



Typing Handbook

Third Grade



Table of Contents

Introduction	2
Tips for Students	3
Tips for Teachers	4
Lesson Breakdown	5-7
Included Videos	8-10
Feedback and Motivation	11
Standards	11

Introduction to 3rd Grade Typing

3rd Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 3rd 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 3rd 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 and punctuation marks. The 3rd Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 3rd 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 5 sections in order

Students should complete the lessons in order for the first five 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
1-28	Home Row	a s d f g h j k l ;	80%, 2 wpm	3 wpm
29-56	Top Row	q w e r t y u i o p	80%, 2 wpm	3 wpm
57-90	Bottom Row	z x c v b n m , . /	80%, 2 wpm	3 wpm
91-105	Enter & Tab	Enter and Tab keys	80%, 2 wpm	3 wpm
106-146	Review All Letters	All letters	80%, 2 wpm	3 wpm
147-186	Typing Tips	Tips for students	80%, 2 wpm	3 wpm
187-255	Shift Key	Capitalizing using the Shift key	80%, 2 wpm	3 wpm
256-283	Digital Citizenship	How to be a good digital citizen	80%, 2 wpm	3 wpm
284-299	Social Studies - Government	Elections, rights & responsibilities	80%, 2 wpm	4 wpm
300-312	Numbers 1	4 & 7, 3 & 8	80%, 2 wpm	3 wpm
313-325	Common Patterns 1	Common letter combinations	80%, 2 wpm	4 wpm
326-347	Phonics 1 - Prefixes	Using pre-, co-, and non-	80%, 2 wpm	5 wpm
348-354	Row Review 1	All rows	80%, 2 wpm	5 wpm
355-367	Numbers 2	2 & 9, 1 & 0	80%, 2 wpm	3 wpm
368-385	Science	Climate, weather, & hazards	80%, 2 wpm	5 wpm
386-407	Phonics 2 - Suffixes	Latin suffixes -ly, -ful, and -tion	80%, 2 wpm	6 wpm
408-419	Numbers 3	5 & 6, review	80%, 2 wpm	3 wpm

Lesson #	Section Title	Objective	Minimum	Goal
420-434	Math	Quadrilaterals	80%, 2 wpm	6 wpm
435-445	Special Keys	Quotation marks & apostrophes	80%, 2 wpm	3 wpm
446-477	Phonics 3	Decode multisyllable words	80%, 2 wpm	7 wpm
478-508	Vocabulary - Using Affixes	Form new words by adding affixes	80%, 2 wpm	7 wpm
509-533	Numbers - Traveling	All numbers	80%, 2 wpm	3 wpm
534-564	Word Recognition	Irregularly spelled sight words	80%, 2 wpm	8 wpm
565-588	Social Studies	Celebrations around the world	80%, 2 wpm	8 wpm
589-629	Grammar	Nouns, pronouns, & verbs	80%, 2 wpm	9 wpm
630-636	Row Review 2	All rows	80%, 2 wpm	9 wpm
637-653	Vocabulary - Root Words	Using root words to find meaning	80%, 2 wpm	10 wpm
654-668	Common Patterns 2	More common letter combinations	80%, 2 wpm	10 wpm
669-685	Science	Life cycles & habitats	80%, 2 wpm	10 wpm
686-717	Grammar - Plural Nouns	Regular and irregular plural nouns	80%, 2 wpm	11 wpm
718-748	Vocabulary	Literal vs. nonliteral meanings	80%, 2 wpm	11 wpm
749-770	Just Jokes	Just for fun!	80%, 2 wpm	11 wpm
771-799	Grammar	Adjectives & adverbs	80%, 2 wpm	11 wpm
800-821	Vocabulary	Using adjectives	80%, 2 wpm	12 wpm

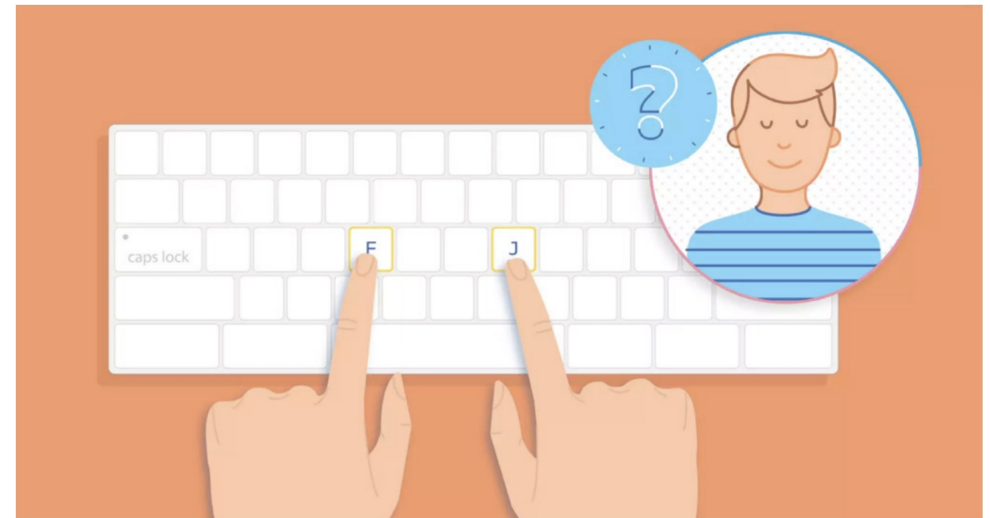
Lesson #	Section Title	Objective	Minimum	Goal
822-852	Math - Multiplication 0 - 4	Multiply two one-digit numbers	80%, 2 wpm	3 wpm
853-872	Vocabulary	Spatial & temporal words	80%, 2 wpm	12 wpm
873-899	Math - Multiplication 5 - 9	Multiply two one-digit numbers	80%, 2 wpm	5 wpm
900-917	Grammar - Dialogue	Commas and quotation marks	80%, 2 wpm	12 wpm
918-924	Row Review 3	All rows	80%, 2 wpm	12 wpm
925-937	Common Patterns 3	More common letter combinations	80%, 2 wpm	13 wpm
938-967	Vocabulary	States of mind & certainty	80%, 2 wpm	13 wpm
968-988	Social Studies - Geography	Continents & oceans	80%, 2 wpm	13 wpm
989-1026	Math - Rounding	Round to the nearest 10 or 100	80%, 2 wpm	5 wpm
1027-1048	Science - Genetics	Traits & characteristics	80%, 2 wpm	14 wpm
1049-1069	Grammar - Possessives	Apostrophes & pronouns	80%, 2 wpm	14 wpm
1070-1096	Social Studies	Historical Figures	80%, 2 wpm	14 wpm
1097-1119	Science	Forces, magnets, & electricity	80%, 2 wpm	15 wpm
1120-1147	Grammar - Sentences	Coordinating and subordinating conjunctions	80%, 2 wpm	15 wpm
1148-1163	Reading - Perspectives	Understanding points of view	80%, 2 wpm	15 wpm
1164-1185	Fun Facts	Just for fun!	80%, 2 wpm	15 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 #19

Home, Sweet Home!

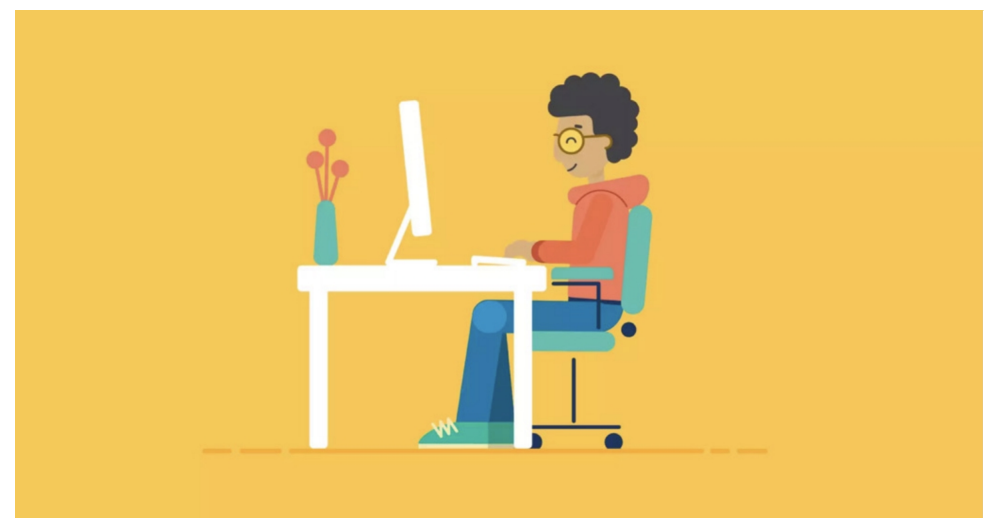
This video explains why the Home Row is important for building up typing speed and being able to type without looking at the keyboard.



Lesson #35

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 #51

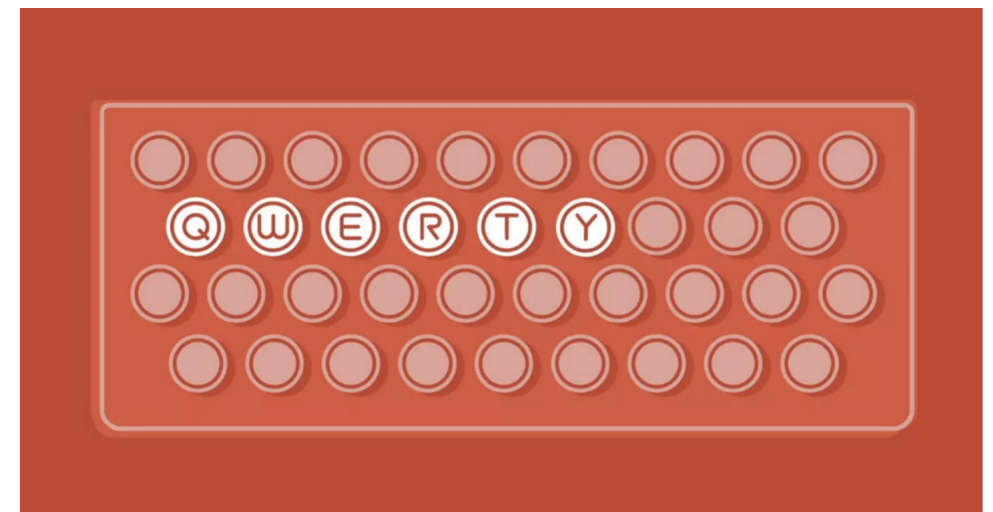
Think Ideas, Not Fingers!

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 #68**

History of QWERTY

This video explains the roots of the QWERTY keyboard and why it is laid out the way it is.

**Lesson #83**

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 #98

One Small Space, One Giant Tab

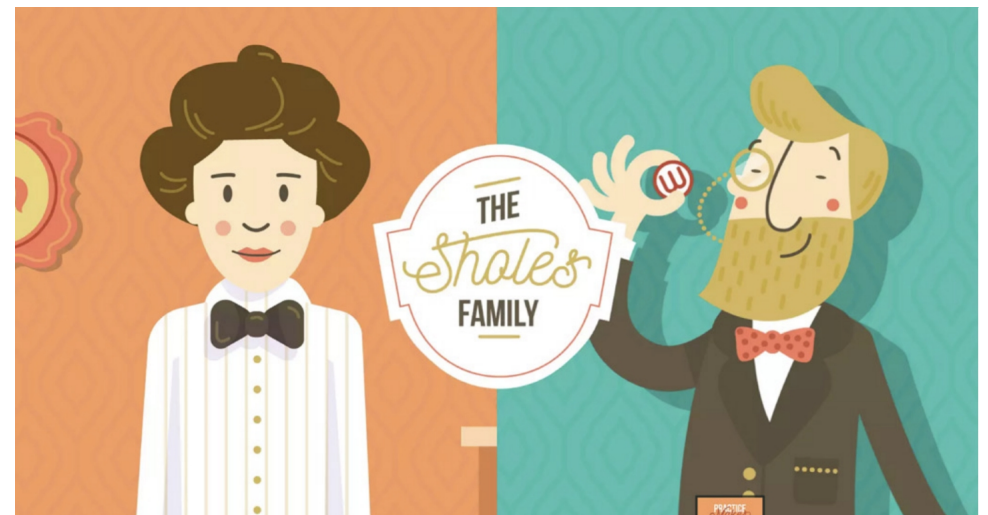
This video demonstrates what the tab button does and how it's different from the space key.

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 #185

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.



Lesson #187

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.



Feedback and Motivation

3rd 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 in 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 3rd Grade Typing course is aligned with third grade content standards. Please see our [3rd Grade Standards document](#) for more details.