

Keyboarding Rubric

Learning Outcome	Exemplary 4	Accomplished 3	Developing 2	Beginning 1
Posture: Sit up straight. Keep feet flat on floor. Keep arms at your side. Keep wrists low, but not touching keyboard. Keep eyes on the copy.	At all times I: Sit up straight with my feet flat on floor. Keep my arms at my side. Keep my wrists low, but not touching the keyboard. Keep my eyes on the copy.	Most of the time I: Sit up straight with my feet on floor. Keep my arms at my side. Keep my wrists low, but not touching the keyboard. Keep my eyes on the copy.	Sometimes I: Sit up straight with my feet on floor. Keep my arms at my side. Keep my wrists low, but not touching the keyboard. Keep my eyes on the copy.	I often: Slouch in my chair. Sit on my feet. Cross my legs. Let my elbows stick out. Look at the keyboard.
Home row Position: Keep fingers on home row keys	At all times I: Use the correct fingers on the home row	Most of the time I: Keep my fingers on the home row keys.	Sometimes I: Keep my fingers on the home row keys.	I often: Hunt and peck with only two fingers.
Home row Reaches: Use correct fingers for - upreach letters - downreach letters	At all times I: Use the correct home row key finger for the - upreach letters. - downreach letters	Most of the time I: Use the correct home row key finger for the - upreach letters. - downreach letters	Sometimes I Use the correct home row key finger for the - upreach letters. - downreach letters	I often: Use the easiest and fastest finger, even though it is not the correct finger.
Home row Reaches: Use correct fingers for the: - spacebar - return key - period - comma	At all times I: Keep my right thumb on the spacebar. Use my semi finger for the return. Use the correct fingers for the comma and period.	Most of the time I: Keep my right thumb on the spacebar. Use my semi finger for the return. Use the correct fingers for the comma and period.	Sometimes I: Keep my right thumb on the spacebar. Use my semi finger for the return. Use the correct fingers for the comma and period.	I often: Use my index finger for the return key, spacebar, period and comma.
Home row Reaches: Use correct fingers for: - left shift key - right shift key	At all times I: Use the right shift when keying capital letters with my left hand. Use the left shift when keying capital letters with my right hand.	Most of the time I: Use the right shift when keying capital letters with my left hand. Use the left shift when keying capital letters with my right hand.	Sometimes I: Use the right shift when keying capital letters with my left hand. Use the left shift when keying capital letters with my right hand.	I often: Use the caps lock key instead of pro- per shift keys. Shift and key capital letters with the same hand.
Home row Reaches: Use correct fingers for - numerals - symbols	At all times I: Use the correct home row fingers to key all numerals and symbols.	Most of the time I: Use the correct home row fingers to key all numerals and symbols.	Sometimes I: Use the correct home row fingers to key all numerals and symbols.	I often: Use only two fingers to key numbers and symbols.
Total Points:				