ELEMENTARY
SOUTHERN UNION ADDITIONAL RESOURCES
TECHNOLOGICAL SKILLS

Keyboarding & Essential Learnings by Grade

Technology education provides a great vehicle for equity in student access, usage, and knowledge. In this 21st Century, with the rapid advancements in technology, it is imperative that students are technologically literate and responsible. Education should start early and continue strategically in order for students to learn from basic to more developed skills to be able to research, produce, create, and serve. Students should also learn to use technological tools safely and ethically. Technology, used appropriately, with discretion and honesty, may lead students to greater opportunities to learn, to excel, and to make a difference in their future work, career, or service. In order to develop compassionate and constructive Digital Citizens, schools must have a technological plan that aligns their technological practice (curriculum, instruction, technological attainment, use, and maintenance) to the mission and strategic plan of the school.

Suggested Software & Programs

K-2	Grade 3 - 5	Grade 6 - 8
Introduction to Keyboarding	Typesy	Typesy
Correct posture & handling	Typing Agent	Typing Agent/Coding
technology device walk-throughs & etiquette	Increasing accuracy and speed towards 35wpm by 6th grade	Use Keyboarding to remediate as necessary
Communication platform such as Zoom and Teams	Bermies typing Travels	Coding & Programming Resources: Commonsense.org code.org scratch.mit.edu OZOBOTS
Learning Apps (age appropriate)	Keyboarding for kids	Microsoft Suite
	PAWS	Google Products
	Type to Learn	SLM: Canvas, Schoology,
	By 5th grade: SLM such as Canvas, Schoology	Collaborative Work: Microsoft and google
	Communication platform such as Zoom and Teams	Communication platform: Teams, Zoom, etc.…
	Leaning apps	APPS for learning and creating (Ex: Explain Everything)

ELEMENTARY
SOUTHERN UNION ADDITIONAL RESOURCES
TECHNOLOGICAL SKILLS

Frequency

Students should have ongoing & planned instruction and dedicated practice times in order to successfully master keyboarding skills and any technological skills under study. Continuing practice and use will allow students to acquire the skills needed to be technological competent and efficient. With appropriate instruction, guidance, and independent practice, students can be expected to reach 35 WPM before they reach their 6th grade year. The Middle School years might be spent to learn and become effective users of a host of programs, software, and systems that will ensure success in High School, College, & Work/Career.

ELEMENTARY
SOUTHERN UNION ADDITIONAL RESOURCES
TECHNOLOGICAL SKILLS

Keyboarding Skills Booklet and Keyboarding Skills Folder

All classrooms should have a Keyboarding Skills Booklet for the teacher and Keyboarding Skills folder for every student. The keyboarding folder is used to track student progress. To order booklet and folder, contact your local conference Office of Education.

These guides contain grade-appropriate scope and sequence charts and sample instructional objectives, etc. Implementation of computer education should be an integral part of the daily program in conjunction with the use of the Computer Literacy Competency Test and also the Keyboarding Competency Test. To order, contact your local conference Office of Education or download from www.adventisteducation.org

ELEMENTARY
SOUTHERN UNION ADDITIONAL RESOURCES
TECHNOLOGICAL SKILLS

Optional Resources:

Typesy, eReflect - [Typesy | Touch Typing & Keyboarding Software & App](#)

Typing Agent- Keyboarding & Technology Curriculum K – 12: [Typing Programs | Typing Agent](#)

Keyboarding for Kids. Ellsworth Publishing Company. P.O. Box 6727, Chandler, AZ 85246. Phone (888)963-4817, FAX (480)963-4502. 2221 West Pecos Road, Suite 6, Chandler, AZ 85224. [www.EllsworthPublishing.com](#). Email: sales@ellsworthpublishing.com.

Keyboarding Short Course . Ellsworth Publishing Company. P.O. Box 6727, Chandler, AZ 85246. Phone (888)963-4817, FAX (480)963-4502. [www.EllsworthPublishing.com](#)

*Learn 2 Typ*e. [www.kids.learn2type.com](#)

MicroType 4 . South-Western Cengage Learning. Online orders: [www.microtype.swlearning.com](#) Phone orders: (800)354-9706

PAWS . McGraw Hill SRA Division. Online orders: [www.sraonline.com](#). Phone orders: (800)338-3987

Power Typing. . [www.powertyping.com](#)

Type to Learn . Sunburst Technology Corporation, Online orders: [www.amazon.com/Type-Learn-Agents-Information](#). Phone orders: (800)321-7511

Ultrakey, Bytes of Learning. Online orders: [www.bytesoflearning.com](#). Phone orders: (800)465-6428

ELEMENTARY
SOUTHERN UNION ADDITIONAL RESOURCES
TECHNOLOGICAL SKILLS

Coding & Programming Resources:

[Common Sense](#)
[Learn today, build a brighter tomorrow. | Code.org](#)
[Scratch - Imagine, Program, Share (mit.edu)](#)

[Ozobot | Robots to code and create with](#)

Other Resources – Safety, & Sample Curriculum & Technology Plan (Most are FREE)

Cyber Safety: [Education (missingkids.org)](#)

Cyber Safety & Product Reviews: [Common Sense](#)

Sample Curriculum K - 5: [Learn today, build a brighter tomorrow. | Code.org](#)- Computer Science Curriculum for Grades K - 5

Sample Curriculum K – 8: [Medford Lakes Technology Curriculum 11 15 17.pdf (medford-lakes.k12.nj.us)](#) – Technology Curriculum Guide

Sample Technology Plan Template: [Technology - Florida Conference Office of Education (flcoe.org)](#)