

# Using EasyTech's Prescriptive Keyboarding Lessons



## Overview

EasyTech's Prescriptive Keyboarding lessons measure existing speed and accuracy and automatically assign keyboarding exercises and drills that adapt to students' individual needs. The Prescriptive Keyboarding Report helps teachers review time spent on practice, words-per-minute, and overall accuracy by key for each student.



## Getting Started

After students launch a Prescriptive Keyboarding Lesson for the first time, they should complete the introductory set of finger placement lessons from the home screen, under the Lessons button.

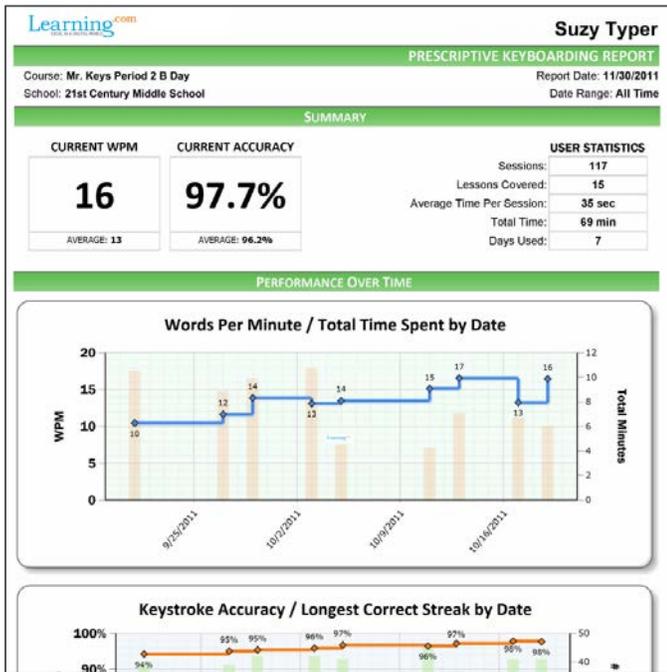
After completing these lessons, students are presented with an initial keyboarding exercise entitled "First Time Out" which will determine which keys and areas of the keyboard need the most practice. After completing the first exercise, students will be prescribed an initial set of keyboarding practices for strengthening weak keys.



## Improving Accuracy and Speed

After completing the initial set of practices, subsequent keyboarding sessions should start with students completing a full keyboard Story Challenge from the Library. This is the most effective way to obtain updated prescriptions for the entire keyboard.

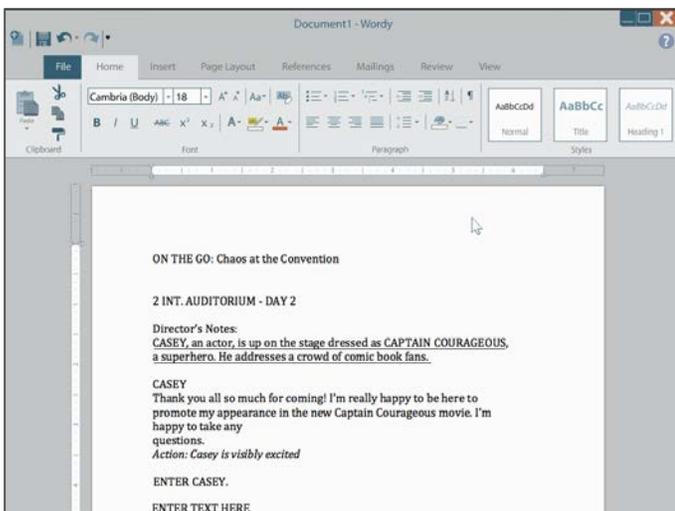
Periodically, teachers should run the Prescriptive Keyboarding Report to view progress and identify areas of the keyboard that need additional practice. *Note: For more info on running reports, see the "Generating Class and Teacher Reports" video tutorial on our Support site.*



For improving specific areas of the keyboard identified in the Prescriptive Keyboarding Report and target the prescription, have students complete other Story Challenges from the Home Row, Upper Row, Lower Row, or Number Row buttons from the Library.

When students reach 98% accuracy or better, the focus should turn to improving speed by using whole-keyboard Story Challenges. Any changes in accuracy will update the prescriptive recommendations to help students focus on those keys that need the most improvement.

Ideally, students should have regular, ongoing opportunities to practice keyboarding to maintain and continually improve their speed and accuracy. A key element to improving student keyboarding skills is ongoing practice, so the more time students have, the better results they will achieve.



### Extending and Applying Student Keyboarding Skills

Once students have improved their speed and accuracy as indicated in the Prescriptive Keyboarding Report, move on to EasyTech's included Word Processing lessons and Application Exercise assignments. This will provide students with opportunities to apply their keyboarding skills as they learn new digital literacy skills.

### Have Questions or Need Help?

Contact our Support Team!

Contact us at 800.580.4640, or visit [support.learning.com](http://support.learning.com) for live support chat.