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1. What is TypingClub School Edition

TypingClub is an educational platform for keyboarding. It is web-based and fully customizable, so your students can practice in class, at home, or wherever an internet connection can be found. Students are already familiar with the layout of the program because the design is very similar to popular games.

Each lesson provides instant, meaningful feedback that encourages students to continue practicing. You will be able to track your student’s progress and customize lesson plans through your instructor portal.
Typing faster is not the primary objective of keyboarding; rather it is a desired side effect. Once your students are able to type with all ten fingers without needing to look down at the keyboard, their overall productivity when using a computer will improve dramatically.

When typing with two fingers, the visual and frontal cortices of the brain are forced to focus on where individual keys are located. Keyboarding removes this burden, enabling students to work on things like sentence structure and grammar while they type. To help students in the classroom, the best thing you can do is to make sure students are not looking at the keyboard. If students are using all ten fingers properly, they should be able to type at about 25 words per minute (WPM).
3. Keyboarding and the Common Core Standards

Computer literacy has become a core element of K-12 education, with students now expected to master keyboarding skills before college. In fact, several of the Common Core Standards require keyboarding.
<table>
<thead>
<tr>
<th>GRADE</th>
<th>COMMON CORE REQUIREMENTS IN KEYBOARDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>“Use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.”</td>
</tr>
<tr>
<td>4</td>
<td>“TYPE ONE page in a single sitting,” approximately 11 WPM.*</td>
</tr>
<tr>
<td>5</td>
<td>“TYPE TWO pages in a single sitting,” approximately 22 WPM.*</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.corestandards.org/ELA-Literacy/W/5/6">http://www.corestandards.org/ELA-Literacy/W/5/6</a></td>
</tr>
<tr>
<td>6</td>
<td>“Type THREE pages in a single sitting,” approximately 33 WPM.*</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.corestandards.org/ELA-Literacy/W/6/6">http://www.corestandards.org/ELA-Literacy/W/6/6</a></td>
</tr>
</tbody>
</table>
“Interact and collaborate with others.”
http://www.corestandards.org/ELA-Literacy/W/7/6
Fluently communicating with others via the internet, especially when instant messaging, requires keyboarding proficiency.

“Gather relevant information...and integrate the information while avoiding plagiarism”
http://www.corestandards.org/ELA-Literacy/CCRA/W/8
Academic integrity is one of the most important values we can instill in young students. Keyboarding lessens the physical burden of typing, thus making students less likely to copy-and-paste entire paragraphs.
“Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two)”

http://www.corestandards.org/ELA-Literacy/CCRA/W/10

The only way to increase stamina is to practice typing passages of varying lengths. Our Typing Tests provide an excellent resource for this kind of practice.

* This calculation was made by assuming that a single sitting equals 30 minutes of continuous typing. The Common Core website is vague in its definition of “a single sitting,” so these benchmarks are estimates made by TypingClub.

TypingClub School Edition is designed to help your students meet and exceed the Common Core Standards within a semester’s worth of time. Our test templates are deeply customizable, so you can alter settings to best prepare your students. Once your students learn proper keyboarding technique, they can practice to increase typing speed, improve accuracy, and develop stamina for typing.
4. How to Use TypingClub to Teach Keyboarding

The Personalized Web Portal

Every student, teacher, and administrator who intends to sign in to TypingClub School Edition must sign into your portal. Your TypingClub portal was set up when the account was initially created. This portal URL is unique to your account and functions as your home base, where all users will log in to their profiles. This URL looks similar to http://school-name.typingclub.com, where “school-name” is your school’s name or your district’s name.

Although teachers and students both log in from the same login interface located on the homepage of your portal URL, they will each see their own relevant interfaces. The student view prompts students to start practicing immediately upon logging in, whereas the instructor view contains several options for customizing lesson
plans and monitoring student progress. Further details about logging in for students and instructors is located in the “how students and teachers log in” section.

https://your-school-name.typingclub.com
Subscribing Students

There is a two-step process for subscribing students to your class in TypingClub before you can assign lessons. First, you must add students to your account to grant them access to your web portal. Then, once students are added to your account, you can subscribe them to your class. Detailed instructions for both of these steps, including helpful images, are included in the “How to Setup Your Account and Add Students” section.

Assigning Lessons

Once students are subscribed to your class, they can sign in to the student portal and start practicing. From your instructor portal, you can customize each lesson by reordering activities, altering difficulty settings, and changing goals. You can then monitor student progress and adjust these settings as necessary. By enabling the scoreboard, you can further motivate students to practice their skills by allowing them to compete against each other for higher scores. Details on how to change these settings are discussed in later sections.
5. How Teachers and Students Log in

You and your students both log in from the same URL, which is chosen by the administrator when your account is first set up. This URL looks similar to http://school-name.typingclub.com, where “school-name” is your school or district’s name. If you are unsure of your web portal’s URL, please contact the person who set up your TypingClub account. Once you get the custom URL for your account, we highly recommend bookmarking it and linking to it on your school’s website. This URL is where you and your students must go in order to sign in. Please note that your username and password will not work on any other TypingClub login page.
Adding Students to Your Web Portal

Before your students can log onto your portal URL, they must be added to the account by you or an administrator. There are two methods for doing this. On the “students” tab of your instructor site, look for the options titled “add student” and “add many students.”
Student Management

This is your student master list. Having your students in the master list only means they can sign into your portal as a student. In order for them to get started with an activity, you must also assign them to a class.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID</th>
<th>Last Activity</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeden</td>
<td>Diaz</td>
<td></td>
<td>Oct. 9th, 2014</td>
<td>4th</td>
</tr>
<tr>
<td>Yeseniha</td>
<td>W</td>
<td>117927</td>
<td>Oct. 9th, 2014</td>
<td>5th</td>
</tr>
</tbody>
</table>
Add Student
Here, you can add students one-by-one. Just enter each student’s information into the form. However, we do not recommend using this method to add large classes because doing so would be very time-consuming.

Add Many Students
This option guides you through the process of subscribing many students by using a spreadsheet. It includes step-by-step instructions for how to organize your spreadsheet, as well as how to upload it.
Subscribing Students to Your Class

Once students are added to your account, you can subscribe them to your class in TypingClub and start assigning lessons. To subscribe students to your class, go to the “Classes” tab. All of your classes should be visible on this screen, and you can add additional classes by clicking the “Add a New Class” button.

Click on the name of your class, and you will be taken to a menu that displays an overview of your class. Click on “Student Enrollment.” On this page, you can subscribe students to your class by clicking the “Add Existing Students” button.
On your first session, before introducing the software to your students, ask them to try to find the two bumps on their keyboard on letters F and J. Make sure they can find them again without looking down at the keyboard. Once the students know how to do that, they are ready to get started with using the program.

While your students complete each lesson, it is critical to emphasize the importance of not looking at the keyboard. Students who continuously look at the keyboard will not be able to learn keyboarding properly.
8. Lesson Plans

Teachers who use TypingClub School Edition have the ability to create and edit their own lesson plans. A lesson plan is a collection of lessons you see when students start using TypingClub. Everything about those lessons, including text, score system, use of backspace, and speed requirements is configurable in this interface. You can use our pre-made default lesson plan, edit the default lesson plan to match your personal preferences, or you can build a new lesson plan from scratch.
Lesson Plans

Typing Basics

730 lessons

Sam Jones
Oct. 12th, 2014
The Default Lesson Plan

Start by clicking the Lesson Plans tab. You should see the title “QWERTY EN,” which is the default lesson plan installed automatically in TypingClub. The first lesson instructs students to practice typing the [J] and [F] keys. These two keys are the foundation of touch typing (notice your keyboard has bumps on those letters). Each subsequent lesson introduces students to new letters, the [Shift] key, numbers, symbols, and increases their typing speed.

Customizing Lesson Plans

If you decide to use our default lesson plan, but want to edit certain preferences, we recommend creating a duplicate of the lesson plan before making changes. That way you can go back to the default settings if something goes wrong. Do this by clicking “make a copy” on the right side of the window.
Everything about the lesson plan is modifiable. To change features for all students who use your lesson plan, click on “Lessons,” then click on the specific lesson you want to modify. You will see that you have the power to edit the lesson name, the text that students type, and grading requirements such as the speed goal, minimum accuracy, and minimum WPM. If, alternatively, you prefer to alter settings for individual students, please follow the instructions in the “Adjusting difficulty” section below.

Creating Your Own Lesson Plan

You have the option to build a lesson plan completely from scratch. You name each lesson, decide what text students will type, set the grading requirements, and design your own difficulty settings. If you finish building a custom lesson plan and want to share it with other teachers, you can upload it to the lesson plan marketplace. Likewise, you can download lesson plans created by other teachers.
9. Adjusting Difficulty

You can adjust the difficulty of a lesson plan in three different ways:

**OPTION 1**

**Adjust settings on the lesson-plan itself.**

Adjust settings on the lesson-plan itself. The process for doing this is described in “customizing lesson plans” above. Please remember: editing lesson plans from this menu will affect all students who are subscribed to your lesson. For example, if you are an administrator for a school district, and you change the difficulty settings for the default lesson plan, those changes will be applied to all students in your district.
OPTION 2

Adjust difficulty for each class individually.

To do this, go to the “Classes” tab. Select your class. Now select “Lesson Plans.” Click on “Normal Difficulty.” Now you can raise or lower the minimum WPM to change the difficulty of each lesson. Be careful, though: 0 is the default difficulty setting and a moderate change in the lesson’s WPM has a drastic impact on its difficulty.
OPTION 3

Adjust difficulty for each student individually.

Go to the “Classes” tab. Click on your class. Click on “Scoreboard.” Next to the student’s name, click on “Normal Difficulty.” You can now increase or decrease the WPM, just like in Option 2. The same warning applies here: Changing the WPM offset beyond the default of 0 will dramatically alter the lesson’s difficulty.

To adjust an individual student’s difficulty, that student must have previously completed at least one lesson.
10. How to Keep Students on Schedule

You can designate a specific stopping-point to limit how many lessons students complete each week. This optional setting prevents students from jumping too far ahead of their classmates. To do this, go to the “Classes” tab. Click on your class. Click “Lesson Plans.” Click on “Not limited.”

Select “Students may practice up to level” and choose your desired stopping point.
11. Grading is Up to You

If you are unsure of how to grade your students, we suggest three systems that have worked well for teachers in the past. All of the necessary information can be found in the instructor portal, and detailed instructions for monitoring your students’ progress can be found in the “How to track progress” and “How to Use Typing Tests” sections below.

**Grading Suggestion 1**
Grade students based on the amount of time they spend practicing typing on a daily or weekly basis.

**Grading Suggestion 2**
Grade students based on the number of stars they earned in each lesson.

**Grading Suggestion 3**
Grade students based on their scores on Typing Tests
12. How to Track Progress

TypingClub School Edition has several features which help you monitor student progress and generate reports. The most important features for you to understand are the scoreboard, “Attempt History” view, “Student Progress” view, weekly reports, and daily reports. You can export these reports to Excel and use them for grading or student progress reports.

**Scoreboard**

The scoreboard is a powerful tool that allows you to simultaneously view important details about all of your students. On one page, you will see every student’s star count, total practice time, average accuracy, average WPM speed, overall progress, and other details. To access the scoreboard, go to the “Classes” tab, click on your class, and click on “Scoreboard.”
This page will provide you with a summary of every student’s performance. To view the performance of each student individually click on “Per Lesson” button.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Difficulty</th>
<th>Score</th>
<th>Stars</th>
<th>Practice Time</th>
<th>Attempts</th>
<th>Avg Accuracy</th>
<th>Avg Speed</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeden</td>
<td>3,673,500</td>
<td>Normal</td>
<td>3,690</td>
<td>⭐</td>
<td>03:39:10 Hours</td>
<td>808</td>
<td>99%</td>
<td>82 WPM</td>
<td>4%</td>
</tr>
<tr>
<td>Diaz</td>
<td>3,634,659</td>
<td>Normal</td>
<td>3,649</td>
<td>⭐</td>
<td>03:48:30 Hours</td>
<td>881</td>
<td>86%</td>
<td>41 WPM</td>
<td>95%</td>
</tr>
</tbody>
</table>
Your students’ scores will show up on this page after they complete their first lesson. If you click on the blue box titled “Per Lesson,” you will see that student’s statistics for each individual lesson.

You control whether your students can see the scoreboard on their student portal. This setting encourages competition between students by ranking them according to their star count. Students earn stars for typing with a combination of speed and accuracy. This setting is designed to motivate students to practice typing correctly and continually improve their scores. To modify this setting, go to the “Classes” tab. Select your class. Click on “edit class.” In the section titled “scoreboard visibility,” choose your preferred setting.
The image shows the settings page for a class named "Typing Period 1" on the TypingClub website. The image highlights the section for Scoreboard Visibility, which includes options for students to view each other's scores, scores to be kept private, or scores to be kept private to each student.

The text explains that the Scoreboard Visibility option determines whether or not students may view each other's scores and placement. If you believe an atmosphere of competition can be constructive to your class, allow students to view each other's scores.
Attempt History View

Whereas “Scoreboard” lists summaries of aggregated progress by your students, the “Attempt History” screen shows every individual attempt made by your students on TypingClub, arranged chronologically.

The blue buttons on the right side of this window are worth noting:

The **play button** in each row shows a video replay of that attempt. You can view exactly what the student typed and see where he or she made mistakes.

The **“X”** in each row allows you to delete that specific attempt, which is useful if you believe a student cheated on the attempt by having a parent or friend complete the lesson.
Student Progress View

“Student Progress” is a graphic bird’s-eye view of your students’ performance on all lessons. It uses different colors to put the star count in context of how well the students complete each lesson. The relative length of each student’s bar shows you how many lessons students have completed. The color of the bar shows you how many stars students earned for each lesson.

Using this tool, you can identify that a certain student completed many lessons, but he or she only got 1 star for many of them. If you want students to complete lessons as perfectly as possible, “Student Progress” will provide you with necessary feedback.

Weekly and Daily Reports

You can use our “Reports” tool to monitor student activity on a daily or weekly basis. This is especially useful if you choose to grade students based on how much time they spend practicing their typing.
To open this tool, go to the “Classes” tab. Click on your class. Click on “Reports.”

Here, you can view a weekly digest or a daily digest of student activity on TypingClub.
How to Use Typing Tests

Typing Tests allow you to gauge your students’ performance in a timed examination where they have to type large quantities of text. This presents an alternative to the short lessons and can help prepare students for standardized tests like the Common Core.

To create a test, go to the “Typing Tests” tab. Click on “Add a typing test.” After you give the test a name and description, you will be able to customize several settings. To best understand whether a certain test will be a good fit for your students, we recommend taking the test yourself.

To see some test templates based on what lessons your students have completed, go to the “Edit Text” tab, and choose the link “existing templates.”
The default typing text is very long. We do not recommend asking new students to type the entire default text in a non-timed setting because doing so would likely be too demanding.
You are able to change the text students will be asked to type during the test.

You can edit several details about the test. Most of these features are fairly self-explanatory, but two of them warrant a quick explanation.
Who Should Take This Test?
If you select “Any student in my account,” your students will need to sign up for the test from their student portal. When they log in, they will see a button labeled “Add More Activities.”
They must click this button to access the test. If you select “Only Students I Select,” you will need to manually choose students to take the test. To do this, click on “Students,” and search for each student individually.
Time-Based Test
If you make the test time-based, students will have a designated amount of time to type as much of the text as they can. The test will then calculate WPM and accuracy based on their performance.

You can see and export students’ scores on the test from this menu.
14. Technical Requirements

TypingClub is 100% web-based, so there are no downloads or plugins required. All you need is one of the following modern browsers: Google’s Chrome, Firefox, Safari, Internet Explorer 9 or Internet Explorer 10.