Media Arts Curriculum Guidelines
Grade 7

		Grade Seven Information Literacy		
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
PA 3.2: **Citizenship**	**Citizenship** **Review** Library holdings	**Identifies** types and arrangement of books **Identifies** nonprint **Recognizes** periodicals, bound and computerized references **Identifies** librarian's role	**Have** scavenger hunt for holdings; as listed **Have** students match vocabulary words to definitions **Discuss** the purpose and elements of print and nonprint and why, who, where, when, and how it is delivered **Guided** selection with book talks/reports **Visit** local public library **Have** student volunteers to check out and shelve books **Video** on **fiction and nonfiction** books	Oral discussion Checklist Observation

		Grade Seven Technology		
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
ISTE 1b: **Empowered Learner** **ISTE 2a; 2b; 2c; 2d:** **Digital Citizenship** **ISTE 3b; 3c:** **Knowledge Constructor**	**Safe and Ethical Actions** **Review** Acceptable Use **Review** citing sources **Review** digital citizenship	**Follows** instructions and obeys rules **Understands and knows** to adhere to Acceptable Use Policy **Can** read information on website to avoid inappropriate choices **Recognizes and understands** how to avoid plagiarism **Understands** to observe proper use of other's material **Can** identify and properly cite sources **Remembers** how to treat others with respect online **Knows** not to communicate with unknown users online **Understands** to report objectionable websites and behaviors **Can create and is constantly** working on a positive digital footprint **Can** create safe/secure usernames and passwords that are not shared with others	**Use** the video **Finding Reliable Resources on the Internet** **Use** Common Sense lesson plan **Evaluating Websites** **Demonstrate** how to examine and understand the purpose of a website **Uses** **NoodleTools** for citing sources **Use** **Carnegie Cyber Academy** **Use** Common Sense **What's My Digital Footprint?** lesson **Use** **Private and Personal Information** lesson on Common Sense Media	Use a rubric Checklist Observation

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STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
PA 2.1; 3.1: **Organization**	**Organization** **Introduce** materials provided by information networks and electronic databases **Review** Library of Congress System **Review** decimal usage in Dewey Decimal System **Recognizes** special dictionaries and reference	**Recognizes** reference databases and Power Library **Recognizes** Internet search tools **Knows and uses** reference material is available in a variety of formats (e.g. print, electronic, and online) **Understands** Library of Congress System (where, what, and access to) **Understands** purpose of the Dewey Decimal System to pull together same subjects and literary forms **Identifies** Dewey Decimal Classification headings and becomes familiar with books found in several classes **Identifies** Catholic Almanac, Catholic Encyclopedia, Book of Quotations, Gazetteer, and specialized dictionaries and encyclopedias	**Use** computer to access electronic databases and Internet **Use** a Dewey poster to review subjects and brainstorm topics that fit each general division in Dewey (Ex.: Social Science-armed forces; fairy tales; community helpers) **Visit** websites about the Dewey Decimal System and the Library of Congress (**Can You Do Dewey**, **How To Use the Dewey Decimal System**, **Match Dewey Decimal System Numbers**, **Video Library of Congress-Call Number and Shelving**) Use projectors to see easy and expanded search options (if applicable) Videos **The Internet: How Search Works**, **How to Search the Internet More Effectively**	Oral questing Visual Observation

		Grade Seven Technology		
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
ISTE 1d: **Empowered Learner**	**Cross-Platform** **Review** computer use **Review** computer vocabulary **Review** printing steps	**Knows and reviews** basic care of computer; cleanliness, no food or drink, respect for property **Identifies** components of computer, digital devices, peripherals, and functions **Identifies and defines** technology terms and vocabulary **Can** log onto digital devices with username and password **Knows** how to shut down device **Can** open and use documents **Identifies and can use** effectively save and save as when creating a new document or using a previously saved document. **Knows and identifies** where a document has been saved (network, flash drive, or cloud) **Understands and uses** icons to open files and applications **Can** locate and start a program and utilize the taskbar to switch between programs **Uses** the menu to select appropriate tasks **Selects** printer as well as changing number of copies and print **Uses** scroll bars to move up and down/left and right **Uses** and reads application menus and toolbars **Can** download an application on a computer or app on a tablet.	**Use** computers showing examples of how to care for computers **Use Click-an-Learn** What's inside a computer **Use** computers to show components of computers **Videos CPU, memory, input & output**, **Introducing How Computers Work**	Oral discussion Checklist Observation

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STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
PA 2.2: **Selection and Utilization**	**Selection and Utilization** **Review** parts of a nonfiction book **Review** acknowledgements, graphics, footnotes, endnotes, appendix, bibliography, glossary, and sources **Review** copyright **Introduce** "fair use" **Introduce** "public domain"	**Identifies** words and definitions for parts of a nonfiction book **Uses and knows** parts of a nonfiction book **Identifies** materials and select formats based on information need (nonprint) **Understands** the authority of an online information source to determine the author's qualification to be an expert about a topic **Recognizes** how to access electronic resources at school and from home **Understands** copyright as protection by law **Recognizes** "fair use" relationship to computer databases **Recognizes** "public domain"	**Assign** research projects **Use** nonfiction books to identify helpful parts of a book as needed to collect information **Use** questioning, brainstorming, and webbing to identify what is needed. **Determine** usability of table of contents, indexes, headings, and subheadings **Examine** various print, nonprint, and electronic resources **Videos: Copyright and Fair Use Animation, Three Good Places to Find Public Domain, 8 Great Sources**	Evaluate effectiveness of sources by using a rubric Computer research

		Grade Seven Technology		
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
ISTE 1d: **Empowered Learner**	**Keyboarding** **and** **Manipulation Skills** **Review** keyboarding and proper posture **Review** digital equipment	**Identifies and locates** all keys on the keyboard **Using** both hands on the keyboard with correct hand placement for the alphabet and punctuation. **Can** use functional keys: enter, spacebar, tab, backspace, delete, arrows, and shift keys **Can** type for accuracy and speed **Can** turn equipment on and off **Can** use the mouse to click, double click, point, and right click **Can** swipe and scroll on screen device **Knows** how to select by tapping: single and double **Can** write or draw with finger or stylus	**Have** students use web based keyboarding programs (**Dance Mat Typing, TypingClub, Typing**) **Have** students use **Sunbust Type to Learn, Jr.** (Site license needed) or **Typetastic** (Subscription) **Have** students use **Crazy4Computers** **Use Stylus Pen** on a Computer Trackpad **Have** students use **Google Auto Draw**	Observation

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STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
PA 3.2; 3.3: **Comprehension**	**Comprehension** **Review** reference books **Introduce** *Book of Quotations, Gazetteer/Geographical Dictionary, and Readers' Guide to Periodical Literature*	**Identifies**: Dictionary, Thesaurus, Encyclopedia, Atlas, Almanac, Catholic Almanac, Books of Quotations, Gazetteer, Special Dictionaries and Encyclopedias **Knows and uses** online reference databases (**Power Library**, **Fact Monster**, **Refdesk**, **Infoplease**, **Brightpips** and other online encyclopedias and references) **Recognizes** online Readers' Guide to find periodicals **Identifies** and **uses** other computer reference databases (Power Library and online encyclopedias)	**Reference** quest to know which book will access information the quickest **Show** visual examples of Readers' Guide **Use** H. W. Wilson for sample pages of **Readers' Guide to Periodical Literature** **Have** students identify references used when doing reports and research **Do** research project (through cooperative planning with teacher) project must include a Works Cited **Revise and edit** project information	Written reports Oral reports Rubrics for research Skills projects Rubric
	Review Works Cited **Review** MLA **Introduce** APA **Review** plagiarism **Review** note-taking and paraphrasing **Review** outlining **Introduce** endnotes and footnotes	**Can** cite sources in correct format (using MLA: Modern Language Association) for books, magazines, reference books, interviews, and Internet **Identifies** APA as American Psychological Association used when creating science projects **Identifies** differences between MLA and APA **Can** understand, recall, interpret, summarize, and paraphrase material presented **Understands** plagiarism and its implications **Recognizes** how to construct endnotes and footnotes to prevent plagiarism **Understands** term "common knowledge"	**Have** students use **Noodletools** website (**NoodleBib MLA Starter**) **Practice** safe, responsible, ethical and legal use of materials **Use** Science Fair as project to integrate APA Style **Use Edpuzzle and video clips on plagiarism** to create an assessment **Videos for using Noodletools: Citing a Source in Noodletools**, **Notetaking on NoodleTools**, **Noodletools: Generating Footnotes** Notetaking video **How to Take Great Notes** worksheet for video: **http://bit.ly/10ZVSAW**, **How to Review Your Notes After School**	

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STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
Grade Seven Technology				
ISTE 1d: **Empowered Learner** **ISTE 4a; 4b; 4c; 4d:** **Innovative Designer**	**Word Processing** **Review** document formatting **Introduce** special features	**Can creates** a new document **Can opens** a document **Can saves** a document **Can** insert text (edit text without erasing full lines, use cursor to locate insertion point) **Understands and use** word wrap and new line entry (Enter) **Can type** with correct punctuation **Can format** text with font choice, size, color, and style **Understands and use** correct alignment: left, right, center, newspaper justification **Can** highlight and delete text **Can** import graphics from clip art, outside sources (Internet with citation/save to file), and file **Can** format graphics and pictures **Can** prepare and insert WordArt **Uses** find and replace, cut, copy, and paste **Create** an outline: use bullets, numbering, outline function, and symbols **Understands and chooses** appropriate visual modes: normal, print, and web mode **Can** use page setup for portrait/landscape choices, margins, paper choices **Can** choose line spacing: single, double, multiple line **Can** use spell check and thesaurus to enhance writing **Can** insert date, time, page numbering, headers, footers, hyperlinks **Can** use drawing tools. **Can** create and format a table (spacing, color, header rows, sizing) **Understands** and can use blogs to communicate, inserts text, saves posts when required (monitored by teacher) **Participates** in web design (WordPress, other tools using word processing style menu items) **Understands** the purpose for and uses email effectively (if permitted by the school)	**Emphasize** the use of word processing tools (including but not limited to) Google Docs, Microsoft Word, Open Office Writer, MAC IWork 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**	Observation Checklist Rubrics for projects

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	Grade Seven Technology			
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
ISTE 3a; 3b; 3c; 3d: **Knowledge Constructor** **ISTE 4c:** **Innovative Designer** **ISTE 5a; 5b:** **Computational Thinker** **ISTE 7d:** **Global Collaborator**	**Research Skills** **and** **Interactive Discovery** **Review** Acceptable Use Policy **Review** Internet searching **Review** citing information	**Reads and follows** Acceptable Use Policy **Identifies** purpose of research **Identifies and uses** search terms **Understands** there are different browsers and links **Uses** a browsers and links **Inserts** web address **Understand and uses** keyword search **Uses** advanced search techniques **Uses** Boolean operations (and/or/*/not) **Evaluates** a website for content, accuracy, and legitimacy **Understands** copyright rules and laws **Cites** information using **Noodletools** **Uses** Web 2.0 tools and skills for discovery **Uses** tablet (iPad/Android) and Apps for inquiry	**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** **Display** posters with Internet search ideas: **Google Posters,** **Research Skills Posters.pptx,** **Free Classroom Poster, Conquer the Internet in Class (Safely!)** **Have** students cite library books that they have checked out using **Noodletools**	Create a rubric Projects Observation
	Grade Seven Information Literacy			
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
PA 1.3; 2.1; 3.2; 3.3: **Presentation and Appreciation**	**Presentation** **and** **Appreciation** **Review** author study	**Discovers** biographical information about an author **Identifies** books an author has written **Recognizes** genre of books **Recognizes** databases for author research **Understands** how to do an **"Author Quest"**	**Visit** sites about authors **Scholastic,** **The Federation of Children's Book Groups, HarperCollins Children's Books, Reading Rockets, TTLC, University of West Florida Favorite Authors, KidsReads** **Have** students choose author to study **Read** selected works in Lit Circle/Small group format **Write** to authors **Visit** website dealing with children's book awards **ALA, Infosoup, Clemson Libraries, The Children's Book Council** **Have** students do projects related to authors	Book talks Literature Circle Summary activity Author studies
	Review Copyright Law **Review** Library of Congress **Review** primary and secondary sources **Review** "fair use" **Review** "public domain"	**Knows** copyright as protection by law **Understands** Library of Congress as place to obtain a copyright **Knows** where to find primary and secondary sources **Understands** "fair use" **Knows** term "public domain"	**Visit** **Library of Congress** **Visit** **Copyright with Cyberbee** **Have** students analyze primary sources using the **National Archives** website **Hold** debate forum and/or kids' court to discuss rights of both parties	Oral Checklist Observation

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	Review book awards	**Identifies** Newbery, Caldecott, Coretta Scott King **Identifies** Regina Medal as Catholic Book Award **Can identify** people who have won the Regina Medal **Understands** benefits of winning book awards **Identifies** award winning books in the library	Discuss various medals and implications Guided selection/integrated lessons with/ILA to read Medal winning works Have students create a video about an award book that they have read Assign students research about the **Regina Medal**	Book talks Book reports Author studies

<table>
<tr><td colspan="5" align="center">Grade Seven Technology</td></tr>
<tr><th>STANDARDS</th><th>CONTENT/TOPIC</th><th>SKILLS</th><th>EXAMPLES</th><th>ASSESSMENT</th></tr>
<tr>
<td>ISTE 3c:
   Knowledge Constructor

ISTE 4a; 4b; 4c; 4d:
   Innovative Designer

ISTE 7a:
   Global Collaborator</td>
<td>Presentation
Review multimedia skills
Review illustration, photo editing, web design skills</td>
<td>Understand and can choose layout and slide style
Can create text and format text
Knows how to choose bullets and symbols
Can choose a new slide and/or duplicate a slide
Can rearrange slides
Understands and can insert background: color, patterns, and pictures
Understands and can import graphics, pictures, and videos
Can format graphics: resizing and layout
Can insert sound: music or narration
Understands, prepare, and implements transitions (controls timing) and animations (motion)
Can create simple animation using transition and timing
Can insert and create buttons
Understands how to switch between views: editing mode and viewing mode
Can apply timings
Understands navigating slides during the presentation
Can check presentation for readability, coherence, applicability, attractiveness, and uniformity
Understands vocabulary of presentation tools
Can create simple illustrations
Uses menu and toolbars</td>
<td>Creating presentations using tools including but not limited to: Microsoft PowerPoint, Google Slides, Open Office Impress, and MAC IWork Keynote
Great Google Slide Activity for Students
Google Slides: Ideas for the Classroom
Audio Recording Tools for Google Slides
How to Add Sound to Google Slides
Use Google Slides Resources</td>
<td>Projects
Observation
Rubrics</td>
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<tr>
<td>ISTE 1c:
   Empowered Learner

ISTE 2d:
   Digital Citizen

ISTE 3a; 3b:
   Knowledge Constructor

ISTE 5a; 5b; 5d:
   Computational Thinker</td>
<td>Design
Review hyperlinks
Review transitions, timing, and animation</td>
<td>Can add hyperlinks to project
Can create images from created material
  • save slides as a jpg–image file
  • take print screen from computer
Can create a podcast (audio recording with microphone and device on computer or mobile device)
Understands and uses simple photo editing program, follows menu items
Can use and create within an animation program
Can use programming/illustration tool (Alice, Scratch, Sketchup)
Can create a simple video with editing tools (program online or mobile application)</td>
<td>Create presentations using tools including but not limited to: Microsoft PowerPoint, Google Slides, Open Office Impress, MAC IWork Keynote, Windows Paint, Tux Paint, Sketchup, Scratch, Alice, and Audacity
Create stop motion animation with Google Slides
Have students create storybooks with Google Slides
Have students create games using programming tools</td>
<td>Projects
Observation
Rubrics</td>
</tr>
</table>

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		Grade Seven Technology		
STANDARDS	**CONTENT/TOPIC**	**SKILLS**	**EXAMPLES**	**ASSESSMENT**
ISTE 3a; 3b; 3c; 3d: **Knowledge Constructor** **ISTE 5a; 5b; 5c; 5d:** **Computational Thinker**	**Data Analysis** **Introduce** spreadsheets **Introduce** databases **Introduce** data analysis	**Understands** structure of a spreadsheet: columns, rows, and cells **Can** enter data **Modifies** spreadsheet: height, width, size, text, and alignment **Formats** cells/spreadsheets using borders, shading, patterns, wrap text **Uses** "number" formatting correctly (general, dates, currency, and decimals) **Uses** merge and split cells **Uses** "drag" to populate cells with same (copy) or successive data in a range **Uses** functions: Sum, Average, and more Creates charts: labels and interprets **Understands** purpose of a database **Understands** terminology of databases: record and field **Can** insert and sort data **Can** read database report	**Emphasize** using tools such as Google Sheets, Microsoft Excel, Open Office Calc and Base, and MAC IWork Numbers **Videos** on using **Google Spreadsheets** **Video** **for creating a Google Sheets** **Video** on using **Microsoft Access** **Have** **students build learning databases with Google Sheets** **Visit** **How to Describe a Database to a Child** **Use** **Teaching Ideas Database Lessons**	Create a rubric Projects Observation