Sixth Grade

Bond County CUSD #2 encourages that the use of technology & the student's acquisition of technology skills be embedded within the general curriculum, with the exception of keyboarding and Internet safety. Mastery of technology skills should be a result of using technology as a tool to learning- similar to how a student uses a pencil and paper. Teachers are encouraged to examine current curriculum, and using this guide, purposely give students opportunities to learn and practice age appropriate essential technology skills as a part of their overall educational plan.

A sixth grade student will be able to:

- Problem solve through trial and error
- Suggest a technical solution to a manual task
- Use multiple strategies to achieve a goal
- Conduct research using a variety of media
- Identify appropriate uses of technology
- Recommend innovative uses for technology
- Suggest troubleshooting strategies
- Select an appropriate application to perform a task
- Use the Find function to locate files
- Evaluate the limitations of software and hardware
- Identify improvements to existing technology or software
- Create templates

Through the BCCU #2 Technology Curriculum, the student will work to:

- Identify a computer's components and their function
- Identify and use a menu
- Identify and use an icon
- Launch and exit/quit an application
- Use a scroll bar
- Open an existing document
- Create a new document
- Close/Print/Save a document
- Cancel (undo) a previous action
- Handle removable media properly
- Identify and explain input and output purposes and differences
- Explain file size and download time relationships
- Demonstrate proper computer etiquette
- Navigate from one folder to another
- Explain the purpose of a copyright
- Use the HELP function
- Describe the differences between SAVE and SAVE AS commands
- Task switch among applications
- Switch between two open documents
- Use Print Preview function
- Change a window's size
- Copy/Rename/Delete a file
- Log on to the computer/Internet using a username & password
- Access websites through hypertext
- Describe proper Internet etiquette
- Access a website by entering a URL
- Bookmark a web page
- Use the zoom function in a browser
- Use a computer or online calculator
- Magnify to enlarge or to reduce the view of a graphic
- Import and export data among applications

- Add a scanned/or captured image to a file
- Take a screenshot
- Scan/or capture a picture or a block of text
- Explain hypertext
- Explain how data is transferred via the Internet
- Explain why the Internet was developed
- Explain the function of an Internet service provider
- Determine the available free space on a disk
- Identify improvements to existing technology or software

- Select Print options
- Customize the desktop
- Alter the display of a folder or window's contents
- Explain how information is stored
- Explain the difference between types of computer memory
- Describe the relative size of a byte, a kilobyte, a megabyte and a gigabyte
- Organize file and folder structure
- Identify common filename extensions
- Describe a computer's specifications
- Describe how the CPU processes data
- Evaluate the limitations of software and hardware
- Identify operating systems

● Use the keyboard to execute commands	Chromebook Keyboard Shortcuts

● Use advanced search techniques	● The Keys to Search City
	  ○ Presentation
	  ○ Video YouTube "How Search Works by Matt Cutts"
	
	● Believe it or Not
	  ○ Presentation

● Independently demonstrate proficient keyboarding skills	● 6th Grade Keyboarding Lesson

Using an office productivity suite such as Google Drive, Gmail, Google Docs, Slides, Sheets, or Drawing, the student will be able to:

Telecommunications
- Send and receive email
- Attach a file to an email message
- Open an email attachment
- Selectively use search engines and directories
- Participate in an online discussion

Graphics
- Access & navigate graphics libraries
- Add an image
- Resize an object

Graphics, continued
- Group and ungroup objects
- Save a document as a graphics file
- Customize a color palette
- Modify lighting to adjust the color and shading of objects
- Change the height-to-width proportions of a graphic image
- Flip an image
- Rotate an image
- Reposition an object

- Crop an image
- Delete an image
- Select several objects at the same time

Wordprocessing
- Enter text
- Delete text, image
- Change text color, size, font, style
- Cut, copy & paste text
- Change text alignment
- Adjust line spacing
- Change page orientation
- Select an appropriate page view
- Create and modify graphical text effects
- Create bulleted list
- Use Spell Check function
- Insert a table
- Customize a table
- Insert page numbers
- Set tabs, Use tabs
- Set margins
- Use find/replace function
- Create a header or a footer
- Change a drawings text-wrapping options
- Insert a symbol
- Adjust the space between text frames or graphic frames
- Link information from one document to another
- Locate a specific page in a multipage document
- Add page breaks
- Insert the current date or time
- Create and modify footnotes or endnotes
- Construct a table of contents
- Change the indentation of text

Desktop Publishing
- Apply a border to a graphics frame or a text frame
- Create a border around a page
- Create a text frame
- Insert or delete a page

- Duplicate an object
- Layer objects
- Use tools to create shapes and lines

Desktop Publishing, continued
- Add a shadow to a graphics frame or a text frame
- Alter the shading of a graphics frame or a text frame
- Move between the background and the foreground
- Display or hide positioning guides
- Align objects
- Snap objects to positioning guides
- Adjust the margin width in a text frame

Spreadsheets
- Identify columns and rows in a table
- Find a cell by its column and row position
- Identify which cells contain formulas, labels and numbers
- Explain the purpose of the entry bar
- Enter and modify data
- Change column width
- Change column height
- Use a spreadsheet to perform mathematical operations
- Create a chart
- Create a chart using data in non-adjacent cells
- Clear contents from a cell or range
- Enter and modify row and column headings
- Insert or delete rows or columns
- Cut or copy and paste data between cells
- Enter and modify formulas
- Use the FILL command
- Sort data
- Apply a number format
- Apply a mathematical function
- Hide information in a spreadsheet
- Create charts appropriate to the data
- Add chart titles
- Label chart axes

- Rotate text
- Create columns
- Add captions to a chart or a graphic
- Layer text frames or graphic frames

Multimedia
- Create a presentation slide
- Add text, insert images
- Change background color
- Add a background image
- Play a presentation
- Reorder slides/cards
- Use a background or a template multiple times
- Add hot spots or buttons
- Add transitions to a presentation
- Change the amount of time a slide/card appears
- Record and save a sound file
- Add a video file
- Determine the playing options for a presentation

- Apply data labels to a chart
- Create and modify borders for a group of cells
- Add shading to a group of cells

Databases
- Enter data
- Insert and delete records and fields
- Name fields
- Define RECORDS and FIELDS and explain how they differ
- upon which to sort
- Move between records and fields
- Display all records
- Change a field's number format

- Find and replace data
- Sort a database
- Arrange data by grouping
- Determine the critical characteristics
- Recognize relationships described by AND, OR and NOT

Internet Safety Instruction will include the following topics/lessons:

Safe use of social networking websites, chat rooms, e-mail, bulletin boards, IM'ing, Internet.	Digital Life 101 ● Lesson Plan with student handouts ● Video ○ Discussion Guide Which Me Should I be? ● Lesson Plan with student handouts ● Video ○ Discussion Guide ● Video The Good and Bad of Using Different Online Personas
Risks of transmitting personal information on the Internet.	Post to Be Private ● Video My Online Self ● Lesson Plan ● Video ● Handouts ○ Offline/Online Me ○ Partner Profile Trillion Dollar Footprint

	● [Lesson Plan with student handout](#) ● [Lesson in Action Video](#) ● [Video](#) ○ [Discussion Guide](#)
Recognizing and avoiding unsolicited or deceptive communications received online.	[Scams & Schemes](#) ● [Lesson Plan with student handouts](#)
Recognizing and reporting online harassment and cyberbullying.	[Be Upstanding](#) ● [Lesson Plan with student handouts](#) Think before you Text ● [Lesson Plan](#) Handouts (PDF) ● [Group Discussion Questions](#) ● [Problem Solving Scenarios](#) ● [Texting Safety Tips](#) ● [Think Before You Text Planning Sheet](#) ● [Student Sample Planning Sheet](#) ● [Think Before You Text Contract](#) ● [Sample Think Before You Text Contract](#) ● Websites for Research ● [http://www.scholastic.com/browse/article.jsp?id=3751903](#) ● [http://www.connectsafely.org/Safety-Tips/cellphone-safety-tips.html](#) ● [http://kidshealth.org/teen/safety/driving/texting.html](#) ● [http://www.attorneyatwork.com/practice-safe-texting/](#)
Reporting illegal activities and communications on the Internet.	[Be Legal & Fair](#)
Copyright laws on written materials, photographs, music, and video.	[Choices & Cheaters](#) ● [Discussion Guide](#)