|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** | **Review term 1** |  |
| **Mouse** | Understand a touchpad on a laptop | **ST3-15I -J** | **Review term 1** |  |
| **Keyboard** | Use Ctrl+A to select all.  Use Ctrl+Y to redo. Use Ctrl+F to find information. | **ST3-15I -J** | **Not term 1** |  |
|  |  |  |  |  |
| DoE Access |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Logging On** | Change portal Password for security reasons when logging on. | **ST3-15I -J** | **Not term 1** |  |
| **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** | **Not term 1** |  |
| **Start Menu​​** | Change size of icons to indicate importance or frequency of use by student. | **ST3-15I -J** | **Not term 1** |  |
| **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** | **Term 1** |  |
| **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** | **Not term 1** |  |
|  |  |  |  |  |
| 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** | **Pretest**  <https://nuwarra.weebly.com/pre-test-word-processing-s3.html>  **Using Fonts**  <https://nuwarra.weebly.com/using-fonts.html>  **Using Text**  <https://nuwarra.weebly.com/using-text.html>  **Using lines**  <https://nuwarra.weebly.com/using-lines.html>  **Using spacing**  <https://nuwarra.weebly.com/using-spacing.html>  **Using Lists**  <https://nuwarra.weebly.com/using-lists.html> | **Pretest marked by teacher but used by students to give them a base line of their understanging**  **Worksheets marked on line – grades recorded** |
| **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** | **Using Fonts**  <https://nuwarra.weebly.com/using-fonts.html>  **Using Text**  <https://nuwarra.weebly.com/using-text.html>  **Using lines**  <https://nuwarra.weebly.com/using-lines.html>  **Using spacing**  <https://nuwarra.weebly.com/using-spacing.html>  **Using Lists**  <https://nuwarra.weebly.com/using-lists.html> |  |
| **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** | **Using Fonts**  <https://nuwarra.weebly.com/using-fonts.html>  **Using Text**  <https://nuwarra.weebly.com/using-text.html>  **Using lines**  <https://nuwarra.weebly.com/using-lines.html>  **Using spacing**  <https://nuwarra.weebly.com/using-spacing.html>  **Using Lists**  <https://nuwarra.weebly.com/using-lists.html> |  |
| **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** | **Not term 1** |  |
|  |  |  |  |  |
| 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** | **Not term 1** |  |
| **Internet Use​​** | Use Advanced search functions and choose the best results.  Evaluate the reliability of information found online. | **ST3-15I -K ​** | **Not term 1** |  |
| **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** | **Not term 1** |  |
| **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** | **Not term 1** |  |

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.* |