Typing Handbook

Seventh Grade

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Introduction to 7th Grade Typing

7th Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 7th 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 7th 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 7th Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 7th 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.

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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.

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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.

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Lesson #	Section Title	Objective	Minimum	Goal
1-23	Home Row	a s d f g h j k l ;	80%, 6 wpm	10 wpm
24-51	Top Row	q w e r t y u i o p	80%, 6 wpm	10 wpm
52-85	Bottom Row	z x c v b n m , . /	80%, 6 wpm	10 wpm
86-100	Enter & Tab	Enter and Tab keys	80%, 6 wpm	10 wpm
101-139	Review All Keys	All letters	80%, 6 wpm	10 wpm
140-178	Typing Tips	Tips for students	80%, 6 wpm	10 wpm
179-247	Shift Key	Capitalizing using the Shift key	80%, 6 wpm	10 wpm
248-260	Special Keys	. , " ? ' ! ( )	80%, 6 wpm	10 wpm
261-284	Digital Citizenship	How to be a good digital citizen	80%, 6 wpm	11 wpm
285-297	Common Patterns 1	Common letter combinations	80%, 6 wpm	12 wpm
298-310	Numbers 1	4 & 7, 3 & 8	80%, 6 wpm	10 wpm
311-327	Reading	Inferences	80%, 6 wpm	13 wpm
328-349	Science	Engineering design	80%, 6 wpm	14 wpm
350-362	Numbers 2	2 & 9, 1 & 0	80%, 6 wpm	10 wpm
363-374	Grammar	Misplaced & dangling modifiers	80%, 6 wpm	15 wpm
375-383	Row Review 1	All rows	80%, 6 wpm	16 wpm
384-413	Social Studies	Maps	80%, 6 wpm	17 wpm

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Lesson #	Section Title	Objective	Minimum	Goal
414-425	Numbers 3	5 & 6, review	80%, 6 wpm	10 wpm
426-453	Digital Literacy	How computers work	80%, 6 wpm	18 wpm
454-466	Common Patterns 2	More common letter combinations	80%, 6 wpm	19 wpm
467-491	Numbers - Traveling	All numbers	80%, 6 wpm	10 wpm
492-507	Reading	Theme	80%, 6 wpm	20 wpm
508-541	Grammar	Phrases & clauses	80%, 6 wpm	21 wpm
542-554	Common Patterns 3	More common letter combinations	80%, 6 wpm	22 wpm
555-567	Number Row Symbols 1	$ & # *	80%, 6 wpm	10 wpm
568-612	Science	Life sciences	80%, 6 wpm	23 wpm
613-621	Row Review 2	All rows	80%, 6 wpm	24 wpm
622-644	Vocabulary	Synonyms & antonyms	80%, 6 wpm	25 wpm
645-657	Number Row Symbols 2	@ (!)	80%, 6 wpm	10 wpm
658-696	Social Studies	Geography	80%, 6 wpm	26 wpm
697-727	Science	Earth sciences	80%, 6 wpm	27 wpm
728-739	Number Row Symbols 3	% ^ and review	80%, 6 wpm	10 wpm
740-761	Math	Statistics	80%, 6 wpm	10 wpm
762-783	Vocabulary	7th grade words	80%, 6 wpm	28 wpm

Lesson #	Section Title	Objective	Minimum	Goal
784-808	Number Row Symbols - Traveling	All introduced symbols	80%, 6 wpm	10 wpm
809-829	Social Studies	Government	80%, 6 wpm	29 wpm
830-850	Vocabulary	Word connotations	80%, 6 wpm	30 wpm
851-881	Symbols	Review all & travel	80%, 6 wpm	10 wpm
882-919	Science	Physical sciences	80%, 6 wpm	31 wpm
920-928	Row Review 3	All rows	80%, 6 wpm	32 wpm
929-959	More Symbols	~ ` ' " - = _ + [ ] { } \	< >	80%, 6 wpm	10 wpm
960-984	Math	Multiplying negative numbers	80%, 6 wpm	10 wpm
985-1018	Social Studies	Economics	80%, 6 wpm	33 wpm
1019-1038	Grammar	Coordinate adjectives	80%, 6 wpm	34 wpm
1039-1062	Vocabulary	Affixes, roots & context clues	80%, 6 wpm	34 wpm
1063-1097	Math	Linear expressions	80%, 6 wpm	10 wpm
1098-1144	Social Studies	Ancient civilizations	80%, 6 wpm	35 wpm
1145-1162	Grammar	Types of sentences	80%, 6 wpm	35 wpm
1163-1183	Fun Facts	Just for fun!	80%, 6 wpm	35 wpm

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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.
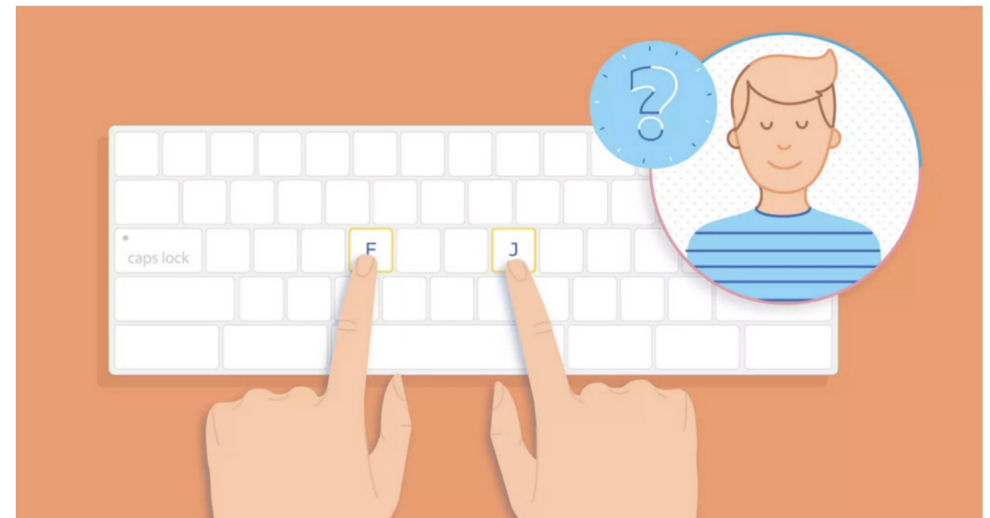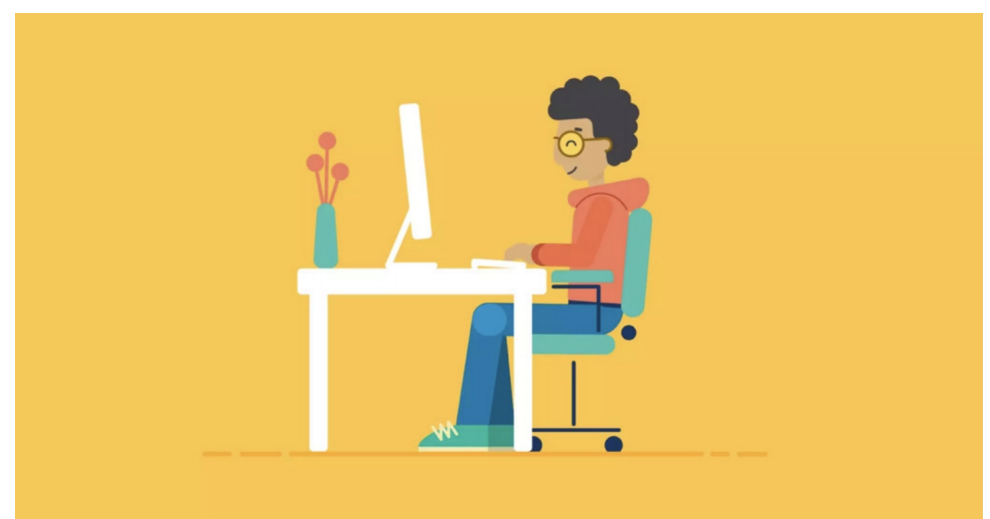

Lesson #16
Home, Sweet Home!
This video explains why the Home Row is important for building up typing speed and being able to type without looking at the keyboard.

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.

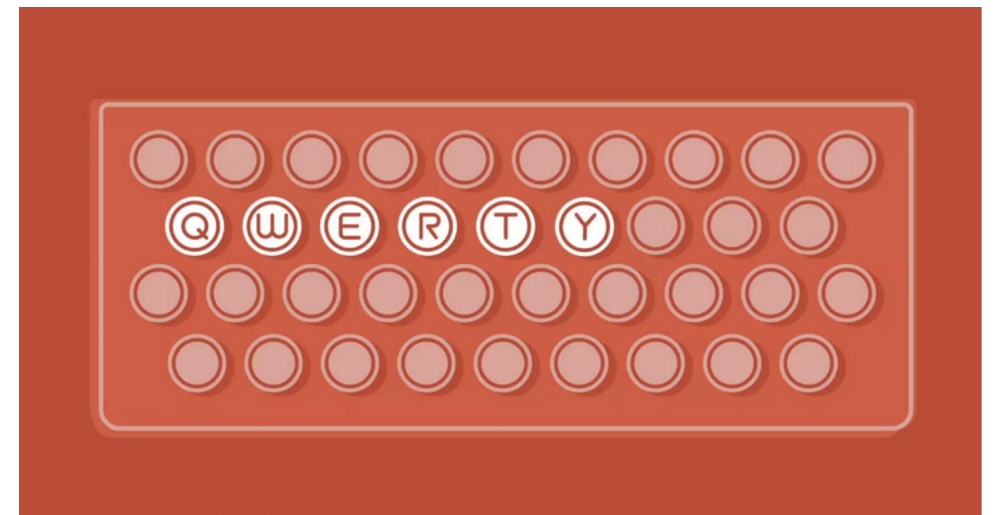**Lesson #46**

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 #63

History of QWERTY

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

Lesson #78

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.

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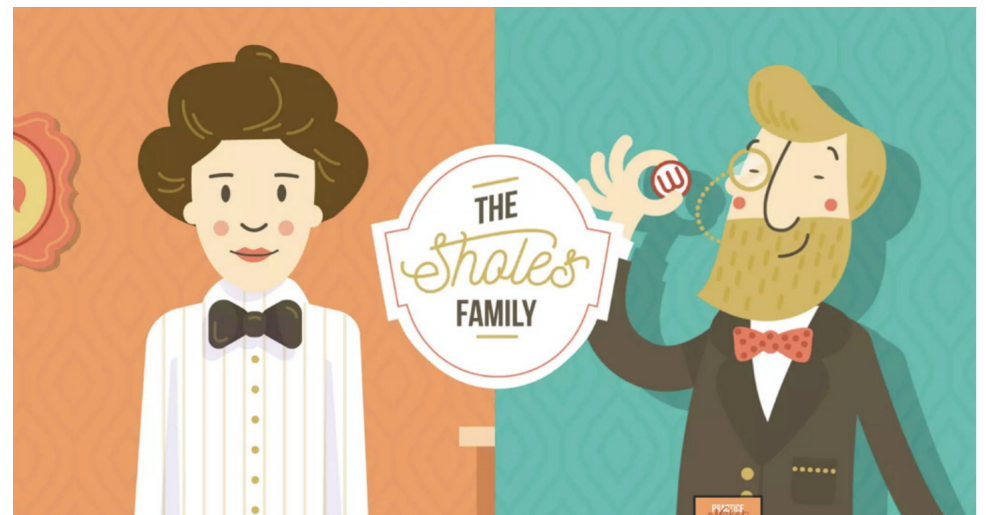### Lesson #93

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 #178

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 #179

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.

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Feedback and Motivation

7th 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 7th Grade Typing course is aligned with seventh grade content standards. Please see our 7th Grade Standards document for more details.