



## Accessing Keyboarding Assessment Data

### 5th-Grade Keyboarding Assessment

All 5th-grade keyboarding assessment data is now collected electronically. This documentation has been prepared to help you access the data from this assessment. More information about the District keyboarding program can be found online at <http://prolearning.canyonsdistrict.org/keyboarding.html>. If you have any questions about the keyboarding assessment or need any help accessing or interpreting the keyboarding data, please contact Katie Blunt via email at [kathryn.blunt@canyonsdistrict.org](mailto:kathryn.blunt@canyonsdistrict.org).

As requested by the Utah State Office of Education, the keyboarding assessment is administered in the spring of 5th grade. Middle school administrators and keyboarding instructors may decide how to use the data collected from the keyboarding assessment to help them plan keyboarding courses in their schools. All scores will be available to middle schools via Data Dashboard after the spring assessment has concluded.

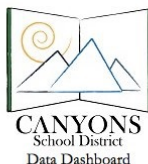
### How does the assessment process work?

During the keyboarding assessment window, teachers or paraprofessionals administered a one-minute timed keyboarding test to each student. This test measured speed, accuracy, and technique. The Keyboarding for Kids (KBK) online program from Ellsworth Publishing was used to determine speed and accuracy. All data was submitted electronically and can be accessed by Canyons School District employees via [Data Dashboard](#).

### How do I find the keyboarding data for my incoming 5th graders?

All keyboarding data can be accessed through Data Dashboard. Fifth-grade teachers should no longer be asked to fill out additional paperwork for middle schools to report keyboarding scores. Following are steps to guide you through how to retrieve the keyboarding assessment data:

- Click on your favorite web browser.
- Go to <https://dashboard.canyonsdistrict.org>
- Type in your login: first.last
- Type in your password: email password
- Click "Login!"



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

User Name:

Password:

- Click “Select Display Options.”

## Canyons District - Indian Hills Middle


School Year: 2012 - 2013 (Projected Next Year)

Demographic Counts	Grades	
Total Enrollment: 1066		
Special Ed(Resource): 79		
Special Ed(Self Contained): 10	<a href="#">Grade 6:</a> 303	<a href="#">Grade 8:</a> 389
Low Income: 146	<a href="#">Grade 7:</a> 365	<a href="#">Grade 9:</a> 9
English Language Learners: 7		

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**Graphs**     

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**Students**         

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- Select the desired items to be displayed. If you only want to see keyboarding scores:
  - Set “Set All Graphs” to “Don’t Display”.
  - Set “School Year” to “Next Year”.
  - Check the box next to “Keyboarding Results” (toward the bottom of the screen under “Other Assessments”).
  - You can also check the box next to “Show Student Pictures” and other options as desired.
  - Click “Go”.

**Other Assessments**

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Scholastic Reading Inventory	<input type="button" value="Don't Display"/>	
Keyboarding Results	<input checked="" type="checkbox"/>	<input style="border: 2px solid red;" type="button" value="Go"/>

- To view the data, be sure to:
  - Click “Grade 6” (for current 5th graders who will be in 6th grade).
  - Click “Show Students”.
  - Select the number of entries you want to show.

Total Enrollment: 1066  
 Special Ed(Resource): 79  
 Special Ed(Self Contained): 10  
 Low Income: 146  
 English Language Learners: 7

[Grade 6:](#) 303      [Grade 8:](#) 389  
[Grade 7:](#) 365      [Grade 9:](#) 9

**Graphs**    Show Graphs    Select Display Options

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**Students**    Hide Students    Select Display Options

Show 100 entries      Search:

Picture	Student ID	Name	Gr	Sch
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- To view the keyboarding data, you might need to click and drag the scroll bar at the bottom of the student list to the right, depending on what you selected to view. You can also navigate through your list using the “First,” “Previous,” numbered, “Next,” and “Last” buttons located at the bottom of your list.



- In the “Keyboarding” column of your list, you will see students’ Words Per Minute (WPM), number of errors per minute, and level of technique mastery. **Remember, a student’s keyboarding competency is a combination of all three things. Mastery level only refers to the student’s technique. To get a full picture of their ability, please consider all three items: WPM, errors, and technique mastery level.** (Student pictures, names, and ID numbers in this documentation have been blacked out for privacy.)

Picture	Student ID	Name	Keyboarding WPM/Errors
[Redacted]	[Redacted]	[Redacted]	24/ 2 Near Mastery
[Redacted]	[Redacted]	[Redacted]	25/ 8 Near Mastery

- If “Not Tested” is listed instead of keyboarding scores, the student was either absent during the testing window or their IEP allows them to be exempt from taking the test.
- Student data can also be found by searching for students individually and by exporting your list to Microsoft Excel.

**Demographic Counts**

Total Enrollment: 303  
 Special Ed(Resource): 33  
 Special Ed(Self Contained): 3  
 Low Income: 35  
 English Language Learners: 2

**Grades**

Grade 6: 303      Grade 8: 389  
 Grade 7: 365      Grade 9: 9

**Graphs**    Show Graphs    Select Display Options

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**Students**    Hide Students    Select Display Options

show 100 entries      Search:

- After clicking on the Excel button, you will need to click “Your Download is Complete! Click [HERE](#)” to complete the export to Excel.

Your Download is Complete!  
 Click [HERE](#)

- Your Excel document will then look like this:  
 (Student names and ID numbers in this documentation have been blacked out for privacy.)

	A	B	C	D	E	F	G	H	I
1	Student ID	Last Name	First Name	Grade	School	Keyboarding WPM	Keyboarding Errors	Keyboarding Prof	
2	[Redacted]			6	[Redacted]	24	2	Near Mastery	
3	[Redacted]			6	[Redacted]	25	8	Near Mastery	
4	[Redacted]			6	[Redacted]	20	5	Partial Mastery	
5	[Redacted]			6	[Redacted]	23	2	Partial Mastery	
6	[Redacted]			6	[Redacted]	12	6	Partial Mastery	
7	[Redacted]			6	[Redacted]	4	1	Near Mastery	

- When you are finished using Data Dashboard, click “Logout”.

Signed in as:  
 kathryn.blunt  
[Logout](#)

### **Can students test out of 6th-grade keyboarding?**

Sixth-grade keyboarding is part of the [Utah Educational Technology Core Standards](#). According to the Utah Core Standards, a student has reached minimum 6th-grade keyboarding competency when he/she can simultaneously do all three of the following on a one-minute timed test without using the delete/backspace key:

- 27 Words Per Minute (WPM)
- 2 or fewer errors
- Mastery level technique (see the [Keyboarding Technique Checklist](#))

Please note that this is the minimum requirement for mastery at only a 6th grade level. Beyond 6th grade, solid keyboarding skill for the average technology user is comprised of perfect technique and a minimum keyboarding speed of 40 WPM with 90 percent accuracy. The state core says that every 6th grader must take keyboarding to improve technique, speed, and accuracy. If administrators still feel that students' keyboarding skills are advanced enough, they may schedule a keyboarding test with one of their school keyboarding instructors or with Education Technology Specialist Katie Blunt to explore the possibility of allowing that student to test out, however this should be a rare occurrence.

Middle school administrators will decide which, if any, keyboarding courses will be available for students in grades 7-8. Middle schools have the option of providing Keyboarding I and Keyboarding Applications for 7th and 8th graders.

**Please contact Katie Blunt in the Education Technology Department if you have any keyboarding questions. [kathryn.blunt@canyonsdistrict.org](mailto:kathryn.blunt@canyonsdistrict.org).**