

## Keyboarding Rubrics

The following sample rubric may be used by teachers or parents for assessing students' keyboarding technique:

	Always	Sometimes	Needs Work
<b>Does the student exhibit proper body position:</b>			
▪ placing both feet flat on the floor?			
▪ sitting centered in front of the keyboard?			
▪ sitting in a relaxed position, back straight, touching the back of the chair?			
▪ sitting a comfortable distance from the keyboard? (A hand-span is suggested.)			
<b>Does the student exhibit proper arm and hand position:</b>			
▪ holding arms relaxed, elbows naturally close to the body?			
▪ keeping fingers curved, tips of fingers resting lightly on keys?			
▪ keeping wrists low and straight, not resting on the keyboard or table?			
▪ hands correctly positioned on the home row keys, with index fingers on J and F?			
<b>Does the student demonstrate proper key stroking:</b>			
▪ beginning and ending all keystrokes at home row position?			
▪ striking keys with quick, strong, tapping keystrokes?			
▪ tapping each key with the correct finger?			
▪ tapping the space bar with the thumb?			
▪ pressing the Shift key with the appropriate opposite little finger?			
▪ pressing the Enter/Return key with the right little finger?			
▪ keeping eyes on the screen at all times?			
▪ maintaining a steady typing rhythm?			

This sample rubric may be used by students as a self-assessment of their own technique:

	Always	Sometimes	Needs Work
I keep my feet flat on the floor.			
I sit up straight.			
My wrists are straight, not bent down, and not touching the keyboard or table.			
I keep my eyes on the screen.			
I keep my hands on the home row.			
I hit each key with a quick, strong tap.			
I use the correct fingering.			