

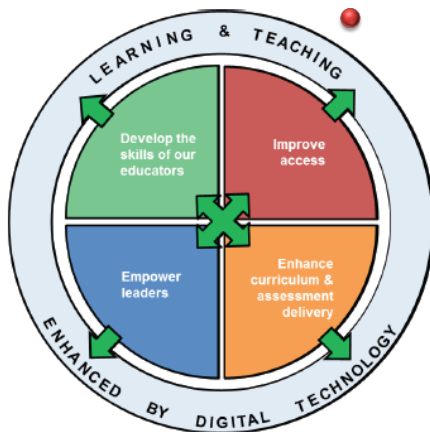


A Strategic Overview of Digital Technologies

At Netherlee Primary School

References

- **Enhancing learning and teaching through the use of Digital Technology: A digital Learning and Teaching Strategy for Scotland**
 - **Cyber Resilience Strategy for Scotland**
 - **Curriculum for Excellence: Technologies Experiences & Outcomes**



How Does Digital Technology Enhance Learning and Teaching?

Aspect of quality learning and teaching	Opportunities and impact of digital technology
Provision of quality educational content	Learners and educators have access to a multitude of additional online educational content as well as being able to create new digital content that can support education.
Tailoring approach to deliver personalised learning	A range of digital tools and services (apps, games, websites, etc.) allow educators to offer a number of approaches to learning and learners can choose the approach that best suits them.
Collaborating with others to test understanding of new knowledge and skills	Educators can offer learners the opportunity to collaborate online with others from across the world in addition to their peers within their school or early years setting.
Engaging and motivating learners	Educators have access to a range of engaging digital tools and services.
Ensuring education is relevant to learners' experience of the world	Educators can deliver learning in a digital context using digital tools and services. This better aligns with learners' experience of today's digital world.
Opening up experiences and opportunities for learners	Educators can provide learners with access to a range of digital resources which allow 'anytime/anywhere learning' and build a level of digital skills which will be vital in today's digital world.
Providing quality assessment, personalised feedback and data to inform subsequent learning and teaching	Educators can reduce workload by using appropriate digital assessments that provide instant results and personalised feedback. This frees time for focusing on next steps and improvement.
Allowing sufficient time for learning and teaching, enabling learners to develop their knowledge and skills	Online digital networks allow educators to share resources and digital tools and services expedite lesson planning. Digital assessment eliminates marking time. The time saved can be devoted to quality learning and teaching.
Equity of educational choice	Live video streaming and digital tools and services allow the potential for learners to study subjects via online distance learning.

The Importance of Cyber Resilience

We want to ensure that all of our learners are not restricted in accessing appropriate online content that can support and enrich their education. However, we also want our learners to be able to remain safe online. To achieve this goal, the Scottish Government and Education Scotland will work with education establishments and local authorities to ensure that learners and educators are fully aware of the importance of being digitally resilient. This means not only having the technical measures in place for online security, but also teaching learners and educators to be prepared for online threats and ensuring that they can respond and recover if they are encountered.

This work will be guided by and closely aligned with the [Cyber Resilience Strategy for Scotland](#).

The Role of Glow in Career-Long Professional Learning

The Scottish Government and Education Scotland allow all educators to access a variety of digital tools and services through Glow. These digital tools and services are available at no cost to educators and can be used to share information and opportunities and support career long professional learning. For example:

- **Yammer** is an online discussion and collaboration tool that allows educators to make connections and share resources in a secure social network. Users can connect with a range of others to share knowledge and advice as well as joining or creating groups for people that share a common interest.
- **Glow TV** can provide national interactive broadcasts allowing professional dialogue between the host and the participants. These sessions can be recorded and are made available in the Watch Again blog to allow educators to view these again at any time.
- **Glow Meet** is an online meeting tool to allow educators to easily engage in professional dialogue, share documents and deliver presentations.
- **Glow Blogs** can be used by schools and local authorities to share information and facilitate professional working and interaction.

In addition to digital tools and services, Glow also allows educators to access a range of **professional learning communities**. These nationally available online spaces allow educators to share resources, work collaboratively and take part in online discussions across a range of curriculum areas and educational topics.

Aim of the Strategy

In order to realise our vision, partners at both a national and local level must work together to achieve **all** four of the following essential and interrelated objectives that are central to successful digital learning, teaching and assessment³:

- **Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching**
- **Improve access to digital technology for all learners**
- **Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery**
- **Empower leaders of change to drive innovation and investment in digital technology for learning and teaching**

<http://www.gov.scot/Publications/2016/09/9494>

The Role of our Education Establishments

To help achieve our shared objectives, our education establishments are asked to take forward the following key actions:

DEVELOP THE SKILLS OF OUR EDUCATORS

- Encourage educators to share innovative and effective practice both face-to-face and through digital platforms.
- Ensure that students and newly qualified staff are sufficiently supported in the appropriate and effective use of digital technology.
- Look for opportunities to use digital technology to engage with parents and carers, allowing them to understand the benefits of digital technology in education.
- Ensure that appropriate career-long professional learning opportunities are offered to a range of educators.
- Ensure learners are involved in sharing their digital experiences and skills and that they are given opportunities to comment on the use of digital technologies to deliver learning and teaching.

IMPROVE ACCESS

- Work with the local authority to obtain appropriate digital hardware and software that can support learning and teaching.
- Ensure all learners including those with additional support needs are able to access appropriate digital technology for learning and teaching.
- Ensure that all learners become resilient users of digital technology and can stay safe online.

ENHANCE CURRICULUM AND ASSESSMENT DELIVERY

- Ensure that the use of digital technology is a central consideration in the planning and delivery of any learning and teaching across Curriculum for Excellence.
- Provide a range of opportunities for learners to develop their digital skills across Curriculum for Excellence.
- Work to identify opportunities to enhance assessment using digital technologies.



EMPOWER LEADERS

- Ensure that the use of digital within their establishment aligns closely with evolving self-assessment and improvement guidance such as 'How Good is Our School?'
- Actively seek to identify existing expertise within the staff complement and ensure that their knowledge is shared with senior leaders.
- Ensure that cyber resilience and internet safety is central to all digital technology use in the establishment.
- Involve parent councils and parent/carers groups in discussions around the use of digital technology to help realise anytime/anywhere learning.

Use of Glow in Netherlee Primary School

This grid outlines the skills taught through the use of glow and shows the linked experiences and outcomes.

	Skills	E's & O's					
Log in to glow Primary 4,5,6 & 7	<ul style="list-style-type: none"> Using password Using a username Changing a password to make it strong Adding apps to Launchpad Navigating between different launch pads Searching for apps 	Using digital products and services in a variety of contexts to achieve a purposeful outcome	I can explore digital technologies and use what I learn to solve problems and share ideas and thoughts. TCH 0-01a	I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a	I can extend and enhance my knowledge of digital technologies to collect, analyse ideas, relevant information and organise these in an appropriate way. TCH 2-01a	I can explore and use the features of a range of digital technologies, integrated software and online resources to determine the most appropriate to solve problems. TCH 3-01a	I can select and use digital technologies to access, select relevant information and solve real world problems. TCH 4-01a
		Searching, processing and managing information responsibly	I can use digital technologies to explore how to search and find information. TCH 0-02a	Using digital technologies responsibly I can access, retrieve and use information to support, enrich or extend learning in different contexts. TCH 1-02a	I can use digital technologies to search, access and retrieve information and am aware that not all of this information will be credible. TCH 02-02a	Having used digital technologies to search, access and retrieve information I can justify my selection in terms of validity, reliability and have an awareness of plagiarism. TCH 3-02a	I can use digital technologies to process and manage information responsibly and can reference sources accordingly. TCH 4-02a
Office 365 Primary 4,5,6 & 7	<ul style="list-style-type: none"> Adding Office 365 to Launchpad Personalising settings theme Accessing the 'waffle' Navigating between different open tabs know how to install Office through glow account Access and use Immersive Reader Use of Powerpoint, Word and excel 	Cyber resilience and internet safety	I can explore, play and communicate using digital technologies safely and securely. TCH 0-03a	I can extend my knowledge of how to use digital technology to communicate with others and I am aware of ways to keep safe and secure. TCH 1-03a	I can explore online communities demonstrating an understanding of responsible digital behaviour and I'm aware of how to keep myself safe and secure. TCH 2-03a	I can keep myself safe and secure in online environments and I am aware of the importance and consequences of doing this for myself and others. TCH 3-03a	I can explore the impact of cyber-crime for business and industry and the consequences this can have on me. TCH 4-03a
		I can experiment with and identify uses of a range of computing technology in the world around me. TCH 0-14b	I understand how computers process information. TCH 1-14b	I understand how information is stored and how key components of computing technology connect and interact through networks. TCH 2-14b	I can describe the structure and operation of computing systems which have multiple software and hardware levels that interact with each other. TCH 3-14b		
Sway Primary 4, 5, 6 & 7	<ul style="list-style-type: none"> Open new sway Insert heading card Insert text card Insert video card Insert image card Insert embed card Insert a web link Create stacks or slideshows 						

	<p>within sway</p> <ul style="list-style-type: none"> • Change design • Change layout • Share sway using copied link • Share sway using mail • Share sway on yammer • Share sway with others and as read only or in edit mode 			
<p>Yammer Primary 6 & 7</p>	<ul style="list-style-type: none"> • Accept yammer usage policy • Search for group • Request to join group • Create new group • Use setting to create private group • Leave group • Remove users from group • Send private messages • Share sways and links • Change profile picture • Change group theme • Navigate between groups • Create new posts • Edit posts • Delete posts • Create a poll • Use the Praise feature • Follow pupils and teachers • Clear inbox • Clear notifications • Access network usage policy 			

<p>Forms</p> <p>Primary 4,5,6,& 7</p>	<ul style="list-style-type: none"> • Create new form or quiz • Use question choice appropriately e.g. text, multiple choice or rating • Use 'what is your name?' for first question • Insert images to title and questions • Add theme • Preview in computer and mobile mode • Assign points to questions • Assign correct answers option • Use long answer button • Use required button • Share form via QR code • Share form with copied link • Share form with embed code • Embed form into a sway • Analyse results data 			
<p>Mail</p> <p>Primary 6 & 7</p>	<ul style="list-style-type: none"> • Access mail from waffle • Check mail • Read mail • Delete mail • Send mail • Send attachments • Send links • Search the directory for recipient • Mark as read 			



<p>Cyber Resilience</p> <p>All Stages</p>	<ul style="list-style-type: none"> • Read and discuss Yammer usage policy • Create Sway/poster/presentation on internet safety rules • Using Yammer responsibly • Adding Report a Glow Concern to Launchpad • Contributing to Class workshops • National Safer Internet Day • Regular and routine across the curriculum 	<div style="display: flex; justify-content: space-around; align-items: center; height: 100px;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div>
<p>Teams Primary 7</p>	<ul style="list-style-type: none"> • Create content • Collaborate with others • Access Content • Share content 	

Nursery

- Understand that the internet can be used to find information * Know main features of a computer
- Recognise navigation features, e.g. Home * Solve simple problems (ACTIVinspire, 2simple, websites, CDs)
- Use tools to add simple text * Interact with others
- Capture images *Record sound
- Understand and use navigation terms *Use navigation symbols
- Apply knowledge of navigation using electronic games, remote control toys and programmable toys.

Primary 1	General ICT skills	Computer hardware	Presentation Media Tuxpaint ACTIVinspire	Word processing (Microsoft Word)	Web Research (Curriculumlinks & Bookmarks)	Digital Technology Skills (Beebot, cameras, ipads)	Programming /coding (see significant aspects grid)	Use of apps for digital literacy, digital story writing etc.			
Primary 2	General ICT skills	Computer Hardware	Word Processing (Microsoft Word)	Presentation Media Microsoft PowerPoint/ActivInspire	Web Research (Search Engines)	Digital Tech. Ipad Digital cameras	Programming /coding (see significant aspects grid)	Use of apps for digital literacy, digital story writing etc.			
Primary 3	General ICT skills	Computer Hardware	Word Processing (Microsoft Word)	Presentation Media (Microsoft PowerPoint) ActivInspire	Web Research (Search Engines)	Digital Tech. Cameras ipads	Animation Apps- stop motion etc.	Spreadsheets (Microsoft Excel)	Email	Programming/coding Kodu (See significant aspects grid)	
Primary 4	General ICT skills	Computer Hardware	Word Processing (Microsoft Word)	Desktop Publishing (Microsoft Publisher)	Presentation Media (Microsoft PowerPoint) ActivInspire	Web Research (Search Engines)	Digital Tech. Glow Office 365 (word, sway, PPoint, forms)	Digital Music	Spreadsheets (Microsoft Excel)	Email	Coding Kodu (See significant aspects grid)
Primary 5	General ICT skills	Computer Hardware	Word Processing (Microsoft Word)	Desktop Publishing (Microsoft Publisher)	Presentation Media (Microsoft PowerPoint) ActiveInspire	Website Design	Digital Tech. Glow Office 365 (word, sway, PPoint, forms)	Moviemaker Photostory	Spreadsheets (Microsoft Excel)	Email	Coding Hour of Code.org Kodu Ipad apps
Primary 6	Blogging	Computer Hardware	Coding Scratch	Desktop Publishing (Microsoft Publisher)	Presentation Media (Microsoft PowerPoint) Activinspire	Digital Literacy	Digital Tech. Glow Office 365 (word, sway, PPoint, forms, excel, mail, yammer, onedrive)				
Primary 7	General Word, Publisher & PowerPoint skills	Computer Hardware	Coding Scratch	3D Modelling/design Google Sketch Up	App Design	Digital Tech. Glow Office 365 (word, sway, PPoint, forms, excel, mail, yammer, onedrive)					

Programme of Work	Progression of Learning	
General ICT Skills	<ul style="list-style-type: none"> • Logging on and off • Closing a window/Software package • Functions of a keyboard (spacebar, enter/return, backspace, begin using Shift key) • Double click mouse to open software packages • Print and Save using on-screen buttons 	
Computer Hardware	<ul style="list-style-type: none"> • Name and identify hardware (mouse, monitor, keyboard, CPU) 	
Presentation Media	<p><u>Tux Paint (or similar)</u></p> <ul style="list-style-type: none"> • Use tools to add text/graphics <p><u>ACTIVinspire</u></p> <ul style="list-style-type: none"> • Use pen, text, eraser, change colour, fill, create shape and undo 	
Word Processing	<p><u>Microsoft Word</u></p> <ul style="list-style-type: none"> • Open document • Type text • Delete text • Use Caps Lock/Shift key • Use the toolbar to change font, size, style and colour • Close document • Select 'Save' or 'Don't Save' when closing document • Use 'Print' icon 	
Web Research	<p><u>Curriculumlinks</u></p> <ul style="list-style-type: none"> • Double click on Internet Explorer • Choose website from favourites (teacher directed) 	
Glow	<ul style="list-style-type: none"> • Select Glow from Home Page • Type username and password • Log off 	

<p>Digital Technology</p>	<p><u>Beebots</u></p> <ul style="list-style-type: none"> • Understand and use symbols for navigation • Apply knowledge of navigation in a problem solving context <p><u>Digital Cameras/ipads</u></p> <ul style="list-style-type: none"> • Safe use • Capture and display an image • Capture and play a video <p><u>Ipads</u></p> <ul style="list-style-type: none"> • Unlock ipads with unlock code • Swipe to navigate • Access camera to take photos • Access video to take video • Access apps and navigate • Press power switch to turn off • Notifications awareness-always show the teacher when a notification pops up • Press cross on any pop ups within apps <p><u>Talking Photo Albums/Talking Tins</u></p> <ul style="list-style-type: none"> • Record sound to communicate experience 	
<p>Programming</p>	<ul style="list-style-type: none"> • Use a simple app or online programme to program a basic game <p>Introductory lesson-RECOMMENDED https://www.kodable.com/hour-of-code/lessons/lesson_beginner_kindergarten</p> <p>or flipchart on glow-technologies/p1 sharing folder</p>	

Programme of Work	Progression of Learning	Resources
General ICT Skills	<ul style="list-style-type: none"> • Switch on, log on and log off • Resizing windows (Minimise, maximise and move) • Scroll up and down using mouse and on-screen bar • Discuss drop down menus and begin to use File, Edit & Insert • Use esc button to exit programmes 	
Computer Hardware	<ul style="list-style-type: none"> • Name and identify hardware (mouse, monitor, keyboard, CPU) 	
Presentation Media	<p><u>Microsoft PowerPoint</u></p> <ul style="list-style-type: none"> • Locate PowerPoint through start menu/Double click icon to open • Add text • Format colour, style, size and font of text • Insert → New Slide • Insert ClipArt • View Slideshow using icon • Use keyboard and mouse to navigate through slideshow <p><u>ACTIVinspire</u></p> <ul style="list-style-type: none"> • Use pen, format text, eraser, change colour, fill, create shape and undo • Switch between user profiles – Language and Maths 	
Word Processing	<p><u>Microsoft Word</u></p> <ul style="list-style-type: none"> • Highlight text • Use Edit to select all, copy and paste 	

	<ul style="list-style-type: none"> • Keyboard shortcuts (copy and paste) • File → Print • Insert ClipArt • Insert WordArt through drop-down menu and icon • Format ClipArt and WordArt (use text wrapping/dog icon to make image tight) 	
Web Research	<u>Curriculumlinks</u> <ul style="list-style-type: none"> • Double click on Internet Explorer • Type in teacher-led search criteria • Select website from list • Navigate around website 	
Glow	<ul style="list-style-type: none"> • Select Glow from Home Page • Type username and password • Enter landing pages • Navigate to teacher-led resource, e.g. TigTag • Log off 	
Digital Technology/ programming	<u>Programmable Toys-beebots</u> <ul style="list-style-type: none"> • Understand and use symbols for navigation • Use programmable language • Apply knowledge of navigation in a more complex problem solving context • Play online navigation games <u>Digital Cameras</u> <p style="text-align: right;">Primary 2</p> <ul style="list-style-type: none"> • Safe use • Capture and display an image • Capture and play a video 	

ipads

- Unlock ipads with unlock code
- Swipe to navigate
- Access camera to take photos
- Access video to take video
- Access apps and navigate
- Press power switch to turn off
- **Notifications awareness-always show the teacher when a notification pops up**
- **Understand the word 'share' on apps and know not to tap share.**

access apps, navigate through apps

Talking Photo Albums/Talking Tins

- Record sound to communicate experience

Kindles

- Switch on and off
- Locate book

Coding

Kodable- when using computers. Teacher needs to register and create class code for pupils to access. The same code can be used on the app on the ipads. Lesson plans can also be found on the website

Daisy the Dinosaur- simple app, continued from P1, on ipads

- **Hour of Code**- select age-appropriate activity
- <https://hourofcode.com/uk/learn>
- **Codes Spark Academy**-The Foos (ipad)
-
- **Box Island (ipad)**-create your own character and for new player, delete one and then create new nickname
- **Daisy the Dinosaur** (on ipads)
- **Kodable** (on ipads-class code required)
- <https://game.kodable.com/hour-of-code>

Primary 3

Programme of Work	Progression of Learning	Resources
General ICT Skills	<ul style="list-style-type: none"> • Create a folder in My Documents (right-click or drop-down File menu) • Save to a folder in My Documents • Save to different locations, e.g. USB • Retrieve files from My Documents • Retrieve files from different locations, e.g. USB • Viewing Toolbars in Microsoft Office • Use Search to find a document or application • Move between two open applications, e.g. Word and Internet Explorer • Copy and paste an image from internet • Formatting an image using text wrapping • Save an image from internet to My Documents • Use tab key • Navigate around a website, e.g. Home, Main Menu, Start... 	
Presentation Media	<p><u>Microsoft PowerPoint</u></p> <ul style="list-style-type: none"> • Use Slideshow→Custom Animation to add effects and sounds • Use Format drop-down menu to change layout, slide design and background <p><u>Visualisers</u></p> <ul style="list-style-type: none"> ○ Open software ○ Align document underneath ○ Zoom In and Out ○ Capture images ○ Use hand tool to move image 	

	<u>ACTIVinspire</u> <ul style="list-style-type: none"> • Use pen, format text, eraser, change colour, fill, create shape and undo • Switch between user profiles – Language and Maths • Use browser to insert background/objects • Insert text boxes 	
Word Processing	<ul style="list-style-type: none"> • Create a table using Table drop-down menu • Use tab key, arrows and mouse to navigate around cells • Move a table • Resize a table • Format font etc. within a table • Insert and format a picture within a table • Begin to use Table toolbar 	
Web Research	<ul style="list-style-type: none"> • Type in search criteria • Use the word 'kid' for child-friendly search • Understand the order of results • Understand order of words in a search • Type in web address • Select website from list • Navigate around website • Review similar websites (Efficiency, Effectiveness and Enjoyment) 	
Glow	<ul style="list-style-type: none"> • Select Glow from Home Page • Type username and password • Enter landing pages • Navigate to teacher-led resource, e.g. TigTag • Log off 	
Digital Technology	<u>Digital Cameras</u> <ul style="list-style-type: none"> • Safe use 	

	<ul style="list-style-type: none"> • Capture and display an image • Capture and play a video • Begin to download images/videos from a camera <p><u>ipads</u></p> <ul style="list-style-type: none"> • Unlock ipads with unlock code • Swipe to navigate • Access camera to take photos • Access video to take video • Access apps and navigate • Review apps • Press power switch to turn off • Notifications awareness-always show the teacher when a notification pops up • Understand the word ‘share’ on apps and know when to tap any share options. • Close tabs on the internet <p><u>Kindles</u></p> <ul style="list-style-type: none"> • Switch on and off • Locate book <p><u>ActivExpression</u></p> <ul style="list-style-type: none"> • Be able to use activExpression devices with teacher led flipcharts. 	
Animation	<ul style="list-style-type: none"> • ipad Animation apps 	
Spreadsheets	<p><u>Microsoft Excel</u></p> <ul style="list-style-type: none"> • Search for and open Excel application • Type text into a cell • Format font, style, size and colour of text • Highlight text 	

	<ul style="list-style-type: none"> • Use Chart Wizard to create Bar Charts • Format graph 	
E-mail	<ul style="list-style-type: none"> • Open Microsoft Outlook • Open an email • Reply to an email • Exit Microsoft Outlook 	
Coding	<ul style="list-style-type: none"> • Kodable- when using computers. Teacher needs to register and create class code for pupils to access. The same code can be used on the app on the ipads. Lesson plans can also be found on the website 	<ul style="list-style-type: none"> • https://game.kodable.com/hour-of-code • Hour of Code- select age-appropriate activity • https://hourofcode.com/uk/learn • Lightbot- on ipads

Primary 4

Programme of Work	Progression of Learning	Resources
General ICT Skills	<ul style="list-style-type: none"> • Create a folder in My Documents (right-click or drop-down File menu) • Save to a folder in My Documents • Save to different locations, e.g. USB • Retrieve files from My Documents • Retrieve files from different locations, e.g. USB • Viewing Toolbars in Microsoft Office • Use Search to find a document or application • Move between two open applications, e.g. Word and Internet Explorer • Copy and paste an image from internet • Formatting an image using text wrapping • Save an image from internet to My Documents • Use tab key • Navigate around a website, e.g. Home, Main Menu, Start... • Insert Hyperlink 	
Presentation Media	<p><u>Microsoft PowerPoint</u></p> <ul style="list-style-type: none"> • Insert File • Insert Hyperlink • Further explore Format drop-down menu • Use Slideshow drop-down menu to add action buttons and change transition • View show using shortcut • Select and use pointer tool when viewing 	

	<p>slideshow</p> <p><u>Visualiser</u></p> <ul style="list-style-type: none"> ○ Regular and routine use <p><u>ACTIVinspire</u></p> <ul style="list-style-type: none"> ● Regular and routine (from P3 skills) ● Use expresspoll in a presentation ● Insert weblink into flipchart presentation 	
Word Processing	<ul style="list-style-type: none"> ● Create a table using Table drop-down menu ● Use tab key, arrows and mouse to navigate around cells ● Move a table ● Resize a table ● Format font etc. within a table ● Insert and format a picture within a table ● Begin to use Table toolbar 	
Web Research	<ul style="list-style-type: none"> ● Type in search criteria ● Type in web address ● Select website from list ● Navigate around website ● Review similar websites (Efficiency, Effectiveness and Enjoyment) <p><u>Web Research Skills</u></p> <ul style="list-style-type: none"> ● Use different search criteria and symbols ● Awareness of trustworthy sources, e.g. BBC, Museums, .org .gov etc. 	
Glow	<ul style="list-style-type: none"> ● Select Glow from Home Page ● Type username and password ● Use Launchpad to add and access apps ● Access Office 365 (see separate planner) ● Log out of all open windows. 	

Digital Technology	<p><u>Digital Cameras</u></p> <ul style="list-style-type: none"> • Safe use • Capture and display an image • Capture and play a video • Begin to download images/videos from a camera <p><u>Tablets</u></p> <ul style="list-style-type: none"> • Access apps • Navigate around app • Capture images and videos • Begin to edit images and videos <p><u>Kindles</u></p> <ul style="list-style-type: none"> • Switch on and off • Locate book <p><u>iPads</u></p> <ul style="list-style-type: none"> • Regular and routine 	
Desktop Publishing	<p><u>Microsoft Publisher</u></p> <ul style="list-style-type: none"> • Search and for open Publisher application • Select a design template, e.g. invitation • Format and manipulate text • Use shift key to group and move 	
Spreadsheets	<p><u>Microsoft Excel</u></p> <ul style="list-style-type: none"> • Search for and open Excel application • Type text into a cell • Format font, style, size and colour of text • Highlight text • Use Chart Wizard to create Bar Charts • Format graph 	

Primary 4

E-mail	<ul style="list-style-type: none"> • Open Microsoft Outlook • Open an email • Reply to an email • Exit Microsoft Outlook 		
Digital music		<ul style="list-style-type: none"> • Apps on iPads 	
Coding		<ul style="list-style-type: none"> • Kodu • Open software on desktop • Create a new world • Add Kodu • Personalise Kodu • Add other objects • Add land/water • Program Kodu to eat/move/bump object <p>(Use Pathway for progression-to be continued in P5)</p>	<p>https://www.youtube.com/watch?v=nKlu9yen5nc Use this clip to introduce coding</p> <p>Tutorials on Kodu online and in application Pathway for skills progression (1 for each child for assessment) on glow technologies/p4/shared folder Kodu Booklet- on glow-same location as above</p>

Primary 5

Programme of Work	Progression of Learning	Resources/Activities
General ICT Skills	<ul style="list-style-type: none"> • Regular and routine 	
Word Processing	<p><u>Microsoft Word</u></p> <ul style="list-style-type: none"> • Split and merge cells in a table • Spelling and grammar checks • Change text direction • Bullet points and numbering • Add header and footer • Continue to use AutoShapes • Use tab bar to change rulers • Insert columns • Format paragraphs • Use border and shading 	
Desktop Publishing	<p><u>Microsoft Publisher</u></p> <ul style="list-style-type: none"> • Revise P4 skills • Open a new <u>blank</u> publication • Insert and manipulate text and pictures • Insert and use guides • Select objects and change border and fill colours • Use AutoShapes and drawing tools • Group objects • Rotate and flip 	
Presentation Media	<p><u>Microsoft PowerPoint</u></p> <ul style="list-style-type: none"> • Insert Chart • Insert Diagram • Insert 'Record Sound' • Add Notes • Change order of slides • Print presentation as handout – change slides per page <p><u>Visualiser</u></p> <ul style="list-style-type: none"> • Regular and routine use 	

	<u>ActivInspire</u> <ul style="list-style-type: none"> • Regular and routine • Use a wider variety of tools 	
Website Design	<ul style="list-style-type: none"> • Use software to design and produce a website (not live) 	
Digital technology	<u>Cameras</u> <ul style="list-style-type: none"> • Upload an image/video to another device • Edit image/video on other device <u>Kindles</u> <ul style="list-style-type: none"> • Access <u>iPads</u> <ul style="list-style-type: none"> • regular and routine <u>ACTIVExpression Devices</u> <ul style="list-style-type: none"> • regular & routine 	
Moviemaker/I-Movie	<ul style="list-style-type: none"> • Upload video and images on to programme • Change animations • Change Visual Effects • Add audio • Set start and end points • Change themes • Insert text • Change durations • Change music tools • Use video tools • Save to Onedrive on glow • Locate and open on computer 	
Photostory	<ul style="list-style-type: none"> • Create new • Import photos • Add sound, effects, text appropriate to presentation 	
Spreadsheets	<u>Microsoft Excel</u> <ul style="list-style-type: none"> • Insert simple functions using symbol keys and drop-down 	

Primary 5

	<ul style="list-style-type: none"> • menu where appropriate • Use Chart Wizard to create different types of charts 	
E-mail	<ul style="list-style-type: none"> • Attach a document to an e-mail and send • Open an attachment in an e-mail and save • Use Send To → Mail recipient by right clicking on a file to e-mail 	
Coding	<ul style="list-style-type: none"> • Add more objects and characters to a world • Explore action commands and use to develop a simple game 	<p>Tutorials on Kodu online and in application Pathway for skills progression (1 for each child for assessment) on glow technologies/p4/shared folder Kodu Booklet- on glow- same location as above Apps on iPad Hour of code website</p>
Glow	<ul style="list-style-type: none"> • Select Glow from Home Page • Type username and password • Use Launchpad to add and access apps • Access Office 365 (see separate planner) • Log out of all open windows. 	

Primary 6

Programme of Work	Progression of Learning	Resources
General ICT Skills	<ul style="list-style-type: none"> Regular and routine 	
Desktop Publishing	<u>Microsoft Publisher</u> <ul style="list-style-type: none"> Continued use across curriculum 	
Presentation Media	<u>Microsoft PowerPoint</u> <ul style="list-style-type: none"> Continued use across curriculum <u>Visualiser</u> <ul style="list-style-type: none"> Regular and routine use <u>ActivInspire</u> <ul style="list-style-type: none"> Regular & Routine 	
Spreadsheets	<u>Microsoft Excel</u> <ul style="list-style-type: none"> Continued use across curriculum 	
Digital Literacy	<ul style="list-style-type: none"> Use all previous skills (Garageband, MovieMaker, Apps, etc.) to plan, create and produce a digital story. 	Inanimate Alice Literacy Shed Shared Resources
Coding	<ul style="list-style-type: none"> Introduction to Scratch 	<ul style="list-style-type: none"> Resources on glow in Technologies/P6 sharing folder -Puff collector -Maze collector -Block Breaker Save onto your class folder so that pupils can access pdf's as they work on scratch. <ul style="list-style-type: none"> Apps on ipads
Website Design	<ul style="list-style-type: none"> Use software to design and produce a website (not live) 	
Blogging	<ul style="list-style-type: none"> Create a blog on glow (regular & routine) 	
Glow	<ul style="list-style-type: none"> Select Glow from Home Page Type username and password Use Launchpad to add and access apps Access Office 365 (see separate planner) Log out of all open windows. 	

Primary 7

Programme of Work	Progression of Learning	Resources
General ICT Skills	<ul style="list-style-type: none"> • Regular and routine 	
Mind Mapping Desktop Publishing Presentation Media Spreadsheets Word Processing Web Research Digital Technology Email	<ul style="list-style-type: none"> • Regular and routine 	
Coding	<ul style="list-style-type: none"> • Develop own game using Scratch • Use Scratch to code • Further explore programming software 	
3D Modelling	<ul style="list-style-type: none"> • Use software/app to create a product that could be manufactured/design a building (google sketch up) 	
App Design	<ul style="list-style-type: none"> • Investigate use of apps • Explore three Es – Effective, Enjoyable, Efficient • Compare apps using the three Es • Investigate inclusive design • Create a mind-map for the design of a new app • Use a presentation package, e.g. PowerPoint, to create a prototype of app (screen shots) • Explore marketing of app (in app purchases/add-ons/advertising) • Plan and design product for app – maximise marketing opportunities (characters, viral advert, jingle/song, merchandise, accessories) • Present using all available digital technology 	
Glow	<ul style="list-style-type: none"> • Select Glow from Home Page • Type username and password • Use Launchpad to add and access apps • Access Office 365 (see separate planner) • Log out of all open windows. 	

All resources are available through the staffroom on glow. All contexts/programmes of work are updated regularly in line with new digital developments and advances.

