

Unit Overview

<p>Unit Focus: Students will learn correct keyboarding, mouse skills, and web-based navigation proficiencies to assist them with taking the SBAC Assessment.</p>	<i>Transfer Goals: SBAC Skills</i>	
	<p>CCSS – ELA: Writing 6: With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.</p> <p>SBAC Navigation Skills: Students will learn skills related to navigating within the SBAC assessment environment.</p>	
	<i>Making Meaning</i>	
	<p>UNDERSTANDINGS <i>Students will understand that...</i></p> <ul style="list-style-type: none"> • Proper posture and ergonomics are essential for efficient keyboarding skills. • Keyboarding skills help with accuracy and speed when typing extensive papers. • Keyboarding is a lifelong skill. • Webpage navigational skills are necessary in order to complete the assessment. 	<p>ESSENTIAL QUESTIONS <i>Students will consider...</i></p> <ul style="list-style-type: none"> • Why are ergonomics and posture important when using the computer? • How do speed and accuracy improve efficiency when typing extensive papers? • Why is it important to know basic mouse skills such as drag and drop, click and drag, etc.? • How does understanding the various types of webpage navigation skills increase efficiency during the assessment?
	<i>Acquisition</i>	
<p><i>Students will know...</i></p> <ul style="list-style-type: none"> • Proper ergonomics and posture for keyboarding. • Letters and number keys on a computer keyboard. • Space bar, shift key, return and enter keys. • Web-based technology vocabulary such as drag and drop, scroll, field, drop down menu, icons, minimize, maximize, etc. 	<p><i>Students will be skilled at (Do)</i></p> <ul style="list-style-type: none"> • Using proper posture and ergonomics when using the computer. • Locating and using the home row on the keyboard. • Locating and using letter and number keys with correct left and right hand placement. • Locating and using correct finger and hand placements for space bar, return/enter and shift keys. • Navigating web-based programs utilizing skills such as drag and drop, drawing, reading icons, etc. 	

Lesson	Lesson Overview	CCSS Alignment	SBAC Item Type
1	1. Turn computer on. 2. Login- student ID and password 3. Basic Mouse Skills-click, double-click, 4. Keyboarding: Type to Learn <ul style="list-style-type: none"> • Focus Areas: posture, hand placement • Exit program • Log off 	W6	SR CR ER
2	1. Keyboarding: Type to Learn (30 minutes) <ul style="list-style-type: none"> • Focus: <ul style="list-style-type: none"> ○ Pretest ○ Lessons assigned based on pretest data (See Lesson Scope and Sequence) 2. Mouse Skills <ul style="list-style-type: none"> • Focus Areas: <ul style="list-style-type: none"> ○ Scroll up and down, left to right ○ Insert cursor (delete text) and type text ○ Select/highlight 	W6	SR CR PT
3	1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Mouse Skills <ul style="list-style-type: none"> • Focus Areas: <ul style="list-style-type: none"> ○ Drag and drop ○ Radio buttons, checkboxes, dropdowns ○ Select vs. deselect 3. Video Navigation-play, stop, pause, rewind, volume; Notepad	W6	SR TE PT
4	1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Intro to SBAC test-taking environment (ELA)	W6	SR TE CR ER PT
5	1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Math symbols (+ add, -minus, x-multiply, ÷ divide, exponents)	W6 MD	CR ER TE

6	<ol style="list-style-type: none"> 1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Drawing Tools <ul style="list-style-type: none"> • Focus Areas: <ul style="list-style-type: none"> ○ Line tools ○ Shape tools ○ 3D shapes 	W6	TE CR ER
7	<ol style="list-style-type: none"> 1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Drawing Tools <ul style="list-style-type: none"> • Focus Areas: <ul style="list-style-type: none"> ○ Line tools ○ Shape tools ○ 3D shapes 	W5 W6	CR ER
8	<ol style="list-style-type: none"> 1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Intro to ELA Performance Task 	W6	PT
9	<ol style="list-style-type: none"> 1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Intro to Math Performance Task 	W6 MD	TE PT SR
10	<ol style="list-style-type: none"> 1. Keyboarding Warm-up: Type to Learn (10 minutes) 2. Choose a performance task, resource practice, or whatever technology instruction your students may need for the assessment. 	W6	

Type To Learn Scope and Sequence

Students are assigned the appropriate lesson based on their pre-test. Each student progresses at his or her own rate and advances to the next level once the accuracy levels are achieved. Words Per Minute are not as critical during the earlier lessons as the focus is on accuracy.

Diagnostic Pre-test	
Lesson A	Keyboarding awareness – lowercase alphabet
Lesson B	Keyboarding awareness – numbers, capital letters, punctuation
Lesson 1	J F, Space Bar
Lesson 2	U R
Lesson 3	K D
Assessment 1	
Lesson 4	I E
Lesson 5	H G
Assessment 2	
Lesson 6	L S, Right Shift
Lesson 7	Quick-Blends, Quick-Words
Lesson 8	O W, Left Shift
Lesson 9	; A, Enter/Return
Assessment 3	
Lesson 10	P Q, Backspace/Delete
Lesson 11	Quick-Blends and Quick-Words
Lesson 12	Y T, Tab
Lesson 13	Arrow Keys
Lesson 14	B N
Lesson 15	Quick-Blends and Quick-Words
Assessment 4	
Lesson 16	M V
Lesson 17	, C
Lesson 18	Quick-Blends and Quick-Words
Lesson 19	. X
Lesson 20	/ Z ?
Assessment	

Focus of Instruction: Keyboarding & SBAC Navigation Skills Grades 3-5 (2014 School Year Only)
Daily Performance Activities

Keyboarding & SBAC Navigation: Lesson 1

CCSS Alignment: W6

SBAC Item Type: SR, CR, ER

Lesson 1 Vocabulary:

- login
- student ID
- password
- six-digit date of birth
- click
- double-click
- icon
- Type to Learn 4
- keyboard
- launch
- posture
- ergonomic
- exit program
- Internet
- log off
- application
- index finger
- home row
- headphones

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.

Prerequisite:

- Review the *Computer Lab Management* document before coming to the computer lab. (Located on the Technology Instruction page on the LBUSD website. From the district homepage click T, then scroll to Technology Instruction, and click Curriculum Documents on the left.)

http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/curriculum_docs.cfm

Review the *Type to Learn 4* handout and login information before going to the lab. (Located on the Technology Instruction page on the LBUSD website. From the district homepage click T, then scroll to Technology Instruction, and click Curriculum Documents on the left.)

http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/curriculum_docs.cfm

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.

Instructional Activities:

- Have students sit in their assigned seats.
- Introduce vocabulary. (Could be covered in class before coming to the lab for approximately 5-10 minutes.)
- Instruct on proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.

- When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Instruct students how to correctly use the headphones in the lab. (3-5 minutes)
- Teach students how to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (10-15 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.
- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password. (Note: the first time a student logs in to the application, s/he may need to type in the district **account code key: 151921**. Students will not need to type it in again.) (5 minutes)
- The application will automatically launch and a cartoon character will begin talking to the user. After listening to the cartoon character, instruct the students to click on the center of the screen, then click **Next** on the pop-up menu, navigate to **Lesson A**, and click **Begin**.
- Circulate throughout the lab while students are using Type to Learn 4 to be sure they are keeping their hands on the keyboard properly, thus reinforcing ergonomic placement and home row. (15-20 minutes)
- The remainder of the time in the lab will be spent on completing Type to Learn 4 Lesson A, which focuses on ergonomic hand placement, and mouse and keyboard skills.
- At the end of the lesson, instruct students to log out of Type to Learn 4 and place headphones back in the proper location.
- Log out of the computer, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, and ask key closing questions back in your classroom.
- Give students the Type to Learn 4 Home Use Handout and password so they may continue typing practice from home.

Keyboarding & SBAC Navigation: Lesson 2

CCSS Alignment: W6

SBAC Item Type: SR, CR, PT

Review Lesson 1 Vocabulary

Lesson 2 Vocabulary:

- scroll
- cursor
- field
- select and highlight

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.

Prerequisite:

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.

Instructional Activities:

- Have students sit in their assigned seats.
- Review lesson 1 vocabulary.
- Introduce lesson 2 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.
- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.

- Ask students to place their headphones on their head and follow instructions, as given by the program, and begin taking the typing pretest. (20 minutes)
- Ask students to stop their pretest, even if they are not finished, by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Now inform students that they are going to visit some Internet websites to practice navigation skills. Reinforce that these skills will help students with the navigation skills they'll be using on the new SBAC assessment.
- Review vocabulary: mouse, scroll (up, down, left, right), cursor, field, type text, delete text, select, and highlight.
- Have students visit the SBAC Technology Skills Resource page on the district website.
- Ask students to click on the link called **Mousing Around** and follow the instructions for proper mouse navigation. Ask students to use their headphones. (5 minutes)
- Ask students to return to the SBAC Technology Skills Resource page on the district website and click on the link called **Mousercize**. Follow instructions at the site for proper mouse navigation. (5 minutes)
- Ask students to return to the SBAC Technology Skills Resource page on the district website and click on the link called **Mouse Practice**. Follow instructions at the site for proper mouse navigation. (5 minutes)
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, and ask key closing questions back in your classroom.
- Remind students to visit the Type to Learn 4 application at home for more practice and to visit the SBAC Technology Skills Resource page on the district website.

Keyboarding & SBAC Navigation: Lesson 3

CCSS Alignment: W6

SBAC Item Type: SR, TE

Review Lesson 2 Vocabulary

Lesson 3 Vocabulary:

- drag and drop
- radio buttons
- checkboxes
- dropdown menus
- select vs. deselect
- video navigation:
 - play
 - stop
 - pause
 - rewind
 - volume

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.

Prerequisite:

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.

Instructional Activities:

- Have students sit in their assigned seats.
- Review lesson 2 vocabulary.
- Introduce lesson 3 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.
- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.

- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (esc) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Now inform students that they are going to visit some Internet websites to practice navigation skills. Reinforce that these skills will help students with the navigation skills they'll be using on the new SBAC assessment.
- Have students visit the SBAC Technology Skills Resource page on the district website.
- Ask students to click on the link called **Math Mavens Mysteries**. Once students arrive at Math Mavens, ask students to click on the first activity called **Cafeteria Capers** and follow the instructions to reinforce proper mouse and navigation skills. If students finish the Cafeteria Caper, have them continue on to the next mystery. Students will use headphones. (5 minutes)
- Remind students about the navigational terms select, deselect, play, and pause.
- Ask students to stop the Math Mavens activity reminding them they can visit the site and practice from home. Ask students to return to the SBAC Technology Skills Resource page and click on the link called **Math Arcade**. Have them read and follow the instructions on the site and play only the **Math Arcade** game, as it will reinforce select, deselect, and drag and drop navigational skills. (5-10 minutes)
- Ask students to stop their Math Arcade game and remind them they can visit the site from home to practice.
- Ask students to return to the SBAC Technology Skills Resource page and click on the link called **Thinking Blocks**. At the site, students are able to select one of four Thinking Blocks to work with (Adding & Subtraction, Multiplication & Division, Fractions, or Ratio & Proportion). Ask student to click on the title **Think Blocks** in the addition and subtraction square. Have students play the **Tutorial Video** to learn how to play the game. Reinforce video vocabulary (play, pause, stop, rewind, volume). Then have them use the game to reinforce drag and drop. (5-10 minutes)
- Ask students to stop their Thinking Blocks game and return to the SBAC Technology Skills Resource page. If time permits, ask students to click on the link called **Study Jams** to watch a short video about the water cycle. Reinforce video navigational vocabulary (play, pause, stop, volume, and rewind).
- When students arrive at the **Study Jams** site, ask them to click on the water cycle window to launch the video. (5 minutes)
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning, vocabulary, and ask key closing questions back in your classroom.

Keyboarding & SBAC Navigation: Lesson 4

CCSS Alignment: W6

SBAC Item Type: SR, CR, ER, PT, TE

Review Lesson 3 Vocabulary

Lesson 4 Vocabulary:

- help icons
- menus
- global menu
- digital notepad

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.

Prerequisite:

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.
- Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.

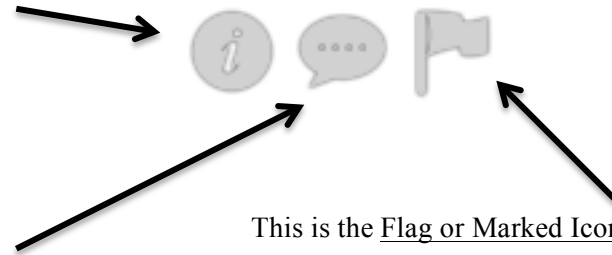
Instructional Activities:

- Have students sit in their assigned seats.
- Review lesson 3 vocabulary.
- Introduce lesson 4 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.

- Use the teacher station and LCD projector in the lab to show students how to navigate to the test. Model how the students will need to read and follow instructions.
- After students arrive on the SBAC Practice site, have them click **Sign In**.
- Next, select their grade and click **Yes**.
- Next, click **Start Gr__ ELA**.
- The next page will allow students to choose or customize settings. Have students skip the choices and click **Select**.
- Now students should be at the page called, *Is this Your Test?* Ask them to click, *Yes, Start my Test*.
- The next page is the **Test Instructions and Help Page**. Spend some time briefly reviewing the icons, tools, keyboard commands, and scroll bar on the left of the screen.
- Ask students to scroll up and down the page reading/reviewing the information.
- Tell students that they will not have to memorize the keyboard commands or shortcuts. The test is relatively intuitive so this page is basically an introduction to the various navigational tools/commands they'll encounter during the test.
- Spend approximately 5-10 minutes reviewing and discussing the information on this page.
- It is **important** to introduce students to the three **Help Icons** that are available with selected questions on both math and ELA sections of the SBAC. Some questions might have unique graphs, charts, and/or diagrams for student to manipulate. This Help Menu/Help Icons will assist student with features unique to individual questions.

This is the Information Icon. Clicking it will open a window with additional help for the student providing an interactive model showing how to navigate the question and technology skills required to answer the question.

This is the digital Notepad Icon. Clicking it will open a digital notepad where students can write notes and save them.



This is the Flag or Marked Icon. Clicking this icon will place a flag or marker on the question reminding students to come back and finish it later.

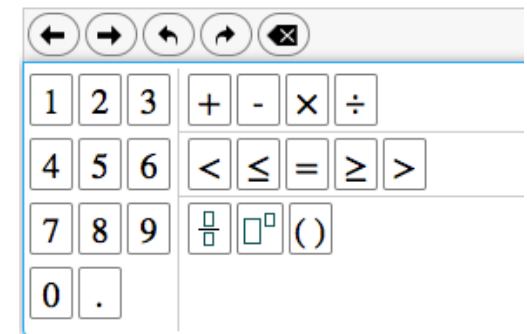
- When ready, ask the students to click the ***Begin Test Now*** button.
- Depending upon the grade level, most students will receive a practice test with approximately 25 questions. Instruct students to read instructions carefully and begin taking the test. (20-30 minutes)
- Monitor and circulate throughout the lab helping students and assisting them with navigation as needed.
- Ask students to stop approximately 5-10 minutes before your lab time is over. Tell them it's okay if they did not finish the test. Remind them they can visit the SBAC Technology Resource page from home and can take the test over and over as many times as they want.
- Ask students to discuss the test with a shoulder partner focusing on the navigational skills they used during the test. (**Note:** We are not teaching the ELA content of the test or discussing how to take the test, but rather how to properly navigate the testing environment. For example, review/discuss questions that might have required more than one answer, that required drag and drop, typing in a field, selecting a sentence in a paragraph, etc.)
- Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges.
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.

Keyboarding & SBAC Navigation: Lesson 5

<p>CCSS Alignment: W6</p> <p>SBAC Item Type: CR, ER, TE</p> <p>Review Lesson 4 Vocabulary</p> <p>Lesson 5 Vocabulary:</p> <ul style="list-style-type: none"> • SBAC number pad • math symbols • add • subtract • multiply • divide • exponent 	<p>Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> • Review the <i>Computer Lab Management</i> document before coming to the computer lab. • Review the <i>Type to Learn 4</i> handout and log in information before going to the lab. • Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment. <p>Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.</p> <p>Supplies: Have students bring a pencil with an eraser and scratch paper to solve some math problems.</p> <p>Instructional Activities:</p> <ul style="list-style-type: none"> • Have students sit in their assigned seats. • Review lesson 4 vocabulary. • Introduce lesson 5 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.) • Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.) <ul style="list-style-type: none"> ○ Use two hands to type. ○ Your right hand goes on the right side of the keyboard and your left goes on the left side. ○ Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row). ○ The bumps of the J and F keys should be under your index fingers. ○ Curve your fingers. ○ Keep your wrists straight, not bent down. ○ Sit up straight. ○ Put your feet flat on the floor. ○ Look straight ahead at the screen. ○ When you type, hit each key with a quick strong tap. ○ Keep your fingers close to the keyboard. • Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes) • Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to
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launch the application.

- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.
- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.
- Ask students to log in to the test like they did the last time they visited the lab, navigating to the page called **Your Tests**. Once there, ask them to take their hands off the keyboard and wait quietly for your next instructions.
- Use the LCD projector in your computer lab to log in to the practice test section called **Start G__Math**. Tell your class they are to watch you first, and then they will go back in on their own to complete part of the test. (5-10 minutes)
- At this point, go through some of the questions showing your students how to navigate the testing environment. Explain the various types of questions such as drop down menu, drag and drop, etc. Don't solve the problems; you are simply modeling how to navigate the testing environment. Provide direct instruction/attention to questions that will require the students using the SBAC number pad.
- Review the SBAC number pad (picture of the number pad is located at the end of this lesson). Model how to use the SBAC number pad, how to read the symbols, etc.
- Now have students click on the test called **Start G__Math** and begin taking the practice section. There are approximately 25 questions. Tell your class they will not complete the entire section today. Tell them they can use scratch paper and pencil to solve problems, if needed. (15-20 minutes)
- Ask students to stop their test even if they are not finished reminding them they can visit the site from home and retake it again later.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their questions.
- Have students share out to the class what technology navigational skills they had to use. Discuss the navigational challenges providing solutions.
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, navigation, vocabulary, and ask key



	closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.
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Keyboarding & SBAC Navigation: Lesson 6

<p>CCSS Alignment: W6</p> <p>SBAC Item Type: CR, ER, TE</p> <p>Review Lesson 5 Vocabulary</p> <p>Lesson 6 Vocabulary:</p> <ul style="list-style-type: none"> • drawing tools • line tools • shape tools • 3-D shapes 	<p>Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> • Review the <i>Computer Lab Management</i> document before coming to the computer lab. • Review the <i>Type to Learn 4</i> handout and log in information before going to the lab. • Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment. <p>Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.</p> <p>Supplies: Have students bring a pencil with an eraser and scratch paper to solve some math problems.</p>
	<p>Instructional Activities:</p> <ul style="list-style-type: none"> • Have students sit in their assigned seats. • Review lesson 5 vocabulary. • Introduce lesson 6 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.) • Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.) <ul style="list-style-type: none"> ○ Use two hands to type. ○ Your right hand goes on the right side of the keyboard and your left goes on the left side. ○ Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row). ○ The bumps of the J and F keys should be under your index fingers. ○ Curve your fingers. ○ Keep your wrists straight, not bent down. ○ Sit up straight. ○ Put your feet flat on the floor. ○ Look straight ahead at the screen. ○ When you type, hit each key with a quick strong tap. ○ Keep your fingers close to the keyboard. • Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes) • Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the

application.

- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.
- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.
- Ask students to log in to the test like they did the last time they visited the lab, navigating to the page called *Your Tests*. Once there, ask them to take their hands off the keyboard and wait quietly for your next instructions.
- Use the LCD projector in your computer lab to log in to the practice test section called **Start G__Math**. Tell your class they are to watch you first, and then they will go back in on their own to complete part of the test.
- At this point you will have to go through some of the questions showing your students how to navigate the testing environment. Explain the various types of questions such as drop down menu, drag and drop, etc. Don't solve the problems; you are simply modeling how to navigate the testing environment. Provide direct instruction/attention to questions that will require students to use drawing tools such as lines, points, and 3-D shapes. (10-15 minutes)
- Now have students click their test called **Start G__Math** and begin taking the practice section. There are approximately 25 questions. Tell your class they will not be able to complete the entire section today. Tell them they can use their paper and pencil to solve problems, if needed. **Note:** Since this is a practice test, students will not be able to save their work, which will mean they have to start the test over from the beginning. Tell your students they may quickly fill in any answers to problems they solved on their last visit so they may locate the question they left off on their previous visit. (15-20 minutes)
- Ask students to stop their test even if they are not finished, reminding them they can visit the site from home and retake it later.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their questions.
- Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges. (5 minutes)
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.

*Keyboarding & SBAC Navigation: Lesson 7***CCSS Alignment:** W6**SBAC Item Type:** CR,
ER, TE**Review Lesson 6
Vocabulary****Lesson 7 Vocabulary:**

- drawing tools
- line tools
- shape tools
- 3-D shapes

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.**Prerequisite:**

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.
- Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.**Supplies:** Have students bring a pencil with an eraser and scratch paper to solve some math problems.**Instructional Activities:**

- Have students sit in their assigned seats.
- Review lesson 6 vocabulary.
- Introduce lesson 7 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch

the application.

- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.
- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.
- Ask students to log in to the test like they did the last time they visited the lab, navigating to the page called *Your Tests*. Once there, ask them to take their hands off the keyboard and wait quietly for your next instructions.
- Use the LCD projector in your computer lab to log in to the practice test section called **Start G__Math**. Tell your class they are to watch you first, and then they will go back in on their own to complete part of the test.
- At this point you will have to go through some of the questions showing your students how to navigate the testing environment. Explain the various types of questions such as drop down menu, drag and drop, etc. Don't solve the problems; you are simply modeling how to navigate the testing environment. Provide direct instruction/attention to questions that will require students to use drawing tools such as lines, points, and 3-D shapes. (10-15 minutes)
- Now have students click the test called **Start G__Math** and begin taking the practice section. There are approximately 25 questions. Tell your class they will not be able to complete the entire section today. Tell them they can use their paper and pencil to solve problems, if needed. **Note:** Since this is a practice test, students will not be able to save their work, which will mean they have to start the test over from the beginning. Tell your students they may quickly fill in any answer to problems they solved on their last visit so they may locate the question they left off on their previous visit. (15-20 minutes)
- Ask students to stop their test even if they are not finished reminding them they can visit the site from home.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their questions.
- Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges. (5 minutes)
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.

*Keyboarding & SBAC Navigation: Lesson 8***CCSS Alignment:** W6**SBAC Item Type:** CR, ER, TE**Review Lesson 7 Vocabulary****Lesson 8 Vocabulary:**

- zoom in
- zoom out
- notes
- expand page
- increase page
- decrease page

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.**Prerequisite:**

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.
- Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.**Instructional Activities:**

- Have students sit in their assigned seats.
- Review lesson 7 vocabulary.
- Introduce lesson 8 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.

- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to the program/application and their 6-digit date of birth as the password.
- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.
- Ask students to log in to the test like they did the last time they visited the lab, navigating to the page called **Your Tests**. Once there, ask them to take their hands off the keyboard and wait quietly for your next instructions.
- Use the LCD projector in your computer lab to log in to the practice test section called **Start G__ELA Performance Task**. Tell your class they are to watch you first, and then they will go back in on their own to complete part of the test. (10-15 minutes)
- At this point you will have to review the testing environment and introduce the navigational tools unique to your grade level performance task.
- Students will be required to read and type notes. Spend time reviewing the zoom in, zoom out, and notes tool. Actually show your students how to type and save their notes.



- Teach your students how to expand and collapse the reading sections on the test by clicking the + icon (see sample above).
- Now have students click their test called **Start G__ELA Performance Task** and begin taking the practice section. (15-20 minutes)
- Ask students to stop their test even if they are not finished reminding them they can visit the site from home and retake it later.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their

	<p>questions.</p> <ul style="list-style-type: none">• Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges. (5 minutes)• Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.• Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.
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Keyboarding & SBAC Navigation: Lesson 9

CCSS Alignment: W6

SBAC Item Type: CR, SR,
ER, TE, PT

Review Lesson 8 Vocabulary

Lesson 9 Vocabulary:

- zoom in
- zoom out

Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.

Prerequisite:

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.
- Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.

Instructional Activities:

- Have students sit in their assigned seats.
- Review lesson 8 vocabulary.
- Introduce lesson 9 vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.
- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log in to

the program/application and their 6-digit date of birth as the password.

- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website and click the link to the **SBAC Practice Test**.
- Ask students to log in to the test like they did the last time they visited the lab, navigating to the page called *Your Tests*. Once there, ask them to take their hands off the keyboard and wait quietly for your next instructions.
- Use the LCD projector in your computer lab to log in to the practice test section called **Start G__Math Performance Task**. Tell your class they are to watch you first, and then they will go back in on their own to complete part of the test. (10 minutes)
- At this point you will have to review the testing environment and introduce the navigational tools unique to your grade level performance task.
- Students will be required to read and manipulate several objects. Spend time reviewing the zoom in, zoom out, expand a page, and collapse a page.



- Teach your students how to expand and collapse the reading sections on the test by clicking icon arrow above.
- Now have students click their test called **Start G__ELA Performance Task** and begin taking the practice section. Tell the students that they will not have time to complete the test completely today. (15-20 minutes)
- Ask students to stop their test even if they are not finished reminding them they can visit the site from home and retake it later.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their questions.
- Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges. (5 minutes)
- Ask students to close the Internet and log off the computer, put headphones away, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind

	students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.
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*Keyboarding & SBAC Navigation: Lesson 10***CCSS Alignment:** W6**SBAC Item Type:** CR, CR, ER, TE, PT**Task Considerations:** Focus on the skills or vocabulary/terminology associated with the practice assessment.**Prerequisite:**

- Review the *Computer Lab Management* document before coming to the computer lab.
- Review the *Type to Learn 4* handout and log in information before going to the lab.
- Visit the SBAC Practice Test for your grade level and review the math sections to become familiar with the technology navigational skills and menus students will encounter in the testing environment.

Suggested Lesson Time: One hour in the CCSS Lab with some pre and post discussion in the classroom.**Instructional Activities:**

- Have students sit in their assigned seats.
- Review selected vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Review proper keyboarding techniques. (Could be covered in class before arriving in the lab approximately 5 minutes.)
 - Use two hands to type.
 - Your right hand goes on the right side of the keyboard and your left goes on the left side.
 - Put your right hand on J K L and : keys and your left on F D S and A keys (This is your home row).
 - The bumps of the J and F keys should be under your index fingers.
 - Curve your fingers.
 - Keep your wrists straight, not bent down.
 - Sit up straight.
 - Put your feet flat on the floor.
 - Look straight ahead at the screen.
 - When you type, hit each key with a quick strong tap.
 - Keep your fingers close to the keyboard.
- Ask students to log on to the computer using their 9-digit student ID as their username and their six-digit date of birth (without spaces, dashes, slashes, or hyphens) for their password. (5 minutes)
- Ask students to click on the Type to Learn 4 icon (double click the icon on a PC, single click the icon on a Mac) to launch the application.
- Following the instructions on the Type to Learn 4 handout, have students use their 9-digit student ID number to log

in to the program/application and their 6-digit date of birth as the password.

- Ask students to place their headphones on their head and continue where they previously left off with their typing practice. (10 minutes)
- Ask students to stop their typing practice by clicking the escape (**esc**) key located on the upper left hand side of the keyboard. Quit the Type to Learn 4 program.
- Have students visit the **SBAC Technology Skills Resource page** on the district website. Today allow students the opportunity to continue working on building proficiencies of the SBAC navigational skills with the following choices:
 - Revisit any practice test from their grade level and practice.
 - Revisit any of the links on the resource page to practice and reinforce the technology navigational skills required for SBAC. **Note:** many of the resources are games, comic book builders, etc. All resource links on this page reinforce SBAC navigation skills for grades 3-5. (20-40 minutes)
- Ask students to stop their test/activity even if they are not finished reminding them they can visit the resource page from home.
- Ask students to share/discuss with a shoulder partner the types of navigational skills they used to answer their questions and/or complete their activities.
- Have students share out to the class what technology navigational skills they had to use. Reinforce and discuss the navigational challenges. (5 minutes)
- Ask students to close the Internet and log off the computer, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, vocabulary, navigation, and ask key closing questions back in your classroom. Remind students and parent/guardians they can take the practice test at home by accessing the SBAC Technology Resource page on the district's website.