

PA Achievement Standard:	
15.4.12.A: Apply the creative and productive use of emerging technologies for educational and personal success.	
Big Idea/Essential Questions: Manage accounts/communication on a local network and demonstrate the ability to organize digital information.	
Competencies: The students will be able to...	
<ul style="list-style-type: none"> • Manage a local network account • Access online educational records • Identify appropriate uses of technology • Utilize e-mail for proper e-mail communication • Demonstrate the ability to digitally organize files and folders • Use cloud based software for document collaboration • Effectively use and manage web-based applications 	
Learning Plan	
Suggested Activities/Strategies	Assessment Evidence:
Account Management <ul style="list-style-type: none"> ✓ The student will be able to log into a computer on a local network using an individual username and password. ✓ The student will be able to identify how to create a secure password and change it if compromised. ✓ The student will be able to navigate the local drives used for document management. Accessing Online Educational Records <ul style="list-style-type: none"> ✓ The student will be able to login to Sapphire to view and manage grades. 	<ul style="list-style-type: none"> • Ability to login to the computer to complete daily assignments regularly. • Ability to check Sapphire and make up work when work is incomplete. • Ongoing Schoology forums to discuss acceptable use of technology. • Ongoing articles and discussions on Schoology to discuss the importance of using technology appropriately. • Ability to login into email, compose a message, send, and reply to a recipient (the instructor).

<p>Appropriate Use of Technology</p> <ul style="list-style-type: none">✓ The students will be able identify the difference between acceptable and unacceptable uses of technology. <p>Proper E-mail Communication</p> <ul style="list-style-type: none">✓ The student will be able to access and login to their school e-mail account.✓ The student will be able to compose a new message.✓ The student will be able to send a message to multiple recipients.✓ The student will be able to add attachments to e-mails.✓ The student will be able to reply to e-mails.✓ The student will be able to identify when to use "reply all". <p>Digital Organization</p> <ul style="list-style-type: none">✓ The student will be able to use their local network to save items✓ The student will be able to create and use folders to organize documents. <p>Document Collaboration</p> <ul style="list-style-type: none">✓ The student will be able to create and share a document.✓ The student will be able to work on a shared document simultaneously with their peers to complete a task. <p>Web Based Applications</p> <ul style="list-style-type: none">✓ The student will be able to use and navigate web based applications.	<ul style="list-style-type: none">• Ability to login into email, compose a message, send, and reply to a group of recipients (the instructor and peers in the class).• Ability to find and submit project/work when asked.• Ability to successfully complete shared projects with multiple students using document collaboration.• Ability to login and navigate web based applications and use them appropriately.
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