

9-12

November

DL1 Find opportunities for students to use keyboard skills.

Standard	Type proficiently on a keyboard.	
Clarifying Statement	The focus is to demonstrate proficient keyboarding skills by the end of 12th grade.	
Student goal	I can type proficiently using a keyboard.	
<u>From NYS Standards with examples document:</u>	<i>Students are able to type on a keyboard with enough automaticity that they can fluently and fluidly transfer thoughts to the computer.</i>	<i>Have students try to fill in a blank keyboard from memory.</i>
Word Processing Skill Expectations from <u>Written Language Production Standards</u>		
High school students should demonstrate knowledge of advanced word processing skills to produce written text.		
- Understand and use common templates (e.g. built-in templates for letters, resumes, calendars. - Understand the concept of “styles” and use theStyle menu to create and change paragraph styles. - Create and format bulleted and numbered lists. - Insert a table into text. - Use captions for images. - Use drawing tools. - Understand and use find-and-replace strategies as an editing task. - Create and use a personal Style sheet. - Understand and apply section breaks to create document parts with different layouts. - Create a document with multiple columns. - Create a basic Table of Contents using automated tools. - Understand the use of automated reference citations and bibliographies. - Format tables in a text manually and understand how the Style menu applies to tables. - Create a basic chart/graph using the tools provided by the word processing program.		
Implementation Ideas		
Yikes! That’s a lot... Yes it is, but remember that you have other professionals in the school that you can lean on. Plan a project that involves some sort of document creation, then invite your tech coach or computer teacher to co-teach the “techy” bits if you wish. Or ask for a tutorial if you would prefer. We are here to help!		But... You are right— not all high school students are able to type. Offer keyboarding practice to students who need it. Use a program you are familiar with or ask your computer teacher for recommendations.

Compose, compose, compose...

As often as possible, incorporate writing on Chromebooks into your curriculum. Use a variety of tools and assignments to have students type daily. I know that isn't much of a suggestion, but the best way to improve a high school student's typing is to have them type for a reason.

Ergonomics of typing

As you watch students type, encourage them to use good techniques to build habits to protect their hands and backs. (We all would benefit from doing this.) See tips at [Typing.com](https://www.typing.com) or [FitForWork](https://www.fitforwork.com).

Real-World Typing Tasks

Assign practical typing tasks such as composing emails, creating resumes, or filling out online forms. These tasks mimic real-life scenarios and provide valuable experience.

Keyboard Challenge

It seems like a silly game, but it is actually challenging. Have students play [Keyboard Challenge](#) in either All Keys or Letter and Number mode without looking at the computer. How fast can they go? Can they improve their time with practice?