KEYBOARDING MISSION STATEMENT

Keyboarding is a communication process that empowers all to use computers as a tool to enhance lifelong learning. Keyboarding will be integrated throughout the curriculum to encourage application and exploration in a changing world.

RECOMMENDATIONS

Each teacher will stress the importance of accuracy and good posture and teach the specific function keys appropriate to software for that grade level. Each grade will reinforce the learnings of the previous grades. It is suggested that the number pad be used when doing mathematical calculations.

It is suggested that at the beginning of the year lab time be allocated as follows: three weeks for sixth grade and three weeks for fifth grade. Following these first six weeks, the lab would be opened as usual. If this is not feasible, an alternate three-week block for keyboarding instruction is suggested.

It is not expected that students will be able to master keyboarding without looking at the keys.

KEYBOARDING BENCHMARKS

The benchmarks are minimum requirements. Type to Learn is the keyboarding program used by the building Technology Coaches. They are also responsible for scoring the keyboarding DSPA.

KINDERGARTEN

Understand the manipulation and positioning of the mouse (click, double-click, point, drag, horizontal and vertical movements, etc.).

Know that the right hand is used on the right side of the keyboard and that the left hand is used for the left side of the keyboard.

Know that the numbers are located on the top row and that there are three rows of letters.

Type first name.

FIRST GRADE

Know the location of the space bar, shift key, delete key, and return/enter keys.

Know the location of the period, question mark, and exclamation point keys.

Type first and last name with capital letters and space.

SECOND GRADE

Know the location of the comma, apostrophe, and quotation marks.

Type a sentence with correct punctuation and capitalization.

THIRD GRADE

Know the location and correct finger placement for the on-line position.

Be able to use the tab key.

Type two to three sentences with correct punctuation and capitalization.

FOURTH GRADE

Review the correct finger placement for the on-line position.

Type a sentence with a comma and quotation marks.

FIFTH GRADE

Know the proper finger placement for all letters. The Type to Learn Program is available in all buildings.

Type a three-sentence paragraph with correct finger placement.

SIXTH GRADE

Review keyboarding skills including correct finger placement.

Type and edit a paragraph, report, or story of at least one paragraph using correct finger placement.