Create and Communicate Progression of Skills

All Create and Communicate Units Should Include These Digital Skills

Saving and Retrieving	Typing Skills	Researching by searching and selecting
Children will be taught how to start a new project, save it and retrieve it later.	Typing skills will be introduced in Year 1 and a desirable outcome is that children will type with increasing speed by the end of Year 6.	This strand teaches children how to use advanced search techniques for better search results.

Units to Teach (1 strand = 1 half term)

Images (See Page 3)	Sound Engineering (See Page 4)	Video (See Page 4)	Data Handling (See Page 5)
This strand teaches photography and digital drawing skills. How to capture, edit and use photographs. How to design and create digital art, edit and use them. This strand alternates between photography and drawing depending on the cycle of planning, digital drawing becomes 3D modelling in upper KS2.	The strand teaches sound and audio skills. Children make podcasts and radio shows. It should not be taught as cross-curricula link with Music as composition.	Children consume more video now than ever before. This strand teaches them to create video rather than consume it, to become creators of this media type.	This strand teaches children how to use spreadsheets and tables to aid their calculations, models and investigations. They learn how to input data and present it as charts or graphs. They will use graphs and charts to answer questions and support their argument/opinion. Data handling also teaches how to search/select and use formulas to use large data sets quickly.
Digital Artefact: **poster, word processed document, digital book of photographs (See Page 6)**	**Digital Artefact:** **Sound recordings, podcast or radio show (See Page 4)**	**Digital Artefact:** **An animation, film or documentary (See Page 4)**	**Digital Artefact:** **A spreadsheet, charts/graphs and slide show presentation of findings (See Page 6)**

Each Unit Should Conclude With a Digital Artefact to Present and Evaluate

Presenting Digital Artefacts (See Page 6)	Evaluating Digital Artefacts (See Page 7)
Children learn to create and communicate with their own images in posters, digital books, word processed reports/documents/articles, **slideshow presentations of data,** **films or documentaries** **and radio/podcast shows.** Technology is an effective way of organising and presenting findings or messages to an audience. Over the years, children need to refine their presentation skills to ensure their message is communicated appropriately. When presenting work, children are bringing together their skills of images, film, sound and data. They will apply their typing and mouse skills, save/retrieve their projects.	After presenting work, children need to evaluate their use of technology in communicating their findings or messages to an audience. In this strand children will decide if their skills have been used appropriately and effectively.

	Foundation	Year1	Year 2	Year3	Year4	Year5	Year 6
Typing & Mouse Skills	F2 Type own name Enter single letters on a keyboard	Use space bar to make spaces between words Use backspace to delete letters/words Make a new line with enter key	Use space bar only once between words Use cursor/touch to find the letter/word to delete with backspace Copy/Paste text and images by using the icons in the software Use caps lock for a capital	Use index fingers on keyboard: they sit on the home keys (f/j) Use thumb to press space bar Use shift to make a capital		Use Left fingers for a s d f g Use right fingers for h j k l . Use keyboard shortcuts for cut, paste and delete .	
Possible resources	Book creator · Tux type Primary games website	Book creator Pages · tux type ·	book creator Pages · ·	book creator pages Dancemat (BBC) Typingclub.com 2 type Tux type	https://touchfire.com/ typingtutor/ Pages Dancemat (BBC) Typingclub.com 2 type Tux type	https://touchfire.com/ typingtutor/ Pages Dancemat (BBC) Typingclub.com 2 type Tux type	https://touchfire.co m/ typingtutor/ Pages Dancemat (BBC) Typingclub.com 2 type Tux type
Saving and retrieving	F2 Use new page icon Make choices from a range of software/apps	Upload photographs and videos to class Schoolwork account. Open specific software on device	Upload photographs and videos to class Schoolwork account	Name files to upload work to Schoolwork	Name files to upload work to Schoolwork save to camera roll	Find files in Schoolwork and Files app	Find files in Schoolwork, Files and OneDrive
Researching By Searching and Selecting information	F2 • Use map software to look at satellite and street view images of a place as a class/group	Include 'for children' in search phrase for appropriate results. Use 'images' and 'web' tab to find information	• Search the internet for information by selecting 'web' 'images' 'videos' and 'news' tabs after searching.	Locate a webpage using a URL.(web address) Find and save appropriate images/ text from the internet in their work • Use "quotation marks" when searching phrases for more specific results	Search a trusted source using Google by using colons : For example, search 'covid-19:bbc.co.uk' to show results from only bbc.co.uk Use 'child definition:' for an age appropriate word/phrase definition.	Remove results from searches using – Such as when searching for 'Taj Mahal' on google maps: use restaurant to remove all irrelevant Taj Mahal locations in Geography.	Use Define: to find the definition of a word or phrase Use translate: to find the English translation of a word from another language. Use tineye website to reverse search an image to find if it is original and where else it used online (fact checking)
Possible Resources	• google earth apple maps digimaps	• mic to dictate qu's into search engine	• mic to dictate qu's into search engine	• mic to dictate qu's into search engine	• search engines	• search engines	• search engines
Apple Teacher Support	Using Safari: https://appleteacher.apple.com/#/asset/part/T021992A Using Maps: https://appleteacher.apple.com/#/asset/part/T021994A Dictation, Speak Selection and other Accessiblity features of iPad: https://appleteacher.apple.com/#/asset/part/T021990A						

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Images Everyone Can Create: Photography & Drawing	F2 PHOTOGRPAHY Take a photograph using a tablet and using in an app Know what the shutter button is Know to focus the camera Take a photograph on a camera to use print it to cut/stick for a purpose Take self portraits and landscapes DRAWING and IMAGES Use a painting program to explore paint tools and brushes Use markup tools to draw on photographs Make/use stickers write own name on work	PHOTOGRAPHY Use the camera to point, shoot and focus by tapping on screen on the subject. Edit a photo by drawing on top of it, adding stickers. DRAWING Use a painting program to create a digital image (change colour/size of pen/style of pen)	PHOTOGRAPHY Edit photos using crop, DRAWING Select and use appropriate tools to create digital image (control the pen and then fill the shape).	PHOTOGRAPHY Know the subject of a photo landscape and portrait. Edit photos using filters DRAWING Create a digital image using brush types and pen tools: Thickness Pen style Drawing shapes, filling shapes, Using different pen textures Making lettering.	PHOTOGRAPHY Edit portrait and landscape photography using brightness and contrast Layer images using simple photo software (keynote- remove background) DRAWING Create a unique digital image using a variety of tools – drawing and photography Select the right pen tools to draw outlines, textures, patterns.	PHOTOGRAPHY Capture still life photography Learn close up photography (getting closer to the subject not zooming) Edit using all options of photo editing in iPad OS Use the grids in camera and shoot photographs using the rule of thirds. (Discuss photoshopping in the media/ celeb photos and body image) DRAWING (3D MODELING) Use a 3D graphic drawing program to create a realistic representation of real-world objects	PHOTOGRAPHY Shoot and Edit photos using burst mode. Select the best image of the action shot. Use photography to capture moments in action – does the photo capture a story? (Discuss photoshopping in the media-fake news/ celeb photos and body image)
Possible resources	Doodle Buddy Photobooth Everyone Can Create Photography: Project 1 Activity 1 & 2 Memoji in Freeform Draw and Tell Digital camera MS paint	Skitch Doodle buddy Notes App draw and tell photobooth chatterpix kids • Everyone Can Create Early Learners Guide Photo 1 People and Things Everyone Can Create Drawing: Emoji Activity Eveyone Can Create Early Learners Guide: Drawing 1 2 3 4	Pigment Notes App Drawing desk Photos Everyone Can Create Drawing: Lines and Patterns activity Everyone Can Create Early Learners Guide Photo 3 Edit Photos http://kids.tate.org.uk/ games/paint/	Pigment Notes App Photos app (tap edit on the photo) Skitch Everyone Can Create Photography: 3 Scenes, 4 Action, 7 Publishing Everyone Can Create Drawing: Projects 1 and 2 Paint.net	Photos app (tap edit on the photo) Skitch Everyone Can Create Photography: 3 Scenes, 4 Action, 7 Publishing Everyone Can Create Drawing: Project 8 https://pixlr.com/expr ess/ PPT	Photos app (tap edit on the photo) Skitch Everyone Can Create Photography: Portraits 5 Collages, 6 Photo Journalism, 7 Publishing Everyone Can Create Drawing: 8, 9, 10 https://pixlr.com	Photos app (tap edit on the photo) • Everyone Can Create Photography: 6, 7 Everyone Can Create Drawing: 3 – 9 • Sketch up https://pixlr.com/express/ https://pixlr.com/e ditor/
Apple Teacher Support	Use the Camera: https://appleteacher.apple.com/#/asset/part/T021996A				Use the Camera: https://appleteacher.apple.com/#/asset/part/T021996A Edit Photos: https://appleteacher.apple.com/#/asset/part/T029312A		

	Foundation	Year1	Year 2	Year3	Year4	Year5	Year 6
Video Everyone Can Create: Video	F2 Record and play a film (small world play films) Watch films back on tablet/digital camera Know red circle means record Know square means stop Know triangle/green means play	FILM Film selfie videos Shoot directly in to the camera using record and stop. Find saved film in Camera Roll (Photos app) ANIMATE - 2024 Animate using still photographs by adding audio over the image (chatterpix and sock puppets)	FILM Edit film footage in Photos app – crop, trim, filters ANIMATE – new 2024 Use animation app to make characters move on screen (puppet pals)	FILM Film on green screen and add backgrounds in iMovie add titles Trim video Shoot directly in to Clips ANIMATION – new 2024 Animate using stop motion	FILM Add music and sound effects Add titles and transitions Insert saved video in to Clips Edit green screen in iMovie – multiple backgrounds ANIMATION – new 2024 Animate using stop motion, know to take 3 pictures of each frame.	FILM Edit using iMovie – add titles, transition, trim video. Insert saved video into iMovie from the media library Add music/sound effects into timeline ANIMATION – new 2024 Use motion path in Keynote to create animations Export slides as video to save	FILM Use image as cutaways in iMovie or transitions. Trim videos to create a better flowing movie. ANIMATION – new 2024 Use other animation effects in Keynote to create a video.
Possible resources	iPlayer CBBC Camera App Kidi camera	Camera ANIMATE Chatterpix and Sock Puppets FILM Everyone Can Create Early Learners Guide – Video 1 Introduce Youreslf	ANIMATE Puppet Pals Camera FILM Everyone Can Create Early Learners Guide – Video 3 Tell A Story	ANIMATE – Stop Motion app FILM Clips Everyone Can Create Video: 1 Your First Video – all activities, 3 Animatics	ANIMATE StopMotion FILM Everyone Can Create Video:4 Tutorials, Documentaries	FILM iMovie Everyone Can Create Video: 5 Documentaries, 6 Mobile Reports ANIMATE Keynote	FILM iMovie Everyone Can Create Video: All Chapters ANIMATE Keynote
Apple Teacher Support		Use Green Screen in iMovie: https://appleteacher.apple.c How to use Clips: https://appleteacher.apple.c en_EMEIA?backTo=%23%2Fh en_EMEIA		Use Green Screen in iMovie: https://appleteacher.apple.co Trimming Video in iMovie: https://appleteacher.apple.co Add Titles in iMovie: https://appleteacher.apple.co Add Music to iMovie: https://appleteacher.apple.co How to use Clips: https://appleteacher.apple.co en_EMEIA?backTo=%23%2Fho		Trimming Video in iMovie: https://appleteacher.apple.com/#/ass Add Titles in iMovie: https://appleteacher.apple.com/#/ass Add Transitions to iMovie: https://appleteacher.apple.com/#/ass Enhance Movies with Cinematic Effects https://appleteacher.apple.com/#/ass	
Sound Engineering	F2 Record sounds/voices in story telling/ explanations Know red circle means record Know square means stop Know triangle/green means play	Know how to use stop, pause, record, play Record speech in audio recorder Know that a microphone records sound on a device – where it is on the device, name and find speakers too. Record audio over photographs	Record speech in sections Record audio onto pages of digital books	Trim speech sections Use voice effects Insert audio recordings to slide show presentations	Work with multiple layers of sound: voice and music Move tracks around in editing process Add/compose appropriate background music tracks	• Adjust the volume of each track so that some tracks are louder than others for emphasis	Add echo, fade in/out effects to voice recordings for dramatic effect Add voiceover to films
Possible Resources	Toca band • Plastic echo mics Talking tins Easi-speak •	Sketch-a-song Voice Memos • Garageband audio recorder Explore LiveLoops in GarageBand and play with Smart Instruments/Drum Machines Everyone Can Create Early Learners Guide: Music Rhythm and Beats, Chords and Songs, Recording Your Voice	Sketch-a-song Voice Memos • Garageband audio recorder • Everyone Can Create Early Learners Guide: Music 1 and 2, 3 Record Your Voice	Garageband – use smart instruments with auto play • Everyone Can Create Music: 1 Recording a Podcast • Everyone Can Create Music 2: rhythm and drumbeats, 3 chords and melodies www.findsounds.co m Audacity	Garageband Everyone Can Create Music: 1 Recording a Podcast Everyone Can Create Music 2: rhythm and drumbeats, 3 chords and melodies Easi-speak + scratch Scratch sound effects Audacity	iMovie Garageband – use smart instr • Everyone LC Popplet (mindmap music ide Everyone Can Create: Video – Audacity (mindmap music id	Instruments – chords/notes: Everyone d drumbeats, 3 chords and melodies Can Create Music 2: rhythm an melodies chapter 5: post production
Apple Teacher Support	Using Voice Memos: https://appleteacher.apple.com/#/as s et/part/T029313A	Using Voice Memos: https://appleteacher.apple.c Adding Audio to Pages Books: https://appleteacher.apple.c Using Live Loops in GarageBa https://appleteacher.apple.c		Using the Audio Recorder in GarageBand https://appleteacher.apple.co Trimming audio in GarageBand: https://appleteacher.apple.co Add Music to iMovie: https://appleteacher.apple.co		Using Smart Instruments in GarageBan https://appleteacher.apple.com/#/ass Mixing Tracks in GarageBand: https://appleteacher.apple.com/#/ass Add Music to iMovie: https://appleteacher.apple.com/#/ass	

	Foundation	Year1	Year 2	Year3	Year4	Year5	Year 6
Data	• Use pictograms/ charts as part of lessons with the children	• Make pictograms to show data by selecting 1 cell and adding a symbol for the column Select a cell by tapping		Use a spreadsheet to: Enter data into cells Title columns and rows of tables Make bar charts by selecting cells Type titles onto bar charts Format tables and charts		Use a spreadsheet to: Create a table Title columns and rows Select a cell and input a numbers Label X and Y axis of graphs Use average and sum formula Apply learned skills in Numbers to Excel from Year 5	
Possible Resources		Numbers Keynote	Numbers	Numbers	Numbers Everyone Can Create: Drawing 9	Excel	Excel
Apple Teacher Support		Using Shapes in Numbers: https://appleteacher.apple.com/#/asset/part/T022022A Simple Tables in Numbers: https://appleteacher.apple.com/#/asset/part/T022018A		Basics of Numbers: https://appleteacher.apple.com/#/asset/part/T022017A Charts in Numbers: https://appleteacher.apple.com/#/asset/part/T022021A		Formulas in Numbers: https://appleteacher.apple.com/#/asset/part/T022019A	

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Presenting Work Digitally	**Word Processing** (digital artefact for photography)	Display children's photographs. Children talk about film/photo work Make a class/group digital book with photos and sound Add photos/sound to pages of a digital book Use finger to write/draw on pages of a book	Insert photo into document or digital book Change font when word processing Insert shapes/symbols onto digital books and word processing Add new page	Record audio onto pages of digital book Edit word processing with font, colour and size Insert shapes/symbols onto digital books and word processing Move/Resize images in to correct places Delete images/videos/sound from pages	change font size in slideshows and word processing/digital book of photography Insert video into word processing or slideshow software Use a template for word processing/slide show software Add borders to digital images in word processing or slideshows	Use bold and underline Add backgrounds to pages/text boxes Use cut, paste and delete to organise and reorganise text on screen to suit a purpose (eg poster, newspaper article) Use font sizes and effects appropriately for audience & purpose Use a thesaurus.	Add text boxes for titles and body text to organise word processing Organise and reorganise text on document to suit a purpose Apply learned skills from Pages to Word from Year 5	Change two elements of font for titles in word processing: font size and bold Apply learned skills from Pages to Word from Year 6
	Slide Show Presentations (Digital artefact for e-safety lessons, photography, data)		Insert photo into slideshow software Change font on slides Insert shapes/symbols onto slideshows. Add new slide	Move/Resize images in to correct places o Insert sound into word processing or slideshow software Insert shapes/symbols onto slides Delete images/videos/sound from slides Edit slides with font, colour and size	Use cut, paste to organise and reorganise text on screen Use a spell check. Insert audio recordings to slide show presentations	Add transitions to a slideshow presentation Add backgrounds to slides Use bold and underline Use cut, paste and delete to organise and reorganise text on screen to suit a purpose Use font sizes and effects appropriately for audience & purpose	Add text boxes for titles and body text to organise slide show design Hyperlink slides in a slideshow presentation Organise and reorganise text on slide to suit a purpose Apply learned skills from Keynote to PowerPoint in Year 5	Know rule of thirds for slideshow presentation Animate shapes/symbols in slideshow presentation Apply learned skills from Keynote to PowerPoint in Year 6
	Spreadsheets (digital artefact for data)		Know data shows information	Know data shows information	Use a spreadsheet to collect and present data in tables and bar or pie graphs. • Collect and display survey data Use data collected to explain idea/concept	Use a spreadsheet to collect and present data, Use data collected to explain idea/concept	Answer questions about data collected and presented Explain data using visuals Apply learned skills from Numbers in Excel from Year 5	Analyse and Suggest changes/solutions from data evidence Explain data using visuals Apply learned skills from Numbers in Excel from Year 6
Possible resources	•	Pic Collage Pages Book Creator	Book creator Pages Keynote popplet powerpoint	Book creator Pages Skitch • popplet – mindmap •word •powerpoint	Book creator Skitch, popplet to mindmap Keynote, Pages • Everyone Can Create: Photography 6 Photo Journaling, 7 Publishing Word 2	keynote Book creator Pages, Numbers Popplet to mindmap • Everyone Can Create: Drawing Chapters 3 + 4 • Everyone Can Create: Photography 6 Photo Journaling, 7 Publishing Powerpoint, word, excel	Powerpoint, word, excel	PowerPoint, word, excel

Apple Teacher Support	Making Books in Pages: https://appleteacher.apple.com/#/asset/part/T022015A Templates for Pages: https://appleteacher.apple.com/#/asset/part/T022008A Add Photos to Keynote: https://appleteacher.apple.com/#/asset/part/T022000A Basics of Numbers: https://appleteacher.apple.com/#/asset/part/T022017A Charts in Numbers: https://appleteacher.apple.com/#/asset/part/T022021A Simple Tables in Numbers: https://appleteacher.apple.com/#/asset/part/T022018A Add shapes to Keynote (same for Pages) https://appleteacher.apple.com/#/home/rp/T022001A?backTo=%23%2Fhome%2Frp%2FT006364Aen_US%3FbackTo%3D%2523%252Fhome%252Frp%252FR000724-en_US%253FbackTo%253D%252523%25252Fhome%25252Frp%25252FR003996-en_US Add animations to shapes in Keynote: https://appleteacher.apple.com/#/home/rp/T022004A?backTo=%23%2Fhome%2Frp%2FT022001A%3FbackTo%3D%2523%252Fhome%252Frp%252FT006364Aen_US%253FbackTo%253D%252523%25252Fhome%25252Frp%25252FR000724-en_US%25253FbackTo%25253D%25252523%2525252Fhome%2525252Frp%2525252FR003996-en_US Transitions for slides in Keynote: https://appleteacher.apple.com/#/home/rp/T022005A?backTo=%23%2Fhome%2Frp%2FT021999A%3FbackTo%3D%2523%252Fhome%252Frp%252FT022004A%253FbackTo%253D%252523%25252Fhome%25252Frp%25252FT022001A%25253FbackTo%25253D%25252523%2525252Fhome%2525252Frp%2525252FT006364Aen_US%2525253FbackTo%2525253D%252525253%25252525252Fhome%2525252525Frp%2525252525FR000724-en_US%252525253FbackTo%252525253D%25252525253%2525252525523%252525252525252Fhome%25252525252Frp%25252525252FR003996-en_US						
Evaluating		• Say what software to use for a task • Talk about own digital work (share photographs from a school trip or holiday to recall a past event) • Name apps that can be used to create or learn.	• Know when to print your work – is it all finished? • "Does it look right on paper?" • Have you used the right colours when you've printed? • Are the fonts/images in the correct places when printed?	• Save work as version 1 and adapt for version 2 before printing • "Does it look right on screen?" • Adapt colours/fonts/sizes of images before printing version 2	• Check work is finished and has name on before printing • Check colours and fonts and images are appropriate to task	• Plan and keep to a specific style or look for their work- are the fonts, colours, layout appropriate and effective for the content and audience (eg. Don't use rainbow colours in a PPT about the Holocaust, don't use yellow text on white in a poster as it's hard to read) • Do you own the digital images that you have used in your work?	• As year 4 but over a wider range of tasks, topics and audiences. • Do you have permission to use the images you have included in your work?	• Evaluate another's presentation on the basis of content and appropriate style. • Refine the quality of presentations as a result of peer review. • Did you credit the owners of digital work you have gained permission to share?