

## Keyboarding Curriculum Integration

2017-2018

I=Introduced; R=Reinforced; M=Mastered

| Digital Literacy Categories | Alignment to CCSS | Skills   | K | 1 | 2 | 3      | 4      |
|-----------------------------|-------------------|--|---|---|---|--------|--------|
| Basic Operations            | <b>W 3.6</b>      | Keyboarding <ul style="list-style-type: none"> <li>Use proper posture and ergonomics</li> <li>Locate and use letter and numbers keys with left and right hand placement.</li> <li>Locate and use correct finger, hand for space bar, return/enter and shift key</li> </ul> | I | R | M | M      | M      |
|                             |                   |  |   |   |   |        |        |
| Word Processing             | <b>W 4.6</b>      | Keyboarding<br>Gain Proficiency and speed in touch typing  |   |   |   | 20 wpm | 25 wpm |

| Digital Literacy Categories | Alignment to CCSS | Skills  | 5      | 6      | 7      | 8      |
|-----------------------------|-------------------|---|--------|--------|--------|--------|
| Basic Operations            | <b>W 6.6</b>      | Keyboarding <ul style="list-style-type: none"> <li>Demonstrates automaticity in keyboarding skills by increasing accuracy and speed. (For students with disabilities, demonstrate alternate input techniques as appropriate)</li> </ul> | I      | I      | R      | M      |
|                             |                   |   |        |        |        |        |
| Word Processing             | <b>W 6.6</b>      | Keyboarding<br>Gain Proficiency and speed in touch typing   | 30 wpm | 35 wpm | 40 wpm | 40 wpm |

Discussion points when implementing the curriculum:

- Tracking Sheets to measure progress in the curriculum
- Need to integrate/define more technology within the curriculum documents to define the expectations
- Define the expectations to activate 3<sup>rd</sup> grade google accounts within the curriculum
- Define the expectations to activate K-2 classroom accounts within the curriculum – explicitly teach students how to log on
- Use the tracking sheet to measure mastery by 8<sup>th</sup> grade of the 40 wpm