Grade 3 Computer Lab   Informational Media & Technology Literacy

Grade 3

Course Overview

Over the course of the year, the third graders learn the functions of computers. This includes starting and closing programs within the Google Workspace applications. The students create artifacts in each of these programs that will help them demonstrate essential skills taught in class.

Scope and Sequence

Timeframe	Unit	Instructional Topics
Ongoing	Computer Basics	1. Exploring Parts of a Computer
Ongoing	Gmail	1. Email versus text 2. Email etiquette 3. Composing email
Ongoing	Keyboarding	1. Introduce Qwerty Town
Ongoing	Google Drawings	1. Family Trees
Ongoing	Word Processing with Docs	1. Biopoems 2. Valentines and/or Mother's Day card
Ongoing	Digital Citizenship/Internet Skills	1. DIgital Passport
Ongoing	Google Slides/Research	1. Create a dinosaur slideshow
Ongoing	Google Sheets	1. Class colors graph
Ongoing	3D Creation	1. City X 2. Tinkercad
Ongoing	Coding	1. Review Hour of Code 2. Code.org Course D

<u>UNIT: Computer Basics (ISTE: 1.d)</u> -- Ongoing

Description
In this unit, the students review the basic parts and functions of their Chromebox/Chromebook from last year. Through the use of a Slideshow/Presentation or other means of engagement, 3rd graders will review these basic computer terms and parts of a computer- keyboard, printer, flash drive, Google Drive, files, folders, scanner, speakers, headphones/earbuds, laptop, desktop, monitor, CPU, and mouse.

Materials and Resources
    Kahoot or Quizizz review game

<u>TOPIC:</u> Review parts and functions of the computer

<u>Learning Targets</u>

The students will identify the parts and the functions of a computer.

<u>UNIT: Gmail (ISTE: 6.a., 6.b, 7.a., 7.b))</u> -- Ongoing

Description

Third graders will review Gmail/email and learn how to format an email and use all necessary parts: recipients, subject line, salutation, body, closing, signature and attachment.

Materials and Resources

Videos and or posters obtained from Safari Montage, YouTube, Brainpop, or Teacher Tube (other platforms as needed) that demonstrate proper email etiquette.

<u>Learning Targets</u>

Students will compose emails with recipients, subject line, salutation, body, closing, attachment and signature. Students will identify the difference between an email and a text.

<u>Unit: Keyboarding (ISTE: 2.b, 3.b, 3.d., 5.a., 5.b, 6.a)</u>--Ongoing

Description

In this unit the 3rd graders will receive proper keyboarding instruction with a focus on hand placement on the home row, upper row, lower row, thumbs on spacebar, and identifying these keys: backspace, tab, delete, shift, caps lock, control, enter, and the arrow keys.

Materials and Resources

Qwerty Town levels 1-3.

<u>Learning Targets</u>

The 3rd graders will complete the first three levels of Qwerty Town achieving at least 15 words per minute with 85% accuracy.

UNIT: Google Drawings (ISTE: 2.b, 3.b, 3.d., 5.a., 5.b, 6.a) -- Ongoing

Description

The students will transfer their handwritten family trees into a digital format. Google Drawings or other similar applications are implemented.

TOPIC: Family Trees -- Ongoing

Learning Targets

The students will create a family tree using Google Drawings.

UNIT: Word Processing (ISTE: 2.b, 3.b, 3.d., 5.a., 5.b, 6.a) -- Ongoing

Description
In this unit, the students explore many of the tools used in Google Docs. They create a poem and a greeting card using the correct format and experiment with inserting images.

Materials and Resources
Bio Poem template
Teacher bio poem example
Mother's Day Card example

TOPIC: Bio Poems -- Ongoing

Learning Targets

The students create Bio Poems using Docs.

UNIT: Digital Citizenship/Internet Skills (ISTE: 2.a., 2.b., 2.c., 2.d.)--Ongoing

Description

Through the use of Common Sense Media's Digital Passport the students will create strong passwords, identify information safe to share online, appropriate cell phone use, identify cyberbullying, identify keywords when searching online, and cite sources correctly.

TOPIC: Digital Passport--Ongoing

Learning Targets

The students will recognize what it means to be a responsible digital citizen and the impact their online presence has on their future.

UNIT: Google Slides/Research (ISTE:6.a., 6.b., 6.c., 6.d.) -- Ongoing

Description
The students select a teacher generated list of dinosaurs to research and cite information properly using Kiddle and PebbleGo web search engines. They create a Slide Show and share with classmates.

TOPIC: Dinosaur Research--Ongoing

Learning Targets
The students will use age appropriate search engines to locate and cite information correctly.

UNIT: Google Sheets (ISTE:5.b.) -- Ongoing

Description
Towards the end of the school year, the students use Google Sheets to create a graph. The topic varies each year depending on classroom needs. This program allows them to take abstract data and transform it into a visual that is easy to understand.

TOPIC: Class Favorite Colors--Ongoing

Learning Targets
The students will collect data and create a bar graph/chart.

UNIT: 3D Creation (ISTE: 4.a., 4.b., 4.c., 4.d.)-- Ongoing

Description

This unit is co taught with our Art teacher. Mrs. Schulz introduces the design process using an online program called City X which she has adapted for her classroom setting. The students then use Tinkercad which allows them to create a 3D model in the computer lab setting. They email their .stl file to Mrs. Schulz or me to then print.

TOPIC: City X and Tinkercad--Ongoing

Learning Targets

The students plan, design, and create a 3D object using Tinkercad.

UNIT: Coding (ISTE: 5.a.) -- Ongoing

Description

The students work through "puzzles" within the Code.org Course D for 3rd graders. They will learn terminology such as algorithms, events, commands, loops, and conditional statements.

TOPIC: Code.org Course D and Hour of Code--Ongoing

Learning Targets

The students will use blocked-based coding to encourage computational thinking.