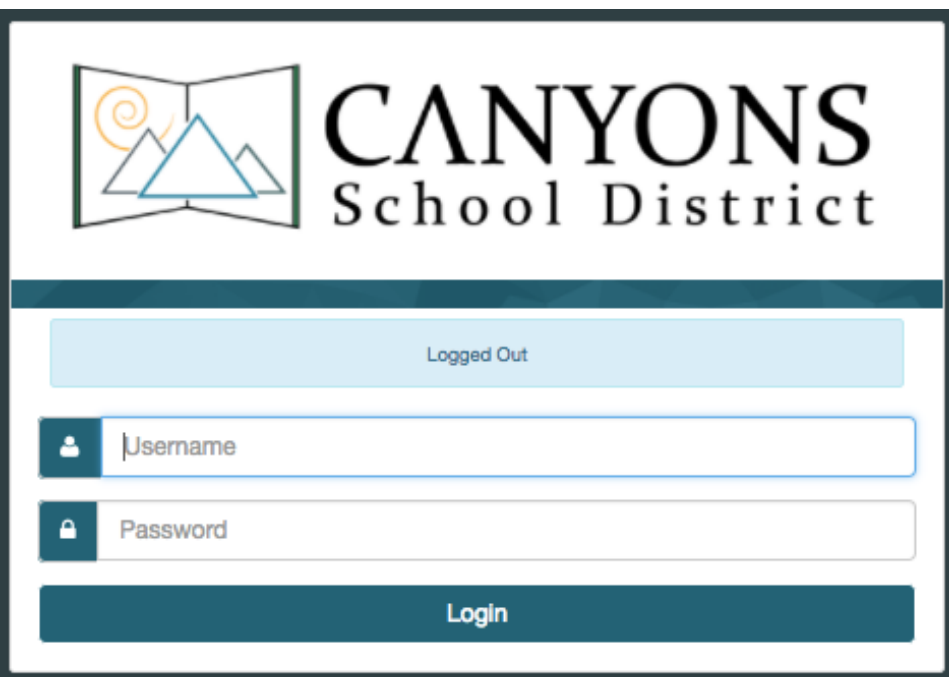
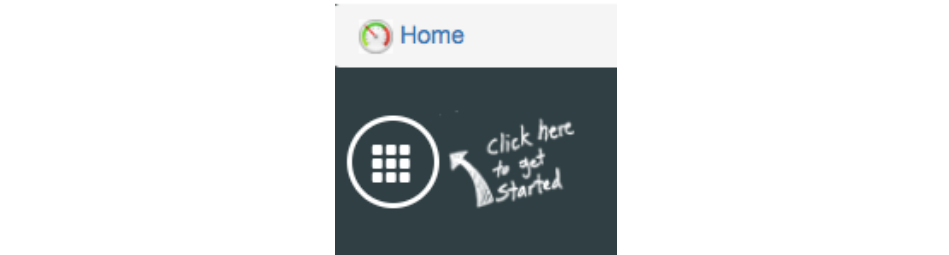
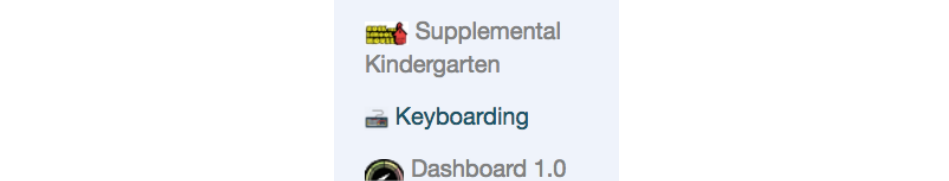
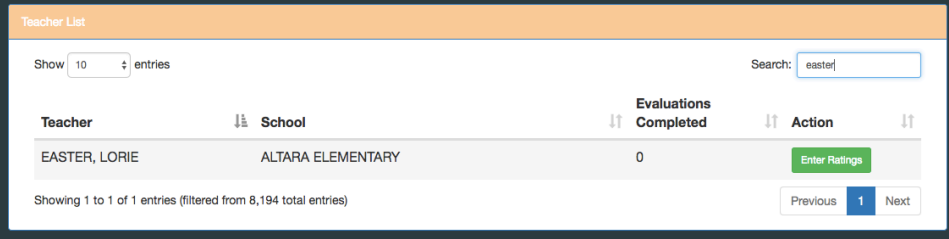




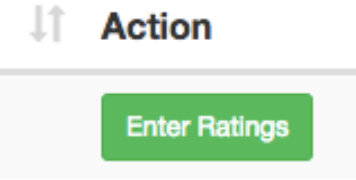
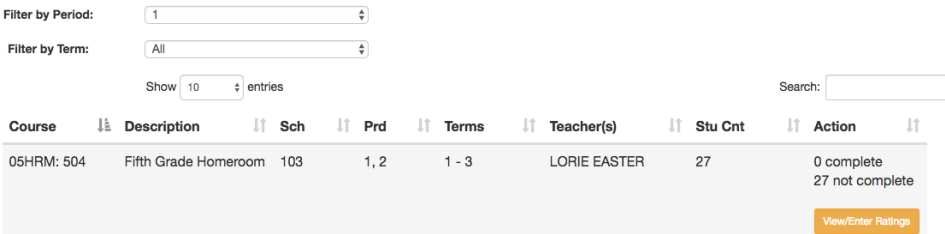

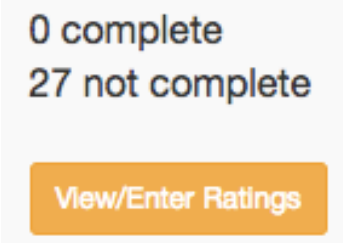
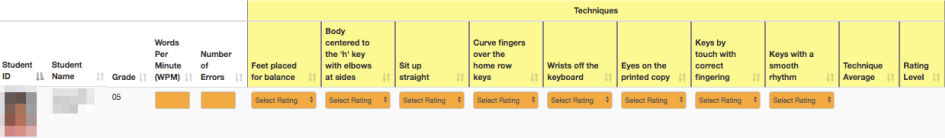
Keyboarding Data Documentation

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

Instructions

<p>Go to dashboard.canyonsdistrict.org</p> <p>Log in the same way you usually log in to Data Dashboard:</p> <p>first.last</p> <p>email password</p>									
<p>Click on the waffle in the upper left hand corner.</p>									
<p>Click on "Keyboarding" on the list of options.</p>									
<p>You will see your name listed.</p>	 <table border="1"> <thead> <tr> <th>Teacher</th> <th>School</th> <th>Evaluations Completed</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EASTER, LORIE</td> <td>ALTARA ELEMENTARY</td> <td>0</td> <td>Enter Ratings</td> </tr> </tbody> </table>	Teacher	School	Evaluations Completed	Action	EASTER, LORIE	ALTARA ELEMENTARY	0	Enter Ratings
Teacher	School	Evaluations Completed	Action						
EASTER, LORIE	ALTARA ELEMENTARY	0	Enter Ratings						



<p>Click on the green “Enter Ratings” button.</p>																															
<p>You will see a list of your classes.</p>	 <table border="1"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Sch</th> <th>Prd</th> <th>Terms</th> <th>Teacher(s)</th> <th>Stu Cnt</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>05HRM: 504</td> <td>Fifth Grade Homeroom</td> <td>103</td> <td>1, 2</td> <td>1 - 3</td> <td>LORIE EASTER</td> <td>27</td> <td>0 complete 27 not complete View/Enter Ratings</td> </tr> </tbody> </table>	Course	Description	Sch	Prd	Terms	Teacher(s)	Stu Cnt	Action	05HRM: 504	Fifth Grade Homeroom	103	1, 2	1 - 3	LORIE EASTER	27	0 complete 27 not complete View/Enter Ratings														
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05HRM: 504	Fifth Grade Homeroom	103	1, 2	1 - 3	LORIE EASTER	27	0 complete 27 not complete View/Enter Ratings																								
<p>The list defaults to the current term and to first period, but you may filter by other terms and periods if you choose to.</p> <p>This is particularly helpful for Dual Language Immersion teachers.</p>																															
<p>You will see how many ratings have been entered and how many still need to be entered.</p> <p>Click the orange “View/Enter Ratings” button.</p>																															
<p>You will see a list of all your students with places to enter all their keyboarding data.</p> <p>You can zoom out to see the whole width of the page if you choose to. One way to do this on a Mac is to type Command and - simultaneously.</p>	 <table border="1"> <thead> <tr> <th>Student ID</th> <th>Student Name</th> <th>Grade</th> <th>Words Per Minute (WPM)</th> <th>Number of Errors</th> <th colspan="10">Techniques</th> </tr> </thead> <tbody> <tr> <td>05</td> <td></td> <td></td> <td></td> <td></td> <td>Feet placed for balance</td> <td>Body centered to the 'N' key with elbows at sides</td> <td>Sit up straight</td> <td>Curve fingers over the home row keys</td> <td>Wrists off the keyboard</td> <td>Eyes on the printed copy</td> <td>Keys by touch with correct fingering</td> <td>Keys with a smooth rhythm</td> <td>Technique Average</td> <td>Rating Level</td> </tr> </tbody> </table>	Student ID	Student Name	Grade	Words Per Minute (WPM)	Number of Errors	Techniques										05					Feet placed for balance	Body centered to the 'N' 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	Technique Average	Rating Level
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You can hide students pictures if you choose to.

You can show more entries by clicking on “10” and selecting a different number of entries to view.

General

Student Picture Hide

Show 10 entries

You can use the search box to find a specific student if needed.

Search:

Enter the WPM, errors, and all the technique ratings, one student at a time.

You can click in each box and on each drop-down to enter and select scores.

Or you can click in the first box and use your tab button to progress to each new box, typing in the numbers rather than selecting them.

Student ID	Student Name	Grade	Words Per Minute (WPM)	Number of Errors	Techniques								Technique Average	Rating Level
		05	25	2	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	3.875	Mastery Level

The overall technique rating will automatically calculate.

Scores will automatically save.

Technique Average	Rating Level
3.875	Mastery Level