



# Typing Handbook

Tenth Grade



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## Introduction to 10th Grade Typing

10th Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 10th grade students. The grade-level typing courses are thoughtfully designed to teach touch typing through cross-curricular standards-aligned content, instructional videos, educational games, and other interactive experiences.

As in Typing Jungle and our other grade-level typing courses, the 10th Grade Typing course begins with the basics of typing, working systematically to build muscle memory for the home, top, and bottom rows of the keyboard. It also introduces typing numbers, punctuation marks, and mathematical symbols. The 10th Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 10th grade standards. WPM goals are carefully designed to match grade-level expectations. For students with typing experience, teachers may enable our [built-in placement tests](#) to allow students to prove their skills and skip the introductory sections.

## Tips for Students

### 1. Posture matters

Students should position their monitors directly in front of their eyes, sit up straight, hover their wrists just above the keyboard, and sit close to their desks so that their arms form the shape of an L. Poor posture can result in problems such as back pain, headaches, and sore muscles.

### 2. Practice 1 hour per week

Building muscle memory takes time and practice. Our brains and fingers require time to coordinate the right movements. At least two or three short sessions per week are highly recommended to quickly build muscle memory and endurance.

### 3. Do the first 7 sections in order

Students should complete the lessons in order for the first seven sections. This will build the needed muscle memory for the Home Row, followed by covering every letter on the keyboard, and using the Shift key to capitalize. Once they have mastered these skills they are ready to move on to the standards-aligned content sections that follow.

### 4. Accuracy

Even though we strive to learn to type fast, what slows us down is the number of mistakes we often make. Students should focus on accuracy first, and speed will progressively increase as they build muscle memory.

### 5. Look at the screen

The best thing teachers can do is make sure that students don't look at the keyboard. Encourage students to always return to the Home Row and feel for the bumps on F and J.

### 6. Get all 5 stars

Each lesson has a set of requirements that need to be met in order to pass the lesson. However, just passing the lesson isn't the real goal. Mastery equals 5 stars!

### 7. Use all 10 fingers

....and not only when practicing on TypingClub! At first, students often think that they type faster using only 2 fingers. With enough practice in their everyday lives, students will realize that typing with all ten fingers is actually easier and allows them to type faster.

## Tips for Teachers

### 1. Put your students' skills to the test

Have students take the same test at regular intervals and watch their typing skills improve over time. Nothing is more motivating for your students than seeing their speed increase, and after a few months of diligent practice, they should notice that typing has become much easier.

### 2. Allow corrections

Backspace can be either enabled or disabled; the choice is yours. We recommend enabling it with beginners, as the inability to correct mistakes could result in frustration. Advanced typists can disable the backspace to further challenge their typing skills.

### 3. Assign a range of lessons

In order to ensure that your class stays together and that proper attention is given to each skill, use the 'Assign a Range of Lessons' feature. Allow students to work within a given range of lessons and encourage them to repeat the lessons in order to earn all 5 stars on each lesson.

### 4. Adjust the difficulty

You can adjust difficulty on a student by student or class-wide basis. If a particular student is struggling or needs more of a challenge, you can adjust the WPM they need to achieve in order to earn stars.

### 5. Accessibility settings

TypingClub is fully accessible to students who may be prevented from participating in standard typing courses because of visual impairments or learning disabilities, such as dyslexia. Students can enable audio instructions that narrate text and provide helpful feedback. The font size and color of typing lessons can also be adjusted to meet students' unique needs. TypingClub is an excellent solution for mixed classes struggling to offer the same level of involvement to all students. TypingClub is designed to accommodate all students without exception.

For more details, please see our [Accessibility Handbook](#).

Lesson #	Section Title	Objective	Minimum	Goal
1-23	Home Row	a s d f g h j k l ;	80%, 8 wpm	10 wpm
24-51	Top Row	q w e r t y u i o p	80%, 8 wpm	10 wpm
52-84	Bottom Row	z x c v b n m , . /	80%, 8 wpm	10 wpm
85-99	Enter & Tab	Enter and Tab keys	80%, 8 wpm	10 wpm
100-141	Review All Keys	All letters	80%, 8 wpm	10 wpm
142-164	Shift Key - Home Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
165-187	Common Patterns 1	Common letter combinations	80%, 8 wpm	12 wpm
188-226	Typing Tips	Tips for students	80%, 8 wpm	10 wpm
227-249	Shift Key - Top Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
250-272	Common Patterns 2	More common letter combinations	80%, 8 wpm	14 wpm
273-295	Shift Key - Bottom Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
296-314	Special Keys	. , “ ? ‘ ! ( ) -	80%, 8 wpm	10 wpm
315-338	Digital Citizenship	How to be a good digital citizen	80%, 8 wpm	16 wpm
339-351	Numbers 1	4 & 7, 3 & 8	80%, 8 wpm	10 wpm
352-381	Grammar	Parallel structure	80%, 8 wpm	18 wpm
382-409	Digital Literacy	How computers work	80%, 8 wpm	20 wpm
410-422	Numbers 2	2 & 9, 1 & 0	80%, 8 wpm	10 wpm

Lesson #	Section Title	Objective	Minimum	Goal
423-448	Vocabulary	10th grade words	80%, 8 wpm	22 wpm
449-472	Science	Engineering design	80%, 8 wpm	24 wpm
473-484	Numbers 3	5 & 6, review	80%, 8 wpm	10 wpm
485-507	Social Studies	Economics	80%, 8 wpm	26 wpm
508-530	Math	HS math overview	80%, 8 wpm	27 wpm
531-555	Numbers - Traveling	All numbers	80%, 8 wpm	10 wpm
556-578	Reading	Nonfiction	80%, 8 wpm	28 wpm
579-599	Financial Literacy	Managing risk	80%, 8 wpm	29 wpm
600-608	Row Review 1	All rows	80%, 8 wpm	30 wpm
609-621	Number Row Symbols 1	\$ & # *	80%, 8 wpm	10 wpm
622-644	Common Patterns 3	More common letter combinations	80%, 8 wpm	31 wpm
645-671	Science	Life sciences	80%, 8 wpm	32 wpm
672-684	Number Row Symbols 2	@ ( ! )	80%, 8 wpm	10 wpm
685-706	Grammar	Clauses	80%, 8 wpm	33 wpm
707-729	Vocabulary	Context clues	80%, 8 wpm	34 wpm
730-741	Number Row Symbols 3	% ^ and review	80%, 8 wpm	10 wpm
742-764	Math	9th grade review	80%, 8 wpm	10 wpm

Lesson #	Section Title	Objective	Minimum	Goal
765-787	Reading	Theme	80%, 8 wpm	35 wpm
788-812	Number Row Symbols - Traveling	All introduced symbols	80%, 8 wpm	10 wpm
813-834	Social Studies	Geography	80%, 8 wpm	36 wpm
835-857	Science	Earth sciences	80%, 8 wpm	37 wpm
858-866	Row Review 2	All rows	80%, 8 wpm	38 wpm
867-897	Symbols	Review all & travel	80%, 8 wpm	10 wpm
898-922	Grammar	Phrases	80%, 8 wpm	39 wpm
923-943	Math	Geometry definitions	80%, 8 wpm	40 wpm
944-974	More Symbols	~ ` ‘ “ - = _ + [ ] { } \   < >	80%, 8 wpm	10 wpm
975-997	Vocabulary	Word patterns	80%, 8 wpm	41 wpm
998-1021	Financial Literacy	Managing risk 2	80%, 8 wpm	42 wpm
1022-1030	Row Review 3	All rows	80%, 8 wpm	43 wpm
1031-1053	Social Studies	Government & civics	80%, 8 wpm	44 wpm
1054-1076	Reading	Inferences	80%, 8 wpm	45 wpm
1077-1104	Science	Physical sciences	80%, 8 wpm	46 wpm
1105-1127	Social Studies	U.S. History	80%, 8 wpm	47 wpm
1128-1145	Grammar	Semicolon & colon	80%, 8 wpm	48 wpm

Lesson #	Section Title	Objective	Minimum	Goal
1146-1168	Math	Geometry Theorems	80%, 8 wpm	49 wpm
1169-1192	Social Studies	World History	80%, 8 wpm	50 wpm
1193-1215	Reading	Literature	80%, 8 wpm	50 wpm
1216-1239	Vocabulary	Figures of speech	80%, 8 wpm	50 wpm
1240-1260	Fun Facts	Just for fun!	80%, 8 wpm	50 wpm

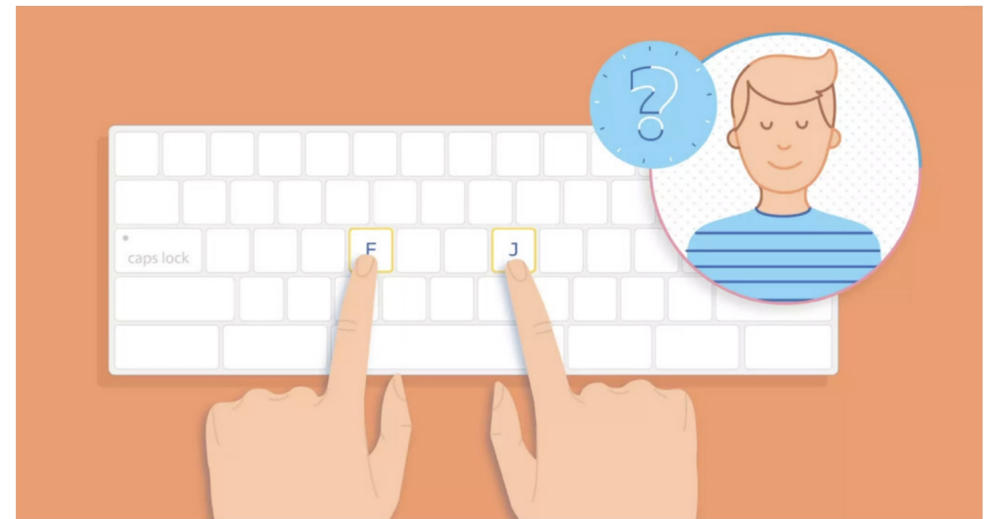


## Included Videos

### Lesson #1

#### Introduction to Typing

This short video shows students how to type without ever looking down at the keyboard, which is the key to touch typing. Consider using this video as the first lesson.



### Lesson #16

#### Home, Sweet Home!

This video explains why the Home Row is important for building up typing speed and being able to type without looking at the keyboard.



### Lesson #30

#### Sit Straight, Be Healthy!

This video teaches students how to maintain a healthy posture while using computers. Students are shown how to position their screens, place their hands, and sit properly.



### Lesson #46

#### Think Ideas, Not Fingers!

This video demonstrates how touch typing can help students focus on the substance of their homework rather than the action of typing itself. This helps students be more thoughtful and more creative



**Lesson #77****Take a Break, Get Active**

This video introduces students to the idea of technology in moderation and to the risks of spending too much time in front of a screen.

**Lesson #92****One Small Space, One Giant Tab**

This video demonstrates what the tab button does and how it's different from the space key.

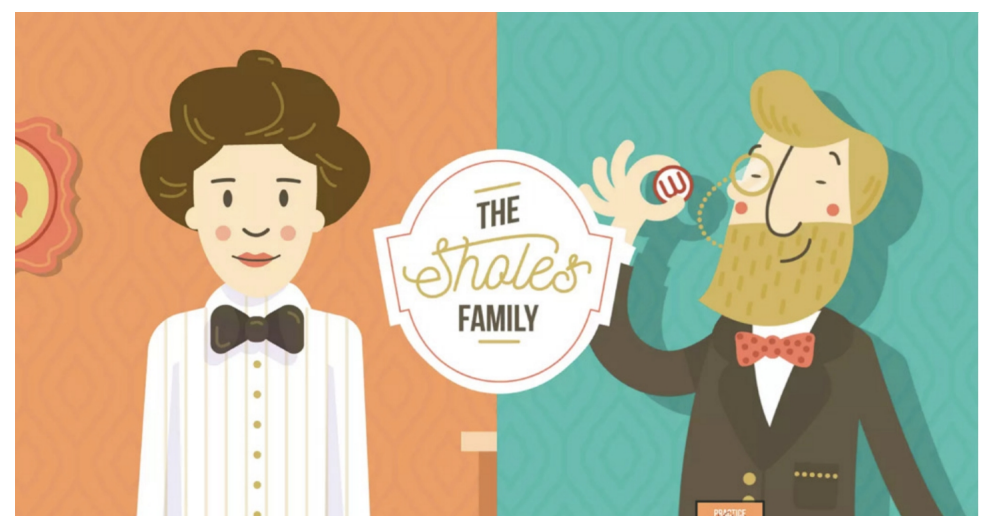
Spaces between words, aren't the only spaces we see when reading. Have you ever noticed a big space before the first word in a paragraph? We call this big space an **INDENT**. Just as spaces help our eyes see where each word begins, indents tell readers where each new paragraph begins.

**Lesson #142****Shift Key**

This video explains the origins of the Shift key and demonstrates how to use it on a computer keyboard. It also gives tips for when to use Shift vs. Caps Lock.

**Lesson #223****Fastest Typist in the World!**

In this video, students will learn some fun facts about the fastest typists, and what it takes to be one.



## Feedback and Motivation

10th Grade Typing uses a variety of tools to track performance and motivate students.

Throughout the course, students earn badges to celebrate their typing accomplishments. Stars are also awarded based on a student's performance in each lesson and are used to control whether the student can move on to the next lesson, or must retry for a better score. By default, students must earn at least 1 star to move to the next lesson, but teachers can customize the minimum star requirement.

Most sections end with a dynamic typing lesson, which is customized to give each student practice using the characters they have missed the most often.

When a student finishes a lesson, their accuracy and WPM are sent to our calculation engine which produces an overall score. The higher the score, the better their standing on the class scoreboard. Our scoring system is optimized to value accuracy over speed. Teachers can customize the students' view of the scoreboard to show all students, only the top scores, or disable the scoreboard for students. You know your students, so you know what motivates them!

## Standards

The 10th Grade Typing course is aligned with tenth grade content standards. Please see our [10th Grade Standards document](#) for more details.