

EasyTech Pacing Calendar - 3rd 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 or guided practice 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 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	Acceptable Use Policies	Whole Group	Discussion	30
		Acceptable Use Policies Reflection	Independent	Application Exercise	5
		Computer Rules Skit	Small Group	Application Exercise	60
	Week 2	Netiquette Discussion	Whole Group	Discussion	15
		Netiquette Discussion Reflection	Independent	Application Exercise	5
		Online Safety: Cyberbullying	Independent	Lesson	15
		Safety Through Open Communication	Whole Group	Discussion	30
		Safety Through Open Communication Reflection	Independent	Application Exercise	5
	Week 3	Inappropriate Content Discussion	Whole Group	Discussion	30
		Inappropriate Content Discussion Reflection	Independent	Application Exercise	5
		How Would You Feel?	Independent	Application Exercise	45
	Week 4	How Would You Feel? (Presentations)	Whole Group		
		Texting Safety Discussion	Whole Group	Discussion	30
		Texting Safety Discussion Reflection	Independent	Application Exercise	5

Tips & Suggestions - These lessons are spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete How Would You Feel?, share projects with the whole class.

Digital Literacy Concept	Month 2	Curriculum Title	Implementation Model	Type	Time (in minutes)
Keyboarding	Week 1	Keyboarding: Home Row	Whole Group	Lesson	13
		Keyboarding: Home Row	Independent	Lesson	13
		Home Row Practice (6 items)	Independent	Guided Practice	
	Week 2	Keyboarding: Upper Row	Independent	Lesson	14
		Upper Row Practice (7 items)	Independent	Guided Practice	
		Keyboarding: Lower Row	Independent	Lesson	13
		Keyboarding: Shift Key	Independent	Lesson	11
		Lower Row Practice (4 items)	Independent	Guided Practice	
	Week 3	Keyboarding: Number Row	Independent	Lesson	12
		Adaptive Keyboarding: The Great Keyboarding Adventure	Whole Group	Adaptive Keyboarding	45
	Week 4	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Consider creating a group or a class just for keyboarding. After students complete their daily classwork, have them practice keyboarding and provide opportunities to practice keyboarding skills for fun and meaningful tasks. Having students type spelling or vocabulary words allows your students to apply their keyboarding skills in core subject areas.

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware Fundamentals	Week 1	Hardware Fundamentals: Network Basics	Independent	Lesson	12
		Devices and Compatibility	Whole Group	Discussion	30
		Devices and Compatibility Reflection	Independent	Application Exercise	5
		Hardware Fundamentals: Mobile Devices	Independent	Lesson	15
	Week 2	Identifying Computer Devices	Small Group	Application Exercise	45
		Computer Basics Unit Quiz	Independent	Quiz	15
Software Fundamentals		Software Fundamentals: Desktop	Independent	Lesson	12
		Software Fundamentals: Windows and Controls	Independent	Lesson	12
	Week 3	Software Fundamentals: Toolbars and Menus	Independent	Lesson	12
		Software Fundamentals: Software and File Formats	Independent	Lesson	12
		Computer Navigation Unit Quiz	Independent	Quiz	15
Multimedia		Audience and Media	Whole Group	Discussion	30
		Audience and Media Reflection	Independent	Application Exercise	5
Computer Fundamentals	Week 4	Good Citizenship Digital Video	Small Group	Application Exercise	120
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - As students are becoming more familiar with how to navigate many software interfaces and online platforms, this is a good time to implement 'tech buddies' in your classroom to help struggling students when lessons are not mastered. Try to use the 'talk, not touch' or 'point, not press' approaches with your buddies so the learner retains control of his/her equipment.

Digital Literacy Concept	Month 4	Curriculum Title	Implementation Model	Type	Time (in minutes)
Computer Fundamentals	Week 1	Good Citizenship Digital Video (Continued)	Small Group	Application Exercise	
		Good Citizenship Digital Video (Presentations)	Whole Group		
Multimedia	Week 2	Creating a Portfolio	Independent	Application Exercise	45
Internet Usage		Internet Usage: Online Information Basics	Independent	Lesson	15
		Internet Usage: Browsing and URLs	Independent	Lesson	15
	Week 3	Internet Usage: Safe and Effective Online Searches	Independent	Lesson	15
		Internet Usage: Research, Resources, and Ethics	Independent	Lesson	15
		Cut it Out! Save the Environment	Independent	Application Exercise	35
Computational Thinking	Week 4	Patterns and Directions Unit Quiz	Whole Group	Quiz	10
		Computational Thinking: Algorithms	Independent	Lesson	15
		Mystery Animals	Independent	Application Exercise	30
		Mystery Animals (Presentations)	Whole Group		
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - If your students are new to computational thinking, you can review the Patterns and Directions curriculum to begin Month 4. This curriculum can be found in the Learning.com Computational Thinking and Coding Unit.

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Coding Basics	Week 1	Let's Get Started: Challenges 0 - 5	Guided Practice	Application Exercise	45
		Turn Around: Challenges 6 - 10	Guided Practice	Application Exercise	45
Word Processing	Week 2	Word Problems	Independent	Application Exercise	30
		Grammar Safari	Independent	Application Exercise	20
		Hyphenating Words	Independent	Application Exercise	30
	Week 3	Ride Across America	Independent	Application Exercise	30
		Word Processing Primary Grades Unit Quiz	Independent	Quiz	15
		Word Processing: Creating and Organizing Content	Independent	Lesson	11
		Word Processing: Revising and Formatting	Independent	Lesson	10
		Formatting a Poem	Independent	Application Exercise	20
	Week 4	Correcting Words	Independent	Application Exercise	20
		Visual Mapping: Idea Webs	Independent	Lesson	12
Visual Mapping		Visual Mapping: Formats and Outlines	Independent	Lesson	12
		Water Cycle	Independent	Application Exercise	30
		Visual Mapping Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Provide your students with opportunities to publish their classroom writing in word processing documents and place copies in their technology portfolios. Encourage students to illustrate their writing with digital art or hand drawn art. Provide time for students to use their new visual mapping skills in core subject areas.

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Parts	Independent	Lesson	9
		Spreadsheets: Navigating Cells, Rows, and Columns	Independent	Lesson	10
		Spreadsheets: Cell Formatting	Independent	Lesson	12
		Family Spreadsheet	Independent	Application Exercise	30
	Week 2	Acts of Kindness	Independent	Application Exercise	60
	Week 3	Spreadsheets: Columns and Rows	Independent	Lesson	10
		Class Pets Spreadsheet	Independent	Application Exercise	35
		Making a Schedule	Independent	Application Exercise	20
	Week 4	Book Report Progress	Independent	Application Exercise	45
		Spreadsheet Basics Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	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 data is represented. This is the perfect time of the year to put together mini projects which end in digital publication that highlight students' entire year of learning.

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Spreadsheets	Week 1	Spreadsheets: Pie Charts	Independent	Lesson	10
		Traveling to School	Guided Practice	Application Exercise	45
	Week 2	Spreadsheets: Bar Charts	Independent	Lesson	11
		Ethnic Foods Survey	Independent	Application Exercise	45
	Week 3	Spreadsheets: Line Charts	Independent	Lesson	8
		Weekly Reading Graph	Independent	Application Exercise	30
	Week 4	Classroom Measurements	Independent	Application Exercise	60
		Graphing in Spreadsheets Unit Quiz	Independent	Quiz	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Continue to offer students the opportunity to practice their skills by entering data in spreadsheets to build charts and produce graphs based on a variety of topics.

Digital Literacy Concept	Month 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Netiquette and Cyber Bullying (Review)	Whole Group	Discussion	30
		Texting Safety Discussion (Review)	Whole Group	Discussion	30
	Week 2	Safe Site Strategies (Review)	Whole Group	Discussion	30
	Week 3	Safety Through Open Communication (Review)	Whole Group	Discussion	30
	Week 4	Safekeeping Personal Information	Small Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	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.

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Summer Online Safety Brochure	Independent	Application Exercise	90
	Week 2	Summer Online Safety Brochure (Presentations)	Whole Group		
	Week 3	Update Student Portfolios	Independent		
	Week 4	Technology Showcase (Optional)	Whole Group		
	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - The student portfolio is a great way to share the digital products that students have created all year. Have students place copies of their work in the digital portfolio that they created. Host an in person or virtual technology showcase to share student work.

[Parent Online Safety Guide](#)