Keyboarding—Second, Third, Fourth Grade

Grade 2 Learning Target:
Students practice which fingers type which letters on the keyboard and use correct fingers when typing words and phrases.

Grade 3 Learning Target:
Students practice correct finger placement though completing formal keyboarding lessons on letters, numbers and symbols. Students use correct fingers when typing paragraphs.

Grade 4 Learning Target:
Students continue to complete formal keyboarding drills to reinforce/increase accuracy when using correct finger placement. Students demonstrate correct finger placement when word processing.

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What does keyboarding introduction look like at grade 2?
- 3 Days a Week for 15 minutes
- Introduce which fingers reach to which keys on paper keyboard and/or non-working keyboard 2 days a week
- Learn/Practice in keyboarding program 1 day a week
- Focus on letters, space bar and special keys.

What does keyboarding practice look like at 3rd?
- Practice in keyboarding program 2 times a week for 15 min.
- Continue practice with letters, add number and symbol lessons.

What does keyboarding practice look like at 4th?
- Practice in keyboarding program 1 time a week for 15 min, focusing on drill and practice
- Introduction to increase accuracy.
- Demonstrate correct keyboarding in all word processing.

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Did you know? Posture guidelines, keyboard charts and Teacher Guides are in R/Staff/Keyboarding.

Did you know? There are keyboarding resources for you to use in class in R/Staff/Keboarding.

Did you know? There are **skins that you can use to cover the keyboards in the computer lab** so that students learn to key correctly from the beginning of their instruction. These are also available for the fourth grade laptop cart.

Did you know? Doing a "check" or "quiz" to make sure the students are using correct fingers on correct keys *as they are learning* (before they move on to additional keys), will help deter them from keyboarding incorrectly during practice time.

Did you know? Students need to be closely monitored during keyboarding lessons because if they use correct fingers and technique, they will learn a life skill. If they do not use correct fingers and technique, it is a waste of their time.