


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"> • Use of 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 for space bar, return/enter and shift keys. • Web-based navigation skills. 	

Lesson	Lesson Overview			CCSS Alignment	SBAC Item Type
1	1. Turn computer on. 2. Login- student ID and password 3. Review Basic Mouse Skills-click, double-click, launch application 4. Keyboarding: Type to Learn <ul style="list-style-type: none"> • Focus Areas: posture, hand placement (Lesson A) • Pretest • Exit program • Log off 			W6	SR CR ER PT
2	1. Keyboarding: Type to Learn (30 minutes) <ul style="list-style-type: none"> • Focus Skills: <ul style="list-style-type: none"> ◦ Lessons assigned based on pretest data (See Lesson Scope and Sequence) 2. SBAC Navigation - <ul style="list-style-type: none"> • Intro to SBAC test-taking environment for Math (How to log in and use the icons. See Icon Help Sheet in the Teacher Documents.) 			W6	SR CR ER PT
3	1. Keyboarding Warm-up: Type to Learn (10 minutes) <ul style="list-style-type: none"> • Focus Skills: <ul style="list-style-type: none"> ◦ Lessons assigned based on pretest data (See Lesson Scope and Sequence) 2. SBAC Navigation - <ul style="list-style-type: none"> • Technology Skills-Math (Part 1 of online practice) 			W6 EE MD F	SR CR ER PT TE
	6 th (18 practice items)	7 th (12 practice items)	8 th (8 practice items)		
	<ul style="list-style-type: none"> • Drag and drop • Point and line tools • Delete object • Select (click) • SBAC Number Pad • Text field • Click, drag and drop 	<ul style="list-style-type: none"> • Click in box • Drag and drop • Select 	<ul style="list-style-type: none"> • Draw lines and shapes • Delete object • SBAC Number Pad • Text field- insert cursor, delete, highlight • Drag and drop 		
4	1. Keyboarding Warm-up: Type to Learn (10 minutes) <ul style="list-style-type: none"> • Focus Skills: <ul style="list-style-type: none"> ◦ Lessons continue based on individual student progress (See Lesson Scope and Sequence) 2. SBAC Navigation - <ul style="list-style-type: none"> • Technology Skills-Math (Part 2 of online practice) 			W6 EE MD F	SR CR ER PT TE

	6 th (6 items)	7 th (9 items)	8 th (17 items)		
	<ul style="list-style-type: none"> Equation tool Radio button Point tool Select by clicking in a box 	<ul style="list-style-type: none"> Checkbox- more than 1 Line tool Calculations and symbols Radio buttons 	<ul style="list-style-type: none"> Radio button Arrow tool Text field Multiple checkboxes 		
5	1. Keyboarding Warm-up: Type to Learn (10 minutes) <ul style="list-style-type: none"> Focus Skills: <ul style="list-style-type: none"> Lessons continue based on individual student progress (See Lesson Scope and Sequence) 2. SBAC Navigation - <ul style="list-style-type: none"> Intro to SBAC test-taking environment for ELA (icons, etc.) Technology Skills-ELA 			W6 RL7 RI7	SR CR ER PT
	6 th	7 th	8 th		
	<ul style="list-style-type: none"> Audio Presentation <ul style="list-style-type: none"> Start Pause Take notes 	<ul style="list-style-type: none"> Audio Presentation <ul style="list-style-type: none"> Start Pause Take notes Slide Show Presentation <ul style="list-style-type: none"> Start Pause Take notes 	<ul style="list-style-type: none"> Audio Presentation <ul style="list-style-type: none"> Start Pause Take notes Slide Show Presentation <ul style="list-style-type: none"> Start Pause Take notes 		
6	<ul style="list-style-type: none"> Keyboarding Warm-up: Type to Learn (10 minutes) <ul style="list-style-type: none"> Focus Skills: <ul style="list-style-type: none"> Lessons continue based on individual student progress (See Lesson Scope and Sequence) SBAC Navigation-<i>Instruct students on how to expand and collapse the window on the left.</i>  <ul style="list-style-type: none"> Technology Skills-ELA- Review technology skills associated with practice test questions. Focus on HOW to navigate the technology to answer the questions. 			W5 W6 RI RL	SR CR ER PT TE

	<p>6th (Questions 1-13) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> Click on two (item 8) Click to make a line (item 13) 	<p>7th (Questions 1-14) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> Click on multiple sentences (item 5) Type in a text field (item 13) Select more than one radio button (item 14) 	<p>8th (Questions 1-15) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> Click on multiple sentences (item 3) Click to highlight (item 9) Select more than one radio 		
7	<p>1. Keyboarding Warm-up: Type to Learn (10 minutes)</p> <ul style="list-style-type: none"> Focus Skills: <ul style="list-style-type: none"> Lessons continue based on individual student progress (See Lesson Scope and Sequence) <p>2. SBAC Navigation -</p> <ul style="list-style-type: none"> Technology Skills-ELA- Review technology skills associated with practice test questions. Focus on HOW to navigate the technology to answer the questions. 				
	<p>6th (Questions 14-29) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> Select two answers (item 29) Be sure to revisit the audio portion of the test to practice taking notes while listening to the presentation. (items 20-27) 	<p>7th (Questions 15-27) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> All skills have been taught. Review questions and tech skills. Be sure to revisit the audio/slide show portions of the test to practice taking notes while listening to the presentation. (items 18-25) 	<p>8th (Questions 16-31) (Tech skills not covered in math lessons)</p> <ul style="list-style-type: none"> All skills have been taught. Review questions and tech skills. Be sure to revisit the audio/slide show portions of the test to practice taking notes while listening to the presentation. (items 22-30) 	<p>W5 W6 RI RL</p>	<p>SR CR ER PT TE</p>
	<p>Take SBAC Practice Tests ½ period ELA, ½ period Math</p>				
8				<p>Grade level standards from above are addressed in each of the assessments.</p>	<p>SR CR ER PT TE</p>

9	<p>Enrichment- Have students take the practice ELA Performance Test. (Optional)</p> <p>For ELA practice, have the students type short paragraphs responding to prompts related to current lessons being taught in the classroom.</p>	Grade level standards from above are addressed in each of the assessments.	SR CR ER PT TE
10	<p>Enrichment- Have students take the practice Math Performance Test. (Optional)</p> <p>For ELA practice, have the students type short paragraphs responding to prompts related to current lessons being taught in the classroom.</p>	Grade level standards from above are addressed in each of the assessments.	SR CR ER PT TE

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 5	

Focus of Instruction: Keyboarding and SBAC Navigation Skills Grades 6-8 (For 2014 only)
Daily Performance Activities

Keyboarding & SBAC Navigation: Lesson 1

CCSS Alignment:

W6

SBAC Item Type:

SR, CR, ER, PT

Vocabulary:

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

Task Considerations:

Focus on skills related to logging in, launching applications and proper posture/hand placement for keyboarding.

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

Suggestion Lesson Time: One class period in the lab with pre and post discussions in the classroom.

Instructional Activities:

- Have students sit in their assigned seats.
- Introduce vocabulary. (Could be covered in class before coming to the lab approximately 5-10 minutes.)
- Instruct on proper keyboarding techniques. (Could be covered in class before coming to 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, he or she may need to type in **district account code key: 151921**. Students will not need to type it in again).
- The application will automatically launch, and a cartoon character will begin talking to the user. After listening to the cartoon, instruct the students to click in the center of the screen and navigate to **Pretest**.
- 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 Lesson A, which focuses on ergonomic hand placement, 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 Type to Learn 4. Log out of the computer, push in chairs, clean up all personal belongings, and carefully exit the lab.
- Review the learning activities, 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: W 6,

SBAC Item Type:

SR, CR, ER, PT, TE

Review Vocabulary from Lesson 1

New vocabulary:

- SBAC assessment
- logging in
- navigation icons

Task Considerations:

Focus on the skills or vocabulary/terminology associated with keyboarding and 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 time 1 class period in the computer lab.

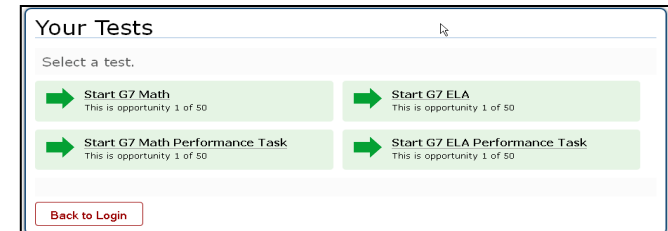
Instructional Activities:

- Have students sit in their assigned seats.
- Review lesson 1 vocabulary.
- Introduce lesson 2 vocabulary.
- Review proper keyboarding techniques (5 minutes. This can be covered in class before arriving in the lab.)
 - 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.
- Review proper use of headphones in the lab.
- Have students log in to the computer and launch Type to Learn 4.
- The application will automatically launch and provide verbal directions. Have students follow the instructions to begin the lessons (30 minutes).
- Log out of Type to Learn 4.

SBAC Navigation:

- Demonstrate how to log in to the SBAC Practice Test website while students observe:
<https://sbacpt.tds.airast.org/student/>.

- Show how to navigate through the various screens
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.
 - Select **Start G_Math**.
 - The next page is the **Choose Settings** page. Click **Select**.
 - On the next screen, click **Yes, Start My Test**.
 - On the next page, click **Begin Test Now**.



- Inform the students that they will have to log in with their own IDs during the actual test.

- Teach the students the significance of the various icons:

- **Zoom In or Zoom Out** (makes the screen larger or smaller)
- **Save Button** (allows you to save the information)
- **Pause** (Allows you to take a short break. Note: This feature is inactive on the practice test. A student may only pause up to 20 minutes without being locked out of their previous answers on the actual SBAC.)
- **Back Button** (moves to the previous questions)
- **Next Button** (moves to the next question or screen)



- **Information:** Clicking it will open a window with additional help for the student by providing an interactive model showing how to navigate the question and technology skills required to answer the question.
- **Notepad:** Clicking it will open a digital notepad where students can write notes and save them.
- **Flag:** Clicking this icon will place a marker on the question reminding students to come back and finish it later.



- If time permits, have the students log in to the SBAC Practice Test website.
- Log out of the computer, push in chairs, place the headphones near the computer, clean up all personal belongings,

	<p>and carefully exit the lab.</p> <ul style="list-style-type: none">• Review the learning activities, navigation, vocabulary, and ask key closing questions back in your classroom.
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Keyboarding & SBAC Navigation: Lesson 3

CCSS Alignment

W 6, EE, MD, F

SBAC Item Type:

SR, CR, ER, PT, TE

Vocabulary:

- number pad
- undo
- redo
- delete
- add point
- connect line

Task Considerations:


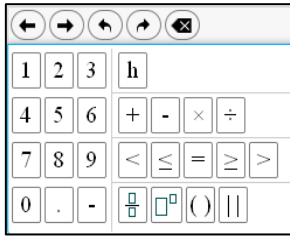



Focus on the skills or vocabulary/terminology associated with keyboarding and practice assessment.

Suggested time 1 class period in the computer lab.**Instructional Activities: Suggested time 1 class period in the computer lab.**

- Have students sit in their assigned seats.
- Review lesson 2 vocabulary.
- Introduce lesson 3 vocabulary.
- Review proper keyboarding techniques (5 minutes. This can be covered in class before arriving in the lab.)
 - 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.
- Review proper use of headphones in the lab.
- Have students log in to the computer and launch Type to Learn 4.
- The application will automatically launch and provide verbal directions. Have students follow the instructions to begin the lessons (10 minutes).
- Log out of Type to Learn 4.

SBAC Navigation Skills (Part 1 focuses on the first set of questions in the Practice Test)

- Students log in to SBAC Practice Test website <https://sbacpt.tds.airast.org/student/>
- Review how to navigate through the login sections
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.

	<ul style="list-style-type: none"> ○ Select Start G_Math. ○ The next page is the Choose Settings page. Click Select. ○ On the next screen, click Yes, Start My Test. ○ On the next page, click Begin Test Now. <ul style="list-style-type: none"> • Tell them how they will have to log in with their own IDs during the actual test. • Focus on specific math assessment navigation skills related to grade level. These will be the skills addressed in the first set of questions for each grade level listed below. Note: You are not teaching math skills or how to answer a question. Focus attention on how to navigate the testing environment. 		
	<p style="text-align: center;">6th (Questions 1-18 practice items)</p> <ul style="list-style-type: none"> • Click, drag and drop • Point and line tools (delete) • Select (click) • SBAC Number Pad • Text field 	<p style="text-align: center;">7th (Questions 1-12 practice items)</p> <ul style="list-style-type: none"> • Click in box • Drag and drop • Select 	<p style="text-align: center;">8th (Questions 1-8 practice items)</p> <ul style="list-style-type: none"> • Draw lines and shapes • Delete object • SBAC Number Pad • Test field- insert cursor, delete, highlight • Drag and drop
	<ul style="list-style-type: none"> • Focus on how to read the questions and respond e.g. choosing multiple responses to a single question. • Teach students how to fix their errors before submitting responses by deleting, unchecking, and using buttons on the screen to undo. • Go through each question for your grade level and teach the students how to use the tools to answer the questions. <ul style="list-style-type: none"> ○ Drag and Drop requires that the numbers/shapes in the question need to be moved into the accurate place or line. ○ Number pads are used to input answers into the text field. Some number pads have equation symbols whereas some questions have number pads with no equation symbols. The arrows can be used to navigate the numbers in the text field. The Undo and Redo arrows are used to revise answers, and the Delete button removes the answers. Teach them the SBAC math icons and tools. ○ Click the Delete button and click on the object you want to remove. <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: center; margin-top: 10px;">    </div>		

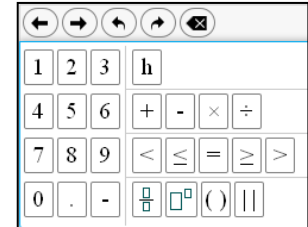
- | | |
|--|---|
| | <ul style="list-style-type: none">○ Add Point button is used to create points on the graph or field as a place to start a line.○ The Connect Line is used to connect the points created.○ In a text field you are expected to type in your answers. Remember to insert the cursor before you start to type in your answers.○ If a question asks you to click in a box, verify whether it is only one response per question, or if you should choose more than one answer.○ Highlight asks you to select several words, numbers as your response.○ Have the students close the browser.• Log out of the computer, push in chairs, place the headphones near the computer, 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. |
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Keyboarding & SBAC Navigation: Lesson 4

<p>CCSS Alignment W6, EE, MD, F</p>	<p>Task Considerations: Focus on the skills or vocabulary/terminology associated with the practice assessment.</p>		
<p>SBAC Item Type: SR, CR,ER, PT, TE</p>	<p>Suggested time 1 class period in the computer lab.</p>		
<p>Vocabulary:</p> <ul style="list-style-type: none"> • equation tools • number pad • add point • connect line • end task • radio button 	<p>Instructional Activities:</p> <ul style="list-style-type: none"> • Have students sit in their assigned seats. • Review lesson 3 vocabulary. • Introduce lesson 4 vocabulary. <p><i>Keyboarding (10 minutes)</i></p> <ul style="list-style-type: none"> • Practice keyboarding skills to improve accuracy and speed in typing. Students progress at their own pace based on their performance. <p><i>SBAC Navigation Skills (Part 2 focuses on the next set of questions in the Practice Test)</i></p> <ul style="list-style-type: none"> • Students log in to SBAC Practice Test website: https://sbacpt.tds.airast.org/student/. • Focus on specific math assessment navigation skills related to grade level. These will be the skills addressed in the second set of questions for each grade level listed below. • Ask your students to quickly fill in any answer to problems they solved on their last visit in order to navigate to today’s set of questions. • Go over each item with the students and ask them about the tech skills required to answer the question. 		
	<p>6th (Questions 19-25)</p>	<p>7th (Questions 13-21)</p>	<p>8th (Questions 9-25)</p>
	<ul style="list-style-type: none"> • Equation tool • Radio button • Point tool • Select by clicking in a box 	<ul style="list-style-type: none"> • Checkbox- more than 1 • Line tool • Calculations and symbols • Radio buttons 	<ul style="list-style-type: none"> • Radio button • Arrow tool • Text field • Multiple checkboxes

- Teach students how to fix their errors before submitting responses by deleting, unchecking, and using buttons on the screen to undo.

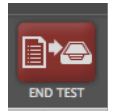
- Equation tools on the **Number pad** are used to input answers into the text field. Some number pads have equation symbols whereas some questions have number pads with no equation symbols. The arrows can be used to navigate the numbers in the text field. The **Undo** and **Redo** arrows are used to revise answers, and the **Delete** button removes the answers. Teach them the SBAC math icons and tools.



- Click the **Delete** button and click on the object you want to remove.
- **Add Point** button is used to create points on the graph or field as a place to start a line or indicate your answer.



- **Add Arrow** creates an arrow at the end of a line to indicate direction.
- When you reach the end of the test, click on the **End Test** icon to submit your answers. It will allow you the option to review your answers.



- Have the students **End Test** and exit from the browser.
- Log out of the computer, push in chairs, place the headphones near the computer, 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.

Keyboarding & SBAC Navigation: Lesson 5

CCSS Alignment

W6, RL7, RI7

SBAC Item Type:

SR, CR, ER, PT,

Vocabulary:

- audio presentation
- start
- pause
- stop
- notepad
- slide show presentation

Task Considerations:

Focus on the skills or vocabulary/terminology associated with keyboarding, listening to audio and slide show presentations and taking notes on the SBAC notepad.

Suggested time 1 class period in the computer lab.

Instructional Activities:

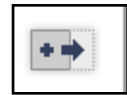
- Have students sit in their assigned seats.
- Review lesson 4 vocabulary.
- Introduce lesson 5 vocabulary.

Keyboarding (10 minutes)

- Practice keyboarding skills to improve accuracy and speed in typing. Students progress at their own pace based on their performance.

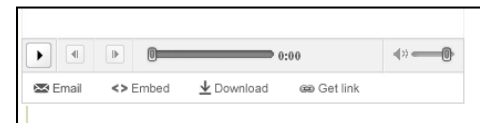
SBAC Navigation Skills

- SBAC Navigation-*Instruct students on how to expand and collapse the window on the left.*
- Students will practice taking notes while listening to audio presentations (6-8) as well as viewing slide shows (7-8).



6 th	7 th	8 th
<ul style="list-style-type: none"> • Audio Presentation <ul style="list-style-type: none"> ○ Start ○ Pause ○ Take notes 	<ul style="list-style-type: none"> • Audio Presentation <ul style="list-style-type: none"> ○ Start ○ Pause ○ Take notes • Slide Show Presentation <ul style="list-style-type: none"> ○ Start ○ Pause ○ Take notes 	<ul style="list-style-type: none"> • Audio Presentation <ul style="list-style-type: none"> ○ Start ○ Pause ○ Take notes • Slide Show Presentation <ul style="list-style-type: none"> ○ Start ○ Pause ○ Take notes

- Audio presentations: Students will need to learn how to listen to audio presentations and take notes on the **Notepad** in the SBAC environment. This activity will provide them with the necessary skills and practice to control the



audio files as well as take notes. **Note:** Student will use the digital Notepad within the SBAC assessment to complete this type of question during the actual test; however, we have created a similar activity for students to practice the skill.

- Have the students click on the following link:

http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/curriculum_docs1.cfm

- This webpage has an audio file along with questions related to the information on the recording.
- Teach them how to use the **Start**, **Pause** and **Stop** buttons to listen to the audio.
- Have them read the questions listed on the webpage.
- Have the students open a Word document. Students need to click on the icon for Word on the desktop (PC) or Dock (Mac).
- Have them listen to the audio, pause it, and use the Word document to type their notes. Instruct students to use their notes to answer the questions related to the recording. Students may listen to the audio as many times as needed.



- PC (top right) Mac (top left)



PC



Mac

- **Sixth grade students only:** Once they have completed the activity, have them close the browser. There is no need to save the document for future testing practice.
- **Seventh and eighth grade students:** Do not close the browser or Microsoft Word, as you will continue with the slide show as follows.
- **Slide Show Presentation:** Students in grades 7 and 8 will practice how to view a video presentation and take notes on the Notepad in the SBAC environment. **Note:** Student will use the digital Notepad within the SBAC assessment to complete this type of question during the actual test; however, we have created a similar activity for students to practice the skill.
 - Have the students click on the following link:
http://www.lbschools.net/Main_Offices/Curriculum/Areas/Technology/curriculum_docs1.cfm
 - This webpage has a movie file along with questions related to the information on the slideshow.
 - Have them read the questions listed on the webpage and continue using the Word document to type their notes. Have them listen to the audio, pause it, and add to their notes. Instruct students to use their notes to answer the questions related to the recording. Students may listen to the presentation as many times as needed.
- Once they are done, have them close the browser and quit the Word document without saving, as they will not need it.
- Log out of the computer, push in chairs, place the headphones near the computer, clean up all personal belongings, and carefully exit the lab.

	<ul style="list-style-type: none">• Review the learning activities, navigation, vocabulary, and ask key closing questions back in your classroom.
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Keyboarding & SBAC Navigation: Lesson 6

<p>CCSS Alignment W5, W6, RI, RL</p> <p>SBAC Item Type: SR, CR, ER, PT, TE</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> expand window collapse window text field radio buttons highlight 	<p>Task Considerations: Focus on the skills or vocabulary/terminology associated with keyboarding, clicking on text to highlight/make a line, selecting multiple items, typing in text fields, choosing radio buttons.</p> <p>Instructional Activities: Suggested time 1 class period in the computer lab.</p> <ul style="list-style-type: none"> Have students sit in their assigned seats. Review lesson 5 vocabulary. Introduce lesson 6 vocabulary. <p><i>Keyboarding (10 minutes)</i></p> <ul style="list-style-type: none"> Practice keyboarding skills to improve accuracy and speed in typing. Students progress at their own pace based on their performance. <p><i>SBAC Navigation Skills (Part 1 focuses on the next set of questions in the Practice Test.)</i></p> <ul style="list-style-type: none"> Students log in to SBAC Practice Test website: https://sbacpt.tds.airast.org/student/. Review how to navigate through the login sections <ul style="list-style-type: none"> On the Guest User page, click Sign In. Choose the grade level and click Yes. Select Start G_ELA. The next page is the Choose Settings page. Click Select. On the next screen, click Yes, Start My Test. On the next page, click Begin Test Now. Tell them they will have to log in with their own IDs during the actual test. Review SBAC navigation icons with the students. 		
	<p>6th (Questions 1-13) (Tech skills not covered in math lessons)</p>	<p>7th (Questions 1-14) (Tech skills not covered in math lessons)</p>	<p>8th (Questions 1-15) (Tech skills not covered in math lessons)</p>
	<ul style="list-style-type: none"> Click on two (item 8) Click to make a line (item 13) 	<ul style="list-style-type: none"> Click on multiple sentences (item 5) Type in a text field (item 13) Select more than one radio button (item 14) 	<ul style="list-style-type: none"> Click on multiple sentences (item 3) Click to highlight (item 9) Select more than one radio

	<ul style="list-style-type: none">• Go over each item with the students and discuss the tech skills required to answer each question.• Teach students how to fix their errors before submitting responses by deleting, unchecking, and using buttons on the screen to undo clicking options.<ul style="list-style-type: none">○ Click to select more than one item○ Click to make a line○ Click on multiple sentences○ Click to highlight sentences and words• Radio buttons<ul style="list-style-type: none">○ Select more than one radio button• Log out of the computer, push in chairs, place the headphones near the computer, 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.
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Keyboarding & SBAC Navigation: Lesson 7

<p>CCSS Alignment W5, W6, RI, RL</p> <p>SBAC Item Type: SR, CR, ER, PT, TE</p>	<p>Task Considerations: Review of skills related to choosing answers, listening to audio presentations, viewing slide shows, taking notes using the SBAC Notepad.</p> <p>Suggested time 1 class period in the computer lab.</p> <p>Instructional Activities:</p> <ul style="list-style-type: none"> • Have students sit in their assigned seats. • Review lesson 6 vocabulary. <p><i>Keyboarding (10 minutes)</i></p> <ul style="list-style-type: none"> • Practice keyboarding skills to improve accuracy and speed in typing. Students progress at their own pace based on their performance. <p><i>SBAC Navigation Skills (Part 2 focuses on the next set of questions in the Practice Test)</i></p> <ul style="list-style-type: none"> • Students log in to SBAC Practice Test website: https://sbacpt.tds.airast.org/student/. • Review how to navigate through the login sections. <ul style="list-style-type: none"> ○ On the Guest User page, click Sign In. ○ Choose the grade level and click Yes. ○ Select Start G_ELA. ○ The next page is the Choose Settings page. Click Select. ○ On the next screen, click Yes, Start My Test. ○ On the next page, click Begin Test Now. • Tell them how they will have to log in with their own IDs during the actual test. • Review SBAC navigation icons with the students. 		
	<p>6th (Questions 14-29) (Tech skills not covered in math lessons)</p>	<p>7th (Questions 15-27) (Tech skills not covered in math lessons)</p>	<p>8th (Questions 16-31) (Tech skills not covered in math lessons)</p>
	<ul style="list-style-type: none"> • Select two answers (item 29) • Be sure to revisit the audio portion 	<ul style="list-style-type: none"> • All skills have been taught. Review questions and tech skills. 	<ul style="list-style-type: none"> • All skills have been taught. Review questions and tech skills.

	<p>of the test to practice taking notes while listening to the presentation. (items 20-27)</p>	<ul style="list-style-type: none"> • Be sure to revisit the audio/slide show portions of the test to practice taking notes while listening to the presentation. (items 18-25) 	<ul style="list-style-type: none"> • Be sure to revisit the audio/slide show portions of the test to practice taking notes while listening to the presentation. (items 22-30)
	<ul style="list-style-type: none"> • Go over each item with the students and discuss the tech skills required to answer each question. • Focus on how to read the questions and respond accordingly. • Remind students how to fix their errors before submitting responses by deleting, unchecking, and using buttons on the screen to undo clicking options. <ul style="list-style-type: none"> ○ Click to select more than one item ○ Click to make a line ○ Click on multiple sentences ○ Click to highlight sentences and words • Radio buttons <ul style="list-style-type: none"> ○ Select more than one radio button • Log out of the computer, push in chairs, place the headphones near the computer, 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. 		

Keyboarding & SBAC Navigation: Lesson 8

CCSS Alignment

Grade level standards from the CCSS are addressed in each of the assessments.

SBAC Item Type:

SR, CR, ER, PT, TE

Task Considerations:

Practice the Math and ELA SBAC assessments.

Suggested time 1 class period in the computer lab.**Instructional Activities:**

- Have students sit in their assigned seats.

SBAC Navigation Skills

- Students will take the ELA practice test on their own for approximately 20 minutes.
- Students log in to the SBAC Practice Test website: <https://sbacpt.tds.airast.org/student/>.
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.
 - Select **Start G_ELA**.
 - The next page is the **Choose Settings page**. Click **Select**.
 - On the next screen, click **Yes, Start My Test**.
 - On the next page, **click Begin Test Now**.
- After the allotted time has expired, ask students to return to the SBAC practice home page.
- Have them log in to the SBAC Practice Test website again: <https://sbacpt.tds.airast.org/student/>.
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.
 - Select **Start G_Math**.
 - The next page is the **Choose Settings page**. Click **Select**.
 - On the next screen, click **Yes, Start My Test**.
 - On the next page, **click Begin Test Now**.
- Have the students practice the Math test on their own for 20 minutes.
- Have them close the browser.
- Log out of the computer, push in chairs, place the headphones near the computer, 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.

Keyboarding & SBAC Navigation: Lesson 9

CCSS Alignment

Grade level standards from the CCSS are addressed in each of the assessments.

SBAC Item Type:

SR, CR, ER, PT, TE

Task Considerations:

Practice the ELA SBAC Performance Tasks.

Suggested time 1 class period in the computer lab.

Instructional Activities

Have students sit in their assigned seats.

SBAC Navigation Skills

- Students log in to the SBAC Practice Test website: <https://sbacpt.tds.airast.org/student/>.
- Have them take the ELA Performance Task.
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.
 - Select **ELA Performance Task**.
 - The next page is the **Choose Settings page**. Click **Select**.
 - On the next screen, click **Yes, Start My Test**.
 - On the next page, **click Begin Test Now**.
- Have the students practice the ELA test on their own completing as much as possible for the allotted time.
- Have them exit the browser.
- Log out of the computer, push in chairs, place the headphones near the computer, 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.

Optional:

- For ELA practice, students may type short paragraphs responding to prompts related to current lessons being taught in the classroom.

Keyboarding & SBAC Navigation: Lesson 10

CCSS Alignment

Grade level standards from the CCSS are addressed in each of the assessments.

SBAC Item Type:

SR, CR, ER, PT, TE

Task Considerations:

Practice the Math SBAC Performance Task assessments.

Suggested time 1 class period in the computer lab.**Instructional Activities:**

Have students sit in their assigned seats.

SBAC Navigation Skills

- Students log in to the SBAC Practice Test website: <https://sbacpt.tds.airast.org/student/>.
- Have them take the Math Performance Task (whichever one they did not do the previous time)
 - On the **Guest User** page, click **Sign In**.
 - Choose the grade level and click **Yes**.
 - Select **Math Performance Task**.
 - The next page is the **Choose Settings page**. Click **Select**.
 - On the next screen, click **Yes, Start My Test**.
 - On the next page, **click Begin Test Now**.
- Have the students practice the Math test on their own completing as much as possible for the allotted time.
- Have them exit the browser.
- Log out of the computer, push in chairs, place the headphones near the computer, 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.