

Keyboarding Progress Chart

Six Weeks 1-2

Grade 7

Name _____ Class _____ Seat _____

Project-based learning requires each lesson be typed to a **standard** before advancing to next lesson. The **standard** is not looking at the keys and using correct fingerings. Resulting grade is always **100**. When the standard is not met (looking at keys - wrong fingerings), resulting grade is **60 + retype**.

Lesson	Keys to Learn	Teacher Initials	Grade
1	Home Row Keys		
2	h - e - o		
3	m - r - i		
4	t - n - c (SW1 Progress Report)		
5	v - Right shift - period(.)		
6	w - g - comma (,)		
7	b - u - Left shift		
8	p - q - colon(:) (SW1 Report Card)		
9	z - x - y		
10	hyphen - slash - question Timed Writing #1_____		
11	Alphabet Practice		
12	Sentences Practice (SW2 Progress Report)		
13	Capitalization Practice		
14	Numbers 1 - 2 - 3 Timed Writing #2_____		
15	Numbers 4 - 5 - 6		
16	Numbers 7 - 8 - 9 - 0 (SW2 Report Grade)		
17	Number Accuracy Practice		
18	Symbols # - \$ - % - &		
19	Symbols () - ' - " - * - ! Timed Writing #3_____		
20	Perfect Practice (SW3 Progress Report)		

Six Weeks 1

100 = 8 lessons (Lessons 1-8)

90 = 7 lessons (Lessons 1-7)

80 = 6 lessons (Lessons 1-6)

70 = 5 lessons (Lessons 1-5)

Grade = Total Points Earned / **800**

Six Weeks 2

100 = 18 lessons (Lessons 1-16 + TW #1, #2)

90 = 16 lessons (Lessons 1-14 + TW #1, #2)

80 = 14 lessons (Lessons 1-13 + TW #1)

70 = 13 lessons (Lessons 1-12 + TW #1)

Grade = Total Points Earned / **1800**

Timed Writings

Six Weeks 2

Timed Writing	Speed and Accuracy Practice After Lesson 10, begin each day with 1-3 timed writings on the assigned timed writing. Only the highest speed (lowest error) is recorded for each timed writing grade. Speed and Accuracy progress is recorded as a fraction - 25/3	Highest Speed/Accuracy Grade
#1 – 1 minute 4 errors		
#2 – 1 minute 3 errors		
#3 – 1 minute 3 errors		
#4 – 2 minute 5 errors		
#5 – 2 minute 4 errors		
#6 – 3 minute 3 errors		

Timed Writing Speed/Accuracy Grade

Six Weeks 2

30 - 100	25 - 89	20 - 79	15 - 74
29 - 98	24 - 87	19 - 78	14 - 73
28 - 95	23 - 85	18 - 77	13 - 72
27 - 93	22 - 83	17 - 76	12 - 71
26 - 90	21 - 80	16 - 75	11 - 70