

Type To Learn is a keyboarding program that teaches students proper keyboarding techniques to gain accuracy and speed.

Type To Learn 4

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Type To Learn 4



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Overview

Purpose: Provide students with keyboarding skills to allow them to be successful in taking the SBAC Computer Adaptive Online assessments.

Features:

- Installed on all Common Core Labs
- Access from home (separate directions provided to schools)
- Student and teacher data imported from Synergy
 - Student logins
 - Username: 9 digit Student ID
 - Password: Date of birth - MMDDYY
 - Teacher logins
 - Username – same as Novell
 - Password – school name e.g. Addams, Millikan (this can be changed under the Management Utility)

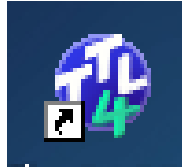
Instructional Components

- **Pretest** – places students at appropriate level based on their accuracy and words per minute. For younger students you can disable the Pretest and place them where you want.
- **Lessons** take you through with directions. Sound can be enabled or disabled.
- **Activities** presented after lessons provide practice of skills learned. This can be enabled or disabled.
- **Medallion** shows progress.
- **Words Per Minute (WPM) and accuracy** are shown on screen. Younger students focus on accuracy and not speed.
- **Certificate of completion** is available at several points.
- **Customization** available for higher levels with spelling list words. There is a dictation component too.
- **Accessibility and** language options can also be set.
- **Reports** can be generated by teachers to show progress. Parents can access reports too.

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Getting Started

Launch Type to Learn by clicking on the icon



Logging in:

- The first time it will ask for your username and password and district code.
- After the first time only the username and password have to be typed in.
 - *Teachers:* Novell username, Password is your school name that can be changed.
 - *Students:* Username is 9-digit Student ID and Password is 6-digit date of birth - MMDDYY
 - **Username**
 - **Password**
 - If account is required, contact the HelpDesk or the Technology Curriculum office for the code.

A blue-themed login dialog box. It has two input fields. The first is labeled 'Username' and contains the text '123456789'. The second is labeled 'Password' and contains the text '010101'. At the bottom, there are two buttons: 'Exit' on the left and 'OK' on the right.

- Click on the Agent to move onto the actual program

Changing Teacher Passwords

- Click on Management → Account Settings → Change password in Master Account Password → Save Changes

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Main Menu

- **Options** – change agent, color and other tools
- **Call Agent** – ask for help
- **Access Medallion** – shows progress
- **Lessons** – options starting with Pretest .
- **Activities**
 - Big Ideas
 - Dig This
 - Drone Content
 - Message Master
 - Reconnect
- **New Training**
- **Final Challenge**
- **Reports**



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Lesson Screen

- **Goals** – WPM – Words Per Minute, Accuracy

- **Main Menu**



- **Help**



- **Activities**

- Big Idea



- Dig This



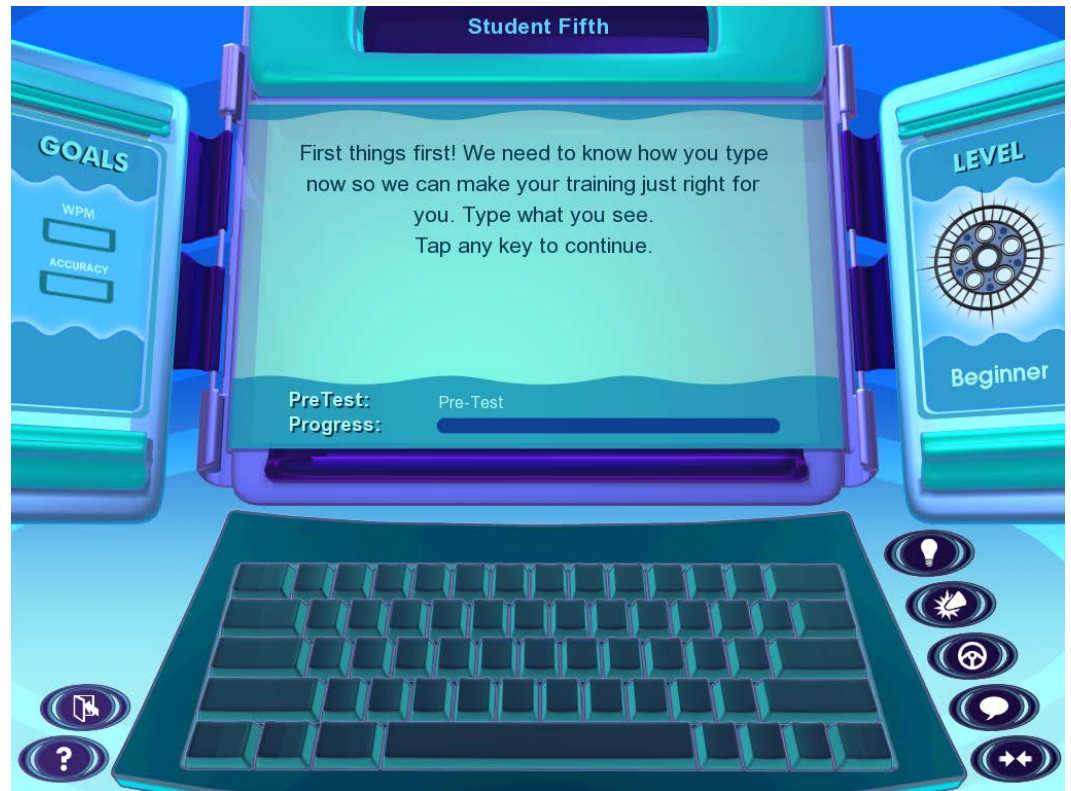
- Drone Control



- Message Center



- Reconnect



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Create a New Class

- Login → Management → Class Management
- Click on Teacher Name → Create New Class
 - Type in Class Name e.g. Period 1
 - Choose grade level using drop down arrow
 - Class period and room number are optional fields
 - Save Changes
 - Repeat this for other periods if you are in grades 6-12

The screenshot shows a web application interface for managing classes. At the top, there are two tabs: 'My Classes' and 'TRC'. Under 'My Classes', there is a list of classes, with 'Two Teacher Room 9' selected. To the right, there is a 'Master Student List' tab showing 'Student Fourth'. A modal form is open for creating a new class. The form has the following fields:

- Class Name**: A text input field.
- Semester**: A dropdown menu with 'Current Semester' selected. Below it, the text 'Current Semester: Current Semester' is displayed.
- Grade**: A dropdown menu with 'Kindergarten' selected.
- Class Period (optional)**: A text input field.
- Room Number (optional)**: A text input field.

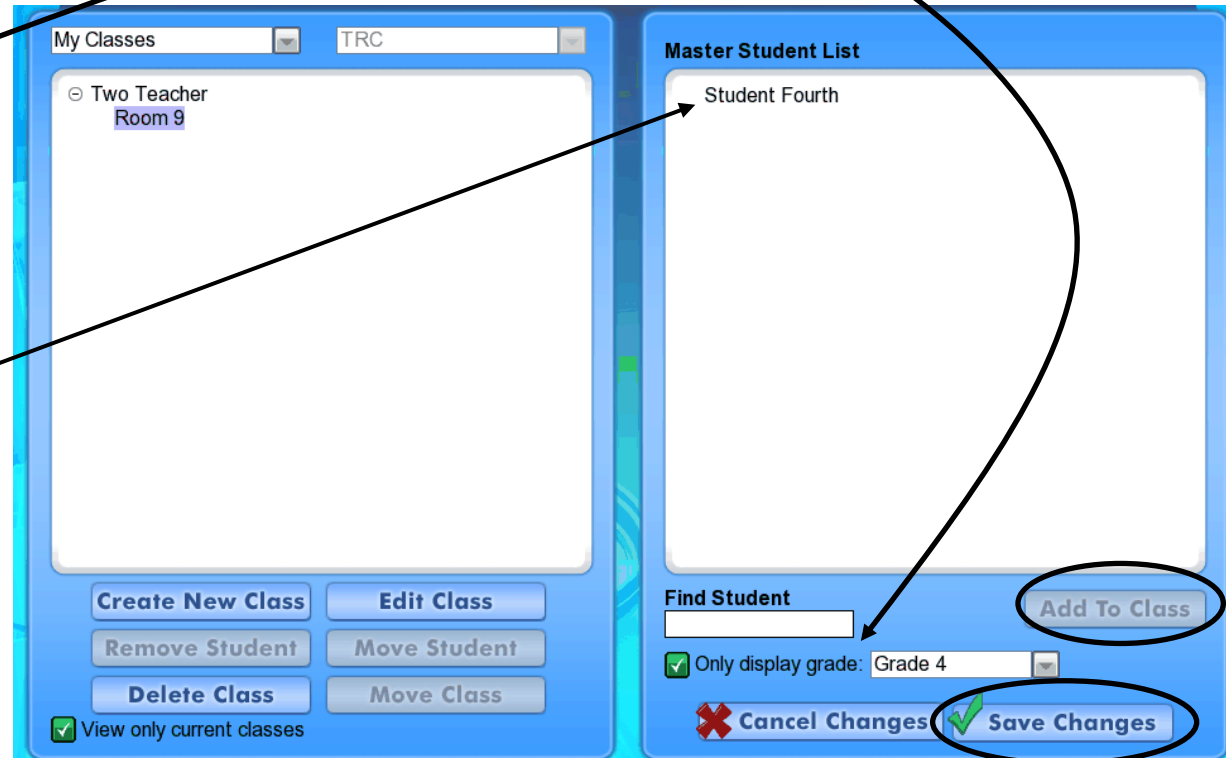
At the bottom of the modal form, there are two buttons: 'Cancel Changes' (with a red X icon) and 'Save Changes' (with a green checkmark icon). At the bottom of the main interface, there is a 'Create New Class' button.

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Adding Students to the Class

From the Roster Imports

- Click on any Class you have created
 - Check Only display grade and choose your grade level
 - Find your students, and select multiple students by holding down the CTRL (PC) or Command (Mac) key.
 - Click Add to Class → Save Changes
- Continue with other classes if you are in grades 6-12



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Adding New Students

- Login → Management → User Management



- Click on Create Student

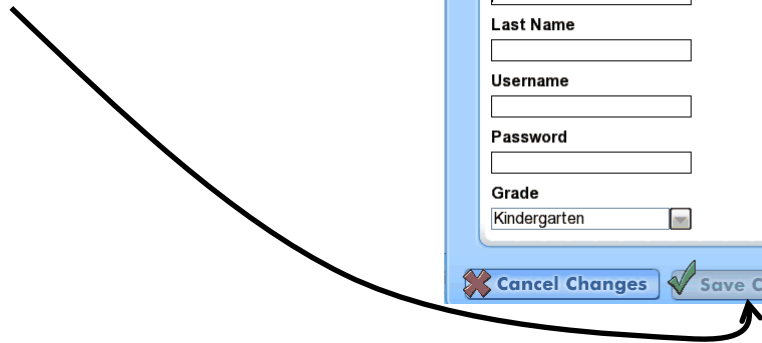
The screenshot shows the 'User Management' interface. At the top, there are navigation buttons: 'User Options', 'Student Reports', 'Class Management', 'User Management' (highlighted), and 'Account Settings'. Below these are dropdown menus for 'All Students' and 'TRC', and a status indicator 'Total users for this list: 13'. A table lists students with columns for 'Last Name', 'First Name', 'Username', 'Password', 'Grade', and 'InActive'. Below the table are buttons for 'Create Student', 'Edit Student', 'Delete Student', 'Promote Grade', and 'Clear Scores'. At the bottom, there are buttons for 'Save Current List', 'Import Students', 'Cancel Changes', and 'Save Changes'. A 'User Search' field is also present.

Last Name	First Name	Username	Password	Grade	InActive
Eighth	Student	student8	*****	K	<input type="checkbox"/>
Eleventh	Student	student11	*****	11	<input type="checkbox"/>
Fifth	Student	student5	*****	5	<input type="checkbox"/>
First	Student	student1	*****	1	<input type="checkbox"/>
Fourth	Student	student4	*****	4	<input type="checkbox"/>
Kindergarten	Student	studentk	*****	K	<input type="checkbox"/>
Ninth	Student	student9	*****	9	<input type="checkbox"/>
Second	Student	student2	*****	2	<input type="checkbox"/>
Seventh	Student	student7	*****	7	<input type="checkbox"/>
Sixth	Student	student6	*****	6	<input type="checkbox"/>
Tenth	Student	student10	*****	10	<input type="checkbox"/>
Third	Student	student3	*****	3	<input type="checkbox"/>
Twelfth	Student	student12	*****	12	<input type="checkbox"/>

- Add First Name, Last Name, Username (9-digit student ID), password (6-digit date of birth – mmddyy), and change grade level.



- Save changes



The 'Create Student' form contains the following fields:

- First Name:
- Last Name:
- Username:
- Password:
- Grade:

At the bottom, there are two buttons: 'Cancel Changes' and 'Save Changes'.

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Type To Learn Scope and Sequence

Students are assigned the appropriate lesson based on their pre-test. Each student progresses as his or her own rate and advances to the next level once the accuracy levels are achieved. Words Per Minute are not as critical during the earlier lessons as the focus is on accuracy.

Diagnostic Pre-test

Lesson A	Keyboarding awareness – lowercase alphabet
Lesson B	Keyboarding awareness – numbers, capital letters, punctuation
Lesson 1	J F, Space Bar
Lesson 2	U R
Lesson 3	K D
Assessment 1	
Lesson 4	I E
Lesson 5	H G
Assessment 2	
Lesson 6	L S, Right Shift
Lesson 7	Quick-Blends, Quick-Words
Lesson 8	O W, Left Shift
Lesson 9	; A, Enter/Return
Assessment 3	
Lesson 10	P Q, Backspace/Delete
Lesson 11	Quick-Blends and Quick-Words
Lesson 12	Y T, Tab
Lesson 13	Arrow Keys
Lesson 14	B N
Lesson 15	Quick-Blends and Quick-Words
Assessment 4	
Lesson 16	M V Lesson 17 , C
Lesson 18	Quick-Blends and Quick-Words
Lesson 19	X
Lesson 20	/ Z ?