



# Instructor's Curriculum Map & Assessment Guide

For use with the:

**EduTyping, Jr. Edition Software**

Web-based Keyboarding Software for Elementary Schools



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Ver. 2.0



# About the Curriculum

## About the EduTyping, Jr. Edition and Curriculum:

The EduTyping, Jr. edition software is designed for students at the elementary level (grades K - 5). The curriculum is setup to teach new keys learned by introducing new rows on the keyboard in a sequential manner.

The EduTyping software and curriculum was developed based on extensive research and data obtained from a number of educational sources including the ISTE (International Society for Technology in Education), the NBEA (National Business Education Association), data and feedback collected from hundreds of EduTyping school users, instructors, and multiple classroom field tests and studies conducted in elementary schools.

The EduTyping Jr. software includes all of the necessary lessons, tools, and exercises to effectively introduce and teach elementary level students the basics of touch-typing technique and skills.

### Note About Elementary Grade Levels and EduTyping, Jr.:

Based on numerous field studies conducted by the EduTyping development team, third grade is the ideal grade level to introduce students to the keyboard and the skill of touch-typing. This is based on the student's knowledge of the English language and their ability to possess the motor dexterity needed to touch-type on a keyboard.

If using EduTyping, Jr. with students grades K thru 2, it is recommended that you follow the Suggested Instructional Method provided in this document.

## About the EduTyping, Jr. Curriculum Map and Suggested Instructional Method Documents Included:

The Curriculum Map and Suggested Instructional Method documents included in this guide are designed to assist instructors in administering the EduTyping, Jr. edition software. By following this guide, your students will learn, in a sequential manner, the basic skill of touch-typing over a period of time. When assessing students using the EduTyping, Jr. software, the primary focus should be on the student's effort and ability to use proper finger placement and touch-typing technique, not on typing speed and accuracy.

### Customizing the EduTyping, Jr. Standard Curriculum:

EduTyping, Jr. is designed to allow teachers (using the Instructor software) to customize the curriculum and software in a number of ways to meet their school's keyboarding curriculum standards and objectives. For example, teachers can choose to eliminate certain sections and/or lessons within the curriculum, disable or enable home access, set varied achievement benchmarks for different grade levels, and so on.



**Course Lessons**



**Reinforcement**



**Timed Writings**



**In The News**

### Unit 1: The Middle Row

Lessons 1A – 9B

Complete all Unit 1 Reinforcement Lessons

Complete all Unit 1 Timed Writings

None

### Unit 2: The Top Row

Lessons 1A – 7B

Complete all Unit 2 Reinforcement Lessons

Complete all Unit 2 Timed Writings

None

### Unit 3: The Bottom Row

Lessons 1A – 7B

Complete all Unit 3 Reinforcement Lessons

Complete all Unit 3 Timed Writings

None

### Unit 4: Typing Words With All Rows

Lessons 1 – 7

Complete all Unit 4 Reinforcement Lessons

Complete all Unit 4 Timed Writings

None

### Unit 5: Typing Capital Letters

Lessons 1A – 6B

Complete all Unit 5 Reinforcement Lessons

Complete all Unit 5 Timed Writings

None

### Unit 6: Typing Complete Sentences

Lessons 1 – 5

Complete all Unit 6 Reinforcement Lessons

Complete all Unit 6 Timed Writings

Complete “Kids News” articles.

### Unit 7: Top Row Numbers

Lessons 1A – 6B

Complete all Unit 7 Reinforcement Lessons

Complete all Unit 7 Timed Writings

None

**NOTES:**



**Course Length**

Units 1, 2, 3, 5 and 7 can be shortened by removing the second part of each lesson from within the Manage Classes section of the Instructor software.



**Custom Lessons**

Instructors may add their own content by using the **Custom Lessons** feature located within the Curriculum section of the Instructor software.



**Games**

A variety of level-based games are included to provide additional keyboarding reinforcement and practice.



**Open Type**

The **Open Type** feature can be used for warmup drills, new key introduction, and timed writings practice.



**My Progress**

Students should use the **My Progress** chart regularly.



**Problem Keys**

Students should redo lessons that contain identified problem keys.







**Teacher Message**

Instructors should use the **Teacher Message** feature to communicate daily assignments.



### Suggested Instructional Method:

While each instructor may have his/her own formula for grading keyboarding students, we recommend using the Suggested Assessment & Grading Method provided below to calculate students' final grades for the EduTyping course. This method is based on actual data and research obtained from hundreds of EduTyping school users, instructor feedback, and national keyboarding standards. This grading method is only suggested and can be modified based on your school's own standards for keyboarding assessment.

Grade	Goals & Objectives	Recommended EduTyping, Jr. Units & Sections to Complete				Grading & Assessment
		 Course Lessons	 Reinforcement	 Timed Writings	 In The News	
K - 2	To introduce very basic exposure to the keyboard, with primary focus on the Home Row keys only and basic finger placement.	Unit 1	Unit 1	None	None	Emphasis should be on the student's technique, effort, and basic finger placement on the keyboard, rather than on speed and accuracy.
3 and 4	To introduce basic exposure to the keyboard and touch-typing technique. Primary focus is to establish proper finger placement, finger reaches, and basic word formation.	Units 1, 2 and 3 Unit 4 (optional)	Units 1, 2 and 3 Unit 4 (optional)	Units 1 - 4 (optional)	None	Emphasis should be on the student's technique, effort, and touch-typing skills, rather than on speed and accuracy.
5	To learn touch-typing technique for all letter & common symbol keys and typing complete sentences. Rhythmic speed & accuracy sequence should be a primary focus.	Units 1 - 6 Unit 7 (optional)	Units 1 - 6 Unit 7 (optional)	Units 1 - 6 Unit 7 (optional)	All	Emphasis should not only be on the student's technique and effort, but also on typing speed and accuracy. A benchmark standard for speed and accuracy should be established and used in computing student's grades.