them credit. Ask how they would feel if they put a lot of hardwork into something and then someone else used it without their permission. How can this impact someone who creates digital work for a living?

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Internet Usage and Online Communication	Week 1	Person of Interest	Independent	Application Exercise	75
		Online Communication: Sharing and Collaborating Online	Independent	Lesson	15
	Week 2	Online Collaboration: Easier Than Offline Collaboration?	Small Group	Application Exercise	180
	Week 3	Online Collaboration: Easier Than Offline Collaboration? (Continued)	Small Group	Application Exercise	
Word Processing	Week 4	Word Processing: Overview of Basic Skills	Independent	Lesson	15
		Word Processing: Creating Professional Documents	Independent	Lesson	15
		Word Processing: Flyer Print Design	Independent	Lesson	15
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 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Word Up! Word Processing 101	Independent	Application Exercise	90
	Week 2	Word Processing: Visual Design	Independent	Lesson	15
		Word Processing: Formatting Essays Using MLA	Independent	Lesson	15
		Following Directions	Small Group	Application Exercise	60
	Week 3	Following Directions (Presentations)	Whole Group		
		Word Processing Middle Grades Unit Quiz	Independent	Quiz	15
Computational Thinking	Week 4	Computational Thinking: Algorithmic Problem Solving	Independent	Lesson	15
		Algorithmic Government	Blended Learning	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

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

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computational Thinking	Week 1	Computational Thinking: Models and Simulations	Independent	Lesson	15
		Time Is Money	Independent	Application Exercise	90
	Week 2	Computational Thinking: Implement and Test	Independent	Lesson	15
		Just Dance	Independent	Application Exercise	60
Coding	Week 3	Building Your First Program	Blended Learning	Codesters	90
	Week 4	Codesters in Space	Blended Learning	Codesters	90
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Facilitate a discussion about other areas of life where computational thinking and coding skills can be applied. When students finish their work with class time remaining, have them practice keyboarding skills using their Adaptive Keyboarding assignments.

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Coding	Week 1	Shapes and Drawings	Blended Learning	Codesters	90
	Week 2	Chat with Your Sprite	Blended Learning	Codesters	90
	Week 3	Recycling Loop	Blended Learning	Codesters	90
	Week 4	Spreadsheets: Analyzing Data	Independent	Lesson	15
Spreadsheets		Number Cube Probability	Independent	Application Exercise	60
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. When students finish their work with class time remaining, encourage them to utilize Adaptive Keyboarding to improve their accuracy and wpm.

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Formulas	Independent	Lesson	15
		Creating a Budget	Independent	Application Exercise	45
Presentations	Week 2	Presentations: Basic Slide Show Elements	Independent	Lesson	15
		Presentations: Consistency and Visual Design	Independent	Lesson	15
		Presentations: Motion Design	Independent	Lesson	15
	Week 3	Saving the Environment Within My Community	Independent	Application Exercise	90
Multimedia	Week 4	Multimedia: Creating and Enhancing Images and Graphics	Independent	Lesson	15
		Metaphors and Images	Independent	Application Exercise	45
		Multimedia: Designing Documents with Desktop Publishing	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: Urban Keyboarding Explorer	Independent	Adaptive Keyboarding	

Tips & Suggestions - Encourage students to place all of their projects in their digital portfolio. Remind students that a digital portfolio is also a multimedia product.

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Multimedia	Week 1	H2O. We Need You So!	Small Group	Application Exercise	75
Online Safety	Week 2	Online Safety: Digital Citizenship	Whole Group	Lesson	15
		Online Status Message Basics Discussion	Whole Group	Discussion	30
		Online Safety: Dealing With Cyberbullying	Whole Group	Lesson	15
		Understanding Identity Theft Discussion	Whole Group	Discussion	15
		Understanding Identity Theft Discussion Reflection	Independent	Application Exercise	5
	Week 3	Safekeeping Personal Information (Review)	Whole Group	Discussion	30
		Summer Online Safety Presentation	Small Group	Application Exercise	90
	Week 4	Summer Online Safety Presentation (Continued)	Small Group	Application Exercise	
		Summer Online Safety Presentation (Presentations)	Whole Group	Application Exercise	
		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](#)