

Bay-Arenac ISD Technology Curriculum Elementary Keyboarding Skills Checklist

Introduction

The technology curriculum team recognizes the significant role that keyboarding skills have in the overall development of technology skills for our students. It is with that thought in mind that specific keyboarding skills are offered in addition to the grade level benchmarks and performance expectations.

The keyboarding skills document is divided into two sections. The first section contains the overall scope and sequence of keyboarding skills. The second section provides a checklist for teachers to use with students.

Key

M: Observe Teacher Modeling Skills
P: Practice with Teacher Guidance
U: Use Skills with Minimal Teacher Support
I: Apply Skills Independently
N: Not Covered

Elementary Keyboarding Scope and Sequence

Skill and Grade	K	1	2	3	4	5
Identify location and function of tab key	M	M	MP	UI	I	I
Use left hand on keyboard	M	MP	P	PU	I	I
Use right hand on keyboard	M	MP	P	PU	I	I
Use both hands simultaneously	M	MP	MP	PU	PU	I
Use thumb on spacebar	M	MP	P	PU	PU	I
Use correct home row fingering	M	MP	MP	U	PU	I
Use correct striking technique	M	MP	MP	MP	PU	UI
Enter data at a rate of 11-15 wpm	M	M	M	MP	UI	I
Understand that a keyboard is a data input device	MP	P	U	I	I	I
Identify keys on the right & left of the keyboard	MP	PU	UI	UI	I	I
Recognize letters on a keyboard as capitals	MP	PU	UI	I	I	I
Recognize that typed letters are lower case	MP	PU	UI	I	I	I
Identify location/function of enter key	MP	PU	UI	I	I	I
Identify location/function of spacebar	MP	PU	UI	I	I	I
Identify location/function of shift keys	MP	PU	UI	I	I	I
Identify location/function of arrow keys	MP	PU	UI	I	I	I
Identify location/function of backspace key	MP	PU	UI	I	I	I
Identify and properly use mouse	MP	PU	UI	UI	I	I
Use correct posture	MP	PU	UI	I	I	I
Understand clicking of mouse	MP	PU	UI	UI	I	I
Locate, identify, and use number keys	MP	MP	U	I	I	I
Locate, identify, and use period K-2 punctuation marks 3-6	MP	MP	PU	UI	I	I
Locate, identify, and use letter keys	MP	MP	U	I	I	I

Kindergarten Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Identify location and function of tab key (M)
		Use left hand on keyboard (M)
		Use right hand on keyboard (M)
		Use both hands simultaneously on keyboard (M)
		Use thumb on spacebar (M)
		Use correct home row finger pairings (M)
		Use correct striking technique (M)
		Enter data at rate of 11-15 wpm (M)
		Understand that a keyboard is a data input device(M/P)
		Identify keys on the right & left of keyboard (M/P)
		Recognize letters on a keyboard as capitals (M/P)
		Recognize that typed letters are lower case (M/P)

		Identify location/function of enter key (M/P)
		Identify location/function of spacebar (M/P)
		Identify location/function of shift key (M/P)
		Identify location/function of arrow keys (M/P)
		Identify location/function of backspace key (M/P)
		Identify and properly use mouse (M/P)
		Use correct posture (M/P)
		Understand clicking function of mouse (M/P)
		Locate, identify, and use letter keys (M/P)
		Locate, identify, and use number keys (M/P)
		Locate, identify, and use period key (M/P)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)

First Grade Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Identify location and function of tab key (M)
		Use left hand on keyboard (M/P)
		Use right hand on keyboard (M/P)
		Use both hands simultaneously on keyboard (M/P)
		Use thumb on spacebar (M/P)
		Use correct home row finger pairings (M/P)
		Use correct striking technique (M/P)
		Enter data at rate of 11-15 wpm (M)
		Understand functioning of keyboard (P)
		Identify keys on the right & left of keyboard (P/U)
		Recognize letters on a keyboard as capitals (P/U)
		Recognize that typed letters are lower case (P/U)

		Identify location/function of enter key (P/U)
		Identify location/function of spacebar (P/U)
		Identify location/function of shift key (P/U)
		Identify location/function of arrow keys (P/U)
		Identify location/function of backspace key (P/U)
		Identify and properly use mouse (P/U)
		Use correct posture (P/U)
		Understand clicking function of mouse (M/P)
		Locate, identify, and use letter keys (M/P)
		Locate, identify, and use number keys (M/P)
		Locate, identify, and use period key (M/P)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)

Second Grade Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Identify location and function of tab key (M/P)
		Use left hand on keyboard (P)
		Use right hand on keyboard (P)
		Use both hands simultaneously on keyboard (M/P)
		Use thumb on spacebar (P)
		Use correct home row finger pairings (M/P)
		Use correct striking technique (M/P)
		Enter data at rate of 11-15 wpm (M)
		Understand functioning of keyboard (U)
		Identify keys on the right & left of keyboard (P/U)
		Recognize letters on a keyboard as capitals (U/I)
		Recognize that typed letters are lower case (U/I)
		Identify location/function of enter key (U/I)

		Identify location/function of spacebar (U/I)
		Identify location/function of shift key (U/I)
		Identify location/function of arrow keys (U/I)
		Identify location/function of backspace key (U/I)
		Identify and properly use mouse (U/I)
		Use correct posture (U/I)
		Understand clicking function of mouse (U/I)
		Locate, identify, and use letter keys (U)
		Locate, identify, and use number keys (U)
		Locate, identify, and use period key (P/U)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)

Third Grade Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Identify location and function of tab key (U/I)
		Use left hand on keyboard (P/U)
		Use right hand on keyboard (P/U)
		Use both hands simultaneously on keyboard (P/U)
		Use thumb on spacebar (P/U)
		Use correct home row finger pairings (P)
		Use correct striking technique (M/P)
		Enter data at rate of 11-15 wpm (M/P)
		Understand functioning of keyboard (I)
		Identify keys on the right & left of the keyboard (U/I)
		Recognize letters on a keyboard as capitals (I)
		Recognize that typed letters are lower case (I)
		Identify location/function of enter key (I)

		Identify location/function of spacebar (I)
		Identify location/function of shift key (I)
		Identify location/function of arrow keys (I)
		Identify location/function of backspace key (I)
		Identify and properly use mouse (I)
		Use correct posture (I)
		Understand clicking function of mouse (U/I)
		Locate, identify, and use letter keys (I)
		Locate, identify, and use number keys (I)
		Locate, identify, and use period key (U/I)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)

Fourth Grade Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Use both hands simultaneously on keyboard (P/U)
		Use correct striking technique (P/U)
		Use correct home row finger pairings (U/I)
		Enter data at rate of 11-15 wpm (U/I)
		Understand functioning of keyboard (I)
		Identify keys (I)
		Recognize letters on a keyboard as capitals (I)
		Recognize that typed letters are lower case (I)
		Identify location/function of enter key (I)
		Identify the location/function of the escape key (I)
		Identify location/function of spacebar (I)
		Identify location/function of shift key (I)

		Identify location/function of arrow keys (I)
		Identify location/function of backspace key (I)
		Identify location/function of tab key (I)
		Identify and properly use mouse (I)
		Identify and properly use mouse (I)
		Use correct posture (I)
		Understand clicking function of mouse (I)
		Locate, identify, and use letter keys (I)
		Locate, identify, and use number keys (I)
		Locate, identify, and use punctuation keys (I)
		Use thumb on spacebar (I)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)

Fifth Grade Keyboarding Checklist

Student _____ *Teacher* _____ *Year* _____

<i>Date</i>	✓	<i>Skills</i>
		Use both hands simultaneously on keyboard (I)
		Use correct striking technique (U/I)
		Use correct home row finger pairings (I)
		Enter data at rate of 11-15 wpm (I)
		Understand functioning of keyboard (I)
		Identify keys (I)
		Recognize letters on a keyboard as capitals (I)
		Recognize that typed letters are lower case (I)
		Identify location/function of enter key (I)
		Identify the location/function of the escape key (I)
		Identify location/function of spacebar (I)
		Identify location/function of shift key (I)

		Identify location/function of arrow keys (I)
		Identify location/function of backspace key (I)
		Identify location/function of tab key (I)
		Identify and properly use mouse (I)
		Identify and properly use mouse (I)
		Use correct posture (I)
		Understand clicking function of mouse (I)
		Locate, identify, and use letter keys (I)
		Locate, identify, and use number keys (I)
		Locate, identify, and use punctuation keys (I)
		Use thumb on spacebar (I)

M (Observe teacher modeling) P (Teacher Guidance) U (Minimal Teacher Support) I (Independent)