# Waynesboro Public Schools
# Keyboarding Instruction
# 2014-2015

The following plan indicates the minimum amounts of instruction that should occur using the "Dance Mat" software for second through fifth grade. Additional practice using the "Dance Mat" software may be provided through additional scheduled sessions in your school's computer lab as well as through typing practice on classroom computers during reading rotations. Typing practice during reading rotations should not overshadow reading, writing or work study skill work.

**Second Grade**
**Beginning in October**
Second grade teachers will accompany their classes to the computer lab following a schedule developed by their principals. The schedule will include a daily 30-45 minute lesson for 2½ weeks. Classroom teachers will lead students through the software "Dance Mat" to introduce and practice homerow for keyboarding fluency. An emphasis will be placed on learning to type without looking at hands.
This instruction should be ongoing after that with practice at least once a week. Practice may include: typing class notes, composing sentences using sight words, writing sentences with word study words, and/or copying their own writing.

**Third Grade**
**Beginning in August**
Third grade teachers will accompany their classes to the computer lab following a schedule developed by their principals. The schedule will include a daily 30-45 minute lesson for 2 ½ weeks. Classroom teachers will lead students through the software "Dance Mat" to introduce and practice on homerow for keyboarding fluency. An emphasis will be placed on learning to type without looking at hands. In addition to this, the students will practice typing class notes and/or composing sentences using sight words.

**Mid September – End of School Year**
Teachers will work throughout the year to give students as much exposure to the computers as possible. Students should produce two typed products per nine weeks. Examples of these products include writing sentences with word study words, copying class notes, and/or copying their own writing. The following is a minimum expectation…
1st nine weeks typing word study
2nd nine weeks typing sentences
3rd nine weeks typing paragraphs
4th nine weeks typing a paper

**Fourth Grade**
*1st and last writing assessment will be in TestNav.
**Beginning in August**
Fourth grade teachers will accompany their classes to the computer lab following a schedule developed by their principals. The schedule will include a daily 30-45 minute lesson for 1 ½ weeks. Classroom teachers will lead the students through a review of proper finger positioning, practice learning to type without looking at hands, and completion of a review of typing skills utilizing the online "Dance Mat" typing program.

**Early September**
Students will type a random rough draft on the computers.

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**Late September**
Students will edit a "random" rough draft on the computer using such computer editing tools as cut, paste, copy, save, save as, etc.

**Early October**
Students will type their personal narrative on the computer.

**October-November**
Students will compose a descriptive or explanative paragraph using a written brain-storming web done in class.

**Mid November – January**
Students will complete more paragraphs on the computers with a goal of composing on the computer.

**January – End of year**
Teachers will work with their coaches to develop a plan to work with students toward the goal of composing on the computer.

Students will compose as much as they can on the computers.

**Fifth Grade**
**Beginning in August**
Fifth grade teachers will accompany their classes to the computer lab following a schedule developed by their principals. The schedule will include a daily 30-45 minute lesson for 1 week. Classroom teachers will lead the students through a review of proper finger positioning, practice learning to type without looking at hands, and completion of a review of typing skills utilizing the online "Dance Mat" typing program.

**September**
Practice typing a rough draft provided to the student. Editing a rough draft provided to the student (learn hot to cut, paste, copy, save, save as, etc.)

**End of September**
Type students' own work on the computer.

**September-November**
Composing a paragraph on the computer from a prewriting document created by the student during a writing lesson. It is important that students are still following the writing process, especially still planning and composing a rough draft before just typing a final copy for submission.

**November-January**
Create more opportunities for the students to compose writings on the computer and practice more editing and revising.

**December- January**
Work on using TestNav practice tool from Virginia Department of Education.