

Grade 3: 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 proper keyboard form.

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

- Are keyboarding skills essential to communication?

Acquisition

Students will know...

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

Students will be skilled at...

- practicing proper posture and form for keyboarding.
- typing basic 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 words.

<i>Content Area Literacy Standards</i>	<i>21st Century Skills</i>
• NOT APPLICABLE	• <i>communicate clearly</i> • <i>apply technology effectively</i> • <i>work independently</i> • <i>productivity and accountability</i> • <i>produce results</i>

<i>Evaluative Criteria</i>	<i>Assessment Evidence</i>
	PERFORMANCE TASK(S):
	OTHER EVIDENCE:

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