

Keyboarding Competence Summary

Assessed and submitted during the final term of the school year.

Due Date: First Friday of May each year.

(1) District	
(2) School	
(3) Principal	
(4) Keyboarding Instructor	
(5) Instructor's School Position	
(6) Instructor's Endorsement/Certification:	
(7) Students Grade Level Being Reported	

(8) How many minutes per week do students receive keyboarding instruction?

None

1-19 minutes

20-39 minutes

40-59 minutes

60 or more minutes

Comments:

(9) Method of keyboarding instruction:

No keyboarding instruction

Totally teacher-directed instruction

Totally software-directed instruction

Teacher-directed and software-enhanced

Comments:

(10) Curriculum/Software Used:

Check ALL that apply

☐ Keyboard Chatter

☐ Keyboard Craze

☐ Ellsworth Publishing Keyboarding for Kids software and text

☐ UltraKey Keyboarding Tutorial Software

☐ Microtype Media

☐ Type to Learn

Other:

(11) Using the keyboarding technique criteria listed below and individual student timed writings, summarize the competency of students at your school who have participated in keyboarding instruction and record the statistics in the following chart.

Minimal Mastery (L)	The student depends on looking at the keys all the time.
Partial Mastery (P)	The student looks at the keys some of the time.
Mastery (M)	The student knows the keys and keys correctly by touch.

TECHNIQUE MASTERY LEVEL Record the mastery levels of students in the classroom.				
LEVEL	MINIMAL MASTERY (L)	PARTIAL MASTERY (P)	MASTERY (M)	TOTAL
Example	11	20	19	50
NUMBER OF STUDENTS				

Words per Minute Record the best timing for each student based on no more than 4 errors per 2-minute keyboarding test.							
SPEED WPM	Slower than 15 wpm	15-19 wpm	20-24 wpm	25-34 wpm	35-40 wpm	Faster than 41 wpm	TOTAL
Example	3	11	9	20	5	2	50
NUMBER OF STUDENTS							

Please give any additional comments.