



Typing Handbook

Twelfth Grade



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Introduction to 12th Grade Typing

12th Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 12th 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 12th 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 12th Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 12th 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
100-138	Review All Keys	All letters	80%, 8 wpm	10 wpm
139-161	Shift Key - Home Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
162-184	Common Patterns 1	Common letter combinations	80%, 8 wpm	12 wpm
185-223	Typing Tips	Tips for students	80%, 8 wpm	14 wpm
224-246	Shift Key - Top Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
247-269	Common Patterns 2	More common letter combinations	80%, 8 wpm	16 wpm
270-292	Shift Key - Bottom Row	Capitalizing using the Shift key	80%, 8 wpm	10 wpm
293-311	Special Keys	. , “ ? ‘ ! () -	80%, 8 wpm	10 wpm
312-335	Digital Citizenship	How to be a good digital citizen	80%, 8 wpm	18 wpm
336-348	Numbers 1	4 & 7, 3 & 8	80%, 8 wpm	10 wpm
349-371	Grammar	Changes in Language	80%, 8 wpm	20 wpm
372-396	Digital Literacy	How computers work	80%, 8 wpm	22 wpm
397-409	Numbers 2	2 & 9, 1 & 0	80%, 8 wpm	10 wpm

Lesson #	Section Title	Objective	Minimum	Goal
410-439	Vocabulary	12th grade words	80%, 8 wpm	24 wpm
440-463	Science	Engineering design	80%, 8 wpm	26 wpm
464-475	Numbers 3	5 & 6, review	80%, 8 wpm	10 wpm
476-498	Social Studies	Economics	80%, 8 wpm	28 wpm
499-521	Math	HS math review	80%, 8 wpm	30 wpm
522-546	Numbers - Traveling	All numbers	80%, 8 wpm	10 wpm
547-569	Reading	Nonfiction	80%, 8 wpm	32 wpm
570-578	Row Review 1	All rows	80%, 8 wpm	34 wpm
579-591	Number Row Symbols 1	\$ & # *	80%, 8 wpm	10 wpm
592-614	Common Patterns 3	More common letter combinations	80%, 8 wpm	36 wpm
615-641	Science	Life sciences	80%, 8 wpm	38 wpm
642-664	Math	HS math overview	80%, 8 wpm	40 wpm
665-677	Number Row Symbols 2	@ (!)	80%, 8 wpm	10 wpm
678-698	Grammar	Hyphen	80%, 8 wpm	41 wpm
699-721	Vocabulary	Context clues	80%, 8 wpm	42 wpm
722-733	Number Row Symbols 3	% ^ and review	80%, 8 wpm	10 wpm
734-756	Reading	Point of view	80%, 8 wpm	43 wpm

Lesson #	Section Title	Objective	Minimum	Goal
757-779	Math	Data	80%, 8 wpm	44 wpm
780-804	Number Row Symbols - Traveling	All introduced symbols	80%, 8 wpm	10 wpm
805-841	Social Studies	Geography	80%, 8 wpm	45 wpm
842-864	Science	Earth sciences	80%, 8 wpm	46 wpm
865-873	Row Review 2	All rows	80%, 8 wpm	47 wpm
874-904	Symbols	Review all & travel	80%, 8 wpm	10 wpm
905-927	Vocabulary	Word patterns	80%, 8 wpm	48 wpm
928-950	Math	Samples & randomization	80%, 8 wpm	49 wpm
951-973	Reading	Theme	80%, 8 wpm	50 wpm
974-1004	More Symbols	~ ` ‘ “ - = _ + [] { } \ < >	80%, 8 wpm	10 wpm
1005-1035	Financial Literacy	Saving	80%, 8 wpm	51 wpm
1036-1044	Row Review 3	All rows	80%, 8 wpm	52 wpm
1045-1081	Social Studies	Government & civics	80%, 8 wpm	53 wpm
1082-1101	Grammar	Common mistakes	80%, 8 wpm	54 wpm
1102-1124	Reading	Inferences	80%, 8 wpm	55 wpm
1125-1147	Social Studies	World History	80%, 8 wpm	56 wpm
1148-1170	Math	Probability	80%, 8 wpm	57 wpm

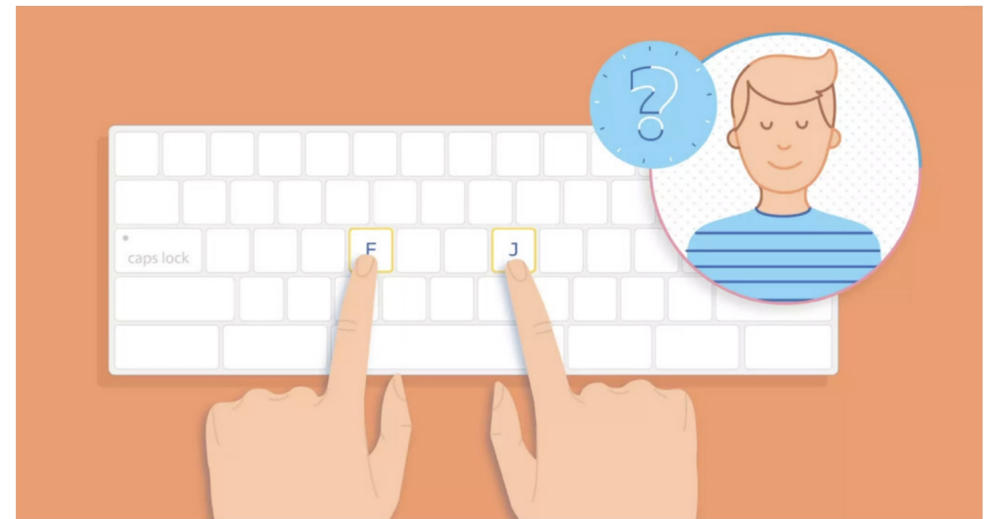
Lesson #	Section Title	Objective	Minimum	Goal
1171-1198	Science	Physical sciences	80%, 8 wpm	58 wpm
1199-1222	Social Studies	U.S. History	80%, 8 wpm	59 wpm
1223-1245	Reading	Literature	80%, 8 wpm	60 wpm
1246-1269	Vocabulary	Figures of speech	80%, 8 wpm	60 wpm
1270-1290	Fun Facts	Just for fun!	80%, 8 wpm	60 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 #139

Shift Key

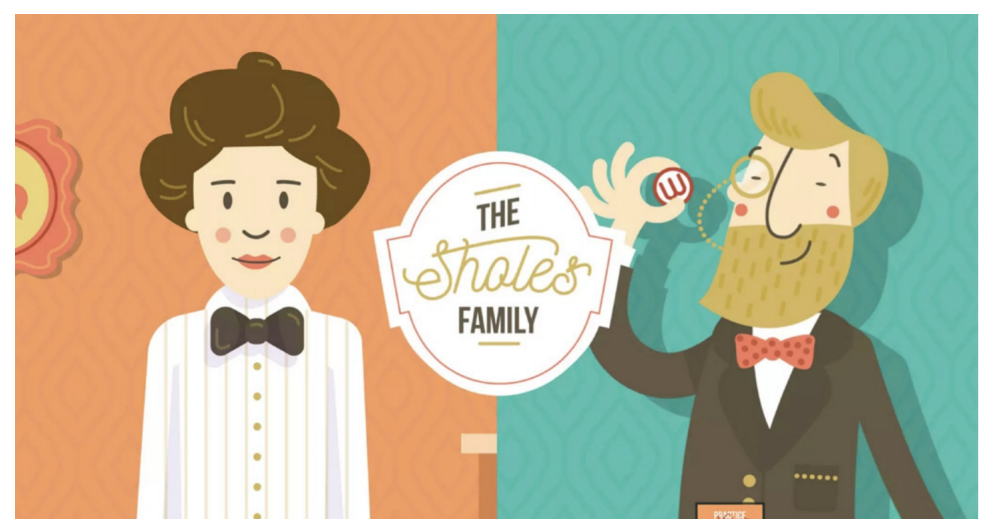
This video explains the origins of the Shift key and demonstrates how to use it on a computer keyboard. It also gives tips for when to use Shift vs. Caps Lock.



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

12th 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 12th Grade Typing course is aligned with eleventh grade content standards. Please see our [12th Grade Standards document](#) for more details.