UTAH EDUCATIONAL TECHNOLOGY CORE CURRICULUM
CORE STANDARDS, OBJECTIVES, & INDICATORS
Grades 3-5

Educational Technology Core Introduction
"It is recommended that in addition to the standards and performance indicators, keyboarding first be taught as a concentrated unit in third grade and reviewed in each succeeding grade to allow students to achieve a high degree of proficiency. Students will be assessed during the spring of their 5th grade year. The assessment will include a keyboarding skill test, a technology literacy self-assessment, and the inclusion of at least two pieces of student work in an electronic portfolio."

GRADE 4 KEYBOARDING

STANDARD 4-1
The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.

 OBJECTIVE 04-0101
  The student will achieve minimum keyboarding competency on 30-second timed writings.
>   INDICATORS
>   1. Key at a minimum speed of 20 words per minute (WPM) on at least three 30-second timings.
>   2. Key at 3 or fewer errors on 30-second timings.
>   3. Key without using the backspace/delete key on timings.

TECHNIQUE RATING LEVELS

Mastery Level - The student knows the keys and keys by touch.
Near Mastery Level - With more practice, the student will key by touch.
Partial Mastery Level - The student looks at the keys most of the time.
Minimal Mastery Level - The student is dependent on looking at the keys.

CORRECT TECHNIQUE CRITERIA

- Feet positioned for balance.
- Center body to the "h" key with elbows at sides.
- Sit up straight.
- Curve fingers over the home keys.
- Keep wrists off the keyboard.
- Keep eyes on printed copy.
- Key by touch.
- Key with a smooth rhythm.