

Keyboarding Practice Tracker

To promote the development of technology literacy skills, DMCS Curriculum for Grades 3-6 has a keyboarding component. Students will work on this during their Library/Media period with Miss Dart, but to reach the desired level of proficiency, home practice is necessary.

Students are expected to complete at least 30 minutes of total home practice per week. This could be one 30 minute block, three 10 minute blocks, etc. Track minutes of practice on the reverse and return to the classroom teacher every Monday. Not completing home practice or forgetting to return the tracking sheet will result in the usual classroom consequence for incomplete homework. If the chart is lost, parents should send a signed note with number of minutes practiced for the week or print the chart on the following page. If Internet access is unavailable at home, contact the classroom teacher to make alternate arrangements.

Go to <http://www.typingweb.com/tutor> and login with the username and password provided by Miss Dart. Gaining keyboarding proficiency will require that students spend the majority of the time on the lessons provided, with the website game options reserved for later when skills are better developed.

If you have questions or concerns about your student's keyboarding progress, feel free to contact [Miss Dart](#) or [Mrs. Lowe](#).

Because this is an essential skill to be mastered for future learning, **Quarter Grades** for Keyboarding will be earned based on the following proficiency levels:

Accuracy = 75% of Quarter Grade Speed = 25% of Quarter Grade

Grade Level	Excellent Q3-4	Satisfactory Q3	Satisfactory Q4	Needs Improvement Q3-Q4
3rd Speed	>Satisfactory Benchmark	5-7 wpm	8-10 wpm	<Satisfactory Benchmark
3rd Accuracy	>Satisfactory Benchmark	90%	90%	<Satisfactory Benchmark
4th Speed	>Satisfactory Benchmark	8-10	10-13 wpm	<Satisfactory Benchmark
4th Accuracy	>Accuracy Benchmark	90%	90%	<Accuracy Benchmark
5th Speed	>Satisfactory Benchmark	10-13	13-15 wpm	<Satisfactory Benchmark
5th Accuracy	>Accuracy Benchmark	90%	90%	<Accuracy Benchmark
6th Speed	>Satisfactory Benchmark	13-15	15-18 wpm	<Satisfactory Benchmark
6th Accuracy	>Accuracy Benchmark	90%	90%	<Accuracy Benchmark

Keyboarding Practice Tracking Chart

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Minutes
Minutes Practiced								

Student # _____ Student Name: _____

Week of: _____ Parent Signature: _____