

Name _____

Technique Grade Sheet

Posture:	Always	$\frac{1}{2}$ the time	Rarely	NOTES
• Student sits straight in chair -butt back against chair, no slouching	5	3	1	
• Feet are flat on the floor -not under chair, no ankles crossed	5	3	1	
• Wrists/palms are not resting on table or keyboard	5	3	1	
• Elbows are by side of body	5	3	1	
• Body is within hand span of keyboard	5	3	1	

Touch Keyboarding:	Always	$\frac{1}{2}$ the time	Rarely	NOTES
• Eyes on copy or screen; does not look at fingers	5	3	1	
• Very little head movement; keeps head toward screen or copy	5	3	1	
• Student demonstrates and uses correct hand position over home row; keeps fingers resting on keys at all times	5	3	1	

Keystroking:	Always	$\frac{1}{2}$ the time	Rarely	NOTES
• No pausing between keystrokes (makes quick, snappy strokes)	5	3	1	
• Strikes keys lightly with tips of fingers	5	3	1	
• Student uses proper anchor keys; uses the home row as a starting and ending position with each reach	5	3	1	
• Student uses proper finger to strike keys -letters, numbers, backspace, shift keys, other keys	5	3	1	
• Student uses the right pinky finger to hit the enter key and keeps other fingers anchored on home row	5	3	1	

Work Habits:	Always	$\frac{1}{2}$ the time	Rarely	NOTES
• Student is productive and uses time wisely	5	3	1	
• Student has a good attitude, pays attention	5	3	1	
• Student is organized (agenda, trapper, materials, handouts, etc)	5	3	1	
• Student cleans up area at end of class; papers in folder, covers put back, logged off, chair pushed in	5	3	1	
• Student is regular in attendance	5	3	1	
• Student takes proper care of computers (does not play with cords, change settings, bang on monitors or keyboard) • Also includes not touching another's computer when logged in	5	3	1	
• Student follows directions carefully the first time they are explained (does not ask "what am I supposed to be doing" or "how do I do this" after it has been explained already	5	3	1	

TOTAL	1st Observation	2nd Observation	3rd Observation
100 Pts. Possible			