THE EDUCATION FUND

FOR EXCELLENCE IN MIAMI-DADE PUBLIC SCHOOLS

2021-2022

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School District Education Foundation Matching Grant Program

FLORIDA EDUC8 SUPPORT EDUCATION

Typing into the Future: A 21st-Century Skill

TYPING INTO THE FUTURE:

A 21st Century Skill

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Goals

The purpose of this project is to introduce the keyboard to students in an educational setting. 21st century learning skills are an integral part of today's curriculum. Students are learning how to use the computer at a younger age, which means they need proper instruction to implement the resources in an educational setting. Keyboard is an important skill that allows students to write fluently and more effectively using technology.

Objectives

After this curriculum, students will be able to:

- ✓ Identify the different parts of a keyboard.
- ✓ Appropriately place hands on a keyboard for efficient typing.
- ✓ Type without looking at the keyboard.
- ✓ Type around 40 words per a minute (wpm).

This curriculum can be used for multiple grade levels.

Standards

Florida Standards

Science

- ✓ SC.35.CS-CP.2.1 - Perform keyboarding skills for communication and the input of data and information.

English Language Arts

- ✓ LAFS.K12.W.2.6 - Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

B.E.S.T. Standards

English Language Arts (Similar standards can be found for other grades)

- ✓ ELA.3.C.5.1 - Use two or more multimedia elements to enhance oral or written tasks.
- ✓ ELA.3.C.5.2 - Use digital writing tools individually or collaboratively to plan, draft, and revise writing.

International Society for Technology in Education (ITSE) Standards

Teacher

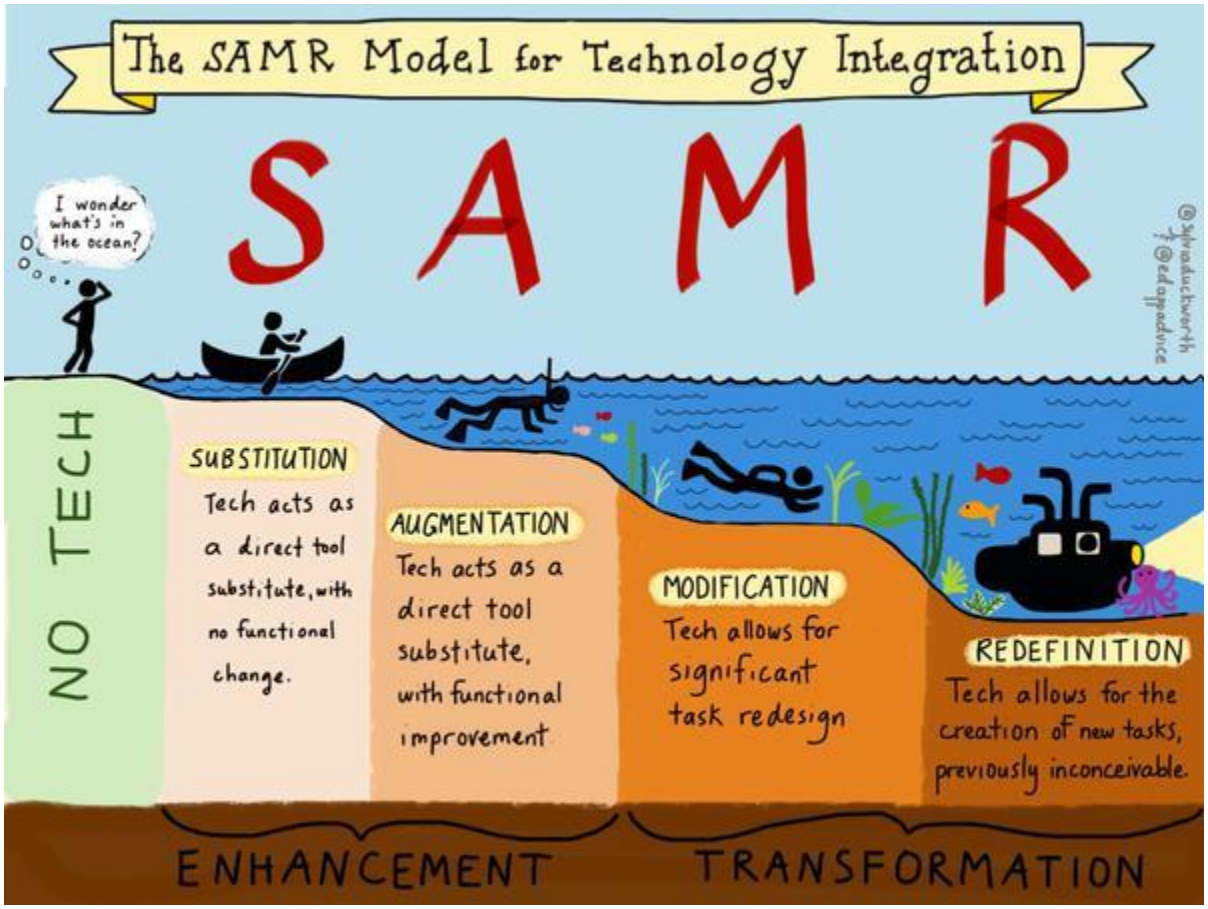
- ✓ Leader: Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning.

- ✓ Facilitator: Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.

<u>Student</u>

- ✓ Empowered Leaner: Students leverage technology to take an active role in choosing, achieving, and demonstrating competency in their learning goals, informed by the learning sciences.

SAMR



- ✓ SAMR helps integrate technology into the curriculum.
- ✓ Typing is part of augmentation - which leads to modification and redefinition.
- ✓ Redefinition is not the end result - lessons can go back and forth between substitution and redefinition. As the picture shows, we do not always row a boat or scuba dive.

course outline

Week Number	Activity
1-2	1. Learning the Keyboard - See Handout with the description of the keys. Review the keys while students look at their own keyboard. 2. Learning the letters on the keyboard - Pass out handout with hand placement. Go over the placement with the students one at a time. - Can use a printed keyboard or the Pop-it keyboard below.
3-12 (around 10 weeks)	1. Typing program - Two programs are listed below. - Monitor students' progress
13 ->	1. Continue practicing typing with free online programs.

Handouts

Typing Hand Placements

Go through each finger, pressing each letter in order. Complete three times each.

1. Left pinky finger
2. Left ring finger
3. Left middle finger
4. Left pointer finger
5. Right pointer finger
6. Right middle finger
7. Right ring finger
8. Right pinky finger

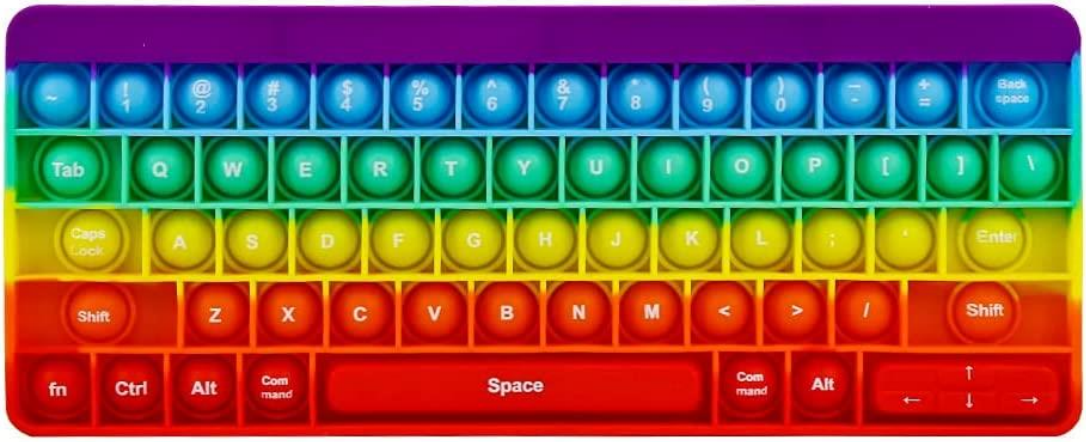
Learning the Keyboard

Control keys
Function keys
Typing (alphanumeric) keys
Navigation keys
Numeric keypad
Indicator lights

Typing Keys	- Letters, Numbers, Punctuation, and Symbols - Punctuation and Symbols: Press "shift" and the number or symbol to access the top punctuation or symbol (ex. "shift" and "," creates <)
Control Keys	- Keys used to perform certain actions. - Esc - Used to close out a window - Ctrl, Alt, Fn, Win - Used in combination with another key to perform an action
Function Keys	- Used to perform certain tasks. - These keys differ depending on the program or keyboard.
Navigation Keys	- Move around documents or websites - Include keys such as up, down, left, right, Page Down, Home, Insert
Numeric Keypad	- Some keyboard do not have a numeric keypad. - Includes Num Lock, which keeps the numbers accessible. When off it acts as the symbols listed.
Indicator Lights	- Number Lock - Capital Lock

Resources

- ✓ Keyboard Pop Fidget: (Amazon, about $10)



- ✓ Typetastic Program - Paid program - Allows you to track students' progress.

- ✓ Typingclub.com - Free but will not allow you to track students' progress.

- ✓ Technology Standards - https://www.iste.org/iste-standards