



2.8 Keyboarding and Word Processing

Prerequisite Skills and Knowledge

- ∞ Mouse skills
- ∞ Know how to save to a specific location
- ∞ Basic addition and subtraction skills
- ∞ Knowledge of how to use Kidspiration

Time Required

- ∞ Mini-lesson and guided practice: 10-15 minutes

Materials

- ∞ 2 Teacher-created math story problems (using Kidspiration) loaded onto student computers (may use template attached)
- ∞ 1 Teacher-created math story problem to use as an example for the mini-lesson
- ∞ Student computers with Kidspiration
- ∞ Recommended: Use 2nd Grade Everyday Math teacher's guide for grade appropriate math problems.

Intended Learning

- ∞ Students will solve math problems that include an explanation using number, pictures, and words.

District Technology Standards Uses Technology Effectively

- ∞ Keyboarding
- ∞ Typing matches conventional writing, including capitalization, punctuation and spacing.
- ∞ Word processing skills
- ∞ Uses correct spacing, capitalization, and punctuation.

Big Ideas from Everyday Math, Unit 3:

- ∞ Write and solve addition and subtractions number stories.

Big Ideas from Literacy Guide, Units 1-7:

- ∞ Editing writing to prepare for publication
- ∞ Establish habits of good writers

Mini-Lesson

Notes

Connection - preparing students' thinking

- ∞ Why is it important to know how to add and subtract?

Teaching - Mini Lesson

Tell students they will be solving math problems. They will need to include numbers, pictures and words. Open the teacher-created template and model for students how to complete the activity. Students will need to write in complete sentences using correct punctuation and capitalization. Review word processing and keyboarding skills as needed.

Active Engagement - Guided Practice

Students are actively engaged with the teacher in creating an answer written in a complete sentence.

Independent Practice

Teacher

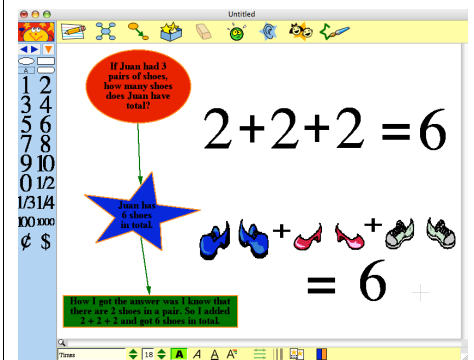
- ∞ Circulates through out the lab to monitor student learning

Students

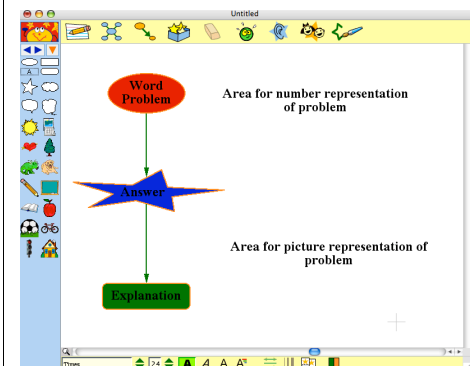
- ∞ Students solve teacher-created word problems. When they have completed one, they need to save to the specified location. When they have finished with the first one, they need to go on and complete the second.

Sharing/Closure

- ∞ Students share their work/answers with each other.



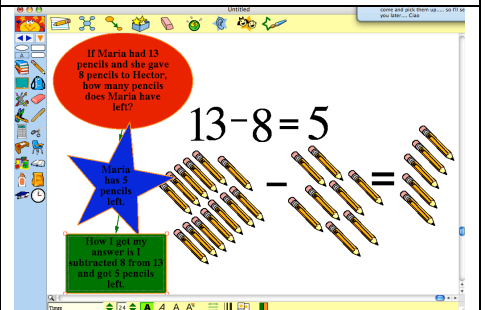
Example 1



Blank Template

Assessment

- ∞ Progress monitor each student on your class list or spreadsheet with a score of 1-4, according to their proficiency during independent practice. A 3 represents a student who was able to successfully solve and write about the math problem. The explanation is written in a complete sentence with correct capitalization and punctuation. The student's work also includes numbers, pictures, and words.



Example 2

Connections to
Math Guide: Unit 3 and
Literacy Guide: Units 1-7,
Writing

Keyboarding, Word Processing

Grade 2