

**Trinity Area School District**  
**Template for Curriculum Mapping**

<b>Course:</b> Elementary Technology <b>Grade:</b> 3 <sup>rd</sup>	<b>Overview of Course:</b> Elementary technology in Third Grade expands upon skills learned previously. The course reviews navigating the desktop and internet, using software applications, and being safe online. Students continue learning about netiquette and using more advanced formatting in Microsoft Word. The emphasis is on using ergonomically correct touch typing and effectively using Microsoft Word to create written documents and incorporate relevant graphics. Students are also introduced to Microsoft Excel and various Web 2.0 tools.
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**Overarching Big Ideas, Enduring Understandings, and Essential Questions**

Big Idea	Standard(s) Addressed	Enduring Understanding(s)	Essential Question(s)
Digital Citizenship	<p>15.4.5.B. Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior.</p> <p>15.3.5.T. Explain the importance of digital citizenship.</p> <p>15.3.5.M Apply proper etiquette when using technology.</p>	<p>Being safe online is essential and includes safeguarding your private information.</p> <p>You must give proper credit when using digital media that is someone else's intellectual property.</p>	<p>How do you responsibly use computer programs and applications?</p> <p>Why is it important to protect your personal information online?</p> <p>What are the consequences of not being safe online?</p> <p>How can you respectfully use others' intellectual property?</p> <p>How do you cite sources?</p>
Equipment	<p>15.4.5.D. Demonstrate the ergonomically correct use of more sophisticated input technologies.</p> <p>CC1.4.3.U With guidance and support, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.</p>	<p>There is an ergonomically correct way to touch type.</p>	<p><i>Can you find the location of letters and special characters using proper hand placement?</i></p> <p>What are the benefits of using the keyboard and mouse in an ergonomically correct way?</p>

**Big Ideas, Enduring Understandings, and Essential Questions Per Unit of Study**

<b>Month of Instruction</b>	<b>Title of Unit</b>	<b>Big Idea(s)</b>	<b>Standard(s) Addressed</b>	<b>Enduring Understanding(s)</b>	<b>Essential Question(s)</b>	<b>Common Assessment(s)*</b>	<b>Common Resource(s)* Used</b>
Various weeks throughout the year	Internet Research	Connections	15.6.5.L. Discuss the characteristics of a credible website.	Using a search engine allows you to find specific information on the internet.	How can keywords help you locate information online?  How can you determine if a site is reliable?		
Various weeks throughout the year (saving/opening files)	Desktop Skills	Security  Systems  Patterns	15.4.5.D. Demonstrate the ergonomically correct use of more sophisticated input technologies.	Files are easily accessed when saved and opened correctly.  Files are easily accessed when given descriptive names and organized into folders.  A mouse can be used to input different commands by left, double, and/or right clicking.  Multiple windows can be manipulated through resizing and minimizing.	What are ways to save or open a file from your H drive?  When would it be better to use save vs. save as?  In what circumstances would you use the various types of mouse clicking?  What are some various ways to organize files and folders for easy access?  What makes a "good" file name?  What are the advantages of using multiple windows?		

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November-December	Spreadsheets	Organization Manipulation	15.4.5.G. Create a digital project using appropriate software/application for an authentic task.  15.4.5.K Use digital media to enhance a content-specific work product.	It is important to organize and format spreadsheets to share information clearly.  Manipulating cells will provide a more meaningful spreadsheet.	What makes a spreadsheet easy to understand?  How can you manipulate cells to share information?		
September-February	Word Processing	Perspective Expression Communication	15.4.5.G. Create a digital project using appropriate software/application for an authentic task.  CC.1.4.3.U With guidance and support, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.  CC.1.4.3.F Demonstrate a grade appropriate command of the conventions of standard English grammar and spelling.	You can enhance the readability of a document by formatting.  Formal typed documents follow certain conventions.  Microsoft Word automatically draws attention to spelling and grammar mistakes and provides suggestions for fixing those mistakes.  A well written document clearly communicates the author's purpose.	What are ways to use formatting to visually enhance a document?  <i>What is the proper way to use spacing in a document?</i>  <i>When is it appropriate to use shift vs. caps lock?</i>  What are the benefits of using proper formatting (spacing, tab, etc.) when composing documents?  What are ways to use spelling/grammar check to make corrections to your document?		

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March - June	Web 2.0	Creativity Exploration Connections	15.4.5.A Identify emerging technologies used for educational and personal success.  15.4.5.G. Create a digital project using appropriate software/application for an authentic task.  15.4.5.K Use digital media to enhance a content-specific work product.  CC.1.4.3.U With guidance and support, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.	Emerging technologies can enhance productivity.  Internet tools allow for communication and collaboration.	What are some advantages and disadvantages of using Web 2.0 tools?  How can collaboration through Web 2.0 tools increase productivity?		

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March-June	Digital Design: PowerPoint	Discovery  Creativity  Patterns	15.4.5.G. Create a digital project using appropriate software/application for an authentic task.  15.4.5.K Use digital media to enhance a content-specific work product.	People can share information through visual presentations.  Visual aids can help the audience better understand a presentation.	What makes a visually appealing presentation (WordArt, animations, backgrounds, transitions, etc.)?  What are the advantages of manipulating clipart?		