

## PROPER POSITIONING FOR KEYBOARDING

Client's Name:

Therapist:

Date:

List any adaptive equipment used:

	<b>3</b>	<b>2</b>	<b>1</b>	<b>TOTAL</b>
<b>Head position</b>	Head in neutral position (or slightly forward) and head is in line with the torso	Head occasionally tilts forward, backward or rotates	Head is consistently tilted forward, backward or rotated	
<b>Back supported by chair</b>	Sitting up straight with back supported, body in front of keyboard	Occasionally slumps or slouches but body is in front of keyboard	Slumps or slouches often. Body is not in front of keyboard	
<b>Elbow position</b>	Elbows are close to body; angle is open about 90-120 degrees	Elbows are occasionally out to the side or forward or elbow angle is < 90 or >120 degrees	Elbows are often out the side or forward and elbow angle is < 90 or >120 degrees	
<b>Wrist position</b>	Wrist is neutral and level with forearms	Wrists occasionally slump or arch	Wrists are often resting on the desk or keyboard or arched	
<b>Finger position</b>	Fingers on home row and curved	Fingers occasionally flat or not curved on home row	Fingers flat on keyboard	
<b>Hip position</b>	Hips at about 90 degrees	Hips occasionally greater or less than 90 degrees	Hips often greater or less than 90 degrees	
<b>Knee position</b>	Knees at about 90 degrees	Knee angle occasionally varies	Knee angle varies often	
<b>Legs</b>	Legs are not crossed	Legs occasionally cross	Legs are often crossed	
<b>Feet</b>	Feet are flat on the floor	Feet occasionally are not flat on the floor	Feet are often not flat on the floor	
<b>TOTAL SCORE OUT OF 27 POINTS</b>				

Reference: Cornell University. Workstation Ergonomics Guidelines for Computer Use by Children. Retrieved on 11/6/2016 at <http://ergo.human.cornell.edu/cuweguideline.htm>

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