



Keyboarding Technique

	Excellent 4 pts	Good 3 pts	Average 2 pts	Poor 1 pts	Unacceptable 0 pts	
Keying Mastery	Excellent Student uses the correct finger to type each key almost the entire time.	Good Student uses the correct finger to type each key most of the time.	Average Student uses the correct finger to type each key about half of the time.	Poor Student rarely uses the correct finger to type each key.	Unacceptable	
Hand Position	Excellent Student keeps fingers on the home row keys while typing with curved hands and proper wrist position almost the entire time.	Good Student keeps fingers on the home row keys while typing with curved hands and proper wrist position most of the time.	Average Student keeps fingers on the home row keys while typing with curved hands and proper wrist position about half the time.	Poor Student rarely keeps fingers on the home row keys while typing with curved hands and proper wrist position.	Unacceptable	
Eyes on the Source	Excellent Student keeps eyes on the material to be typed. The student does not look at the keyboard.	Good Student keeps eyes on the material to be typed. The student rarely looks at the keyboard.	Average Student keeps eyes on the material to be typed. The student does not look at the keyboard about half the time.	Poor Student keeps eyes on the material to be typed. The student frequently looks at the keyboard.	Unacceptable	
Posture	Excellent Student sits upright with feet placed correctly underneath him/her. The student has a 90 degree angle at their hips and elbows.	Good Student sits upright with feet placed correctly underneath him/her most of the time. The student has almost a 90 degree angle at their hips and elbows.	Average Student sits upright with feet placed correctly underneath him/her about half the time. The student is not even close to having a 90 degree angle at their hips and elbows.	Poor Student rarely sits with feet placed correctly underneath him/her. The student has made no attempt to achieve a 90 degree angle at their hips and elbows.	Unacceptable	
Effort	Excellent Student uses class time to complete assignments and	Good Student uses class time to complete assignments and	Average Student uses class time to complete assignments and	Poor Student rarely uses class time to complete assignments and	Unacceptable	

improve keyboarding skills. The student makes technique corrections successfully.

improve keyboarding skills most of the time. The student attempts to make technique corrections when given most of the time.

improve keyboarding skills about half the time. The student attempts to make technique corrections when given about half the time.

improve keyboarding skills. The student does not attempt to make technique corrections when given.

