



# *School District of Fort Atkinson*

## Library Media and Technology Curriculum

Developed Spring 2004

Revised Spring 2005, Spring 2008, Fall 2009

By Carolyn Barels, Sarah Horwath, Michelle Maniaci and  
Phyllis Schicker

**School District of Fort Atkinson – Information and Technology Curriculum  
Grade 5 - End of the Year Outcomes**

*By the end of the year, the student knows / is able to:*

IMC Skills:

**UNIT - Library Skills**

- ♣ Understand and use Dewey Decimal System (M & A)
- ♣ Find books in IMC with call number
- ♣ Use library catalog on a regular basis to find needed books (M & A)

**UNIT – Reference and Research Resources**

- ♣ Understand that research is a process (Using Big 6), and use to work on a project
  - Use reference resources and materials (M & A)
  - Take notes effectively through a variety of information sources (D)
  - Organize notes into usable format
  - Write from notes / Apply note taking to writing (D)
  - Create a bibliography and cite sources (D)
- ♣ Understand copyright & plagiarism
- ♣ **\*Use the research process to work on a project**

Technology Skills:

**UNIT – Computer Applications**

- ♣ **\*Understand and use a spreadsheet program - Excel (D)**
- ♣ Understand and use a word processing program – Microsoft Word (D)
- ♣ **\*Use graphic organizer program to organize notes or ideas - Inspiration**
- ♣ **\*Properly use presentation software**
- ♣ Introduce new technologies as available

**UNIT – Introductory Keyboarding**

- ♣ Demonstrate knowledge of basic keyboarding technique and skills
- ♣ Apply keyboarding skills to classroom assignments

**UNIT – Introductory Internet**

- ♣ Understand computer and Internet safety (M & A)
- ♣ Use search strategies to conduct internet searches
- ♣ **\*Understand and use online resources such as Badger Link, online encyclopedias or pre-selected internet sites**

**INSTRUCTIONAL SUMMARY**

**Cooperative Units** – Starred Items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**

**School District of Fort Atkinson – Information and Technology Curriculum  
Grade 4 - End of the Year Outcomes**

*By the end of the year, the student knows / is able to:*

IMC Skills:

**UNIT - Library Skills**

- ♣ Demonstrate understanding of the Dewey Decimal System (M & A)
- ♣ Look up materials and find on shelves with little assistance
- ♣ Use library catalog on a regular basis to find needed books (M & A)

**UNIT – Reference and Research Resources**

- ♣ **\*Learn the full research process (Big 6) and use to work on a project**
  - Take notes effectively through a variety of information sources (I/D)
  - Organize notes into usable format
  - Write from own notes
  - Know how to create a bibliography and cite sources (I)
- ♣ Understand how and when to use different reference books (atlas, almanac)
- ♣ Understand copyright & plagiarism

**UNIT – Author Study**

- ♣ Understand the various book awards and see samples (Newbery, Golden Archer, Coretta Scott King, etc.)

Technology Skills:

**UNIT – Computer Applications**

- ♣ **\*Understand and use a spreadsheet program - (D)**
- ♣ **\*Understand and use presentation software – (I & D)**
- ♣ Understand and use a word processing program and its editing features – Microsoft Word (D)
- ♣ **\*Use graphic organizer program to organize notes or ideas - Kidspiration or Inspiration**

**UNIT – Introductory Keyboarding**

- ♣ Demonstrate knowledge of basic keyboarding technique and skills (using instructional typing program)

**UNIT – Introductory Internet**

- ♣ Understand computer and Internet safety
- ♣ **\*Understand and use online resources such as Badger Link, online encyclopedias or pre-selected internet sites**

**INSTRUCTIONAL SUMMARY**

**Cooperative Units** –Starred items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**

## Grade 3 - End of the Year Outcomes

*By the end of the year, the student knows / is able to:*

### IMC Skills:

#### **UNIT - Library Skills**

- ♣ Understand how to use the online library catalog
- ♣ Understand the Dewey Decimal System and utilize call numbers to find non-fiction books
- ♣ Understand how to choose appropriate reading material based on different criteria (interests, 5 finger rule, ability)
- ♣ Identify and use parts of a book (index, glossary, table of contents)

#### **UNIT – Reference and Research Resources**

- ♣ **\*Utilize the abbreviated research process (the Super 3) to do research**
- ♣ **\*Use encyclopedias or nonfiction books to get information from text, pictures, and charts**

### Technology Skills:

#### **UNIT – Computer Applications**

- ♣ **\*Understand and use a word processing program and its editing features – Microsoft Word**
- ♣ **\*Understand and use a basic graphic organizer program - Kidspiration or Inspiration**

#### **UNIT – Introductory Keyboarding**

- ♣ Begin knowledge of basic keyboarding techniques and skills (using instructional typing program – min. 9 sessions)

#### **UNIT – Introductory Internet**

- ♣ Understand computer and Internet safety
- ♣ **\*Understand and use online resources such as Badger Link, online encyclopedias or pre-selected internet sites**

## **INSTRUCTIONAL SUMMARY**

**Cooperative Units** – Starred items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**

**School District of Fort Atkinson – Information and Technology Curriculum  
Grade 2 – End of the Year Outcomes**

*By the end of the year, the student knows / is able to:*

IMC Skills:

**UNIT - Library Skills**

- ♣ Understand book arrangement and utilize call numbers to find books
- ♣ Identify and understand use of book parts such as table of contents, index, glossary

**UNIT – Reference and Research Resources**

- ♣ Understand and use a Dictionary – alphabetical order / locating words using guide words
- ♣ **\*Use nonfiction books to gather information from text (including visuals)**

**UNIT – Author Study**

- ♣ Understand Caldecott Award and see samples
- ♣ Be exposed to books and authors within the genres allocated to that grade level per district curriculum

Technology Skills:

**UNIT – Computer Applications**

- ♣ **\*Utilize a graphics program to communicate information and/or show knowledge (D)**
- ♣ **\*Understand and experiment with a graphic organizer program – Kidspiration or Inspiration (D)**
- ♣ **\*Begin word processing using a word processing program and its editing features (as a publishing tool)**
- ♣ Open and save a file (I)

**UNIT – Introductory Internet**

- ♣ Explore the Internet with pre-selected sites

**INSTRUCTIONAL SUMMARY**

**Cooperative Units** – Starred items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**

**School District of Fort Atkinson – Information and Technology Curriculum  
Grade 1 - End of the Year Outcomes**

*By the end of the year, the student knows / is able to:*

IMC Skills:

**UNIT - Library Behaviors and Skills**

- ♣ Independently check out books
- ♣ Find and select books that are at their reading level

**UNIT – Fiction and Nonfiction**

- ♣ Differentiate and demonstrate understanding of fiction vs. nonfiction (real vs. imaginary) (D)
- ♣ Identify and use the basic parts of a book (cover, spine, title page (title/author/illustrator)) (D)
- ♣ Understand how fiction books are arranged in the IMC (alphabetical order by authors)

**UNIT – Reference Resources**

- ♣ Understand the basic function of a dictionary and how it is set up

**UNIT – Author Study**

- ♣ Be exposed to books and authors within the genres allocated to that grade level per district curriculum

Technology Skills:

**UNIT – Computer Lab Introduction & Use**

- ♣ Understand and follow a common set of lab rules
- ♣ Locate the parts of the computer: Location of keys – enter, backspace, space bar, etc
- ♣ Login and logout of network

**UNIT – Beginning Computer Applications**

- ♣ **\*Understand and use a graphics program**
- ♣ **\*Begin using a word processing program**
- ♣ **\*Understand and experiment with a graphic organizer program (Kidspiration) (I)**

**INSTRUCTIONAL SUMMARY**

**Cooperative Units** – Starred items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**

**School District of Fort Atkinson – Information and Technology Curriculum  
Kindergarten - End of the Year Outcomes**

*By the end of the year, the student knows / is able to:*

**IMC Skills:**

**UNIT - Library Behaviors and Skills**

- ♣ Understand proper library behaviors
- ♣ Check out and take care of a library book
- ♣ Independently find a book in the IMC
- ♣ Identify and explore basic book parts (I)
- ♣ Understand and identify fiction vs. nonfiction books (I)

**UNIT - Author Study**

- ♣ Understand that an illustrator draws or paints the pictures in books
- ♣ Understand that an author writes books
- ♣ Be exposed to books and authors within the genres allocated to that grade level per district curriculum

**Technology Skills:**

**UNIT – Computer Lab Introduction & Use**

- ♣ Understand and follow a common set of lab rules
- ♣ Identify and use the main parts of a computer (keyboard, mouse, screen)
- ♣ Login and logout of network
- ♣ Use and manipulate a mouse
- ♣ Open folders or a program
- ♣ Locates essential keys on keyboard

**UNIT – Beginning Computer Applications**

- ♣ **\*Understand and experiment with a graphics program**

**INSTRUCTIONAL SUMMARY**

**Cooperative Units** – Starred items must be taught collaboratively (LMS & Classroom Teacher) and integrated with classroom concepts/ instruction.

**\*Teacher has option to do all Flex Scheduling if desired**