**SEM 2 Keyboarding in Class Instructions:**

**★Lesson 1 – Home Row:**

**UltraKey – Lesson 1 Pretest in Skill Check (Check Mark)**

**Cover On (Home Row 1) – one minute, one time**

**Record score in Excel cell B4.**

**UltraKey – Lesson 1 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 1 Test in Skill Check (Check Mark)**

**Cover On (Home Row 1) – one minute, three times**

**Record best score in Excel cell C4.**

*★OPTIONAL: Word Document: Practice in Class Home Row Lesson 1*

*Fill in heading lines and Save As # 6-# PIC Lesson 1 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 1 Miller*

*Open PDF file: Practice in Class Home Row Lesson 1*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 1 test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D4.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week One Practice.*

*At home, save file as # 6-# At Home Week 1 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 1 Test *at school.***

**UltraKey – Lesson 1 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E4.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 1 and submit to HASD Dropbox.**

**★Lesson 2:**

**UltraKey – Lesson 2 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B5.**

**UltraKey – Lesson 2 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 2 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C5.**

*★OPTIONAL: Open Word Document: Practice in Class Lesson 2*

*Fill in heading lines and Save As # 6-# PIC Lesson 2 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 2 Miller*

*Open PDF file: Practice in Class Lesson 2*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 2 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D5.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Two Practice.*

*At home, save file as # 6-# At Home Week 2 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 2 Test *at school.***

**UltraKey – Lesson 2 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E5.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 2 and submit to HASD Dropbox.**

**★Lesson 3:**

**UltraKey – Lesson 3 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B6.**

**UltraKey – Lesson 3 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 3 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record score in Excel cell C6.**

*★OPTIONAL: Open Word Document: Practice in Class Lesson 3*

*Fill in heading lines and Save As # 6-# PIC Lesson 3 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 3 Miller*

*Open PDF file: Practice in Class Lesson 3*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 3 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D6.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Three Practice.*

*At home, save file as # 6-# At Home Week 3 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 3 Test *at school.***

**UltraKey – Lesson 3 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E6.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 3 and submit to HASD Dropbox.**

**★Lesson 4:**

**UltraKey – Lesson 4 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B7.**

**UltraKey – Lesson 4 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 4 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C7.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: Open Word Document: Practice in Class Lessons 4-5. Fill in heading LINES 1-31 and Save As # 6-# PIC Lesson 4 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 4 Miller*

*Open PDF file: Practice in Class Home Row Lessons 4-5*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type LINES 1-31 in Word, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 4 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D7.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Complete another Lesson 4 Test *at school.***

**UltraKey – Lesson 4 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E7.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 4 and submit to HASD Dropbox.**

**★Lesson 5:**

**UltraKey – Lesson 5 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B8.**

**UltraKey – Lesson 5 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 5 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C8.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: Open Word Document: Practice in Class Lessons 4-5. Fill in heading LINES 32-60 and Save As # 6-# PIC Lesson 4 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 5 Miller*

*Open PDF file: Practice in Class Home Row Lessons 4-5*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type LINES 32-60 in Word, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 5 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D8.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Weeks Four and Five Practices. At home, save the two separate files as # 6-# At Home Week 4 and # 6-# At Home Week 5 to your flash drive. In the lab, save to your B: drive Digital Literacy folder. In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 5 Test *at school.***

**UltraKey – Lesson 5 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E8.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 5 and submit to HASD Dropbox.**

**★Lesson 6:**

**UltraKey – Lesson 6 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record best score in Excel cell B9.**

**UltraKey – Lesson 6 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 6 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C9.**

*★OPTIONAL: Open Word Document: Practice in Class Lesson 6*

*Fill in heading lines and Save As # 6-# PIC Lesson 6 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 6 Miller*

*Open PDF file: Practice in Class Lesson 6*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 6 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record score in Excel cell D9.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Six Practice.*

*At home, save file as # 6-# At Home Week 6 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 6 and submit to HASD Dropbox.**

**★Lesson 7:**

**UltraKey – Lesson 7 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B10.**

**UltraKey – Lesson 7 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 7 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C10.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: Open Word Document:* ***Practice in Class Lesson 7***

*Fill in heading lines and Save As* ***# 6-# PIC Lesson 7 First Last Name. Save*** *to B: drive Digital Literacy folder.*

*Example:* ***30 6-2 PIC Lesson 6 Miller***

*Open* ***PDF file: Practice in Class Lesson 7***

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to* ***HASD Drop Box.***

**UltraKey – Lesson 7 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D10.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Seven Practice.*

*At home, save file as # 6-# At Home Week 7 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 7 Test *at school.***

**UltraKey – Lesson 7 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell E10.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 7 and submit to HASD Dropbox.**

**★Lesson 8:**

**UltraKey – Lesson 8 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B11.**

**UltraKey – Lesson 8 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 8 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C11.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: Open Word Document: Practice in Class Lesson 8*

*Fill in heading lines and Save As # 6-# PIC Lesson 8 First Last Name. Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 8 Penelope Miller*

*Open PDF file: Practice in Class Home Row Lesson 8*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

*Type all lines in Word document, save, and submit to HASD Drop Box.*

**UltraKey – Lesson 8 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D11.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Eight Practice.*

*At home, save file as # 6-# At Home Week 8 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 8 Test *at school.***

**UltraKey – Lesson 8 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record score in Excel cell E11.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 8 and submit to HASD Dropbox.**

**★Lesson 9:**

**UltraKey – Lesson 9 Pretest in Skill Check (Check Mark)**

**Cover On (Choose one) – one minute, one time**

**Record score in Excel cell B12.**

**UltraKey – Lesson 9 (Fingers on Keyboard) – Entire lesson**

**UltraKey – Lesson 9 Test in Skill Check (Check Mark)**

**Cover On Skill Check (Check Mark) – one minute, three times**

**Record best score in Excel cell C12.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: Open Word Document: Practice in Class Lesson 9*

*Fill in heading lines and Save As # 6-# PIC Lesson 9 First Last Save to B: drive Digital Literacy folder.*

*Example: 30 6-2 PIC Lesson 9 Miller*

*Open PDF file: Practice in Class Home Row Lesson 9*

*Restore Down both PDF file and Word file on screen so that all lines to type are clearly visible.*

**UltraKey – Lesson 9 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record best score in Excel cell D12.**

**Repeat entire lesson if score is not 80% or more accurate.**

*★OPTIONAL: At home or in the lab during ELT, Extended Study, or Tuesday Extended Help, complete the At Home Week Nine Practice.*

*At home, save file as # 6-# At Home Week 9 to your flash drive. In the lab, save to your B: drive Digital Literacy folder.*

*In the lab, submit file to HASD Dropbox.*

**Complete another Lesson 9 Test *at school.***

**UltraKey – Lesson 9 Test in Skill Check (Check Mark)**

**Cover On – 1 minute – 3 times**

**Record score in Excel cell E12.**

**Repeat entire lesson if score is not 80% or more accurate.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Lesson 9 and submit to HASD Dropbox.**

**★Typing Forum Final Testing:**

**UltraKey – Typing Forum (Last Icon)**

**Cover On (Choose one) – two minutes, four times**

**Record *each* score in Excel cells B13, B14, B15, and B16.**

**Repeat lessons if score is not 80% or more accurate. Additional keyboarding practice may be required in order to demonstrate mastery of essential keyboarding skills.**

**If you need to repeat any UltraKey Lessons, complete the lessons in order and then complete the following:**

**UltraKey – Typing Forum (Last Icon)**

**Cover On (Choose one) – two minutes, four times**

**Record *each* score in Excel cells C13, C14, C15, and C16.**

**Then complete four more Typing Forums:**

**UltraKey – Typing Forum (Last Icon)**

**Cover On (Choose one) – two minutes, four times**

**Record *each* score in Excel cells D13, D14, D15, and D16.**

**Use Snipping Tool to screen shot UltraKey Graph Results. Save file as # 6-# First Last Name Typing Forum Final Testing and submit to HASD Dropbox.**