We’re delighted that you’re using Keyboarding Without Tears™ and we want to support you through the year. These guidelines are like a travel guide for the year. We’ll provide the activities along the way, but you set the pace. Please think of these guidelines as a sequence, rather than a schedule. You can still complete the year’s worth of activities whether you practice five minutes a day or once a week.

In fourth grade, our curriculum teaches keyboarding skills in a grade-appropriate and developmentally-based sequence. We focus on a simplified approach to letter location and learning to use fingers correctly. Briefly in the beginning, children do pre-keyboarding activities that build and reinforce finger muscle-memory and using their left and right hand separately, before they start using both together. Activities are designed to expose students to a variety of fun, intuitive games that keep them engaged and expand their knowledge of subjects. Then we transition to keyboarding activities where children build a deeper familiarity with the structure and organization of the QWERTY keyboard. Our unique color-coded, row-based teaching method teaches and develops the child’s fluency and proficiency with all the keys.
Themes
During the 36 week program, students are exposed to different themes. This keeps our game-based learning environment fresh and engaging. All themes are intuitive and grade-level appropriate.

The activities in our fourth grade curriculum are organized into five themes: Jump into Keyboarding!, Oh Look!, Greek & Latin, Go Geography, and Words & Writers. After completing the eight weeks of Jump into Keyboarding!, the other four themes are generally taught in week long increments for the remaining 28 weeks.

Jump into Keyboarding! is taught for the first eight weeks. In this introductory theme, we include a wide variety of interesting subjects that will encourage and motivate fourth graders to learn as they practice activities that build foundation skills.

Oh Look! includes vocabulary words and bodies of text that present fun facts and takes the student into the world of art.

Greek & Latin includes vocabulary words and sentences relating to Greek gods, Greek mythology, Greek origin of planet names, Latin roots, Latin prefixes, and Latin suffixes.
Teaching Categories

We break down the learning objectives for pre-keyboarding and keyboarding in our curriculum into 13 teaching categories, all of which are taught in fourth grade. They represent skills that our activities teach in a developmental and grade-appropriate way. The first three fourth grade teaching categories—Drag & Drop, Finger Fitness, Discovering Keys—address pre-keyboarding learning objectives. Letter Combos, Key Words & Syllable Parts, Spacing Out, Words Up..., ...Up to Sentences, Action & Punctuation Keys, Pumped Up to Paragraphs, Champions of Web & Test Layouts, Discovering Number Keys, and Spot Checks round out the teaching categories in fourth grade. Each teaching category contains several types of activities.

Drag & Drop

This teaching category focuses on pre-keyboarding skills, such as how to select an object on the screen, drag it, and drop it somewhere else on the screen. This is a basic skill required for digital literacy on any platform. There is one type of activity used in fourth grade: Puzzle Pieces.

In Puzzle Pieces, students are required to match a missing puzzle piece to the correct puzzle. Students can practice drag and drop skills along with letter recognition skills.

Go Geography focuses on vocabulary, sentences, and paragraphs that present fun facts and information about geography and history, touching on subjects and famous people from different continents.

Words & Writers includes sentences and paragraphs from famous writers and well-regarded works of literature, like Shakespeare’s plays and Aesop’s fables.
Finger Fitness
This teaching category focuses on pre-keyboarding and keyboarding skills and includes two types of activities: Painted Finger Clues and Target Practice. These two activities use row-based practice to teach unilateral hand skills and the association of specific fingers with specific keys.

In **Painted Finger Clues**, we develop the ability to associate specific fingers with specific keys. While the students’ hands remain on the Home Row positions, we present them with color-coded hand images that indicate which finger they should use to type specific keys.

In **Target Practice**, we develop unilateral hand skills and associated finger-muscle movements by requiring children to hold down one key with one hand while typing with the other hand using our color-coded, row-based teaching method.

Discovering Keys
This teaching category focuses on pre-keyboarding skills and includes six types of activities: Build a Keyboard; Find the Letter; Pick Me!; Puzzle Surprise; Shuffled Letters; and Zoom in, Zoom Out. These activities help build familiarity with the structure and spatial organization of the QWERTY keyboard, develop bilateral separation of the hands, and reinforce proper left-right hand positioning and left-right finger movements.

In **Build a Keyboard**, the keyboard is broken apart into groups of row-based blocks. Children place the missing keys back where they belong on the keyboard.

In **Find the Letter**, students work on either mouse or touch skills depending on whether the student is working on a computer or tablet. The student locates and clicks on a designated letter in several words. After finding all instances of the letter, the student types the letter the same number of times.

In **Pick Me!**, the student is given the beginning of a sentence and a choice of three objects. The student chooses an object, then learns the name of the object, and types it.
Discovering Keys (continued)
In Puzzle Surprise, students practice unilateral hand skills by holding down a key with one hand while typing a key with the other. They type the beginning letter of the image to reveal each piece of the puzzle.

In Shuffled Letters, students hold down one key with one hand, while selecting the correct key with the other hand based on the letter or image on the screen.

In Zoom in, Zoom Out, students practice unilateral hand and letter location skills by matching a letter on the keyboard with the object on the screen.

Letter Combos
This teaching category focuses on our color-coded row-based keyboarding method while teaching students to type commonly occurring letter combinations. There are four types of activities: Bouncing Vowels, Curtain Call, Dump the Combo, and Rhyme Flip.

In Bouncing Vowels, students hold down one key with one hand as they type with the other. When they successfully type the vowel combo on the screen, it drops down and bounces into the proper side to complete a word.

In Curtain Call, students type the displayed letter combination. Each time they type the letter combination, the curtain opens a little further to reveal an image related to the letter combination.

In Dump the Combo, a dump truck travels across the screen and unloads common letter combinations to complete words. Students hold down one key with one hand as they type with the other.

In Rhyme Flip, students are presented with several words that rhyme. When they finish typing the word, an image associated with the word is revealed.

Key Words & Syllable Parts
This Teaching Category focuses on typing grade-level appropriate vocabulary words and syllables. There are three types of activities: Dolch Dynamite, Syllable Pop-Up, and Write My Name.

In Dolch Dynamite, students practice typing common Dolch words that may require one or both hands. As students type, the fuse gets closer to the barrel. The barrel bursts when students successfully type all of the words.

In Syllable Pop-Up, a cartoon mole holds up a syllable for the students to type. The students type the syllables that may require one or both hands. The syllables make up a word for the student to type. Once correctly typed, they type a definition or fun facts to build vocabulary.

In Write My Name, the student is prompted to type his or her name. This activity can also be printed out and used for additional handwriting practice.
Spacing Out
This teaching category focuses on our color-coded, row-based keyboarding method while also developing a familiarity with the space bar. There are two types of activities: Dolch & Space and Making Space.

In Dolch & Space, students are prompted to type short phrases that contain common Dolch words. Students also practice space bar skills.

In Making Space, students practice typing words and spaces to create sentences. The next word in the sentence is displayed when the student uses correct spacing.

Words Up...
This teaching category focuses on developing keyboarding skills that help students make the transition from letter combos to typing words and short phrases. There are two types of activities in fourth grade: The Label Maker and Venn Diagram.

In The Label Maker, students have to drag and drop labels into their correct place. Then, they are prompted to type the word that appears on the label. Along with typing skills, this is a fun activity to help build students’ vocabulary.

In Venn Diagram, students are presented with a Venn Diagram, which compares and contrasts two objects. First, the students are prompted to type descriptions of what is unique about each object in the Venn Diagram. Then they type a description of what is common to both objects in the intersecting area.
...Up to Sentences
This teaching category focuses on developing keyboarding skills that help students make the transition from typing words and short phrases to typing sentences. There are six types of activities in fourth grade: Bits About It, Concentration, Line by Line, Slide It Over, Type to See, and What’s It Mean?.

In Bits About It, students retype a series of sentences that include capitals and punctuation. As they successfully finish one sentence, a new sentence appears.

In Concentration, students are provided with two columns of word cards that aren’t in order. Students must first find the cards that match in both columns. Then they are prompted to type a sentence about the matching words.

In Line by Line, students are presented with fun facts and information about a variety of interesting subjects that they must type line by line.

In Slide it Over, students type lists of words, phrases, or sentences. As students successfully type each, the panel moves until the entire image is revealed.

In Type to See, students are presented with multiple sentences about a fun, interesting subject. As they complete the sentences, an image of that subject is revealed.

In the What’s It Mean?, students are prompted to type sentences that define words, concepts, and pictures. Along with typing skills, this is a fun activity to help build students’ vocabulary.

Action & Punctuation Keys
This teaching category teaches our color-coded row-based keyboarding method while familiarizing students with the action and punctuation keys on the keyboard. The activities present students with keyboarding scenarios that require them to use these keys while maintaining good keyboarding form. There are three types of activities in fourth grade: Sentence Doctor, Shifty Targets, and Tab, You’re It!.

In Sentence Doctor, students are provided with four sentences that include capitals and punctuation. Students must choose the correct sentence and then type it using action and punctuation keys like the Shift key, the period, and apostrophe.

In Shifty Targets, students are shown a string of alternating capital and lowercase letters to type. In order to type the capital letters students must hold the “target” on the Shift key before typing the letter. This allows students to build an understanding of one way to form capital letters using a keyboard. Students also get practice with the space bar by using it to advance between each group of letters.
Action & Punctuation Keys (continued)

In Tab, You’re It!, students type rows of words. Each row contains three words. The Tab key is used to advance between each word. Once each row is completed, the words populate at the bottom forming neatly organized columns of adjectives, irregular verbs, or compound words.

Pumped Up to Paragraphs

In this teaching category, we help hone students’ keyboarding skills by typing paragraphs. They are required to type words, link them together into sentences, and then link multiple sentences together to form paragraphs. There are three types of activities used in fourth grade: Center of Attention, Not the Same, and Write About It.

In Center of Attention, students practice paragraph skills by typing about a variety of fun subjects.

In Not the Same, students are presented with images, words, and sentences about two antonyms. They type the first word, then a short paragraph about the word, and repeat the same steps for the second word.

In Write About It, students are presented with a particular theme or subject and required to type a paragraph that expands on that theme or subject. The themes and subjects are fun and interesting and can range from Egyptian ships to famous people in history.

Champions of Web & Test Layouts

This teaching category develops the grade-appropriate skills students need to perform well on computer-based standardized exams. There are five types of activities: Build a Sentence, Fancy Formatting, Mrs. New’s Syllables, Scrolled Secrets, and Stop, Drop, and Type.

In Build a Sentence, students create unique sentences using drop down menus to choose a subject, verb, article, and object. After the sentence populates in the text box, students are prompted to type it.

In Fancy Formatting, students are taught how to use common text formatting tools. They are presented with a fun and interesting subject, prompted to type a paragraph on that subject, and then requested to format some part of the paragraph using bold, italic, or underline functions.

In Mrs. New’s Syllables, students are presented with multisyllabic words and prompted to type them one syllable at a time. Then, they are required to format text using the bold, italic, and underline functions.

In Scrolled Secrets, students are presented with a reading comprehension scenario in which they must scroll through a body of text, comprehend it, and then answer questions based on their understanding. All of the answers, or secrets, can be found in the body of text.
Champions of Web & Test Layouts (continued)

In Stop, Drop, and Type, students are given passages and images, and asked to answer questions based on their understanding in different ways that test their digital literacy and keyboarding fluency, including typing full sentences or paragraphs and selecting answers from a drop-down menu.

Discovering Number Keys

This teaching category focuses on developing familiarity with using the Number Row on the keyboard while maintaining good keyboarding form. There are two types of activities in fourth grade: Math Masters and Math Sentences.

In Math Masters, students are shown a grade-level appropriate math equation illustrated using both objects and numbers. Once students type the numerical part of the equation, four answer choices are provided at the bottom for students to select. After choosing the answer, students are prompted to type the solution at the top to finish the equation. Solving the equations helps students discover the number and symbol keys.

In Math Sentences, students are shown a grade-level appropriate math equation. Beneath the equation, students are prompted to type sentences that illustrate the math equation by using numbers and words instead of symbols. This is a great activity for building students’ math content vocabulary and provides number and punctuation key practice.
Keyboarding Spot Checks
Keyboarding Spot Checks focus on evaluating pre-keyboarding and keyboarding skills at incremental stages throughout the curriculum. After students complete activities in the curriculum, they will be prompted to take a Spot Check to gauge their understanding of specific skills. After completing a Spot Check, students will get a chance to review their scores. They have the option to repeat the Spot Check up to two more times to beat their “best” score for speed and accuracy. As students view their results, live data is reported to the online dashboard, +Live Insights™, so educators can track the progress of each student. We measure words per minute and accuracy throughout the assessments. There are three types of assessments used in fourth grade: Spot Check: Words, Spot Check: Sentences, and Spot Check: Paragraph.

In Spot Check: Words, students use both hands simultaneously to type rows of grade-level appropriate, high-frequency words. Speed is measured in Words Per Minute (WPM), and accuracy is measured by the percentage of correct keys hit.

In Spot Check: Sentences, students are assessed on using both hands simultaneously to type individual sentences. This Spot Check measures accuracy with punctuation and use of the spacebar. Speed is measured in Words Per Minute (WPM), and accuracy is measured by the percentage of correct keys hit.

In Spot Check: Paragraph, students are assessed on using both hands simultaneously to type a grade-level appropriate paragraph. This Spot Check also measures accuracy with punctuation and use of the spacebar. Speed is measured in Words Per Minute (WPM), and accuracy is measured by the percentage of correct keys hit.