

ICT Yearly Overview and P.D. Request
Grade _____ - 2004

| | Term 1 | Term 2 | Term 3 | Term 4 |
|---|--------|--------|--------|--------|
| I.C. Topic | | | | |
| I.C.T. skills – Integrated | | | | |
| I.C.T. skills – English | | | | |
| I.C.T. skills - Maths | | | | |
| I.C.T. skills – Stand Alone | | | | |
| P.D. Required What and When E.G. * At unit meetings * After School on the Free Wednesday (one night per term) * Mon or Tue * During your APT? During Class Session Team Teach | | | | |

Checklist

| CSF Level | Student Name: | |
|-----------|--|--|
| 4 | Able to format a floppy disk | |
| 4 | Able to virus check a floppy disk | |
| 4 | Able to delete files from own disk and U:/Drive | |
| 4 | Able to save work in various places eg. Hard drive, Server, Floppy Disk | |
| 4 | Able to locate directory on harddrive | |
| 4 | Able to print specific pages or selections | |
| 4 | Exposed to the possibility of using On-line help to address difficulties/learning new points | |
| 4 | Can justify text-centre, left, right | |
| 4 | Can create a table within a document | |
| 4 | Able to insert headers/footers | |
| 4 | Can organise text into columns | |
| 4 | Able to number pages | |
| 4 | Is able to import a scanned image into the graphic program | |
| 4 | Is able to import text into the graphic program | |
| 4 | Able to create text, graphics and sound onto a multimedia program | |
| 4 | Can create a stack (Hyperstudio, PowerPoint) | |
| 4 | Can use the digital camera | |
| 4 | Recording own sound to use in multimedia programs | |
| 4 | Can use a video recorder | |
| 4 | Video importing into Multimedia Programs | |
| 4 | Able to store files for future reference | |
| 4 | Able to sort data according to needs (make folders for various e-mail) | |
| 4 | Identify and open a closed database for information retrieval | |
| 4 | Able to enter data | |
| 4 | Able to name and save a database | |
| 4 | Can create fields of different types for a database | |
| 4 | Able to produce an effective layout for a database | |
| 4 | Able to sort data according to need | |
| 4 | Can use simple mathematical formulae to solve problems within spreadsheet | |
| 4 | Can use built-in Functions ie. SUM, AVERAGE | |
| 4 | Can analyse simple data on a spreadsheet | |
| 4 | Further development of graphing skills | |
| 4 | Participate in a Collaborative Project | |

Skills Scope and Sequence Chart for Learning Technologies- Level 4

| File Management Computer System | Word Processing/ Keyboard Skills | Graphics | Multimedia | Electronic Communication | Database | Spreadsheet | Collaborative Projects |
|---|---|---|---|--|--|---|--|
| <i>Retrieving Saving Storing Organising</i> | <i>Keying Editing Printing Formatting Importing</i> | <i>Drawing Painting Selecting Importing Editing</i> | <i>Accessing Creating Integrating Linking</i> | <i>Retrieving Creating Uploading Linking Downloading</i> | <i>Accessing Editing Sorting Structuring Reporting</i> | <i>Creating Calculating Analysing Programming</i> | <i>Teddy Bear Keypals MagNet Global School House</i> |
| Able to format a floppy disk | Exposed to the possibility of using On-line help to address difficulties/learn new points | Is able to import a scanned image into the graphic program | Able to create text, graphics and sound onto a multimedia program | Able to store files for future reference | Identify and open a closed database for information retrieval | Can use simple mathematical formulae to solve problems within spreadsheet | Participate in a Collaborative Project |
| Able to virus check a floppy disk | Can justify text-centre, left, right | Is able to import text into the graphic program | Can create a stack (HyperStudio, PowerPoint) | Able to sort data according to needs (make folders for various email) | Able to enter data | Can use built in Functions i.e.: SUM, AVERAGE | |
| Able to delete files from own disk and U:/Drive | Can create a table within a document | | Can use the digital camera | | Able to name and save a database | Can analyse simple data on a spreadsheet | |
| Able to locate directory on hard drive | Able to insert headers/footers | | Recording own sounds to use in multimedia programs | | Can create fields of different types for a database | Further development of graphing skills | |
| Able to print specific pages or selections | Can organise text into columns | | Can use a video recorder | | Able to produce an effective layout for a database | | |
| | Able to number pages | | Video importing to Multimedia programs | | Able to sort data according to need | | |

Checklist

| CSF Level | Student Name: | |
|-----------|---|--|
| 3 | Able to solve basic problems eg. Freezing, printer jams | |
| 3 | Understands roles when working in co-operative groups | |
| 3 | Able to use CD Quickshare to access CDs | |
| 3 | Name input devices used on computer eg. Keyboard, Mouse | |
| 3 | Name output devices eg. Printer | |
| 3 | Able to 'Save As' command | |
| 3 | Able to print file/document | |
| 3 | Able to use all function keys for their correct purpose | |
| 3 | Uses buttons bars and shortcuts for specific functions | |
| 3 | Able to use spell checker to proof read text | |
| 3 | Able to create borders around texts or pages | |
| 3 | Able to undo/redo text using edit commands | |
| 3 | Able to add WordArt to document | |
| 3 | Able to Cut, Copy and Paste Text | |
| 3 | Able to save work in various places eg. Hard drive, Server, Floppy Disk | |
| 3 | Recognises text types, features are associated with purpose | |
| 3 | Able to underline, bold or italicise text | |
| 3 | Controls basic linguistic features eg: full stops, question marks | |
| 3 | Able to preview before printing | |
| 3 | Create a slide show with text (Kidpix, PowerPoint) | |
| 3 | Can design interactive slides (Kidpix, PowerPoint) | |
| 3 | Able to scan save pictures/text | |
| 3 | Can use a digital camera | |
| 3 | Can create text and send messages to another source | |
| 3 | Can print file to printer | |
| 3 | Can point out rows/Columns in a spread sheet | |
| 3 | Can move around using arrows, mouse and tab key | |
| 3 | Can enter text onto spreadsheet correctly | |
| 3 | Can edit cells within a spreadsheet | |
| 3 | Can create a bar, line, column or pie chart from data entered | |
| 3 | Can add grid lines or borders to the spreadsheet | |
| 3 | Participate in a collaborative project | |

Skills Scope and Sequence Chart for Learning Technologies- Level 3

| File Management Computer System | Word Processing/ Keyboard Skills | Graphics | Multimedia | Electronic Communication | Database | Spreadsheet | Collaborative Projects |
|---|---|---|---|--|--|---|--|
| <i>Retrieving Saving Storing Organising</i> | <i>Keying Editing Printing Formatting Importing</i> | <i>Drawing Painting Selecting Importing Editing</i> | <i>Accessing Creating Integrating Linking</i> | <i>Retrieving Creating Uploading Linking Downloading</i> | <i>Accessing Editing Sorting Structuring Reporting</i> | <i>Creating Calculating Analysing Programming</i> | <i>Teddy Bear Keypals MagNet Global School House</i> |
| Able to solve basic problems eg freezing, printer | Able to use all function keys for their correct purpose | Is able to cut, copy and paste objects or parts of the graphics | Create a slide show with text (KidPix, PowerPoint) | Can create text and send messages to another source | | Can point out rows/Columns in spreadsheet | Participate in a Collaborative Project |
| Understands roles when working in co-operative groups | Uses buttons bars and shortcuts for specific functions | Able to import text or graphics from other sources | Can design interactive slides (KidPix, PowerPoint) | Can print file to printer | | Can move around using arrows, mouse and tab key | |
| Able to use CD Quickshare | Able to use spell checker to proof read text | Uses technology process when considering design and Presentation | Able to scan and save pictures/text | | | Can enter text onto spreadsheet correctly | |
| Name input devices used on computer eg. mouse, keyboard | Able to create borders around texts or pages | | Can use a digital camera | | | Can edit cells within a spreadsheet | |
| Name output devices eg printer | Able to undo/redo text using edit commands | | | | | Can create a bar, line, column or pie chart from data entered | |
| Able to use 'Save As' command | Able to add Word Art to document | | | | | Can add grid lines or borders to the spreadsheet | |
| Able to print file/document | Able to Cut, Copy and Paste text | | | | | | |
| | Recognises text types, features are associated with purposes | | | | | | |
| | Able to underline, bold or italicise text | | | | | | |
| | Controls basic linguistic features eg: full stops | | | | | | |
| | Able to preview before printing | | | | | | |

Skills Scope and Sequence Chart for Learning Technologies- Level 2

| File Management Computer System | Word Processing/ Keyboard Skills | Graphics | Multimedia | Electronic Communication | Database | Spreadsheet | Collaborative Projects |
|--|---|---|---|--|--|---|--|
| <i>Retrieving Saving Storing Organising</i> | <i>Keying Editing Printing Formatting Importing</i> | <i>Drawing Painting Selecting Importing Editing</i> | <i>Accessing Creating Integrating Linking</i> | <i>Retrieving Creating Uploading Linking Downloading</i> | <i>Accessing Editing Sorting Structuring Reporting</i> | <i>Creating Calculating Analysing Programming</i> | <i>Teddy Bear Keypals MagNet Global School House</i> |
| Is able to shutdown the computer | Recognise and use Page Up/Down, Home/End keys | Able to use the line tool to draw thick/thin lines | Creates media for audience using graphics and sound | | | | Using E-mail for Travel Buddies Program |
| Able to save into their U:/Drive | Knows location & use of function keys eg: delete | Able to use 'fill' tool to fill in shapes | Can create a simple slide show with some assistance | | | | |
| Able to use mouse to get into, move around and exit programs | Able to type a simple sentence | Able to rotate an object on the screen | Introduction to digital camera | | | | |
| Is able to locate different drives | Able to highlight a letter, word or block of text | Able to resize a selected object | | | | | |
| | Able to change font, style and size of text | Able to insert text | | | | | |
| | Can delete text efficiently | | | | | | |
| | Able to position cursor correct using mouse or arrow keys | | | | | | |
| | Combine text and graphic in one document | | | | | | |

Checklist

| CSF Level | Student Name: | |
|-----------|---|--|
| 2 | Is able to shut down the computer | |
| 2 | Able to save into their U: Drive | |
| 2 | Able to use mouse to get into, move around and exit programs | |
| 2 | Is able to locate different drives | |
| 2 | Recognise and use Page Up/Down, Home/End keys | |
| 2 | Knows location & use of function keys eg. Delete Key | |
| 2 | Able to type a simple sentence | |
| 2 | Able to highlight a letter, word or block of text | |
| 2 | Able to change font, style and size of text | |
| 2 | Can delete text efficiently | |
| 2 | Is able to save in the appropriate folder on the server | |
| 2 | Able to position cursor correct using mouse or arrow keys | |
| 2 | Combine text and graphic in one document | |
| 2 | Creates media for audience using graphics and sound | |
| 2 | Can create a simple slide show with some assistance (Using KidPix/PowerPoint) | |
| 2 | Introduction to digital camera | |
| 2 | Uses E-mail (to communicate both within the school and externally) | |
| 2 | Browses book marked Internet sites | |

Skills Scope and Sequence Chart for Learning Technologies- Level 1

| File Management Computer System | Word Processing/ Keyboard Skills | Graphics | Multimedia | Electronic Communication | Database | Spreadsheet | Collaborative Projects |
|--|---|---|---|--|--|---|--|
| <i>Retrieving Saving Storing Organising</i> | <i>Keying Editing Printing Formatting Importing</i> | <i>Drawing Painting Selecting Importing Editing</i> | <i>Accessing Creating Integrating Linking</i> | <i>Retrieving Creating Uploading Linking Downloading</i> | <i>Accessing Editing Sorting Structuring Reporting</i> | <i>Creating Calculating Analysing Programming</i> | <i>Teddy Bear Keypals MagNet Global School House</i> |
| Can turn off/on the computer | Able to use mouse to move cursor | Able to draw a picture freehand | Collaboratively makes a class KidPix Slide Show | Awareness of E-mail | | | |
| Can name basic parts of system | Able to use Arrow Keys correctly | Can use shape tools to draw regular shapes | | | | | |
| Can Retell/demonstrate correct computer rules/procedures | Able to use the Shift Key to produce capital letters | Able to select objects from menu to stamp on screen | | | | | |
| Can work in small groups to complete tasks | Can recognise and use the Enter key to make choices | Able to use the eraser to delete | | | | | |
| | Able to use the Space bar to place spaces b/n words | | | | | | |
| | Is able to type own name onto computer | | | | | | |
| | Use capital letters for names | | | | | | |

Checklist

| CSF Level | Student Name: | |
|-----------|---|--|
| 1 | Can turn off/on the computer | |
| 1 | Can name basic parts of the computer system | |
| 1 | Can retell/demonstrate correct computer rules/procedures | |
| 1 | Can work in small groups to complete tasks | |
| 1 | Able to use mouse to move cursor | |
| 1 | Able to use Arrow Keys correctly | |
| 1 | Able to use the Shift Key to produce capital letters | |
| 1 | Can recognise and use the enter key to make choices | |
| 1 | Able to use the Space bar to place spaces b/n words | |
| 1 | Is able to type own name onto computer | |
| 1 | Use capital letters for names | |
| 1 | Able to draw a picture freehand | |
| 1 | Can use shape tools to draw regular shapes | |
| 1 | Able to select objects from menu to stamp on screen | |
| 1 | Able to use the eraser to delete | |
| 1 | Collaboratively makes a class Kidpix Slide show | |
| 1 | Awareness of E-mail | |
| 1 | Can open and use some aspects of the "KidPix Program" Stamps/Free drawing etc | |
| 1 | Is exposed to the "Internet" and "Emailing" | |