TEACHER GUIDE



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Terms of Service: https://www.typing.com/termsofservice

Privacy Policy: https://www.typing.com/privacypolicy

I. Getting Started: Quick Guide

What is Typing.com

Typing.com is an online typing tutor and digital literacy platform used by millions of students and educational professionals around the world. We aim to provide valuable learning tools to as many schools, teachers, and students as possible.

Once a student logs in, Typing.com takes care of the rest. Students move through the curriculum at their own pace, with adaptive lessons built in for extra practice with troublesome keys. Learning to type is just the beginning. Typing.com also offers an extensive standards-based curriculum that includes cross-curricular lessons, digital literacy practice, and coding basics.

Units included in the grade-based Typing.com curriculum are:

Tech Readiness - Students learn about the parts of a computer while developing essential mouse and trackpad skills.

Learn the Keys - Students build the foundation for correct typing technique by learning letter and basic punctuation keys.

Punctuation & Advanced Keys - Students gain an understanding of capitalization, punctuation, and number keys through contextualized practice and skill-building.

Cross-Curricular Typing - In this unit, students apply their typing skills to cross-curricular activities, featuring reading, vocabulary, science, and math standards.

Digital Citizenship & Communication - Students become enthusiastic and informed digital citizens by completing lessons on a variety of digital citizenship topics, intentionally tailored to each grade level.

Creative Writing - In this unit (exclusively available for Premium customers), students apply their typing skills to answer a variety of cross-curricular free-response questions.

Coding Basic - Students in grades 9-12 learn the basics of HTML, CSS, and JavaScript while also improving their typing speed and accuracy.

Creating a New Class



If you're rostering your classes through Google Classroom, Microsoft Teams, or Clever Library, you need to go to your teacher account and click, "My Classes." " Sync with Classroom/Clever/Microsoft." Then, select the classes that you want to add or remove.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over the plus sign icon on the top right corner and click "Add a Class."



Step 3: Enter the class's details and click "Create Class."

<u>-g</u> Add a Class	⑦ Need some help?
Class Details	
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Curriculum	Period
7th Grade - English (US & UK) 🗸 🗸 🗸	
Class Content Settings	Website Language
United States Standard 🗸	US English 🗸
tatus	

Step 4: Select which grade-level curriculum you will be using for your class.

Step 5: Next, you will add students. Click here to read about adding students to your classes.

If at any point you need to change your curriculum grade level, follow these steps:

Step 1: Click on "	My Classes."
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Dashboard	Good morning, Fernando!			
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B Teachers and Admins	Real-time Activity Feed	Include Offline Students	All My Classes	~
, Assignments ! Reports ! Curriculum ~		No students are currently online		
) Billing				

Step 2: Hover over the class, and click on the gear icon on the right side.

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Step 3: Select a new curriculum and click on "Save All Changes."

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Class Na 01234	567890123	45678901234	15678901234	56789	in	or signing up with the unique, self-join link found below.

Adding Students

Your students don't need an email address to use Typing.com. Once you've created your first class, choose one of these easy ways to add your students:

- Give them a student self-join link so they can jump into their account anytime without your help.
- You can also sync using Google Classroom or Microsoft Teams
- If you're using ClassLink, make sure to ask your IT department if Typing.com is enabled. That way, your students will instantly sync from your SIS.
- If you're using Clever, your account should sync the moment you log in. If it doesn't, contact your IT department.

If you need to add students to your class and you're syncing your classes via Google Classroom or Clever Library, you need to add the student to your class in Google Classroom or Clever first. Then, re-sync your account by going to "My classes" and clicking "Sync with Classroom or Clever."

If you're syncing your classes via Clever or ClassLink, you need to contact your school's IT administrator and have them add the student in Clever/ClassLink and then wait for the account to re-sync overnight.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over the plus sign icon on the top right corner and click "Add Students."

		Add Students
(?) Dashboard	Good afternoon, Fernando!	Add a Class
🔄 My Classes 🗸 🗸		Add Assignment
Assignments	Getting Started	Create a Lesson
all Reports	Velcome to Typing.com	Q. Create a Timed Test
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Billing	🕑 Create a Class	Resume Tour »
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Step 3: Select a method to add your students.



Add a Single Student:

Add students one at a time by entering a username, password and email (optional). This method creates student accounts from scratch. Note: Username must be unique across all of Typing.com.

Add a Block of Students:

Add any number of students. Their accounts will use the same prefix for their username (e.g., usernames: nyc-1, nyc-2, nyc-3). This method also creates student accounts from scratch. Note: If the page doesn't let you add a block of students, or if only some student accounts get created, change the username-prefix and try again.

Students Self-Join:

Provide the class self-join link to your students and have them enter it into their browser bar. On the login page, students can create their accounts by adding in a username and password. Students with existing accounts can enter their logins by selecting "Join with Login." Students join through Google SSO, simply instruct them to click the Google SSO button and not to enter anything in the username and password fields. For more information, check out our article Using the Student Self Join Link. Note: You cannot use the self-join link if you're rostering your classes through Clever or ClassLink.

Import a Student List:

If you wish to import a list of students, please check out our in-depth article on Importing a list of students.

Creating Custom Lessons and Timed Tests





Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over the plus sign icon on the top right corner and click "Create a Lesson" or "Create a Timed Test."

	() Dashboard		Good afternoon, Fernando!	R Add Students
	My Classes	~		E Add a Class
	Assignments		Getting Started	Create a Lesson
	Lul Reports		Welcome to Typing.com	Create a Timed Test Jreat!
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Step 3: Enter the required information and click "Save."

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	7th Grade -	inglish (US & UK) 🗶
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Screen Title		^
Typing Content	Esti	mated Time: ()
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Add Another	Screen	

Step 4: When your students log in, they should be able to see the lesson/s you just created. If they were already logged in, they will need to log out and log back in to see them.

You can view the content of any lesson or timed test (yours or the program's) at any time by clicking the "View" button. However, you can Edit (pencil icon) or Delete (trash icon) only **your** custom lessons and tests.

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Billing			

II. Managing Your Account

You can manage most of your account settings in the teacher portal. You can also choose to give your students certain controls during their use of the program.

While we suggest students follow the lesson progression in the order that it is displayed, if you find that a lesson is too difficult or unnecessary, you can restrict access to that lesson at any time.

For all your classes, there's a series of class settings that let you design your students' program experience. In general, a "checked" or selected setting means students can individually decide how to use (or not) the specific feature. By default, class settings will appear selected when you first visit the settings for a class. Below is the list of class settings you control from your teacher portal.

General Options for Lesson Progression

- Allow/disallow redoing completed lessons and/or lesson screens.
- Allow/disallow non-sequential progression.
- Allow/disallow students to restart a screen at any point.

Lesson Configuration

- Allow/disallow use of the backspace key.
- Show or hide the students' on-screen keyboard during lessons.

Features

- Allow/disallow typing tests.
- Enable/disable the class scoreboard.

Account Settings

Allow/disallow account changes, access from small screens, and whether students can toggle typing sounds and dictation.

Language Settings

Select the keyboard layout and website language for your class (please note the website language and the curriculum language each has its own setting for language. For example, you can set the site to English and the curriculum to Spanish and vice-versa).

Permitted IP Addresses

Control the IP addresses from which students can log in (the IP address is a numerical label assigned to each device connected to a computer network).

Class Status

Change your class status to Active or Paused.

Messages

Set a message for your students to see once they log in.

Benchmarks

Set the requirements for Screen Completion (speed and accuracy) and for earning Stars (parameters for accuracy).

Lessons

Select which lessons are active for your class.

Games

Select which typing games are available for your students.

Details

- Select the Curriculum language for your class.
- Change the class name, grade, and period.
- Modify default self-join code for your class to something easier for your students to remember

Account Management Basics

Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over your name on the top right corner and then click "Account."

typing.com		Search Q	Senglish V Getting Started (4/5)	Fernando Cote
(?) Dashboard		Good afternoon, Fernando!		Account
E My Classes	~	,		BillingSupport
Assignments		Getting Started		Resources
Reports		Welcome to Typing.com	You're doing great!	[→ Sign Out
₽ Curriculum	~	C Learn about Roster Syncing	Only 1 step remaining!	
Billing		Oreate a Class	Resume Tour »	

On your Account page, you can change your nickname, first name, last name, email, phone number, and time zone.

This page is also where you can change your email and password. If you don't see a field to change your email and password, that's probably because you use single sign-on to log in.

On this page, you can also change the Organization Details. Remember that any changes you make will apply (and be visible) to all teachers under the same organization. If you don't see fields to change the organization's details, it's because someone else (likely a school or district administrator) has control of them.

If you make changes to any field, be sure to click on the appropriate yellow button so the information is saved.

typing.com		Search	Q	US English ∨ Getting Started (4/5)	Teacher
(2) Dashboard (2) Dashboard (3) My Classes	~	Му Ассо	unt Settings		(7) Need some help?
Assignments	*	Account Type Current License	Classroom Convert Account Type For Free Premium Account	Mi Casa's License Information Expiration Date Seats Usage	See All Licenses February 17th, 2028 1 / 10 sests used
		Your Persona Email fernandoguide Nickname	l Info ©typing.com	Organization Details District Name Mi Casa School Name	

Convert Your Account: The Account page is also where you're able to upgrade your account to a School Administrator or District Administrator. Simply click on the appropriate button for the type of account upgrade you want.

In order to change the role of your account (Teacher, School Admin, District Admin, Billing Admin) you will need to send an email to support@typing.com to make the change.

	Teacher Tip
can have a single number of classes and add teachers if you nt."	If you need to add co-teachers to your classes, you need to have a School or District account.
Search Q My Account Settings	US English v Getting Starled (4/5) Fernando Cote v Teacher Need some help?
Classroom Canvert Account Type For Free Current License Premium Account	Mi Casa's License Information See All Licenses Expiration Date February 17th, 2023 Seats Usage 1/10 seats used
Your Personal Info Email	Organization Details District Name
	can have a single number of classes and y add teachers if you int."

Editing a Student's Password, Name, or Email

Students often forget their password and if they don't have an email, they're not going to be able to reset it using the "Forgot your Login Info?" link available on the student portal. However, teachers can change a student password from their Teacher Portal.

Keep in mind that if your student uses Google SSO to log in, you won't be able to help them by resetting their password. They will have to recover their password through Google's lost password procedure.

Teacher Tip	Teacher Tip
If your students log in using Google SSO, they'll need to edit their information through their Google settings. Once they do that, re- sync your account to see the changes.	If your students log in using Clever or ClassLink, you need to edit their information in Clever/ClassLink first and then wait for the account to re-sync (overnight) to see the changes.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Locate the student using the search bar and click on their name.

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		People				
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3 My Classes	~	Lessons				
Assignments		Palabritas: fila inferior Classic				
all Reports		Palavras Fáceis Na Fileira Inferior			You're doing great!	•
Curriculum	~	Learn about Roster Syncing			Only 1 step remaining!	
Billing		🕑 Create a Class		0	Resume Tour =	
		Add a Student				
		Review Premium Benefits		(Y)		

Step 3: Next, click on the gear icon right next to the student's name.

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Dashboard		Mi Cesa Scheel + My Classes + Class, + Pernanda Cote
My Classes Class 1	^ e 1	Ernando Cote
Assignments		Lesson Progress Typing Tests Assignments Games Activity Logins
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Billing		Beginner
		Getting Started PROGRESS O TIME O AVG SPEED O AVG ACC. O EBROBS/TYPED O STARS O LAST TYPED O

Step 4: Edit the username, password, name, and click "Save All Changes."

Details	Games	Lessons	Grading	Goals	Advanced	d Options
Student	Dotoilo					
Studen	Details					
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guide12	3					
<u> </u>						

Please note that if you can't see the student password, it may be due to a Class Setting under General Options that reads "Clear-text student passwords". When this option is unchecked, student passwords will be encrypted in our database. When a student's password is encrypted, you won't be able to view it or print it on a roster list with passwords. By default, the "Clear-text student passwords" option is selected so you should be able to view passwords unless the setting has been changed.

Typing.com has different types of reports that focus on particular sections of the program. They are easy to understand and use, with settings you can modify to display the information you are looking for. These reports can give you anything from a general idea of progress across the semester to specific details on performance on a given date.

Below, you'll find where to obtain this information and a brief explanation of the different reports available on your "Reports" page



Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "Reports."

typing.com		Search Q	Serving Stands (4/5) 🕀 Kernando Cote . Teachar
Dashboard		Good afternoon, Fernando!	
My Classes	*		
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Billing		🥑 Creato a Class	7 Resume Tour *
		🥑 Add a Student	
		Review Premium Banefite	(V)

Step 3: Select one of the reports from the drop-down menu.

yping.com		Search Q			🔜 US English 🗸	rtting Started (4/5)	Teacher
) Dashboard		Reports					
My Classes	~						
Assignments		Report					
Reports		Current Lesson Progress		× 🔸			Run Report
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Billion		All Classes	7th Grade - English (US & UK)	✓ All U.	nits and Lossons	Not Applicable	
5 bining		Include students with no activit	y.				

Step 4: Once you've selected the report you want, you can apply filters, select the units & lessons, and/or enter a date range, then click "Run Report."

Dashboard		Reports				-	
3 My Classes	~	Roporto					
Assignments		Report					-
II Reports		Current Lesson Progress		~		V Report Filters	Run Report
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Billion		Class 1 x	7th Grade - English (US & UK)	~	- J, F, and Space X	Not Applicable	
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Step 5: Export your reports by clicking the export button.

) Dashboard		Reports				
My Classes 🗸	·					
, Assignments		Report	Class Filter	Units & Lessons Filter	Date Range	
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Curriculum	·	Run Report	with no activity			
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ntion, and priority support for as low a M			Avg Speed (WPt	M) Avg Accuracy (%) Time Spent Typing		

You can run the following reports:

- Current Lesson Progress shows progress up to the current date. Filter by class and lessons/units.
- **Student Activity Summary** -shares results on student activity for a specific time frame. Filters by class, lessons/units, and date.
- **Games Summary** -informs on game activity, including games played, level of difficulty, and time spent. Filter by class, lessons/units and date.
- Lesson Activity Details -provides a more detailed view of student progress. Filter by class, lessons/units, and date.
- **Timed Tests** -shows students' typing test details, including date taken, average speed, accuracy, and errors. Filter by test (custom tests included), lessons/units, and date.
- **Class Scoreboard** -shows weekly keyboarding activity per classroom, including time spent typing, average WPM, and average accuracy. Resets Sunday evening.

Creating an Assignment

Teachers can assign an assignment, or scope of work that appears directly on their student's Typing.com dashboard.

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Teacher Tip

You can create assignments in Typing.com only. You cannot create assignments in Google Classroom. If you're syncing your classes via Google Classroom, you'll be able to see the assignments that you create in Typing.com in Google Classroom.



Once the student submits the assignment or if they have not completed it by the due date, the assignment will be removed from the student's dashboard and they won't be able to see it unless the teacher assigns it again.

Teacher Tip

If you need to create the same assignment for more than one class, you can select multiple classes.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com	Search Q	🔜 US English 🐱	Getting Started (4/5)	C Fernando Cote Teacher
Dashboard	Good afternoon, Fernando!			
🖹 My Classes 🛛 🔶 🗠				
Assignments	Getting Started			
att Reports	Velcome to Typing.com		You're doing great!	
📱 Curriculum 🗸 🗸	🕗 Learn about Roster Syncing		Only 1 step remaining!	
Billing	🕑 Create a Class	0	Resume Tour »	
	Add a Student			

Step 3: Find the class and click on it.

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Dashboard		Mi Casa School > My Classes				⑦ Need some help?
My Classes Class 1	• 1	My Classes				
Assignments			# OP STUDENTS	STATUS =	CURRCULUM ©	Create A New Class
Curriculum	~	Class 1	e 1	Active	7th Grade (English)	Edit)

Step 4: Next, click on "Assignments."

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Assignments							
Reports		Bulk Actions ↓					Add Assignment
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Billing		Active Assignments	(1)				
			Construction of the second		5-1-24-2022		

Step 5: Click "Add Assignment."

typing.com		Search C	2	SI US E	inglish V Getting !	itarted (4/5)	Teacher
Dashboard		My Classes > Class 1					Class Join Code: ()
My Classes	^	Class 1 💿					
Class 1	÷ 1	🕾 Students (1) 🔒 Assig	nments (1)				
Assignments		2					
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Billing		Active Assignments	(1)				
		Tel Animament	Complete this assignment before 03/24	Core Curriculum	Eeb 24 2022	05	

Step 6: Select an Assignment Type.

Core Curriculum: Includes all keyboarding, click-and-drag, digital literacy lessons, and custom lessons (if any).

Typing Assessment: Test your students with a timed or page assessment. Includes Personalized Practice and custom tests (if any).

Written Prompt: Students will write responses to a prompt that you submit for them.

elect an Assignme	nt Type	
Core Curriculum	Typing Assessment	Written Prompt
ore Curriculum	Typing Assessment	Written Prompt

Step 7: A window will pop up. On the first page, enter the class, student/s, and the lessons that you want to assign. Click on "Continue." Next, enter the title, description, and due date.



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Vour Assignments	1st Assignment	1 A	
Typing Lessons	24 Complete this assignment before 02/24	- North	
Beginner			

Setting Grading for Your Classes

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com	Search Q	Started (4/6) Gening Started (4/6)
Dashboard	Good afternoon, Fernando!	
🚉 My Classes 🚽 🕺		
Assignments	Getting Started	
III Reports	🔮 Welcome to Typing.com	You're doing great
Curriculum 🗸	C Learn about Roster Syncing	Only 1 step remaining!
Billing	📀 Create a Class	Resume Tour »
	Add a Student	
	Dening Premium Republic	

Step 3: Find a class and click "Edit."

yping.com		Search Q			Getting Started (4/3)	Teacher V
Dashboard		Mi Casa School + My Classes				(7) Need some help?
😟 My Classes	^	My Classes				
Class 1	10 1					
Assignments		🛫 🛛 Bulk Actions 😒				Create A New Class
all Reports			# OF STUDENTS	STATUS =	CURRICULUM	Edit Class Settings
Curriculum	~	Class 1	8.1	Active	7th Grade (English)	S Edt
Billing						

Step 4: Click on "Grading." Then, set grading for the class. Choose a "grade type" and "criteria." Finally, click "Save All Changes."

Details Games Lessons	Grading Message Ger	neral Options	
Grading	Letter 🗸	Benchmarks	
Typing Lessons	Speed V	Screen Completion Re	equirements
Set Perfect Speed	Set Lowest Speed	Min speed required ①	Min accuracy required ③
WPM	WPM	WPM	% ACCURACY
Digital Literacy Lesso	vns	Typing Screens in their Typing timed tests or tech literacy less	Lessons. This doesn't include sons.
Set Perfect Quiz Score	Set Lowest Quiz Score	Star Requirements	
*	%	Min Accuracy for 2 Stars ①	Min Accuracy for 3 Stars ①
You haven't set grading for the Add a lowest score and perfections.	is class's digital literacy lessons. et score to set up grading for this	90 % One star is automatically earner Screen, regardless of accuracy meeting the following minimum	95 % ed for completing a Typing Additional stars are earned by m accuracies. This doesn't

Teacher Tip

Once the students complete a lesson (not a screen) they'll get a grade and you'll be able to see that in the reports. You can export these results and import them into the grading software of your preference.

Deleting Students

You can delete students from your class at any time. However, please keep in mind that by deleting a student you will be deleting all of the student's progress as well as their access to the account. They will need to create a new account in order to continue using Typing.com.

Teacher Tip	Teacher Tip
If you're using Google Classroom, Microsoft	If you're using Clever or ClassLink to sync
Teams , or Clever Library to sync your	your student/s, you need to edit the sharing
students, you need to remove the student/s in	rules in Clever/ClassLink to stop sharing the
that platform first. Then you need to re-sync	student/s with Typing.com. Then you need to
your Typing.com teacher account.	wait for your Typing.com to re-sync.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com	Search Q	Su US English V Getting Started (4/6) 🕀 🛆 Fornando Cote V
) Dashboard	Good afternoon, Fernando!	
🖹 My Classes 🛛 🚽	<u>. </u>	
Assignments	Getting Started	
II Reports	C Welcome to Typing.com	Vaules dains great
Curriculum	Learn about Roster Syncing	Only 1 step remaining!
Billing	Create a Class	

Step 3: Select the class that contains the student.

yping.com		Search Q			US English v Centing Started (4/5)	Generation Cote Tescher
Dashboard		Mi Casa School → My Classes				⑦ Need some help?
My Classes	• • •	My Classes				
Assignments		Bulk Actions ❤				Create A New Class
II Reports		CLASS NAME 🖘	# OF STUDENTS 😄	STATUS =	CURRICULUM =	
Curriculum	*	Class 1	1	Arthur	7th Grade (English)	(the feat)
Rilling				PLOT	star di dad (criginit)	

Step 4: Locate the student and click on the white box to the left side of their name. Once selected, click "Bulk Actions" and then click "Delete." You will be asked to confirm your deletion.

R My Classes	^	Class 1 💿						
Class 1	@ 1	😌 Students (1) 🛛 🗎 Assignments (1)					
Assignments		Overview Lessons Typing Tes	ts Games					
Curriculum	~	g Bulk Actions					This Week 🗸 🗸	Add Students
Billing		Print Login Carda	TYPING TIME	AVG SPEED	AVG ACC	LAST LOGIN		
		☑ ↓ Unlink ♦ Move Students	-	-	-	5 days ago		
		 Edit Settings Edit Passwords 						
		🗊 Delete ┥						
		C Devel December						

Deleting a Class



Step 2: Click on "My Classes."

typing.com Search Q. Million

typing.com	Search Q	SS US English v Batting Stanted (40)	ndo Cate r
(?) Dashboard	Good afternoon, Ferr	nando!	
🗟 My Classes 🚽	<u></u>		
Assignments	Getting Started		
Lall Reports	Welcome to Typing.com	You're doing great	
	✓ (→) Learn about Roster Syncing	Only 1 step remaining!	

Step 3: Select the class or classes you wish to delete.

() Dashboard		Mi Casa School + My Classes				() Need some help?
🗟 My Classes	^	My Classes				
Class 1	19 1					
Assignments		€ Bulk Actions ♥				Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM =	
Curriculum	~	Class 1	91	Active	7th Grade (Enclish)	🐼 Edit
Billing				(All the second s	in the same tengenty	

Step 4: Once you've selected the class or classes, click, "Bulk Actions" then click, "Delete."

2) Dashboard		Mi Casa School > My Classes				() Need some help?
My Classes Class 1	^ 8 1	My Classes				
Assignments		E Bulk Actions A				Create A New Class
II Reports		Edit Settings	# OF STUDENTS	STATUS	CURRICULUM =	
Curriculum	~	Delete	e 1	Attive	7th Grade (English)	
3 Billing		_			1949-1942-1972-1975-1975-1975-1975-1975-1975-1975-1975	

If you synced your classes using Google Classroom and you're trying to delete classes following the steps above, you will encounter an error stating you cannot delete the classes because you've synced them with Google Classroom. In that case, do the following:

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."



Step 3: Click the button that reads "Sync with Classroom."

E My Classes	^	My Classes	
Summer 20	ଟ 1		
Reports		F Bulk Actions V	c with Classroom
투 Curriculum	~	CLASS NAME # OF STUDENTS STATUS	
Current License:		Summer 20 9.1 Active	

Step 4: All the classes you synced using Google Classroom will show up. You must uncheck the classes you want to remove and then click the button that reads "Sync Selected Classes."

Best Class Ever	Removing 🗙
This class will be removed from your Typin not lose their progress and will still be able associated with this class.	g.com account. Note that students will to log in, however they will not be
Test Class (Period Test)	Synced 🖌

III. Standards & Alignment

- 1. Scope & Sequence (also in Teacher Portal)
- 2. Standards (also in Teacher Portal)



Curriculum FAQ

What makes Typing.com unique?

The Typing.com curriculum is entirely grade-based, meaning each grade level has their own unique progression of lessons. This ensures that students and teachers alike will find our curriculum interesting and engaging, year after year. Another key feature is that our curriculum is aligned with common core and ISTE standards. Not only will students learn to type, but they will also develop skills related to core curriculum standards. Finally, by combining personalized, adaptive lessons with a self-paced progression, students are able to receive a learning experience that is tailored to their individual needs. Whether they need extra practice with specific keys or the opportunity to develop their accuracy and speed, students will feel both supported and challenged while using our program.

How can I integrate Typing.com into my classroom?

It is easy to integrate the Typing.com curriculum into any type of classroom. Students will all be working at their own pace, giving teachers a great deal of flexibility on how and when to use this program. For elementary school teachers, this curriculum can be used as bell work, a literacy center station, an option a during free-choice time, or integrated into cross-curricular lessons. We recommend that students practice at least 15 minutes a day, 3 times a week to effectively develop and solidify their typing skills. For middle and high school teachers who may only see their students a few times a week or for shorter periods of time. Typing.com could be as a warm up activity for students as they come into class.

What is an appropriate WPM (Words Per Minute) and accuracy level for my students?

It is more important to focus on accuracy rather than speed in the beginning. Speed will come with practice. The time you gain by going fast is negated if you need to go back and fix errors. Speed can vary among people in the same age group due to several factors, like prior keyboarding experience, motor skills, training time, etc.

The speed chart below outlines the average speeds for student and adult typists.

- Elementary School (grades 3-5) 8-15 WPM
- Middle School (grades 6-8) 15-25 WPM
- High School (grades 9-12) 20-35 WPM
- College/Adult 30+ WPM



Did you know that you can change the accuracy and speed settings in your teacher portal? If you want your students to focus on accuracy, change the settings to require 95% accuracy or higher! Accuracy is calculated by dividing the number of correct entries by the total number of characters typed. While 90% might seem like a good score based on standard grading, it is not equivalent to an A in typing. Ninety percent accuracy means that 1 out of every 10 characters is incorrect, meaning that every other word has a mistake in it (since 5 characters generally equals "one word"). We recommend setting a minimum accuracy goal for your students and having them retake an exercise if the goal is not met. Exercises can only be retaken immediately after their completion, so ask your students to be sure to pay close attention to results before continuing on in the lesson.

The accuracy chart below outlines the recommended performance minimums for student and adult typists.

- Elementary School (3rd-5th grade) 85% +
- Middle School (6th-8th grade) 90% +
- High School (9th-12th grade) 95% +
- College/Adult 98% +

How are typing skills taught and appropriately scaffolded?

This curriculum is intentionally scaffolded to teach students basic keyboarding skills before moving to more advanced strategies and content. Students will begin the curriculum by learning correct finger placement to type all basic letter and punctuation keys. Once they have a general understanding of the keyboard, students will begin learning more advanced punctuation and number keys through contextual sentence and paragraph practice. With greater knowledge of all keys, students will then type crosscurricular, standards-aligned content in our Cross-Curricular Typing unit. Students will continue to develop their typing skills as well as their digital literacy and communication skills in our Digital Citizenship unit. Finally, students will practice showcasing all the skills they've learned by creating their own unique content in our Creative Writing unit.

How can I differentiate this curriculum to make it applicable to all my students?

Perhaps one of the most appealing aspects of our curriculum is that it is entirely selfpaced, ensuring all students are able to learn and practice their typing skills at the level they need. Once a student has logged into Typing.com, our curriculum does the rest. If a student struggles with specific keys, our adaptive "personalized practice" lessons will provide additional support practicing those keys. If a student needs more of a challenge, they can aim for greater accuracy and speed while completing lessons. For students with specific learning differences, we offer a variety of supports such as dictation, closed captioning in videos, and multiple language options for for English learners.

Is this curriculum designed to last all year?

This curriculum was developed with the intention of lasting for the duration of the school year if practiced for 15 minutes a day, 3 times a week. If it appears that your class is spending more time using our program and is completing the curriculum more quickly than anticipated, we offer seasonal custom content as well as access to typing games on our site. Additionally, teachers can create their own custom lessons to provide their students with additional typing practice.

Is a parent letter available?

Yes! There's a Student Take-Home Letter available in the "Resources" page

Please follow these steps:

Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over your name on the top right corner and click on Resources. (Note: Teacher must be logged into account to view resources.)

Step 3: You can download any of the two formats and print them out.

How can I set typing goals for my students?

The Daily Student Goals feature gives you the ability to set daily time goals for students at the class or individual student level. This is a great way to keep students motivated and working toward typing mastery, and for you to know exactly what they're doing.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Go to "My Classes."

typing.com	Sea	arch Q	■ US English v Getting Stansed (4/\$) 🕀 🗘 Fernando Cote v Teacher
(?) Dashboard	Go	ood afternoon, Fernando!	
🖳 My Classes 🛛 🔶	×	-	
Assignments	G	ietting Started	
atl Reports		Welcome to Typing.com	You're doing great!
몇 Curriculum	*	Deern about Roster Syncing	Only 1 step remaining!
Billing		Create a Class	Resume Tour »
		Add a Student	
		S Review Premium Benefits	

Step 3: Locate the name of the class and click "Edit."

Jp						V Go Heacher
Dashboard		Mi Casa School + My Classes				③ Need some help?
My Classes Class 1	^ 0 1	My Classes				
Assignments		Bulk Actions V	# OF STUDENTS	STATUS =	CURRCULUM	Create A New Class Edit Class Settings
Curriculum	*	Class 1	€ 1	Active	7th Grade (English)	e Edt

Step 4: Click the "Goals" tab and set a goal.

Details	Games	Lessons	Grading	Goals	Message	General Options	S		
Studer Daily typ motivate	nt Goals bing goals a	are a fantast	ic way to kee	ep y <mark>our</mark> stu	idents		Stats For: All Time 🔻		
Typing time is accumulated by typing on typing lessons and tests, but written prompts, games and time spent browsing do not count towards the goal.				tests, but unt	0 Avg Acc. 98x	O Typing Time 0:06	05:26 /15:00		
Set Goal					1			Class Scoreboard	
15 minu	utes				~				

Step 5: Click "Save All Changes."



Account and Class Settings FAQ

How do I move students to another class?

Whether a student joined the wrong classroom by accident or you've decided to transfer them to another of your classes, moving students within your classes is easy. Simply follow the steps below.



If you're syncing your classes via Google Classroom or Microsoft Teams, you won't be able to move students to another class in the teacher portal. You need to move the students in Google Classroom/Microsoft Teams first, and then resync your account.



If you're syncing your classes via Clever or ClassLink, you cannot move students to another class in the teacher portal. You need to move the students in Clever/ClassLink first and then wait for the account to re-sync (overnight) to see the changes in your Typing.com teacher account. **Step 1**: Log in to your Teacher Portal HERE.

Step 2: Go to "My Classes."

typing.com	Search Q	■ US English ~ Getting Stansed (4/5)
Dashboard Dashboard My Classes	Good afternoon, Fernando!	
Assignments	Getting Started	
E Reports	Welcome to Typing.com	You're doing great!
다 putter	C Learn about Roater Syncing	Only 1 step remaining!
Billing	Create a Class	Resume Tour »
	Add a Student	
	Review Premium Benefits	

Step 3: Select the name of the class containing the student/s you wish to move. You may also use the search bar to locate a student.

typing.com		Search Q 💷 🗸 Getting Started (3/5)	Fernando Cote Teacher
(2) Dashboard		Kool School > My Classes	⑦ Need some help?
Hy Classes Class 1 Class 2	∧⊕ 4	My Classes	
네 Reports 팆 Curriculum	~	✓ Bulk Actions ✓ ○ CLASS NAME ○ CLASS NAME	⊕ Create A New Class
Current License: Free - Ad Supported		Class 1 @ 4 Active Active on select days from 8:00am-10:00am	🖉 Edit

Step 4: Once inside your class, you can select one student, a few, or all of them by checking the white box to the left of "First Name" and below the "Bulk Actions" button.

typing.com	Search Q		📕 US English 🗸	Getting Star	rted (3/5)	Fernando Cote Teacher
② Dashboard	My Classos > Class 1					Class Join Code: ① SF5A408FD4E30
🗟 My Classes 🔨	Class 1 💿					
Class A 😌 7	(C Students (20) B Assignme	nte (1)				
Class 1 17 20	- Students (20) Br Assignme	nts (i)				
Assignments	Overview Lessons Digital	Literacy Coding F	Practice Typing Tests	Games		
all Reports					This Week 🗸	Add Students
🐺 Curriculum 🗸 🗸		TYPING TIME	AVG SPEED	AVG ACC	LAST LOGIN	
Current License: Free - Ad Supported	fernandocote20-1	-	-	~	5 m	
Ad-free experience, unlimited data retention, and priority support for as low as	fernandocote20-2			-	4 months ago	
The Go Premium!	fernandocote20-3			-		
	fernandocote20-4	-		-	-	
	fernandocote20-5	1000 I	**	3770	0.00	
	fernandocote20-6		-			

Step 5: Once you have selected the students, click on "Bulk Actions" and choose "Move Students" from the dropdown menu.

com .com		Search Q			US English V	Getting Started (4/5)	υ ψ	Teacher
Dashboard		My Classes + Class 1						Class Join Code: ()
B My Classes	~	Class 1 💿						
Class 1	9-1	Students (1) R. Assignments (D					
			97 L					
ul Reports		Overview Lessons Typing Te	ata Games					
Curriculum	~	🖉 Bulk Actions 🔿					This Week 🗸 🗸	Add Students
Billing		E Print Login Cards	TYPING TIME	AVG SPEED	AVG ACC	LAST LOGIN		
		Unlink	20	22	2	5 days ago		
		A Move Students	◀					
		() Edit Settings						
		C Edit Passwords						
		Delete						
		Reset Progress						

Step 6: Now, select the class where the student is moving and click OK.

Move Students	
Select Class	
Class 2	~
Cancel	OK
Cancel	OK

How can I delete my account?



Step 1: Log in to your Teacher Portal HERE.

Step 2: Hover over your name on the top right corner and then click "Account."

Step 3: Scroll all the way to the bottom of the page and click "Delete My Account."

0.011		Kool School	
(g) Dashboard	First Name	Address	
🔄 My Classes 🗸 🗸	Fernando		
Reports	Last Name	Address 2	
🖳 Curriculum 🗸 🗸	Cote		
	Phone	City	
Current License:		Corona	
rree - Ad Supported	Time Zone	State	
Nd-free experience, unlimited data etention, and priority support for as low as \$1.541	America/Los_Angeles	· · · · · · · · · · · · · · · · · · ·	
The Premium!	Update Personal Info	Zip/Postal Code	/
		11368	
	Password	Country	
	Change Your Password	United States	
		Update Organization	
	Permanently Delete Account Deleting your account will permanently remove your account and a	Ill progress.	
0			Annal 11 Annal 11 Annal 11 Annal 11

Step 4: Type the word CONFIRM and then click "Delete My Account."

How do I assign licenses to students?

Teachers don't have to assign licenses (aka seats). Licenses are automatically added to student accounts when the students log in for the first time after you purchase the licenses.

Licenses work on a first-come, first-served basis.

For example, If a teacher has 40 students in his class but only buys 30 licenses, only the first 30 students that log in will get a license assigned to their accounts. The rest of the students will have free accounts (with ads) but they'll still be able to work on the lessons and assignments.

You can **only** remove the premium licenses from **all** of the student accounts at once by going to "Billing" and clicking on "Free up seats". You can perform this action as many times as needed.

By freeing up the seats, the license count will reset back to "0" and again, when the students log in next, their accounts will pick up one of the licenses that are available. Note: Freeing up the seats will not reset the students' progress for students that will continue using Typing.com.



Licenses are only for students. Teachers don't need licenses.

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com		Search Q	■ US English ~ Getting Stanted (4/8)
Deshboard		Good afternoon, Fernando!	
2 My Classes	N.		
Assignments		Getting Started	
atl Reports		🥑 Welcome to Typing.com	You're doing great
E Curriculum	~	C Learn about Roater Syncing	Only 1 step remaining!
Billing		📀 Create a Class	Resume Tour »
		Add a Student	
		Review Premium Benefits	

Step 3: Find your class and click on "Edit."

Dashboard		Mi Casa School + My Classes				(9) Need some help?
🗟 My Classes	^	My Classes				
Class 1	1					
Assignments		🖉 🛛 Bulk Actions 🗸				Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM	Edit Class Settings
Curriculum	~	Class 1		-	7th Grade (English)	
Billing		C Class /		Acone	An chade (crigish)	

Step 4: Click "General Options."

Games Lessons Grading Message General Options Lesson Progression Class Status Can redo completed lessons ③ Set Class Status Can redo completed screens ④ Active Allow non-sequential progression ① Show restart button on typing screens ①	tails Games Lessons Grading Message esson Progression Class Status Can redo completed lessons ③ Set Class Status Can redo completed screens ③ Active Allow non-sequential progression ③ Language Settings		ass Sett	ings					Save All Changes
Lesson Progression Class Status Can redo completed lessons ① Set Class Status Can redo completed screens ① Active Allow non-sequential progression ① Show restart button on typing screens ①	esson Progression Class Status Class Status Can redo completed lessons ③ Allow non-sequential progression ④ Show restart button on typing screens ④ Language Settings	Details	Games	Lessons	Grading	Message	Gen	eral Options	
2 Can redo completed lessons ⑦ Set Class Status 2 Can redo completed screens ⑦ Active 2 Allow non-sequential progression ⑦ Show restart button on typing screens ⑦	Can redo completed lessons ① Set Class Status Can redo completed screens ① Active Allow non-sequential progression ① Language Settings	Lesso	n Progres	ssion			1	Class Status	
Can redo completed screens ① Active	Can redo completed screens ① Active Allow non-sequential progression ① Show restart button on typing screens ① Language Settings	🗹 Can	redo comp	leted lesson	3 ⑦		/	Set Class Status	
Allow non-sequential progression ⑦	Allow non-sequential progression ① / / / / / / / / / / / / / / / / / /	🗹 Can	redo comp	leted screen	s 🕐		/	Active	~
Show restart button on typing screens ③	Show restart button on typing screens ① Language Settings	Allo	w non-sequ	iential progre	ession ⑦		/		
Language Settings		🗹 Sho	w restart bu	utton on typi	ng screens(D		Language Settings	

Step 5: Check to enable or uncheck to disable the settings. In this case, student to toggle typing sounds AND allow student to toggle dictation. Finally, click "Save All Changes."

			+
etails Games Lessons Grading	Message	General Options	
Lesson Progression		Class Status	
🗹 Can redo completed lessons 💿		Set Class Status	
🗹 Can redo completed screens 🕧		Active	~
Allow non-sequential progression 💿			
Show restart button on typing screens ③		Language Settings	
Lesson Configuration		Keyboard Layout	Need help deciding?
Show on-screen keyboard in lessons ⑦		United States Standard	~
Allow backspace key in lessons ⑦		Website Language	
		US English	~
Features			
Allow Typing Tests ③		Permitted IP Address	200
Enable Class Scoreboard ⑦		Termitted in Address	
		IP Addresses (one per line)	
Account Settings			
Disable account changes (?)			
Students can change password ③			1)
Clear-text student passwords ③		NOTE: IP restrictions do not a	affect access to the instructor portal.
Allow students access from small screens	0	computer with internet acces	is.
Allow student to toggle typing sounds ⑦			
Allow student to toggle dictation ⑦			

I can't change the name of a class

If you can't change the name of a class, that's because you're syncing your classes via Google, Clever, Microsoft Teams, or ClassLink. If that's the case, you need to talk to the person in charge of sharing the data with Typing.com to make the changes.

Which browser should I use?

Typing.com is web-based software, so no installation or download is required.

To access Typing.com, all you need is an Internet connection and a recent version of any of these web browsers: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge, on any device that can run these browsers including laptops, chrome books, and tablets.

Google Chrome is our recommended browser. If you don't have Chrome, you can get it here.

Can I change the language settings?

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com	Searc	h Q	■ US English ✓ Getting	Started (4/5)	Fernando Cote 🗸 Teacher
(?) Dashboard	Go	od afternoon, Fernando!			
🖾 My Classes 🚽	<u>×</u>				
Assignments	Get	ting Started			
Latt Reports	0	Welcome to Typing.com	Voute	o doing groat!	
E Curriculum	* Ø	Learn about Roater Syncing	Only	y 1 step remaining!	
Billing	0	Create a Class		Resume Tour »	
	0	Add a Student			
	0	Review Premium Benefits	GY S		

Step 3: Find your class and click on "Edit."

Dashboard		Mi Casa School + My Classes				(2) Need some help?
My Classes Class 1	A 8 1	My Classes				
Assignments		Bulk Actions CLASS NAME	# OF STUDENTS	STATUS =	CURRCULUM	Create A New Class Edit Class Settings
신 Curriculum	~	Class 1	e-1	Active	7th Grade (English)	Edit

Step 4: Click on the "General Options" tab.

Class 1		Save All Changes
stails Games Lessons Grading Message	General Options	
esson Progression	Class Status	
Zan redo completed lessons ⑦	Set Class Status	
2 Can redo completed screens ③	Active	~
Allow non-sequential progression ⑦		
Channess the three and the income of the		
Show restart button on typing screens U	Language Settings	
esson Configuration	Language Settings Keyboard Layout	Need help deciding?
Show restart button on typing screens	Language Settings Keyboard Layout United States Standard	Need help deciding?
Show restart button on typing screens ① esson Configuration Show on-screen keyboard in lessons ③ Allow backspace key in lessons ③	Language Settings Keyboard Layout United States Standard Website Language	Need help deciding?
 Snow restart button on typing screens () esson Configuration Show on-screen keyboard in lessons () Allow backspace key in lessons () eatures 	Language Settings Keyboard Layout United States Standard Website Language US English	Need help deciding?
 Show restart button on typing screens () esson Configuration Show on-screen keyboard in lessons () Allow backspace key in lessons () Features Allow Typing Tests () 	Language Settings Keyboard Layout United States Standard Website Language US English Permitted IP Addresses	Need help deciding?

Step 5: Next, you will find the keyboard layout and website language settings. Make your selection and click "Save All Changes."

typing.com	Search Q	S US English ∨ Getting Started (3/5)	Gernando Cote Teacher
💮 Dashboard	All My Classes Classes 1		Class Join Code: @
🔄 My Classes 🔷 🔨			0
Class 1 & 4	😤 Students (4) 📑 Assignments 🐵 Settings		
Class 2			
all Reports	Details Games Lessons Grading Message G	eneral Options	
🖫 Curriculum 🗸 🗸	Lesson Progression	Class Status	
	Can redo completed lessons ①	Set Class Status	
Current License:	Can redo completed screens ②	Active 🗸	
Free - Ad Supported	Allow non-sequential progression		
Ad-free experience, unlimited data retention, and priority support for as low as \$1.141	Show restart button on typing screens	Language Settings	
Co Premium!	Lesson Configuration	Keyboard Layout Need help deciding?	
	Show on-screen keyboard in lessons ③	United States Standard 🗸	
	Allow backspace key in lessons ③	Website Language	
	Features	US English 🗸	
	Allow Typing Tests ①	Permitted IP Addresses	
	Enable Class Scoreboard (2)	IP Addresses (one per line)	
	Account Settings		
	Disable account changes		

Troubleshooting

My students can't see all the lessons.

If your students can't see all the lessons, you need to make sure all the lessons are enabled. To enable them, you need to go to your class > settings > lessons tab. Next, click Make All Lessons Active > Save All Changes. Finally, ask your students to log out and back in and they should be able to see them.

Class 1	settings		Save All Changes	
Details Ga	mes Lessons	Grading Messag	ge General Options	
Make A	II Lessons Act	ive		
Typing Le	mer	~		VIEW 15 LESSONS V
	mediate (o /1:	2 Lessons Active)	<	VIEW 12 LESSONS 🗸
🖸 Adva	nced			VIEW 7 LESSONS 🗸
Digital Lite	eracy			
	Readiness			VIEW 9 LESSONS 🗸
I Tech				

I can't see my students' progress.

Students can complete the lessons while being logged out. However, if they don't log in before they complete the lessons, the progress that they make won't save, and you (the teacher) won't be able to see their progress on the teacher portal. Make sure that the students are logged in before taking the lessons.

Also, make sure that the student doesn't have a duplicate account. If that's the case, the student is probably working on an account that is not linked to your teacher account. If the student does have a duplicate account, you can go to your teacher account, create a new class, and share the self-join link with the student to add the duplicate account to your class. That way you'll be able to see the student's progress and activity.

I don't see the options to add new students.

If you don't see the option to add new students, that's because you're syncing your classes via Google Classroom, Clever, Microsoft Teams, or ClassLink. If that's the case, you need to talk to the person in charge of sharing the data with Typing.com to make the changes and then wait for your account to re-sync overnight.

If you're syncing your classes via Google Classroom or Microsoft Teams, you need to add the students in Google Classroom/Microsoft Teams first, and then re-sync your Typing.com account.

My students can't enter their names.

Students will not be able to change their names if you're syncing your classes via Google Classroom, Clever, Microsoft Teams, or ClassLink. If that's the case, you need to talk to the person in charge of sharing the data with Typing.com to make the changes and then wait for your account to re-sync overnight.

My premium student account has ads.

If your premium accounts have ads, email support@typing.com and include the student's username, the teacher's email address, and the email address associated with the teacher account that was used to purchase the licenses or the order's reference number.

V. Security and Privacy

To learn about our Privacy Policy and Terms of Service, please visit:

- 1. Privacy Policy: <u>https://www.typing.com/privacypolicy</u>
- 2. Terms of Service: <u>https://www.typing.com/termsofservice</u>

Contact:

support@typing.com for additional information.

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