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6th Grade Computers and Keyboarding

Mr. Hoskins

Class Website: <http://ahoskins.weebly.com>

e-mail: hoskinan@qps.org

217-228-7189 ext. 1216

NO FOOD, CANDY OR DRINKS ALLOWED IN CLASS

**CLASS DESCRIPTION**

Computers and Keyboarding is part of the 6th grade Exploratory Arts rotation at QJHS. In this class, students will be introduced to basic typing and keyboarding, as well as digital citizenship and literacy skills. Some of the topics covered, but not limited to, include:

**Keyboarding**

* Technique
* Posture
* Accuracy and Speed

**Digital Citizenship**

* Online Security
* Online Health and Wellness
* Online Etiquette
* Online Rights and Responsibilities
* Law & Copyright

**Digital Literacy**

* Reading and Interpreting Media
* Communicating ideas & Information
* Learning Management Systems

**MATERIALS & RESOURCES**

All resources utilized in class will be online resources. We will use Typing.com for our Keyboarding curriculum and various websites (such as Microsoft) and computer programs/software for the Digital Citizenship & Literacy component.

Students will utilize a QPS e-mail account to access Microsoft Education/Office365, which is a “cloud productivity application suite” utilized by our district. The biggest benefit to using this in our schools and classrooms is that students can have access to class material and personal files at school or at home. It can be accessed through desktop computers, laptops, and mobile platforms with an app.

Students will also be introduced to Schoology, which is an online Learning Management System (LMS) that has the capability of transforming the classroom into an online/digital classroom.

**ASSIGNMENTS & GRADING**

***Your grade will consist of points obtained from****:*

***Grading Scale***

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

**Practice – 20%**

- Daily Practice

**Performance - 80%**

- Summative Assessments

- Projects

In order to measure and guide your growth in our class, formative and “pre” assessments will be taken in class, but will not count towards your grade.

**HOMEWORK/CLASSWORK**

* All practice assignments will be structured so they can be completed while in class. Due to students having varying computer access outside of the class, no homework will be assigned.
* At times, students may need to find time outside of the regular class period to make-up missing work or to prepare for a 2nd attempt on a summative assessment. This can be set up with me after school, during their advisory, or Academic Enrichment course, if they have this on their schedule.

**GRADING**

**Keyboarding**

*Keyboarding will be the main focus the first couple of weeks of our class.*

* Self-paced
* Students will take a pre-assessment to obtain baseline data.
* Practice and performance grades will be based on personal baseline data and measured against your own weekly growth goals, utilizing the rubrics attached to this document.
* Weekly Summative grades will be taken, usually on the last day of the week to measure growth and goals will be set individually, usually on the first day of the week, based on previous assessment.

**Digital Citizenship & Literacy (DC&L)**

* Project Based Learning will be the foundation of the DC&L portion of our class. Students will investigate topics and ideas while collaborating with others to learn about varying topics.
* When possible, we will integrate core classroom assignments into our daily objectives.

**ABSENT WORK**

* If you are absent from class, you are expected to complete all the work you missed.
* When you return to class, you should check our class website and/or Schoology to review what you missed as well as obtain any work that was assigned.

**LATE WORK**

While my goal is for you to begin with the end in mind in order to plan effectively to meet deadlines and be on time, I also know that, as humans, our life can be messy and unpredictable. If an assignment from the DC&L category is late, the following will be true

* 5% will come off the top of the grade. This means that whatever score you earn on an assignment; 5% of the total points will be deducted from your score.

**MULTIPLE ATTEMPTS AT MASTERY**

* You may request a 2nd attempt (retake) on performance activities (summative assessments) if requested ***within 5 school days*** of seeing the original performance grade.
* In order to have a 2nd attempt, a relearning of the objectives will need to be completed
* ***Only 2 attempts allowed per class, per quarter***
* Arrangements at discretion of teacher
* No penalty for 2nd attempt.

**Practice (6 Points)**

*Practice will consist of assignments learning 2-3 keystrokes at a time.*

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| --- | --- | --- | --- | --- |
|  | **You’ve Got It!** | **Getting There** | **Learning** | **Not Yet** |
| **Point Value** | **3** | **2** | **1** | **0** |
| **Accuracy** | 100% - 95% | 94% - 89% | 88% - 80% | 79% -  |
| **Technique** | Uses correct posture, finger placement, and keeps eyes off the keyboard, most/all of the time, without teacher direction. | Practices correct posture, finger placement, and keeps eyes off the keyboard, with some teacher direction. | Attempts correct posture or finger placement with teacher direction. Looks at keyboard for most keystrokes. | Makes no attempt to use correct posture, finger placement and looks at keyboard for every keystroke. |
| **Point Value** | **3** | **2** | **1** | **0** |

**Performance (6 Points)**

*Performances will consist of weekly 3:00 timed typing tests.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **You’ve Got It!** | **Getting There** | **Learning** | **Not Yet** |
| **Point Value** | **3** | **2** | **1** | **0** |
| **Accuracy** | 100% - 95% | 94% - 89% | 88% - 80% | 79% -  |
| **Speed/WPM** | When compared to previous assessment, WPM increased. | When compared to previous assessment, WPM stayed the same. | When compared to previous assessment, WPM decreased. | X |
| **Point Value** | **2** | **1** | **0** | **X** |