

Media Arts Curriculum Guidelines

Grade 4

Grade Four Information Literacy				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 3.2: Citizenship	Citizenship Review Library holdings	Distinguishes between types of books found in library Determines reference books are nonfiction books that may be used to find answers Uses a variety of resources such as school, public, or community Understands that reference material is available in a variety of formats (e.g. print, nonprint, electronic, and online) Identifies librarian's role and role of volunteer aides Knows and follows circulation procedures Demonstrates responsible use of library materials	Talk about various resources found in the library (concentrate: on fiction vs. nonfiction, periodical vs. copyright) Show examples of books on the same topic and explain why in each case one book on a topic is nonfiction and the other is fiction Use a sheet of paper numbered from 1-12, have students listen to descriptions of twelve books and classify each book as fiction or nonfiction Video on fiction and nonfiction books	Oral discussion Checklist
Grade Four Technology				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
ISTE 1b: Empowered Learner ISTE 2a; 2b; 2c; 2: Digital Citizen	Safe and Ethical Actions Review Internet use Introduce citing sources Introduce digital citizenship	Follows and adheres to instruction, rules, and Acceptable Use Policy Evaluate and read website information to avoid inappropriate choices Knows when online not to communicate with unknown users, not to give personal information Knows to report objectionable websites and behavior Knows to respect others online Knows to cite sources to avoid plagiarism Creates a positive digital footprint Understands not to share username and password with others	Use the video Finding Reliable Resources on the Internet Have students explore the Is Everything on the Internet True? Use the video Evaluating Websites (for Elementary students) Use sites like BrainPop (this is a subscription site) Use sites like NetSmartz Show how to examine and understand the purpose of a website Model how to use source citing sites such as NoodleTools Use Carnegie Cyber Academy Use Code.org Unplugged lessons Use Private and Personal Information lesson on Common Sense Media Use Our Online Tracks on Common Sense Media	Use a rubric Checklist

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STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 1.1; 2.3; 3.1: Organization	Organization Introduce Internet search tools Review individual biography, autobiography, and collective biography Introduce Dewey Decimal System Review using online catalog (author, title, subject, or keyword search)	Recognizes and uses Internet resources Identifies and locates biographies including autobiographies and collective biographies Recognizes arrangement of shelved books Recognizes that the Dewey Decimal numbers refer to the subject of the book and that each subject has a Dewey number Locates and uses keyword, title, author, subject and/or series search within online catalog Identifies and uses all material listed in automated catalog or electronic system as having a bibliographic record containing information about the material (e.g., author, illustrator, publisher, place of publication, call number, number of pages, copyright date, series, annotation – summary, subject)	Use books from library shelves (with call numbers covered) to have students classify them Video Shelving Non Fiction Library Books Organize biography (individual, autobiography, and collective) call numbers Show and tell various screens to explain features shown within online catalog Create Quizlet study sets about Dewey Decimal System Use a variety of games or activities to reinforce Dewey Decimal System Can You Do Dewey Use SMART Exchange to use Smart Notebook lessons with students	Oral discussion Visual observation
Grade Four Technology				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
ISTE 1d; 5d: Empowered Learner	Cross-Platform Review computer parts Review care of computer Review access to devices Introduce transferring	Can name technology components: computer, digital devices, peripherals and explain functions Knows how to respect property Knows and can login and use devices, opens documents, Save as (select location network, flash drive, cloud location), select folder, if appropriate, and provide descriptive name for file, choose Save for subsequent changes, shut down devices Understand icons, opens files, applications Locate and start a program Can close a program Locate and use taskbar to switch between programs Can use menu and scroll bars	Use BrainPop lessons (this is a subscription site) Have students draw what they think a computer looks like inside subscription Have students create a How-To video about computer applications Watch videos on GCEGlobal for computer basic tutorials Use BBC Bitesize has games Use Click-an-Learn What's inside a computer Have students use Flippity to create flashcards for reviewing parts of a computer Have students look up the history of computers at Easy Science for Kids Create self-paced quizzes on Quizizz Model how to download from the Internet	Oral discussion Visual observation

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STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 1.2; 2.1; 2.2: Selection and Utilization	Selection and Utilization Introduce parts of a nonfiction book Review nonprint materials Review online sources and online catalog access Introduce book awards Introduce how to evaluate library materials Introduce selecting materials based on individual needs Examine Boolean search terms (e.g.: “AND,” “OR,” “NOT”)	Knows and uses words and definitions for parts of the book Identifies information within print resources, e.g., table of contents, index, headings and subheadings, glossary, copyright date, and volume number Knows and uses nonprint materials (computer and DVD’s etc.) Able to access award winning books in library and online Identifies genres (e.g. fantasy, mystery, historical fiction, science fiction) Selects leisure reading for topic of interest using subject or author search Uses and evaluates information of online resources at school and from home Able to search using Boolean operators, keywords, and subject terms (e.g.: “AND,” “OR,” “NOT”)	Create a Google Slide or PowerPoint presentation about book parts Locate and define the parts of a nonfiction book Create an interactive poster in Google Drawings Locate how many pages are included in a chapter using the Table of Contents Use websites to show Boolean operators	Use a rubric for computer and Internet research Observation Oral questioning
Grade Four Technology				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
ISTE 1b; 1c: Empowered Learner ISTE 3c: Knowledge Constructor ISTE 4b: Innovative Designer ISTE 6c: Creative Communicator	Keyboarding and Manipulation Skills Review keyboarding and proper posture Review digital equipment	Can recognize home row, correct hand placement, functional keys, enter, spacebar, tab, backspace, delete, arrows and shift (for alternating between upper-case and lower-case letters) Practice accuracy and speed Knows how to turn on/off Move mouse, click, double click, point, right click, swipe, and scrolling Selection tapping, single, and double Can use a touchpad Writing/Drawing with mouse or stylus Select printer, make selections, e.g. two copies and print, print in black and white Reads and uses application menus and toolbars Can download an application on a computer or app on a tablet	Have students use web based keyboarding programs (Dance Mat Typing , TypingClub , Typing , and Common Sense Media Best Typing Games for Students list) Have students use Crazy4Computers Using a Chromebook keyboard and touchpad Using a Touchpad or Trackpad Use Stylus Pen on a Computer Trackpad Have students use Google Auto Draw Use Padlet as an exit ticket naming keys on the home row or pick a finger to explain what keys that finger controls	Observation Oral questioning

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STANDARDS	CONTENT/TOPIC	Grade Four Information Literacy SKILLS	EXAMPLES	ASSESSMENT
PA 1.3; 2.3; 3.2: Comprehension	Comprehension Review reference books Introduce cross reference Introduce specialized reference materials Review online reference sources Introduce Works Cited in MLA format Introduce plagiarism Introduce note-taking and outlining	Uses and organizes information from: Dictionary, Thesaurus, Atlas, Almanac, Encyclopedias, and specialized books Differentiates between qualities of useful reference resources Acquires additional information from using cross references words (See and See also) Identifies and distinguishes subtopics from topics Compares and contrasts specialized materials Identifies online reference databases (Power Library , Fact Monster , Refdesk , Infoplease , Brightpips , Library of Congress , and other Online references) Knows citing sources in correct format using MLA (Modern Language Association) for books, magazines, reference books, interviews, and Internet Recognizes ethically and legally responsible ways to use print and nonprint material Identifies bibliographic and other important information in print and nonprint materials, e.g., title, author, director, producer, copyright date, copyright and duplication warnings Recognizes plagiarism and its implications Understands why effective note taking is one of the most important steps in research Knows there are various types of notes you take for different purposes	Discuss the basic design of a thesaurus that you have available for student use and online thesaurus Emphasize the use of guide words, alphabetical order and synonyms Locate topics and subtopics in an index Explain the dash and the comma separating page numbers when using an index Review the parts and purpose of a dictionary Review the various tools available for research Develop note-taking skills to record information, e.g., take notes on cards, photocopy, download, dictate Explain and Use NoodleTools to cite sources Encourage students to use direct quotation skills in notetaking, when needed Practice safe, responsible, ethical and legal use of materials Explore correct ways to reference information sources and avoid plagiarism by accurately summarizing a New York Times article. Use sequencing, webbing, and outlining have students organize and integrate information	Written reports Oral reports Rubrics for research Skills projects

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ISTE 1b; 1d: Empower Learner ISTE 7a: Global Collaborator	Word Processing Introduce word processing terms Review document formatting Introduce and Review special features	Understands terms, vocabulary, and purpose Can create a new document, open a document, and save a document Uses and can insert text, edit without erasing full lines, use cursor to locate insertion point Understands word wrap, touching the enter key for a new line Practices typing with correct punctuation Can format text with font choice, size, color, style Practices highlighting text Can delete text Practices importing graphics from clip art, prepare word art (if available), gather graphics from outside sources, e.g. Internet (citation), save to file, import graphics from file, and format graphics/pictures Uses find and replace, cut, copy, paste, create an outline, use bullets, numbering, outline function, select symbols Understands and chooses appropriate visual modes: normal, print and web modes Practices using page setup for portrait/landscape choice, margins, paper choices Can choose line spacing, single, double, multiple line spacing Uses spell check and thesaurus to enhance writing Can insert date, time Practices inserting page numbers, headers and footers Can use drawing tools, create a table, format a table, spacing, color, header rows, and sizing Uses a blog to communicate, inserts text, saves, posts when required (monitored by teacher) Understands purpose for and uses email effectively (if permitted by school)	Emphasize the use of word processing tools (including but not limited to) Google Docs, Microsoft Word, Open Office Writer, MAC IWorks Pages, Blogs, and Email Use Word Processing Can Be Lots of Font! videos Use Hot Chalk lesson plans for Word Processing Use Google Docs Scavenger Hunt Using Google Docs Toolbar Intro to Google Docs Use a short video for formatting Inserting images into Google Docs Use Google Docs Formatting site Using email Common Sense Media Create greeting cards with Google Drawings Give students a short story in Google Docs instruct them to highlight all of the nouns red and the verbs green Have students open Google Docs use Explore to look up facts about an animal, type a short paragraph about their animal and insert and center a picture of their animal Have students create a Google Docs give them a paragraph to type. Students must change the font to Times New Roman 14, center and type the title, click return type and center their name, and double space and type the paragraph	Observation Oral questioning Use a rubric

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STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
ISTE 1c: Empowered Learner ISTE 2d: Digital Citizen ISTE 3a: Knowledge Constructor ISTE 5a; 5b; 5d: Computational Thinker	Research Skills and Interactive Discovery Introduce Acceptable Use Policy Review Internet searching	Follows Acceptable Use Policy Understands purpose of research Practices using search terms Practices, understands, and knows there are different browsers, inserting web address, keyword search, advanced search techniques, using Boolean operations (and/or/*/not), and rudiments of copyright rules, cites information, Practices and uses a browser, links, Web 2.0 skills for discovery, tablet (iPad/Android), and Apps for inquiries	Emphasize the use of tools such as browsers, search engines, and Web 2.0 tools Using a web browser Boolean Logic Common Sense Media Booleans and Logic	Observation Oral questioning Use a rubric
Grade Four Information Literacy				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 1.3; 2.1; 3.2; 3.3: Presentation and Appreciation	Presentation and Appreciation Review Copyright Law Introduce Library of Congress Introduce “fair use” Introduce primary and secondary sources Introduce author study Introduce book awards: Newbery, Coretta Scott King, Regina Medal	Knows copyright as protection by law Recognizes Library of Congress as place to obtain a copyright Recognizes “fair use” as our right to use copyrighted materials Identifies Library of Congress as a place to obtain Primary and Secondary Sources Recognizes Newbery, Caldecott, Coretta Scott King, Regina Medal awards Recognizes benefits of winning a book award Recognizes award-winning books in the library	Visit Library of Congress Visit Cyberbee Hold a kids’ court to discuss rights of both parties Visit sites about authors Scholastic , The Federation of Children’s Book Groups , HarperCollins Children’s Books , Reading Rockets , TTLIC , University of West Florida Favorite Authors , KidsReads Create a biographical timeline of authors Discuss the different ways the authors make readers feel Assign a different genre to each student in order to create a Google Slides or PowerPoint to describe the best elements of that genre Write to an author Have students use Seesaw to create an about an author video	Book talks Literature Circle Summary activity Book talks Accelerated Reading (if available in your school) Online book websites Book reports Author studies

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<p>ISTE 1c: Empowered Learner</p> <p>ISTE 3c: Knowledge Constructor</p> <p>ISTE 6a; 6b; 6d: Creative Communicator</p>	<p>Presentation</p> <p>Review multimedia skills</p> <p>Review illustration, photo editing, web design skills</p>	<p>Can choose layout and slide style</p> <p>Can create text and format text</p> <p>Can choose bullets and symbols</p> <p>Can create new slide and duplicate slide</p> <p>Knows how to insert background (color, patterns, and pictures)</p> <p>Knows how to import graphics, pictures, and videos</p> <p>Understands how to format graphics (resize and layout)</p> <p>Knows how to insert sound</p> <p>Practices how to prepare transitions and custom animations</p> <p>Practices inserting and creating buttons</p> <p>Practices how to switch between views (editing mode and viewing modes)</p> <p>Practices applying timing</p> <p>Practices navigating slides during presentation</p> <p>Checks presentation for readability, coherence, applicability, attractiveness, and uniformity</p>	<p>Creating presentations using tools including but not limited to: Microsoft PowerPoint, Google Slides, Open Office Impress, and MAC IWorks, or Keynote</p> <p>Great Google Slide Activity for Students</p> <p>Google Slides: Ideas for the Classroom</p> <p>How to Add Sound to Google Slides</p> <p>Create presentations using tools including but not limited to: Microsoft PowerPoint, Google Slides, Open Office Impress, MAC IWorks, Keynote, Windows Paint, Tux Paint, Sketchup, Scratch, Alice, and Audacity</p> <p>Use Google Slides Resources</p> <p>Create stop motion animation with Google Slides</p>	<p>Observation</p> <p>Oral questioning</p> <p>Assign projects</p> <p>Use a rubric</p>

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ISTE 1c; 1d: Empowered Learner	Design Introduce hyperlinks Introduce transitions, timing, and animation of text/images	Understands vocabulary of presentation tools Creates a simple illustration Uses menu, toolbars, and ribbons Can open, save, print, and insert slides Can insert text, images, background color background images, sound (music and narration, and animation (motion) Understands and uses various layouts and designs Knows how to rearrange material Practices adding hyperlinks to project Practices and uses transitions, controls timing, and animation of text/images Practices creating a simple animation using transition and timing Practices creating images from created material <ul style="list-style-type: none"> • Save slides as a jpg–image file • Take print screen from computer Practices creating a podcast (audio recording with microphone and device on computer or mobile device) Practices and uses simple photo editing program, follow menu items Practices and uses animation program Practices and uses a programming/illustration tool (Alice, Scratch, Sketchup)	Have students create storybooks with Google Slides Use for STREAM lessons NCEA STREAM , TeachEngineering , NASA for Educators , eGFI , STEM Education Resource Center Have students participate in Hour of Code Use sites like Code , Code for Life , Tynker (subscription), and Codesters	Assign projects Observation Rubrics
ISTE 3c: Knowledge Constructor				
ISTE 4a; 4b; 4d: Innovative Designer				
ISTE 6a; 6b: Creative Communicator				
Grade Four Technology				
STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
ISTE 3a; 3b: Knowledge Constructor	Data Analysis Introduce spreadsheets Introduce databases Introduce data analysis	Understands structure of a spreadsheet: columns, rows, cells, entering data Understands how to modify height, width, size, text, alignment Understands number formatting correctly (general, dates, currency, and decimals) Uses merge and split cells Uses functions (Sum, Average, and more) Can create charts: labels and interprets Understands terminology of databases: record and field Understands how to insert data Understands how to sort data	Have students using tools such as Google Sheets, Microsoft Excel, Open Office Calc and Base, and MAC IWorks Numbers Videos on using Google Spreadsheets Video for creating a Google Sheets Have students build learning databases with Google Sheets Visit How to Describe a Database to a Child Use Teaching Ideas Database Lessons	Observation Oral questioning Use a rubric
ISTE 5a; 5d: Computational Thinker				