

Keyboarding Daily Self Evaluation

Printed Name: _____		Today's Date: _____		Total Points Earned: _____ / 20
Please rate yourself from 0 – 4, 0=Not at All, 4 = All the Time	Student 's Grade	Teacher's Grade	Teacher's Comments	
Preparedness: I was set up, logged on and ready to work by the 2 nd bell				
On task: I was on task the entire class period				
I followed all classroom and school rules the entire block				
Workstation: My workstation was left completely cleaned and organized				
Professionalism: I behaved cooperatively and professionally today the entire class				
Completion: What work did you complete today? Be specific (assignment names, lessons, etc)				
Problem Keys/Issues/ Questions about Today – please write any here.....				