

## Assessment of Keyboarding Skills

Name \_\_\_\_\_

Date \_\_\_\_\_

### Grade 5 District Standards

	Needs Improvement	Some of the time	All the time
• Demonstrates touch keyboarding skills			
• Input speed of 15-20 wpm with correct fingering positions on keys			
• 90% accuracy of copy			
• Uses correct body position			

### Guidelines

	Needs Improvement	Some of the time	All the time
• Back is straight and body is leaning forward slightly?			
• Sitting centered in front of the keyboard (body directly in front of the "J" Key?)			
• Sitting a handspan from the keyboard?			
• Feet are flat on the floor?			
• Arms are relaxed with elbows close to their sides?			
• Keeping fingers curved, tips of fingers resting lightly in ONLINE position?			
• Keeping wrists low, but palms of hands not resting on the keyboard or desk?			
• Keying each key with the correct finger?			
• Keying the space bar with the thumb?			
• Shifting with the appropriate "little" finger?			
• Using the "little" finger of the right hand for the enter key?			
• Keeping eyes moving from the keyboard to the monitor?			
• Using the Triangle method by glancing at the monitor, down at the keyboard, over at the text, then copying text?			