

EasyTech Pacing Calendar - 4th 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 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)
Hardware and Software Fundamentals	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	Computer Rules Skit (Presentations)	Whole Group	Application Exercise	
Online Safety		Safekeeping Personal Information	Whole Group	Discussion	30
		Safekeeping Personal Information Reflection	Independent	Application Exercise	5
	Week 3	Safety Through Open Communication	Whole Group	Discussion	30
		Safety Through Open Communication Reflection	Independent	Application Exercise	5
		Online Safety: Communicating Online and Cyberbullying	Independent	Lesson	15
		Smart Alert! Cyberbullying Guide	Independent	Application Exercise	45
	Week 4	Smart Alert! Cyberbullying Guide (Presentations)	Whole Group	Application Exercise	
		Texting Safety Discussion	Whole Group	Discussion	30
		Texting Safety Discussion Reflection	Independent	Application Exercise	5

Tips & Suggestions - The curriculum for Month 1 is spiraled from previous years to help set a firm foundation for safe, appropriate, responsible and effective technology use throughout the year. After students complete the Computer Rules Skit and the Smart Alert! Cyberbullying Guide, 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	Independent	Lesson	13
		Home Row Practice (6 items)	Independent	Guided Practice	
		Keyboarding: Upper Row	Independent	Lesson	14
		Upper Row Practice (7 items)	Independent	Guided Practice	
		Keyboarding: Lower Row	Independent	Lesson	13
	Week 2	Keyboarding: Shift Key	Independent	Lesson	11
		Lower Row Practice (4 items)	Independent	Guided Practice	
		Keyboarding: Number Row	Independent	Lesson	12
		Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	15
Computer Fundamentals	Week 3	Computer Fundamentals: Symbols of Technology	Independent	Lesson	12
		Historic Communities	Independent	Application Exercise	60
	Week 4	Comparing Stories	Independent	Application Exercise	45
		Computer Basics Unit Quiz	Independent	Quiz	15
Keyboarding	All	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. Remember that the skills focus for keyboarding should be technique and accuracy before words per minute.

Digital Literacy Concept	Month 3	Curriculum Title	Implementation Model	Type	Time (in minutes)
Hardware Fundamentals	Week 1	Devices and Compatibility	Independent	Discussion	30
		Devices and Compatibility Reflection	Independent	Application Exercise	5
		Hardware Fundamentals: Mobile Devices	Independent	Lesson	15
	Week 2	Technology Devices	Whole Group	Application Exercise	60
		Computer Compatibility	Independent	Application Exercise	10
		Computer Navigation Unit Quiz	Independent	Quiz	15
Internet Usage	Week 3	Practicing Online Safety	Small Group	Application Exercise	90
	Week 4	Internet Usage: Online Information Basics	Independent	Lesson	15
		My State Research	Independent	Application Exercise	60
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - 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)
Internet Usage	Week 1	Research and Evaluation	Independent	Application Exercise	60
	Week 2	Better Safe Than Sorry	Small Group	Application Exercise	45
		Better Safe Than Sorry (Presentations)	Whole Group		
Computational Thinking	Week 3	Computational Thinking: Algorithms	Independent	Lesson	15
		Mystery Animals	Small Group	Application Exercise	30
		Computational Thinking: Modeling	Independent	Lesson	15
	Week 4	Bedroom Blueprint	Independent	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Are your students new to Computational Thinking? Review the Patterns and Directions lessons and/or quiz to begin Month 4. Be sure to keep copies of students' final products to add to their portfolio.

Digital Literacy Concept	Month 5	Curriculum Title	Implementation Model	Type	Time (in minutes)
Coding Basics	Week 1	Let's Get Started: Challenges 0 - 5	Independent	Application Exercise	45
		Turn Around: Challenges 6 - 10	Independent	Application Exercise	45
	Week 2	I Have a Plan: Challenges 11 - 15	Guided Practice	Application Exercise	45
		Turtle Lake: Challenges 16 - 20	Guided Practice	Application Exercise	45
Word Processing	Week 3	Word Processing: Creating and Organizing Content	Independent	Lesson	11
		Word Processing: Revising and Formatting	Independent	Lesson	10
		Cumulative Story	Small Group	Application Exercise	45
		Word Processing: Editing and Proofreading Your Work	Independent	Lesson	15
	Week 4	Informational Interview	Independent	Application Exercise	60
		Word Processing: Page Layout	Independent	Lesson	10
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - When students finish their work with class time remaining, encourage them to open skill mode in the EasyCode map and complete unlocked challenges. Have students illustrate their writing through digital or hand drawn art. Remember to provide students with additional time each week to improve their keyboarding technique, accuracy and speed through Adaptive Keyboarding.

Digital Literacy Concept	Month 6	Curriculum Title	Implementation Model	Type	Time (in minutes)
Word Processing	Week 1	Creating a Newsletter	Small Group	Application Exercise	60
		Word Processing: Introduction to Desktop Publishing	Independent	Lesson	12
		Word Processing Intermediate Grades Unit Quiz	Independent	Quiz	15
Databases	Week 2	Databases: Performing Searches and Filtering Data	Whole Group	Lesson	11
		Databases: Performing Searches and Filtering Data	Independent	Lesson	11
		Databases: Search and Filter Journal	Independent	Application Exercise	60
	Week 3	Databases: Sort and Filter	Whole Group	Lesson	9
		Databases: Sort and Filter	Independent	Lesson	9
		Data and Database Basics Unit Quiz	Independent	Quiz	15
		Databases: Planning and Building a Database	Whole Group	Lesson	18
		Databases: Planning and Building a Database	Independent	Lesson	18
	Week 4	Databases: Database Creation Journal	Whole Group	Application Exercise	45
		Databases: Designing Queries and Reports	Whole Group	Lesson	10
		Databases: Designing Queries and Reports	Independent	Lesson	10
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Discuss with students how computational thinking can impact the way you design, create and use a database. Have students practice entering data to create databases based on content being studied in core curriculum classes, physical education class or other.

Digital Literacy Concept	Month 7	Curriculum Title	Implementation Model	Type	Time (in minutes)
Databases	Week 1	Databases: Queries and Reports Journal	Whole Group	Application Exercise	30
		Database Creation, Queries, and Reports Unit Quiz	Independent	Quiz	15
		Presentations: Audience and Organization	Independent	Lesson	12
Presentations		Presentations: Composing Slides	Independent	Lesson	10
	Week 2	Birth Certificate	Independent	Application Exercise	30
		Presentations: Enhancing Slides	Independent	Lesson	8
		Presentations: Evaluating and Presenting	Independent	Lesson	9
	Week 3	Life Slideshow Booklet	Independent	Application Exercise	45
		Life Slideshow Booklet (Presentations)	Whole Group		
		Presentation Basics Quiz	Independent	Quiz	15
	Week 4	Adaptation	Small Group	Application Exercise	90
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	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 8	Curriculum Title	Implementation Model	Type	Time (in minutes)
Presentations	Week 1	Adaptation (Presentations)	Whole Group		
		Tourism Guide	Small Groups	Application Exercise	60
	Week 2	Tourism Guide (Presentations)	Whole Group		
Multimedia		Audience and Media	Whole Group	Discussion	30
		Audience and Media Reflection	Independent	Application Exercise	5
	Week 3	Creating a Portfolio	Independent	Application Exercise	45
Online Communication		Online Communications: Sending Email Messages	Independent	Lesson	12
	Week 4	Email the President	Independent	Application Exercise	30
		Online Communications: Responding to Email Messages	Independent	Lesson	8
		Email Basics Unit Quiz	Independent	Quiz	15
		Online Communication: Using Digital Collaboration Tools	Independent	Lesson	15
Keyboarding	All	Adaptive Keyboarding: The Great Keyboarding Adventure	Independent	Adaptive Keyboarding	

Tips & Suggestions - Student created presentations are a great way to integrate technology with core content area subjects. Have students utilize their new skills to create a presentation about something they are learning in English, Math, Science or Social Studies then use the presentation as review for the class.

Digital Literacy Concept	Month 9	Curriculum Title	Implementation Model	Type	Time (in minutes)
Online Safety	Week 1	Texting Safety Discussion (Review)	Whole Group	Discussion	30
		Safety Through Open Communication (Review)	Whole Group	Discussion	30
	Week 2	Safekeeping Personal Information (Review)	Whole Group	Discussion	30
		Summer Online Safety Presentation	Small Group	Application Exercise	90
	Week 3	Summer Online Safety Presentation (Continued)	Small Group	Application Exercise	
	Week 4	Summer Online Safety Presentation (Presentations)	Whole Group		
		Technology Showcase (Optional)			
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.

[Parent Online Safety Guide](#)