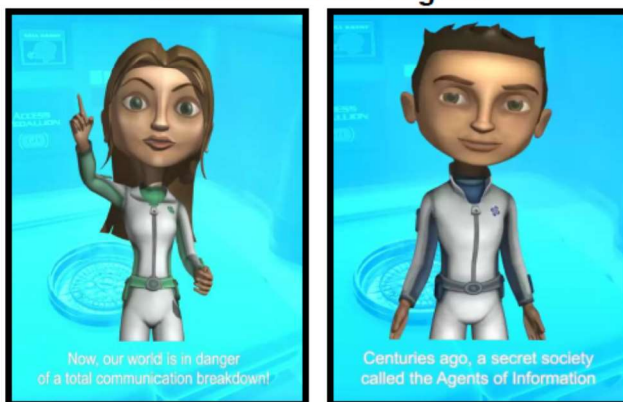


Type to Learn for Students

Introduction to Program



"Centuries ago, a secret society called the Agents of Information was created to protect accurate information for all generations to come. Now, many centuries later, even with new technology, our world is in danger of a total communication breakdown! You have been selected to be trained as a new agent. Every agent must master the critical, lifelong skill of keyboarding. Without our group of fast and accurate typing agents, the flow of information would come to a disastrous halt!

We're the Agents in Charge. Here is your communicator to use throughout your training. The medallion is a symbol of our society and of your progress. Your starting rank is Recruit. Good luck!"

As you progress through the lessons and pass the assessments, you earn new ranks in the society: *The Agents of Information*.

Society Ranks: Beginner/Recruit, Helper/Trainee, Assistant, Leader/Technician, Specialist Expert, Master Agent

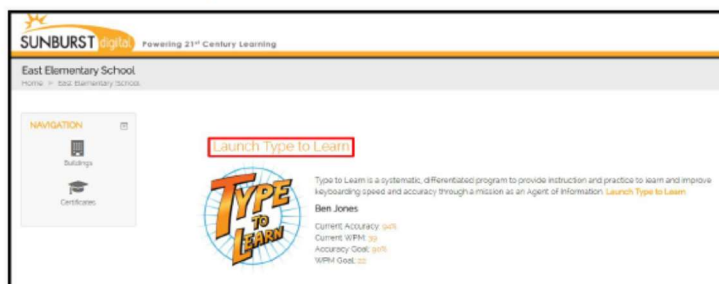


Logging In



A sign-in form with the title "Sign in" at the top. Below the title are three input fields: "Account Code", "Username", and "Password". At the bottom of the form is a "Log in" button.

1. Go to www.typetolearn.com
2. Enter your account information:
 - Account Code: _____
 - Username: _____
 - Password: _____ (your teacher can reset your password if you forget it)
3. Click "Log in" button
4. Select **Launch Type to Learn**



After logging in and launching the program you are brought to the Type to Learn Main Menu.

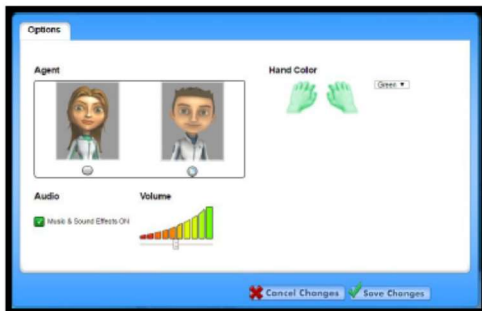


Main Menu Features

- Options
- Access Medallion
- Call Agent
- Access to Type to Learn
 - PreTest
 - Lessons
 - Activities
 - Final Challenges
 - Custom Content
- Exit Program

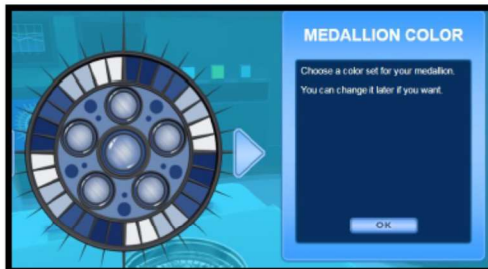
Options

- Select female or male agent
- Select hand color for reference support
- Select volume level
- Click "Save Changes" or "Cancel Changes"



Access Medallion

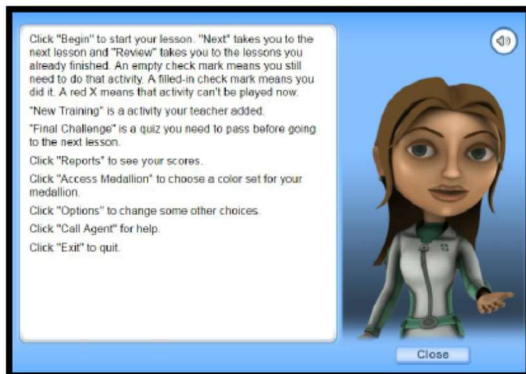
- Select your medallion color



Call Agent



- Additional instructions and information about Type to Learn



Access to Type to Learn:

- PreTest
- Lessons
- Activities
- Final Challenges
- Custom Content

Pre-Test

Pre-Test is required unless your teacher made the pre-test optional. If optional you can hit the "Next" button to move to the first lesson. No activities are available during the PreTest or Assessments.



Lessons

Type to Learn has 34 lessons with final challenges that you must complete to move through the program; unless your teacher has enabled for you to move faster through the program by skipping to the final challenges.

- *Kindergarten to 2nd Grade: Lessons A and B and Lessons 1 to 32*
- *3rd Grade to 12th Grade: Lessons 1 to 34*



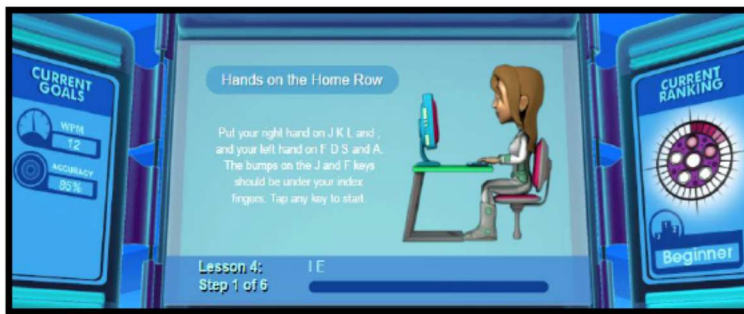
Click **Begin** to Start a Lesson



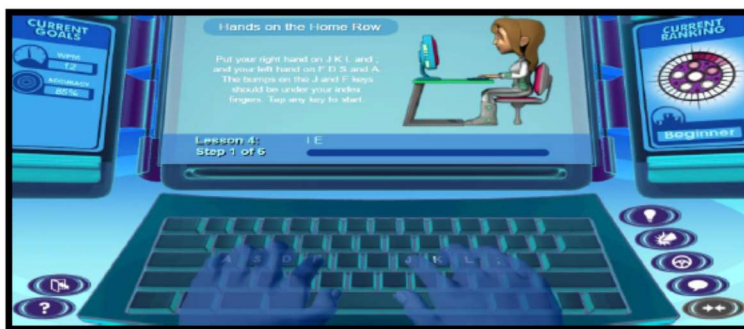
Every lesson follows these steps:

1. Home Row Reminder
2. Warm Up
3. Security Check
4. Learn New Keys
5. Exercises





Your current WPM and Accuracy goals are displayed in the left panel and your medallion progress and current rank are on the right.



Buttons on the left side of the keyboard are to access the main menu and help feature. Buttons on the right side of the keyboard take you to the activities, if available.








Activities

There are five activities that are offered in Type to Learn (your teacher can make them required, optional, or unavailable).

Activities per Lesson

Type to Learn Cloud covers not only letter and number keys but all symbols, the numeric keypad, the arrow keys, and several keyboard commands:

	Activity	Skill	Description
	Big Ideas	Left hand - Right hand Coordination	Students type what they see in thought bubbles to save ideas from being lost forever. Thought bubbles are typed by the right hand or left hand, exclusively.
	Dig This	Accuracy & Smooth Typing Cadence	Students type accurately to carefully break the ice or stone and uncover what's underneath. An optional metronome beat helps them type in a smooth cadence.
	Drone Control	Speed	Students type commands to pilot an unmanned drone vehicle and deliver important information.
	Message Master	Accuracy, Dictation, & Original Writing	Students send important messages by typing text, dictation, and original writing prompts.
	Reconnect	Shift Keys	Students use the shift key to type lines of secret code, including capital letters, symbols, and punctuation, and rebuild infrastructure in the process.

What checkmarks and X marks mean?



An empty white checkmark indicates a required activity, lesson, final challenge, and assessment.



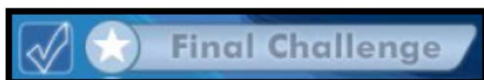
A green filled in checkmark shows up after you have completed an activity, lesson, final challenge, assessment, and custom content.



A red X mark indicates an activity that is unavailable (either by program design or teacher choice).

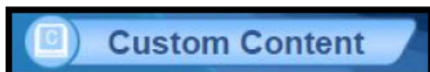
Final Challenge

Final Challenges are a review of the lesson learned.



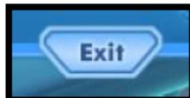
Custom Content

If your teacher has created "Custom Content" it will be displayed under the final challenge.



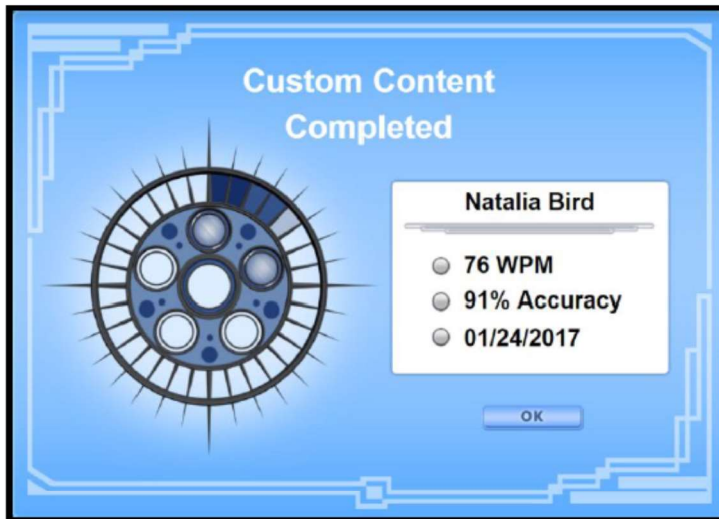
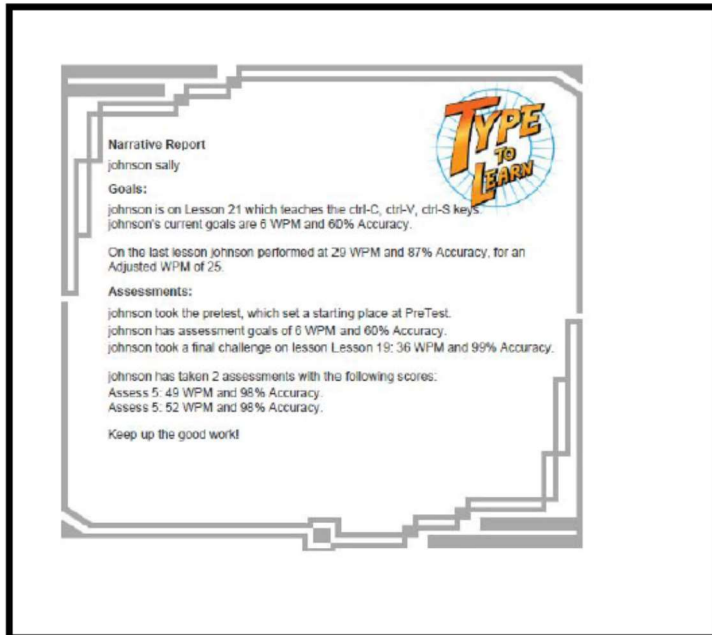
Exit Program

This will return you to the Type to Learn Launch Screen



Certificates

You can click on the "Certificates" icon to access your certificates.



Proper Keyboarding Techniques

- Use two hands to type.
- Your right hand goes on the right side of the keyboard, and your left hand goes on the left side.
- Put your right hand on J K L and ; and your left hand on F D S and A. This is the Home Row.
- The bumps on the J and F keys should be under your index fingers.
- Curve your fingers.
- Keep your wrists straight, not bent down.
- Sit up straight!
- Put your feet flat on the floor.
- Look straight ahead at the screen.
- When you type, hit each key with a quick, strong tap.
- Keep your fingers close to the keyboard.
- Have fun!

