

KEYBOARDING RUBRIC - GRADES 3-5

Score	5	4	3	2	1
Body Position	Consistently , applies correct body position technique in multiple keyboarding situations.	Completes the following components consistently . <ul style="list-style-type: none"> • Legs and feet still • Feet on or toward floor • Back is straight • Body centered and in a relaxed position 	Completes the following components inconsistently : <ul style="list-style-type: none"> • Legs and feet still • Feet on or toward floor • Back is straight • Body centered and in a relaxed position 	Completes the following components infrequently : <ul style="list-style-type: none"> • Legs and feet still • Feet on or toward floor • Back is straight • Body centered and in a relaxed position 	No evidence of the following components: <ul style="list-style-type: none"> • Legs and feet still • Feet on or toward floor • Back is straight • Body centered and in a relaxed position
Arm Position	Consistently , applies correct arm position technique in multiple keyboarding situations.	Elbows are relaxed and close to the body consistently .	Elbows are relaxed and close to the body inconsistently .	Elbows are relaxed and close to the body infrequently .	No evidence that elbows are relaxed and close to the body.
Hand Position	Consistently , applies correct hand position technique in multiple keyboarding situations.	Completes the following components consistently . <ul style="list-style-type: none"> • Fingers are curved on home row, thumbs on spacebar • wrists are low, straight, and off the keyboard/ table 	Completes the following components inconsistently : <ul style="list-style-type: none"> • Fingers are curved on home row, thumbs on spacebar • wrists are low, straight, and off the keyboard/ table 	Completes the following components infrequently . <ul style="list-style-type: none"> • Fingers are curved on home row, thumbs on spacebar • wrists are low, straight, and off the keyboard/ table 	No evidence of the following components: <ul style="list-style-type: none"> • Fingers are curved on home row, thumbs on spacebar • wrists are low, straight, and off the keyboard/table
Key Stroke	Consistently , applies correct key stroking technique in multiple keyboarding situations.	Completes the following components consistently . <ul style="list-style-type: none"> • Strikes keys quickly and strong • Taps each key with the correct finger • Taps space bar with the thumb • Keeps eyes on the screen • Maintains steady typing rhythm 	Completes the following components inconsistently : <ul style="list-style-type: none"> • Strikes keys quickly and strong • Taps each key with the correct finger • Taps space bar with the thumb • Keeps eyes on the screen • Maintains steady typing rhythm 	Completes the following components infrequently . <ul style="list-style-type: none"> • Strikes keys quickly and strong • Taps each key with the correct finger • Taps space bar with the thumb • Keeps eyes on the screen • Maintains steady typing rhythm 	No evidence of the following components: <ul style="list-style-type: none"> • Strikes keys quickly and strong • Taps each key with the correct finger • Taps space bar with the thumb • Keeps eyes on the screen • Maintains steady typing rhythm

****Score 5** would be if the students not only demonstrates proper keyboarding technique during **formal keyboarding** instruction, but also applies this technique during other keyboarding experiences. For example, they consistently apply the correct technique when typing a report or using their word processing skills with other software programs.