Introduction to Keyboarding Lesson

Computer/Mobile Lab

1. Explain that the students will be learning keyboarding skills. They will learn the correct way to type on the keyboard. They'll learn where to place their fingers without looking. With keyboarding skills, they can build up speed and reach a goal called words per minute (wpm).

2. Advise the students that they will be using web-based software called EduTyping. Since the software is on the web, it can be used at home or at school. EduTyping has lessons that must be completed in order. The students will be able to see their words per minute and know whether they're reaching their goals. They will earn stars for accuracy and badges when they complete lessons.

3. Use the PowerPoint entitled Keyboarding Posture and Finger Placement to describe how to sit and place hands properly. Students should follow the directions provided in the PowerPoint. The PowerPoint can be accessed via the K-5 Technology Course Teacher Resources link in the Staff Links on the Mayfield website. http://www.mayfieldschools.org/TechnologyCourses1.aspx

4. Show the students the Introduction to EduTyping video to show them how to access the site, login, and use the course. The video is also available on the Technology Course Resource page.

    Note: The Edutyping site will be accessed via the Mayfield Schools website. Students will use "mayfield" as the site ID. Their EduTyping usernames and passwords are their network logins. Login cards can be created for the students to use at school or at home, but they aren't necessary.

5. Direct the students to access the site and log in, providing assistance where needed.

6. Remind students how to navigate site. All the lesson units are on the left. To begin the keyboarding lessons, they should go to the Letters and Common Symbols unit. If they wish to personalize their screen, they should go to Skins.

7. After the students have a chance to try Edutyping, encourage them to set a WPM goal. WPM can be found on the homepage or on the My Progess page. Remind students that accuracy is just as important as speed, so they should be realistic in setting their goals.

    Note: A realistic goal for a second grade student is to be able to type 10 WPM by the end of the course. A third grade student should be able to type 15 WPM. Fourth and fifth grade students should be able to type 20 WPM.

Computer/Mobile Lab
Classroom Station(s)
Home

For the remainder of the semester, it is recommended that the students use EduTyping for a minimum of 3 sessions per week. Sessions should be 10 to 15 minutes. Encourage students to practice at home. Creating a chart with badges and stars earned may motivate students to practice.