

Top Tips - ICT Early Skills

Remember least different first and consult with the parent/carer

1. Seating and Posture See 'Top Tips for Seating and Posture'
2. Develop Touch Screen Skills
3. Mouse Skills

Introduce in Nursery/Reception

Moving the mouse to a target – '*Catch Me*' (SEN Freeware Disc)

Developing mouse & clicking skills – '*Touch Circles*' (SEN Freeware Disc)

Cause & effect skills – '*Priory Woods*' (SEN Freeware Disc)

'Moles Early Mouse skills' programme is good from inclusive technology

4. Keyboard Skills

Children will first need to recognise lower and uppercase letters.

Lowercase keyboard stickers are available from PD/ICT Team or Inclusive Technology.

Ensure that you purchase a keyboard guard at same time as the keyboard to ensure match if the child needs one.

Appropriate programmes for developing keyboard knowledge are in *Sebran* (SEN Freeware Disc)

ABC Rain (alphabetical order) followed by *Letter Rain* (random order)

5. Early Touch Typing Skills

Provide a picture of the keyboard above the screen to encourage the pupil not to look down at the keyboard when typing.

'*10 Finger Breakout*' (SEN Freeware Disc)

'*BBC Dance Mat*' – <http://www.bbc.co.uk/schools/typing/>

2Simple2Type - <http://www.2simple.com>

5 – 10 minute sessions regularly, i.e. daily, is much more beneficial and fun than longer sessions

6. Troubleshooting Top Tips

| <u>Issue</u> | <u>Solution</u> |
|---|--|
| The pupil prefers to click with the right mouse button | Control panel, Mouse, buttons, select Switch primary and secondary buttons |
| The pupil finds double clicking difficult | Control panel, folder options, general and select 'single click to open an item'. |
| The pointer speed is too fast for the pupil | Control panel, Mouse, Pointer Options, Motion, move the slider to the required speed |
| Pupil presses keys for too long, therefore multiple copies of the letter appear | Control Panel, Accessibility Options, tick the Sticky Keys option. Pupil then presses shift followed by the required key |
| One handed typist or pupil finds holding the Shift key difficult | Control Panel, Accessibility Options, tick the Sticky Keys option. Pupil then presses shift followed by the required key |
| The pupil has visual difficulties | Start menu, Programmes, Accessories, Accessibility & Accessibility wizard – select required options |
| The pupil finds the computer font size difficult to see | Control Panel, Display, Appearance, Font Size – select large or extra large. |
| The pupil finds the pointer difficult to see | Control Panel, Mouse, Pointers, Scheme, select required pointer. Alternatively: Large Pointers can be downloaded from http://www.ace-centre.org.uk/index.cfm?pageid=F5F2664930487290-FEA80B8B637BF760 Control Panel, Mouse, Pointers, Customise, click on browse and find the ACE pointer folder. |

For children unable to use a standard mouse or keyboard then consider the uses of switches and other input devices – take advice from an occupational therapist or specialist teacher

Tracker balls, jelly bean switches, small mice, extra keyboards available from inclusive technology who also have a range of switch accessible software (switch it, choose & tell)

Useful websites

<http://www.inclusive.co.uk/>

KCC ICT <http://www.kenttrustweb.org.uk/senict>

http://www.checkthemap.org/links/software_and_hardware/

<http://www.senteacher.org/FileDetails/10/SwitchAccessibility.xhtml>