

Grade 5: Keyboarding

ESTABLISHED GOALS:

Competencies:

- *Students will demonstrate the ability to access digital tools by using hardware and navigating software.*
- *Students will demonstrate the ability to progressively increase typing accuracy and speed by learning the keyboard layout and utilizing proper keyboard form.*
- *Students will demonstrate the ability to create documents in order to effectively communicate ideas.*

Content Standards:

- ISTE.1.CI. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- ISTE.2.CC. Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- ISTE.3.RIF. Apply digital tools to gather, evaluate, and use information.
- ISTE.4.CT. Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- ISTE.5.DC. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- ISTE.6.TOC. Demonstrate a sound understanding of technology concepts, systems, and operations.

Transfer

*Students will be able to independently use their learning to **use a keyboard efficiently.***

Meaning

ENDURING UNDERSTANDINGS

Students will understand that...

- basic keyboarding form includes proper finger placement and posture.
- proper touch keyboarding technique is developed through short, timed, guided exercises.
- efficient keyboarding posture and technique can be developed through persistent practice.
- keyboarding skills serve real-world applications.

ESSENTIAL QUESTIONS

- Is the current keyboarding configuration ideal for current use?

Acquisition

Students will know...

- that basic layout of the keyboard and proper keying practices has a purpose.
- that touch keys and reach keys are essential to proper keyboarding technique.
- that the function of the Backspace or Delete key for correcting mistakes.
- that the function of the Enter or Return key is to finish a line of text.
- that the function of the spacebar is to create spaces between words.
- that the function of the shift key is to access capitalization and alternate symbols.
- that typing letters without looking at the keyboard leads to increased speed and efficiency.

vocabulary: touch typing, home row, upper row, lower row, shift, accuracy, delete key, backspace, Shift key, tab, control key, wpm (words per minute), QWERTY,

Students will be skilled at...

- using proper touch keyboarding technique in short timed exercises.
- building speed and accuracy while touch keyboarding.
- practicing proper posture and form for keyboarding.
- typing punctuation (with and without using the Shift key).
- utilizing the home, upper, lower, and number row keys.
- typing capital letters and symbols using the shift key.
- typing numbers in combination with letters.
- typing within word processing software.
- utilizing the backspace or delete key for correcting mistakes.
- utilizing the enter or return key to finish a line of text.
- pressing the spacebar to create spaces between

	keyboard, punctuation, symbols, cursor, arrow keys	words.
--	--	--------

Content Area Literacy Standards	21st Century Skills
• NOT APPLICABLE	• <i>communicate clearly</i> • <i>think across disciplines</i> • <i>create media products</i> • <i>apply technology effectively</i> • <i>be productive and accountable</i> • <i>produce results</i>

Evaluative Criteria	Assessment Evidence
	PERFORMANCE TASK(S):
	OTHER EVIDENCE:

Summary of Key Learning Events and Instruction		
Science Integration	College, Career, and Civic Life Integration	Technology Integration
District Materials	Distance Learning/Field Trips	Technology Resources