

## Keyboarding Habits Rubric

(This rubric is designed to assess the habits that lead to good keyboarding skills, as well as faster and more accurate typing.)

	<b>Beginning</b> <b>1</b>	<b>Developing</b> <b>2</b>	<b>Accomplished</b> <b>3</b>	<b>Exemplary</b> <b>4</b>	<b>Score</b>
Use of home rows and all ten fingers	Student has several fingers near the home rows	Student has all ten fingers on the keyboard near the home rows, they use them inconsistently	Student knows the home rows keys and uses them consistently	Student knows the home rows keys and uses them consistently and intuitively	
Focus is on screen	Student mostly focuses on the keyboard	Student splits focus between the keyboard and the monitor	Student focuses mainly on the monitor and occasionally glances at the keyboard	Student focuses exclusively on the monitor and/or text to be copied. They can self correct errors on the spot.	
Posture	Student demonstrates good posture when they know they are being observed	Student demonstrates good posture and raised wrists inconsistently	Student demonstrates good posture most of the time with arms at a right angle and wrists raised.	Student consistently sits up straight with arms at a right angle and wrists raised.	
On Task	Student is consistently off task when keyboarding is assigned.	Student needs to be redirected to task when keyboarding practice is assigned occasionally.	Student is practicing keyboarding on the assigned sites.	Student is practicing keyboarding by challenging themselves and hard work.	