

HOMESCHOOLING Typing and Tech Skills

PROGRESS TRACKER



STUDENT NAME:

START DATE:

AGE:

GRADE:

REVIEW DATE:

SKILL AREA	SKILL / TOPIC	PROGRESS				NOTES / WINS
		NOT STARTED	IN PROGRESS	COMPETENT	CONFIDENT (MASTERY)	
 TYPING BASICS	Home Row Keys	☐	☐	☐	☐	
	Finger Placement	☐	☐	☐	☐	
	Basic Key Combinations	☐	☐	☐	☐	
	Accuracy	☐	☐	☐	☐	
	Typing Speed (5+ WPM)	☐	☐	☐	☐	
 TYPING FLUENCY	Typing Speed (10+ WPM)	☐	☐	☐	☐	
	Typing Speed (20+ WPM)	☐	☐	☐	☐	
	Typing Speed (30+ WPM)	☐	☐	☐	☐	
	Reduced Errors	☐	☐	☐	☐	
	Consistent Practice	☐	☐	☐	☐	
 TECH SKILLS	File Management	☐	☐	☐	☐	
	Internet Search Skills	☐	☐	☐	☐	
	Email Basics	☐	☐	☐	☐	
	Online Safety	☐	☐	☐	☐	
	Cloud Storage / Backup	☐	☐	☐	☐	
 PRODUCTIVITY & TOOLS	Word Processing	☐	☐	☐	☐	
	Spreadsheets Basics	☐	☐	☐	☐	
	Presentation Tools	☐	☐	☐	☐	
	Digital Organization	☐	☐	☐	☐	
	Keyboard Shortcuts	☐	☐	☐	☐	

GOALS

SHORT-TERM GOALS (1-3 MONTHS)

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LONG-TERM GOALS (6-12 MONTHS)

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MONTHLY PRACTICE (MINUTES)

MONTH	MINUTES PER WEEK (AVG.)
JAN	
FEB	
MAR	
APR	
MAY	
JUN	
JUL	
AUG	
SEP	
OCT	
NOV	
DEC	

REFLECTION

WHAT WENT WELL?

CHALLENGES WE ENCOUNTERED

NEXT STEPS



NOTES

Every keystroke today
builds confidence for tomorrow.

