Keyboarding Curriculum

The skill of keyboarding is an essential skill in the 21st century. To address this need, St. Gabriel School includes keyboarding as a co-curricular subject for grades 3-8.

St. Gabriel subscribes to an online typing program. The current subscription is with Typing Pal. Students are required to use Typing Pal at home and at school.

Keyboarding Grades:

Participating (P) = 70% and above

Not Participating (NP) = below 70%

3rd Grade

HOMEWORK and TESTS

- No keyboarding homework required. Students are encouraged to practice outside of school.
- Typing tests and use of covers will not begin until the second trimester or until classes have completed the lessons which introduce all the letter keys.
- Test scores will not be recorded in Schoolspeak and will not affect the overall grade.
- 3rd grade level exit goal: 10 AWPM with covers

PRACTICE AT SCHOOL

- 3rd grade will have additional scheduled visits to computer lab each week.
- Time will be provided in the classroom (using Chromebooks).

GRADING

- 100% - Effort during practice at school

4th Grade - 8th Grade

HOMEWORK and TESTS

- At least 45 minutes of keyboarding practice per week. Statistics will be checked weekly.
- Any minutes not completed during homeroom practice time need to be done as homework.
- Assessments always given with keyboard blackout covers. Based on meeting grade level goals:

	1st Trimester	2nd & 3rd Trimesters
4th	10 AWPM	15 AWPM
5th	15 AWPM	20 AWPM
6th	20 AWPM	25 AWPM
7th	25 AWPM	30 AWPM
8th	30 AWPM	35 AWPM

PRACTICE AT SCHOOL

- **4th grade:** an additional scheduled visit to computer lab each week and time in homeroom
- **5th - 8th grade:** homeroom teachers will provide at least 15 minutes per week

GRADING

- 50% - Practice/Homework (45 minutes per week)
  - 50% - Typing Tests (in class with cover)
- Behavioral Expectations and Learning Skills
  - **4th-5th:** keyboarding is considered by the homeroom teacher when assigning overall grades for Behavioral Expectations and Learning Skills
  - **6th-8th:** keyboarding is considered by the technology teacher when assigning grades for Behavioral Expectations and Learning Skills which are noted on the report card in the "Technology and Technology Remarks" sections.