



5th Grade Keyboarding Assessment

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
801-826-5544

5th Grade Keyboarding Assessment

This documentation has been prepared for you in accordance with District and state keyboarding assessment guidelines. The information will guide you through the assessment process. Information about the District keyboarding program can also be found online in [Module 9 of the CSD Elementary Keyboarding Instruction course](#) on Canvas and on the [Canyons Keyboarding Website](#). If you have any questions about the keyboarding assessment, please contact your school's Ed Tech Specialist or Katie Blunt at kathryn.blunt@canyonsdistrict.org.

Information included in this document:

1. Keyboarding Assessment Documentation (including KBK documentation)
2. Keyboarding Technique Checklist
3. Keyboarding Data Submission Documentation

How does the assessment process work?

- The keyboarding assessment window can be found on the annual assessment calendar created by the Research and Assessment Department.
- During the keyboarding assessment window, teachers or paraprofessionals will administer a one-minute timed keyboarding test to each student. This test will measure speed, accuracy, and technique. While students are testing, evaluate and record each student's keyboarding technique using the Keyboarding Technique Checklist. Use the Keyboarding for Kids (KBK) online program from Ellsworth Publishing to determine speed and accuracy, and record these scores on the bottom of the Keyboarding Technique Checklist. Any of the one-minute timed writings in Lessons 61-64, exercise 4 of the KBK program may be used. Students should be tested on a passage they have not previously practiced.
- Teachers will use the Keyboarding Technique Checklist as a reference when submitting student keyboarding data. The paper copies of the Keyboarding Technique Checklist do not need to be turned in to the District. All data will be submitted electronically.
- According to the Utah State Core Curriculum, a student has reached minimum 5th grade keyboarding competency when he/she can simultaneously do all three of the following on a one- or two-minute timed test without using the delete/backspace key:
 - 25 Words Per Minute (WPM) or faster
 - 2 or fewer errors
 - Mastery level technique (see the Keyboarding Technique Checklist)



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How do I use KBK to conduct the assessment?

Student accounts in KBK should have been created in October, and students should have been using KBK at least once a week since then. If, however, you have not already created accounts for each of your students on KBK, please contact your Ed Tech for assistance or see the documentation found at <http://prolearning.canyonsdistrict.org/keyboarding-for-kids.html>.

Student Login Instructions:

- Click on your favorite web browser.
- Click on the bookmark for KBK. (www.keyboardingonline.com)
- Click “Login Now.”
- Type in your school’s student login: _____
- Type in your school’s student password: (same as the login)
- Click “Sign in.”
- Click on the picture of “Keyboarding for Kids HTML 5.”
- Click on your class name.
- Click on your name.
- Type your password: (your initials or your student ID number) _____
- Click “Login.”
- Click “Lessons Menu.”
- Scroll down and click on lesson “60-All Keys.”
- Click on “Line 4.”
- Warm up on lesson 60, line 4 until your teacher tells you it is your turn to test.

Tips/Tricks:

- KBK no longer requires Java. This means it should work on any web browser. It is still a good idea to double check that the KBK website is working properly on your computers before testing begins.

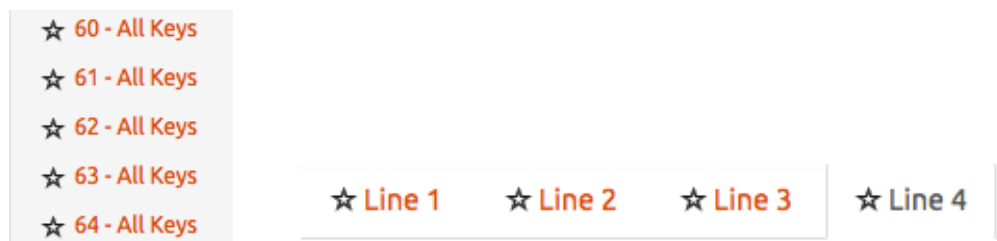


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Using KBK for the 5th Grade Keyboarding Assessment:

- Once a student has logged in, have them warm up on lesson 60, line 4.
- Use KBK lessons 61 through 64, line 4 to conduct the assessment.



- **Students may not practice the lines they will actually test on.**
- Test about four students at a time. Have a copy of the Keyboarding Technique Checklist ready for each student. (Using a clipboard is recommended.) (If you prefer, you may enter scores directly into the keyboarding data collection website, but many teachers have found that it is easier for them to record and edit scores on paper first.)
- Ask those four students to click on the desired lesson and line. (For example, all four students type lesson 62, line 4.)
- When they are ready, ask them to begin.
- As they type, observe and record their technique levels using the Keyboarding Technique Checklist.
- When one minute is up, the students' screens will flash red so they know they can stop. Make sure they do not reset the timer. (Try telling them to fold their arms when the screen flashes so they are not tempted to reset before you record their results.)
- Look at each student's screen and record their words per minute (WPM) and number of errors on the Keyboarding Technique Checklist.

Timing Score: 24 WPM 2 Errors

Time Remaining: 0:00

Next Timing

- Ask the same four students to click on another lesson and line. (For example, all four students type lesson 63, line 4.)
- Repeat the assessment. (This gives each student two tries at the test and gives you two chances to evaluate their technique.) You will report each student's best WPM/errors combination. You may not, however mix and match their WPM and errors from different timings.
- Once finished, the students can return to their regular KBK lessons while you finish testing the rest of the class.
- Repeat this process with a new group of four until the entire class has been evaluated.



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Keyboarding Technique Checklist

Student Name _____ Grade Level: _____

	Date: _____	Date: _____	Date: _____	Date: _____
Technique	Rating	Rating	Rating	Rating
Feet placed for balance				
Body centered to the 'h' key with elbows at sides				
Sit up straight				
Curve fingers over the home row keys				
Wrists off the keyboard				
Eyes on the printed copy				
Keys by touch with correct fingering				
Keys with a smooth rhythm				
Words Per Minute (WPM)				
# Errors				

Ratings:

4 Mastery Level
The student uses proper technique

2 Partial Mastery
The student uses proper technique some of the time

3 Near Mastery
With more practice the student will use proper technique

1 Minimal Mastery
The student rarely or never uses proper technique

Comments: _____

Final Keyboarding Technique Rating: _____
(Average of ratings above)

This form does not need to be turned in to the district. It is for teacher use only.



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How do I submit my class keyboarding assessment data?

All keyboarding data will be submitted online through a program similar to Data Dashboard.

- Go to <https://keyboarding.canyonsdistrict.org>
- Type in the login: first.last
- Type in the password: your District email password
- Click “Login!”.



Keyboarding Data Collection


PLEASE NOTE: You need to enter your district provided username and password to proceed.

User Name:

Password:



- Click on your name to view your students.

5	JULIE SIMMONS 	29
5	KARRIE WILBUR	31

- Scroll down to see your student list, or click “Hide Courses” to bring the student list toward the top of your screen.

Courses 

Show entries



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- Use the “Students” drop-down menu to select “Show 50 entries” in order to see all your students at once.

Students

Show entries

- In the row for each student, in the “Keyboarding WPM/Errors” column, click “Add” to enter keyboarding data for that student.
 - Note: The student names in this picture have been blacked out for privacy.

Students

Show entries

Picture	Student ID	Name	Gr	Sch	Keyboarding WPM/Errors
			6	164	26 / 3 Edit Near Mastery
			6	164	15 / 6 Edit Minimal Mastery
			6	164	34 / 1 Edit Partial Mastery
			6	164	51 / 2 Edit Mastery Level
			6	164	Add
			6	164	Add

- Click on the drop-down menu for each item on the technique checklist, and select a rating (1-4). Use the Keyboarding Technique Checklist you recorded on during the assessment as a reference.
 - Note: If you prefer not to use the drop-down menus, you can use tab and the number keys to enter each technique rating.

Techniques	Scores
1. Feet Placed For Balance	<input type="text"/>
2. Body centered to the 'h' key with elbows at sides	<input type="text"/>
3. Sit up straight	<input type="text"/>
4. Curve fingers over the home row keys	<input type="text"/>
5. Wrists off the keyboard	<input type="text"/>
6. Eyes on the printed copy	<input type="text"/>
7. Keys by touch with correct fingering	<input type="text"/>
8. Keys with a smooth rhythm	<input type="text"/>

Final Keyboarding Technique Rating
(Average of ratings above)

Rating Level [Descriptions](#)

Words Per Minute (WPM)

Number of Errors

Test Date




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- Click on the “Descriptions” link for a reminder of what each rating (1-4) means.


Techniques	Scores
1. Feet Placed For Balance	<input type="text"/>
2. Body centered to the 'h' key with elbows at sides	<input type="text"/>
3. Sit up straight	<input type="text"/>
4. Curve fingers over the home row keys	<input type="text"/>
5. Wrists off the keyboard	<input type="text"/>
6. Eyes on the printed copy	<input type="text"/>
7. Keys by touch with correct fingering	<input type="text"/>
8. Keys with a smooth rhythm	<input type="text"/>

Final Keyboarding Technique Rating
(Average of ratings above)

Rating Level [Descriptions](#) 

Words Per Minute (WPM)

Number of Errors

Test Date 

Select an item

- Once all of your technique rankings have been selected, click the “Calculate” button to determine the student’s average technique rating and over-all rating level (Minimal Mastery, Partial Mastery, Near Mastery, or Mastery).
 - Note: The "Calculate" button needs to be clicked again if any of the technique ratings are changed or edited.
 - Note: Even though the calculate button fills in the rating level, you may change the over-all technique rating level at your discretion by clicking on the drop-down menu and selecting the rating you feel accurately reflects the student’s performance. This is not recommended, however. The student’s rating should accurately reflect what you observed during the assessment, so it is best to stick to the level that is calculated.


Techniques	Scores
1. Feet Placed For Balance	<input type="text"/>
2. Body centered to the 'h' key with elbows at sides	<input type="text"/>
3. Sit up straight	<input type="text"/>
4. Curve fingers over the home row keys	<input type="text"/>
5. Wrists off the keyboard	<input type="text"/>
6. Eyes on the printed copy	<input type="text"/>
7. Keys by touch with correct fingering	<input type="text"/>
8. Keys with a smooth rhythm	<input type="text"/>


Final Keyboarding Technique Rating
(Average of ratings above)

Rating Level [Descriptions](#)

Words Per Minute (WPM)

Number of Errors

Test Date 



Select an item



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- Enter the student's Words Per Minute (WPM), number of errors, and test date. Use the Keyboarding Technique Checklist you recorded on during the assessment as a reference.
 - Use the student's best score from the two attempts they made on the assessment. Their best score is their highest WPM with 2 or fewer errors.
 - For example, if a student took the assessment twice and earned scores of 27 WPM with 2 errors on their first attempt and 22 WPM with 1 error on their second attempt, you should record 27 WPM with 2 errors.
 - If another student earned scores of 20 WPM with 2 errors on their first attempt and 30 WPM with 8 errors on their second attempt, you should record 20 WPM with 2 errors because the second attempt, although faster, had more than 2 errors.
 - Be sure that you **do not mix and match scores**. Looking at our second example, you could not record 30 WPM with 2 errors because the student did not achieve these scores on the same assessment attempt.

Techniques	Scores
1. Feet Placed For Balance	<input type="text"/>
2. Body centered to the 'h' key with elbows at sides	<input type="text"/>
3. Sit up straight	<input type="text"/>
4. Curve fingers over the home row keys	<input type="text"/>
5. Wrists off the keyboard	<input type="text"/>
6. Eyes on the printed copy	<input type="text"/>
7. Keys by touch with correct fingering	<input type="text"/>
8. Keys with a smooth rhythm	<input type="text"/>

Final Keyboarding Technique Rating
(Average of ratings above)

Rating Level [Descriptions](#)

Words Per Minute (WPM)

Number of Errors

Test Date

Select an item

11/02/2011

- Once all ratings and scores have been entered for a student, click "Add."

Techniques	Scores
1. Feet Placed For Balance	<input type="text"/>
2. Body centered to the 'h' key with elbows at sides	<input type="text"/>
3. Sit up straight	<input type="text"/>
4. Curve fingers over the home row keys	<input type="text"/>
5. Wrists off the keyboard	<input type="text"/>
6. Eyes on the printed copy	<input type="text"/>
7. Keys by touch with correct fingering	<input type="text"/>
8. Keys with a smooth rhythm	<input type="text"/>

Final Keyboarding Technique Rating
(Average of ratings above)

Rating Level [Descriptions](#)

Words Per Minute (WPM)

Number of Errors

Test Date

Select an item

11/02/2011



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- Enter data as described above for each student in your class.
- Following is an example of a completed student data entry form:

Techniques	Scores
1. Feet Placed For Balance	4
2. Body centered to the 'h' key with elbows at sides	3
3. Sit up straight	4
4. Curve fingers over the home row keys	4
5. Wrists off the keyboard	2
6. Eyes on the printed copy	2
7. Keys by touch with correct fingering	3
8. Keys with a smooth rhythm	3

Final Keyboarding Technique Rating (Average of ratings above)	3.125	Calculate
Rating Level Descriptions	Near Mastery	

Words Per Minute (WPM)	27	
Number of Errors	2	
Test Date	11/02/2011	

[Add](#)

- Once data has been entered, student scores and mastery levels are shown on the student list.
 - Note: The color coding is based only on the technique mastery level and does not reflect students' WPM or number of errors.

Keyboarding WPM/Errors
26/ 3 Edit Near Mastery
15/ 6 Edit Minimal Mastery
34/ 1 Edit Partial Mastery
51/ 2 Edit Mastery Level
Add
27/ 2 Edit Near Mastery



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- If you need to edit data entered for a student, click on the edit button in that student's row.
 - Note: The "Calculate" button needs to be clicked again if any of the technique ratings are changed or edited.

Keyboarding WPM/Errors	
51/ 2	Edit
Mastery Level	
34/ 1	Edit
Partial Mastery	
27/ 2	Edit
Near Mastery	
26/ 3	Edit
Near Mastery	
15/ 6	Edit
Minimal Mastery	
Add	
Add	

- Once data has been entered for each of your students, you can sort students by keyboarding assessment mastery level by clicking on the sorting button at the top of the keyboarding column.

Keyboarding WPM/Errors	
51/ 2	Edit
Mastery Level	
34/ 1	Edit
Partial Mastery	
27/ 2	Edit
Near Mastery	
26/ 3	Edit
Near Mastery	
15/ 6	Edit
Minimal Mastery	
Add	
Add	

- When you are finished entering data for all of your students, click "Logout" in the upper right hand corner.

Signed in as:
kathryn.blunt

[Logout](#)