

Elementary Keyboarding Teacher Guide

Westside Community Schools
Omaha, Nebraska

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Introduction

Keyboarding is a skill that is utilized in many facets of daily life. Today's students frequently use computers which necessitates competence in keyboarding. Since keyboarding has lifelong personal, academic, and professional applications, its instruction is an integral part of the total educational process beginning in the elementary grades.

Appropriate keyboarding instruction prevents the development of unproductive habits. With proficient keyboarding skills, students maximize their efficiency and computer productivity.

Following initial keyboarding instruction, opportunities for continued application are necessary for students to maintain and use their acquired keyboarding skills. Through ongoing instruction and guided practice, students will further develop and refine their skills.

Elementary Keyboarding Scope and Sequence Westside Community Schools

BE=Beginning DE=Developing SE=Secure

Keyboarding Technique	K	1	2	3	4	5	6
Keyboard at the edge of the table	BE	DE	DE	SE			
Good posture with back comfortably straight	BE	DE	DE	SE			
Chair centered in front of keyboard and sitting a hand span (6"-8") from keyboard		BE	DE	SE			
Feet flat on floor			BE	DE	SE		
Wrists flat with hands slightly off keyboard				BE	DE	SE	
Maintain slightly curved fingers on home row				BE	DE	SE	
Rapidly strike and release each key (to avoid repeats)				BE	DE	SE	
Relaxed shoulders				BE	DE	SE	
Elbows comfortably at sides				BE	DE	SE	
Correct Finger Positioning							
Use left hand on left side of keyboard and right hand on right side of keyboard			BE	DE	SE		
Demonstrate appropriate finger positions on all alphabetic keys				BE	DE	DE	SE
Maintain home row position				BE	DE	SE	
Return/Enter key				BE	DE	SE	
Use thumb on Space bar			BE	DE	SE		
Delete (Backspace) key					BE	DE	SE
Shift key					BE	DE	SE
Tab key					BE	DE	SE
Punctuation keys						BE	DE

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	K	1	2	3	4	5	6
Key Recognition							
Learn the general location of letter keys and number keys		BE	DE	SE			
Recognize that letters typed on the keyboard are lower case unless the Shift key is used.		BE	DE	SE			
Identify, explain and/or demonstrate appropriate use of the following keys (Note: Proper keyboarding technique and finger positioning are not required until formal keyboarding instruction in 3rd grade)							
Return/Enter key	BE	DE	DE	SE			
Space Bar	BE	DE	DE	SE			
Delete (Backspace) key		BE	DE	SE			
Shift key		BE	DE	SE			
Tab key				BE	DE	SE	
Arrow keys					BE	DE	SE
Command/Apple key (Shortcuts)					BE	DE	SE

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	K	1	2	3	4	5	6
Appropriate Keyboarding Application							
Compose information using keyboard (Proper keyboarding technique and finger positioning are not required until formal keyboarding instruction in 3rd grade.)							
Name	BE	DE	DE	SE			
1-2 Word responses		BE	DE	DE	SE		
Phrase/Simple sentence				BE	DE	SE	
Paragraph/Story— Using proper keyboarding technique and finger positioning				BE	DE	DE	SE
Demonstrate touch keying skills for copying simple material with eyes on original				BE	DE	DE	SE
Keyboard sample paragraphs for one minute with a minimum of 10 words per minute and no more than 3 errors (using proper keyboarding technique and finger positioning)						BE	DE

Grade Level Keyboarding Instruction

Keyboarding Awareness (Grades K-2)

Integrated with technology activities within the classroom and media classes - no additional time requirement, just more attention directed at keyboarding awareness. (Instruction can be in the form of mini-lessons and “teachable moments” when students are working on the computer.)

In 2010, K-2 teachers are allowed to voluntarily use TTL4 to increase their students’ keyboarding awareness.

Initial Instruction to Touch Typing (Grade 3)

- Students shall complete the first 20 lessons of Type to Learn 4. (See page 13 of the TTL4 Teacher’s Guide for a scope and sequence of the lessons.) Best practice suggests these lessons be completed during a daily sequence until completed to help form habits of mind for students. Students will begin to learn touch typing techniques including all the alphabet keys along with several common specialty keystrokes in the 20 lessons.
- Suggested: Weekly review/practice sessions of 10-15 minutes following initial instruction.
- Keyboarding technique and skills are emphasized during all keyboarding activities.

Follow-Up to Touch Typing (Grades 4-6)

- Students continue the use of Type to Learn 4 software for reinforcing and acquiring appropriate keyboarding technique and skills. Teacher determines how Type to Learn 4 needs to be implemented based on student-demonstrated skills.
- Keyboarding technique and skills are emphasized during all keyboarding activities.

Teaching Strategies & Activities

Keyboarding Awareness (Grades K-2)

In Grades K-2, strategies and activities should focus on **keyboarding awareness**. Appropriate activities may include use of District and other developmentally appropriate software programs and internet web sites. (Such activities typically require only one to two word responses.) Computer “Buddies” (where a younger student dictates to an older student) can be used to help younger students produce a typewritten piece. Such an experience also allows the older student to practice his or her keyboarding skills.

Possible Strategies

1. On classroom computers, label newly introduced keys with colored electrical tape or stickers (Kindergarten - space bar, return; Grade 1 - shift, delete)
2. Lay string down the middle of the keyboard to promote using the left hand for the left side of the keyboard and the right hand for the right side of keyboard
3. With the keyboard located at the edge of the table, ask students to spread a hand out between table and torso to ensure proper distance from keyboard

Teaching Strategies & Activities

Keyboarding Instruction & Follow-Up (Grades 3-6)

In Grade 3, students receive initial formal instruction using the District adopted curriculum (Type to Learn 3). In Grades 4-6, students continue to refine their skills and are introduced to additional keys. Students should be provided with opportunities for guided practice. This guided practice can and should be integrated with the general curriculum.

Possible Strategies

1. Teach kids “The Four”
 - Sit up straight
 - Place feet flat on the floor
 - Look up more than down
 - Use the home row keys

2. “Lights Out”
 - a. Students correctly key a “model sentence” and press return twice.
 - b. Turn the lights off.
 - c. Students practice typing the “model sentence” as many times as they can within the allotted time (approx. 1 minute).

3. “Backwards Keyboarding” - Have students type a sentence or series of words backwards.

The following activities can be used to build keyboarding proficiency:

- Keyboarding sample text
- Software programs
- Internet web sites
- Composing (journals, summaries, letters, etc.)
- Publishing written text
- Research/Reports
- Word lists
- Keyboarding dictated stories for younger students
- Class newsletters

The document is a product of a collaborative effort by a 2004 summer writing team:

Amanda Ouren, Oakdale

Mary Ann Folchert, Hillside

Drue Lovgren, Paddock Road

Crystal Bolamperti, Westside Middle School

Tom Albertsen, Technology Facilitator

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Tom Albertsen, Technology Facilitator