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TRACKPAD®

Ver. 1.0

Teacher's Manual

Extended Support for Teachers

ORANGE®
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www.thetouchpad.com

Teacher's Time Table

Periods / Days	0	I	II	III	IV		V	VI	VII	VIII
Monday						B				
Tuesday						R				
Wednesday						E				
Thursday						A				
Friday						K				
Saturday										

Development Milestones in a Child

Development milestones are a set of functional skills or age-specific tasks that most children can do at a certain age. These milestones help the teacher to identify and understand how children differ in different age groups.

Age 5 - 8 Years	
Physical	• First permanent tooth erupts • Shows mature throwing and catching patterns • Writing is now smaller and more readable • Drawings are now more detailed, organised and have a sense of depth
Cognitive	• Attention continues to improve, becomes more selective and adaptable • Recall, scripted memory, and auto-biographical memory improves • Counts on and counts down, engaging in simple addition and subtraction • Thoughts are now more logical
Language	• Vocabulary reaches about 10,000 words • Vocabulary increases rapidly throughout middle childhood
Emotional/Social	• Ability to predict and interpret emotional reactions of others enhances • Relies more on language to express empathy • Self-conscious emotions of pride and guilt are governed by personal responsibility • Attends to facial and situational cues in interpreting another's feelings • Peer interaction is now more prosocial, and physical aggression declines

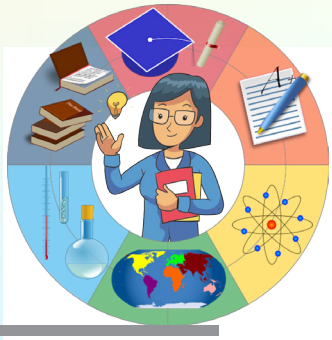
"If you cannot do great things, do small things in a great way."

Age 9 - 11 Years	
Physical	• Motor skills develop resulting enhanced reflexes
Cognitive	• Applies several memory strategies at once • Cognitive self-regulation is now improved
Language	• Ability to use complex grammatical constructions enhances • Conversational strategies are now more refined
Emotional/Social	• Self-esteem tends to rise • Peer groups emerge

Age 11 - 20 Years	
Physical	• If a girl, reaches peak of growth spurt • If a girl, motor performance gradually increases and then levels off • If a boy, reaches peak and then completes growth spurt • If a boy, motor performance increases dramatically
Cognitive	• Is now more self-conscious and self-focused • Becomes a better everyday planner and decision maker
Emotional/Social	• May show increased gender stereotyping of attitudes and behaviour • May have a conventional moral orientation

Managing the children's learning needs according to their developmental milestones is the key to a successful teaching-learning transaction in the classroom.

"Family is the most important thing in the world."



Teaching Pedagogies

Pedagogy is often described as the approach to teaching. It is the study of teaching methods including the aims of education and the ways in which such goals can be achieved.

Lesson Plans

A lesson plan is the instructor's road map which specifies what students needs to learn and how it can be done effectively during the class time. A lesson plan helps teachers in the classroom by providing a detailed outline to follow in each class.

A lesson plan addresses and integrates three key components:

- Learning objectives
- Learning activities
- Assessment to check the student's understanding

A lesson plan provides an outline of the teaching goals:

Before the class:

1. Identify the learning objectives.
2. Plan the lesson in an engaging and meaningful manner.
3. Plan to assess student's understanding.
4. Plan for a lesson closure.

↓

During the class:

Present the lesson plan.

↓

After the class:

Reflect on what worked well and why. If needed, revise the lesson plan.

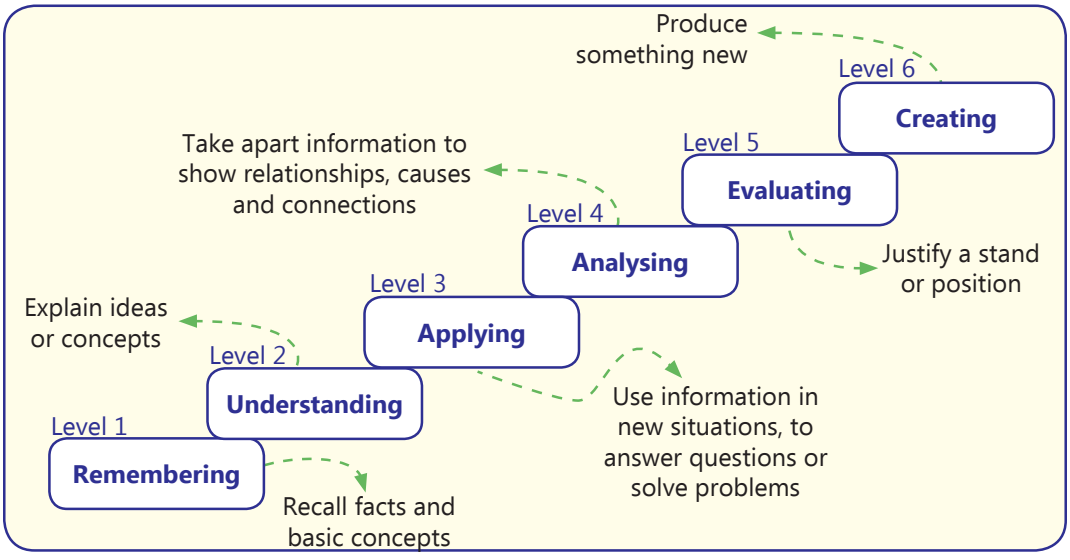
"Knowing yourself is the beginning of all wisdom."

Teaching Strategies

Numerous strategies have evolved over the years to facilitate the teaching-learning process in the classrooms.

Bloom's Taxonomy

Bloom's Taxonomy was created by **Dr Benjamin Bloom** and several of his colleagues, to promote higher forms of thinking in education instead of rote learning. There are three domains of learning: cognitive (mental), affective (emotional), and psychomotor (physical). However, when we refer to Bloom's Taxonomy we speak of the cognitive domain. Bloom's Taxonomy is a list of cognitive skills that is used by teachers to determine the level of thinking their students have achieved. As a teacher, one should attempt to move students up the taxonomy as they progress in their knowledge.



Teachers should focus on helping students to remember information before expecting them to understand it, helping them understand it before expecting them to apply it to a new situation, and so on.

"If you have no confidence in self, you are twice defeated in the race of life."

Class 1

LESSON PLAN

Trackpad Ver 1.0

1. Computer – My Best Friend

Teaching Objectives

Students will learn about

- ☞ Natural and Man-made Things
- ☞ Computer – A Wonderful Machine

Number of Periods	
Theory	Practical
1	1

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 7 to understand the recap of the topic.

Introduce the students with their best friend – Computer.

Encourage the students to name some things which they see around themselves.

Make them understand some of these things are natural like sun, moon, star, mountains, cat, dog, tree, boy, girl, etc. The other things are man-made like chair, table, TV, fan, pencil, eraser, board, building, washing machine, mobile, etc.

Explain to the students that machines are made by man.

Give examples of some machines around us like refrigerator, air conditioner, television, mobile, car, etc. and their use.

Share with them that computer is also a machine.

Tell them the various things we can do with the computer like doing sums, drawing, listening to music, watching movies, learning, etc.

Encourage them to tell why computer is different from other machines (other machines can only do the work for which they are made but computer can do many kinds of work).

Ask the students to solve the exercise **I Know** given on page number 9.

Ask the students to solve the exercise **Quiz Bee** given on page number 10.

Extension

Ask the students some oral questions based on this chapter.

Q. Name some natural things.

Q. Name some man-made things.

Q. Who makes machines?

Q. Are machines natural?

Q. What is the use of air conditioner / refrigerator / washing machine / television / mobile / car?

Q. Is computer a machine?

Q. What does a computer need to run?

Q. How is computer different from other machines?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 11 and 12 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 12.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Page 11 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Show pictures of some machines (calculator, fan, sewing machine, set top box, cycle, clock, microwave, stapler, electronic toy, etc.) and ask the students what they are used for?

2. Uses of a Computer

Teaching Objectives

Students will learn about

- Features of a Computer
- Uses of a Computer
- Places where Computers are used

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 13 to understand the recap of the topic.

While teaching this chapter, tell the students that computer is a magical machine and makes our work faster and easier.

Tell the students about various functions of a computer, covering:

- type letters, words and sentences.
- calculate sums.
- draw and colour images.
- play games.
- watch cartoons and movies.
- play songs.

While teaching this chapter, tell the students that computers are used in different places for different kinds of work.

Tell the students why computer is used:

- at home to watch movies, play games, make school projects, online shopping, etc.
- in schools to store student records, library books record.
- in offices to maintain records.
- in banks to keep record of money.
- in hospitals to make medical reports, controlling machines while doing surgeries.
- in shops to make bills, storing details of items.

Ask the students to solve the exercise **I Know** given on page number 15.

Ask the students to solve the exercise Quiz Bee given on page number 16.

Extension

Ask the students some oral questions based on this chapter.

Q. Why do we use computers?

Q. Write the use of computer in the following places:

a. At Home
b. In School
c. In Bank
d. In Hospitals
e. In Offices
f. In Shops

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 16 and 17 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 18.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Page 18 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to discuss with their parents and elders and learn more about what they use the computer for. Encourage the students to share some more uses of computers with the class.

3. Parts of a Computer

Teaching Objectives

Students will learn about

- ☞ Parts of a Computer
- ☞ Additional Parts of a Computer

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 20 to understand the recap of the topic.

Tell the students that a computer has four main parts:

- **Monitor** – looks like a television, used to see pictures, games, cartoons, alphabet, numbers and words.
- **Keyboard** – has small buttons called keys, used for typing numbers and letters.
- **Mouse** – device with long wire, two buttons and scroll wheel, used to draw pictures.
- **CPU** – stands for Central Processing Unit, fixed inside CPU box, called brain of the computer, most important part of the computer.

Share with the students that a computer also has some other parts like:

- **Printer** – used to print text and images on paper.
- **Speakers** – attached to computer, used to hear sounds and music stored in computer.

Ask the students to solve the exercise **I Know** given on page number 21.

Ask the students to solve the exercise **Quiz Bee** given on page number 22.

Extension

Ask the students some oral questions based on this chapter.

Q. Name the four main parts of a computer.

Q. What is the use of Monitor / Mouse / keyboard /CPU?

Q. What does CPU stand for?

Q. What is the other name of a monitor?

Q. Expand VDU.

Q. Where is CPU fixed?

Q. Name some other parts of a computer.

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 23 and 24 in the main course book as Assess Yourself.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Page 25 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to paste pictures of different parts of a computer in their computer notebook and write their names.

4. Using a Keyboard

Teaching Objectives

Students will learn about

- ☞ Keyboard
- ☞ Types of Keys

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 26 to understand the recap of the topic.

While teaching this chapter, tell the students that keyboard is used to write on computer screen.

Show to the students that a keyboard has small buttons on it called keys.

Make the students count that a computer keyboard has 101 to 104 keys.

Tell the students that the keys on a keyboard are divided into three categories:

- Alphabet keys – 26 in number (A to Z)
- Number keys – 10 in number (0 to 9)
- Special keys – Enter, Spacebar, Backspace, etc.

Show to the students the position of various categories of keys on the keyboard.

Make the students understand that the alphabet keys (A to Z) on the keyboard are also used to write in small letters (a to z).

Share with the students that the number keys are used to type numbers and there are two sets of number keys on a keyboard.

Show to the students that there are some special keys also on the computer like:

- **Spacebar key** – longest key at the bottom, used to give blank space between letters and words.
- **Enter key** – also called Retrun key, two in number, used to move to the next line.
- **Backspace key** – used to erase what we have typed.
- **Arrow** – Show to the students the four arrow keys (up, down, left and right) on the keyboard, used to move the cursor.

Open a MS Word file and show to the students the small blinking line called cursor.

Make the students understand that the cursor shows the place where the typed letters will appear.

Ask the students to solve the exercise **I Know** given on page number 28

Ask the students to solve the exercise **Quiz Bee** given on page number 28.

Extension

Ask the students some oral questions based on this chapter.

Q. What are the small buttons on a keyboard called?

Q. How many keys are there on a keyboard?

Q. Name the categories in which the keys on a keyboard are divided into.

Q. What are alphabet / number keys used for?

Q. How many sets of number keys are there on the keyboard?

Q. How many alphabet keys are there on the keyboard?

Q. What is the use of Enter / Spacebar / Backspace key?

Q. Name some special keys.

Q. What is the use of arrow keys?

Q. How many arrow keys are there?

Q. What is a cursor?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 30 and 31 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 32.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Page 31 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to paste a picture of computer keyboard in the computer notebook and label Number keys, Alphabet keys, Enter keys, Space bar key, Backspace key and Arrow keys on it.

5. Using a Mouse

Teaching Objectives

Students will learn about

- ☞ Mouse
- ☞ Parts of a Mouse
- ☞ Holding a Mouse
- ☞ Actions of a Mouse

Number of Periods	
Theory	Practical
2	2

Teaching Plan

efore starting the chapter, ask the students to read the comic given in page number 35 to understand the recap of the topic.

While teaching this chapter, tell the students that a mouse helps us to tell the computer what to do.

Share with the students some uses of a computer mouse.

Make the students understand that there are two types of computer mouse:

- **Two-buttoned mouse** – has two buttons – left button and right button.
- **Scroll mouse** – has two buttons (left and right) and a scroll wheel.

Show to the students that the small arrow moving on the screen is called pointer.

Show to the students the correct way of holding the mouse with reference to the position of fingers and palm (shown in the main course book).

Show to the students that a computer mouse can be used for:

- **Clicking** – by pressing mouse buttons
- **Single-clicking or Clicking** – pressing and releasing left button quickly, used to select an icon.
- **Double-clicking** – pressing and releasing the left button twice quickly, used to open a program.
- **Scrolling** – placing the index finger on the scroll wheel and moving it up or down.

Ask the students to solve the exercise **I Know** given on page number 38.

Ask the students to solve the exercise **Quiz Bee** given on page number 37.

Extension

Ask the students some oral questions based on this chapter.

Q. What is a mouse used for?

Q. Name the pointing device.

Q. Name the two types of mouse.

Q. Which finger must be placed on left button / right button?

Q. Which finger must be used to scroll the wheel?

Q. Which fingers must be used to hold the sides of the mouse?

Q. Define pointing / clicking / scrolling.

Q. What is the meaning of single-click / double-click?

Q. What is single-click / double-click used for?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 39 and 40 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 41.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Pages 40 and 41 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to draw a picture of a mouse representing single-click, double click and scrolling.

6. Introduction to RapidTyping Software

Teaching Objectives

Students will learn about

- ☞ What is Touch typing?
- ☞ Getting Started with RapidTyping
- ☞ Components of RapidTyping Window
- ☞ Start Typing in RapidTyping

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 42 to understand the recap of the topic.

Tell the students that touch-typing is typing without looking at the keyboard.

Introduce RapidTyping to the students along with the main parts i.e., Toolbar, Status bar, Lesson area and Keyboard area.

Demonstrate the use of RapidTyping to the students using the steps shown in the chapter.

Ask the students to solve the exercise **I Know** given on page number 43.

Ask the students to solve the exercise **Quiz Bee** given on page number 46.

Extension

Ask the students some oral questions based on this chapter.

Q. What is touch-typing?

Q. What RapidTyping?

Q. How many parts are there in RapidTyping window?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 46 and 47 in the main course book as Assess Yourself.

Take the students to the computer lab and let them practice the activity given in the Lab Activity section on Page 47 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to practice any lesson two times and compare their result.

7. Introduction to Paint

Teaching Objectives

Students will learn about

- ☞ Opening Paint
- ☞ Parts of Paint Window
- ☞ Drawing Different Shapes
- ☞ Tools of Paint

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 49 to understand the recap of the topic.

While teaching this chapter, tell the students that Paint is a program used to draw and colour.

Familiarize the students with Paint window showing Tools group, Shapes group, Colors group and Drawing Area.

Demonstrate the steps to start Paint to the students.

Tell the students about the uses of Tools group (contains tools), Colors group (contains colour options) and Shapes group (contains shapes).

Demonstrate the steps to:

- draw straight lines using Line shape.
- draw rectangles using Rectangle shape.
- fill colours in closed shapes using Fill with Color tool.
- draw Oval using Oval shape.

Demonstrate the steps to save a drawing to the students.

Show to the students the steps to close Paint.

Ask the students to solve the exercise **I Know** given on page number 51.

Ask the students to solve the exercise **Quiz Bee** given on page number 54.

Extension

Ask the students some oral questions based on this chapter.

Q. What is Paint?

Q. What is the use of Line / Rectangle shape?

Q. What is the use of Brushes / Fill with Color tool?

Q. How can the width of the Brush be changed?

Q. Under which category is the Paint program listed?

Q. Name the groups present on Paint window.

Q. What does the Colors / Shapes / Tools group contain?

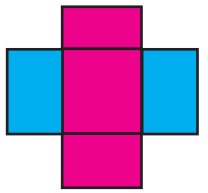
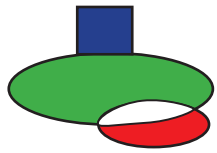
Evaluation

After explaining the chapter, let the students do the exercises given on Pages 57 and 58 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 60.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Pages 59 and 60 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to draw the following shapes in Paint.


8. Introduction to Tux Paint

Teaching Objectives

Students will learn about

- Tux Paint
- Components of the Tux Paint Window
- Using the Eraser Tool
- Using the Stamp Tool
- Opening a New File
- Starting Tux Paint
- Using the Paint Tool
- Using the Lines Tool
- Saving a File in Tux Paint
- Quitting Tux Paint

Number of Periods	
Theory	Practical
2	2

Teaching Plan

Before starting the chapter, ask the students to read the comic given in page number 61 to understand the recap of the topic.

While teaching this chapter, tell the students that Tux Paint is a freehand drawing program designed for young children.

Demonstrate to the students the steps involved in starting Tux Paint.

Show to the students the Welcome Screen of Tux Paint with penguin as the mascot.

Familiarize the students with the window of Tux Paint showing the position and explain the use of Toolbar (contains drawing tools), Colors Palette (contains color choices), Selector (to select desired shapes) and Drawing Canvas (drawing and colouring space).

Tell the students about basic tools of Tux Paint covering:

- **Paint Tool** – used to draw different freehand shapes

- **Shapes Tool** – used to draw predefined shapes like circle, rectangle, square, triangle, etc.
- **Eraser Tool** – used to erase unnecessary parts of drawing
- **Lines Tool** – used to draw straight lines
- **Quit Tool** – used to come out of Tux Paint program

Demonstrate the use of each of these tools to the students.

Ask the students to solve the exercise **I Know** given on page number 63.

Ask the students to solve the exercise **Quiz Bee** given on page number 67.

Extension

Ask the students some oral questions based on this chapter.

Q. What is Tux Paint?

Q. Name some parts of Tux Paint window.

Q. What is the use of Toolbar / Drawing canvas / Selector / Colors Palette?

Q. Name some tools of Tux Paint.

Q. What is the use of Paint /Lines / Shapes / Eraser / Quit Tool?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 69 and 70 in the main course book as Assess Yourself. Tell them to solve the computational skill developing exercise as Coding Zone given on Page 73.

Take the students to the computer lab and let them practice the activity given in the Fun Activity and Lab Activity section on Pages 71 and 72 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to redraw the shapes drawn in Paint earlier in Tux Paint also.