

Keyboarding Agenda - Mr. Burish

Period 6, Fall 2025

Important Class Information - All activities will be posted and submitted on Google Classroom unless otherwise noted. - The activities and due dates below are subject to change depending on student progress. Due dates will only be moved into the future with some rare exceptions.	Resources Classroom Expectations Syllabus Course Curriculum
	Google Classroom Code: qmm243cx

Date	Topic of Learning	To Do: Learning Activities	Due Dates
Fri, 10/3	Email	1. Email Final Project cont. - day 2	1. 10/13
Thurs, 10/2	Email	1. Timed Tests 2. Email Final Project start - day 1 3. Typing Lessons	1. Ongoing 2. 10/13 3. Ongoing
Wed, 10/1	Email	1. Email- Inbox Scavenger finish 2. Typing Lessons	1. 10/3 2. Ongoing
Tues, 9/30	Email	1. Email- Inbox Scavenger start 2. Typing Lessons	1. 10/3 2. Ongoing
Mon, 9/29	Email	1. Review Technique Evals 2. Email- PT Conferences finish 3. Typing Lessons	1. N/A 2. 9/30 3. Ongoing
Fri, 9/26	Email	1. Email- PT Conferences start 2. Fun Friday	1. 9/30 2. N/A
Thurs, 9/25	Email	1. Timed Tests 2. Email- MHS Change finish 3. Typing.com progress and technique evaluations	1. Ongoing 2. 9/26 3. Ongoing
Wed, 9/24	Email	4. Email- MHS Change start 5. Typing.com progress and technique evaluations	1. 9/26 2. Ongoing
Tues, 9/23	Email	1. Email- Start of the Year finish 2. Typing.com progress and technique evaluations	1. 9/24 2. Ongoing
Mon, 9/22	Email	1. Review Technique Evals 2. Email- Start of the Year start 3. Typing.com progress and technique evaluations	1. N/A 2. 9/24 3. Ongoing

Fri, 9/19	Email	1. Timing Challenges Intro 2. Typing.com progress and technique evaluations 3. Fun Friday	1. Ongoing 2. Ongoing 3. N/A
Thurs, 9/18	Email	1. Timed Tests 2. Email Evaluations finish 3. Typing.com progress and technique evaluations	1. Finish in class 2. 9/22 3. Ongoing
Wed, 9/17	Email	1. Email Evaluations start 2. Typing.com progress and technique evaluations	1. 9/22 2. Ongoing
Tues, 9/16	Email	1. Email Etiquette Notes finish 2. Email Signature Update 3. Typing.com progress and technique evaluations	1. 9/17 2. Finish in class 3. Ongoing
Mon, 9/15	Email	1. Email Etiquette Notes start 2. Typing.com progress and technique evaluations	1. 9/17 2. Ongoing
Fri, 9/12	Technique	1. Avoid These Common Mistakes 2. Timed Test 3. Typing.com progress and technique evaluations	1. 9/15 2. Finish in class 3. Ongoing
Thurs, 9/11	Technique	1. Typing.com progress and technique evaluations 2. TypingClub trial	1. Ongoing 2. N/A
Wed, 9/10	Technique	1. Keyboard Shortcut Challenge 2. Typing.com progress and technique evaluations	1. 9/11 2. Ongoing
Tues, 9/9	Technique	1. Typing.com progress and technique evaluation	1. Ongoing
Mon, 9/8	Technique	1. Technique Review 2. Key to Progress Tracker 3. Typing.com progress	1. N/A 2. Ongoing 3. Ongoing
Fri, 9/5	Technique	1. Seating Chart 2. Timed Test Practice 3. Secret to Success 4. Typing.com Beginner Lessons	1. N/A 2. N/A 3. 9/8 4. 9/30
Thurs, 9/4	Testing Day - No Class		
Wed, 9/3	Introductions	1. Room Expectations finish 2. Student Questionnaire 3. Typing.com class register	1. NA 2. 9/5 3. N/A

Tues, 9/2	Introductions	1. Room Expectations start 2. Snowball Activity 3. Game	1. N/A 2. N/A 3. N/A
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