CHRIST CHURCH GRAMMAR SCHOOL

IL and ICT Scope and Sequence: Pre-Primary to Year 12

*Please note that the essential ICT skills for Prep through to Year 6 have been taught by the Prep School IT teacher
and that an ICT Scope & Sequence document has been appended of this document.*

In Year 7 & 8 IP some essential ICT skills have been included into the program.
In Years 9 to 12 ICT skills are the responsibility of the teacher to incorporate into their lessons.

SUMMARY OF INFORMATION LITERACY SKILLS FROM PP – YEAR 12

Information Literacy Skill	When Introduced	When Extended & Reinforced
Bibliography – Creating	Year 4 *(Simplified version)*	Year 5 Year 7 *(More advanced version)* Year 8 – 12 *(Shown how to use Word 8.0 Citation Feature)*
***** Locating Data	Year 1	Years 3 & 4
Brainstorming	Year 1	Years 2 – 12
Choosing Information sources	Year 3	Years 4 - 12
Focus Questions	Year 1 *(Introduced as "Creating simple questions or questioning techniques)*	Year 2 – 12 *(Terminology changes to "Focus Questions" in Year 4)*
Graphic Organizers	Year 1	Years 4 – 12 *(In years 7 – 12 boys are encouraged to use Inspiration as their main graphic tool)*
Internet Searching	Year 4 *(Basic Search Techniques)*	Year 5 – 12 *(Advanced Search Techniques are taught in Yr 7)*

Information Literacy Skill	When Introduced	When Extended & Reinforced
Keywords	Year 1	Years 2 – 12 *(In Years 8 – 12 the boys are encourged to use the phrase "search term" rather than keyword as this is the terminology used in upper school and higher educational institutions)*
Plaigiarism & Copyright	Year 4	Years 5 - 12
Proof Reading/ Editing	Year 2 *(Introduced as editing)*	Years 3 - 12
Reading / Note Making Techniques *(Skimming, scanning, contents page, index, headings, keyword & phrases, topic sentences, supporting evidence etc*	Year 1 *(keywords, main ideas)* Year 2 *(Index and contents, notemaking)* Year 3 *(Skimming & Scanning)* Year 6 *(Supporting evidence)*	Year 2 - 12 *(Year 7 -12 Reinforced within the context of note making)*
Search Strategy Process	Year 4	Years 5 -12
*****Searching Library Catalogue - Web version	Year 5 *(Web version found in Virtual Library on CCGS Intranet and Prep Library website)*	Years 5 - 12
*****Searching Library Catalogue - OPAC	Year 2 *(Easy search, 1-2 words)*	Year 4 – 7 *(Senior Search)*

Information Literacy Skill	When Introduced	When Extended & Reinforced
******Virtual Library/ School Intranet Searching	Year 4	Year 6 – 12 *(Increasing complexity of Search Techniques to Year 8)*
Website Evaluation	Year 5	Years 6 - 12
Self-Evaluation	Year 1	Years 2 - 12

DETAILED BREAKDOWN OF IL & ICT SKILLS BY YEAR GROUP

Pre Primary IL Skills	Timing	Scope
Define	Timing is determined in collaboration between Teacher & Teacher Librarian	• Discussion on the understandings with visual and oral stimuli
Locate		• Understand the layout of the Library • Find Picture Books • Understand parts of a book: end papers, cover, back, spine, • Find Non Fiction Books (Information Books) • Borrowing Procedures
Select / Analyse		• Discuss different styles of illustration • Choose books which are appropriate to interest • Care of books and shelves • Awareness of resources available to borrow
Organize		• Discuss stories and topics in order of events - retell
Create / Present		• Role Play • Drawing to illustrate a story or character • Puppet theatre • Classroom experiences modelling concepts in stories
Evaluate		• Discuss and make appropriate choices of books and resources

Year 1 IL Skills	Timing	Scope
Define	Timing is determined in collaboration between Teacher & Teacher Librarian	• Discuss background knowledge • Keywords • Brainstorm ideas about a topic • Create simple questions • Discussion, including visual stimuli • Identifies author, illustrator, title, picture book, spine label
Locate		• Library layout: sections of the Library • Understand that books are placed in an order on the shelves • Locate some subjects on the shelves eg animals • Fiction and Non-Fiction books • Borrowing procedures • Different types of resources: books, videos, cassette tapes, • Parts of a book: front, back, spine, spine label (picture book) • Identify main character, setting and events in a story
Select / Analyse		• Select information to answer questions using visual clues and simple text • Identify useful information about a speaker • Choose main ideas and keywords
Organize		• Record information in graphic organisers: Ychart, brainstorm • Arrange ideas in sequence • Write ideas about the topic in simple sentences • Organise information appropriately for the instructions given
Create / Present		• Present/ share information learnt in an oral, written or visual format eg talk, role play, puppet show, story, sentences, recount, drawing
Evaluate		• Choose favourite part of the story • Discuss the appropriateness of information gathered

| | | • Express an opinion about own work |
| | | • Discuss the outcome of class activities |

Year 2 IL Skills	Timing	Scope
Define	Timing is determined in collaboration between Teacher & Teacher Librarian	*Discuss topics *Discuss prior knowledge *Write keywords about a topic *Write simple questions to guide research *Brainstorm • Understand names: title, author, illustrator, spine, spine label
Locate		• Fiction (with letters) and non-fiction (with numbers) • Locate different types of resources in the library layout • Identify resources by their spine label • Locate picture books on shelves • Identify some sections of the collection eg animals, space • Locate resources using the easy search on the OPACs • Introduce use of index
Select / Analyse		• Select appropriate fiction books to read • Select non-fiction which is appropriate for their reading level • Identify keywords • Identify main ideas in stories and simple information texts
Organize		• Record information in graphic organisers: Ychart, brainstorm • Organise information in order • Arrange ideas in sentences
Create / Present		• Be aware of an audience when presenting • Present information in a range of formats: written, oral, visual: poster, interview, drawing, puppet play, key factsheet
Evaluate		• Discuss the positive and negative aspects of their work • Talk about how they could improve their work, 2 stars& a wish

Year 3 IL Skills	Timing	Scope
Define	Timing is determined in collaboration between Teacher & Teacher Librarian	• Keywords • Identify main ideas • Write focus questions • Brainstorm & semantic map, Y chart, Inspiration • Possible sources of information • Recognise author, illustrator • Ask questions to clarify ideas
Locate		• Books using the junior search on OPACs • Locate fiction books with spine label on shelf • Locate fiction, non-fiction, picture books, videos, DVDS, CDs and audio cassettes and reference sections of the library • Use index • Resources using dewey numbers with assistance
Select / Analyse		• Skim and scan to select appropriate information • Select books appropriate to reading level and interest • Record relevant information from visual, oral and written texts
Organize		• Record information in order • Keywords under main ideas • Format work using teacher prescribed templates • Write sentences with key facts
Create / Present		• Various ways of sharing oral, visual and written information eg poster, computer based, craft, play, reader's theatre, diorama • Recognises an audience • Uses language appropriate to the task when speaking

Evaluate		• Discuss the outcome and how well it matched the task • Share opinion about own and group efforts • Identify ways to improve own work

Year 4 IL Skills	Timing	Scope
Define	Timing is determined in collaboration between Teacher & Teacher Librarian	• Background knowledge- brainstorm & semantic map, Y chart, Inspiration • Keywords • Identify main ideas • Write focus questions • Possible sources of information • Recognises author, illustrator, publisher, series, • Use a search plan and graphic organisers: KWHL, Inspiration
Locate		• Search using the senior inquiry format on OPACs • Search OPACs using author, title, subject • Identify subject areas of the library using dewey numbers • Locate reference area of library and book encyclopedias • Locate classwork on the school intranet • Locate websites when given URLs • Use an index to locate information • Locate information in atlas • Locate Prep Library website, navigate to different pages and comment on blogs

Select / Analyse		• Categorise information under headings • Choose relevant information with teacher modelling • Learn notetaking strategies eg highlight and use own words • Discuss plaigiarism • Select information from a variety of sources such as book encyclopedias, newspapers, magazines, websites • Use index and table of contents to select information • Use skimming and scanning techniques as modelled • Record bibliographic information of books and websites

Year 4 continued IL Skills	Timing	Scope
Organize	Timing is dertermined in collaboration between Teacher & Teacher Librarian	• Use bullet points to list ideas • Use notetaking templates • Organise information according to a plan or format eg information proformas for report, explanation • Group discussion to make generalisations and find solutions to questions and problems • Edit information for relevance, grammar and spelling
Create / Present		• Show an awareness of the audience and purpose • Use palm cards for oral presentation • Use information appropriate to the task • Create oral, visual and written information in frameworks appropriate to sharing eg: narrative, poster, play, powerpoint / keynote, drama, 3D model

Evaluate		• Self assessment according to outcomes criteria on rubric eg use of skills, involvement in the task and relevance of information • PMI • Identify areas of improvement

Year 5 IL Skills	Timing	Scope
Define	Timing is dertermined in collaboration between Teacher & Teacher Librarian	• Background knowledge - brainstorm & semantic map (group and individual), Inspiration and other planning proformas • Use a search plan • Keywords • Identify main ideas • Write focus questions individually and in groups with teacher guidance • Organise focus questions under headings • Identify possible sources of information • Aware of primary and secondary sources of information • Recognises author, illustrator, publisher, date, series
Locate		• Search using the senior inquiry format on OPACs ® • Search OPACs using keyword, author, title, subject, series • Connect to websites listed on the catalogue using the globe icon

		• Locate non fiction resources using dewey numbers to 3 decimal places • Locate reference area of library and encyclopedias (book and online) ® • Use index and table of contents to locate information ® • Locate classwork on the school intranet • Locate databases online on the school intranet (introduce) • Understand the difference between a search engine and website • Locate websites given URLs ® • Locate Prep Library website, navigate to different pages and comment on blogs

Year 5 continued IL Skills	Timing	Scope
Select / Analyse	Timing is dertermined in collaboration between Teacher & Teacher Librarian	• Select resources using skimming and scanning techniques, contents, index and headings, keywords and key phrases • Categorise information under headings • Choose relevant information with modelling • Use notetaking strategies eg highlight, use of own words, columns, lists, main ideas, notes under sub headings • Make simple generalisations • Distinguish between fact and opinion • Discuss plaigiarism ® • Select information from a variety of sources such as encyclopedias (book and online) newspapers, magazines and websites • Record bibliographic information from books, websites and encyclopedias used

Organize		• Organise information according to a plan or format: under headings and sub headings, notetaking templates and graphic organisers eg First Steps report, explanation, description, recount • Group discussion to make generalisations and find solutions to questions and problems • Recognise alternative solutions to problems • Edit information for relevance, grammar and spelling
Create / Present		• Show an awareness of the audience and purpose • Use information appropriate to the task • Create oral, visual and written information in frameworks appropriate to sharing eg: biography, narrative, story grammar, poster, play, powerpoint/ keynote, cartoon/ in comic life, drama, model, show bag • Presents ideas in a logical order

Year 5 continued IL Skills	Timing	Scope

Evaluate	Timing is dertermined in collaboration between Teacher & Teacher Librarian	• Self assessment according to outcomes criteria on rubric eg use of skills, involvement in the task and relevance of information • PMI • Identify areas of improvement

Year 6 IL Skills	Timing	Scope
Define	d in collaborati on between Teacher &	• Background knowledge- graphic organisers eg brainstorm & semantic map (group and individual), Inspiration, Y chart, KWHL , KWLR or other planning proformas • Keywords • Identify main ideas

		• Write focus questions individually and in groups • Organise focus questions under headings • Identify possible sources of information • Be aware of primary and secondary sources of information • Recognise author, illustrator, publisher, series, • Use a search plan
Locate		• Search using the senior inquiry format on OPACs ® • Search OPACs using keyword, author, title, subject, series • Connect to websites listed on the catalogue using the globe icon • Locate non-fiction resources using dewey numbers to all decimal places • Use index and table of contents to locate book information ® • Locate reference area of library and encyclopedias ® • Locate classwork on the school intranet ® • Locate databases online on the school intranet • Understand the difference between a search engine and website • Locate websites when given URLs ® • Locate Prep Library website, navigate to different pages and comment on blogs

Year 6 continued IL Skills	Timing	Scope
Select / Analyse	collaboration between Teac	• Select resources using skimming and scanning techniques, contents, index and headings, keywords and key phrases • Categorise information under headings and sub headings

		• Choose relevant information with modelling • Use notetaking strategies eg highlight, use of own words, columns, lists, main ideas, notes under sub headings • Make simple generalisations • Select information from a range of viewpoints, distinguishing between fact and opinion • Discuss plaigiarism ® • Select information from a variety of sources such as encyclopedias (book and online), newspapers, magazines and websites • Record bibliographic information from books, websites and encyclopedias used • Discuss copyright requirements
Organize		• Organise information according to a plan or format : • eg under headings and sub headings, notetaking templates and graphic organisers eg KWHL, venn diagram • Organise information according to First Steps proformas eg report, explanation, description, recount • Group discussion to make generalisations • Recognise alternative solutions to problems • Edit information for relevance, grammar and spelling

Year 6 continued IL Skills	Timing	Scope
Create / Present	Timing is determined in collaboration between Teacher & Teacher Librarian	• Show an awareness of the audience and purpose • Use information appropriate to the task • Create oral, visual and written information in frameworks appropriate to sharing eg: biography, narrative, poster, play, powerpoint/ keynote, cartoon Comic Life, drama, model, iPages • Presents ideas in a logical order
Evaluate		• Self assessment according to outcomes criteria eg use of skills, involvement in the task and relevance of information on rubric • PMI • Identify areas of improvement • Peer evaluation • Evaluate own contribution to group work

Year 7 IL & ICT Skills	Timing	Scope
Religious studies with Frank Sheehan will rotate through the year according to the schedule below: 7.1 – Terms 1, 2 & 4 7.2 – Terms 1, 2 & 4 7.3 – Terms 1, 2 & 4 7.4 – Terms 1, 2 &3 7.5 – Terms 1, 2 & 3 7.6 – Terms 1, 2 & 3		
Introduction to Solo Enterprise	W1	Overview of what the project entails, timeframes etc. Noun and Verb strategy to be used to ensure that the boys completely understand the project.
Virtual Library Orientation	W2-3	Demonstration and activity on how to locate the Virtual Library and the features of each of the databases.
Basic Computing	W4	How to log in, shutdown, set up and name files, and how to save work
Initiation	W5-7	Now that the boys are familiar with where and how to locate information they can now immerse themselves in books, electronic sources (Virtual Library) and Internet sties becoming familiar with what is available on their proposed topic.
Creating Great Focus Questions	W9-10	Ensures that the boys develop focus questions to guide their searches and to move towards "higher order thinking" in their Solo Enterprise research
Inspiration demonstration	W11	How to use Outline, Notes and Rapid Fire features. Plus hints and tips how to import images; keeping track of bibliographic details; when and how to organise the diagram

Year 7 continued IL & ICT Skills	Timing	Scope
Atomic Learning demonstration	W12	Where to find it and how to use it to self-teach yourself Mac software packages
Inspiration – Focus Questions	W12-13	Creation of Inspiration document which includes focus questions
Information Source Checklist	W14	Introduce this to the boys and ensure that they understand that they are to use a wide variety of information sources in their Solo Enterprise and that the checklist is there to remind them of this requirement.
Bibliographic Details – Data Collection	W15-16	Teaching the boys where to locate the relevant bibliographic details from a wide variety of information sources.
Power Searching	W17	Internet searching strategies and advanced Google searching.
Quick	W18	Website evaluation technique.
Research	W19-20	Collecting notes, images, charts, graphs, timelines etc and inserting into Inspiration document
Research continued	W21-24	Collecting notes, images, charts, graphs, timelines etc and inserting into Inspiration document
Introduction to iWeb	W25	Basic skills on the use of iWeb and referal to Atomic Learning for detailed instruction.
Development of Website	W26-29	Creation of Web site usig iWeb
Exhibition	W30	Exhibition afternoons for boys to show their parents the work they have been doing.

Year 8 IL & ICT Skills	Timing	Scope
Religious studies with Frank Sheehan will rotate through the year according to the schedule below: 8.1 – Terms 1, 3 & 4 8.2 – Terms 2, 3 & 4 8.3 – Terms 2, 3 & 4 8.4 – Terms 2, 3 & 4 8.5 – Terms 1, 3 & 4 8.6 – Terms 1, 3 & 4		
Introduction to The Silk Road project	W1	Noun & verb strategy for clarify and understand project
Initiation	W2-3	Now that the boys are familiar with where and how to locate information they can now immerse themselves in books, electronic sources (Virtual Library) and Internet sties becoming familiar with what is available on their proposed topic.
Creating Great Focus Questions	W4-5	Ensures that the boys develop focus questions to guide their searches and to move towards "higher order thinking" in their Silk Road research
Inspiration – Demonstration / Focus Questions	W6-7	Quick refresher demonstration and then the boys create their own Inspiration document which includes focus questions
Information Source Checklist	W8	Introduce this to the boys and ensure that they understand that they are to use a wide variety of information sources in their Silk Road and that the checklist is there to remind them of this requirement.

Year 8 continued IL & ICT Skills	Timing	Scope
Virtual Library at a Glance Bibliographic Details – Data Collection Power Searching Quick	W9-10	Refresh the boys understanding of the purpose of these documents and how they are to be used with the project
Research	W11-16	Collecting notes, images, charts, graphs, timelines etc and inserting into Inspiration document. Important that the boys copy and paste notes into Notes feature of Inspiration
Note-making strategies	W17-19	Boys to use the Outline version of Inspiration to change copy and pasted notes into dot point notes
Report Writing	W20-21	Boys shown how to write a report
Bibliography	W22-23	Boys taught how to create a bibliography in Word for Mac 8.0
Write report including bibliography	W24 - 26	Evaluation and presentation of report
Group Work	W27-30	Boys research and construct a board game / quiz / puzzle

Years 9-12 IL & ICT Skills
The Teacher Librarians collaborate with staff in the creation of on-line support materials for projects / assignments. This can be in the form of a complete project which incorporates skills such as note making, bibliographies, search strategies etc and / or Hotlists or Search Starters.

ICT SKILLS: SCOPE AND SEQUENCE PREP-6

<u>**PRE PRIMARY - EARLY STAGE 1**</u>
All skills listed should be introduced.

A. Identify computer-based technologies Keyboard & mouse Monitor Printer Hard drive Floppy drive CD ROM Digital camera Laptop **B. Care and appropriate use of computer-based technologies** Move mouse Click mouse Double click mouse Identify letters on keyboard Use special keys eg Enter Use CD ROM Access and exit software Print files Turn Computer on/off **C. Understand computer-based terms** Cursor Software/Hardware Internet Menu Open/Close program	**A. Create, open, close and save a document** Use pull down menus Open file Close file Use Save and Save as **B. Enter and modify text** Enter text Delete text (letters, words) **C. Print documents** Print whole document **E. Add graphics** Insert clipart

PRE PRIMARY - EARLY STAGE 1
All skills listed should be introduced.

A. Understand and use INTERNET Open web browser Find a specific location from school website. Use back, forward, home	**A. Use a draw/paint program** Identify tool bar Use a variety of tools eg fill Use colour palate Delete an object Print a drawing Save as a picture file **C. Use peripherals** Use Video Camera Use Digital Camera	**A. Shows appropriate ethical conduct** Follows CCGS Computer Policy

GRADE LEVEL PROJECT/ACTIVITIES:
Can produce a simple drawing or plan.
Can produce work combining text and pictures.
Can start and shutdown the computer.
Can explain how they produced their work.
Can point, click and drag using the mouse.
Can use arrow keys.
Can use drawing tools to make simple pictures.
Can record a simple message, using built – in software.
Can access the Internet

WORK SAMPLES:
1. Computer Drawing with name.
2. Computer drawing illustrating a sentence.
3. Digital Photograph

SOFTWARE:
1. Microsoft Office
2. Phonics Alive
3. Kidspiration
4. Web browser

YEAR 1 - STAGE 1
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
Other skills listed are used independently by Year 1 students.

A. Identify computer-based technologies *Keyboard & mouse* *Monitor* *Printer* *Hard drive* *Laptop* *CD ROM* *Digital camera* **B. Care and appropriate use of computer-based technologies** Move mouse Click mouse Double click mouse *Identify letters on keyboard* *Use special keys eg Enter* *Use CD ROM* *Turn computer on/off* *Access and exit software* *Print files* (I)Manage files (save, open)	**A. Create, open, close and save a document** *Use pull down menus* *Open file* *Close file* Use save and save as **B. Enter and modify text** *Enter text* *Delete text (letters, words)* 1. Copy text 2. Paste text 3. Select text 4. Change font style eg bold 5. Change font size eg size 26 **C. Print documents** *Print whole document* **E. Add graphics** *Insert clipart* (I) Use WordArt

C. Understand computer-based terms Cursor *Software/Hardware* *Internet* *Menu* *Open/Close program* 1.File 2. Save file 3. Edit file	

YEAR 1 - STAGE 1
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.

A. Understand and use School Internet Site *Open web browser* *Find a specific location* *Use back, forward, home* *Open school internet site*	**A. Use a draw/paint program** *Identify tool bar* *Use a variety of tools eg fill* *Use colour palate* *Delete an object* *Print a drawing* *Save as a picture file* **B. Use peripherals** *Printer*	**A. Shows appropriate ethical conduct** *Follows CCGS Computer Policy*

GRADE LEVEL PROJECT/ACTIVITIES: Prepares simple plans showing how to present information. Makes a sign, card or poster combining colour, shape and printed message. Can follow a series of instructions when using a program.

Uses drawing tools to compose a picture.
Can insert and remove a CD. Rom.
Uses selected internet Sites
Adds Sounds to pictures

WORK SAMPLES:
1. Series of Computer Drawings labeled and named.
2. Slideshow Using KidPix.

SOFTWARE:
1. KidPix
2. Kidspiration
3. Microsoft Office
4. Internet

YEAR 2 - STAGE 1
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 2 students.

A. Identify computer-based technologies *Keyboard & mouse* *Monitor* *Printer* *Hard drive* *Floppy drive* (I)Create new file *CD ROM* *Digital camera* *Laptop*	**A. Create, open, close and save a document** *Use pull down menus* Open file Close file Use save and save as (I)Create new file **B. Enter and modify text** Enter text Delete text (letters, words) *Copy text* *Paste text*

B. Care and appropriate use of computer-based technologies Move mouse Click mouse Double click mouse *Identify letters on keyboard* *Use special keys eg Enter* *Manage files (save, open)* *Use CD ROM* *Turn computer on/off* *Access and exit software* *Print files* **C. Understand computer-based terms** Cursor Software/Hardware Internet/Intranet Menu Open/Close program *File* *Save file* *Edit file* *Network* *Directory*	*Select text* *Change font style eg bold* *Change font size eg size 28* **C. Print documents** *Print whole document* **E. Add graphics** *Insert clipart* *Use WordArt in Word*

YEAR 2 - STAGE 1

Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 2 students.

B. Understand and use world wide web Open a browser eg Netscape Find a specific location Use back, forward, home C. Understand and use School Internet Site Open School Internet Site Find a specific location Use back, forward, home (I) Use Search Engines (I)Use bookmark or favourite (I)Use history location box	A. Use a draw/paint program *Identify tool bar* *Use a variety of tools eg fill* *Use colour palate* *Delete an object* *Print a drawing* *Save as a picture file* (I)Resize an object (I)Rotate an object B. Create a Slide show (I)Insert a slide (I)Add sound (I)Add graphic (I)Add a variety of transitions (I)Show slideshow C. Use peripherals *Use digital camera*	A. Shows appropriate ethical conduct *Follows CCGS Computer Policy*

GRADE LEVEL PROJECT/ACTIVITIES:
Prepares simple plans showing how to present information.
Makes a sign, card or poster combining colour, shape and printed message.
Compares a piece of work with original plans.
Can save work on a floppy disk.
Can highlight whole words and lines.

Can follow a series of instructions when using a program.
Uses drawing tools to compose a picture.
Can insert and remove a CD. Rom.
Uses selected internet Sites
Adds Sounds to pictures

WORK SAMPLES:
1. Publication of Text Type
2. Internet
3. Graphic Convertor

SOFTWARE:
1. KidPix
2. Kidspiration
3. Microsoft Office, Word
4. Internet

YEAR 3 - STAGE 2
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 3 students.

A. Identify computer-based technologies Keyboard & mouse Monitor Printer Hard drive Floppy drive	**A. Create, open, close and save a document** Use pull down menus Open file Close file *Create new file* *Use save and save as* **B. Enter and modify text**	**A. Create a spreadsheet** (I) Understand uses of spreadsheets (I)Enter data in appropriate fields (I)Name fields **(I) Identify cell** **B. Retrieve data** *(I)*Create charts

CD ROM	Enter text	(I)Print Spreadsheet
Digital camera	Delete text (letters, words)	
(I)RAM	Copy text	
Laptop	Paste text	
B. Care and appropriate use of computer-based technologies	Select text	
Move mouse	Change font style eg bold	
Click mouse	Change font size eg size 26	
Double click mouse	(I)Use Undo and Redo	
Identify letters on keyboard	*(I)Text Wrap*	
Use special keys eg Enter	**C. Print documents**	
(I)Insert floppy disk	*Print whole document*	
Use CD ROM	(I)Use print preview & zoom	
Turn computer on/off	(I)Print selected parts	
Access and exit software	**D. Format Documents**	
Print files	(I)Change line spacing	
Manage files (save, open)	(I)Select page orientation	
(I)Choose a printer	**D. Add graphics**	
C. Understand computer-based terms	Insert clipart	
Cursor	Use WordArt	
Software/Hardware		
Internet/Intranet		
Menu		
Open/Close program		
File		
Save file		
Edit file		
Network		
Directory		
(I)Spreadsheet		
(I)Cell		
(I)Row		
(I)Column		

YEAR 3 - STAGE 2
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 3 students.

B. Understand and use world wide web Use back, forward, home Open School Website *Use Search Engines* *Open a browser eg Safari* *Find a specific location* Use a search engine Use a bookmark or favourite Use history location box (I)Copy and paste text (I)Copy and paste pictures (I)Save Pictures (I)Identify useful information from search	**A. Use a draw/paint program** *Identify tool bar* *Use a variety of tools eg fill* *Use colour palate* *Delete an object* *Print a drawing* *Resize an object* *Rotate an object* *Save as a picture file* **B. Create a slide show** Insert a slide Format design layout Add a graphic Add a sound Add a variety of transitions Show slide show (I)Print slide show **C. Use peripherals** *Use digital camera* *Use Video camera*	**A. Shows appropriate ethical conduct** *Follows CCGS Computer Policy* *Uses computer-based technologies appropriately* *Uses computer netiquette* (I)Obeys copyright laws

GRADE LEVEL PROJECT/ACTIVITIES:
Plans steps to collect data and produce information for specific purpose.
Can produce own text and graphics on computer using suitable programs and techniques.
Uses selected internet sites for Research.
Uses pull down menus.

Uses tool bar in drawing program.
Can import graphics.
Locates program or folder.
Produces Multi- Media presentation using KidPix
Produces simple graphs and spreadsheets.

WORK SAMPLES:
1. 2. Publish Narrative
3. Keynote/PowerPoint Presentation Whole Class
4. Digital photographs of Friend and brief biog.

SOFTWARE:
1. Kidspiration
2. Microsoft Word, Microsoft Excel, Powerpoint
3. Internet

YEAR 4 - STAGE 2
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 4 students.

A. Identify computer-based technologies Keyboard & mouse Monitor Printer Hard drive Floppy drive CD ROM Digital camera *RAM*	**A. Create, open, close and save a document** Use pull down menus Open file Close file Create new file Use save and save as **B. Enter and modify text** Enter text Delete text (letters, words) Copy text	**A. Create a spreadsheet** *Enter and edit data in appropriate fields* *Understands use of spreadsheet* *Identify cell* *Enter labels in cell* *Enter numbers in cell* **B. Retrieve data** *Create charts*

Laptop **B. Care and appropriate use** **of computer-based** **technologies** Move mouse Click mouse Double click mouse Identify letters on keyboard Use special keys eg Enter Use CD ROM Turn computer on/off Access and exit software Print files Manage files (save, open) *Choose a printer* Insert floppy disk **C. Understand computer-** **based terms** Cursor Software/Hardware Internet Menu Open/Close program File Save file Edit file *Directory* *Network* *Spreadsheet* *Cell* *Row* *Column*	Paste text Select text Change font style eg bold Change font size eg size 26 *Use Text wrap* *Use Undo and Redo* (I)Use spell checker (I)Use grammar checker (I)Use thesaurus (I)Use find and replace (I)Change text justification **C. Print documents** *Print whole document* *Use print preview* *Use print preview and zoom* **D. Format documents** *Change line spacing* Select page orientation **E. Add graphics** Insert clipart (I)Insert file from floppy disk Use WordArt	

YEAR 4 - STAGE 2
Skills marked with (I) should be introduced.
Skills marked with asterisk *in italics* should be reinforced.
All other skills listed are used independently by Year 4 students.

A. Understand and use email (I)Open mail program eg EPALS (I)Read a message (I)Send a message (I)Reply to a message **B. Understand and use world wide web** Open a browser eg Netscape Find a specific location Use back, forward, home *Use a bookmark or favourite* *Use history location box* *Use a search engine* *Copy and paste text* *Copy and paste pictures* *Save pictures* Identify information from search (I)Broaden a search term (I)Narrow a search term (I)Take notes from search (I)Cite electronic sources	**A. Use a draw/paint program** Identify tool bar Use a variety of tools eg fill Use colour palate Delete an object Print a drawing *Resize an object* *Rotate an object* (I)Insert own drawing into document (I)Save as a picture file **B. Create a slide show** Insert a slide Format design layout Add a graphic Add a sound Add a variety of transitions Show slide show Print slide show **C. Use peripherals** Use digital camera *Video Camera*	**A. Shows appropriate ethical conduct** Follows CCGS Computer Policy Uses computer-based technologies appropriately *Uses computer netiquette* *Obeys copyright laws* (I)Uses network services in a considerate and responsible manner

GRADE LEVEL PROJECT/ACTIVITIES:
Plans steps to collect data and produce information for specific purpose.
Can produce own text and graphics on computer using suitable programs and techniques.
Considers presentation and suitability of their information for intended purpose.
Uses selected internet sites for Research.
Uses pull down menus.
Uses tool bar in drawing program.
Can import graphics.
Locates program or folder on open desktop.
Can highlight text when formatting.
Uses Internet to find information.
Produces Multi- Media presentation using
Produces simple graphs and spreadsheets.
WORK SAMPLES:
1. Slideshow including sounds and transitions. 2. Webpage
3. Excel graph

SOFTWARE
1. Inspiration 3. Microsoft Office
6. Word, Excel, PowerPoint

YEAR 5 - STAGE 3

Students in Year 5 should be Independent Users of most skills.
Skills marked with (I) should be introduced.
Skills marked *in italics* should be reinforced.

A. Identify computer-based technologies Keyboard & mouse	**A. Create, open, close and save a document** Use pull down menus	**A. Create a spreadsheet** Enter and edit data in appropriate fields

Monitor	Use save and save as	Understands use of spreadsheet
Printer	Open file	Identify cell
Hard drive	Close file	Enter labels in cell
Floppy drive	Create new file	Enter numbers in cell
CD ROM	**B. Enter and modify text**	(I) Identify the formula bar
Digital camera	Enter text	(I) Use formulas
Scanner	Delete text (letters, words)	(I) Change column width
Laptop	Copy text	(I) Change row height
RAM	Paste text	(I) Insert a row
B. Care and appropriate use	Select text	(I) Insert a column
of computer-based	Change font style eg bold	**B. Retrieve data**
technologies	Change font size eg size 26	(I)Sort data
Move mouse	Use Text wrap	Create charts
Click mouse	Use Undo and Redo	Print spreadsheet
Double click mouse	*Use spell checker*	
Identify letters on keyboard	*Use grammar checker*	C. Understand use of a database
Use special keys eg Enter	*Use thesaurus*	(I) Use database for research
Use CD ROM	*Use find and replace*	(I) Understand terms such as field
Turn computer on/off	*Change text justification*	B. Create a database
Access and exit software	**C. Print documents**	(I) Enter and edit data in appropriate fields
Print files	Print whole document	(I) Name fields
Manage files (save, open)	*Use print preview & zoom*	C. Retrieve data
Choose a printer	*Print selected parts*	(I) Sort data
C. Understand computer-	**D. Format documents**	(I) Create charts
based terms	Change line spacing	(I) Print database
Cursor	Select page orientation	
Software/Hardware	(I) *Change margins*	
Internet	(I) *Indent text*	
Menu	(I) *Use a header*	
Open/Close program	(I) *Use a footer*	
File	(I)*Use a footer with page number*	
Save file	**E. Add graphics**	
Edit file	Insert clipart	
Network	*Insert file from floppy disk*	
Directory	Use WordArt	

Spreadsheet *Cell* *Row* *Column*	**F. Change layout** (I) Use columns (I) Use tables (I) Use document wizards	

YEAR 5 - STAGE 3
Students in Year 5 should be Independent Users of most skills.
Skills marked with (I) should be introduced.
Other skills marked *in italics* should be reinforced.

A. Understand and use email *Open mail program eg First Class* *Read a message* *Send a message* *Reply to a message* (I) Use address book (I) Know email address (I) Print a message **B. Understand and use world wide web** Open a browser eg Netscape Find a specific location Use back, forward, home Use a bookmark or favourite Use history location box Use a search engine Identify information from search Copy and paste text Copy and paste pictures Save pictures *Broaden a search term*	**A. Use a draw/paint program** Identify tool bar Use a variety of tools eg fill Use colour palate Rotate an object Delete an object Print a drawing Resize an object Save as a picture file *Insert own drawing into document* **B. Create a slide show** Insert a slide Format design layout Add a graphic Add a sound Add a variety of transitions Show slide show *Print slide show* (I) Add a video clip **C. Use peripherals** Use digital camera	**A. Shows appropriate ethical conduct** Follows CCGS Computer Policy Uses computer-based technologies appropriately *Uses computer netiquette* *Obeys copyright laws* *Uses network services in a considerate and responsible manner*

Narrow a search term *Take notes from search* *Cite electronic sources* **C. Understand and produce a webpage** Edit page Insert digital images to page Save page as **html** Save page to desktop	(I) Scan images/photographs Use video camera	

GRADE LEVEL PROJECT/ACTIVITIES:
Can prepare designs and justify their choices.
Follows design plans and uses a variety of techniques to present information.
Assesses the quality of their information products.
Can open and save to any location in the computer.
Can edit and format documents using a range of techniques.
Chooses appropriate programs for intended purpose.
Uses CD Rom to find specific information.
Produces Multi- Media presentation using PowerPoint
Uses Internet Search Engines
WORK SAMPLES:
1. Webpage 2. Autobiography 4. Database 5. Digital Photography and manipulation.
6. Publication of Text Type. 7. Excel Chart
SOFTWARE:
   1. Inspiration 2. Microsoft Office Word, Excel Powerpoint, 3. Webmail 5. Browsers

YEAR 6 - STAGE 3

Students in Year 6 should be Independent Users.
Skills marked with *in italics* should be reinforced.

A. Identify computer-based technologies	**A. Create, open, close and save a document**	**A. Create a spreadsheet**
Keyboard & mouse	Use pull down menus	Enter and edit data in appropriate fields
Monitor	Open file	Understands use of spreadsheet
Printer	Close file	Identify cell
Hard drive	Create new file	Enter labels in cell
CD ROM	Use save and save as	Enter numbers in cell
Digital camera	**B. Enter and modify text**	*Identify the formula bar*
Scanner	Enter text	*Use formulas*
Laptop	Delete text (letters, words)	*Change column width*
RAM	Copy text	*Change row height*
Floppy drive	Paste text	*Insert a row*
B. Care and appropriate use of computer-based technologies	Select text	*Insert a column*
	Change font style eg bold	**B. Retrieve data**
	Change font size eg size 26	*Sort data*
	Change text justification	Create charts
Move mouse	Use text wrap	Print spreadsheets
Click mouse	Use Undo and Redo	
Double click mouse	Use spell checker	**C. Understand use of a database**
Identify letters on keyboard	Use grammar checker	Use database for research
Use special keys eg Enter	Use thesaurus	Understand terms such as field
Insert floppy disk	Use find and replace	D. Create a database
Use CD ROM	**C. Print documents**	Enter and edit data in appropriate fields
Turn computer on/off	Print whole document	Name fields
Access and exit software	Print selected parts	**E. Retrieve data**
Print files	Use print preview & zoom	Sort data
Manage files (save, open)	**D. Format documents**	Create charts
Choose a printer	Change line spacing	Print database
C. Understand computer-based terms	Select page orientation	

Cursor Software/Hardware Internet Menu Open/Close program File Save file Edit file Network Directory Spreadsheet Cell Row Column	*Change margins* *Indent text* *Use a header* *Use a footer* *Use a footer with page number* **E. Add graphics** Insert clipart Insert file from floppy disk Use WordArt **F. Change layout** *Use columns* *Use tables* *Use document wizards*	

YEAR 6 - STAGE 3
Students in Year 6 should be Independent Users.
Skills marked with *in italics* should be reinforced.

A. Understand and use email Open mail program eg Yahoo Read a message Send a message Reply to a message *Use address book* *Know email address* *Print a message* **B. Understand and use world wide web** Open a browser eg Netscape Find a specific location	**A. Use a draw/paint program** Identify tool bar Use a variety of tools eg fill Use colour palate Delete an object Print a drawing Resize an object Rotate an object Save as a picture file Insert own drawing into document **B. Create a slide show** Insert a slide Format design layout	**A. Shows appropriate ethical conduct** Follows Crown St Public School Computer Policy Uses computer-based technologies appropriately Uses computer netiquette Obeys copyright laws Uses network services in a considerate and responsible manner

Use back, forward, home Use a bookmark or favourite Use history location box Use a search engine Identify information from search Broaden a search term Narrow a search term Take notes from search Cite electronic sources *Save page as html* **C. Understand and produce a webpage** Edit page Insert digital images to page Save page as **html** Save page to desktop Use **ftp** command to upload Page	Add a graphic Add a sound Add a variety of transitions Show slide show Print slide show *Add a video clip* **C. Use peripherals** Use digital camera *Scan images/photographs* *Use video camera*	

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GRADE LEVEL PROJECT/ACTIVITIES:
Can prepare designs and justify their choices.
Follows design plans and uses a variety of techniques to present information.
Assesses the quality of their information products.
Can open and save to any location in the computer.
Can edit and format documents using a range of techniques.
Chooses appropriate programs for intended purpose.
Uses CD Rom to find specific information.
Produces Multi- Media presentation using PowerPoint/Keynote
Uses Internet Search Engines
WORK SAMPLES:
1. 2. Published Writing 3. Biography 4. Graph 5. PowerPoint /Keynote Presentation
6. Database 7. Digital Photography – Photo manipulation 8. Excel Chart
SOFTWARE:
1.   Inspiration 2. Microsoft Office Word, Excel, Powerpoint, Keynote 3. Webmail 4. Pages

References

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Gosford Public School Scope and Sequence, http://www.schools.ash.org.au/murrumba/1_7/index.h
Mountain Brook City Schools http://www.mtnbrook.k12.al.us/ss/ss.htm