

**Level K Rubric  
Keyboarding - Chapter 2**

<b>Criteria</b>	<b>4-Always</b>	<b>3-Most of The Time</b>	<b>2-Some of The Time</b>	<b>1-Seldom</b>
<b>Keyboarding</b>				
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.				
<b>Hand/Finger Placement</b>				
Uses correct hand position over home row keys.				
Presses keys with tips of fingers.				
<b>Home Row Keys</b>				
Successfully identifies home row keys.				
<b>Spacebar</b>				
Uses thumbs to press spacebar.				
Knows what the spacebar does.				
<b>Enter/Return Key</b>				
Uses little finger to press enter/return key.				
Knows what the enter/return key does.				
<b>Backspace Key</b>				
Uses little finger to press backspace key.				
Knows what the backspace key does.				