



Instructor's Curriculum Map & Assessment Guide

For use with the:

EduTyping Standard Edition Software

Web-based Keyboarding Software for Middle & High Schools



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Ver. 2.0



About the Curriculum

About the EduTyping Standard Edition and Curriculum:

The EduTyping Standard edition software is designed for students at the middle school and high school level (grades 6 - 12). The curriculum follows a standard keyboarding instructional format where students are introduced to new keys based on frequency of use in the English language.

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.

The EduTyping Standard software includes all of the necessary lessons, tools, and exercises to effectively teach students the skill of touch-typing.

Note: Although the EduTyping Standard edition software is designed for middle school students, many schools using the program have found the EduTyping, Jr. edition to be better suited for students in grades six or seven.

About the EduTyping Standard Curriculum Map and Suggested Assessment Documents Included:

The Curriculum Map and Suggested Assessment documents included in this guide are designed to assist instructors in administering the EduTyping Standard edition software. By following this guide, your students will learn and master, in a sequential manner, the skill of touch-typing over a period of time.

Customizing the EduTyping Standard Curriculum:

EduTyping Standard is designed to allow teachers (using the Instructor software) to customize the curriculum and software in a number of ways to meet their own school's keyboarding 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



Practice Library



In The News

Unit 1: Alphabetic & Common Symbol Keys

Lessons 1.1 – 2.2	Lessons 1.1 + 1.2	Partial: 30 Seconds + 1 Minute Home Row Keys	None	None
Lessons 3.1 – 5.2	Lessons 2.1 + 2.2	Partial: 30 Seconds + 1 Minute Lessons 1 -5	None	None
Lessons 6.1 – 9.2	Lessons 3.1 + 3.2	Partial: 30 Seconds + 1 Minute Lessons 6-9	None	None
Lessons 10.1 – 13.2	Lessons 4.1 + 4.2	Partial: 30 Seconds + 1 Minute Lessons 10-13	None	None
Lessons 14.1 – 17.2	Lessons 5.1 + 5.2	Partial: 30 Seconds + 1 Minute Lessons 14-17	None	None
Lessons 18.1 – 22.2	Lessons 6.1 - 6.5	Partial: 30 Seconds + 1 Minute Lessons 18-22	None	None
Unit 1 Complete		Students should take a minimum of 10 Complete Timed Writings at varied time lengths.	Complete 3-5 Unit 1 articles.	Complete 3-5 Unit 1 articles.

Unit 2: Number & Symbol Keys

Lessons 1.1 – 5.2	Lessons 1.1 – 1.4	None	None	None
Lessons 6.1 – 11.2	Lessons 2.1 – 2.3	None	None	None
Unit 2 Complete		Students should take a minimum of 10 Complete Timed Writings at varied time lengths.	Complete 3-5 Unit 2 articles.	Complete 3-5 Unit 2 articles.

Unit 3: Numeric Keypad

Lessons 1 – 4	N/A	N/A	N/A	N/A
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NOTES:



Course Length

Units 1 and 2 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 Assessment & Grading 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.

Follow the steps provided below to establish your grading standards for the EduTyping Standard Edition software course.

Step 1: Establish WPM and accuracy grading standards

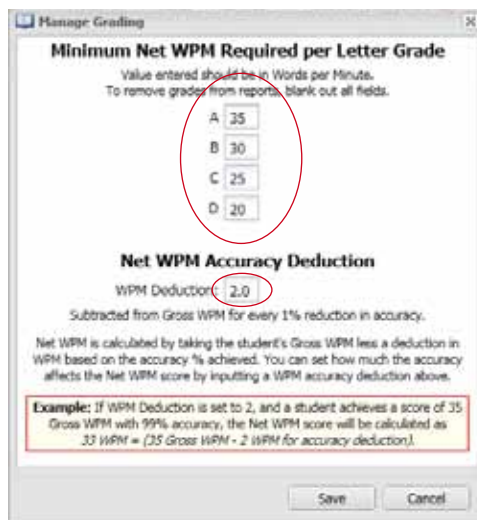
Before students begin the EduTyping course, it is recommended that instructors create Net WPM (Gross WPM - Accuracy) letter grade equivalents to establish achievement standards for students.

Example for a ninth grade class, you might set Net WPM standards as follows:

Net WPM	Letter Grade Equivalent
35+	A
30 - 34	B
25 - 29	C
20 - 24	D
19 or below	F

Step 2: Enter letter grade equivalents

Enter letter grade equivalents into the "Manage Grading" area in the Instructor software (based on the standards you established in Step 1).



Note: Letter grades and Net WPM Accuracy Deduction can be setup differently for individual classes.

Step 3: Use the Suggested Grading Rubric

Upon completion of the course, use the Suggested Grading Rubric table below to calculate students' final grades.

Suggested Grading Rubric (EduTyping Course)	
Category	% of Student's Grade
Course Lessons Average	60%
Reinforcement Lessons Average	5%
Timed Writing Test Average	25%
Practice Library Average	5%
In The News Average	5%
Total >	100%

Final Student Grade:

EduTyping Course Grade	75%
Technique & Effort Grade	25%