

Keyboarding

# Appendix

Home Teacher Materials Overview

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Appendix

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## Introduction

This section gives additional information about Abeka Academy policies and procedures to help you with grading, recording,

and submitting your student's work in the **accredited program**. Please read all of the following information.

## General Information

### Course Requirements

1. For academic credit to be granted, students must complete all courses in which they are enrolled.
2. Permission to change the enrollment (switching from Accredited to Independent Study) must be received from our office. Please contact us if you have any questions regarding your student's enrollment.
3. **You must receive approval from Abeka Academy to drop a course** (only available in grades 9–12). Request must be made within thirty days of your assigned begin date for no academic penalty. **Courses dropped after thirty days or without approval will receive a “withdrawn failing” grade.**

4. Because Abeka Academy's primary objective is to provide a distinctively Christian distance-learning education, **Bible is a required course**. Grades will not be issued in other courses unless Bible work is received for that grading period.
5. **The Authorized King James Version is used for all Bible courses and verse memorization.**

### Projects

Please note the following regarding projects:

- **Follow all instructions** for projects. If you do the work as described, the project will move smoothly and efficiently.
- **Full credit can be given** only if the project meets the guidelines from the Daily Guides. Any project amendments must be cleared *in advance* with the Abeka Academy office.

## Getting Started

### Responsibilities of the Home Teacher

For the school year to run smoothly, it is important that you read the introductory information and follow the instructions in the Daily Guides. At the end of each quarter, you will need to organize and mail (or upload) your student's Progress Reports. (See Academic Calendar at [AbekaAcademy.org](http://AbekaAcademy.org).)

### Student Schedule

You and your student may arrange the order of classes as you prefer. We have found the order listed below to be best for most students.

- |            |   |
|------------|---|
| 1. Bible   | 4. Science                                  |
| 2. Math    | 5. History                                  |
| 3. English | 6. Physical Education<br>or other electives |

To avoid lengthening the school day, have your student do his homework at the end of the day rather than after each class.

You may want to **preview the first day's video lesson** and watch the first two weeks of lessons with your students to become familiar with the procedures the video teachers use and to ensure that your student is developing correct study habits.

**Remember that students must watch all the video lessons for each course and that students may not complete a grade in less than six months. Abeka Academy will not issue credit if these guidelines are not followed.**

### Study Tips

The video lessons are most beneficial when your student participates with the class in all oral work.

Encourage your student to use the video class review, the textbook, and his class notes to prepare for tests. Do not use test questions or paraphrasing of test questions to guide his test preparation.

Suggestions for reviewing with your student:

- **Call out terms or definitions;** have your student give the corresponding facts.

## Grading Policies

### Administering Quizzes and Tests

Quizzes are important for three reasons:

1. to evaluate mastery of recent material,
2. to determine whether your student is understanding his work and reading, and
3. to effectively motivate your student to learn.

For all mathematics courses, have your student show his work on all quizzes, tests, and exams. Attach any extra, used worksheets to tests and exams. **Any problem that requires computation must have work shown to illustrate the student's understanding of the process, even if the student could solve the problem mentally. If work is not shown, points will be deducted.**

Be sure to administer all pages of a test, front and back. When your student has finished a test, check for incomplete sections on the tests. It is the student's responsibility to complete all pages of each test and exam.

### Handling Testing Materials

Quizzes, tests, and answer keys are to be opened, administered, and stored only by you. They should not be left where your student will have access to them. **Students may not use the video manuals to plan their work.** Keep all quizzes and tests in a locked location.

A student who cheats robs himself of a good education, and a home teacher who allows tests or answer keys to be available to

- **Read the rules or definitions** from the book, omitting a key word or phrase; have your student supply the missing words.
- **Have your student prepare** drill cards with a question on one side and the answer on the other. Use these to call out or show him the question; he gives the answer.
- **Develop practice problems** or exercises that reinforce the course skills.

a student does great harm to the student's character.

Because it is of the utmost importance to teach our students to be absolutely honest, follow these guidelines in giving a quiz, test, or an exam.

- **Read the instructions** in the front of the instructional manuals.
- **Remove the quizzes, tests, and exams** from the book before the student takes them.
- **Closely supervise** all testing periods. Do not leave your student alone with his materials.
- **Be sure all course materials** are out of sight while the student takes the test. **Open-book tests are not allowed.**
- **Do not help** your student with answers or procedures on any quiz or test. If he needs any assistance at all, it should be only to explain the directions if he does not understand them. His work must be his own.
- **Quizzes, tests, and exams** cannot be retaken. If you think your student is not prepared, give extra help before the exam is taken.

### Grading

When grading student work, please remember the following:

- **Grade quizzes, tests, and exams**, using the point values given in the Daily Guides or teacher keys. Graded **original** tests and

exams (not copies) must be sent to the Abeka Academy office with the Progress Report.

- **Write the numerical grade** on the top of the test page and on the Progress Report before sending it to Abeka Academy.
- **If you have a question** on one of your student's answers, put a question mark instead of a grade on the Progress Report. On the test, make a note of your question.
- **Subtract 1 point** for each spelling error, up to a maximum of 5 points for all quizzes and tests except spelling tests.

### Grading Scale

A+	98–100	B	83–86	C-	70–72
A	93–97	B-	80–82	D+	67–69
A-	90–92	C+	77–79	D	60–66
B+	87–89	C	73–76	F	0–59

### Progress Reports

Two sets of Progress Reports are included in this book. They provide a convenient way for you to organize the grades and material that you must send to our office. The Progress Report must be sent to Abeka Academy as soon as the grading period is completed. (See Academic Calendar at [AbekaAcademy.org](http://AbekaAcademy.org) for expected schedule.)

The Home Teacher's Progress Reports are included for your records. If for some reason Abeka Academy does not receive the Progress Report, your copies will be *the only record of the student's work*. It is imperative that you take the following precautions:

- **Enter all grades on both sets of Progress Reports** before mailing the report.

### Keyboarding Guidelines

Keyboarding is a skills course and requires much practice. The daily assignments provide this necessary practice, and will continually ask the student to go back to previous lessons to review and practice.

It will be necessary for you to have a word processing program for your computer in order to complete this course.

1. The student should study and learn the parts of your hardware. He should use

- **Promptly mail Progress Reports** at the end of each grading period.
- **Keep all Home Teacher's Progress Reports** permanently.

**If these guidelines are not followed and work is not received, no grades or transcripts will be issued, and the student will be required to repeat the course.**

Quarterly Progress Reports should include the following items:

- Progress Report sheet with all information entered.
- All original exams and graded tests for the course.
- Any item which the Progress Report sheet directs to "check that this item is enclosed."

The following items are NOT sent with the Quarterly Progress Report sheet:

- Book reports
- Current Events
- Quizzes
- Maps

Please note the following:

- **Send a Progress Report** only when all items on the Progress Report have been completed. Do not include student work with DVD returns.
- **Include all items** requested on each Progress Report sheet, or the grade will be lowered accordingly.
- **Return DVDs** (if applicable) after all items on the final Progress Report have been completed. Full-year courses have three sets of DVDs.

Contact our office if a report card is not received within six weeks.

the operator's manual to learn how your computer functions.

2. The student must become familiar with your word processing software. If he is unable to make his document look the way it should look, it is most likely a misunderstanding of the way your program works. He should use your operator's manual or *Help!* feature to learn how your word processing program works.

## Tests and Quizzes

Each test is divided into two parts, a written part and a production part. Be sure to send both parts to the Abeka Academy office with the completed Progress Report.

Daily quiz grades will come from a variety of different sources. The first source will be the written quizzes. These quizzes are given over specific pages. Refer to the quiz/test teacher key for further instruction regarding the grading of written quizzes.

The second source of quiz grades comes from lessons in the textbook. The lessons for grading are noted on the Progress Report. Instructions for grading are noted in the solution key.

The third source of quiz grades will be from keying technique and posture/desk arrangement quizzes. The purpose of these quizzes is to encourage students to use correct technique at all times. During the first and second quarters you will notice these types of quizzes are scheduled more often. See the video manual for grading instructions.

## Solution Key

The solution key contains the solutions (examples of finished documents) for most of the documents that your student is assigned to complete. Compare your student's documents to this layout to give a grade. If his document does not look like the one in the solution key, check the formatting guidelines page for the document to make sure he applied the formatting instructions correctly.

## Timed Writings

Timed writings will be given on video and are an essential part of this course. Each quarter, students will be given a number of timings from a variety of sources. The timings are scheduled at regular intervals throughout the year. From the timings given each quarter, the ten best timings for each student will be used to find the student's net words a minute (NWAM) average for the quarter.

## Guidelines for Timed Writings

1. The student should place his name, lesson number the timing is found in, and date at the top of his document.
2. Since several timings may be given at a time, allow student adequate time to relax before beginning the next timing.
3. ***The student should quadruple space between each timing.***
4. ***When all timings are done for the day,*** have your student print his timings. He should calculate the GWAM (gross words a minute) and NWAM (net words a minute) for timings that are eligible. The student should circle all errors on each timing. Use the scale for each timing to arrive at the GWAM. Student should write this number for each individual timing below the timing. Student will then subtract the number of errors made in the individual timing to arrive at the NWAM. See the following examples.

Many say practice makes perfect. This is not the case. You must practice the right way in order to come close to perf

**24 – 0 = 24** (even if there are no mistakes, student should still write in this form)

When you prqctice at home, you should always follow proper posture guides. Sit up straight. Do not cross your legs. Do not take your eyes

**28 – 1 = 27**

## Eligible Timings

Only eligible timings may count toward the ten needed for each quarter. Any one-minute timing with no more than one error is considered to be eligible, while any three-minute timing with no more than three errors is considered to be eligible. An error is any keystroke that does not match the timed writing given. Use the scales in the video manual to arrive at an overall grade for timings for each quarter. At the end of the quarter only the ten best timings submitted should be used to arrive at the timed-writing grade. It is recommended that any timed writing that has not been calculated correctly or has errors in the

timing that were not circled not be counted toward the ten needed for each quarter. This helps teach the student accuracy in proofreading and builds character through honest calculations. Use your discretion when first timed writings are given—allow students adequate time to learn correct calculating procedures before penalizing for inaccuracy of calculations.

### **Timed Writings**

When completing timed writings, **always** have *the student* circle all errors and figure the GWAM. Once the student has circled all errors, it is acceptable for the home teacher to check the timed writing for any errors the student might have missed. Point them out to the student, then record the correct number of errors on the timed writing heading line. (Since proofreading is a vital part of learning keyboarding, it is important that the student learn to recognize his errors. He should not correct errors on timed writings, but should circle them.)

### **Sending Work**

Be careful to include the productions for each test. Incompletes are issued for missing parts. If you are not sure what to send or if your student needs assistance with a document, you may call our office and ask to speak to a keyboarding instructor.

Only the tests and productions listed on the Progress Report need to be sent to the Abeka Academy office.

### **Font and Type Size**

The font and type size will dramatically change the format of the document. Different fonts take up different amounts of space on a page. It is recommended that the student use **Times New Roman 12-point** for this course unless otherwise directed.

# How Can We Help You?

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## Contact Information

We are interested in helping your student successfully complete his work. Please let us know early if any serious problems are encountered. Enrollment, customer service, and grading agents are available to help with all your questions.

You may contact Abeka Academy by one of the following methods:



Online: [abeka.com/ContactInfo](http://abeka.com/ContactInfo)

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E-mail: [ABASecondary@abeka.com](mailto:ABASecondary@abeka.com)

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Phone: U.S. and Canadian Inquiries 1-800-874-3592  
International Inquiries (850)479-6585

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Write: **Abeka Academy**  
P.O. Box 17600  
Pensacola, FL 32522-7750  
U.S.A.

Physical Address (for Progress Reports and office  
correspondence only):  
240 Waveland  
Suite A  
Pensacola, FL 32503

Accredited students send Progress Reports to the address below. Do not send with any DVD or book returns.  
Independent Study students should keep these reports for their own records.



First Grading Period  
Grade Sheet—9th week  
Lessons 1–43  
881H

## KEYBOARDING Progress Report

Account No.

Student ID No.

Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
Pensacola, Florida 32522-7750

Date \_\_\_\_\_

New Phone Number \_\_\_\_\_

Check if the above is a change of address for

Shipping  Mailing  Billing

<p><b>Home Teacher:</b></p> <p>All student work sent to our office becomes the unconditional property of Abeka Academy and is not returned to you.</p> <p>Record all numerical grades on lines. <b>Enclose all tests and productions.</b></p> <p>*To be sent to the Abeka Academy office; please check (✓) that these items are enclosed.</p>	<p>DESK ARRANGEMENT/ POSTURE QUIZZES</p> <table border="1"> <thead> <tr> <th>Lesson</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>3</td><td>_____</td></tr> <tr><td>7</td><td>_____</td></tr> <tr><td>12</td><td>_____</td></tr> <tr><td>19</td><td>_____</td></tr> <tr><td>21</td><td>_____</td></tr> <tr><td>28</td><td>_____</td></tr> <tr><td>32</td><td>_____</td></tr> <tr><td>38</td><td>_____</td></tr> </tbody> </table>	Lesson	Grade	3	_____	7	_____	12	_____	19	_____	21	_____	28	_____	32	_____	38	_____	<p>KEYING TECHNIQUE QUIZZES</p> <table border="1"> <thead> <tr> <th>Lesson</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>4</td><td>_____</td></tr> <tr><td>9</td><td>_____</td></tr> <tr><td>14</td><td>_____</td></tr> <tr><td>16</td><td>_____</td></tr> <tr><td>23</td><td>_____</td></tr> <tr><td>24</td><td>_____</td></tr> <tr><td>26</td><td>_____</td></tr> <tr><td>33</td><td>_____</td></tr> <tr><td>40</td><td>_____</td></tr> </tbody> </table>	Lesson	Grade	4	_____	9	_____	14	_____	16	_____	23	_____	24	_____	26	_____	33	_____	40	_____	<p>WRITTEN QUIZZES</p> <table border="1"> <thead> <tr> <th>Lesson</th> <th>Quiz</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>15</td><td>1</td><td>_____</td></tr> <tr><td>20</td><td>2</td><td>_____</td></tr> <tr><td>36</td><td>3</td><td>_____</td></tr> </tbody> </table>	Lesson	Quiz	Grade	15	1	_____	20	2	_____	36	3	_____
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18  
I personally verify that the student has watched all video lessons covered by this Progress Report and that all graded work was completed by the student under a proctor's supervision without any assistance or study materials. I understand that all grades are final following the validation of the work included in this packet and that all work submitted becomes the unconditional property of Abeka Academy and will not be returned.

Home Teacher's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

You may check your student's grades online at [academy.abeka.com](http://academy.abeka.com).



**KEYBOARDING TEST 1 PRODUCTION  
STUDENT EVALUATION FORM**

**Grading Instructions:**

34 points total based on the checklist below

-2 points (up to 34 points) for each poorly modeled technique on the list. Teacher checks as student keys.

Do not announce to student what you are checking.

Technique	Was technique modeled properly?	
1. Desk cleared	Yes	No
2. Text to right of monitor	Yes	No
3. Keyboard aligned with edge of desk	Yes	No
4. Body centered in front of keyboard	Yes	No
5. Hand's width from desk	Yes	No
6. Sitting up straight (not slouching)	Yes	No
7. Leaning slightly forward at waist	Yes	No
8. Flat, staggered feet	Yes	No
9. Fingers curved	Yes	No
10. Wrists low	Yes	No
11. Forearms	Yes	No
12. Elbows	Yes	No
13. Hands do not "jump" off of home row	Yes	No
14. Fingertips used	Yes	No
15. Space bar used correctly	Yes	No
16. Quick returns	Yes	No
17. Eyes stay on copy	Yes	No
18. Quick-snap keystrokes	Yes	No
19. Confident key reaches	Yes	No

Total amount of no's circled

Number of no's × 2 = points missed\*

\*If total points missed is more than 34 points, use the maximum point value of 34.

**Calculating points missed**

Points missed on test		Points missed on production		Total points missed
<input style="width: 150px; height: 20px;" type="text"/>	+	<input style="width: 150px; height: 20px;" type="text"/>	=	<input style="width: 150px; height: 20px;" type="text"/>

**Calculating final test grade**

100	-	Total points missed	=	Final grade
100	-	<input style="width: 150px; height: 20px;" type="text"/>	=	<input style="width: 100px; height: 20px;" type="text"/>

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# Home Teacher's Copy

First Grading Period  
Grade Sheet—9th week  
Lessons 1–43  
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## KEYBOARDING Progress Report

Account No.

Student ID No.

Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
Pensacola, Florida 32522-7750

Date \_\_\_\_\_

New Phone Number \_\_\_\_\_

Check if the above is a change of address for

Shipping  Mailing  Billing

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Home Teacher's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

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**KEYBOARDING TEST 1 PRODUCTION  
STUDENT EVALUATION FORM**

**Grading Instructions:**

34 points total based on the checklist below

-2 points (up to 34 points) for each poorly modeled technique on the list. Teacher checks as student keys.

Do not announce to student what you are checking.

Technique	Was technique modeled properly?	
1. Desk cleared	Yes	No
2. Text to right of monitor	Yes	No
3. Keyboard aligned with edge of desk	Yes	No
4. Body centered in front of keyboard	Yes	No
5. Hand's width from desk	Yes	No
6. Sitting up straight (not slouching)	Yes	No
7. Leaning slightly forward at waist	Yes	No
8. Flat, staggered feet	Yes	No
9. Fingers curved	Yes	No
10. Wrists low	Yes	No
11. Forearms	Yes	No
12. Elbows	Yes	No
13. Hands do not "jump" off of home row	Yes	No
14. Fingertips used	Yes	No
15. Space bar used correctly	Yes	No
16. Quick returns	Yes	No
17. Eyes stay on copy	Yes	No
18. Quick-snap keystrokes	Yes	No
19. Confident key reaches	Yes	No

Total amount of no's circled

×2

Number of no's × 2 = points missed\*

\*If total points missed is more than 34 points, use the maximum point value of 34.

**Calculating points missed**

Points missed on test		Points missed on production		Total points missed
<input style="width: 100px; height: 20px;" type="text"/>	+	<input style="width: 100px; height: 20px;" type="text"/>	=	<input style="width: 100px; height: 20px;" type="text"/>

**Calculating final test grade**

100	-	Total points missed	=	Final grade
100	-	<input style="width: 100px; height: 20px;" type="text"/>	=	<input style="width: 100px; height: 20px;" type="text"/>

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## KEYBOARDING Progress Report

Second Grading Period  
Grade Sheet—18th week  
Lessons 44–85  
882H

Account No.

Student ID No.

Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
Pensacola, Florida 32522-7750

Date \_\_\_\_\_

New Phone Number \_\_\_\_\_

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### KEYBOARDING Progress Report

Second Grading Period  
Grade Sheet—18th week  
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882H

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Abeka Academy  
P.O. Box 17600  
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## KEYBOARDING Progress Report

Third Grading Period  
Grade Sheet—27th week  
Lessons 86–127  
883H

Account No.

Student ID No.

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Last First Middle

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Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
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Lessons 86–127  
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Home Teacher's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

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## KEYBOARDING Progress Report

Fourth Grading Period  
Grade Sheet—34th week  
Lessons 128–170  
884H

Account No.

Student ID No.

Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_

Country/ZIP Code \_\_\_\_\_

Abeka Academy  
P.O. Box 17600  
Pensacola, Florida 32522-7750

Date \_\_\_\_\_

New Phone Number \_\_\_\_\_

Check if the above is a change of address for

Shipping  Mailing  Billing

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# Home Teacher's Copy

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Fourth Grading Period  
Grade Sheet—34th week  
Lessons 128–170  
884H

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Last First Middle

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Mailing Address \_\_\_\_\_

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Abeka Academy  
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Date \_\_\_\_\_

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