Learning.com EasyTech Quest Curriculum Map - 4th Grade
2022-2023

This curriculum sequence provides essential skills that students need to be successful digital learners in a learning path that supports student driven and asynchronous learning experiences.

This curriculum map provides a suggested order of assignments and timing for utilizing the EasyTech curriculum as part of an asynchronous or student-driven learning experience. It has been designed to prepare students with foundational and scaffolded knowledge and skills throughout the digital literacy skill content area units. Instruction, practice, and assessment curriculum materials are available to meet the varying instructional needs of independent learners.
- Foundational keyboarding curriculum is included for all grade levels and the Adaptive Keyboarding experience begins in 3rd grade.
- CIPA compliant curriculum materials are marked with an * and can be found at every grade level.
- Pre and Post Skills Checks have been included for grades 3-8 and may be used to identify areas for further instruction and growth.

Note: It is recommended that keyboarding should be practiced throughout the year for 15-30 minutes at least twice per week to help students build their skills through technique, accuracy, and speed. To assist students in meeting this goal, Adaptive Keyboarding can be found on the student map and in the Arcade.

Note: This implementation can be led by a paraprofessional who doesn't have the ability to grade assignments. Learning.com has prepared this unique curriculum map for students to learn their technology skills focusing solely on assignments that are self-directed and self-scoring.

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
			++++++++++++ **Quarter 1** ++++++++++++			
		* CIPA Required topic				
1	Online Safety & Digital Citizenship	Online Safety and Digital Citizenship: Skills Check - Level 4 (Pre)	Online Safety & Digital Citizenship Skills Check - Level 4 (Pre) evaluates 4th grade concepts for safe, ethical online practices. It assesses the learner's knowledge and skills about proper online behavior, dealing with and preventing cyberbullying, and demonstrating strategies for safe and open communication.	Assessment	Independent	15
2	Online Safety & Digital Citizenship	*3-5 Online Safety & Digital Citizenship Introduction Video	This engaging unit introduction video introduces students to what they will be learning about during the Online Safety and Digital Citizenship unit.	Instruction	Independent	3
3	Online Safety & Digital Citizenship	*Cyberbullying: Vocabulary Introduction - Level 4	This animated video introduces students to the vocabulary terms and definitions related to cyberbullying	Instruction	Independent	2
4	Online Safety & Digital Citizenship	*Cyberbullying Vocabulary Interactive Practice - Level 4	In this interactive learning experience, students improve their knowledge of cyberbullying vocabulary terms and definitions.	Practice	Independent	5
5	Online Safety & Digital Citizenship	* Cyberbullying: The Impostor - Level 4	In this engaging animated video, Mia and Sal discover a fake profile of their friend Opal. The pair team up to do the right thing, unaware that influencer Opal has already set a perfect example!	Instruction	Independent	5
6	Online Safety & Digital Citizenship	* Cyberbullying: What To Do If An Impostor Chooses You - Level 4	In this activity, students will put the 3S's (Smart, Safe, Supported), into action as they set out to make a plan to deal with an impostor. Students will also reinforce their understanding of words associated with cyberbullying while working through example scenarios.	Practice	Independent	5
7	Online Safety & Digital Citizenship	* Cyberbullying: Sharing the Dangers of Cyberbullying - Level 4	In this two-part activity, students will demonstrate their understanding of the different ways cyberbullying can look and how it can impact others. Using a final project of their choosing, students will reflect the different ways that cyberbullying can present itself and how to protect themselves and others from its potential harm.	Application	Independent	45
8	Online Safety & Digital Citizenship	*Digital Citizenship: Vocabulary Introduction - Level 4	This animated video introduces students to the vocabulary terms and definitions related to digital citizenship.	Instruction	Independent	2
9	Online Safety & Digital Citizenship	*Digital Citizenship: Vocabulary Practice - Level 4	In this interactive learning experience, students improve their knowledge of digital citizenship vocabulary terms and definitions.	Practice	Independent	10
10	Online Safety & Digital Citizenship	* Digital Citizenship: A Slippery Footprint - Level 4	In this engaging animated video, Opal accidentally posts an embarrassing video of Mia, leading the two to discover the permanence of online activity and how to build a positive persona in cyberspace.	Instruction	Independent	5
11	Online Safety & Digital Citizenship	* Digital Citizenship: Following the Right Footprints - Level 4	In this interactive practice, students will be presented with tricky situations regarding digital citizenship. They will then be asked to choose the action that makes them the best digital citizen.	Practice	Independent	5
12	Online Safety & Digital Citizenship	* Digital Citizenship: Make It A Game - Level 4	In this activity students will use what was learned in the Level 4 Digital Citizenship module to show knowledge of the importance of being a good digital citizen and keeping a good digital footprint. Students will be able to create a game to best represent their knowledge of digital citizenship. Student work may include open-ended questions, correct/incorrect responses, a final product and/or self-assessment. An optional rubric is provided to assist in grading student products.	Application	Independent	45
13	Online Safety & Digital Citizenship	Information Literacy: Vocabulary Introduction - Level 4	This animated video introduces students to the vocabulary terms and definitions related to information literacy.	Instruction	Independent	2
14	Online Safety & Digital Citizenship	Information Literacy: Vocabulary Practice - Level 4	In this interactive vocabulary practice, students match the information literacy vocabulary term with its definition.	Practice	Independent	10
15	Online Safety & Digital Citizenship	Information Literacy: Murphy's Bakery Blues - Level 4	In this engaging animated video, Murphy, the Hometown Café owner, introduces the learner to information literacy through an experience about how to use CARP for evaluating the source of information.	Instruction	Independent	5
16	Online Safety & Digital Citizenship	Information Literacy: C.A.R.P. Practice - Level 4	In this interactive practice, students will match evaluation questions with the correct step in the process of evaluating sources using CARP.	Practice	Independent	10
17	Online Safety & Digital Citizenship	Information Literacy: Evaluating Your Sources Part 1 - Level 4	In this two-part activity, students will apply their knowledge and skills related to information literacy by using the C.A.R.P. method to evaluate the source of a fake online post. Students will identify the fake sections and explain why they think it is fake. Finally, students complete an exit ticket activity to share what they think is the biggest danger in not evaluating online posts.	Application	Independent	45
			++++++++++++ **Quarter 2** ++++++++++++			
18	Online Safety & Digital Citizenship	Information Literacy: Evaluating Your Sources Part 2 - Level 4	In this two-part activity, students will apply their knowledge and skills related to information literacy by using the C.A.R.P. method to evaluate the source of a fake online post. Students will identify the fake sections and explain why they think it is fake. Finally, students complete an exit ticket activity to share what they think is the biggest danger in not evaluating online posts.	Application	Independent	45
19	Online Safety & Digital Citizenship	Online Safety and Digital Citizenship: Skills Check - Level 4 (Post)	Online Safety & Digital Citizenship Skills Check - Level 4 (Post) evaluates 4th grade concepts for safe, ethical online practices. It assesses the learner's knowledge and skills about proper online behavior, dealing with and preventing cyberbullying, and demonstrating strategies for safe and open communication.	Assessment	Independent	15
					Minutes in Unit	279

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
20	Keyboarding	Keyboarding: Home Row	This engaging and interactive digital lesson provides direct instruction and practice in the area of basic keyboarding techniques needed to type using the home row keys. The learners will gain knowledge about proper finger placement and posture.	Instruction and Practice	Independent	13
21	Keyboarding	Home Row: Review Home Row		Practice	Independent	8
22	Keyboarding	Keyboarding: Upper Row	The learners will receive direct instruction and practice with the basic keyboarding techniques needed to type using the upper row keys. The learners will gain knowledge about proper finger placement and posture, and are provided a review of the home row keys in this engaging and interactive digital lesson.	Instruction and Practice	Independent	14

23	Keyboarding	Home Row: Review Home Row G, H, E, O, R	This guided practice item covers the home row skill area. It can be used to help students with accuracy and proper finger placement in a guided practice environment.	Practice	Independent	8
24	Keyboarding	Home Row & Upper Row - A, S, D, F, J, K, L, ;, G, H, E, O, R, I, T	This guided practice item covers the home row skill area. It can be used to help students with accuracy and proper finger placement in a guided practice environment.	Practice	Independent	8
25	Keyboarding	Keyboarding: Lower Row	This engaging and interactive digital lesson provides direct instruction and practice with the basic keyboarding techniques needed to type using the lower row keys. The learners will gain knowledge about proper finger placement and posture, and are provided a review of the home and upper row keys.	Instruction and Practice	Independent	13
26	Keyboarding	Keyboarding: Shift Key	The learners will receive direct instruction and practice in keyboarding using the Shift key to type capital letters and symbols. The learners will use proper posture and finger placement, identify touch keys and reach keys, and type basic punctuation in this engaging and interactive digital lesson.	Instruction and Practice	Independent	11
27	Keyboarding	Lower Row: Add Left Shift and Colon	This guided practice item covers the Lower row skill area. It can be used to help students with accuracy and proper finger placement in a guided practice environment.	Practice	Independent	3
28	Keyboarding	Lower Row: Add Right Shift and C	This guided practice item covers the Lower row skill area. It can be used to help students with accuracy and proper finger placement in a guided practice environment.	Practice	Independent	3
29	Keyboarding	Lower Row: Add Period	This guided practice item covers the Lower row skill area. It can be used to help students with accuracy and proper finger placement in a guided practice environment.	Practice	Independent	3
30	Keyboarding	Keyboarding: Number Row	In this engaging and interactive digital lesson, the learners receive direct instruction and practice with keyboarding techniques needed to type using the number row keys, proper finger placement and posture, and a review of the home, upper, and lower row keys.	Instruction and Practice	Independent	12
31	Keyboarding	Adaptive Keyboarding: The Great Keyboarding Adventure	This engaging and interactive app uses diagnostic exercises to provide learners with individualized touch-typing practice to address areas of weakness and help improve accuracy and speed at any skill level. Learners receive badges for specific achievements during their keyboarding adventure.	Assessment and Practice	Independent	15
					Minutes in Unit	111

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
32	Online Safety & Digital Citizenship	* Private and Personal Information - Student Video (Common Sense Education)	What information about you is OK to share online? It's in our student's nature to share and connect with others. But sharing online comes with some risks. How can we help kids build strong, positive, and safe relationships online? Help your students learn the difference between what's personal and what's best left private.	Instruction	Independent	2
33	IT Fundamentals	Computer Fundamentals: Skills Check - Level 4 (Pre)	The Computer Fundamentals Skills Check - Level 4 (Pre) evaluates 4th grade concepts for Computer Fundamentals. It assesses the learner's knowledge and skills about symbols of technology, computer systems, network basics, and hardware and software - including the ethical use issues surrounding them.	Assessment	Independent	15
34	IT Fundamentals	Hardware Fundamentals: Network Basics	The learners will receive direct instruction and practice with networking concepts, such as LANs, WANs, and file format compatibility. They will gain knowledge about how to use remote equipment and review intellectual property in this engaging and interactive digital lesson.	Instruction and Practice	Independent	12
35	IT Fundamentals	Software Fundamentals: Desktop	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice using the desktop, working with files and folders, navigating file structures, moving and opening files and folders, and deleting files.	Instruction and Practice	Independent	12
36	IT Fundamentals	Software Fundamentals: Windows and Controls	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice with dialog boxes and options windows, making selections using check boxes, radio buttons, scroll bars, and dropdown menus, and controls to close, maximize, minimize, restore, and resize windows.	Instruction and Practice	Independent	12
37	IT Fundamentals	Software Fundamentals: Toolbars and Menus	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice navigating program menus and using toolbars, recognizing and using symbols, properties, and online help, and understanding the connection between program menu icons and toolbar buttons.	Instruction and Practice	Independent	12
+++++++++++ Quarter 3 +++++++++++						
38	IT Fundamentals	Software Fundamentals: Software and File Formats	The learners will receive direct instruction and practice with software programs and file formats as they identify software groups, select task-appropriate software, start and exit software programs, and create, name, save, print, and close files in this engaging and interactive digital lesson.	Instruction and Practice	Independent	12
39	IT Fundamentals	Hardware Fundamentals: Mobile Devices	In this engaging and interactive digital lesson, the learners receive direct instruction and practice with smartphones, tablets, phablets (larger phones), and applications, and understand how mobile devices connect to a wireless network, store information using cloud computing, and use GPS for tracking.	Instruction and Practice	Independent	15
40	IT Fundamentals	Computer Fundamentals: Skills Check - Level 4 (Post)	The Computer Fundamentals Skills Check - Level 4 (Post) evaluates 4th grade concepts for Computer Fundamentals. It assesses the learner's knowledge and skills about symbols of technology, computer systems, network basics, and hardware and software - including the ethical use issues surrounding them.	Assessment	Independent	15
31	Keyboarding	Adaptive Keyboarding: The Great Keyboarding Adventure	This engaging and interactive app uses diagnostic exercises to provide learners with individualized touch-typing practice to address areas of weakness and help improve accuracy and speed at any skill level. Learners receive badges for specific achievements during their keyboarding adventure.	Assessment and Practice	Independent	15
					Minutes in Unit	122

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
41	Online Safety & Digital Citizenship	Internet Usage and Online Communication: Skills Check - Level 4 (Pre)	Internet Usage & Online Communication Skills Check - Level 4 (Pre) evaluates 4th grade concepts for safe use of online communication tools and successful navigation and searching of the World Wide Web. It assesses the learner's knowledge and skills about performing safe and effective online searches, using digital collaboration tools, reading and writing blogs, and practicing online ethics.	Assessment	Independent	15
42	Online Safety & Digital Citizenship	* Netiquette in Online Communi	In this animated video, Trey and two of his classmates are collaborating on their Virtual Science Fair project in a private chatroom when netiquette issues derail them from their task. The lesson introduces what netiquette is, why it's important, and shows some of the negative sides of online communication.	Instruction and Practice	Independent	7
43	Online Safety & Digital Citizenship	Internet Usage: Online Informat	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice browsing the Internet as they examine the difference between a web page and website, browse by following a series of hyperlinks, and learn to differentiate the Internet from the World Wide Web.	Instruction and Practice	Independent	15
44	Online Safety & Digital Citizenship	Online Communications: Sending Email Messages	During this engaging and interactive digital lesson, the learners will receive direct instruction and practice with online communication. They are introduced to email addresses and experience how to write and send email messages.	Instruction and Practice	Independent	12
45	Online Safety & Digital Citizenship	Online Communications: Responding to Email Messages	The learners will receive direct instruction and practice with replying, forwarding, and deleting email messages as they use an email inbox, respond to multiple recipients simultaneously, and delete junk mail and old messages during this engaging and interactive digital lesson.	Instruction and Practice	Independent	8

46	Online Safety & Digital Citizenship	Online Communication: Using Digital Collaboration Tools	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice using personal learning communities and digital environments as they use collaboration tools such as instant messaging and video conferencing to interact and share with their peers and experts.	Instruction and Practice	Independent	15
47	Online Safety & Digital Citizenship	Internet Usage and Online Communication: Skills Check - Level 4 (Post)	Internet Usage & Online Communication Skills Check - Level 4 (Post) evaluates 4th grade concepts for safe use of online communication tools and successful navigation and searching of the World Wide Web. It assesses the learner's knowledge and skills about performing safe and effective online searches, using digital collaboration tools, reading and writing blogs, and practicing online ethics.	Assessment	Independent	15
					Minutes in Unit	87

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
48	Business Applications	Word Processing: Skills Check - Level 4 (Pre)	Word Processing Skills Check - Level 4 (Pre) evaluates 4th grade concepts for Word Processing. It assesses the learner's knowledge and skills about appropriate use of word processing applications when creating and communicating ideas, including basic document creation, editing, proofreading and correcting, formatting reports, and creating original works.	Assessment	Independent	15
49	Business Applications	Word Processing: Creating and Organizing Content	This engaging and interactive digital lesson provides direct instruction and practice with using a word processing program to help with the writing process. The learners will gain knowledge about how to organize information, create lists, and insert pictures to better engage their audience.	Instruction and Practice	Independent	11
50	Business Applications	Word Processing: Revising and Formatting	In this engaging and interactive digital lesson, the learners receive direct instruction and practice revising and formatting, as part of the writing process, while they use font style, color and size, paragraph alignment, spacing, page break, symbols, and moving text and images to enhance their document.	Instruction and Practice	Independent	10
51	Business Applications	Word Processing: Editing and Proofreading Your Work	This engaging and interactive digital lesson provides direct instruction and practice using a word processing program as part of the writing process. Learners will edit and proofread text, check for spelling and grammar mistakes, and improve writing by using the thesaurus and word count tools.	Instruction and Practice	Independent	15
52	Business Applications	Word Processing: Page Layout	This engaging and interactive digital lesson provides direct instruction and practice in styling a page layout while considering specific audiences by adjusting page size, setting margins and page orientation, formatting columns, and inserting page numbers.	Instruction and Practice	Independent	10
53	Business Applications	Word Processing: Introduction to Desktop Publishing	The learners receive direct instruction and practice using more than one software application to create documents using text, graphics, and templates to enhance design and layout, creating checklists, and using print preview to evaluate work progress and final products in this engaging and interactive digital lesson.	Instruction and Practice	Independent	12
54	Business Applications	Word Processing: Skills Check - Level 4 (Post)	Word Processing Skills Check - Level 4 (Post) evaluates 4th grade concepts for Word Processing. It assesses the learner's knowledge and skills about appropriate use of word processing applications when creating and communicating ideas, including basic document creation, editing, proofreading and correcting, formatting reports, and creating original works.	Assessment	Independent	15
31	Keyboarding	Adaptive Keyboarding: The Great Keyboarding Adventure	This engaging and interactive app uses diagnostic exercises to provide learners with individualized touch-typing practice to address areas of weakness and help improve accuracy and speed at any skill level. Learners receive badges for specific achievements during their keyboarding adventure.	Assessment and Practice	Independent	15
					Minutes in Unit	103

LESSON	Digital Literacy Concept	Curriculum Title		Implementation Model	Time (in minutes)
		++++++++++++ Quarter 4 ++++++++++++			
55	Online Safety & Digital Citizenship	Keeping Games Fun and Friendly - Student Video (Common Sense Education)	How can I be positive and have fun while playing online games, and help others do the same? Social interaction is part of what makes online gaming so popular and engaging for kids. Of course, online communication can come with some risks. Show your students how to keep their gaming experiences fun, healthy, and positive.	Instruction	Independent	3
56	Business Applications	Presentations: Skills Check - Level 4 (Pre)	Presentations Skills Check - Level 4 (Pre) evaluates 4th grade concepts for Presentations. It assesses the learner's knowledge of basic presentation skills using slideshow applications.	Assessment	Independent	15
57	Business Applications	Presentations: Audience and Or	In this engaging and interactive digital lesson, learners will receive direct instruction and practice organizing and developing a slide show using presentation software. They learn how to consider the audience and the purpose of the slide show to tell stories, present information, and share ideas.	Instruction and Practice	Independent	12
58	Business Applications	Presentations: Composing Slide	During this engaging and interactive digital lesson, the learners will receive direct instruction and practice composing slides using presentation software as they consider and use design elements, layouts, backgrounds, text, images, and white space to create and modify engaging slide shows.	Instruction and Practice	Independent	10
59	Business Applications	Presentations: Enhancing Slide:	The learners receive direct instruction and practice enhancing presentation slides to communicate their voice to an audience. They learn to choose and use effective color palettes, apply color and formatting to text, draw and customize objects, and add animation and sound in this engaging and interactive digital lesson.	Instruction and Practice	Independent	8
60	Business Applications	Presentations: Evaluating and F	The learners will receive direct instruction and practice with enhancing and editing a slideshow before presenting to an audience. They will edit and organize slides, use tools to add consistent and appropriate transitions, and evaluate their work before presenting in this engaging and interactive digital lesson.	Instruction and Practice	Independent	9
61	Business Applications	Presentations: Skills Check - Level 4 (Post)	Presentations Skills Check - Level 4 (Post) evaluates 4th grade concepts for Presentations. It assesses the learner's knowledge of basic presentation skills using slideshow applications.	Assessment	Independent	15
				Minutes in Unit	72

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
62	Computer Science	Computational Thinking: Skills Check - Level 4 (Pre)	Computational Thinking - Level 4 (Pre) evaluates 4th grade concepts for Computational Thinking. It assesses the learner's understanding and ability to use digital tools in the problem solving process.	Assessment	Independent	15
63	Computer Science	Computational Thinking: Algorithms	As part of computational thinking, the learners receive direct instruction and practice using algorithms to solve a problem, make a decision, or accomplish a task. They will analyze a situation, create an algorithm to solve the problem, test for reliability and accuracy, and understand that computers use algorithms, called programs, to complete tasks or help solve problems.	Instruction and Practice	Independent	15
64	Computer Science	Computational Thinking: Modeling	As part of computational thinking, learners receive direct instruction and practice using models to represent a process, data, or solutions. They will organize information using simulations and prototypes, develop and test algorithms, and define solutions. They are introduced to binary language, how digital tools use this language, and the importance of algorithms in computer programming.	Instruction and Practice	Independent	15
65	Computer Science	Computational Thinking: Skills Check - Level 4 (Post)	Computational Thinking - Level 4 (Post) evaluates 4th grade concepts for Computational Thinking. It assesses the learner's understanding and ability to use digital tools in the problem solving process.	Assessment	Independent	15
					Minutes in Unit	60

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
66	Business Applications	Spreadsheets and Databases: Skills Check - Level 4 (Pre)	Spreadsheets & Databases - Level 4 (Pre) evaluates 4th grade concepts for Spreadsheets and Databases. It assesses the learner's understanding of knowledge and appropriate use of spreadsheet applications to arrange, evaluate, store, and share data and understanding of database applications to search different types of information.	Assessment	Independent	15
67	Business Applications	Spreadsheets: Pie Charts	The learners will receive direct instruction and practice with pie charts in a spreadsheet program. They will use data found in a spreadsheet to create and label pie charts, then practice reading and interpreting data found in a pie chart during this engaging and interactive digital lesson.	Instruction	Independent	10
68	Business Applications	Spreadsheets: Bar Charts	This engaging and interactive digital lesson provides direct instruction and practice as the learners work with bar charts in a spreadsheet program. They will use data found in a spreadsheet to create and label bar charts, then practice reading and interpreting data found in a bar chart.	Instruction	Independent	11
69	Business Applications	Spreadsheets: Line Charts	This engaging and interactive digital lesson provides direct instruction and practice as the learners work with line charts in a spreadsheet program. They will use data found in a spreadsheet to create and label line charts, then practice reading and interpreting data found in a line chart.	Instruction	Independent	8
70	Business Applications	Spreadsheets: Using Formulas to Add and Subtract	During this engaging and interactive digital lesson, learners will receive direct instruction and practice adding and subtracting data using formulas in spreadsheet tables. Learners will experience using cell names and addresses to create formulas, entering data in a cell, and using the sum command.	Instruction	Independent	13
71	Business Applications	Spreadsheets: Using Formulas to Multiply and Divide	During this engaging and interactive digital lesson, learners will receive direct instruction and practice multiplying and dividing data using formulas in spreadsheet tables. Learners will experience using cell names and addresses to create formulas and entering data and numerical formulas in a cell.	Instruction	Independent	12
72	Business Applications	Spreadsheets: Copying Formulas and Functions	This engaging and interactive digital lesson provides direct instruction and practice with copying and pasting formulas in spreadsheets. Learners will use functions and gain additional experience working with formulas and tables.	Instruction	Independent	10
73	Business Applications	Databases: Performing Searches and Filtering Data	The learners will receive direct instruction and practice searching online databases with keywords as they perform a category search, apply a simple filter, and explore how database searches can help solve information needs in this engaging and interactive digital lesson.	Instruction and Practice	Independent	11
74	Business Applications	Databases: Sort and Filter	During this engaging and interactive digital lesson, the learners will receive direct instruction and practice organizing data and finding information in a database as they sort data in both ascending and descending orders, and sort filtered data.	Instruction and Practice	Independent	9
75	Business Applications	Databases: Planning and Building a Database	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice in planning and building a database. They will create a form, start a new file, create, edit, and define fields, and review, edit, and delete data.	Instruction and Practice	Independent	18
76	Business Applications	Databases: Designing Queries and Reports	In this engaging and interactive digital lesson, the learners will receive direct instruction and practice designing basic queries as they query data to find answers, save queries for future use, and share data by creating and printing reports.	Instruction and Practice	Independent	10
77	Business Applications	Spreadsheets and Databases: Skills Check - Level 4 (Post)	Spreadsheets & Databases - Level 4 (Post) evaluates 4th grade concepts for Spreadsheets and Databases. It assesses the learner's understanding of knowledge and appropriate use of spreadsheet applications to arrange, evaluate, store, and share data and understanding of database applications to search different types of information.	Assessment	Independent	15
					Minutes in Unit	142

LESSON	Digital Literacy Concept	Curriculum Title	Description	Learning Component	Implementation Model	Time (in minutes)
78	Online Safety & Digital Citizenship	*Be A Super Digital Citizen - Student Video (Common Sense Education)	How can we be upstanders when we see cyberbullying? Online tools are empowering for kids, and they also come with big responsibilities. But do kids always know what to do when they encounter cyberbullying? Show your students appropriate ways to take action and resolve conflicts, from being upstanders to helping others in need.	Instruction	Independent	2
					Minutes in Unit	2
					Total Minutes	978