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.

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!”
• Click “Select Display Options.”

Canyons District - Indian Hills Middle
School Year: 2012 - 2013 (Projected Next Year)

Demographic Counts

<table>
<thead>
<tr>
<th></th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrollment:</td>
<td>1066</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Ed(Resource):</td>
<td></td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Special Ed(Self Contained):</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Income:</td>
<td></td>
<td>146</td>
<td></td>
</tr>
<tr>
<td>English Language Learners:</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• 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

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.
• 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,” “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.)

• 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.
After clicking on the Excel button, you will need to click “Your Download is Complete! Click HERE” to complete the export to Excel.

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

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

Date: Thursday, May 1, 2014
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.

Date: Thursday, May 1, 2014