

**Level K Rubric
Keyboarding - Chapter 2**

Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
Keyboarding				
Knows the term Keyboarding				
Follows the 3 steps to begin keyboarding correctly:				
Sit up straight in your chair				
Keep feet down towards the floor.				
Place wrists on the desk or wrist rest in front of the keyboard.				
Hand/Finger Placement				
Uses correct hand position over home row keys.				
Presses keys with tips of fingers.				
Home Row Keys				
Successfully identifies home row keys.				
Spacebar				
Uses thumbs to press spacebar.				
Knows what the spacebar does.				
Enter/Return Key				
Uses little finger to press enter/return key.				
Knows what the enter/return key does.				
Backspace Key				
Uses little finger to press backspace key.				
Knows what the backspace key does.				