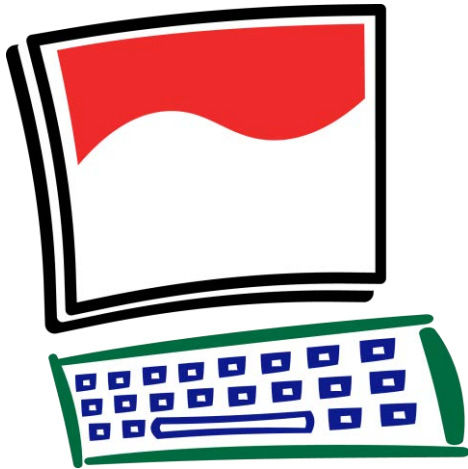


# TECHNOStart

## Teacher Guide

Lessons for Primary Students: Grades K-2



### Technology Course using Google Drawings

Introduction to Computer Basics

In this course, students have fun learning computer fundamentals. This introduction provides beginners with basic knowledge such as the function of computer hardware, mouse or touch terminology, and computer rules. Activities encourage students to discover how to create with technology. By making simple drawings they develop essential skills including how to open and close a program, select tools to perform a task, save and print, open a saved file, and type using the keyboard. Upon completion, students receive a Computer Operator License that states they can use the computer competently and safely. Extension activities introduce sign in and out procedures, file organization, and drawing techniques.

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# Introduction

This section provides valuable information about teaching TechnoStart. It includes an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

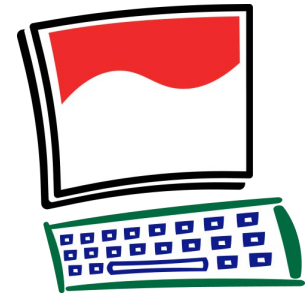
[TechnoStart Overview](#)

[TechnoStart Course Outline](#)

[Technology Integration Ideas](#)

## TechnoStart Overview

In this course, students have fun learning computer fundamentals. This introduction provides beginners with basic knowledge such as the function of computer hardware, mouse or touch terminology, and computer rules. Activities encourage students to discover how to create with technology. By making simple drawings they develop essential skills including how to open and close a program, select tools to perform a task, save and print, open a saved file, and type using the keyboard. Upon completion, students receive a Computer Operator License that states they can use the computer competently and safely. Extension activities introduce sign in and out procedures, file organization, and drawing techniques.



Students complete the following tasks:

- In Session 1, students explore computing devices. This introduction starts with an overview of various types of computers and their practical uses. They then progress to identifying computer hardware, including the monitor, keyboard, mouse, tower, printer, and speaker. To solidify their understanding, they solve riddles related to these components. Following this, they learn mouse and touch terminology for controlling a device. Finally, students apply their skills by assuming the role of detectives. They must click or tap on the correct computer parts. If further practice is required, an optional activity, has students play a "Computer Spy" game.
- In Session 2, students practice proper computer care. To begin, they learn common rules and then apply their knowledge to distinguish between "do" and "don't" behaviors. Next, they open Google Drawings and explore the program features. This task encourages students to experiment with various tools to gain confidence with using their device. Upon completion, students assess their good behavior. Next, students learn about the school's procedures for printing. They insert images and apply borders to make a simple drawing. Afterwards, they print their picture, being certain to follow the rules. An optional activity explains how to sign in and out of Google Drive. If your students are beginners, you may wish to teach this skill first.
- In Session 3, students pretend to be the fastest typists in the world. To prepare for this challenge, they begin by identifying popular keys on the keyboard including the letters in their name, spacebar, SHIFT, and ENTER keys. Next, use the Text tool in Google Drawings to type letters into a text box. They learn how to format the font, size, style, and color. Students then demonstrate their skills by typing their name with an uppercase first letter. Depending on their abilities students may also type a computer rule, such as "Keep your password a secret" or "Sign out after using the computer". An optional activity involves categorizing a device as either input or output.
- In Session 4, students refine their mouse or touch actions, by editing a picture. They begin by reviewing how to left or right click using their device. Next, they insert an image of a dog. They use left and right click actions to zoom in and out of their drawing to add details such as spots, bow, or name tag. After completing the image, students add their name to the picture and then print. An optional activity explains how to edit colors in Google Drawings to expand artistic choices.

- In Session 5, students learn the importance of saving their work. To begin, they identify the location for storing their files at school. Next, they practice assigning filenames to images making them easy to retrieve later. Afterwards, they answer questions about reasons for saving. Following this, students use Google Drawings to draw a picture, which they save. They further reinforce this concept by reopening the file to make additional changes to the artwork. An optional activity involves creating folders to organize their saved files.
- In Session 6, students earn a Computer Operator's License. This license confirms their ability to identify computer hardware, execute mouse or touch actions, perform basic computing tasks, and use the device safely. To start, students demonstrate the importance of safeguarding their password. Next, they practice signing in and out of a device. They then complete a ten-item checklist related to proficient computer use. Ultimately, they receive their Computer Operator License. An optional activity involves students creating a safety plan to reduce risks for their school network.

# TechnoStart Course Outline

<p><i>Purpose:</i> Develop computer fundamentals to operate a computer competently and safely.</p>	<p><i>Preparation:</i></p> <ul style="list-style-type: none"> <li>• Install Google Chrome</li> <li>• Sign up for a Google account</li> <li>• Share <i>Start folder</i> with students</li> <li>• Prepare teacher resources</li> <li>• Download and print Flashcards or Tool Summary from <a href="#">TechnoHub</a> (optional)</li> </ul>	
<p><i>Objectives:</i> (see Appendix A: Skill Summary)</p> <ul style="list-style-type: none"> <li>• describe computer use in daily life</li> <li>• explain the function of hardware</li> <li>• comprehend computer terminology</li> <li>• use mouse and touch actions</li> <li>• demonstrate appropriate behavior</li> <li>• open and close a program</li> <li>• select a tool to complete a task</li> <li>• operate a computer competently and safely</li> <li>• create using digital tools</li> <li>• type using the keyboard</li> <li>• print and save a file</li> <li>• open a saved file</li> <li>• sign in or sign out</li> <li>• classify hardware as input or output</li> <li>• create a copy using Make a Copy</li> <li>• organize files using folders</li> </ul>	<p><i>Materials:</i></p> <ul style="list-style-type: none"> <li>• Start folder: <ul style="list-style-type: none"> <li>◦ Computer Detective Show</li> <li>◦ Do's and Don'ts</li> <li>◦ Dog template</li> </ul> </li> <li>• Assessment: License Checklist, Reviews &amp; Skill Reviews, TechnoStart Skill Summary</li> <li>• Handouts: About Parts of the Computer, Get to Know the Mouse, Get to Know Touch Actions, About the Keyboard, Learn to Left and Right Click, Press the Power Button</li> <li>• Parent Letter and Certificate (optional)</li> <li>• <b>Printable Resources:</b> Computer Parts, Spy Glass, Do's and Don'ts , Mouse and Touch Actions, Sign In Cards, License Cards</li> </ul>	
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> <li>• What is a Computer? Recognize devices and describe computer use in daily life.</li> <li>• About Parts of the Computer: Color computer parts and then solve computer riddles.</li> <li>• Get to Know the Mouse: Learn about a mouse and terminology.</li> <li>• Get to Know Touch Actions: Learn about touch devices and terminology.</li> <li>• Practice using Mouse or Touch Actions: Become a computer detective finding parts.</li> <li>• About Computer Care: Classify a behavior as a do or don't.</li> <li>• Explore Google Drawings to Practice Good Behavior: Explore the program. Assess behavior.</li> <li>• Make a Picture, Then Follow Rules for Printing: Create a picture using images. Print the file.</li> <li>• About the Keyboard: Color the spacebar, enter, shift and letter keys in student name.</li> <li>• Be the Fastest Typist in the World: Type letters and numbers. Format the text.</li> <li>• Learn to Left and Right Click: Label how to perform these actions with a mouse or touch.</li> <li>• Left and Right Click to Edit a Picture: Adjust magnification to edit a picture of a dog.</li> <li>• About Saving your Work: Select saving location. Assign a name to files. Know saving rules.</li> <li>• Follow Rules for Saving: Make a picture using the Line tool. Name the file.</li> <li>• Open a Saved File and Make Changes: Open a file and make changes using the Shape tool.</li> <li>• Keep Your Files Safe: Understand how to keep a username and password secure.</li> <li>• Sign In and Sign Out of a Device: Use a username and password to access a device.</li> <li>• Earn a Computer Operator License: Create a poster about computer rules. Complete the checklist.</li> </ul>		
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> <li>• Play Computer Spy Game: Solve riddles to guess the computer part.</li> <li>• Sign In and Out of Google Drive: Explore the Google Drive environment.</li> <li>• Label It Input or Output: Circle if a computer part is input or output.</li> <li>• Edit Colors: Customize the color palette in Paint.</li> <li>• Clean Up Your Files: Organize files into folders.</li> <li>• Keep Your School Files Safe: Devise a safety plan to protect a school network.</li> </ul>		
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> <li>• Session 1 Review: Mouse and Touch Actions</li> <li>• Session 1 Skill Review: Pick the Device to Do the Job</li> <li>• Session 2 Review: What's Wrong with the Behavior?</li> <li>• Session 2 Skill Review: Solve Printer Problems</li> <li>• Session 3 Review: Missing Keys on the Keyboard</li> <li>• Session 4 Review: Using Computer Parts</li> <li>• Session 5 Review: Match Google Drawing Tools</li> <li>• Session 5 Skill Review: Make a Copy to Save Time</li> <li>• Session 6 Skill Review: Be the Teacher</li> <li>• License Checklist</li> <li>• Start Skill Summary</li> </ul>		
<p><i>Notes:</i> If your students cannot read or write independently complete the assignments orally.</p>		



# Technology Integration Ideas

TechnoStart introduces basic computer knowledge and skills that beginners need. You can teach the entire course to your class at the start of the school year, select a few of the activities to remind students about rules and routines, or pick an assignment that targets a specific skill your students need to practice. There are several ways to integrate TechnoStart into curriculum:

- *Provide a Foundation for Future Learning*  
TechnoStart focuses on fundamentals. Knowing how to use the computer is essential. Although students may have access to many gadgets it should not be assumed they have the knowledge or skills required to competently or safely use a device in a school setting. Select the activities that will provide the skills required to use the computer for future tasks.
- *Assess Computer Knowledge and Skills*  
TechnoStart includes many assessment tools. These can be used to evaluate learning after completing a set of activities. Alternatively, they can be used to assess a student's current level of knowledge or skills prior to beginning the course to help select suitable content for learning.
- *Design Informative Bulletin Boards*  
The resources in TechnoStart can help you decorate your bulletin boards with information your students will find helpful. Use the Computer Parts, Mouse and Touch Actions, or Do's and Don'ts files.
- *Build Vocabulary with Computer Booklets*  
TechnoStart has Computer Parts, Mouse and Touch Action, and Do's and Don'ts cards. These files can be cut in half and stapled together to form booklets. Primary students can read each book to build their computer vocabulary.



# Session 1

## **Be a Computer Detective**

In this session, students explore computing devices. This introduction starts with an overview of various types of computers and their practical uses. They then progress to identifying computer hardware, including the monitor, keyboard, mouse, tower, printer, and speaker. To solidify their understanding, they solve riddles related to these components. Following this, they learn mouse and touch terminology for controlling a device. Finally, students apply their skills by assuming the role of detectives. They must click or tap on the correct computer parts. If further practice is required, an optional activity, has students play a "Computer Spy" game.

Assignment 1: What Is a Computer?

Assignment 2: About Parts of the Computer

Assignment 3: Get to Know the Mouse

Assignment 4: Get to Know Touch Actions

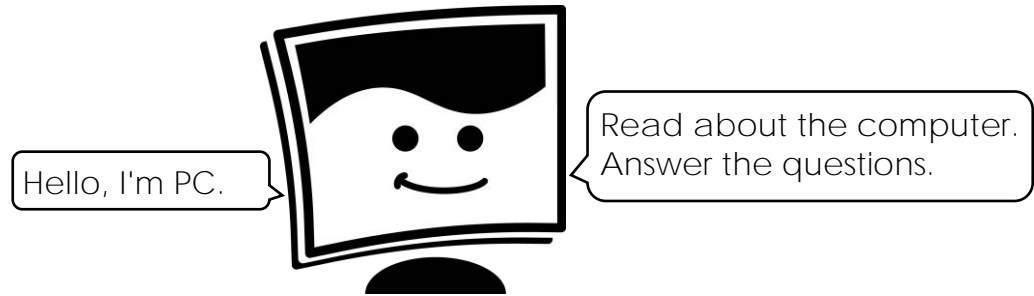
Assignment 5: Practice Using the Mouse or Touch Actions

Session 1 Review: Mouse and Touch Actions

Session 1 Skill Review: Pick the Device to Do the Job

Session 1 Extension Activity: Play "Computer Spy"

# Assignment 1: What Is a Computer?



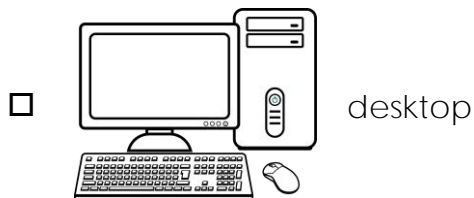
Computers are Everywhere!

A computer is a tool that runs programs.

The computer is sometimes called a "personal computer" or PC for short.

1. Computers come in many shapes and sizes.

Check the computers you have seen before.



2. Computers are used everywhere!

Check the places where you use the computer.



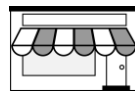
home



school



car



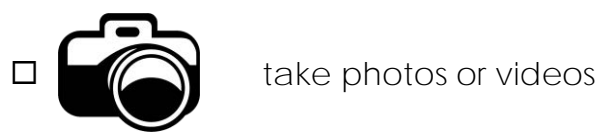
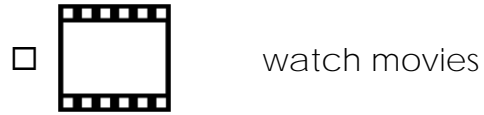
store

other:

## How Do People Use the Computer?

3. Computers can be used to play, work, learn, and more!

Check the ways that you use the computer.



4. List other ways a person can use the computer.

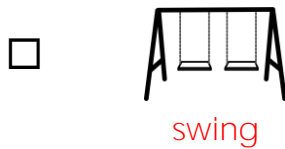
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- 
- 

Pick the computer to do the job!  
Complete the Session1 Skill Review.

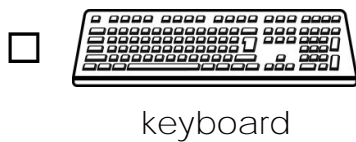


### Compare How People Live and Work Without Computers

5. You can play with or without a computing device.  
Pick the type of play that **does not use a computer**.



6. You can write a story with or without a computing device.  
Pick the tool to write a story that **does not use a computer**.

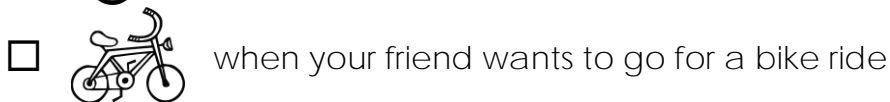


7. You can talk with a friend with or without a computing device.  
Pick the way you can talk that **does not use a computer**.

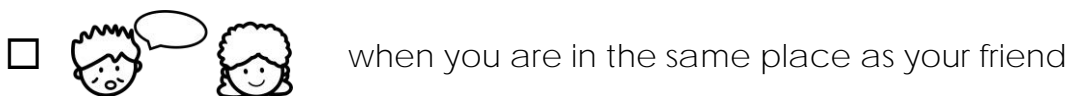


### Compare How People Live and Work With Computers

8. When might you use a computing device to play?



9. When might you use a computing device to talk to a friend?



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SAMPLE



## Session 2

# Follow Computer Rules

In this session, students practice proper computer care. To begin, they learn common rules and then apply their knowledge to distinguish between "do" and "don't" behaviors. Next, they open Google Drawings and explore the program features. This task encourages students to experiment with various tools to gain confidence with using their device. Upon completion, students assess their good behavior. Next, students learn about the school's procedures for printing. They insert images and apply borders to make a simple drawing. Afterwards, they print their picture, being certain to follow the rules. An optional activity explains how to sign in and out of Google Drive. If your students are beginners, you may wish to teach this skill first.

Assignment 6: About Computer Care

Assignment 7: Explore 'Drawings' to Practice Good Behavior

Assignment 8: Make a Picture, Then Follow Rules for Printing

Session 2 Review: What is Wrong With the Behavior?

Session 2 Skill Review: Solve Printer Problems


Session 2 Extension Activity: Sign In and Out of Google Drive

# Assignment 6: About Computer Care

Learn how to take care of your computer.  
View the Do's and Don'ts file. It is in the START folder.


Circle whether the behavior is a do or **don't**.

Sit in your chair with feet on floor.



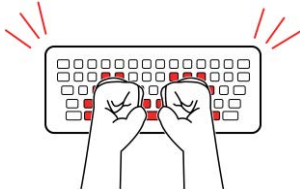
do don't

Lean on your chair with feet on desk.




do **don't**

Slam fists on the keyboard.



do **don't**

Press keys gently on the keyboard.



do don't

Have a clean desk.




do don't

Have a messy desk.



do **don't**

Eat or drink at computer.



do **don't**

Eat or drink away from computer.




do don't

Wait for work to print.



do don't


Group around printer to grab work.



do **don't**

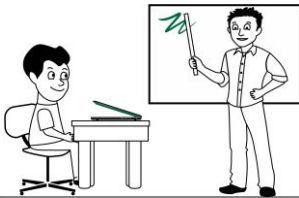


Type when the teacher is talking.



do **don't**

Listen when the teacher is talking.




do **don't**

Have clean hands.




do **don't**

Have dirty hands.




do **don't**

Sign out after using computer.




do **don't**

Forget to sign out.




do **don't**

Keep clicking if computer is slow.



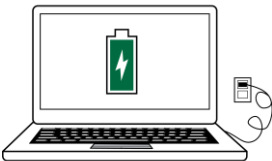
do **don't**

Wait for computer to do a task.



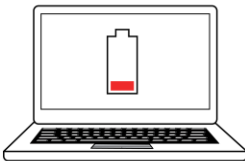
do **don't**

Plug in your computer to charge it.



do **don't**

Forget to charge your computer.



do **don't**

Care about your computer! Try the *What is Wrong with the Behavior* review.

This is a preview of the teacher guide.  
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SAMPLE



## Session 3

# Type Like a Pro

In this session, students pretend to be the fastest typists in the world. To prepare for this challenge, they begin by identifying popular keys on the keyboard including the letters in their name, spacebar, SHIFT, and ENTER keys. Next, use the Text tool in Google Drawings to type letters into a text box. They learn how to format the font, size, style, and color. Students then demonstrate their skills by typing their name with an uppercase first letter. Depending on their abilities students may also type a computer rule, such as "Keep your password a secret" or "Sign out after using the computer". An optional activity involves categorizing a device as either input or output.

Assignment 9: About the Keyboard

Assignment 10: Be the Fastest Typist in the World

Session 3 Review: Missing Keys on the Keyboard

Session 3 Extension Activity: Label it Input or Output

This is a preview of the teacher guide.  
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SAMPLE

# Session 3 Review: Missing Keys on the Keyboard

Add the missing letters to the keyboard.

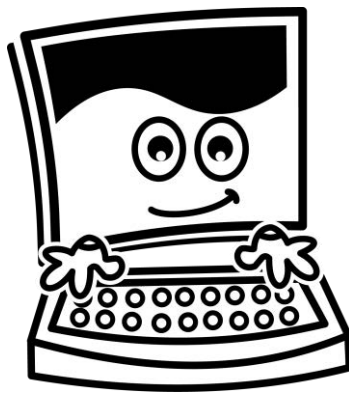
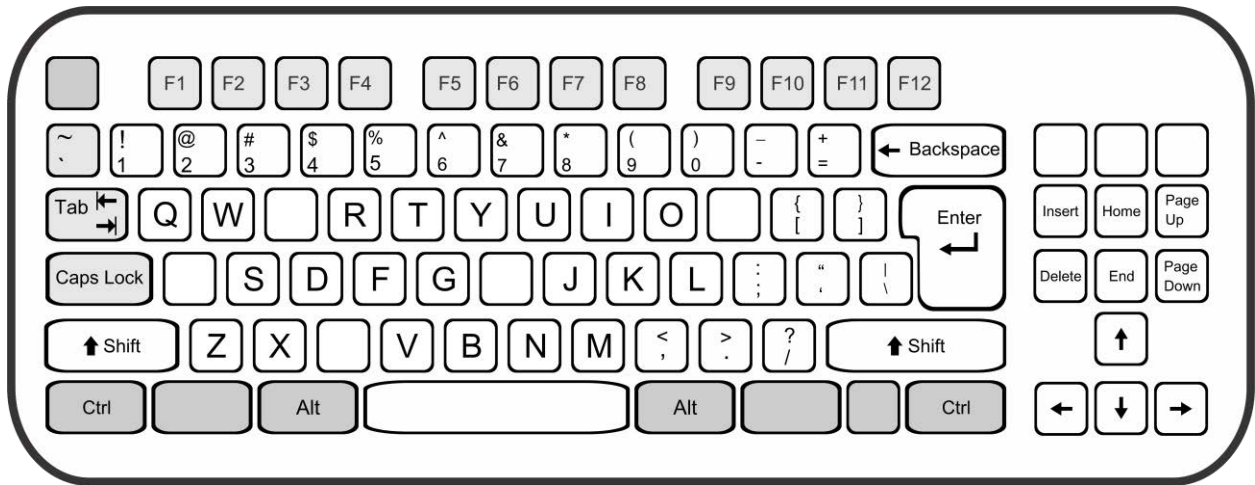
E

P

A

H

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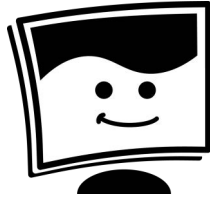
## Session 3 Extension Activity: Label It Input or Output

Input and output are two words used to talk about computer parts.


An input part is used to put information into the computer.

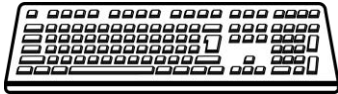
An output part is used to take information out of the computer.

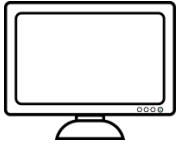
Some computer parts can be both input and output.





Circle if the computer part is input or output.


	input
	output
mouse	

	input
	output
keyboard	

	input
	output
monitor	

	input
	output
microphone	

	input
	output
speakers	

	input
	output
printer	



## Session 4

# Left Click, Right Click

In this session, students refine their mouse or touch actions, by editing a picture. They begin by reviewing how to left or right click using their device. Next, they insert an image of a dog. They use left and right click actions to zoom in and out of their drawing to add details such as spots, bow, or name tag. After completing the image, students add their name to the picture and then print. An optional activity explains how to edit colors in Google Drawings to expand artistic choices.

Assignment 11: Learn to Left and Right Click

Assignment 12: Left and Right Click to Edit a Picture

Session 4 Review: Using Computer Parts

Session 4 Extension Activity: Edit Colors

## Assignment 11: Learn to Left and Right Click

Each button on the mouse or touch pad does a different job.

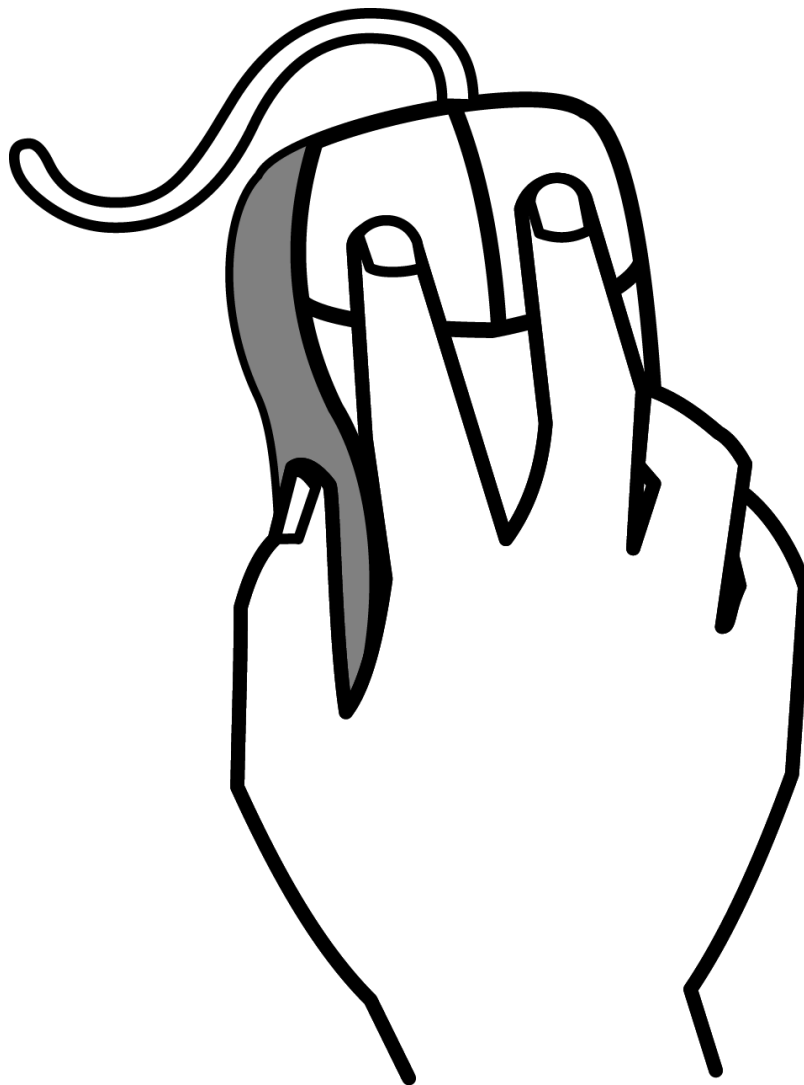
The left button lets you pick things on the screen, use tools, and open programs or folders.

The right button lets you show pop-up menus. It can also be used for some tools.

### Click with the Mouse

The index finger rests over the left mouse button.

The middle finger rests over the right mouse button.



Color the **left mouse button and index finger red**.

Color the **middle finger and right mouse button blue**.



## Tap with a Touch Pad

Most touch pads have buttons. They are near the bottom of the pad.

On some computers, you may need to press the ALT key at the same time as the right button to right click.

Use the words in the box to label the touch pad buttons.



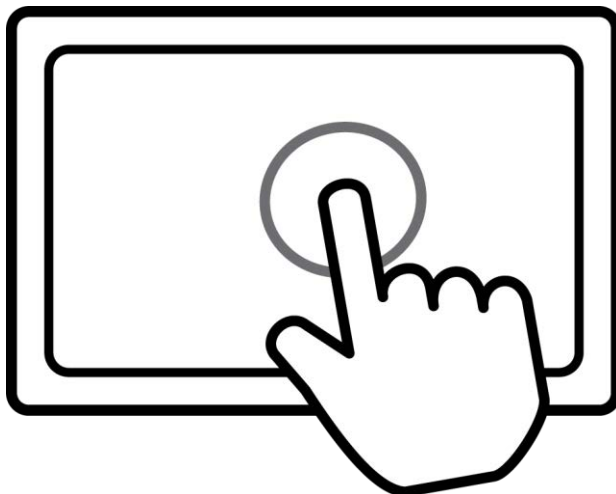
## Tap with a Touch Screen

A touch screen does not have buttons.

To left click, tap the screen.

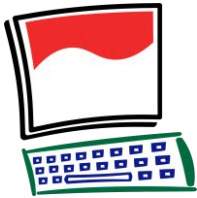
To right click, hold your finger on the screen in the same spot for a long time.

Color the **spot**  
under the finger  
**blue**.



This is a preview of the teacher guide.  
Pages have been omitted.

SAMPLE



## Session 6

# Earn a Computer Operator License

In this session, students earn a Computer Operator's License. This license confirms their ability to identify computer hardware, execute mouse or touch actions, perform basic computing tasks, and use the device safely. To start, students demonstrate the importance of safeguarding their password. Next, they practice signing in and out of a device. They then complete a ten-item checklist related to proficient computer use. Ultimately, they receive their Computer Operator License. An optional activity involves students creating a safety plan to reduce risks for their school network.

Assignment 16: Keep Your Files Safe

Assignment 17: Sign In and Out of a Device

Assignment 18: Design a Computer Care Poster

Assignment 19: Are You Ready to Operate a Computer?

Session 6 Skill Review: Be the Teacher

Session 6 Extension Activity: Keep Your School Safe

## Assignment 16: Keep Your Files Safe

You need to keep your computer and files safe.

You do not want someone to delete or change your files.

To stop people from getting to your files you can use a username and password.

A username is a special name that tells who you are.

A password is a secret code.



### Stay Safe and Secure

- ✓ Keep your password a secret.
- ✓ Only tell your parents or teacher your password.
- ✓ Do not use a password that is easy to guess.
- ✓ If you write down your password keep it in a safe place.
- ✓ Always sign out when you are done using the computer.

Circle if it is a do or don't.

Tell your friend your password.

do      **don't**

Tell your teacher your password.

do      **don't**

Use a password that is hard to guess.

do      **don't**

Forget to sign out.

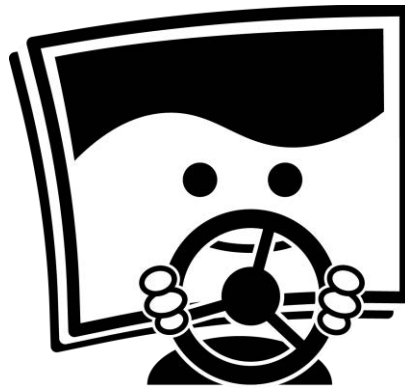
do      **don't**

This is a preview of the teacher guide.  
Pages have been omitted.

SAMPLE

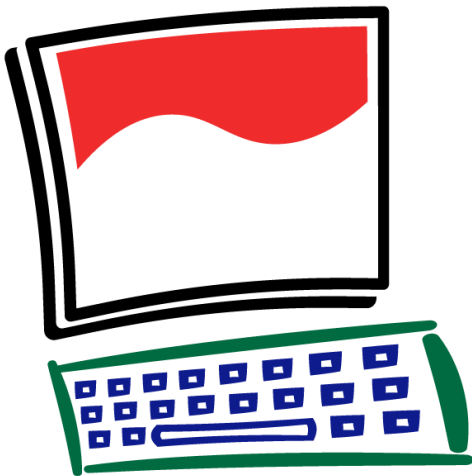
Earn Your Computer Operator License

Great work! You know how to use a computer safely!



# Computer Operator License

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Name

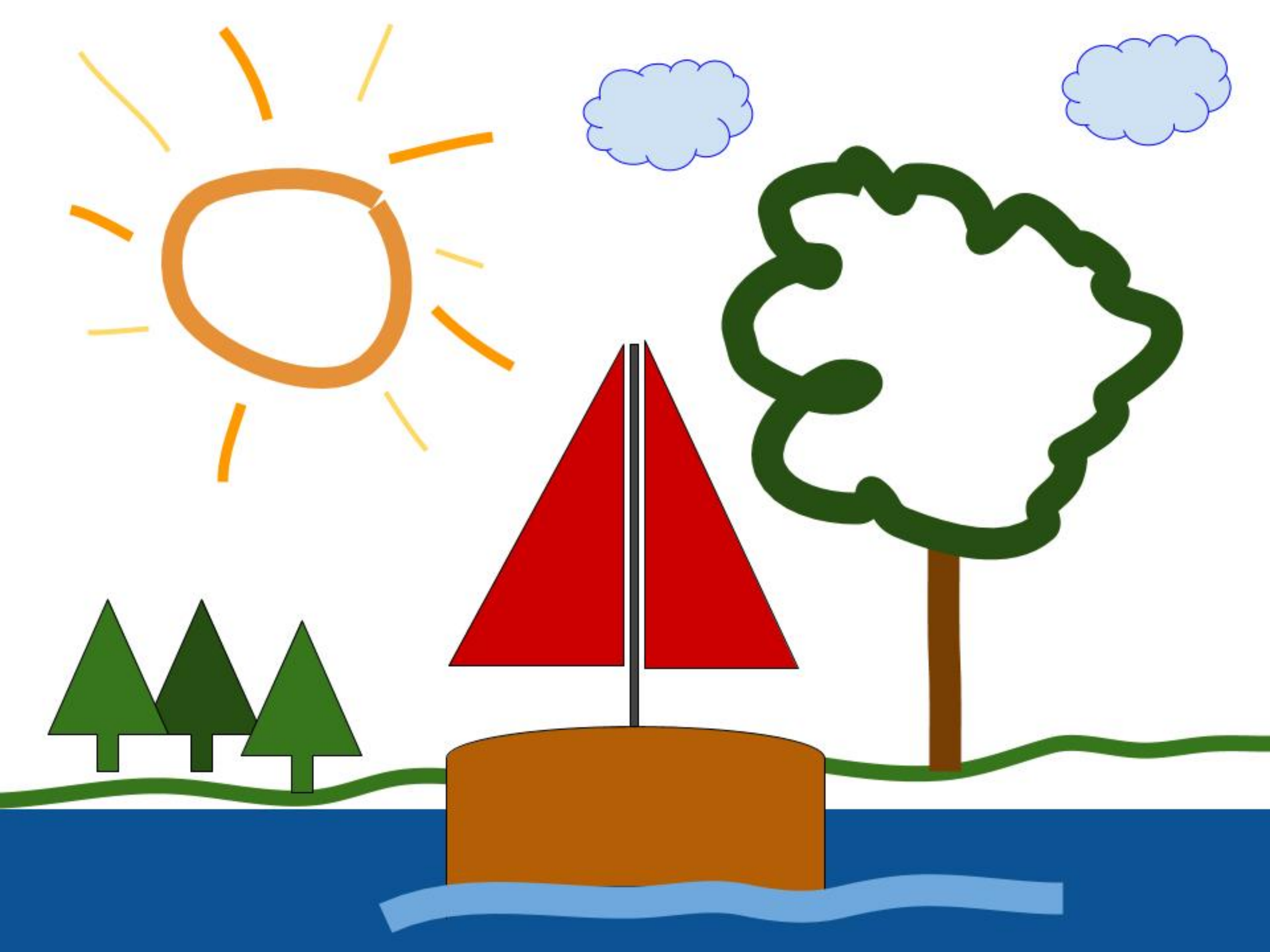
Date:

**TECHNO**kids

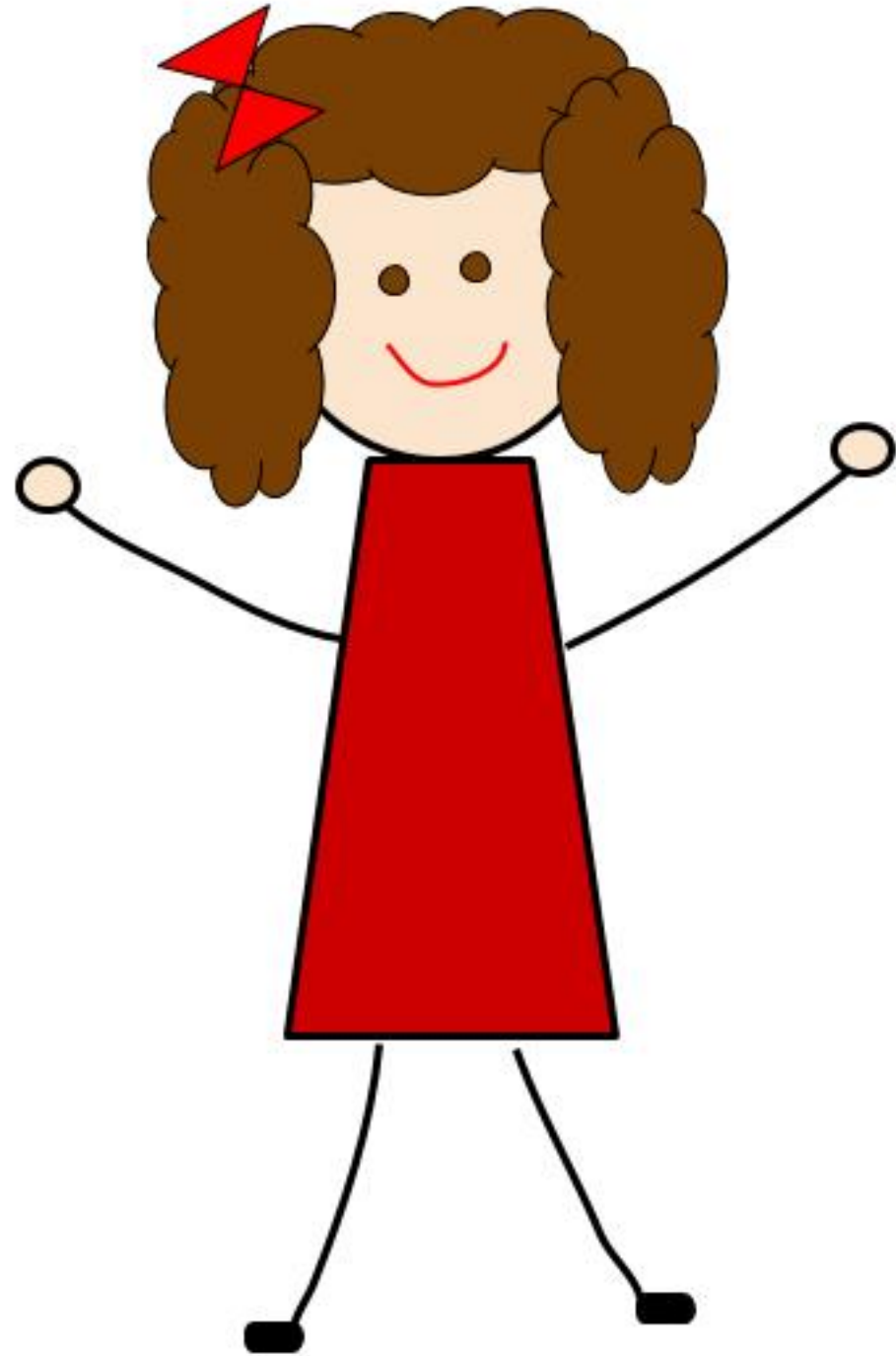


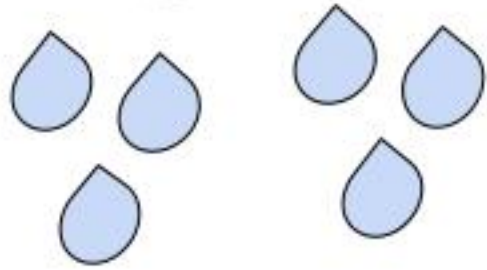
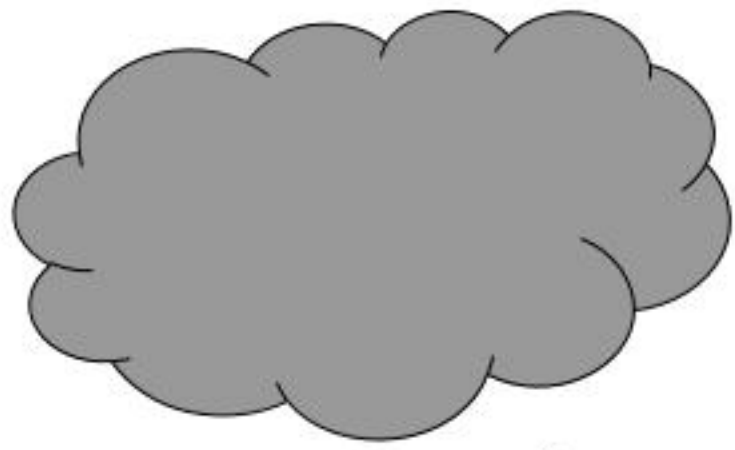
# RESOURCE

This course includes a sample of a completed project. Teachers can use this resource for demonstration purposes or as a source of inspiration.















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Student Name