# KeyBoarding Technique

**Grade 3**

**Student: [Name]**

## Directions for KeyBoarding Technique:
- Use rubric to record observations on keyBoarding technique.
- Report keyBoarding technique on report card for either 2nd or 4th quarter only.
- Instruction may take place any time during the 3rd grade year based upon building needs.

## Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Outstanding</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>
| **Body Position** | All of the following performed most of the time, as equipment allows:  
- Feet flat on floor  
- Sitting erect in chair  
- Body in line with keyboard  
- Arms relaxed | **Three of the following performed most of the time, as equipment allows:**  
- Feet flat on floor  
- Sitting erect in chair  
- Body in line with keyboard  
- Arms relaxed | **Two of the following performed most of the time, as equipment allows:**  
- Feet flat on floor  
- Sitting erect in chair  
- Body in line with keyboard  
- Arms relaxed | **One or fewer of the following performed most of the time:**  
- Feet flat on floor  
- Sitting erect in chair  
- Body in line with keyboard  
- Arms relaxed |
| **Hand & Finger Position** | All of the following performed most of the time:  
- Fingers properly curved  
- Fingers on home row keys when not striking keys  
- Wrists properly elevated | **Two of the following performed most of the time:**  
- Fingers properly curved  
- Fingers on home row keys when not striking keys  
- Wrists properly elevated | **One of the following performed most of the time:**  
- Fingers properly curved  
- Fingers on home row keys when not striking keys  
- Wrists properly elevated | **None of the following performed most of the time:**  
- Fingers properly curved  
- Fingers on home row keys when not striking keys  
- Wrists properly elevated |
| **Key Stroking Technique** | All of the following performed most of the time:  
- Fingers stroke keys with minimum hand and arm movement  
- Correct fingers used for each key  
- Use proper alternate hand for shift key  
- Strikes keys without looking at hands | **Three of the following performed most of the time:**  
- Fingers stroke keys with minimum hand and arm movement  
- Correct fingers used for each key  
- Use proper alternate hand for shift key  
- Strikes keys without looking at hands | **Two of the following performed most of the time:**  
- Fingers stroke keys with minimum hand and arm movement  
- Correct fingers used for each key  
- Use proper alternate hand for shift key  
- Strikes keys without looking at hands | **One or fewer of the following performed most of the time:**  
- Fingers stroke keys with minimum hand and arm movement  
- Correct fingers used for each key  
- Use proper alternate hand for shift key  
- Strikes keys without looking at hands |

## Technique Evaluation Notes

**Student Keyboarding Technique Score**

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<th>O</th>
<th>S</th>
<th>N</th>
<th>U</th>
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</thead>
</table>

Third grade Keyboarding Evaluators are only required to record Keyboarding Technique on either 2nd or 4th Quarter Report Cards.

*This document was created for use of Keyboarding Teachers. It is not necessary to file in Student Cum.*