**Assessment: Labeling the Keyboard**

Depending on how you want to do this. You can evaluate at the end of each new lesson (alphabetic keys, numeric/symbol keys, numeric keypad) or have one big evaluation at the end of learning all of the keys.

Use the blank keyboard template (made available) or create your own.

Grading could be based on the following:

|  |  |  |
| --- | --- | --- |
| **Alphabetic Keys** | **Numeric Keys** | **Numeric Keypad** |
|  |  |  |  |  |  |
| Total Points | Total Points | Total Points | Total Points | Total Points | Total Points |
| Available | Earned | Available | Earned | Available | Earned |
|  |  |  |  |  |  |

1 point=labeling key with correct letter, number, symbol, etc.

1 point=labeling key or ‘area’ with correct finger (pinky, ring, index, etc.)

If the total number of points available totals more than 100, you can determine the total number of points available on the assignment, subtract the number of incorrect answers (if given all the same weight @ 1 point each); then, divide that number between the total number of points available.

For example: labeling the home row keys (a, s, d, f, j, k, l, and ;) would be 8 points for correctly placing the information and then 8 points for labeling which key is typed with which finger, for a total of 16 possible points. If the student transposed the "a" and the "s" when labeling, but did identify the correct finger for the key, he/she would receive 14 out of 16 possible points, so 14/16=88.