

Name _____

**Due
date:** _____

KEYBOARDING STUDY GUIDE CYCLE: SYSTEMS

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



Essential questions: How do I deal with frustration?

Checklist:

_____ Finish all ten lines in **lesson one** & have Ms. Emily master me

_____ Finish all ten lines in **lesson two** & have Ms. Emily master me

_____ Email Ms. Emily the daily warm up

_____ Have a peer observe my typing technique & fill out my green card

_____ Record here your lesson and line you completed Thursday

Lesson:

Line:

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. When 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.

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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 materials left in their area.	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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