

Second Grade Technology Course

Lesson B-2-9, P-2-9, A-2-9

Keyboarding

Lesson B-2-9

Computer/Mobile Lab

1. Explain that for the remainder of the technology course, the students will be learning keyboarding skills. Keyboarding is learning 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. Remind them that software is used in a variety of ways. They used Paint to draw and Word to make a document. Some software is web-based and can be used on any computer with Internet access. They will be using web-based software called EduTyping. It has Course 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 goal.
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 is in the Second Grade Resources section on the Technology Course Resources page of the Mayfield website.
4. Show the students the Edotyping Instruction video to teach them how to access the site, login, and use the course. The video is also available In the Second Grade Resources section.
Note: The Edotyping site will be accessed via the Mayfield Schools website. Students will use "mayfield" as the site ID. Their Edotyping usernames and passwords are their network logins. Login cards can be created for the students to use at school or at home.
5. Direct the students to access the site and log in, providing assistance where needed.
6. Remind students how to navigate site. All the course features are on the left. Initially the only features students can access are the following:
 - Course Lessons – they must be done in order. The student must type with 70% accuracy in order to move to the next lesson.
 - My History – includes My Progress and My Problem Keys.
 - Guidance – includes Getting Started, Typing Tips, and Help*Note: Later in the course, Games and other features will be opened.*
7. Direct students to begin Unit 1 - The Middle Row under Course Lessons. The first lesson PL is very short and helps the students learn the home row. If time, have the students continue to the next lesson.
8. After the students have a chance to use Edotyping, encourage them to set a WPM goal. They can monitor their WPM in the My Progress section. They can see their problem areas in the My Problem Keys section. Remind them 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.

Lesson P-2-9, A-2-9 – ongoing

Computer/Mobile Lab

Classroom Station(s)

Home

For the remainder of the school year, it is recommended that the students use Edutyping for a minimum of 3 sessions per week. Sessions should be 15 to 20 minutes.