



## 3.1 Keyboarding

### Prerequisite Skills and Knowledge

Have basic mouse skills.

### Time Required

Guided practice: 10 minutes for mini-lesson; 20-30 minutes for guided practice;

Additional time needed for students to practice keyboarding skills

### Materials

Internet access, LCD projector

Website added to favorites/bookmarks in Internet browser or copied to the desktop as  
<http://www.bbc.co.uk/schools/typing/>

### Intended Learning

Students will practice using two handed typing with correct home row keys so they will be able to type independently.

### District Technology Standard Uses Technology Effectively

- ∞ Keyboarding
  - Use two-handed typing with correct home row keys

### Big Ideas from Literacy Guide - Unit 1 -

- ∞ Take an idea through writing cycle to a published product
- ∞ Use classroom rituals and routines to work independently

### Mini-Lesson

Focus on students' thinking  
How do you learn how to type/keyboard?

At the front, explain to students that in this lesson they will be learning how to keyboard and learn home row keys.

Discuss home row keys and proper placing of hands/fingers. Discuss how each finger is used when typing a letter. Once it's done, it goes back "home."

Use a web browser and show students how to get to and navigate the Dance Mat  
<http://www.bbc.co.uk/schools/typing/>

Students will go through the typing tutorial starting with Level 1, Stage 1.

Students will need to ask you before moving to the next stage or level.

### Notes

**Guided Practice**

Students will open the Internet browser and navigate to the Dance Mat  
They will practice keyboarding.

Work independently learning how to keyboard with two hands.

**Independent Practice**

Work individually, progress check for  
on class spreadsheet.

Eventually, practice keyboarding, and ask for help when necessary.

**Sharing/Closure**

Discuss difficulties they encountered. What was easy? What was

**Differentiation**

**Assessment**

- ∞ Progress/Monitor for daily participation using a checklist as you go around and observe students. Using a rubric with a score of 1-4 given if the student actively participates, uses two hands for keyboarding and used home row keys.