

AT Quick Guide

Keyboarding Speed

Suggestions for building keyboarding familiarity:

- Encourage students to use the left thumb and index finger on the left side of the keyboard (from A to G and from Q to Z), and the right thumb and finger on the right side of the keyboard (from H to P).
- Use the keyboarding log below to track daily progress.
- Over the course of 4 to 6 weeks, use the Typing Timer on the Alphasmart 3000 or NEO in the following ways:
 - Type the full alphabet using the Typing Timer. Do this 3 times and record the highest word-per-minute score on the keyboarding log. Do this as a 5 to 10 minute daily activity. Once the student's score is stable, move to the next activity.
 - Type each letter of the alphabet with a space between each letter (example: a b c d e). (If possible, encourage the student to use the thumb on the spacebar.) Do this 3 times and record the highest word-per-minute score. Again, do this as a 5 to 10 minute daily activity. Once the student's score is stable, move to the next activity.
 - Dictate simple sentences at the student's level of spelling ability. Have the student practice this sentence until the student's word-per-minute score is stable at or above a level commensurate with their rate of handwriting. Then provide a new sentence to practice.

Functional written productivity rates:

Generally, students are functional keyboardists when their keyboarding rate is commensurate with typical handwriting rates.

- Upper elementary grades: 7 to 10 WPM
- Secondary levels: 12 to 16 WPM

Student Name: _____

Keyboarding Speed Log (2-25 words per minute)

During the Week of _____

Directions:

		Monday	Tuesday	Wednesday	Thursday	Friday
Number of words per minute	25					
	24					
	23					
	22					
	21					
	20					
	19					
	18					
	17					
	16					
	15					
	14					
	13					
	12					
	11					
	10					
	9					
	8					
	7					
	6					
	5					
	4					
	3					
	2					

Student Name: _____

Keyboarding Log (5-30 words per minute)

During the Week of _____

Directions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of words per minute	30				
	29				
	28				
	27				
	26				
	25				
	24				
	23				
	22				
	21				
	20				
	19				
	18				
	17				
	16				
	15				
	14				
	13				
	12				
	11				
	10				
	9				
	8				
	7				
	6				
	5				