

Name _____

Due
date:

KEYBOARDING STUDY GUIDE ORIENTATION CYCLE

Overview: Students are working to build brain pathways as they focus on keying by touch.



Essential questions: Does posture make a difference with how I perform in a typing test? Does positive self-talk make a difference?

Checklist:

_____ Observe Ms. Emily's lesson on getting a laptop. Demonstrate that you know how to set up your work station.

_____ Log on to your school email account and compose an email to Emily.goddard@mmalions.org and type two truths and a lie to share with the class.

_____ As a class, go through the syllabus

_____ Sign and return syllabus

_____ Fruit snack get to know you game

_____ Review device policy

_____ Meet the keyboard of mastery (begin with the end in mind)

_____ Create a index card frog

_____ Lesson on how the brain works when learning keyboarding

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_____ Watch video of six secrets of success on KeyboardingOnline.com>teacher tools>video tutorials

_____ Log onto Keyboarding Online by pressing the red login button
Choose **student** from the offered drop down menu
Your school log in is mma
Click on **keyboarding short course** icon
Click on 7th period
Find your name and your password is mmarocks (feel free to change it)
On the green tab select **lessons menu**
Lesson one is you practicing home row

_____ Learn about the history of keyboarding

_____ Participate in typing while Ms. Emily dictates

_____ Work on lesson one, home row on your keyboarding online account

_____ Review the elements of technique, eyes on copy

Finish all 10 lines in lesson one

Criteria	3 Mastered	2 Practicing	1 Beginning
Grace & Courtesy	Student demonstrated grace & courtesy when retrieving a lap top; the cord associated with that computer was tucked back into the COW so that it does not hang out. If taking a brain break student did not disturb others.	Student is not aware of the computer cord or may place the computer in the wrong slot. When returning computer this student is disruptive.	Students does not use two thumbs when transporting computer, does not plug in computer and/or forgets to tuck in chair.
Work Cycle	Student demonstrates wise use of time by minimal visiting,	Student is redirected more than twice.	Student needs constant reminders to stay on task.
Restoration	Student tucks in chair, then carries computer with two thumbs to COW. Computer is properly placed in the correct slot with the correct cord plugged in & tucked away. There are no papers or other	Students forgets to tuck in chair when returning computer to the COW. They place computer in the proper slot, but don't mind the cord.	Students leaves study guide behind & does not demonstrate proper care when returning computer to the COW.

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	materials left in their area.		
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