

Figure 1

Checklist for Assessing Keyboarding Furniture and Equipment

	Yes	No	Comments
•Are computer keyboards or electronic/electric typewriter keyboards available for student use?			
•Are all table tops the correct height for the students?			
•Are all chairs the correct height for the students?			
•Is the source document elevated/positioned for easy reading?			
•Is the monitor at eye level and elevated to avoid glare?			
•Is the room arranged in such a way that learners are able to observe teacher demonstrations, white/chalk board writing, and/or the overhead screen clearly?			
•Is the room arranged in such a way that the teacher is able to clearly observe the keyboarding technique of each student?			
•Is there ample room for the teacher to move around the room to provide motivation and assistance to students at their work stations?			
•Does the work station allow ample room for an elevated source document and other learning materials?			