

COURSE: Library/Technology
GRADE LEVEL: Kindergarten

I – INTRODUCE

D – DEVELOP

M - MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS: (LIBRARY MED-SPECIALIST-LMS)
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media vocabulary at appropriate level– (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog • Demonstrate understanding of media formats and collections, (for example – reference, periodicals, databases) • Understand that libraries contain collections of informational/ recreational materials • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow <i>district Acceptable Use Policy</i> 	<ul style="list-style-type: none"> • I • I • I • I • I • I • I • I • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS observation • Library Activities

LITERACY	Literature for enjoyment	<ul style="list-style-type: none"> How do I learn to enjoy books? 	<ul style="list-style-type: none"> Read, view and listen for social interaction and enjoyment Identify and locate appropriate titles for pleasure reading Select literature based on personal needs and interests from a variety of genres and by different authors Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes Share literacy experiences in a variety of ways 	<ul style="list-style-type: none"> I I I I I 	<p>Fall – Ongoing</p> <p>Winter – Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<ul style="list-style-type: none"> LMS Observation Library Activities
	Organization	<ul style="list-style-type: none"> Where can I find information? 	<ul style="list-style-type: none"> Recognize that library media centers are places to find answers to personal and school related questions Know what services are provided by the media center Identify, locate and recognize the order of the collections in the library: <ul style="list-style-type: none"> a. Easy b. Fiction c. Non-Fiction d. Magazines e. Multimedia Materials Identify and locate computers Identify and locate on-line catalogs 	<ul style="list-style-type: none"> I I I 	<p>Fall – Ongoing</p> <p>Fall – Ongoing <u>Below are Ongoing</u></p> <p>Fall Fall Winter Fall Fall Winter</p>	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
	Classification System	<ul style="list-style-type: none"> How do I find a book in the library? 	<ul style="list-style-type: none"> Select books and materials for classroom and personal use Discriminate in choice of reading matter 	<ul style="list-style-type: none"> I I 	<p>Fall – Ongoing</p>	<ul style="list-style-type: none"> LMS observation Library activities
	Listening	<ul style="list-style-type: none"> How do I listen for understanding? 	<ul style="list-style-type: none"> Listen attentively to literary passages for increased periods of time Retell a story using various formats 	<ul style="list-style-type: none"> I I 	<p>Fall – Ongoing</p> <p>Winter-Ongoing</p>	<ul style="list-style-type: none"> LMS observation Technology activities Library activities

	Parts of Books	<ul style="list-style-type: none"> • What are the elements of a book? 	<ul style="list-style-type: none"> • Identify elements of fiction (for example – character, plot, setting, style, theme, point of view) • Identify parts of a book (for example – cover, dust jacket, spine, title page) • Identify contributors to book (for example – author, illustrator) • Identify and differentiate between fiction and non-fiction 	<ul style="list-style-type: none"> • • • • 	<p>Fall – Ongoing</p> <p>Winter-Ongoing</p> <p>Winter-Ongoing</p> <p>Winter-Ongoing</p>	<ul style="list-style-type: none"> • LMS observation • Library activities
	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop and understanding of and appreciation for literature through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction <ol style="list-style-type: none"> 1. Traditional literature (Mother Goose Rhymes, Folk Tales, Fairy Tales) 2. Poetry 3. Information Books • Recognize and appreciate authors and illustrators by exposure to a variety of age appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, etc.) • Recognize characters and setting 	<ul style="list-style-type: none"> • • • • • • 	<p><u>Below all are ongoing</u></p> <p>Fall</p> <p>Fall</p> <p>Winter Fall</p> <p>Winter</p> <p>Fall</p>	<ul style="list-style-type: none"> • LMS observation • Library activities
	Literary Criticism	<ul style="list-style-type: none"> • How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> • Participate in group discussions about literature • Respond to literature through writing, speaking or artistic expression • Engage in author/illustrator study 	<ul style="list-style-type: none"> • • • 	<p>Fall – ongoing</p> <p>Fall - ongoing</p> <p>Spring</p>	<ul style="list-style-type: none"> • LMS observation • Technology activities • Library activities

RESEARCH	Location and Access	<ul style="list-style-type: none"> How do I find information? 	<ul style="list-style-type: none"> Use organizational features within print materials to find information 1. Use title page, with author, illustrator 	<ul style="list-style-type: none"> I 	Winter-ongoing	<ul style="list-style-type: none"> LMS observation Library activities
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> What is a computer? What are its parts? How do I use the computer? 	<ul style="list-style-type: none"> Identify monitor, CPU, keyboard, mouse and speakers Use the mouse and keyboard to enter data Identify and use the printer 	<ul style="list-style-type: none"> I I I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Technology activities
	General Software	<ul style="list-style-type: none"> What can I do on the computer? What are programs? How do I start and finish a program? 	<ul style="list-style-type: none"> Start up and quit programs 	<ul style="list-style-type: none"> I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Technology activities
	Operating System	<ul style="list-style-type: none"> What is on the computer screen? What does it tell me about the computer and how it works? 	<ul style="list-style-type: none"> Understand the desktop Understand the “close box” 	<ul style="list-style-type: none"> I I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Technology activities
	Word Processing	<ul style="list-style-type: none"> How do I type words and sentences? 	<ul style="list-style-type: none"> Enter text and line break (character keys, space bar, return/enter key) Use basic punctuation keys (shift, question mark, period, comma) 	<ul style="list-style-type: none"> I I 	Late fall – winter	<ul style="list-style-type: none"> LMS observation Technology activities
	Keyboarding	<ul style="list-style-type: none"> How do I use the keyboard? 	<ul style="list-style-type: none"> Recognize and locate letters and numbers on a keyboard Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) Use correct right and left-hand keyboard positions 	<ul style="list-style-type: none"> I I I 	Late fall – winter	<ul style="list-style-type: none"> LMS observation Technology activities
	Graphics	<ul style="list-style-type: none"> How do I draw a picture using the computer? 	<ul style="list-style-type: none"> Create an original artwork using the tools within a grade – appropriate graphics program 	<ul style="list-style-type: none"> I 	Winter/ Spring	<ul style="list-style-type: none"> LMS observation Technology activities

	Internet	<ul style="list-style-type: none"> • How do I use the internet? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Navigate the Internet using a browser 	<ul style="list-style-type: none"> • I • I 	<p>Spring</p> <p>Spring</p>	<ul style="list-style-type: none"> • LMS observation • Technology activities
	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy 	<ul style="list-style-type: none"> • I 	<p>Fall – ongoing</p>	<ul style="list-style-type: none"> • LMS Observation • Technology activities
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide 	<ul style="list-style-type: none"> • I 	<p>Fall – ongoing</p>	<ul style="list-style-type: none"> • LMS observation • Technology activities

COURSE: Library/Technology
GRADE LEVEL: First Grade

I – INTRODUCE

D – DEVELOP

M – MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS: (LIBRARY MED-SPECIALIST-LMS)
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media vocabulary at appropriate level (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog • Demonstrate understanding of media formats and collections (for example – reference, periodicals, databases) • Understand that libraries contain collections of informational/recreational materials • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow <i>district Acceptable Use Policy</i> 	<ul style="list-style-type: none"> • D • D • D • D • D • D • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities

LITERACY	Literature for Enjoyment	<ul style="list-style-type: none"> How do I learn to enjoy books? 	<ul style="list-style-type: none"> Read, view and listen for social interaction and enjoyment Identify and locate appropriate titles for pleasure reading Select literature based on personal needs and interests from a variety of genres and by different authors Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes Share literacy experiences in a variety of ways 	<ul style="list-style-type: none"> D D D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library and Technology Activities
	Organization	<ul style="list-style-type: none"> Where can I find information? 	<ul style="list-style-type: none"> Recognize that library media centers are places to find answers to personal and school related questions Know what services are provided by the media center Identify, locate and recognize the order of the collections in the library: <ul style="list-style-type: none"> a. Easy b. Fiction c. Non-Fiction d. Reference e. Magazines f. Multimedia Materials Identify and locate on-line catalog Identify and locate computers 	<ul style="list-style-type: none"> D D D I D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library & Technology Activities
	Classification System	<ul style="list-style-type: none"> How do I find a book in the library? 	<ul style="list-style-type: none"> Recognize and understand the parts of a call number and use it for location of easy books Select books and materials for classroom and personal use Discriminate in choice of reading matter 	<ul style="list-style-type: none"> I D D 	<p>Winter – ongoing</p> <p>Fall – ongoing</p> <p>Fall – ongoing</p>	<ul style="list-style-type: none"> LMS observation Library activities

	Listening	<ul style="list-style-type: none"> • How do I listen for understanding? 	<ul style="list-style-type: none"> • Listen attentively to literary passages for increased periods of time • Retell a story using various formats 	<ul style="list-style-type: none"> • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library and Technology Activities
	Parts of Books	<ul style="list-style-type: none"> • What are the elements of a book? 	<ul style="list-style-type: none"> • Identify elements of fiction (for example – character, plot, setting, style, theme, point of view) • Identify parts of a book (for example – cover, dust jacket, spine, title page, copyright date) • Identify contributors to book (for example – author, illustrator) • Identify and differentiate between fiction and non-fiction 	<ul style="list-style-type: none"> • D • I • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities
	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop an understanding of, and appreciation for literature, through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction <ol style="list-style-type: none"> 1. Traditional Literature (Mother Goose Rhymes, Folk Tales, Fairy Tales) 2. Poetry 3. Plays/Readers Theater 4. Information Books • Recognize and appreciate authors and illustrators by exposure to a variety of age appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, etc.) • Recognize elements of literature such as characters and setting, plot/theme, conflict/resolution, and point of view 	<ul style="list-style-type: none"> • D • D • D • I • D • D • I 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities

	Literary Criticism	<ul style="list-style-type: none"> How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> Participate in group discussions about literature Respond to literature through writing, speaking or artistic expression Engage in author/illustrator study 	<ul style="list-style-type: none"> D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library and Technology Activities
RESEARCH	Location and Access	<ul style="list-style-type: none"> How do I find information? How do I select resources to meet my informational needs? 	<ul style="list-style-type: none"> Use organizational features within print materials to find information Use title page, with author, illustrator Brainstorm, develop, refine and use a search strategy Understand and use alphabetical arrangement of fiction Use inverted names where appropriate Recognize, locate and use organizational features in works of non-fiction (for example – title page, table of contents, index, glossary, guide words, page numbers) Locate information in text and graphics that is needed to solve a problem (for example – pictures and captions, headings, graphs, charts) 	<ul style="list-style-type: none"> D D I I I I I 	<p>Fall – ongoing</p> <p>Spring – ongoing Winter – ongoing Fall – ongoing Winter – ongoing</p> <p>Winter – ongoing</p>	<ul style="list-style-type: none"> LMS observation Library activities
	Use of information	<ul style="list-style-type: none"> What do I do with the information? Do I have all the information I need? 	<ul style="list-style-type: none"> Engage (read, view, hear) information in a source to collect and interpret data, facts, and ideas Use context clues for comprehension of information Interpret information (for example – main idea, sequence, prediction, format) 	<ul style="list-style-type: none"> I I I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library and Technology Activities
	Synthesis	<ul style="list-style-type: none"> How do I put information together? How do I present this information? 	<ul style="list-style-type: none"> Select appropriate presentation formats which may include one or more of the following, where appropriate – written report, oral 	<ul style="list-style-type: none"> I 	Winter – ongoing	<ul style="list-style-type: none"> LMS observation Library and Technology

			<ul style="list-style-type: none"> presentation or artifact/model Proofread/practice 	I		Activities
	Evaluation	<ul style="list-style-type: none"> How did I do on this project? 	<ul style="list-style-type: none"> Apply the grading rubric or criteria for assessment Continually apply the following criteria to evaluate the product and the process: readability, authority, timeliness, reliability, relevance, and point of view 	<ul style="list-style-type: none"> I I 	Winter – ongoing	<ul style="list-style-type: none"> LMS observation Library and Technology Activities
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> What is a computer? What are its parts? How do I use the computer? 	<ul style="list-style-type: none"> Identify monitor, CPU, keyboard, mouse and speakers Use the mouse and keyboard to enter data Identify and use the printer 	<ul style="list-style-type: none"> D D I 	Fall – Ongoing	<ul style="list-style-type: none"> LMS observation Technology Activities
	General Software	<ul style="list-style-type: none"> What can I do on the computer? What are programs? How do I start and finish a program? 	<ul style="list-style-type: none"> Start up and quit programs Create a new document: save, open, close, and print Save a document to appropriate data storage (server) 	<ul style="list-style-type: none"> D I I 	Fall – Ongoing	<ul style="list-style-type: none"> LMS observation Technology Activities
	Operating System	<ul style="list-style-type: none"> What is on the computer screen? What does it tell me about the computer and how it works? 	<ul style="list-style-type: none"> Understand the desktop Understand the “close box” 	<ul style="list-style-type: none"> I I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Technology Activities
	Word Processing	<ul style="list-style-type: none"> How do I type words and sentences 	<ul style="list-style-type: none"> Enter text and line break (character keys, space bar, return/enter key) Delete text (delete/backspace key) Insert and move cursor Use basic punctuation keys (shift, question mark, period, comma) 	<ul style="list-style-type: none"> D I I I 	Late Fall – Winter	<ul style="list-style-type: none"> LMS observation Technology Activities
	Keyboarding	<ul style="list-style-type: none"> How do I use the keyboard? 	<ul style="list-style-type: none"> Recognize and locate letters and numbers on a keyboard Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) Use correct right and left-hand 	<ul style="list-style-type: none"> D I I 	Late fall – Winter	<ul style="list-style-type: none"> LMS observation Technology Activities

			keyboard positions			
	Graphics	<ul style="list-style-type: none"> • How do I draw a picture using the computer? 	<ul style="list-style-type: none"> • Create an original artwork using the tools within a grade-appropriate graphics program 	<ul style="list-style-type: none"> • D 	Late fall – Winter	<ul style="list-style-type: none"> • LMS observation • Technology Activities
	Internet	<ul style="list-style-type: none"> • How do I use the internet? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Navigate the internet using a browser 	<ul style="list-style-type: none"> • I • I 	Late fall – Winter	<ul style="list-style-type: none"> • LMS observation • Technology Activities
	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy 	<ul style="list-style-type: none"> • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS observation • Technology Activities
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provided 	<ul style="list-style-type: none"> • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS observation • Technology Activities

COURSE: Library/Technology
GRADE LEVEL: Second Grade

I – INTRODUCE

D – DEVELOP

M - MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS: (LIBRARY MED-SPECIALIST-LMS)
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media vocabulary at appropriate level (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog and ILL (Interlibrary Loan) • Understand that libraries contain collections of informational/recreational materials • Demonstrate understanding of media formats and collections (for example – reference, periodicals, databases) • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow district <u>Acceptable Use</u> 	<ul style="list-style-type: none"> • D • D • D • I (Interlibrary Loan) • D • D • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities

			<u>Policy</u>			
LITERACY	Literature for Enjoyment	<ul style="list-style-type: none"> • How do I learn to enjoy books? 	<ul style="list-style-type: none"> • Read, view and listen for social interaction and enjoyment • Identify and locate appropriate titles for pleasure reading • Select literature based on personal needs and interests from a variety of genres and by different authors • Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes • Share literacy experiences in a variety of ways 	<ul style="list-style-type: none"> • D • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities
	Organization	<ul style="list-style-type: none"> • Where can I find information? 	<ul style="list-style-type: none"> • Recognize that library media centers are places to find answers to personal and school related questions • Know what services are provided by the media center • Identify, locate and recognize the order of the collection in the library: <ul style="list-style-type: none"> a. Easy b. Fiction c. Non-Fiction d. Magazines e. Multimedia Materials • Identify/locate computers • Identify/locate online catalog 	<ul style="list-style-type: none"> • D • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities • Technology activities
	Classification System	<ul style="list-style-type: none"> • How do I find a book in the library? 	<ul style="list-style-type: none"> • Recognize and understand the parts of a call number and use it for location of easy books and fiction • Select books and materials for classroom and personal use • Discriminate in choice or reading matter 	<ul style="list-style-type: none"> • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities

LITERARY UNDERSTANDING AND APPRECIATION	Listening	<ul style="list-style-type: none"> • How do I listen for understanding? 	<ul style="list-style-type: none"> • Listen attentively to literary passages for increased periods of time • Retell a story using various formats 	<ul style="list-style-type: none"> • D • D 	Fall-ongoing	<ul style="list-style-type: none"> • LMS observation • Technology activities
	Parts of Book	<ul style="list-style-type: none"> • What are the elements of a book? 	<ul style="list-style-type: none"> • Identify parts of a book (for example – cover, dust jacket, spine, title page, copyright date) • Identify contributors to a book (for example – author, illustrator, editor, art director, publisher) • Identify and differentiate between fiction and non-fiction (non-fiction features: Dewey Decimal number, table of contents, index, glossary) 	<ul style="list-style-type: none"> • D • I • I 	Fall – ongoing Fall – ongoing Winter – ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities
	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop and understanding of, and appreciation for literature, through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction books -Traditional literature (Mother Goose Rhymes, Folk Tales, Fairy Tales) - Poetry - Plays/Readers Theatre - Information books - Biography/Autobiography • Fiction (including short stories): <ul style="list-style-type: none"> - Contemporary realistic fiction - Fantasy - Historical Fiction - Mystery and Suspense - Science Fiction • Recognize and appreciate authors and illustrators by exposure to a variety of age appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, 	<ul style="list-style-type: none"> • D • D • D • D • I • I • D • D 	Fall-ongoing	<ul style="list-style-type: none"> • LMS observation • Library activities

			<ul style="list-style-type: none"> etc.) Recognize elements of literature: <ul style="list-style-type: none"> - Characters/setting - Plot/theme - Conflict/resolution - Point of view Increase ability to comprehend cause and effect 	<ul style="list-style-type: none"> D I 		
	Literary Criticism	<ul style="list-style-type: none"> How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> Participate in group discussions about literature Respond to literature through writing, speaking or artistic expression Engage in author/illustrator study 	<ul style="list-style-type: none"> D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library activities Technology activities
SKILLS OF INQUIRY AND INVESTIGATION	Task Definition	<ul style="list-style-type: none"> What kind of information do I want? What did I want to know about my topic? What are my key words? 	<ul style="list-style-type: none"> Students will be able to clearly state the information problem through: <ul style="list-style-type: none"> - choosing a topic 	<ul style="list-style-type: none"> I 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library activities
RESEARCH	Location and Access	<ul style="list-style-type: none"> How do I find information? How do I select resources to meet my information needs? 	<ul style="list-style-type: none"> Locate print sources using: <ol style="list-style-type: none"> alphabetical order Find information within print sources using: <ol style="list-style-type: none"> alphabetical order and/or inverted names, where appropriate organizational features: <ul style="list-style-type: none"> - title page (title, author, illustrator) - table of contents - glossary - page numbers Locate information in text and graphics that is needed to solve a problem (for example – pictures and captions, headings, graphs, charts) Understand and use alphabetical arrangement of fiction, shelf order and Dewey Decimal Classification for non-fiction 	<ul style="list-style-type: none"> D D D I I D D I 	<p>Fall – ongoing</p> <p>Winter-ongoing</p>	<ul style="list-style-type: none"> LMS observation Library activities

			<ul style="list-style-type: none"> Brainstorm, develop, refine and uses a search strategy 	<ul style="list-style-type: none"> D 		
	Use of Information	<ul style="list-style-type: none"> What do I do with the information? Do I have all the information I need? 	<ul style="list-style-type: none"> Engage (read, view, hear) information in a source to collect and interpret data, facts, and ideas <ul style="list-style-type: none"> a. read, hear or view the information in a source b. determine the need to seek further information Use context clues for comprehension of information Interpret information (for example – main idea, sequence, prediction, format) Identify and interpret significant facts taken from maps, graphs, charts and other visual or graphical information Navigate effectively in electronic resources Extract and record relevant information from a resource in their own words (for example: verbal paraphrasing, note taking) Record bibliographic information from resources used Recognize and practice ethical and legal use of information by respecting intellectual property (for example – copyright, plagiarism, source citation) 	<ul style="list-style-type: none"> I I D D I I I I 	<p>Fall – ongoing</p> <p>Winter-ongoing</p> <p>Winter-ongoing</p> <p>Winter-ongoing</p>	<ul style="list-style-type: none"> LMS observation Library activities Technology activities
	Synthesis	<ul style="list-style-type: none"> How do I put the information together? How do I present the information? 	<ul style="list-style-type: none"> Organize information from multiple sources (for example – outlining, graphic organizers) <ul style="list-style-type: none"> - Recognize logical sequence - Verify that information is complete Select appropriate presentation 	<ul style="list-style-type: none"> I I I I 	<p>Winter-Ongoing</p>	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			formats which may include one or more of the following, where appropriate: written report; oral presentation; poster, pamphlet, transparency; artifact/model			
	Evaluation	<ul style="list-style-type: none"> How did I do on this project? 	<ul style="list-style-type: none"> Proofread/practice Evaluate product in terms of content and format Demonstrate a high degree of confidence in quality of product Reflect on information seeking process Explain what sources were used and why Know when additional sources are needed Apply the grading rubric or criteria for assessment Continually apply the following criteria to evaluate the product and the process: readability, authority, timeliness, reliability, relevance, and point of view 	<ul style="list-style-type: none"> D I I I I D I 	Winter-Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> What is a computer? What are its parts? How do I use the computer? 	<ul style="list-style-type: none"> Identify monitor, CPU, keyboard, mouse and speakers Use the mouse and keyboard to enter data Identify and use the printer 	<ul style="list-style-type: none"> M M D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities
	General Software	<ul style="list-style-type: none"> What can I do on the computer? What are programs? How do I start and finish a program? 	<ul style="list-style-type: none"> Start up and quit programs Create a new document: save, open, close and print Save a document to appropriate data storage (server) 	<ul style="list-style-type: none"> M D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Operating System	<ul style="list-style-type: none"> What is on the computer screen? What does it tell me about the computer and how it works? 	<ul style="list-style-type: none"> Start, shut down, and restart the computer Understand the desktop Understand the “close box” Understand window manipulation and application finder menu 	<ul style="list-style-type: none"> I D D I 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities

	Word Processing	<ul style="list-style-type: none"> • How do I type words and sentences? • How do I create a document? 	<ul style="list-style-type: none"> • Enter text and line break (character keys, space bar, return/enter key) • Delete text (delete/backspace key) • Insert and move cursor • Use basic punctuation keys (shift, question mark, period, comma) • Format and edit text: change font size and style, replace or delete • Change justification • Import and arrange graphics in a word processing document 	<ul style="list-style-type: none"> • D • D • D • D • I • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Keyboarding	<ul style="list-style-type: none"> • How do I use the keyboard? 	<ul style="list-style-type: none"> • Recognize and locate letters and numbers on a keyboard • Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) • Use correct right and left-hand keyboard positions • Demonstrate correct home row position • Use correct keyboarding techniques such as sitting posture, hand position and eyes on monitor 	<ul style="list-style-type: none"> • D • D • D • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Graphics	<ul style="list-style-type: none"> • How do I draw a picture using the computer? 	<ul style="list-style-type: none"> • Create an original artwork using the tools within a grade appropriate graphics program • Use editing tools in drawing and painting: select, add color, pattern, resize, crop, erase (NOTE: depending on available software) 	<ul style="list-style-type: none"> • D • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Multimedia	<ul style="list-style-type: none"> • How do I present information in a multimedia format? 	<ul style="list-style-type: none"> • Use age-appropriate multimedia software to create a presentation 	<ul style="list-style-type: none"> • I 	Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

	Internet	<ul style="list-style-type: none"> • How do I use the internet? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable USE Policy • Navigate the Internet using a browser 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Log on, log off, close and save files to selected server 	<ul style="list-style-type: none"> • D • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Research	<ul style="list-style-type: none"> • How do I locate good information on a selected topic? 	<ul style="list-style-type: none"> • Use keywords to search for information on age-appropriate databases and search engines • Use database features and browser application tools to navigate through search results 	<ul style="list-style-type: none"> • I • I 	Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provided • Work cooperatively and collaboratively with peers and others when using technology • Demonstrate positive social and ethical behaviors when using technology • Practice responsible use of technology systems and software 	<ul style="list-style-type: none"> • D • I • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

COURSE: Library/Technology
GRADE LEVEL: Third Grade

I – INTRODUCE

D – DEVELOP

M - MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS: (LIBRARY MED-SPECIALIST-LMS)
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media vocabulary at appropriate level (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog and the Interlibrary Loan • Demonstrate understanding of media formats and collections (for example – reference, periodicals, databases) • Understand that libraries contain collections of informational/ recreational materials • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow <i>district Acceptable Use Policy</i> 	<ul style="list-style-type: none"> • D • D • D • D • D • D • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities

LITERACY	Literature for Enjoyment	<ul style="list-style-type: none"> How do I learn to enjoy books 	<ul style="list-style-type: none"> Read, view and listen for social interaction and enjoyment Identify and locate appropriate titles for pleasure reading Select literature based on personal needs and interests from a variety of genres and by different authors Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes Share literacy experiences in a variety of ways 	<ul style="list-style-type: none"> D D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities
	Organization	<ul style="list-style-type: none"> Where can I find information 	<ul style="list-style-type: none"> Recognize that library media centers are places to find answers to personal and school related questions Know what services are provided by the media center Identify, locate and recognize the order of the collections in the library: <ul style="list-style-type: none"> a. Easy b. Fiction c. Non-Fiction d. Reference e. Magazines f. Multimedia Materials Identify and locate on-line catalog Identify and locate computers 	<ul style="list-style-type: none"> D D D I M M 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
	Classification System	<ul style="list-style-type: none"> How do I find a book in the library? 	<ul style="list-style-type: none"> Recognize and understand the parts of a call number and use it for location of easy books, fiction, non-fiction, audiovisual materials Understand the broad categories of the Dewey Decimal classification system and that subjects are grouped together Select books and materials for classroom and personal use 	<ul style="list-style-type: none"> D I D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library Activities

			<ul style="list-style-type: none"> Discriminate in choice of reading matter 	<ul style="list-style-type: none"> D 		
	Understanding the On-Line catalog	<ul style="list-style-type: none"> How do I find a book in the library using OPAC? 	<ul style="list-style-type: none"> Recognize the main menu (search list) Recognize the secondary menu Search by title Search by author Search by subject Search by series Locate and understand the parts of a bibliographic record screen Recognize and use the on-line catalog command Learn and apply appropriate search strategies Use the information from a bibliographic record screen to locate materials in the library media center 	<ul style="list-style-type: none"> I I I I I I I I I I 	Fall – ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities Library Activities
LITERARY UNDERSTANDING AND APPRECIATION	Listening	<ul style="list-style-type: none"> How do I listen for understanding? 	<ul style="list-style-type: none"> Listen attentively to literary passages for increase periods of time Retell a story using various formats 	<ul style="list-style-type: none"> D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities Library Activities
	Parts of Book	<ul style="list-style-type: none"> What are the elements of a book? 	<ul style="list-style-type: none"> Identify parts of a book (for example – cover, dust jacket, spine, title page, copyright date) Identify contributors to book (for example – author, illustrator, editor, art director, publisher) Identify and differentiate between fiction and non-fiction: <ol style="list-style-type: none"> Dewey Decimal system Table of Contents Index Glossary 	<ul style="list-style-type: none"> D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS observation Library Activities

	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop an understanding of, and appreciation for literature, through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction <ol style="list-style-type: none"> 1. Traditional Literature: <ol style="list-style-type: none"> a. Rhymes b. Folk Tales, Tall Tales, Fairy Tales c. Myths/Epics 2. Poetry 3. Plays/Readers Theatre 4. Information books 5. Biography/Autobiography • Fiction (including short stories): <ol style="list-style-type: none"> 1. Contemporary realistic fiction 2. Fantasy 3. Historical fiction 4. Mystery and suspense 5. Science fiction • Recognize and appreciate authors and illustrators by exposure to a variety of age-appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, etc.) • Recognize elements of literature such as: <ol style="list-style-type: none"> 1. characters and setting 2. plot/theme 3. conflict/resolution 4. point of view • Increase ability to comprehend cause and effect 	<ul style="list-style-type: none"> • D • D • D • I • D • D • D • D 	<p>Fall – ongoing</p> <p>Winter</p>	<ul style="list-style-type: none"> • LMS • Observation • Technology Activities • Library Activities
	Literary Criticism	<ul style="list-style-type: none"> • How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> • Participate in group discussions about literature • Respond to literature through writing, speaking or artistic expression 	<ul style="list-style-type: none"> • D • D 	<p>Fall – ongoing</p>	<ul style="list-style-type: none"> • LMS • Observation • Technology Activities • Library

			<ul style="list-style-type: none"> Engage in author/illustrator study Compare and contrast formats of different genres (i.e. plays, poetry, stories) Understand personal concerns through reading 	<ul style="list-style-type: none"> D I I 	<p>Winter – ongoing</p> <p>Winter – ongoing</p>	<p>Activities</p>
SKILLS OF INQUIRY AND INVESTIGATION	Task Definition	<ul style="list-style-type: none"> What kind of information do I want? What did I want to know about my topic? What are my key words? 	<ul style="list-style-type: none"> Students will be able to clearly state the information problem through: <ul style="list-style-type: none"> Choosing a topic Narrow/broaden the topic Explore a topic using basic subject-related information to develop a research question Formulate questions and ideas on a topic to focus information on a problem or task Assess the topic for feasibility, scope, connections to known and unknown areas of knowledge Redefine/refine the information problem or task 	<ul style="list-style-type: none"> I I I I 	November - ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities Library Activities
	Information Seeking Strategies	<ul style="list-style-type: none"> Where do I find information? Is it fact or opinion? Is the information credible? 	<ul style="list-style-type: none"> Students will determine the range of possible sources, including print, non-print and community resources: <ul style="list-style-type: none"> A. Know when and how to use text sources (print and electronic) <ol style="list-style-type: none"> dictionaries magazines encyclopedias biographical resources subject oriented databases Access the availability of potential resources Select resources, progressing from guided to independent to meet the informational needs 	<ul style="list-style-type: none"> I I I 	November – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities Library Activities

RESEARCH	Location and Access	<ul style="list-style-type: none"> • How do I find information? • How do I select resources to meet my informational needs? 	<ul style="list-style-type: none"> • Brainstorm, develop, refine and use a search strategy • Locate sources of print and non-print information including databases, websites and reference tools • Locate print sources using: <ul style="list-style-type: none"> a. Alphabetical order and/or inverted names where appropriate b. Dewey Decimal classification system for non-fiction c. Online catalog (school library catalog, public library) d. Review key words, synonyms and search terms • Find information within print sources using: <ul style="list-style-type: none"> a. Alphabetical order and/or inverted names where appropriate • Use organizational features within print materials to find information: <ul style="list-style-type: none"> a. Title page (title, author, illustrator) b. Guide words c. Indexes d. Table of contents e. Glossary f. Works cited • Locate non-print sources using: <ul style="list-style-type: none"> a. Online catalog (school library catalog, public library) b. Internet search engines, favorites c. Hyperlinks d. Review key words, synonyms and search terms • Use organizational features within non-print material to find information 	<ul style="list-style-type: none"> • D • I • D • I • I • I • D • I/D • D • I • I • D • I • I 	<p>Fall – ongoing</p> <p>October/ November</p> <p>Winter – Ongoing September Ongoing</p> <p>November- Ongoing</p>	<ul style="list-style-type: none"> • LMS Observation • Technology Activities • Library Activities
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			<ul style="list-style-type: none"> a. Headings b. Site map c. Hyperlinks d. Works cited <ul style="list-style-type: none"> • Locate information in text and graphics that is needed to solve a problem (for example – picture captions, headings, graphs, charts) 	<ul style="list-style-type: none"> • D 		
	Use of Information	<ul style="list-style-type: none"> • What do I do with the information? • Do I have all the information I need? 	<ul style="list-style-type: none"> • Engage (read, view, hear) information in a source to collect and interpret data, facts, and ideas <ul style="list-style-type: none"> a. Skim to locate relevant information b. Read, hear or view the information in a source c. Determine the need to seek further information d. Identify and ignore unnecessary information • Use context clues for comprehension of information • Interpret information (for example – main idea, sequence, prediction, format) • Identify and interpret significant facts taken from maps, graphs, charts and other visual or graphical information • Navigate effectively in electronic resources • Extract and record the relevant information from a resource in their own words, for example note taking or verbal paraphrasing 	<ul style="list-style-type: none"> • D • I • D • D • I • D • D • D • I • D 	<ul style="list-style-type: none"> Fall – Ongoing Winter Winter Fall – Ongoing 	<ul style="list-style-type: none"> • LMS • Observation • Technology Activities • Library Activities
	Synthesis	<ul style="list-style-type: none"> • How do I put my information together? • How do I present my information? 	<ul style="list-style-type: none"> • Construct an hypothesis/thesis: <ul style="list-style-type: none"> a. Identify, sort, classify, compare and contrast differences and similarities in data, facts, opinions 	<ul style="list-style-type: none"> • I 	<ul style="list-style-type: none"> Winter – Ongoing 	<ul style="list-style-type: none"> • LMS • Observation • Technology Activities • Library

			<ul style="list-style-type: none"> b. Identify and apply frames of reference, perspectives c. Form judgments based on evidence d. Evaluate facts and opinions using valid criteria e. Draw conclusions making connections, seeing relationships between facts, ideas, and data • Organize information from multiple sources (for example – outlining, graphic organizers) <ul style="list-style-type: none"> a. Recognize logical sequence b. Verify that information is complete • Select appropriate presentation formats which may include one or more of the following, where appropriate – written report, oral presentation, posters, pamphlets or artifact/model • Restructure or repackage information to the chosen format to meet the requirements of the defined task • Proofread/practice 	<ul style="list-style-type: none"> • D • D • I • D 	Fall – Ongoing	Activities
	Evaluation	<ul style="list-style-type: none"> • How did I do on this project? 	<ul style="list-style-type: none"> • Evaluate product in terms of content and format • Demonstrate a high degree of confidence in quality of product • Reflect on information seeking process • Explain what sources were used and why • Know when additional sources are needed • Make recommendations to improve results • Apply the grading rubric or criteria for assessment • Continually apply the following 	<ul style="list-style-type: none"> • D • D • D • D • D • I • D • D 	Winter- Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Technology Activities • Library Activities

			criteria to evaluate the product and the process: readability, authority, timeliness, reliability, relevance, and point of view			
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> • What is a computer? • What are its parts? • How do I use the computer? 	<ul style="list-style-type: none"> • Identify monitor, CPU, keyboard, mouse and speakers • Use the mouse and keyboard to enter data • Identify and use the printer 	<ul style="list-style-type: none"> • M • M • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	General Software	<ul style="list-style-type: none"> • What can I do on the computer? • What are programs? • How do I start and finish using a program? 	<ul style="list-style-type: none"> • Start up and quit programs • Create a new document: save, open, close, and print • Save a document to appropriate data storage (server) 	<ul style="list-style-type: none"> • M • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Operating System	<ul style="list-style-type: none"> • What is on the computer screen? • What does it tell me about the computer and how it works? 	<ul style="list-style-type: none"> • Start, shut down, and restart the computer • Understand the desktop • Understand the “close box” • Understand window manipulation and application finder menu 	<ul style="list-style-type: none"> • D • D • D • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Word Processing	<ul style="list-style-type: none"> • How do I type words and sentences? • How do I create a document? 	<ul style="list-style-type: none"> • Enter text and line break (character keys, space bar, return/enter key) • Delete text (delete/backspace key) • Insert and move cursor • Use basic punctuation keys (shift, question mark, period, comma) • Format and edit text: change font size and style, replace or delete • Change justification • Import and arrange graphics in a word processing document 	<ul style="list-style-type: none"> • M • D • D • M • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Keyboarding	<ul style="list-style-type: none"> • How do I use the keyboard? 	<ul style="list-style-type: none"> • Recognize and locate letters and numbers on a keyboard • Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

			<ul style="list-style-type: none"> • Use correct right hand and left-hand keyboard positions • Demonstrate correct home row position • Use correct keyboarding techniques such as sitting posture, hand position and eyes on monitor 	<ul style="list-style-type: none"> • D • I • I 		
	Graphics	<ul style="list-style-type: none"> • How do I draw a picture using the computer? 	<ul style="list-style-type: none"> • Create an original artwork using the tools within a grade appropriate graphics program • Use editing tools in drawing and painting: select, add color, pattern, resize, crop, erase (NOTE: depending on available software) 	<ul style="list-style-type: none"> • M • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Desktop Publishing	<ul style="list-style-type: none"> • How do I create a presentation using desktop publishing software? 	<ul style="list-style-type: none"> • NOTE: pending installation of MS Publisher in computer labs, this section of the curriculum will be developed during the 06-07 school year 	<ul style="list-style-type: none"> • I 	Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Multimedia	<ul style="list-style-type: none"> • How do I present information in a multimedia format? 	<ul style="list-style-type: none"> • Use age appropriate software to create a presentation • Import different file formats (graphics, sound, video) • Navigate through a multimedia presentation • Present multimedia using a projection system 	<ul style="list-style-type: none"> • D • I • I • I 	Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Internet	<ul style="list-style-type: none"> • How do I use the Internet? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Navigate the Internet using a browser • Use the Internet to research a topic • Consider the accuracy and validity of information on the Internet 	<ul style="list-style-type: none"> • D • D • I • I 	Fall – Ongoing Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Log on, log off, close and save files to selected server 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Research	<ul style="list-style-type: none"> • How do I locate good information on a selected topic? • How do I organize my information? • Why is it important to show where I got my information and how do I do it? 	<ul style="list-style-type: none"> • Use keywords to search for information on age appropriate databases and search engines • Use database features and browser application tools to navigate through search results • Organize information from multiple sources through note taking, outlining and graphic organizers • Cite sources of information 	<ul style="list-style-type: none"> • I • D • I • I 	Winter	<ul style="list-style-type: none"> • LMS Observation • Library and Technology Activities
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provided • Work cooperatively and collaboratively with peers and others when using technology • Demonstrate positive social and ethical behaviors when using technology • Practice responsible use of technology systems and software 	<ul style="list-style-type: none"> • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

COURSE: Library/Technology
GRADE LEVEL: Fourth Grade

I – INTRODUCE

D – DEVELOP

M - MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS:
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media, vocabulary at appropriate level (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog and the Interlibrary loan • Demonstrate understanding of media formats and collections (for example – reference, periodicals, databases) • Understand that libraries contain collection of informational/ recreational materials • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow <i>district Acceptable Use Policy</i> 	<ul style="list-style-type: none"> • M • M • D • M • D • D • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities

LITERACY	Literature for Enjoyment	<ul style="list-style-type: none"> • How do I learn to enjoy books? 	<ul style="list-style-type: none"> • Read, view and listen for social interaction and enjoyment • Identify and locate appropriate titles for pleasure reading • Select literature based on personal needs and interests from a variety of genres and by different authors • Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes 	<ul style="list-style-type: none"> • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities
	Organization	<ul style="list-style-type: none"> • Where can I find information? 	<ul style="list-style-type: none"> • Recognize that library media centers are placed to find answers to personal and school related questions • Know what services are provided by the media center • Identify, locate and recognize the order of the collections in the library: <ul style="list-style-type: none"> - Easy - Fiction - Non-Fiction - Reference - Magazines - Multimedia Materials • Identify and locate computers • Identify and locate on-line catalog 	<ul style="list-style-type: none"> • D • D • D • M • M 	Fall – ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities
	Classification System	<ul style="list-style-type: none"> • How do I find a book in the library? 	<ul style="list-style-type: none"> • Recognize and understand the parts of a call number and use it for location of easy books, fiction, non-fiction, audiovisual materials • Understand the broad categories of the Dewey Decimal classification system and that subjects are grouped together • Select books and materials for classroom and personal use • Discriminate in choice of reading matter 	<ul style="list-style-type: none"> • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities

	Understanding the On-Line Catalog	<ul style="list-style-type: none"> • How do I find a book in the library? 	<ul style="list-style-type: none"> • Recognize the main menu (search list) • Recognize the secondary menu • Search by title • Search by author • Search by subject • Search by keyword • Search by series • Locate and understand the parts of a bibliographic record screen • Learn and apply appropriate search strategies • Use the information from a bibliographic record screen to locate materials in the library media center • Understand and use full text databases • Learn to use OPAC from a remote site 	<ul style="list-style-type: none"> • D • D • D • D • I • I • D • D • D • D • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities
LITERARY UNDERSTANDING AND APPRECIATION	Listening	<ul style="list-style-type: none"> • How do I listen for understanding? 	<ul style="list-style-type: none"> • Listen attentively to literary passages for increased periods of time • Retell a story using various formats 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities
	Parts of Book	<ul style="list-style-type: none"> • What are the elements of a book? 	<ul style="list-style-type: none"> • Identify parts of a book (for example – cover, dust jacket, spine, title page, copyright date) • Identify contributors to book (for example – author, illustrator, editor, art director, and publisher) • Identify and differentiate between fiction and non-fiction: <ol style="list-style-type: none"> 1. Dewey Decimal system 2. Table of Contents 3. Index 4. Glossary 	<ul style="list-style-type: none"> • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities

	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop an understanding of, and appreciation for literature, through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction <ol style="list-style-type: none"> 1. Traditional literature: <ol style="list-style-type: none"> a. Folk Tales, Tall Tales, Fairy Tales b. Myths/Epics 2. Poetry 3. Plays/Readers Theatre 4. Information books 5. Biography/Autobiography • Fiction (including short stories): <ol style="list-style-type: none"> 1. Contemporary realistic fiction 2. Fantasy 3. Historical fiction 4. Mystery and suspense 5. Science fiction • Recognize and appreciate authors and illustrators by exposure to a variety of age-appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, etc.) • Recognize elements of literature: <ul style="list-style-type: none"> - characters and setting - plot/theme - conflict/resolution - point of view • Increase ability to comprehend cause and effect 	<ul style="list-style-type: none"> • • D • D • D • D • D • D • D 	Fall – ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities
	Literary Criticism	<ul style="list-style-type: none"> • How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> • Participate in group discussions about literature • Respond to literature through writing, speaking or artistic expression • Engage in author/illustrator study 	<ul style="list-style-type: none"> • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities

			<ul style="list-style-type: none"> • Compare and contrast formats of different genres (i.e. plays, poetry, stories) • Understand personal concerns through reading 	<ul style="list-style-type: none"> • D • D 		
SKILLS OF INQUIRY AND INVESTIGATION	Task Definition	<ul style="list-style-type: none"> • What kind of information do I want? • What did I want to know about my topic? • What are my key words? 	<ul style="list-style-type: none"> • Students will be able to clearly state the information problem through: <ul style="list-style-type: none"> a. Choosing a topic b. Narrow/broaden the topic • Explore a topic using basic subject-related information to develop a research question • Formulate questions and ideas on a topic to focus information on a problem or task • Assess the topic for feasibility, scope, connections to known and unknown areas of knowledge • Redefine/refine the information problem or task 	<ul style="list-style-type: none"> • D • I • I • I • I 	November Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities • Technology Activities
	Information Seeking Strategies	<ul style="list-style-type: none"> • Where do I find information? • Is it fact or opinion? • Is the information credible? 	<ul style="list-style-type: none"> • Students will determine the range of possible sources including print, non-print and community resources: <ul style="list-style-type: none"> a. Human sources i.e. telecommunication b. Text sources (print and electronic) <ol style="list-style-type: none"> 1. dictionaries 2. magazines 3. encyclopedias 4. almanacs 5. atlases and maps 6. biographical resources 7. primary resources 8. subject oriented databases 9. internet databases • Evaluate the possible sources to determine usefulness and availability 	<ul style="list-style-type: none"> • I • D • I • I • I • I 	November Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities • Technology Activities

			<ul style="list-style-type: none"> Consider such criteria as currency, accuracy, reliability, ease of use, availability, comprehensibility, authority, bias, point of view, relevance 	<ul style="list-style-type: none"> I 		
RESEARCH	Location and Access	<ul style="list-style-type: none"> How do I find information? How do I select resources to meet my informational needs? 	<ul style="list-style-type: none"> Brainstorm, develop, refine and use a search strategy Locate sources of print and non-print information including databases, websites and reference tools Locate print sources using: <ul style="list-style-type: none"> Alphabetical order for fiction Dewey Decimal classification system for non fiction Online catalog (school library catalog, public library) Review key words, synonyms and search terms Find information within print sources using: <ul style="list-style-type: none"> alphabetical order inverted names Use organizational features within print materials to find information: <ul style="list-style-type: none"> Guide words Indexes Title page (title, author, illustrator) Table of contents Glossary Works Cited Locate non-print sources using: <ul style="list-style-type: none"> Online catalog (school library catalog, public library) Internet search engines, favorites Hyperlinks Review key words, synonyms and search terms Use organizational features with 	<ul style="list-style-type: none"> D D D D D D D 	October/ November Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			<p>non-print materials to find information:</p> <ol style="list-style-type: none"> Headings Site Map Hyperlinks Works Cited <ul style="list-style-type: none"> Locate information in text and graphics that is needed to solve a problem (for example – pictures and captions, headings, graphs, charts) 	<ul style="list-style-type: none"> D 		
	Use of Information	<ul style="list-style-type: none"> What do I do with the information? Do I have all the information I need? 	<ul style="list-style-type: none"> Engage (read, view, hear) information in a source to collect and interpret data, facts and ideas <ol style="list-style-type: none"> Skim to locate relevant information Read, hear or view the information in a source Determine the need to seek further information Identify and ignore unnecessary information Use context clues for comprehension of information Interpret information (for example – main idea, sequence, prediction and format) Identify and interpret significant facts taken from maps, graphs, charts and other visual or graphic information Navigate effectively in electronic resources Use information about a topic from a variety of sources for completeness and accuracy Recognize and use internet as a communication/information tool (for example, email, listservs, bulletin boards) Extract and record the relevant 	<ul style="list-style-type: none"> D D D D I I D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			<p>information from a resource using techniques such as:</p> <ul style="list-style-type: none"> a. note taking b. copying/pasting c. highlight/print selection <ul style="list-style-type: none"> • Record works cited for information for sources used • Recognize and practice ethical and legal use of information by respecting intellectual property (for example – copyright, plagiarism, source citation) 	<ul style="list-style-type: none"> • D • I 		
	Synthesis	<ul style="list-style-type: none"> • How do I put information together? • How do I present my information? 	<ul style="list-style-type: none"> • Construct an hypothesis/thesis: <ul style="list-style-type: none"> a. Identify, sort, classify, compare and contrast differences and similarities in data, facts, opinions b. Identify and apply frames of references, perspectives c. Form judgments based on evidence d. Evaluate facts and opinions using valid criteria e. Drawn conclusions making connections, seeing relationships between facts, ideas, and data • Organize information from multiple sources (for example – outlining, graphical organizers): <ul style="list-style-type: none"> a. Recognize logical sequence b. Verify that information is complete • Select appropriate presentation formats which may include one or more of the following, where appropriate – written report, oral presentation, poster, pamphlet or artifact/model • Restructure or repackage information to the chosen format to meet the requirements of the 	<ul style="list-style-type: none"> • I • D • D • D 	November Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities • Technology Activities

			<ul style="list-style-type: none"> defined task Understand and comply with appropriate citing format (for example MLA or APA or simplified version) Proofread/practice 	<ul style="list-style-type: none"> I D 		
	Evaluation	<ul style="list-style-type: none"> How did I do on this project? 	<ul style="list-style-type: none"> Evaluate product in terms of content and format Assess the product for completeness, strengths and weaknesses Demonstrate a high degree of confidence in quality of product Reflect on information seeking process Explain what sources were used and why Know when additional sources are needed Make recommendations to improve results Apply the grading rubric or criteria for assessment Continually apply the following criteria to evaluate the product and the process: readability, authority timeliness, reliability, relevance, and point of view 	<ul style="list-style-type: none"> D I D D D D I D D 	October/ November Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> What is a computer? What are its parts? How do I use the computer? 	<ul style="list-style-type: none"> Identify monitor, CPU, keyboard, mouse and speakers Use the mouse and keyboard to enter data Identify and use the printer Identify and use the scanner, digital camera and camcorder (if available for student use) 	<ul style="list-style-type: none"> M M D I 	Fall 0 Ongoing Spring	<ul style="list-style-type: none"> LMS Observation Technology Activities
	General Software	<ul style="list-style-type: none"> What can I do on the computer? What are programs? How do I start and finish a program? 	<ul style="list-style-type: none"> Start up and quit programs Create a new document: save, open, close and print Save a document to appropriate data storage (server) 	<ul style="list-style-type: none"> M M M 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities

			<ul style="list-style-type: none"> • Use “Save As” appropriately • Import and export a document (PDF, file extension) 	<ul style="list-style-type: none"> • I • I 	Spring	
	Operating System	<ul style="list-style-type: none"> • What is on the computer screen? • What does it tell me about the computer and how it works? 	<ul style="list-style-type: none"> • Start, shut down, and restart the computer • Understand the desktop • Understand the “close box” • Understand window manipulation and application finder menu • Select appropriate printer and configuration settings 	<ul style="list-style-type: none"> • M • M • M • D • I 	Fall-Ongoing Winter	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Word Processing	<ul style="list-style-type: none"> • How do I type words and sentences? • How do I create a document? 	<ul style="list-style-type: none"> • Enter text and line break (character keys, space bar, return/enter key) • Delete text (delete/backspace key) • Insert and move cursor • Use basic punctuation keys (shift, question mark, period, comma) • Format and edit text: change font size and style, replace or delete • Change justification • Import and arrange graphics in a word processing document • Cut, copy and paste text to another location in the same document, and to another document 	<ul style="list-style-type: none"> • M • M • M • M • M • D • M • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Keyboarding	<ul style="list-style-type: none"> • How do I use the keyboard? 	<ul style="list-style-type: none"> • Recognize and locate letters and numbers on a keyboard • Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) • Use correct right and left-hand keyboard positions • Demonstrate correct home row position • Use correct keyboarding 	<ul style="list-style-type: none"> • M • M • M • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

			techniques such as sitting posture, hand position and eyes on monitor			
	Graphics	<ul style="list-style-type: none"> How do I draw a picture using the computer? 	<ul style="list-style-type: none"> Create an original artwork using the tools within a grade-appropriate graphics program Use editing tools in drawing and painting: select, add color, pattern, resize, crop, erase (NOTE: depending on available software) Capture still images from various digital sources 	<ul style="list-style-type: none"> M D I 	<p>Fall – Ongoing</p> <p>Winter</p>	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Desktop Publishing	<ul style="list-style-type: none"> How do I create a presentation using desktop publishing software? 	<ul style="list-style-type: none"> (NOTE: pending installation of MS Publisher in computer labs, this section of the curriculum will be developed during the '06-'07 school year) 	<ul style="list-style-type: none"> I 	<p>Winter</p>	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Multimedia	<ul style="list-style-type: none"> How do I present information in a multimedia format? 	<ul style="list-style-type: none"> Use age-appropriate software to create a presentation Import different file formats (graphics, sounds, video) Navigate through a multimedia presentation Present multimedia using a projection system 	<ul style="list-style-type: none"> D D M M 	<p>Winter</p>	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Internet	<ul style="list-style-type: none"> How do I use the Internet? 	<ul style="list-style-type: none"> Follow GFCSD Acceptable Use Policy Navigate the Internet using a browser Use the Internet to research a topic Consider the accuracy and validity of information on the Internet Save/copy a graphic and text from an Internet source and cite 	<ul style="list-style-type: none"> D M D D I 	<p>Fall – Ongoing</p> <p>Winter</p>	<ul style="list-style-type: none"> LMS Observation Technology Activities

	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Log on, log off, close and save files to selected server 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Research	<ul style="list-style-type: none"> • How do I locate good information on a selected topic? • How do I organize my information? • Why is it important to show where I got my information and how do I do it? 	<ul style="list-style-type: none"> • Use keywords to search for information on age-appropriate databases and search engines • Use database features and browser application tools to navigate through search results • Organize information from multiple sources through note taking, outlining and graphic organizers • Cite sources of information 	<ul style="list-style-type: none"> • D • D • D • D 	Winter	<ul style="list-style-type: none"> • LMS Observation • Library and Technology Activities
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide • Work cooperatively and collaboratively with peers and others when using technology • Demonstrate positive social and ethical behaviors when using technology • Practice responsible use of technology systems and software • Discuss basic issues related to responsible use of technology and consequences of inappropriate use • Exhibit legal and ethical behaviors when using information technology 	<ul style="list-style-type: none"> • D • D • D • I • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities

COURSE: Library/Technology
GRADE LEVEL: Fifth Grade

I – INTRODUCE

D – DEVELOP

M - MASTER

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS: (LIBRARY MED-SPECIALIST-LMS)
FUNCTIONS OF A LIBRARY	Awareness & Responsibility	<ul style="list-style-type: none"> • What are the rules in the library? • What are the student responsibilities? 	<ul style="list-style-type: none"> • Name personnel in the library media center and their roles and duties • Exhibit appropriate library media center behavior and respect for procedures • Recognize, understand and use library media vocabulary at appropriate level (for example – loan, fiction, non-fiction, online catalog, circulation, reference) • Demonstrate understanding of procedures for borrowing and returning library materials, using the online catalog and the Inter-Library Loan • Demonstrate understanding of media formats and collections (for example – reference, periodicals, databases) • Understand that libraries contain collections of informational/ recreational materials • Understand the importance of access to information in a free society • Demonstrate care of print and non-print materials • Assist others in following library procedures • Follow <i>district Acceptable Use Policy</i> 	<ul style="list-style-type: none"> • M • M • M • M • D • D • D • M • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities

LITERACY	Literature for Enjoyment	<ul style="list-style-type: none"> How do I learn to enjoy books? 	<ul style="list-style-type: none"> Read, view and listen for social interaction and enjoyment Identify and locate appropriate titles for pleasure reading Select literature based on personal needs and interests from a variety of genres and by different authors Explore a variety of print and/or multi-media sources for reading, listening and viewing purposes 	<ul style="list-style-type: none"> D D D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities
	Organization	<ul style="list-style-type: none"> Where can I find information? 	<ul style="list-style-type: none"> Recognize that library media centers are places to find answers to personal and school related questions Know what services are provided by the media center Identify, locate and recognize the order of the collections in the library: <ul style="list-style-type: none"> - Easy - Fiction - Non-Fiction - Reference - Magazines - Multimedia Materials Identify and locate computers Identify and locate on-line catalog 	<ul style="list-style-type: none"> M D D M M 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
	Classification System	<ul style="list-style-type: none"> How do I find a book in the library? 	<ul style="list-style-type: none"> Recognize and understand the parts of a call number and use it for location of easy books, fiction, non-fiction, audiovisual materials Understand the broad categories of the Dewey Decimal classification system and that subjects are grouped together Select books and materials for classroom and personal use Discriminate in choice of reading matter 	<ul style="list-style-type: none"> D D D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities

	Understanding the On-Line Catalog	<ul style="list-style-type: none"> How do I find a book in the library? 	<ul style="list-style-type: none"> Recognize the main menu (search list) Recognize the secondary menu Search by title Search by author Search by subject Search by keyword Search by series Locate and understand the parts of a bibliographic record screen Learn and apply appropriate search strategies Use the information from a bibliographic record screen to locate materials in the library media center Understand and use full text databases Learn to use OPAC from a remote site 	<ul style="list-style-type: none"> D D D D D D D D D D D D D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
LITERARY UNDERSTANDING AND APPRECIATION	Listening	<ul style="list-style-type: none"> How do I listen for understanding? 	<ul style="list-style-type: none"> Listen attentively to literary passages for increased periods of time Retell a story using various formats 	<ul style="list-style-type: none"> D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
	Parts of Book	<ul style="list-style-type: none"> What are the elements of a book? 	<ul style="list-style-type: none"> Identify parts of a book (for example – cover, dust jacket, spine, title page, copyright date) Identify contributors to book (for example – author, illustrator, editor, art director, and publisher) Identify and differentiate between fiction and non-fiction <ol style="list-style-type: none"> Dewey Decimal system Table of Contents Index Glossary 	<ul style="list-style-type: none"> D D D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities

	Genres and Authors	<ul style="list-style-type: none"> • What type of book do I want? • What are the parts of a story? 	<ul style="list-style-type: none"> • Develop an understanding of, and appreciation for literature, through exposure and analysis of the following: <ul style="list-style-type: none"> - Picture books - Non-fiction <ol style="list-style-type: none"> 1. Traditional Literature: <ol style="list-style-type: none"> a. Folk Tales, Tall Tales, Fairy Tales b. Myths/Epics 2. Poetry 3. Plays/Readers Theatre 4. Information books 5. Biography/Autobiography • Fiction (including short stories): <ol style="list-style-type: none"> 1. Contemporary realistic fiction 2. Fantasy 3. Historical fiction 4. Mystery and suspense 5. Science fiction • Recognize and appreciate authors and illustrators by exposure to a variety of age-appropriate materials • Be aware of various literary awards and their significance (Caldecott, Newberry, Pulitzer, etc.) • Recognize elements of literature: <ul style="list-style-type: none"> - characters and setting - plot/theme - conflict/resolution - point of view • Increase ability to comprehend cause and effect 	<ul style="list-style-type: none"> • M • D • D • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities
	Literary Criticism	<ul style="list-style-type: none"> • How do I share my thoughts and ideas about what we read? 	<ul style="list-style-type: none"> • Participate in group discussions about literature • Respond to literature through writing, speaking or artistic expression • Engage in author/illustrator study • Compare and contrast formats of 	<ul style="list-style-type: none"> • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library Activities • Technology Activities

			<p>different genres (i.e. plays, poetry, stories)</p> <ul style="list-style-type: none"> • Understand personal concerns through reading 	<ul style="list-style-type: none"> • D 		
SKILLS OF INQUIRY AND INVESTIGATION	Task Definition	<ul style="list-style-type: none"> • What kind of information do I want? • What did I want to know about my topic? • What are my key words? 	<ul style="list-style-type: none"> • Students will be able to clearly state the information problem through <ul style="list-style-type: none"> a. Choosing a topic b. Narrow/broaden the topic • Explore a topic using basic subject-related information to develop a research question • Formulate questions and ideas on a topic to focus information on a problem or task • Assess the topic for feasibility, scope, connections to known and unknown areas of knowledge • Redefine/refine the information problem or task 	<ul style="list-style-type: none"> • D • D • D • D • D 	November Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities • Technology Activities
	Information Seeking Strategies	<ul style="list-style-type: none"> • Where do I find information? • Is it fact or opinion? • Is the information credible? 	<ul style="list-style-type: none"> • Students will determine the range of possible sources, including print, non-print and community resources: <ul style="list-style-type: none"> a. Human sources, i.e. telecommunication b. Text sources (print and electronic) <ol style="list-style-type: none"> 1. dictionaries 2. magazines 3. encyclopedias 4. almanacs 5. atlases and maps 6. biographical resources 7. primary resources 8. subject oriented databases 9. internet databases • Evaluate the possible sources to determine usefulness and availability 	<ul style="list-style-type: none"> • I • D • D 	November Ongoing	<ul style="list-style-type: none"> • LMS • Observation • Library Activities • Technology Activities

			<ul style="list-style-type: none"> Consider such criteria as currency, accuracy, reliability, ease of use, availability, comprehensibility, authority, bias, point of view, relevance 	<ul style="list-style-type: none"> D 		
RESEARCH	Location and Access	<ul style="list-style-type: none"> How do I find information? How do I select resources to meet my informational needs? 	<ul style="list-style-type: none"> Brainstorm, develop, refine and use a search strategy Locate sources of print and non-print information including databases, websites and reference tools Locate print sources using: <ul style="list-style-type: none"> Alphabetical order for fiction Dewey Decimal classification system for non fiction Online catalog (school library catalog, public library) Review key words, synonyms and search terms Find information within print sources using: <ul style="list-style-type: none"> Alphabetical order Inverted names Use organizational features within print materials to find information: <ul style="list-style-type: none"> Guide words Indexes Title page (title, author, illustrator) Table of contents Glossary Works Cited Locate non-print sources using: <ul style="list-style-type: none"> Online catalog (school library catalog, public library) Internet search engines, favorites Hyperlinks Review key words, synonyms and search terms Use organizational features 	<ul style="list-style-type: none"> D D D D D D D 	October/November Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			<p>within non-print materials to find information:</p> <ol style="list-style-type: none"> Headings Site Map Hyperlinks Works Cited <ul style="list-style-type: none"> Locate information in text and graphics that is needed to solve a problem (for example – pictures and captions, headings, graphs, charts) 	<ul style="list-style-type: none"> D 		
	Use of Information	<ul style="list-style-type: none"> What do I do with the information? Do I have all the information I need? 	<ul style="list-style-type: none"> Engage (read, view, hear) information in a source to collect and interpret data, facts, and ideas <ol style="list-style-type: none"> Skim to locate relevant information Read, hear or view the information in a source Determine the need to seek further information Identify and ignore unnecessary information Use context clues for comprehension of information Interpret information (for example – main idea, sequence, prediction, and format) Identify and interpret significant facts taken from maps, graphs, charts and other visual or graphic information Navigate effectively in electronic resources Use information about a topic from a variety of sources for completeness and accuracy Recognize and use Internet as a communication/information tool (for example – email, listservs, bulletin boards) Extract and record the relevant 	<ul style="list-style-type: none"> D D D D D D D D 	Fall – ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			<p>information from a resource using techniques such as:</p> <ol style="list-style-type: none"> note taking copying/pasting highlight/print selection <ul style="list-style-type: none"> Record works cited for information for sources used Recognize and practice ethical and legal use of information by respecting intellectual property (for example – copyright, plagiarism, source citation) 	<ul style="list-style-type: none"> D D 		
	Synthesis	<ul style="list-style-type: none"> How do put my information together? How do I present my information? 	<ul style="list-style-type: none"> Construct an hypothesis/thesis: <ol style="list-style-type: none"> Identify, sort, classify, compare and contrast differences and similarities in data, facts, opinions Identify and apply frames of reference, perspectives Form judgments based on evidence Evaluate facts and opinions using valid criteria Drawn conclusions making connections, seeing relationships between facts, ideas, and data Organize information from multiple sources (for example - outlining, graphical organizers): <ul style="list-style-type: none"> Recognize logical sequence Verify that information is complete Select appropriate presentation formats which may include one or more of the following, where appropriate – written report, oral presentation, pamphlets, posters of artifact/model Understand and comply with appropriate citing formats (for example – MLA, APA or 	<ul style="list-style-type: none"> D D D D 	November Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities

			<ul style="list-style-type: none"> simplified formats) Restructure of repackage information to the chosen format to meet the requirements of the defined task Proofread/practice 	<ul style="list-style-type: none"> D D 		
	Evaluation	<ul style="list-style-type: none"> How did I do on this project? 	<ul style="list-style-type: none"> Evaluate product in terms of content and format Assess the product for completeness, strengths and weaknesses Demonstrate a high degree of confidence in quality of product Develop criteria to determine the effectiveness of the process used to solve information product Reflect on information seeking process Explain what sources were used and why Know when additional sources are needed Make recommendations to improve results Apply the grading rubric or criteria for assessment Continually apply the following criteria to evaluate the product and the process: readability authority timeliness, reliability, relevance, and point of view 	<ul style="list-style-type: none"> D D D I D D D D D D 	October/ November Ongoing	<ul style="list-style-type: none"> LMS Observation Library Activities Technology Activities
USE OF TECHNOLOGY	General Hardware	<ul style="list-style-type: none"> What is a computer? What are its parts? How do I use the computer? 	<ul style="list-style-type: none"> Identify monitor, CPU, keyboard, mouse and speakers Use the mouse and keyboard to enter data Identify and use the printer Identify and use the scanner, digital camera and camcorder (if available for student use) 	<ul style="list-style-type: none"> M M M D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities

	Keyboarding	<ul style="list-style-type: none"> How do I use the keyboard? 	<ul style="list-style-type: none"> Recognize and locate letters and numbers on a keyboard Use basic functions (space bar, return/enter, shift, arrow, caps, delete, backspace, insert) Use correct right and left-hand keyboard positions Demonstrate correct home row position Use correct keyboarding techniques such as sitting posture, hand position and eyes on monitor 	<ul style="list-style-type: none"> M M M M D 	Fall – ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Graphics	<ul style="list-style-type: none"> How do I draw a picture using the computer? 	<ul style="list-style-type: none"> Create an original artwork using the tools within a grade appropriate graphics program Use editing tools in drawing and painting: select, add color, pattern, resize, crop, erase (NOTE: depending on available software) Capture still images from various digital sources Import and export graphics in appropriate file format (e.g. GIF, jpeg, etc.) 	<ul style="list-style-type: none"> M D D I 		<ul style="list-style-type: none"> LMS Observation Technology Activities
	Desktop Publishing	<ul style="list-style-type: none"> How do I create a presentation using desktop publishing software? 	<ul style="list-style-type: none"> NOTE: pending installation of MS Publisher in computer labs, this section of the curriculum will be developed during the 06-07 school year 	<ul style="list-style-type: none"> D 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities
	Spreadsheet	<ul style="list-style-type: none"> How do I use software to create spreadsheets, charts, and graphs? 	<ul style="list-style-type: none"> Read and interpret information in a spreadsheet Enter, edit and delete information in a spreadsheet/graphing program Format cell attributes Use sort and find to retrieve and interpret information Use data from a spreadsheet to create charts and graphs 	<ul style="list-style-type: none"> I I I I I 	Fall – Ongoing	<ul style="list-style-type: none"> LMS Observation Technology Activities

			<ul style="list-style-type: none"> • Use basic formulas for addition, subtraction, multiplication, division, and calculating averages and percentages • Cut, copy and past formulas, values and functions • Set decimal place accurately 	<ul style="list-style-type: none"> • I • I • I 		
	Multimedia	<ul style="list-style-type: none"> • How do I create an effective multimedia presentation? 	<ul style="list-style-type: none"> • Use age-appropriate software to create a presentation • Import different file formats (graphics, sound, video) • Navigate through a multimedia presentation • Present multimedia using a projection system • Add hyperlinks to presentation 	<ul style="list-style-type: none"> • M • D • M • M • I 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Internet	<ul style="list-style-type: none"> • How do I use the Internet? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Navigate the Internet using a browser • Use the Internet to research a topic • Consider the accuracy and validity of information on the Internet • Save/copy a graphic and text from an internet source and cite 	<ul style="list-style-type: none"> • D • M • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library and Technology Activities
	Networking	<ul style="list-style-type: none"> • What is a network? • How do I use a networked computer? 	<ul style="list-style-type: none"> • Follow GFCSD Acceptable Use Policy • Log on, log off, close and save files to selected server 	<ul style="list-style-type: none"> • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Technology Activities
	Research	<ul style="list-style-type: none"> • How do I locate good information on a selected topic? • How do I organize my information? • Why is it important to show where I got my information and how do I do it? 	<ul style="list-style-type: none"> • Use keywords to search for information and age-appropriate databases and search engines • Use database features and browser application tools to navigate through search results • Evaluate the reliability and validity of Internet information • Organize information from multiple sources through note 	<ul style="list-style-type: none"> • D • D • I • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library and Technology Activities

			<ul style="list-style-type: none"> taking, outlining and graphic organizers • Cite sources of information • Download and store web pdf, audio, video and graphic files 	<ul style="list-style-type: none"> • D • I 		
	Social and Ethical Practices	<ul style="list-style-type: none"> • How do I use computers responsibly? 	<ul style="list-style-type: none"> • Discuss common uses of technology in daily life and the advantages and disadvantages those uses provided • Work cooperatively and collaboratively with peers and others when using technology • Demonstrate positive social and ethical behaviors when using technology • Practice responsible use of technology systems and software • Discuss basic issues related to responsible use of technology and consequences of inappropriate use • Exhibit legal and ethical behaviors when using information technology 	<ul style="list-style-type: none"> • D • D • D • D • D • D 	Fall – Ongoing	<ul style="list-style-type: none"> • LMS Observation • Library and Technology Activities