

Name: _____

Trimester 1 2 3

Keyboarding Techniques – Grading Rubric

Based on Keyboard Techniques Class Checklist Available in *My Home*

Techniques	Always	Often	Sometimes	Never
1. The student's feet are on the floor, or close to it.	4	3	2	1
2. The student's back is straight.	4	3	2	1
3. The student's wrists are straight and not resting on the table.	4	3	2	1
*4. The student uses correct fingering, returning fingers to the Home Row.	4	3	2	1
5. The student's eyes are on his or her work, not on fingers.	4	3	2	1
TOTAL POINTS				

Grade Report Translations		
E	Excellent	20 points
S	Successful	*12 – 19 points
NI	Needs Improvement	5 – 11 points
*Students must earn a 3 or higher on technique #4 in order to receive an S on the grade report.		