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| Stage 1 Planning |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **General** | Identify Microphone and Headphones.Identify monitor, screen and CD Rom. | **ST1-15I -B****ST1-15I -A** | **n/a** |  |
| **Mouse** | Move mouse and use left click and left double click.Move mouse and use left click, left double click and right click.  | **ST1-15I -B****ST1-15I -A** | **Concentrate on the 8 students**  | **Observation** |
| **Keyboard** | Use Shift for capitals. Use TAB to switch sections.Use Ctrl + Alt +Del to access log off menu. Use Ctrl+Z to undo. Use Ctrl+S in Text Formatting Programs to save ongoing work. | **ST1-15I -B****ST1-15I -A** | **Make the sentences on this website begin with capitals.** [4 worksheet activities](http://nuwarra.weebly.com/word-processing-drag-n-drop-2.html) **Explicitly teach** Ctrl + Alt + Del to access log off menu. | **Observe the use of shift and not caps lock** |
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| DoE Access |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Logging On**  | Use name card to log on independently, correcting errors in own name.Log on independently without name card. | **ST1-15I -B****ST1-15I -B** | **Have student type their own names at login separated by a full stop and only when stuck come and get their card.** | **Almost all in 1-2 Sawtell independent. 1 Mogo and 1Cairns most are not.****All year 2 can do this.** |
| **Logging Off** | Independently sign off using the start menu.Independently sign off using the start menu. | **ST1-15I -B** | **Sign off as normal but watch for the students who think they can miss this step.** | **All can do this.** |
|  |  |  |  |  |
| **Navigation** |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Desktop and Task Bar​​** | Use minimised programs from the task bar to open specific files or programs quickly.Adjust volume and use mute to control the speakers from the task bar. | **ST1-15I -B** | **Use Shortcuts to get to the class folder and their work.****Use Word on the task Bar to open and navigate to a previously saved drag ‘n’ drop file.** | **Observation** |
| **Start Menu​​** | Use Search function to look for simple programs.Use start menu to access Sign Off.Use all programs to browse for programs. Understand that Search function works if you know the name of something. | **ST1-15I -B** | **Find Word using Search and open it.** | **Observation checklist** |
| **Folders - Moving​​** | Use Scroll Bar in folders to move windows up and down. Use left navigation window and right window to open folders.Use "Save as Menu" like a folder to navigate to any location given. | **ST1-15I -B** | **Use navigation to find and open work in folders** | **observation** |
| **Folders - View** | Name/Know the sections of a folder. Back, Forward. Recognise icons for familiar file types, Word, PowerPoint, Nuwarra-home.Name/Know the sections of a folder. Back, Forward, Minimize, Resize, Close and Address Bar. Change the view of a folder. | **ST1-15I -B** | **n/a** |  |
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| Formatting Text |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Create Texts​​** | Navigate between File tab and Home tab to create texts, save texts and print texts.Uses typing, formatting, insert picture, insert clip art, page layout, to create texts for a purpose in Word. | **EN1-2A** | **Downloaded texts need to be saved in their class folder with their name first followed by the downloaded name.****Directions are hanging up.****All work is in Landforms stage one**<https://nuwarra2.weebly.com/landforms.html> | **Observation that their name is in the class folder.** |
| **Edit and Modify Texts​​** | Use Home tab in programs to edit Text (colour, size, font, B U I , Paragraph) Recognise the icons for these functions across programs.Use insert picture. Resize objects (picture, clip art, shape, word art) Format tab to change images  (wrap text, picture style, colour) | **EN1-2A** | **Modify the** [**sentences**](https://nuwarra2.weebly.com/landforms.html) **by drag ‘n‘ dropping, colour, and font.****Modify** [document](https://nuwarra2.weebly.com/landforms.html) **by drawing lines using shapes from words to pictures then save print and colour.** | **All will be marked online and one chosen by the student will be printed and marked by the students with a rubric.** |
| **Change Documents​​** | Use "File" - "Save" to enter save window and navigate to class folder and save with student’s nameUse page layout tab in programs to Add border, Change orientation and adjust margins | **EN1-2A** | Choose Save As, at the time of download and navigate to class folder Then save with student’s name.**Save when complete by closing the programme and clicking save when prompted.****Print and colour favourite one.** | **Observation of file in the correct folder.** |
| **Specialist Programs​​** | Use Insert tab in programs to insert clipart, Word Art, shapesUse design tab in Powerpoint to change the theme of a presentation. | **EN1-2A** | **n/a** |  |
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| Internet |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Ethics and Cyber Safety​​** | Understand NO, GO TELL procedure. Find own appropriate websites. Discuss safe use habits (taking breaks, posture, eye distance)Discuss responsible uses of computers (information, entertainment, communication). Identify how computers and internet impacts on student way of life. | **ST1-15I -A****EN1-2A** | **n/a** |  |
| **Internet Use​​** | Use the features of a Browser the same way as a Folder (back, forward). Use provided websites and Google for searchesUse the features of the browser (minimize, close, new tab, close tab, home, refresh). Use history and bookmark tab and know their purposes. | **ST1-15I -C** | **Access** [Nuwarra Weebly](http://nuwarra.weebly.com/word-processing-drag-n-drop-2.html) **and navigate to Landforms stage 1. Download a file (worksheet) and choose between open and save, save as.****Windows in Nuwarra weebly open in a new tab so teach how to close it and make their own tab.****Use refresh to correct errors on a page or obtain the latest version of the page** | **Observation - file saved.****File opened.** |
| **Email** | Understand how to access Student Portal and locate email. Discuss the features of an email address and letter writing.Access student email. Compose emails to send and open emails received. Send using a provided address. | **ST1-15I -A** | **n/a** |  |
| **Publishing Online** | Discuss what types of things are put on the internet and for what purpose. Discuss who are some people that publish on the internet (Youtubers, authors, artists, musicians, etc.) Identify Blogs | **ST1-15I -D****ST1-15I -C** | **n/a****Why do people publish online?** **Discuss Nuwarra Weebly.** |  |

Stage One

ICT Capabilities across the

K-6 curriculum with Outcomes and specific Content

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| **ST1-15I -A**Use a range of information technologies to communicate with others, e.g. letters, telephones, cameras and emails | **ST1-15I -D**Interact with a range of familiar information sources and technologies and identify their purposes, e.g. television programs, websites, digital games, newspapers and magazines | **EN1-2A**Experiment with publishing using different modes and media to enhance planned presentations. | **ST1-4LW-S** Living things changerecord the changes in growth of a common plant or animal, using uniform informal units and appropriate technologies |
| **ST1-15I -B**Describe how the purpose of a specific information source or technology influences its design. |  |  |  |
| **ST1-15I -C**Interact with an information source or technology to explore the ways that different forms of information are combined, including text, image and sound, e.g. a website or digital game. |  |  | *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.* |