




Mr. B's Touch Method Keying Rubric: 30 Possible Points

2021-2022 School Year. Mr. B's Digital Life Skills: I CAN... NAME:	Always  3 Points	Mostly  2 Points	Needs Work  1 Point
1. Sit straight up straight and have good posture.			
2. Keep both of my feet flat on the floor.			
3. Keep my wrists straight and not rest them on the table. I can pull my keyboard to the edge of the table.			
4. Keep my elbows down by my side and not on the table. I can sit about six inches from the edge of the keyboard /edge of the table.			
5. Strike the keys with a quick strong tap.			
6. Keep my hands on home row			
7. Center my keyboard to my body (letter N to belly button) and pulled near table edge.			
8. Use the correct finger placement at all times. Each finger is responsible for a set of keys.			
9. SIX POINTS for being polite and not arguing about keying skills & touch method			
Total Points:			

The total possible points a student can earn with this rubric are 30 points. Note that students may not earn points at all in any given category if they are not trying at all to meet the skill set. Keying with the "Touch Method" is Digital Life Skill #1!