8ᵗʰ Grade Computer Class

Keyboarding:

The first three (3) days of class, you will be practicing your computer keyboarding skills. At the end of the 3ʳᵈ day, we will do a timed test. Those of you who can type 25 words per minute, the minimum goal for our 8ᵗʰ graders, will move on to learning.com. The rest of you will continue to work on keyboarding until you can type 25 words per minute, or midterm, whichever comes first. We will only be timing on Fridays so if you don't make it on a Friday, you will be doing keyboarding for the entire week. WORK DONE ON KEYBOARDING ASSIGNMENTS MUST BE SAVED ON YOUR DESKTOP IN A FILE WITH YOUR NAME. Once you finish a page of keyboarding assignments, please turn it in for credit. EACH of the keyboarding pages, when completed, is worth up to 20 points in the grade book and is worth a free day.

Learning.com

For most of the quarter you will be working at your own pace on learning.com. Your name is your first intial and last name. Your password is first initial, last initial followed by your lunch account number. When doing a lesson, you MUST raise your hand and have me record the final grade. Do NOT print out the certificate!!

Learning.com Activities

All activity assignments and rubrics are printed and in files for you. Work at your own pace following directions CAREFULLY. When you have completed an assignment, <u>fill out the student portion of the rubric and turn it in along with your work</u>.

All grades will be calculated on a straight percent. Each expectation on the activity's rubric is worth one point plus two additional points for accurate typing per assignment. Double check using rubric prior to printing to be sure it meets the expectations.

Grades

<u>Daily Grade</u>: 3 points per day will be given. You will earn all points per day if you do the following: do as expected in class, stay on task at all times, keep voices to a minimum and if you must talk do so quietly, push in chair, put papers back in file, turn off computer, put away materials at end of class, and you are prepared to leave when the bell rings.

<u>Midterm</u>: If you have not yet made it to 25 words per minute, your grade will be based partially on the PERCENT of 25WPM that you can type.

<u>If you have not completed Spreadsheet Layout Activity by the end of the quarter, all assignments left undone will be given a zero in the grade book</u>. Please know the last couple of days of class will be spent with YOU updating your technology folder as well as verifying your grade. Plan accordingly.

Also, you must do the assignments in the order listed. Any left undone at the end of the quarter will be given a zero grade.

Free Days:
For every 7 lessons/activities that you successfully complete, you will get one free day. Complete means that I have turned the work back to you already graded. You need to let me know at the BEGINNING of class if you are taking a free day. If you take a free day on Friday,