

LGUSD Keyboarding Scope & Sequence

Keyboarding is an essential communication skill. With regular practice, keyboarding will become a more efficient way, than handwriting, to communicate, making it very practical for real-world business tasks. The District supports students in developing proficiency in the Touch Typing technique beginning in third grade.* Students should learn the proper keyboarding technique (with drill and practice) in third grade and continue to develop fluency with practice in curricular areas. Teachers should expect students to be able to use keyboarding skills to communicate efficiently in grades 4-8. Direct instruction and supervision will ensure the development of excellent keyboarding skills. Psychological research on teaching keyboarding also indicates that the student needs to be keyboarding somewhere around 20-25 words a minute to have the keyboarding response patterns automated. In addition to the district adopted keyboarding software programs, teachers may explore web-based alternative to focus instruction. With direct teacher supervision, students may also participate in dynamic keyboarding experiences such as instant messaging and blogging. Teachers must be sure to reinforce proper posture and technique anytime a student sits at a computer in order to transfer skills outside the keyboarding program. This level of keyboarding proficiency is best achieved with daily practice (no more than 15 min.) as is possible in a one-to-one learning environment.

Recommended Keyboarding Websites:

- [10 fastfingers](#)
Test and improve your testing speed
- [keybr.com](#)
Interactive, keyboarding practice page that allows the user to print out a chart of statistics
- [NimbleFingers](#)
Includes beginning, intermediate and advanced lessons
- [Peter's Online Typing Course](#)
Work your way through 18 lessons
[Touch Typing Instruction](#)
Provides instruction, tutorials, games and tests
- [Touch Typing Lessons](#)
Games, lessons and tests
- [Type the Alphabet](#)
How fast can you type the alphabet?
- [Typing Games](#)
Spacebar Invaders, Outer Space Fleet and more
- [Typing Tests](#)
One to five minute timed tests
- [Typing Test.com](#)
One to five minute timed tests
- [WMP Typing Test with adjusted speed](#)
Learn 2 Type for Kids

Keyboarding Research:

*Miller, et al. (2000) recommend teaching keyboarding in grades 3-8. Below that range, they suggest familiarizing students with the keyboard, but not doing formal instruction. Miller, S., Smith, M., Fidanque, A., & Sullivan, G. (2000). *Keyboard success teacher's guide*, 2nd edition.

Eugene, OR: International Society for Technology in Education. Early Connections: Technology in Early Childhood

<http://www.netc.org/earlyconnections/techconnections.html> Keyboarding Research http://www.schools.utah.gov/cte/keyboarding_standards.html

Education World: Teaching Keyboarding -- When? Why? How? http://www.educationworld.com/a_tech/tech/tech072.shtml Solana Beach School District

<http://www.sbsd.k12.ca.us/District/Technology/TUP07-12/ScopeAndSequence.pdf> Utah State Office of Education

http://www.schools.utah.gov/cte/keyboarding_standards.html

GRD	Skill	Activities/Sof tware	Summary	Details	WPM & accuracy
K/1	Exploratory	Letter recognition No keyboarding software	Periodic exploration 5 Min. maximum	<ul style="list-style-type: none"> Practice locating letter and number keys. Practice locating return key. Introduce use of thumb on space bar. 	N/A
2	Exploratory	Type to Learn Jr.	10 minute warm up. Introduction to word processing	<p><i>Introduction to word processing</i></p> <ul style="list-style-type: none"> Re-enforce proper ergonomics and posture. Introduce proper keyboard positions including the use of fingers on home row keys. Use of thumb on space bar. Use return key. 	N/A
3	Beginning	Type to Learn 4 Word processing	10 minute warm up. Introduction to word processing	<p><i>Beginning formal keyboarding instruction.</i></p> <ul style="list-style-type: none"> Directly instruct proper ergonomics, posture, and proper keyboard positions. Correctly use: thumb on space bar, return key, shift key for capital letters, punctuation marks as appropriate to writing level. Edit work using a spell checker; center the title of a document; highlight text to modify and delete; columns; margins. Key accurately from dictation and printed copy, and demonstrate correct keyboarding techniques with minimum speed and accuracy of 10 wpm with no errors as demonstrated on a 1 min. timed typing test. 	10 WPM 70% Accuracy

4	Developing	Type to Learn 4 Word processing	10 min. up to 3 x per week	Advanced vocabulary settings <i>Explicit word processing lessons</i> In addition to the skills above: <ul style="list-style-type: none"> • Use advanced vocabulary and other settings • Practice proper hand placement. • Demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy. • Create a 1-2 page document using writing process, word processing, formatting and editing skills. • Achieve a minimum keyboarding competency on 30-second timed-writings: key at a minimum speed of 20 words per minute (WPM) on at least three 30-second timings, key at 3 or fewer errors on 30-second timings, and key without using the backspace/delete key on timings. 	20 WPM 90%
5	Developing	Type to Learn 4 Word processing <i>Dynamic keyboarding monitored by teacher:</i> <ul style="list-style-type: none"> • Instant messaging • Blogging 	10 min. warm up <ul style="list-style-type: none"> • Advanced vocabulary settings • Adjust other settings as needed • Explicit word processing lessons 	<i>Explicit word processing lessons</i> In addition to the skills above: <ul style="list-style-type: none"> • Use proper fingering on alphabet keys, return, and shift keys. • Master - proper keyboard positions, ergonomics and posture. • Type a minimum of 25 wpm with no errors as demonstrated on a timed typing test. • Create a 2-3 page document using writing process, word processing, formatting and editing skills. • The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy. • The student will achieve minimum keyboarding competency on one-minute timed-writings: key at a minimum speed of 25 words per minute (WPM) on at least three one-minute timings, key at 2 or fewer errors on one-minute timings, and key without using the backspace/delete key on timings. 	25 WPM 90% Accuracy
6	Intermediate	Type to Learn 4 Word processing <i>Dynamic keyboarding monitored by teacher:</i> <ul style="list-style-type: none"> • Instant messaging 	10 min. warm up daily	In addition to the skills above: <ul style="list-style-type: none"> • Individualize settings as needed • Explicit word processing lessons • Use proper fingering including fingers on return and shift keys and hand positions. • The fourth row numbers and symbols and 10-key pad will also be taught. • Use punctuation marks.! Practice using number pad. • Extend – mastery of proper keyboard positions, ergonomics and posture. • Create a 3-4 page document using writing process, word processing, formatting and editing skills. • The student will achieve minimum keyboarding competency on one-minute 	30 WPM 95% Accuracy

		<ul style="list-style-type: none"> • Blogging 		<p>timed-writings: key at a minimum speed of 35 words per minute (WPM) on at least three one-minute timings, key at 2 or fewer errors on one-minute timings, and key without using the backspace/delete key on timings.</p>	
7	Intermediate	<p>Word processing <i>Dynamic keyboarding monitored by teacher:</i></p> <ul style="list-style-type: none"> • Instant messaging • Blogging 	Incorporated into academic projects.	<p><i>Incorporated into academic projects</i> In addition to the skills above:</p> <ul style="list-style-type: none"> • Maintain keyboarding skills. • Build speed. • Extend – mastery of proper keyboard positions, ergonomics and posture. • Create a 4-5 page document using writing process, word processing, formatting and editing skills. • Correct fingering by touch and good techniques will receive primary emphasis; speed and accuracy will be given secondary emphasis. • The student will use basic word processing functions on a variety of document types. • The student will achieve minimum keyboarding competency and speed of 40 words per minute (WPM). 	<p>40 WPM 98% Accuracy</p>
8	Advanced	<p>Word processing <i>Dynamic keyboarding monitored by teacher:</i></p> <ul style="list-style-type: none"> • Instant messaging • Blogging 	Incorporated into academic projects.	<p><i>Incorporated into academic projects</i></p> <ul style="list-style-type: none"> • Maintain keyboarding skills. • Build speed. • Extend – mastery of proper keyboard positions, ergonomics and posture. • Create a multiple page document using writing process, word processing, formatting and editing skills. • The student will achieve minimum keyboarding competency and speed of 45 words per minute (WPM). 	<p>45 WPM 98% Accuracy</p>

LGUSD Keyboarding Scope & Sequence Skill Levels

Exploratory:

Students explore the keyboard and use left or right hands to utilize the keyboard without crossing over.

Beginning:

Students are formally introduced to proper keyboarding techniques such as correct hand and body positions. Students practice touch-keyboarding techniques for operating the alphabetic keyboard and use punctuation as grade-level appropriate. Students produce brief documents at the keyboard, and begin proofreading and correcting errors. By the end of this level, students will type 10 WPM.

Developing:

Students use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns as grade-level appropriate. Students utilize keyboarding skills when creating academic projects, and use language skills including capitalization, spelling, proofreading, and correcting errors. Students demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction. By the end of this level, students will type 25 WPM.

Intermediate

Students demonstrate touch-keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate.

Students produce documents at the keyboard, proofread, and correct errors.

Students use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate and demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction. By the end of this level, students will type a minimum of 40 WPM.

Advanced:

Students demonstrate mastery of beginning, developing and intermediate keyboarding skills. Students apply touch-keyboarding skills with appropriate speed and accuracy that makes typing more productive than handwriting. By the end of this level, students will type a minimum of 45 WPM.

Recommendations Summary:

Students experience keyboarding as brief warm-up or closing lessons in grades K-2 with little or no emphasis on more advanced skills. Formal keyboarding is introduced in third grade as a ten-minute warm-up with attention to follow up word processing activities. As students' keyboarding ability develops, instructors adjust software settings and lesson duration to accommodate diverse learning needs. By the end of fifth grade, all students will demonstrate proper keyboarding techniques with a minimum of 25 WPM without looking at the keyboard.