|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage 3 Planning | | | | |
| Hardware | | | | |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **General** | Understand how Monitor and power is connected.  Understand how Ethernet cable is connected. | **ST3-15I -J** |  |  |
| **Mouse** | Understand a touchpad on a laptop | **ST3-15I -J** |  |  |
| **Keyboard** | Use Ctrl+A to select all.  Use Ctrl+Y to redo. Use Ctrl+F to find information. | **ST3-15I -J** | Ctrl + A is most useful to select a whole document. You can change the font, size, colour or copy the document, paste it in a new document and experiment with formatting or ideas while the original is untouched.  **How can you apply it to Excel?** |  |
|  |  |  |  |  |
| DoE Access |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Logging On** | Change portal Password for security reasons when logging on. | **ST3-15I -J** |  |  |
| **Logging Off** | No content. | No content. |  |  |
|  |  |  |  |  |
| **Navigation** |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Desktop and Task Bar​​** | Use right click on the task bar to lock and unlock the task bar to be moved. | **ST3-15I -J** |  |  |
| **Start Menu​​** | Change size of icons to indicate importance or frequency of use by student. | **ST3-15I -J** | **Change the size the Excel icon and Edge icon.** | **Observation** |
| **Folders - Moving​​** | Use search bar in folders to find files.  Use Right click to find information on a folder and change the folder icon. | **ST3-15I -J** |  |  |
| **Folders - View** | Sort folders and files using the attributes tab (Name, Date, Type, Size)  Use right click to add files directly to a folder location (Word, Shortcut, PowerPoint) | **ST3-15I -J** |  |  |
|  |  |  |  |  |
| Formatting Text |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Create Texts​​** | Create reference lists for information found online, web addresses of images (author and title if possible) Use tables to help organise information.  Use Kidspiration as a tool to plan a story or document to create in Word. Use notes in PowerPoint to plan content for a presentation. | **ST3-15I -M**  **EN3-2A** |  |  |
| **Edit and Modify Texts​​** | Use Spell Check in texts and understand some of the limitations.  Use Ctrl+F to find words on a page and Replace with alternate words. | **EN3-4A** |  |  |
| **Change Documents​​** | Use Bullets and numbering when creating texts.  Use "Save As" Menu to save a type of document into another type by using the "Save As Type" dropdown box. | **EN3-2A**  **ST3-15I -J** | **Understanding Graphs:**  [What happened on Saturday?](http://nuwarra.weebly.com/spreadsheets-5-investigating-graphs.html) **Create a story to explain one of the four sets of graphs.** | **Give it to a friend to read.** |
| **Specialist Programs​​** | Use Excel to create tables of data from Format as Table options.  Use data tables and Insert tab to create graphs from data collected. | **MA3-18SP** | **Excel formulae:**  [Lunchbox Munchies](http://nuwarra.weebly.com/spreadsheets-2-formulae.html)  [Mum’s Birthday](http://nuwarra.weebly.com/spreadsheets-2-formulae.html)  [Pocket Money](http://nuwarra.weebly.com/spreadsheets-2-formulae.html)  **Making Graphs:**  [Make a graph in Excel](http://nuwarra.weebly.com/spreadsheets-3-making-graphs1.html)  [Make a graph Online](https://www.onlinecharttool.com/)  **More uses for Spreadsheets Logic Problems :**  [Choose one of 3](https://www.onlinecharttool.com/) | **Teacher marks online with the same rubric as the students.**  **Students mark with rubric.** |
|  |  |  |  |  |
| Internet |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Ethics and Cyber Safety​​** | Apply NO GO TELL, to social sites and games. Locate the author of work that is published on the internet. (writing, pictures, video, music, etc.).  Give credit to authors of published work. Understand how some people are represented on the internet (stereotypes) | **ST3-15I -M** **ST3-15I -K**  **EN2-3A** |  |  |
| **Internet Use​​** | Use Advanced search functions and choose the best results.  Evaluate the reliability of information found online. | **ST3-15I -K ​** |  |  |
| **Email** | Add an Attachment to an email.  Use alternative email services (G-mail, Hotmail) Discuss the responsible use and safety of sharing email contacts. | **ST3-15I -L** |  |  |
| **Publishing Online** | Add files to Blogs, Wikis and other online collaboration sites (e.g. Edmodo).  Use Web Page (Weebly) software to publish web sites. | **ST3-15I -Q** |  |  |

Stage Three

ICT Capabilities across the

K-6 curriculum with Outcomes and specific Content

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| --- | --- | --- | --- |
| **ST3-15I -J** Demonstrate appropriate and responsible use of information sources and technologies. | **ST3-15I -N** Explore a range of emerging information technologies and the ways that communicating with others has changed, e.g. the use of video-conferencing, blogs and wikis. | **EN2-10C**  Demonstrate an awareness of the limitations of spell check features in digital communication | **EN3-4A** Demonstrate an awareness of the limitations of spell check features in digital communication. |
| **ST3-15I -K** Demonstrate appropriate and responsible use of information sources and technologies considering, where relevant, different points of view and/or stereotyping. | **ST3-15I -Q** Communicate with others in different social and/or cultural contexts when designing an information solution, e.g. being a member of a collaborative online learning community. | **EN2-3A**  recognise and discuss issues related to the responsible use of digital communication |  |
| **ST3-15I -L** Explore how information and communication systems can be used to exchange ideas, collaborate with others, organise and present data. |  | **EN2-8B**  explain and justify the responsible  use of digital technologies | **MA3-18SP** Tabulate collected data, including numerical data, with and without the use of digital technologies such as spreadsheets. |
| **ST3-15I -M** Discuss issues of safety and privacy of personal information when communicating, selecting and using information sources and technologies. |  | **EN3-2A** Plan, draft and publish imaginative, informative and persuasive texts, choosing and experimenting with text structures, language features, images and digital resources appropriate to purpose and audience. | *This is not an exhaustive list of possible outcomes and content.*  *Technology outcomes and content have had an extra letter added by me to distinguish the different contents in the planning table.* |