

Dear Principals, CTE Directors and Teachers

This email is in reference to the Keyboarding packet that you recently received in the mail. There have been a few emails and phone calls with common questions that I would like to try to address.

1. **Keyboarding instruction is required** as part of the Utah Core Curriculum for grades 3-6, although in many of our schools are starting keyboarding instruction at a very basic level as early as Kindergarten. The Keyboarding Assessment is not something new. The last four years has seen a continual decline in the number of schools that are submitting data. The Keyboarding Advisory Board felt that this might be because we have so many new Principals and teachers. In an effort to simplify the process, we have designed an online form that can be accessed through the state website. The link can be found at the USOE/CTE/Keyboarding website and this link <http://www.schools.utah.gov/cte/documents/keyboarding/KeyboardingAssessment.pdf>
2. **Competence Summary** is only required to be submitted for the 5th grade. However, there are some schools that test in 4th or 6th grade. If you are assessing keyboarding in those grades you may submit the information in place of the 5th grade summary. There is a section on the form that allows you indicate the grade assessed. If you would like to report progress of 5th grade and additional grades the data will gladly be accepted.
3. If you have been assessing students and already have testing mechanism in place you may continue with what you are doing. We are asking that you submit the Keyboarding Competence Summary based on the keyboarding assessment that you use in your school/district. The packet with the online assessment was a suggestion for a tool to use that could be accessed by everyone free of charge.
4. **The online survey** that was in the packet was designed to give you the opportunity to request assistance and for me to determine if it would be beneficial to offer an additional Keyboarding Methods workshop during the school year. There have been a number of calls saying that the link does not work but it is because one of the letters looks like a lowercase "L" but is actually a capital "I". This is the link: <http://goo.gl/GBYlv> Due to the responses that we have had thus far, I have added a winter Keyboarding Methods workshop. It will be held on Friday, Saturday, January 13-14 and Friday, Saturday February 10-11, 2012. Teachers who register for this workshop will be required to attend all four days. The summer session will be held on July 9-12, 2012. Registration will be accepted through OnTrack. The cost of the course is \$100.00. Checks should be made to MATC.
5. **The Keyboarding Methods course** is a course that can count toward the requirements for a keyboarding endorsement for both elementary and secondary teachers. The course offers specific instruction on Best Practices for teaching keyboarding skills. Our 2011 summer section of the class filled up right away. The attendees included both new and veteran teacher from all a variety of content areas. Participants leave this methods course with an understanding on how to improve students' skill in keyboarding. They also are provided with lesson materials and ideas from successful keyboarding programs here in Utah.

Regards,

Wendi Morton