



1.1 Keyboarding

Prerequisite Skills and Knowledge

- ∞ Students need to know how to spell their name or have access to the spelling of their name. Students need to be able to match written letters with keyboard letters.

Time Required

- ∞ Mini-lesson and guided practice: 10-15 minutes

Materials

- ∞ Slip of paper with student's name
- ∞ Have a word document open on each student's computer.

Intended Learning

- ∞ Students will word process their name using correct spacing and capitalization, so they can routinely and independently head their documents, both on the computer and in the classroom.

District Technology Standards Uses Technology Effectively

- ∞ Keyboarding
- ∞ Typing matches conventional writing, including capitalization, punctuation and spacing

Big Ideas from Literacy Guide - Units 1 and 2, Writing

- ∞ Use classroom rituals and routines to work independently and with others.
- ∞ Develop strategies for hearing and recording sounds, using known words, leaving spaces between words, and being risk-takers with spelling.

Mini-Lesson

Connection - preparing students' thinking

Pose questions to students such as:

- What do you write to begin each paper?
- How will I know which paper is yours?

Teaching - Mini Lesson

With students seated on the floor in front of a demonstration screen, model how to open a word document. Proceed to type your own name without capital letters or spacing. Have students turn to a partner next to them and discuss if there is anything incorrect about how the teacher wrote her name. Students share out. Model how to make a capital letter using the shift key by holding up a model keyboard and showing where it is located on the keyboard. Be explicit about how you need to hold down the shift key while typing the letter. Then model how to use the space bar in between words. Remind students to only press the space bar **once** in between each word.

Active Engagement - Guided Practice

With students sitting in whole group, pass out keyboards (one per pair) and direct students to practice holding down shift key with the finger on one hand while pressing letter key with the finger of their other hand. Direct students to instruct each other as to which letter they should type in capital. Also have students practice pressing the space bar once.

Notes

Example: Students may instruct their partner, “Type a capital L. Press the space bar once. Now type a capital M.”

Link

Instruct students to go to their seats and practice typing their own name using the shift key for capital letters and the space bar between words.

Independent Practice

Teacher

- ∞ Walk around and monitor student progress, helping individuals as necessary.
- ∞ Use a class list or spreadsheet (can be found on Infinite Campus) to progress monitor the standards for future progress reports and intervention needs.

Students

- ∞ Type their first and last name with a capital at the beginning and the remaining letters of each word lowercase with proper spacing.

Sharing/Closure

- ∞ Have students check partners’ work on each side of them. They can help each other correct any errors. Share out what were the hardest/easiest parts of this lesson.

Differentiation:

- ∞ Students who are excelling can practice typing friends’ names as well as their own. Students who are struggling should focus on just their first name.

Assessment

- ∞ Progress monitor each student on your class list or spreadsheet with a score of 1-4, according to their proficiency during independent practice. A “3” would include first and last name with capital letters only at the beginning of each word and one space between each word.