

## Key Learning Skills and Techniques:

Key Learning Skills and Techniques are the self-management skills, attitudes, and habits necessary for students to learn and perform appropriately, effectively, and efficiently. These are distinguished from the Key Cognitive Strategies by the fact that they tend to be independent of a particular content area and consist largely of self-monitoring and study skills. While academic behaviors are not direct indicators of ability, students who exhibit these behaviors are better equipped to translate their intellectual capabilities into school and workplace success.

Key Learning Skills and Techniques has two components: (1) ownership of learning and (2) learning skills, often referred to as study habits. Ownership of learning refers to traits that help students monitor and increase their learning, including goal setting, persistence, self-awareness, motivation, help seeking, progress monitoring, and self-efficacy. Learning skills are behaviors that facilitate the learning process such as time management, test-taking skills, note-taking skills, memorization/recall, strategic reading, collaborative learning, and technology proficiency.

Component	Element	To succeed in college and/or the workplace, high school students need to be able to do the following:
<b>Ownership of Learning</b>	<i>Goal Setting</i>	Identify short- and long-term goals that align with aspirations as well as strengths and weaknesses; identify the steps necessary to attain goals; and make timely progress toward goals.
	<i>Grit Perseverance</i>	Persevere when faced with new, challenging, or unfamiliar tasks; assume responsibility for completing tasks as assigned.
	<i>Self-Awareness</i>	Monitor the self as it evolves and grows to assess strengths, weaknesses, and interests; work toward improving weaknesses and to aligning goals to strengths and interests.
	<i>Motivation</i>	Self-motivate to find value in intrinsically uninteresting tasks, expend the effort necessary to remain engaged and motivated to compete tasks.
	<i>Help Seeking</i>	Become familiar with personal resources available in the current environment, be aware of progress on current tasks enough to know when help is needed, and appropriately utilize resources to receive the help needed.
	<i>Progress Monitoring</i>	Continually evaluate progress toward goals and the alignment between aspirations, qualifications, and evolving skills and interests.
	<i>Self-Efficacy</i>	Be confident in one's ability to complete increasingly challenging and complex academic and career tasks; be able to build on past experiences and success to maximize future successes.

<b>Learning Techniques</b>	<i>Technology Proficiency</i>	Develop sufficient familiarity and proficiency with the specific technology and technical tools used in the academic or career choice of interest.
	<i>Memorization and Recall</i>	Possess multiple effective strategies and devices to memorize and recall facts and terms.
	<i>Collaborative Learning</i>	Develop the skills and strategies necessary to communicate and work collaboratively with diverse groups to meet specific objectives.
	<i>Time Management</i>	Apply skills and strategies necessary to prioritize, plan, and sufficiently focus one's attention to get expected tasks completed on time.
	<i>Test Taking</i>	Be able to prepare for the assessment of one's knowledge and proficiencies; includes being able to recall and apply information in real time and in a variety of academic and applied assessment and evaluation contexts (quizzes, academic tests, performance reviews and evaluations, etc.).
	<i>Note Taking</i>	Possess the strategies and skills necessary to prioritize, attend to, and record important information from texts, lectures, meetings, and tasks; includes referring back to notes as needed to more effectively complete future tasks.
	<i>Strategic Reading</i>	Be able to employ a variety of strategies to identify and extract relevant information from a variety of texts and formats that are specific to the chosen academic or career environment.

## APPLY Skills and Techniques

Component	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Seventh Grade	Eighth Grade
<b>Ownership of Learning</b> <ul style="list-style-type: none"> <li>• Goal Setting</li> <li>• Perseverance</li> <li>• Self-awareness</li> <li>• Motivation</li> <li>• Help seeking</li> <li>• Progress monitoring</li> <li>• Self-efficacy</li> </ul>	<p>Child understands how to set simple goals and work to achieve them.</p> <p>Child will be self- motivated and complete tasks even when it isn't interesting.</p> <p>Child has confidence in their own ability to complete tasks.</p>	<p>Child understands how to set time specific goals and work to achieve them.</p> <p>Persevere when faced with new, challenging, or unfamiliar tasks.</p> <p>Child will be self- motivated and complete tasks even when it isn't interesting.</p> <p>Child has confidence in their own ability to complete tasks.</p> <p>Child learns from mistakes.</p>	<p>Child sets short and long-term goals that align to future hopes.</p> <p>Persevere when faced with new, challenging, or unfamiliar tasks and assume responsibility.</p> <p>Child will be self- motivated and complete tasks even when it isn't interesting.</p> <p>Child has confidence in their own ability to complete tasks.</p> <p>Child learns from mistakes.</p>	<p>Child sets short and long-term goals that align to future hopes.</p> <p>Persevere when faced with new, challenging, or unfamiliar tasks and assume responsibility.</p> <p>Child will be self- motivated and complete tasks even when it isn't interesting.</p> <p>Child evaluates progress towards goals an career aspirations and adjusts as needed</p>					
<b>Learning Techniques</b> <ul style="list-style-type: none"> <li>• Time management</li> <li>• Test taking skills</li> <li>• Note taking skills</li> <li>• Memorization</li> <li>• Strategic reading</li> <li>• Collaborative learning</li> <li>• Technology proficiency</li> </ul>	<p>Child works well with others.</p> <p>Child uses technology for producing items and not just games.</p> <ul style="list-style-type: none"> <li>• Recognize letters on a keyboard</li> <li>• Use spacebar</li> <li>• Introduce beginning keyboarding skills. 2 hands</li> <li>• Use shift key to capitalize.</li> <li>• Use Spacebar or delete to remove text</li> </ul>	<p>Child works well with others.</p> <p>2<sup>nd</sup> Grade Continue beginning keyboarding knowledge with 2 hands; Identify, locate and use letters, numbers and special keys including the Esc key</p> <p>3<sup>rd</sup> Grade Demonstrate keyboarding skills to produce a minimum of one-half page of typed text in one sitting.</p> <p>Speed and accuracy goals 85% accurate</p>	<p>Child works well with others.</p> <p>Child prepares for an assessment of knowledge (tests) that they are learning.</p> <p>4<sup>th</sup> Grade Demonstrate keyboarding skills to produce a minimum of one page of typed text in one sitting.</p> <p>Speed and accuracy goals 85% accurate 20 WPM</p> <p>5<sup>th</sup> Grade Demonstrate keyboarding skills to produce a minimum of two pages of typed text in one sitting.</p>	<p>Child communicates and works well with others.</p> <p>Child possesses strategies skills to take notes on and prioritize important information.</p> <p>7<sup>th</sup> Grade Demonstrate keyboarding skills to produce a minimum of one page of typed text in one sitting.</p> <p>Speed and accuracy goals 85% accurate 35 WPM</p>					

## APPLY Skills and Techniques

15 WPM

Speed and accuracy goals  
85% accurate  
25 WPM

6<sup>th</sup> Grade  
Demonstrate keyboarding skills to  
produce a minimum of one page of  
typed text in one sitting.

Speed and accuracy goals  
85% accurate  
30 WPM

8<sup>th</sup> Grade

Demonstrate keyboarding  
skills to produce a minimum of  
two pages of typed text in one  
sitting.

Speed and accuracy goals  
95% accurate  
40 WPM