
Middle Level Keyboarding

— Our Curriculum Progress —

Jennie Hansen, Deb Headley, Lori Luedtke, Heather Steiner

Where We Were - 6th Grade Keyboarding

- All year - every other day
 - Book Based
- Semester - every day
 - All The Right Type
 - Typing Time
- 12 weeks - every day
 - Typing Time
- 18 weeks - every other day (9 weeks)
 - EduTyping



Where We Are - 6th Grade Computer Skills

- New format - 18 weeks, every other day
- Name change from 6th Keyboarding to 6th Computer Skills
- New software
- New curriculum map
- New assessments

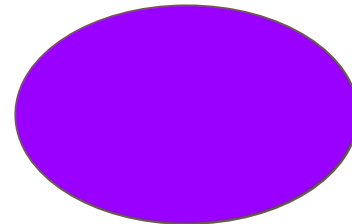
EduTyping - Why?

- Typing Time was not compatible with new OS
- Looking for online environment that met the needs of our curriculum/state standards
- Evaluated several online programs



Curriculum Map Highlights

- Emphasis is on correct posture and reaches (Techniques)
- Supplemented by Technology Lessons such as Digital Citizenship, Proofing/Editing, and Intro to Google Docs
- 4 timed typing tests



Assessments

- Technique - after Lessons 6, 13, 18 - Summative
- Timed Test 1 - after Lesson 13 - Formative
- Timed Test 2 - after Lesson 17 - Formative
- Timed Tests 3 and 4 - given during the last 10 days of the semester - Summative
- Proofreading/editing - Formative and Summative
- Formatting documents - Formative and Summative
- Blank keyboard quiz - Summative

Formatting - Then and Now

Microsoft Office - Word

- Short report
- Personal business letter
- Basic formatting

Google Drive - Google Docs/Google Classroom

- **Fonts**, font sizes, **font colors**
- Styles - **Bold**, *Italics*, Underline, ~~Strikethru~~
- Alignments - L/R/C/J
- Cut/Copy/Paste
- Line Spacing - SS, DS, QS
- Margins

Supplemental Activities

- Treasure Timings
- Keyboarding Bingo - Kahoot!
- ABCD Relays
- Boggle

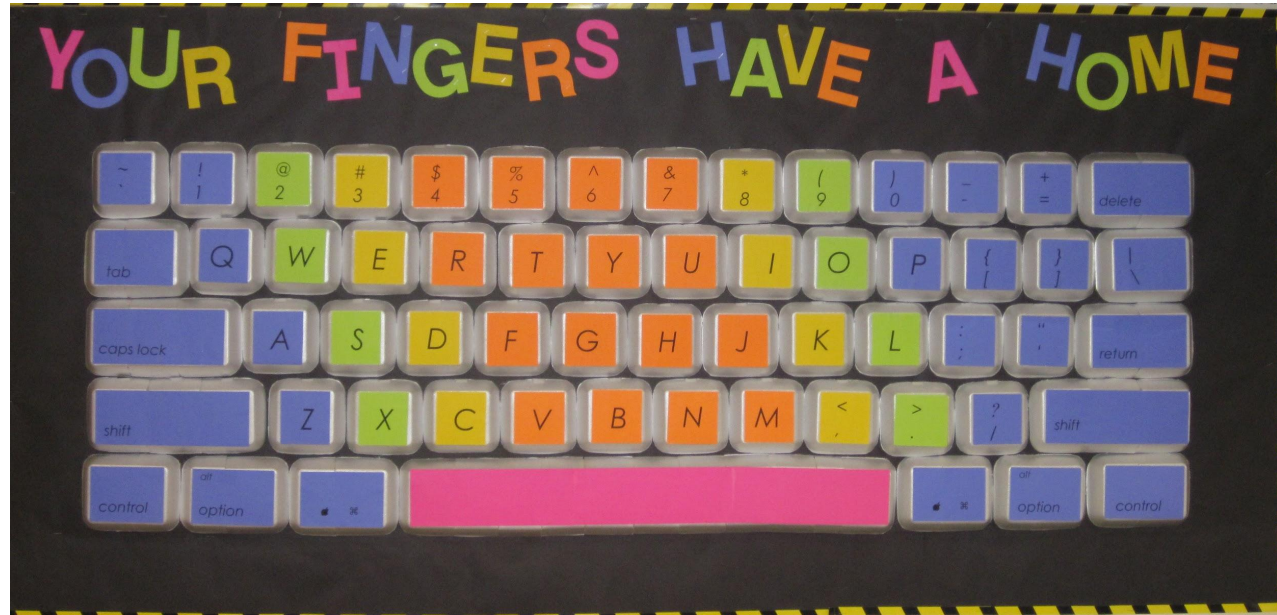


Additional Resources

- Covers
 - www.keyboardteacher.net – plastic
- Typing Board - (app)

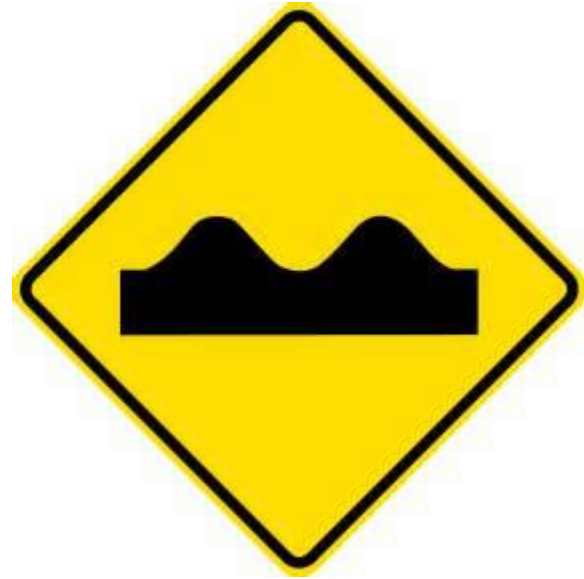


Bulletin Boards



Bumps Along the Way

- Pullouts:
 - Band
 - Math Interventions
 - Teammates
 - Speech Services
- Teacher Turnover - out of area teachers in and out!



What about the DATA?

12 Week Data Collection

- Collected WPM data for 2 categories:
 - 25-34 WPM
 - 35+ WPM

9 Week Data Collection

- Collected WPM data for 4 categories:
 - 0-9 WPM
 - 10-21 WPM
 - 22-34 WPM
 - 35+ WPM

DATA Discovery

- Typing speeds did not show major differences
 - 12 week format:
 - 35+ WPM - 26%
 - 25-34 WPM - 35%
 - Under 24 WPM - 39%
 - 9 week format:
 - 35+ WPM - 28%
 - 22-34 WPM - 47%
 - 10-21 WPM - 24%
 - 0-9 WPM - 1%

Where the DATA took us

- 7th Grade Computers
 - EduTyping as a warm-up to reinforce keyboarding skills - [Warm-up Plan](#)
 - Assessing typing speeds - [Grading Rubric](#)
- Collaborating with 6th and 7th grade teachers on using keyboarding skills while working on computers
- Reinforce keyboarding skills with the goal to improve productivity



Questions

