Correlations to the Utah Standards for Keyboarding (Grades 3–5)

KEYBOARDING Without Tears®

Keyboarding Without Tears® is the ONLY grade-level specific program that has earned the ISTE Seal of Alignment for Student Readiness!

Keyboarding Without Tears has been awarded a Seal of Alignment for Readiness by the International Society for Technology in Education (ISTE)!

The K–5 curriculum teaches touch typing, digital citizenship, and computer readiness with developmentally paced, grade-specific lessons. Keyboarding Without Tears makes it easy to teach pre-keyboarding and keyboarding skills that students need to succeed in any assignment or online testing.

Students complete grade-level appropriate lessons with engaging, game-based activities that include audio and video instructions for self-directed learning. Teachers have access to teacher's guides, lesson previews, digital citizenship and enrichment lessons. Students are encouraged to practice 5-10 minutes per day or 30 minutes per week. Teachers can preview and monitor student progress with an educator dashboard, +Live Insights and program activities integrate easily with cross-curricular subjects, such as science and social studies.

ISTE reviewers determined that Keyboarding Without Tears helps build foundational technology skills needed to support the ISTE Standards for Students.

For more details, visit: kwtears.com/iste

FEATURES:

- Engaging, developmentally appropriate pre-keyboarding and keyboarding activities for K–5 students

- In-depth, grade-specific teacher guides with digital citizenship lessons

- Lesson previews and progress reports on a digital dashboard

- Additional teacher-led digital citizenship lessons and grade-level specific assessments

- New enrichment activities with the ability to create custom content

- Cross-curricular themes integrate with subjects, such as science and social studies

- Includes audio and video instructions for self-directed lessons

- Web-based and configures to various roster management and SSO solutions

- Compatible with PCs/Macs, Chromebooks, and tablets

Grade 3	
Standard 1 **The student will demonstrate correct keyboarding techniques.**	**Resource and Location**
Objective 1 – The student will demonstrate correct keyboarding techniques.	
a. Sit up straight.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 41 **Student Resources** Keyboarding (Grade 3)
b. Center body to the "h" key with elbows at sides.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 41, 51 **Student Resources** Keyboarding (Grade 3)
c. Place feet for balance.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 41 **Student Resources** Keyboarding (Grade 3)
d. Curve fingers over the home keys.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 41, 48-53, 55, 57, 65, 68 **Student Resources** Keyboarding (Grade 3)
e. Keep wrists off the keyboard.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 41 **Student Resources** Keyboarding (Grade 3)
f. Keep eyes on printed copy.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 41 **Student Resources** Keyboarding (Grade 3)

g. Key by touch.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 51-59, 61-71 **Student Resources** Keyboarding (Grade 3) Student Resources Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
Objective 2 – The student will know the purpose of correct keyboarding techniques.	
a. Describe limitations of poor techniques.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 41
b. List advantages of good techniques.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 41

Standard 2 **The student will use correct fingering while keying the introduced keys.**	**Resource and Location**
Objective 1 – Demonstrate the correct key reaches for all alphabet letters.	
a. Use correct keystroke techniques for the letter keys.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 48, 51-71 **Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
Objective 2 – Demonstrate correct fingering for and correct usage of the space bar, enter key, shift keys, backspace/delete key, and tab key.	
a. Tap the SPACE BAR with the right thumb.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 64

	Student Resources Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
b. Hit the ENTER/RETURN key with the right little finger.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 59 **Student Resources** Keyboarding (Grade 3)
c. Use the LEFT SHIFT key when capitalizing right hand letters.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 56 **Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
d. Use the RIGHT SHIFT key when capitalizing left hand letters.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 56 **Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
e. Strike the BACKSPACE/DELETE key with the right little finger.	**Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
f. Tap the TAB key with the left little finger.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 64 **Student Resources** Keyboarding (Grade 3)
Objective 3 – Demonstrate correct fingering for and correct usage of the period, comma, and the question mark.	
a. Strike the PERIOD with the right ring finger.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 60, 66

	Student Resources Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
b. Strike the COMMA with the right middle finger.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* p. 60 **Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
c. Key a QUESTION MARK by holding down the left shift key with the left little finger and striking the question mark with the right little finger.	**Teacher's Guides** *3rd Grade Keyboarding Teacher's Guide* pp. 57, 60, 65 **Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
d. Demonstrate spacing rules when keying a period.	**Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
e. Demonstrate correct spacing when keying a comma.	**Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation
f. Demonstrate correct spacing when keying a question mark.	**Student Resources** Keyboarding (Grade 3) Enrichment: My Choice Keyboarding, Hear It, Type It, & Teacher Custom Creation

Standard 3 The students will key accurately from dictation and printed copy.	Resource and Location
Objective 1 – The student will key letters, short words, and phrases from dictation.	
Objective 2 – The student will key drills from printed text.	

Standard 4 The student will demonstrate correct keyboarding techniques with minimum speed and accuracy on 30-second timed writings.	Resource and Location
Objective 1 – The students will achieve minimum keyboarding competency on 30-second writings.	
a. Key at a minimum of 15 words per minute (WPM) on at least three 30-second timings.	**Student Resources** Keyboarding (Grade 3) – Skills Assessments & Spot Checks
b. Key at 3 or fewer errors on 3-second timings.	**Student Resources** Keyboarding (Grade 3) – Skills Assessments & Spot Checks
c. Key without using the backspace/delete key on timings.	**Student Resources** Keyboarding (Grade 3) – Skills Assessments & Spot Checks

Grade 4	
Standard 1 **The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.**	**Resource and Location**
Objective 1 – The student will achieve minimum keyboarding competency on 30-second timed-writings.	
a. Key at a minimum speed of 20 words per minute (WPM) on at least three 30-second timings.	**Student Resources** Keyboarding Success (Grade 4) – Skills Assessments & Spot Checks
b. Key at 3 or fewer errors on 30-second timings.	**Student Resources** Keyboarding Success (Grade 4) – Skills Assessments & Spot Checks
c. Key without using the backspace/delete key on timings.	**Student Resources** Keyboarding Success (Grade 4) – Skills Assessments & Spot Checks

Grade 5

Standard 1 The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.	Resource and Location
Objective 1 – The student will achieve minimum keyboarding competency on one-minute timed-writings.	
a. Key at a minimum speed of 25 words per minute (WPM) on at least three one-minute timings.	**Student Resources** Can-Do Keyboarding (Grade 5) – Skills Assessments & Spot Checks
b. Key at 2 or fewer errors on one-minute timings.	**Student Resources** Can-Do Keyboarding (Grade 5) – Skills Assessments & Spot Checks
c. Key without using the backspace/delete key on timings.	**Student Resources** Can-Do Keyboarding (Grade 5) – Skills Assessments & Spot Checks