

TYPE TO LEARN

Teacher's Guide

Version 1.1



Jane Doe



Lesson 5

◀ Review

BEGIN

Next ▶



Big Ideas



Dig This



Drone Control



Message Master



Reconnect



Final Challenge

Exit

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21st Century Skills

Why teach keyboarding? Because computing is a way of life today. Not only in school or in the workforce, but as a means for communicating with others, sharing ideas, and expressing thoughts. The keyboard is the primary means of interfacing with a computer. Keyboarding is therefore an essential, 21st Century skill that students must develop in order to use computers effectively and efficiently.

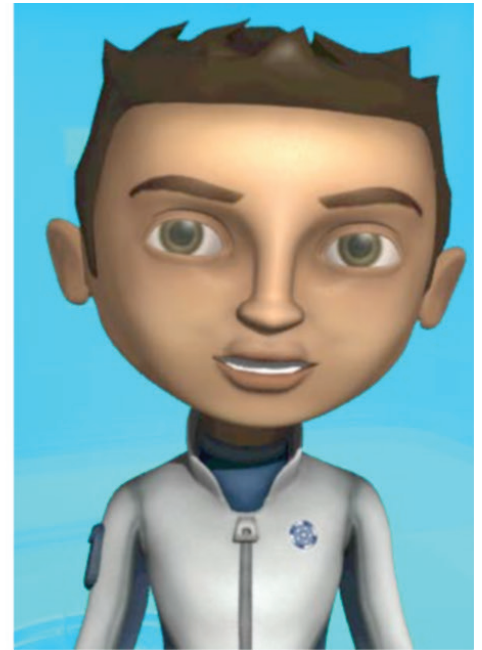
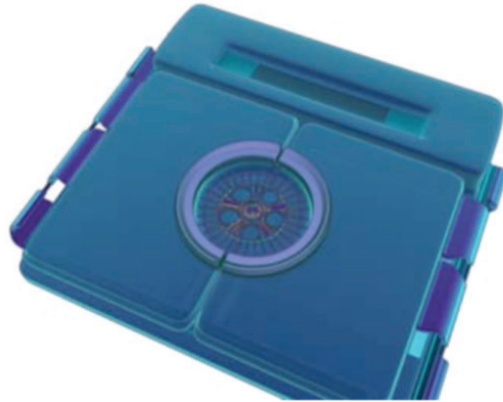
Even very young children are actively involved with using technology and computers on a regular basis. Research shows that keyboarding is and should be taught to students at an earlier age, before bad habits form. This early introduction reduces bad habit development and provides additional benefits that include improvements in spelling, writing, and reading comprehension. Student writing develops faster through word processing because it facilitates the review and revision process. Efficient keyboarding skills allow students to emphasize concept development instead of focusing on key location. Students who become efficient keyboarders “compose better, are prouder of their work, produce documents with a neater appearance, and have better motivation,” (Nieman, 1996).

Language arts skills are further developed by the lessons and activities in *Type to Learn*, which reinforce phonics, grammar, vocabulary, proper usage of punctuation, sight words, frequently misspelled words, and other elements of written language. Cross-curricular activity payoffs provide grade-appropriate incidental learning in science, literature, social studies, and other general knowledge topics.

Mastering keyboarding involves learning technique (physical positioning and movement), ergonomics (safe and comfortable keyboard interaction), and key location. Learning key location requires a sequential introduction of the keys along with a great deal of repetition and reinforcement to develop the kinesthetic memory traces leading to keyboarding automaticity. Efficiency is expanded if keyboarders type short letter clusters and words as single units instead of groups of individual letters (e.g., er, ing, the, my). *Type to Learn* calls these clusters Quick-Blends and Quick-Words.

With *Type to Learn*, using the keyboard will become as natural to your students as writing with pen and paper. Its research-based, interactive learning environment will engage all K-12 keyboarding learners.

Type to Learn®



“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 students progress through the lessons and pass the formative assessments, they earn new ranks in the The Agents of Information society.

Society Ranks:

Beginner / Recruit
Helper / Trainee
Assistant
Leader / Technician
Specialist
Expert
Master Agent

Proper Keyboarding Technique

- 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. Make sure the screen is eye level and not too high or too low.
- When you type, hit each key with a quick, strong tap.
- Keep your fingers close to the keyboard.
- Have fun!

Standards Alignments

Type to Learn Cloud aligns with Keyboarding and Technology standards in all 50 states, the District of Columbia, and Ontario, Canada. Type to Learn Cloud also meets the ISTE 2016 National Educational Technology Standards for Students (NETS-S):

1. Empowered Learner Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

Students:

- a. articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.
- b. build networks and customize their learning environments in ways that support the learning process.
- c. use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
- d. understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.

2. Innovative Designer Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

Students:

- a. know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
- b. select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.
- c. develop, test and refine prototypes as part of a cyclical design process.
- d. exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.

Lesson Scope and Sequence

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

Diagnostic Pre-Test

Lesson A	Keyboarding awareness – lowercase alphabet
Lesson B	Keyboarding awareness – numbers, capital letters, punctuation
Lesson 1	J F Space Bar
Lesson 2	U R
Lesson 3	K D

Assessment 1

Lesson 4	I E
Lesson 5	H G

Assessment 2

Lesson 6	L S Right Shift
Lesson 7	Quick-Blends and Quick-Words
Lesson 8	O W Left Shift
Lesson 9	; A Enter/Return

Assessment 3

Lesson 10	P Q Backspace/Delete
Lesson 11	Quick-Blends and Quick-Words
Lesson 12	Y T Tab
Lesson 13	Arrow Keys
Lesson 14	B N
Lesson 15	Quick-Blends and Quick-Words

Assessment 4

Lesson 16	M V
Lesson 17	, C
Lesson 18	Quick-Blends and Quick-Words
Lesson 19	. X
Lesson 20	/ Z ?

Assessment 5

Lesson 21	ctrl-C, ctrl-V, ctrl-S (cmd-C, cmd-V, cmd-S)
Lesson 22	ctrl-X, ctrl-Z (cmd-X, cmd-Z)
Lesson 23	: ' "
Lesson 24	6 7 ^ &
Lesson 25	5 4 % \$
Lesson 26	8 3 * #
Lesson 27	9 2 (@
Lesson 28	0 1) !
Lesson 29	Numeric Keypad 4 5 6 7 8 9 Enter
Lesson 30	Numeric Keypad 1 2 3 0 . + - * /
Lesson 31	< > [] { }
Lesson 32	- = _ +

Assessment 6

Lesson 33	Passages
Lesson 34	Original Writing

Quick-Blends and Quick-Words

It is important that keyboarding instruction explicitly teach frequently used letter combinations and words, which we call Quick-Blends and Quick-Words. For example, the letters “th” make a Quick-Blend that should be thought of and typed as a unit, rather than as two single letters. Typing these Quick-Blends and Quick-Words fluidly, as a unit, develops greater keyboarding speed and efficiency.

The following are the Quick-Blends and Quick-Words taught in Type to Learn:

For grades K-2 vocabulary:


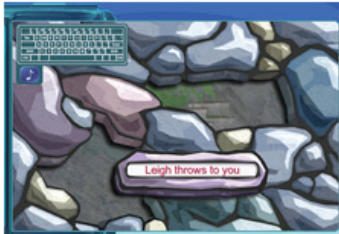



Lesson	Letters	Quick-Blends	Quick-Words
4	I, E	er, de, ed, re	if
5	H, G		her, he
6	L, S	es, is	his, is
8	O, W		do, of, or, we, for
9	; A	ad, ag, al, as	all, are, had, has, was
10	P, Q	ap, ip	up
12	Y, T	ay, at, th, ly, ey	the, you, that, they, this, with
14	B, N	en, un	an, be, by, in, on, no, and, but, end, not
16	M, V	em, im	am, him, have, from, my
17	C	ic, ch, ck	

For Grades 3-12 vocabulary:

Lesson	Letters	Quick-Blends	Quick-Words
4	I, E	er, de, ed, re	if
5	H, G		her, he
6	L, S	es, is, dis, ell, ful, ill, less	his, is
8	O, W	ous, eous, fore, ious	do, of, or, we, for
9	; A	ad, ag, al, as ail, ial	all, are, had, has, was
10	P, Q	ap, ip, pre	up
12	Y, T	ay, at, ey, th, ly, est, ity	the, you, that, they, this, with
14	B, N	en, un, ank, ing, ion, non, sub, able, anti, ible, ness, tion	an, be, by, in, on, no, and, but, end, not
16	M, V	em, im, ive, mid, mis, ment	am, him, have, from, my
17	C	ic, ck, ch, ick, ack	

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.

System Requirements

Required: High-Speed Internet - 4.0 Mb/s is the Type to Learn recommended minimum speed. Usable, but not recommended, is 1.0 Mb/s - DSL service equivalent.

Type to Learn works in the following browsers:

- Chrome - highly recommended
- Mozilla Firefox
- Safari
- Internet Explorer

For the best experience, keep your browser up-to-date by installing the latest available version.

Account Log In Information

Logging In

When you visit <http://typetolearn.com/login/index.php> you will first see this login screen:

The screenshot shows the Sunburst Digital login interface. At the top, the Sunburst Digital logo and tagline 'Powering 21st Century Learning' are on the left, and 'You are not logged in.' is on the right. Below the logo, a navigation bar contains 'Sunburst Digital', 'Home', 'Log in to the site', and a 'Help' icon. The main content area is titled 'Sign in' and contains three input fields: 'Account Code', 'Username', and 'Password'. A 'Log in' button is below these fields. A link 'Forgot your password?' is also present. Annotations with red arrows point to the 'Account Code' field (labeled 'Account Code sent by Sunburst'), the 'Username' field (labeled 'Username'), the 'Password' field (labeled 'Password'), and the 'Forgot your password?' link (labeled 'Forgot Password'). A note at the bottom states 'Cookies must be enabled in your browser' with a question mark icon.

All students, teachers, and administrators log in here. Enter your account code, username, and password. Click the question mark button for Help.

Lost Password

The screenshot shows the Sunburst Digital 'Forgotten password' page. The top navigation bar is the same as the login screen, but the breadcrumb trail now includes 'Forgotten password'. The main content area contains instructions for students and teachers/administrators. A red arrow points to the 'STUDENTS' instruction. A yellow arrow points to the 'Account Code' input field. Another yellow arrow points to the 'Username' input field. A 'Reset Password' button is at the bottom. The instructions state: 'STUDENTS: Please contact your teacher for your account information.' and 'TEACHERS & ADMINISTRATORS: To reset your password, submit your username and account code below. If we have your email address in our database we will email a link to reset your password.'

If a student forgets his/her password, any teacher can reset it in the Edit Student area of Teacher Management. If a teacher or administrator forgets his/her password, visit the “Forgotten Password” page (click “Forgot your password?” on the login screen) and enter your account code and username.

Logging Out

Click Exit on the Main Menu to quit Type to Learn and log out from the program. Clicking “exit” instead of closing the browser tab will prevent data from failing to save.

Using the Program

Main Menu

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

By providing the teacher with all of the same features as the student, we've allowed you to experience the lessons, activities, and assessments, as well as the various options and settings, for yourself.



By default, all students begin with the pre-test. They click Begin to start the pre-test. If the pre-test has been made optional by the teacher, then students can click Next to begin their first lesson.

As students progress through the lessons, they must complete the lesson instruction, any required activities (determined by the teacher), and pass the Final Challenge before they are allowed to progress to the next lesson.

Click Review and Next to cycle through the lessons and assessments. Teachers can cycle through and access all lessons, at any time. Students never have access to lessons they have not completed or progressed to.

The five activities may also be accessed from the main menu.

Teachers can determine whether activities should be available at any time, only once the corresponding lesson is passed, or never. Individual activities can be Optional, Required, or Off.



An empty check mark indicates a required activity that is not yet done.



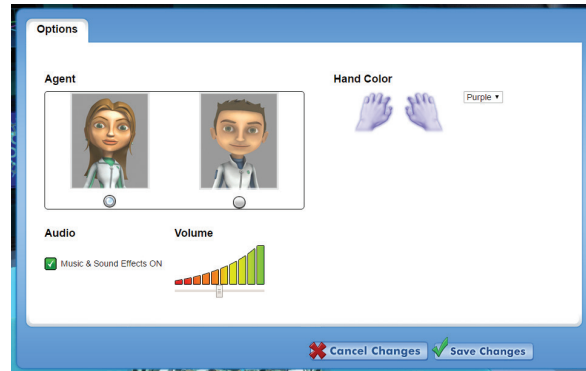
A green check mark indicates an activity that has been successfully completed.



A red X indicates an activity or task that is unavailable at that time.

Options

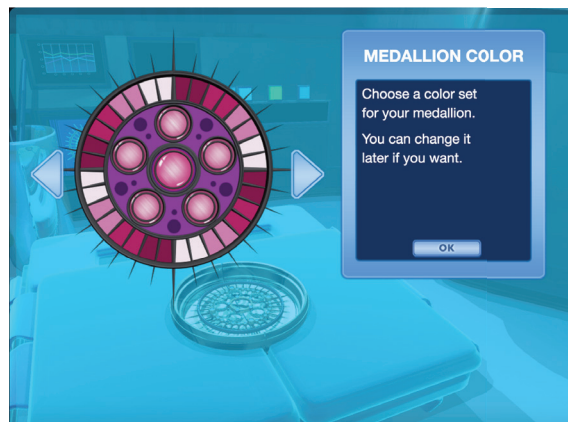
Click Options on the main menu to bring up the student Options screen (teachers have access to many more options and settings in the Management area):



Students can select the Master Agent host they prefer, change the color of the reference hands on the keyboard during lessons, turn music and sound effects on or off, and adjust the volume.

Access Medallion

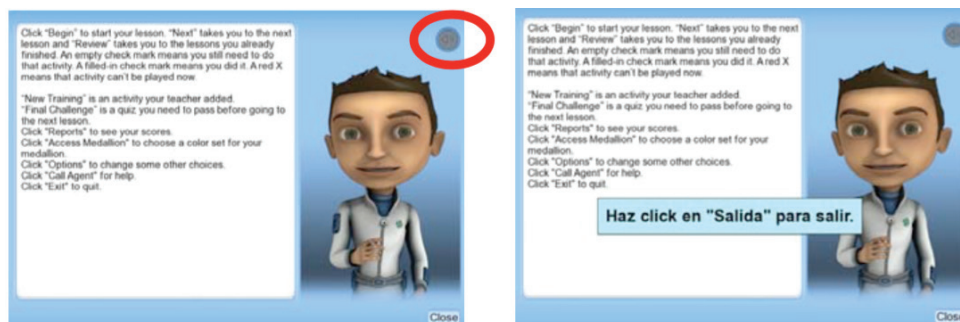
Students can click Access Medallion on the main menu screen to personalize the colors of their progress medallion. Click the left and right arrows to see the color set choices. Click OK to select a color set. The medallion can be changed at any time from the student's main menu.



As students complete lessons and assessments, their medallion fills in to show their progress.

Call Agent

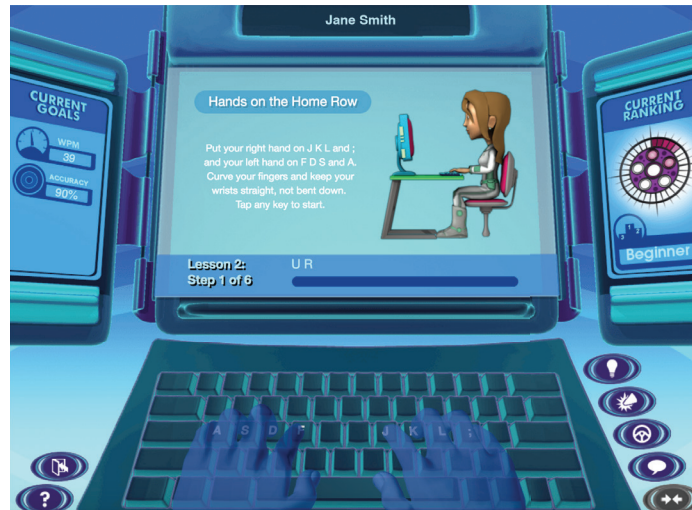
Clicking Call Agent on the main menu brings up Help for that screen:



Students can click the speaker button in the top right corner to hear the Help read aloud. Students can also roll their cursor over the text on screen to see a Spanish ESL translation, larger text size, different font colors, and to trigger ESL audio. All of these accessibility options are turned on or off by the teacher in the Management area.

Lessons

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 1-3 or 4

The student's current WPM and Accuracy goals display in the left-side panel, and their medallion progress and current rank are on the right.

Buttons on the right side of the keyboard take you to the activities, if available.

Buttons on the left side of the keyboard are:



Main Menu



Help

A progress bar shows students the progress they're making through the current lesson:



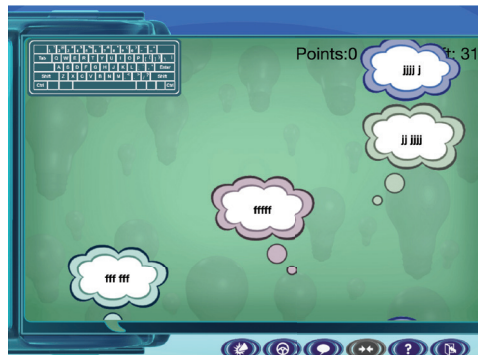
Activities

There are 5 practice activities with each lesson. These activities teach specific keyboarding skills and contain content corresponding to the keys learned in each lesson. Activities can be accessed from the main menu, from the lesson screen, or from another activity screen.

The exceptions are Lesson 21 & 22; activities are not offered, as the purpose of these lessons is to learn five key combinations [CTRL+C], [CTRL+V], [CTRL+S], [CTRL+Z], [CTRL+X] (For Macs, these are CMD) and do not require further activities.

Big Ideas Activity

This is a timed activity focusing on right hand and left hand coordination. Students need to type the words inside the thought bubbles. All thought bubbles are on the right or left side of the screen, and contain content typed with either the right hand or the left hand, exclusively.



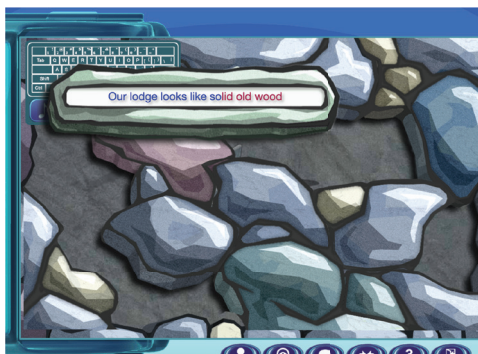
The speed of the thought bubbles is related to the student's WPM goal, so it is always an appropriate challenge. Students get a point for each correctly typed character. Their WPM and accuracy are also recorded.

Time limits may be adjusted by the teacher. Defaults are:

- 30 sec for grades K-2
- 45 sec for grades 3-6
- 60 sec for grades 7-12

Dig This Activity

This activity focuses on accuracy and typing to a beat to encourage a smooth typing cadence. Students type the text displayed in order to break the ice or stones and reveal what's hidden beneath. The metronome beat for cadence can be turned on or off by the teacher in settings, as well as by the student in the game itself, by clicking on the music note icon. WPM and accuracy are always recorded.



Drone Control Activity

This is a timed activity focusing on speed as well as accuracy. Students type the displayed text as quickly as possible to command a drone to move through dangerous terrain. They must reach their destination before time runs out.



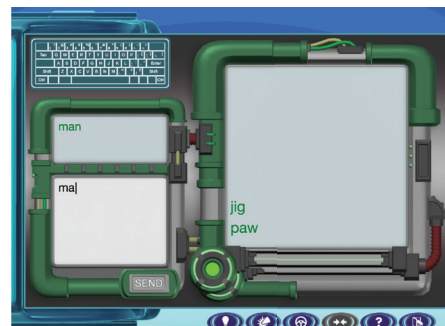
The amount of content provided to the student in this game depends on their individual WPM goal. Students must type fast enough to meet their WPM goal in the time allotted in order to successfully reach their destination. WPM and accuracy are always recorded.

Time limits may be adjusted by the teacher. Defaults are:

- 60 sec for grades K-2
- 75 sec for grades 3-6
- 90 sec for grades 7-12

Message Master Activity

This activity provides 3 different tasks, depending on what lesson the student has reached. In lessons 1-7, the student types the text displayed on screen. WPM and accuracy are recorded.



In lessons 8-10, the student hears dictation of what to type. They can click on the speaker button to hear it repeated. All dictation content is grade-appropriate in terms of vocabulary and spelling. Homophones are also avoided. WPM and accuracy are recorded.

In lessons 23-34*, the student hears a writing prompt and must write a few original sentences in response to the prompt. All prompts are grade-appropriate (see Appendix B). The student can click on the speaker to hear the writing prompt repeated.

*This activity is not offered for Lesson 21 & 22, as the purpose of these lessons is to learn five key combinations [CTRL+C], [CTRL+V], [CTRL+S], [CTRL+Z], [CTRL+X] (For Macs, these are CMD) and do not require further activities.

Students must write a minimum number of words before they can submit their original writing.

These requirements are:

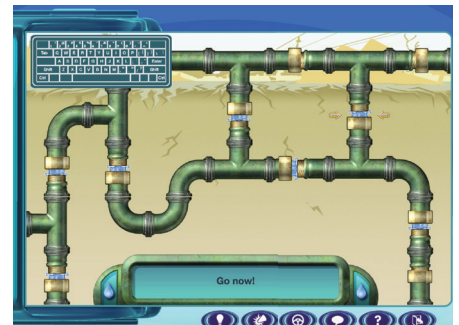
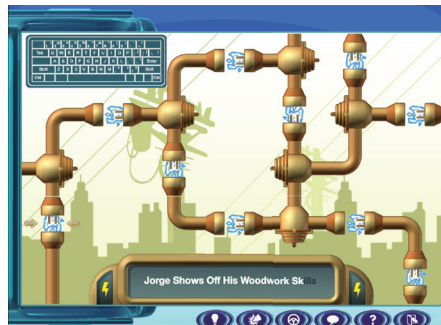
- 6 words for grades K-2
- 10 words for grades 3-6
- 20 words for grades 7-12

Students in grades K-2 must complete 1 writing prompt, grades 3-6 must complete 2 prompts, and grades 7-12 must answer 3 writing prompts.

Original writing is not scored for accuracy, but WPM is tracked. Students' writing is available for teachers to view in the reports area.

Reconnect Activity

This activity focuses on using the Shift key for capital letters, symbols, and punctuation. Students type the displayed text in order to reconnect important infrastructure, such as electrical cables, water pipes, and air ducts.



As students type correctly and reconnect the pieces the environment changes: the dry ground gets greener as it is watered, the dark city lights up, and the airless warehouse gets brighter. WPM and accuracy are always recorded.

Activity Payoffs

All activities have a variety of cross-curricular payoffs. Payoff content is grade-appropriate and covers such topics as: science, language & literature, music, social studies, astronomy, inventions, architecture, and other common knowledge facts.



Each activity has a multitude of payoffs, so as students play and replay the activities in each lesson they are sure to get a rich variety of cross-curricular, incidental learning.

Custom Content

Teachers can add their own customized content into *Type to Learn*. This displays for the student as Custom Content on the main menu.



Final Challenge

The Final Challenge is a short quiz students must pass in order to progress to the next lesson.



Teachers have the option to allow students to skip directly to the final challenge. This means the student can try the final challenge without completing the lesson itself. If they pass, they can then proceed to the next lesson (after completing any required activities). This is a way to move advanced students ahead quickly, while still based on merit, to a point in the instructional scope where they will be challenged.

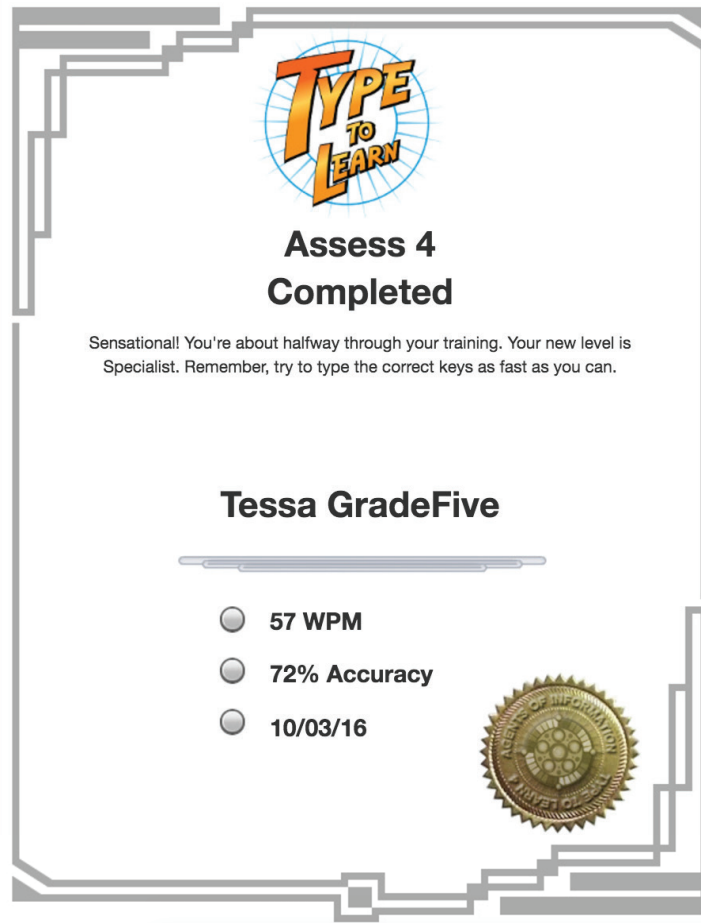
Goal Minimums

Students must at least meet their goal minimums in order to pass a Lesson, Final Challenge, or Assessment. Goal minimums are automatically set by the program to be -10% of WPM or -7 WPM below the student's goal, whichever is lower, and 85% accuracy. Therefore, if a student's goals are 20 WPM and 90% accuracy, they can still pass by achieving 13 WPM and 85% accuracy. The purpose of these goal minimums is to avoid frustration and prevent students from getting stuck on any given lesson or assessment. Below the goal minimums, remediation is automatically provided and the task must be repeated and passed.

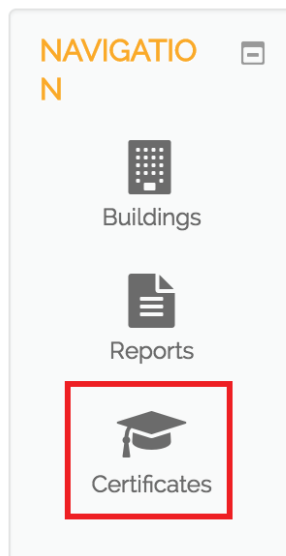
Note: Think of the actual goal as the A+ students strive for. Goal minimums are like the B grade that is still a passing grade.

Certificates

When the student passes each assessment they receive a certificate congratulating them on their newly earned rank in the society, and displaying their WPM and Accuracy scores.



These certificates can be printed directly from the browser window. Students may access their certificates by logging into Type to Learn and clicking Certificates in the Navigation sidebar.



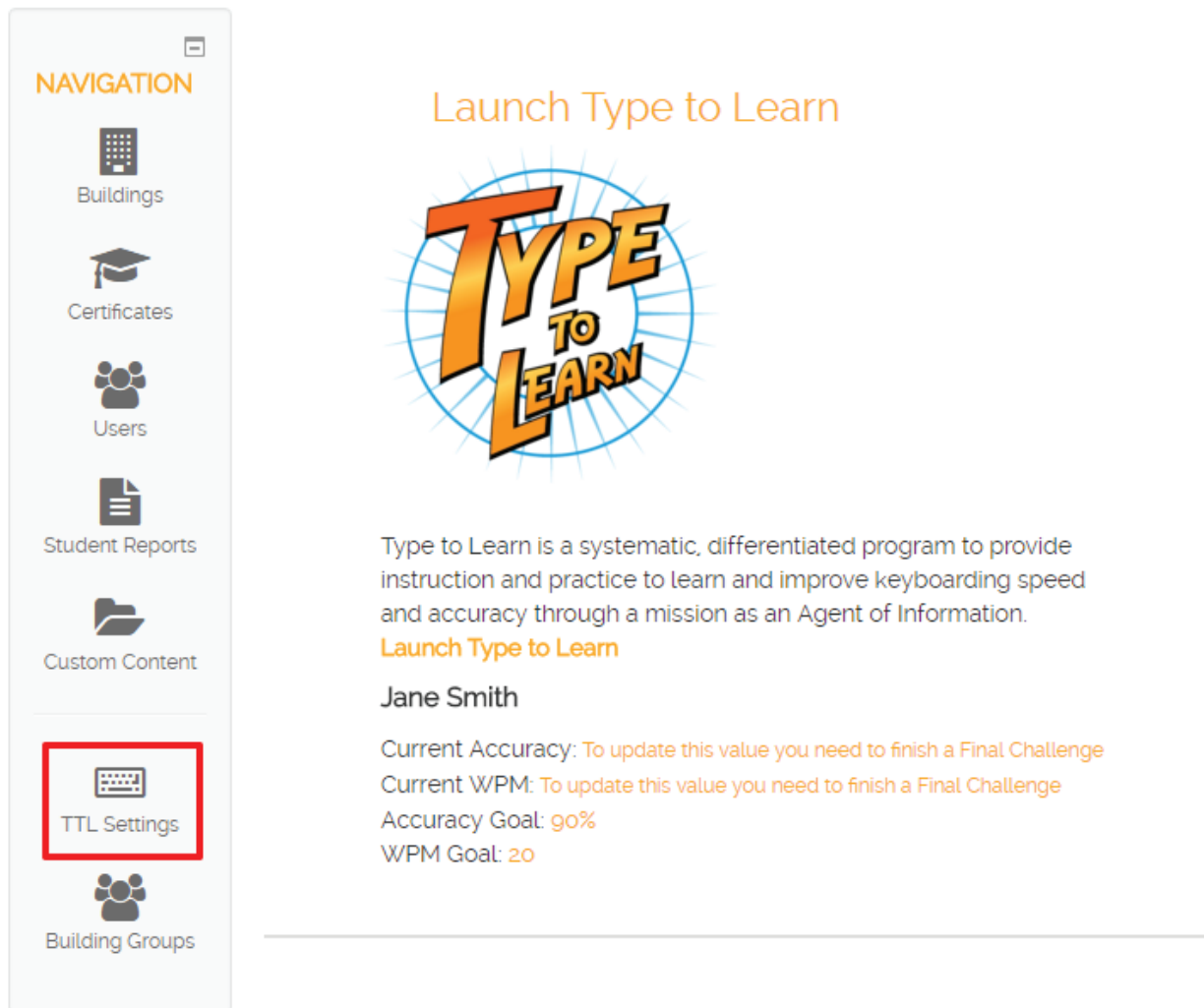
Creating & Managing Accounts

Type to Learn is designed with Default Settings (based on student grade) so that a student can log in immediately and launch their Type to Learn Adventure, but a teacher or administrator is able to modify these User Settings to customize and differentiate each student's experience.

Teachers will not be able to make modifications to TTL Settings unless student and teacher are organized in the same group.

To modify the students Type to Learn Settings you must first select your building. This will display additional options in the Navigation Section.

When in the correct building, click on TTL Settings in the Navigation Section.



The screenshot displays the Type to Learn interface. On the left is a vertical 'NAVIGATION' menu with icons and labels for Buildings, Certificates, Users, Student Reports, Custom Content, **TTL Settings** (highlighted with a red box), and Building Groups. The main content area on the right features the 'Launch Type to Learn' heading, the 'TYPE TO LEARN' logo, a description of the program, and a 'Launch Type to Learn' button. Below this, the user 'Jane Smith' is listed with their current accuracy and WPM, and their goals for accuracy (90%) and WPM (20).

Type to Learn Settings may be modified for an entire Group (Class) or for Individual Users. (The Settings options will not appear until a Group (Class) or User has been selected.)

User Management

Information about each setting can be found by selecting the Help Button next to each setting.

Type to Learn - Group Settings

Group Settings

User Settings

Select the group(s):

Brown 4th (4 users)

Default Settings ?

- ☐ Young/Beginner Students, K-2 design, K-2 vocabulary level.
- ☐ Intermediate Students, 3-6 design, 3-6 vocabulary level.
- ☒ Older/Advanced Students, 7-12 design, 7-12 vocabulary level.

▼ General Settings

Music & Sound Effects ? ☒

Instructions & Narration ? ☒

Vocabulary Level ? Grades 7-12 ▼

Design Level ? Grades 3-12 ▼

Allow Ergonomic Breaks ? Every 20 Minutes ▼

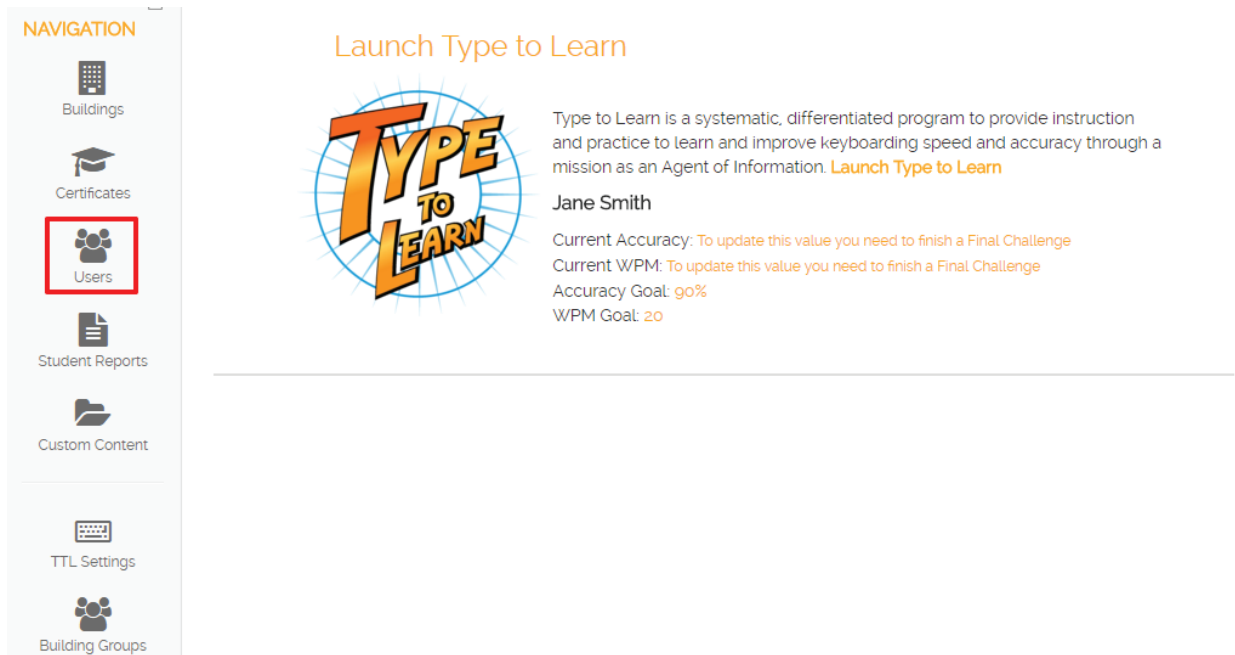
Ergonomic Break Duration ? For 30 Seconds ▼

Quick Tip: The last setting saved “Group” or “User” will override the settings. For example: if you go back into your group settings and change goals after editing individual user settings; your individual user settings default to group goals.

Adding User Accounts

To add a single user account, you must be logged in as a Teacher or Administrator. Learn how to add a large number of users by reading Importing User Accounts.

From the building page, select **Users** in the Navigation Section.



Next, select the **Create User** button in the upper right hand corner.

Student Licenses: 200, in use 1, available 199

Create User

Import Users

Organization: 2V1DBS - Sunburst Academy

Building: All

Group: All

	Last Name	First Name	Username	Building	Group	Role	Grade	
✓	Jones	Ben	benjones123	East Elementary School	Smith 3rd	Student	3	<div>🔍📄🗑️</div>

Under Organization/Building Information use the drop downs to select the Building, Building Group (Class), Role, and User Grade.

Create User

Organization/Building Information

Organization	Sunburst Academy
Building	East ▼
Building Group	Smith 3rd ▼
Role	Student ▼
User Grade	None ▼

** To assign users to a Building Group (Class), the Building Group (Class) must be created first.

Next, enter the information for the new User and click the Create User button.

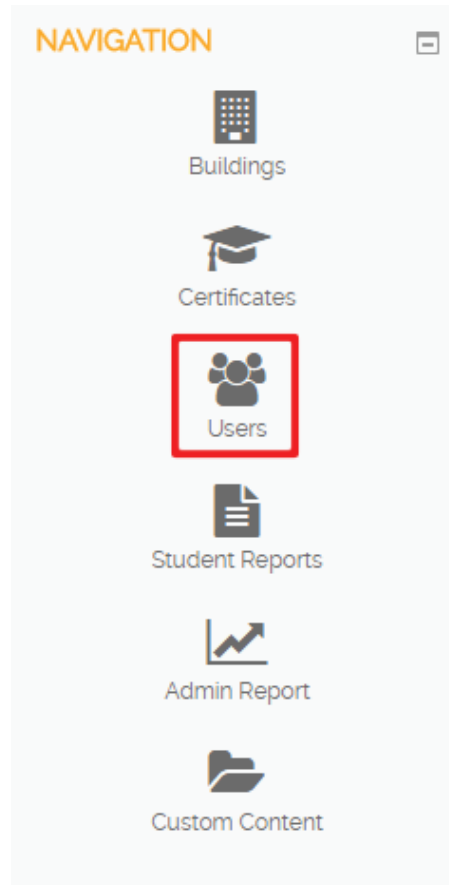
▼ General

Username*	<input type="text"/>
Suspended account ?	<input type="checkbox"/>
New password ?	<input type="password"/> <input type="checkbox"/> Unmask
First name*	<input type="text"/>
Last name*	<input type="text"/>
Email address	<input type="text"/>

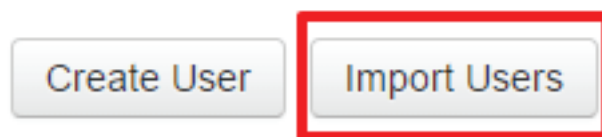
Importing User Accounts

User Accounts may be imported by administrators into Type to Learn. **Users must be imported into buildings on the account.** Users can be imported directly into Groups (Classes) as well.

Select **Users** in the Navigation Section on the left side of the page.



Select **Import Users** in the upper right corner of the page.



Select **Download CSV template**, information regarding CSV File Specifications can be in Specifications For CSV Import File.

Import users ?

Student Licenses: 200, in use 15, available 185

▼ Upload

CSV Template

Download CSV template

File*

Choose a file...

Maximum size for new files: 64MB

You can drag and drop files h

CSV delimiter

,

▼

Preview rows

10

▼

Upload users

Cancel

Once your CSV file is complete Select Choose File, Upload this file, then Upload users.

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File

TTL Sample Import.csv

Save as

TTL Sample Import

Author

Sunburst Administrator

Choose license

All rights reserved

▼

Upload this file

CSV Template Download CSV template

File*

Choose a file...

Maximum size for new files: 64MB

TTL Sample Import.csv

CSV delimiter

,

Preview rows

10

Upload users

Cancel

You will be asked to preview the users before selecting **Upload users**.

Upload users preview

CSV line	username	password	firstname	lastname	email	grade1	building1	group1	role1	Status
2	123456	123456	Bob	Wilson		3	East Elementary School	Smith 3rd	student	Invalid email address Duplicate address
3	alduke	type	Al	Duke		3	East Elementary School	Smith 3rd	student	Invalid email address Duplicate address

Settings

Upload type Add new only, skip existing users

Organization Sunburst Academy

Upload users

Cancel

For a TTL Import Template CSV file, visit <https://support.sunburst.com/hc/en-us/articles/218454077-Type-to-Learn-Importing-Accounts>

Specifications for CSV Import File

Import files must be in a CSV format. You can convert an Excel file to CSV by selecting “Save As” and selecting Comma Separated Values (.CSV) as the format. When you close the file you will be given several prompts that you should choose yes to save. You will now be able to import users into Type to Learn.

Fields

1. **Username (required)** - Unique username with **lowercase** letters, numbers, period (.), or @.
2. **Password (required)** - Case sensitive and must be letters or numbers. Cannot include special characters.
3. **First Name (required)**
4. **Last Name (required)**
5. **Email (optional, recommended for teachers and administrators)**
6. **Grade (optional)** - K,1-12. A students grade level sets the Default Type to Learn Settings and is recommended for students.
7. **Building (required)** - Identifies the building a user is associated.
8. **Group (optional)** - Teachers and students are able to be associated with a group (class) through the import.
9. **Role (required)** - Teacher or Student.

Sample:

	A	B	C	D	E	F	G	H	I
1	username	password	firstname	lastname	email	grade1	building1	group1	role1
2	123456	123456	Bob	Wilson		4	East Elementary S	Brown 4th	student
3	al.duke	type	Al	Duke		4	East Elementary S	Brown 4th	student
4	chrsmith123	type	Chris	Smith		4	East Elementary S	Brown 4th	student
5	kaitlyn	abc	Kaitlyn	Wilson		4	East Elementary S	Brown 4th	student
6	brown.jon@noema	teacher	Jon	Brown	brown.jo	0	East Elementary S	Brown 4th	teacher
7	aperez	hello	Alejandra	Perez		2	East Elementary S	Jones 2nd	student
8	s.lee0	welcome	Sandy	Lee		2	East Elementary S	Jones 2nd	student
9	jjones@noemail.co	teach	Jamie	Jones	jjones@n	0	East Elementary S	Jones 2nd	teacher
10	yamada.rick@noeschool		Rick	Yamada	yamada.r	0	West Elementary S	Yamada 5th	teacher

Understanding User Roles

When creating users, a user role must be assigned to the user.

Create User

Home > Users > Create User

NAVIGATION

- Buildings
- Certificates
- Users
- Student Reports
- Admin Report
- Custom Content

Create User

Organization/Building Information

Organization: Digital University

Organization admin: ☐

Building: Liberty ES

Building Group: Brown 4th

Role: ✓ None, Building Administrator, Teacher, Student

User Grade:

▼ General

The three user roles are:

- Building Administrator
- Teacher
- Student

Building Administrator - This user role has access to all features as well as unlimited visibility in the Building. This also includes the ability to view and create all groups, classes, and users in the building.

Teacher - This user role is only able to see and create the groups and classes that are associated with their own account. Any groups and classes that are not associated with this specific account will not be visible under this user role.

Student - This user role only has access to the learning games in Type to Learn.

Group Management

Building Groups

Type to Learn allows users to be organized into Building Groups (Classes). In addition, users can be:

- placed into Groups (Classes) if the Group has been created,
- associated with Groups (Classes) through the import process, or
- placed into Groups (Classes) in a second step.

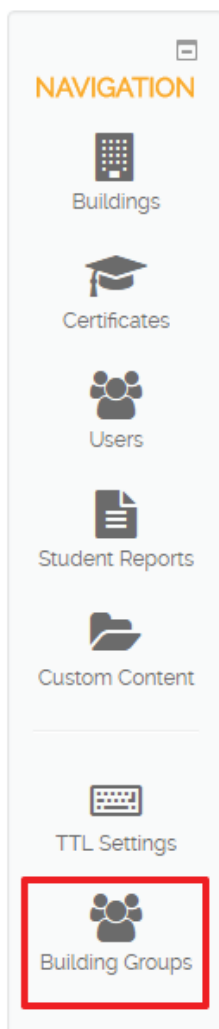
Also note that:

- Organizing Teachers and Students into Groups (Classes) allows for ease in Management and Reporting.
- Teachers are also able to be associated with multiple classes in the Type to Learn program.

To create a building group (class):

STEP 1 - Click on Buildings, and select the Building you will be creating the Group(s) for.

STEP 2 - Next, select Building Groups in the Navigation Section to your left.



Launch Type to Learn



Type to Learn is a systematic, differentiated program to provide instruction and practice to learn and improve keyboarding speed and accuracy through a mission as an Agent of Information. **Launch Type to Learn**

Jane Smith

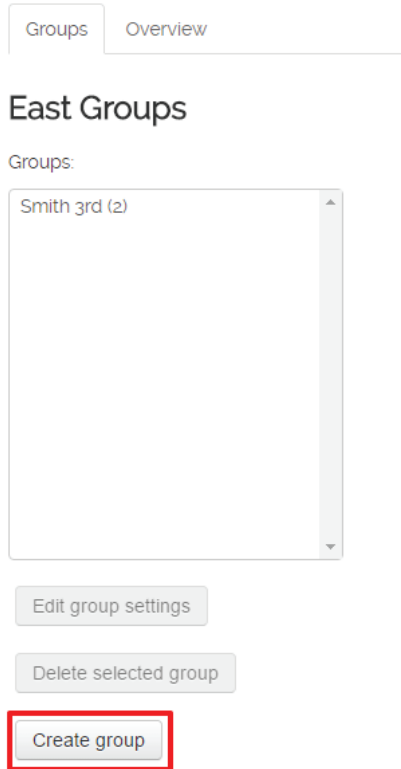
Current Accuracy: To update this value you need to finish a Final Challenge

Current WPM: To update this value you need to finish a Final Challenge

Accuracy Goal: 90%

WPM Goal: 20

STEP 3 - Now, select Create group and name your group (class) and click Save changes.



Groups Overview

East Groups

Groups:

- Smith 3rd (2)

Edit group settings

Delete selected group

Create group

NOTE: User Roles do play a role as to what groups you can create and what groups you have access to.

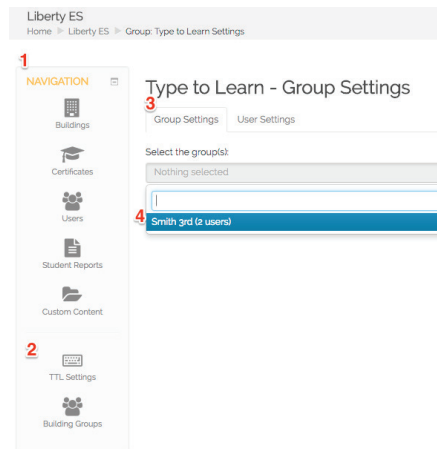
Group Settings

Type to Learn has the ability to create settings that can be applied to an entire Group.

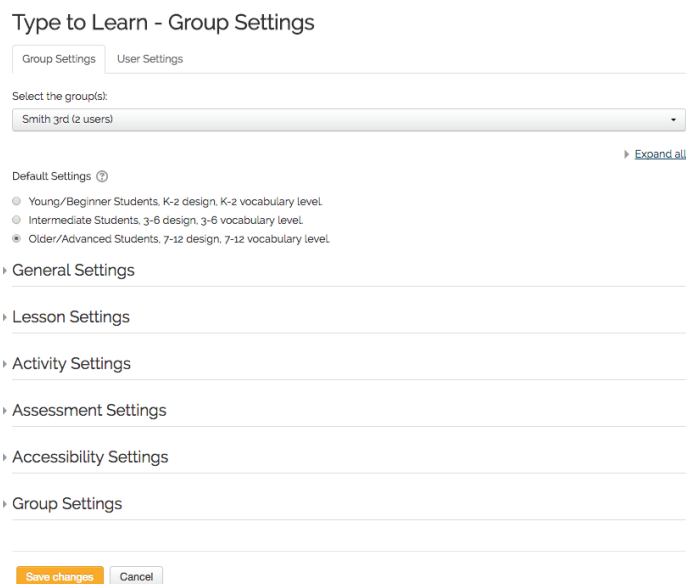
To be able to apply specific settings to a selected Group, your login must be assigned the Teacher Role.

To access the Group Settings:

1. Go to the Navigation Menu on the left
2. Click on TTL Settings
3. Click on the Group Settings tab
4. Select the Group for which you want to create group settings



Once the Group has been selected, the options for the Group Settings will appear:



Quick Tip: The last setting saved “Group” or “User” will override the settings. For example: if you go back into your group settings and change goals after editing individual user settings; your individual user settings default to group goals.

TIP: The Question Mark icon will provide additional information on that specific setting.
Now, let's get more in depth on what each setting offers:

Default Settings	
This is where you will want to select the Group's appropriate level for their grade. The choices are:	<ul style="list-style-type: none"> • Young/Beginner Students, K-2 design, K-2 vocabulary level. • Intermediate Students, 3-6 design, 3-6 vocabulary level. • Older/Advanced Students, 7-12 design, 7-12 vocabulary level.

General Settings	
<i>Music and Sound Effects</i>	Controls Music and Sound Effects. ON by Default.
<i>Instructions and Narration</i>	Controls instruction and voice-overs. Also ON by Default.
<i>Vocabulary Level</i>	Select the desired vocabulary level for Type to Learn's content: <ul style="list-style-type: none"> • Grades K-2 • Grades 3-6 • Grades 7-12
<i>Design Level</i>	Select the design level for the main menu, lesson screens, assessment screens, and the Big Ideas activities: <ul style="list-style-type: none"> • Grades K-2 • Grades 3-12
<i>Allow Ergonomic Breaks</i>	Select whether or not to allow for Ergonomic Breaks and when they occur: <ul style="list-style-type: none"> • Disabled • Every 10 mins • Every 20 mins • Every 30 mins
<i>Ergonomic Break Duration</i>	Select the duration of the Ergonomic Break: <ul style="list-style-type: none"> • For 30 Seconds • For 60 Seconds • For 90 Seconds

Lesson Settings	
<i>Prevent Going Past Lesson</i>	Sets an upper limit past which a student cannot progress. By default, this setting is disabled. Choose to disable or choose the lesson to prevent student from going past.
<i>Start at Lesson</i>	Sets a student to a specific lesson without completing the previous lessons. By default, this setting is disabled.
<i>Security Check Options</i>	Accuracy requirement for the Security Check (Step 2 of Lesson Instruction). The default setting is 100% accuracy. Options to select are: <ul style="list-style-type: none"> • 100% accuracy required, errors return user to beginning • Errors allowed, but can't proceed until type correct key
<i>Reference Hand Support</i>	Animated hand support during instruction. By default this setting is ON.
<i>Allow Student to Skip to Final Challenge</i>	Allows students to attempt the Final Challenge for a lesson without completing the instruction. By default this setting is OFF.
<i>"Younger" Lessons A to B</i>	Lessons A & B introduce students to the keyboard, but do not teach touch-typing. By default Lessons A & B are ON ONLY for students in grades K-2.
<i>Skip Lesson 29 and 30 on Numeric Keypad</i>	Lessons 29 & 30 focus on the Numeric Keypad and students will not be able to successfully complete lessons without a Numeric Keypad on the computer they are using and therefore the option to skip these lessons is available. By default, these lessons are ON.
<i>Goals</i>	Options to select are: <ul style="list-style-type: none"> • Use Assessment Goals • Use Grade Goals • Manually Set Words Per Minute and Accuracy Goals
<i>Enter WPM Goal</i>	Allows teachers to manually set WPM Goals. By default, this is set to Use Assessment Goals.
<i>Enter Accuracy Goal</i>	Allows teachers to manually set Accuracy Goals. By default, this is set to Use Assessment Goals.

Activity Settings	
<i>Allow Activities</i>	<p>Controls when students are able to complete the activities. The default setting is for activities to only be allowed after the Instruction has been completed. Options to select are:</p> <ul style="list-style-type: none"> • Never • Anytime • After Lesson is Complete
<i>Big Ideas</i>	<p>Big Ideas focuses on right hand and left hand coordination and the speed of the thought bubbles is related to the student's WPM goal. The default time limits are: Grades K-2 (30 seconds), Grades 3-6 (45 seconds), Grades 7-12 (60 seconds). Options to Select:</p> <ul style="list-style-type: none"> • Off • Required • Optional
<i>Dig This</i>	<p>Dig This focuses on accuracy and typing to a beat to encourage a smooth typing cadence using a metronome beat for cadence. Options to select are:</p> <ul style="list-style-type: none"> • Off • Required • Optional
<i>Drone Control</i>	<p>Drone Control is a timed activity focusing on speed and accuracy. Students must reach their destination before time runs out. The default time limits are: Grade K-2 (60 seconds), Grades 3-6 (75 seconds), Grades 7-12 (90 seconds). Options to select are:</p> <ul style="list-style-type: none"> • Off • Required • Optional
<i>Message Master</i>	<p>Message Master provides three different tasks, depending on what lesson the student has reached. In Lessons 1-7, the student types the text displayed on the screen. In Lessons 8-20, the student hears dictation of what to type. In Lesson 23-34, the student hears a writing prompt and must write a few original sentences in response to the prompt. This activity is not available for lessons 21-22. Options to select are:</p> <ul style="list-style-type: none"> • Off • Required • Optional
<i>Reconnect</i>	<p>Reconnect focuses on using the Shift Key for capital letters, symbols, and punctuation. Students type the displayed text in order to reconnect important infrastructure, such as electrical cables, water pipes, and air ducts. Reconnect is not available until Lesson 6 when the Shift Key is introduced. Options to select are:</p> <ul style="list-style-type: none"> • Off • Required • Optional

Assessment Settings	
<i>Pre-Test</i>	<p>Turns the Pre-test On or Off. By default, the Pre-test is On for all students. When On, the Pre-test can be either Required or Optional. By default, it is Required. After a student takes the Pre-test, this setting becomes unchecked. The teacher can check it again to reassign the Pre-test. The student's goals and starting lesson will be reset, but no previous data is lost. Options to select:</p> <ul style="list-style-type: none"> • Optional • Required
<i>Formative Assessments</i>	Turns ALL six Formative Assessments On or Off. By default, Assessments are turned ON.
<i>Allow Backspace</i>	Allow or disallow the use of Backspace during Assessments. By default, Backspace is allowed.
<i>Allow Pause</i>	Allows the student to Pause and temporarily stop the time limit during an assessment. By default, Pause is allowed.
<i>Assessment Time Limit</i>	<p>Sets the time limit for assessments. Assessment Content has been created so that students type for the full time but do not necessarily complete the entire assessment. An Assessment may end in the middle of a sentence and student are scored based on what they were able to type in the time allowed. The default time limits are: Grades K-2 (3 minutes), Grades 3-6 (3 minutes), Grades 7-12 (5 minutes). Options to select:</p> <ul style="list-style-type: none"> • Disabled • 1 Minute • 2 Minutes • 3 Minutes • 4 Minutes • 5 Minutes
<i>Display Timer to Student</i>	Displays a timer to the student during an assessment. By default, this is unchecked.
<i>Enable Automatic Goal Adjustment</i>	Allows Type to Learn to automatically adjust student's goals following each assessment. After each formative assessment, student's goals are adjusted to be 2 WPM and 2% (maximum 96%) higher than their performance on the assessment. Goals are never adjusted downward. By default, this is checked to be allowed.

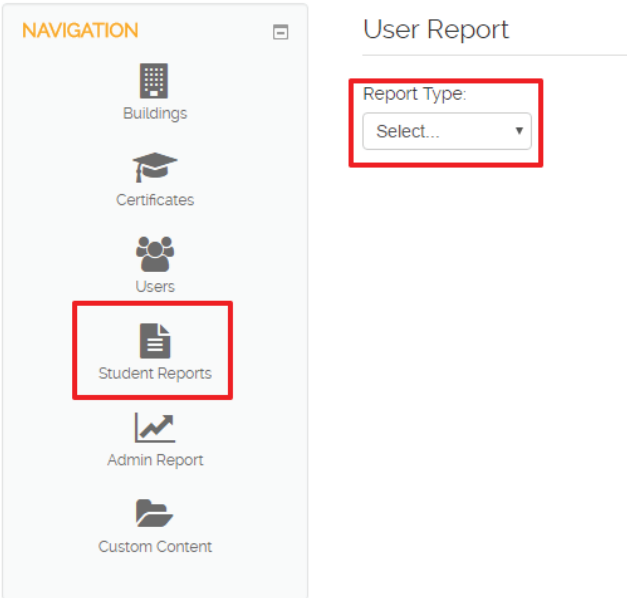
Accessibility Settings	
<i>Language</i>	<p>Text support throughout Type to Learn can be in English or Spanish ESL. When Spanish ESL is selected, all text on screen is shown in Spanish translation when the student rolls the cursor over the button or text. Spanish translation is provided for all buttons, navigation, instructions, support, reminders, and congratulatory payoffs. Lesson, activity, and assessment content (what students need to type) always remains in English only. Options to select are:</p> <ul style="list-style-type: none"> • English • Spanish (ESL)
<i>Adjust Font Size</i>	<p>Adjust the size of the text on screen for sight-impaired students. Larger text sizes are seen when the student rolls the cursor over buttons or text on screen. Play audio with rollover buttons. Options to select are:</p> <ul style="list-style-type: none"> • Standard • Large • Largest
<i>Adjust Text for Visually-Impaired</i>	<p>Changes the font color scheme scheme when the student rolls the cursor over buttons or text on screen. Options to select are:</p> <ul style="list-style-type: none"> • Standard • Inverse Brightness • Reverse Video • Blue Dye • Black Gray • White on Gray • Group Settings
<i>Apply Settings to All Users in this Group</i>	<p>If selected, modifications will override any pre-existings settings put in place for individual users in this group.</p>

NOTE: Don't forget to click SAVE or your settings change will not take place.

Student Reports

Teachers and administrators are able to view Student Progress by selecting **Student Reports** in the Navigation Box on the left side, then using the drop-down to select **Status Report** or **Detailed Report**. Administrators are able to view usage data through **Usage Reports**.

Teachers **MUST** be associated with the same Building Group as students to create Student Reports.



Status Report: This report shows student progress through Type to Learn. The scores represent Words Per Minute and Accuracy Scores for the highest score established on the Final Challenge or Assessment. This report also includes Words Per Minute and Accuracy Goals.

Using the filters at the top of the report, select the Building and Group desired.

Status Reports will only be shown for those students who have completed a Final Challenge or Assessment.

Select **Generate Report**.

User Report

Report Type: From: To: Organization: Building: Group:

Status Report 2V1DBS - Sunburst Academy East Elementary School Smith 3rd

Generate Report

Report Options

Last Name	First Name	L 1	L 2	L 3	A 1	L 4	L 5	A 2	L 6	L 7	L 8	L 9	A 3	L 10	L 11	L 12	L 13	L 14	L 15	A 4	L 16	L	ACC Goal	WPM Goal
Jones	Ben				32 95%	44 97%	39 94%	28 97%	48 91%														90	22
Cook	Abby	37 95%	36 95%	41 95%	28 90%	54 96%																	92	25

Green Boxes indicate that students have meet both WPM and Accuracy Goals

Yellow Boxes indicate that students are within 7 WPM and 10% Accuracy Goals

Red Boxes indicate that students are NOT within 7 WPM and 10% Accuracy Goals

Detailed Report: This report shows detailed information for each Lesson Instruction, Activity, Assessment, Custom Content that a student has completed. This report includes WPM, Accuracy, and Adjusted WPM (found by multiplying the WPM and Accuracy) for each Lesson Instruction, Activity, Assessment, and Custom Content.

Using the filters at the top of the report, select the Building and Group desired.

Detailed Reports will only be shown for those students who have completed a Lesson/Activity/Final Challenge/Assessment in the given time frame.

The default time covers the past 30 days, but can be modified based on needs.

User Report

Report Type: Detailed Report

From: 04/13/2016

To:

Organization: 2V1DBS - Sunburst Academy

Building: East Elementary School

Group: Smith 3rd

Generate Report

Report Options

Last Name	First Name	Group	Grade	Date	Lesson/Assess	Activity	WPM	Accuracy	Adjusted WPM
Jones	Ben	Smith 3rd	3	05/13/2016	Custom Content	Type Test	52	95	49
Jones	Ben	Smith 3rd	3	05/13/2016	Custom Content	Type Test	52	95	49
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Big Ideas	14	96	13
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 5	Drone Control	20	96	19
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Dig This	31	96	30
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Message Master	31	89	28
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 5	Big Ideas	17	100	17
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 5	Dig This	34	96	33
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Drone Control	19	87	17
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 5	Message Master	24	98	24
Doe	Susan	Smith 3rd	0	05/12/2016	Lesson A	Big Ideas	16	97	16
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 5	Lesson	25	91	23
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Lesson	26	92	24
Cook	Abby	Smith 3rd	4	05/12/2016	Lesson 4	Final Challenge	54	96	52
Cook	Abby	Smith 3rd	4	05/12/2016	Assess 1	Assessment	28	90	25
Jones	Ben	Smith 3rd	3	05/11/2016	Lesson 6	Drone Control	23	96	22

Total Items: 44

Filters: Report data is able to be filtered and ordered by the following information.

Last Name

First Name

Group

Grade

Date

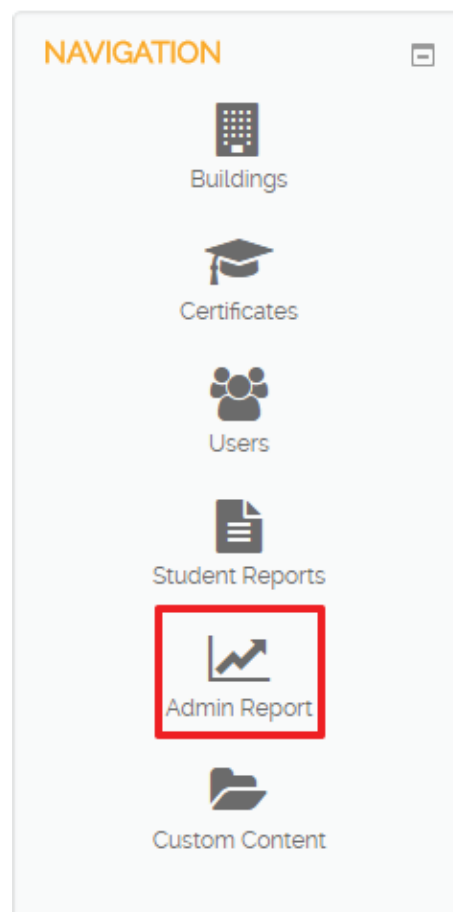
Lesson/Assessment

Activity

Print or Export Reports: To Print or Export Student Reports select Report Options in the Upper Left Corner. Reports are exported as a CSV file.

Usage Reports

Administrators are able to view Type to Learn Usage Reports by selecting Admin Reports in the Navigation Section on the left side. Administrators and Teachers are also able to see student progress through Student Reports.



Admin Report: This report shows the the Total Students in a Group (or Building), the Number of Active Students (students who have completed at least one lesson or activity in Type to Learn during the selected time period), Total Time by all Students (in hours), Average WPM (Final Challenges Only), and Average Accuracy (Final Challenges Only).

From: 06/29/2016 To: Organization: 2V1DBS - Sunburst Academy Building: East Elementary School

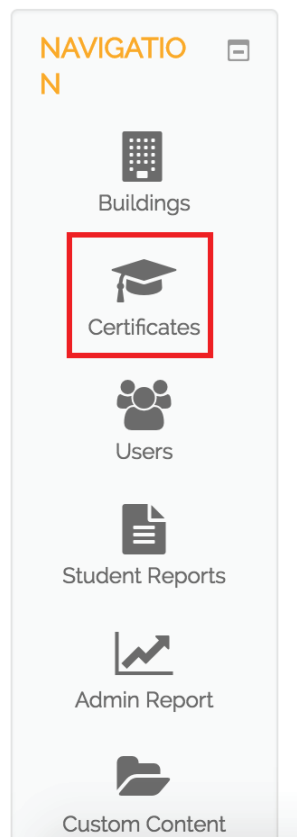
Generate Report Report Options

Building	Group	Total Students	Number of Active Students	Total Time by all Students (in hours)	Average WPM	Average Accuracy
East Elementary School	Brown 4th	21	4	1	31	94
East Elementary School	Bruning 3rd	9	0	0	0	0
East Elementary School	Getz 3rd	21	0	0	0	0
East Elementary School	Lamp 4th	74	0	0	0	0
East Elementary School	Learning Lab	59	0	0	0	0
East Elementary School	Lessard 4th	35	0	0	0	0
East Elementary School	McVey 4th	2	0	0	0	0
East Elementary School	Orange Group	3	0	0	0	0
East Elementary School	Red Group	11	0	0	0	0
East Elementary School	Smith 3rd	8	0	0	0	0
East Elementary School	Torstad 3rd	7	1	0	33	94
East Elementary School	Not in Group	1	0	0	0	0

Print or Export Reports: To Print or Export Admin Reports select Report Options in the Upper Left Corner. Reports are exported as a CSV file.

Narrative Report

Select Certificates from the navigation bar in any Admin or Teacher account.



Select your Building and desired Group from the drop down boxes. Click Create Certificates.

▼ Create Certificates

Building* Sunburst Digital - Main ▾

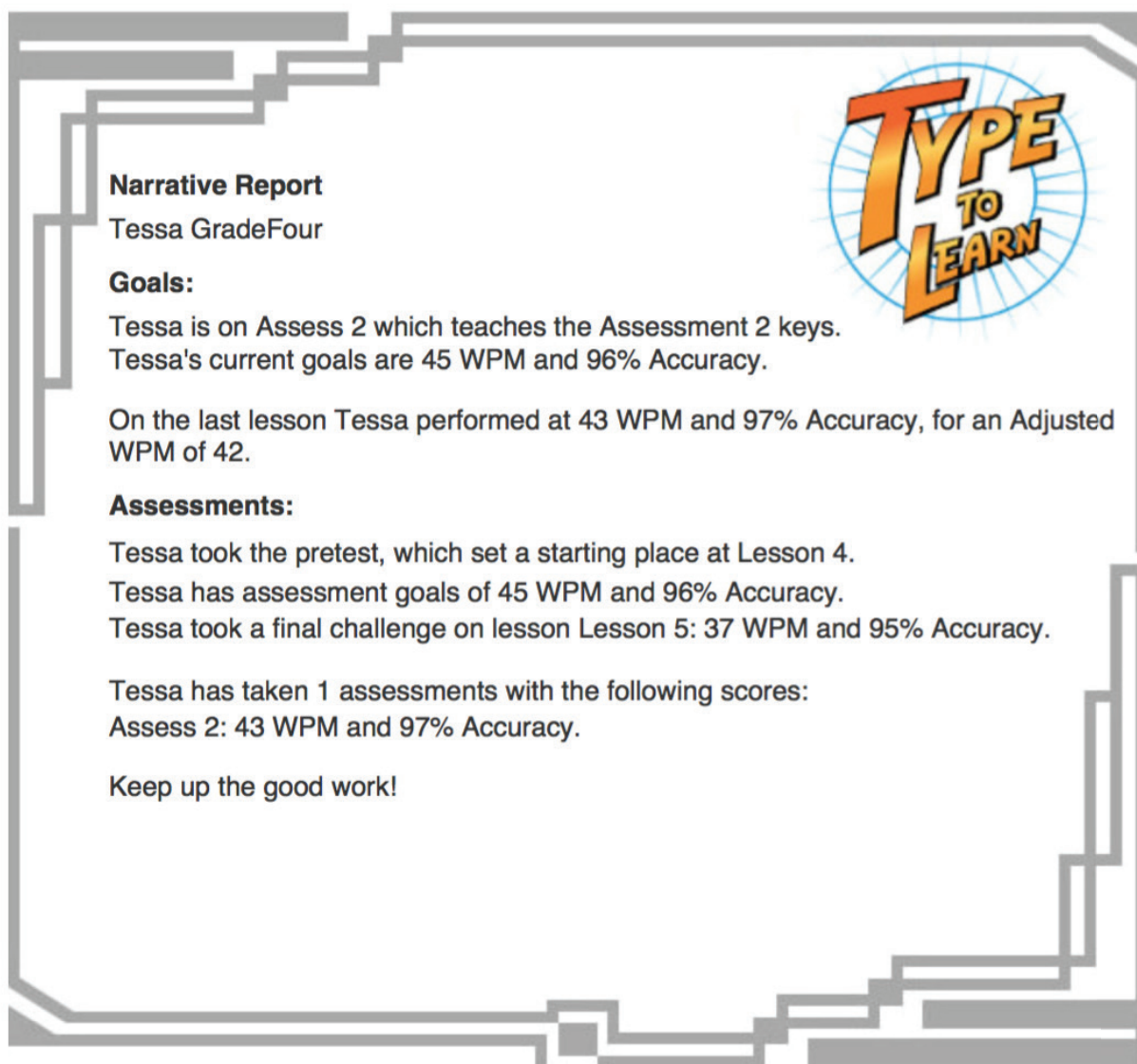
Building Group* Group 1 ▾

Create Certificates

Cancel

There are required fields in this form marked *.

You will be prompted to save a .zip folder to your computer. This folder contains narrative report PDFs for every student in the Group.



Narrative Report
Tessa GradeFour

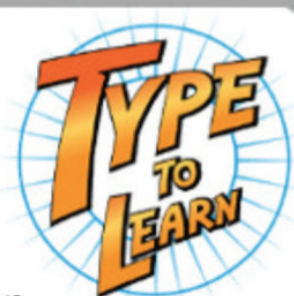
Goals:
Tessa is on Assess 2 which teaches the Assessment 2 keys.
Tessa's current goals are 45 WPM and 96% Accuracy.

On the last lesson Tessa performed at 43 WPM and 97% Accuracy, for an Adjusted WPM of 42.

Assessments:
Tessa took the pretest, which set a starting place at Lesson 4.
Tessa has assessment goals of 45 WPM and 96% Accuracy.
Tessa took a final challenge on lesson Lesson 5: 37 WPM and 95% Accuracy.

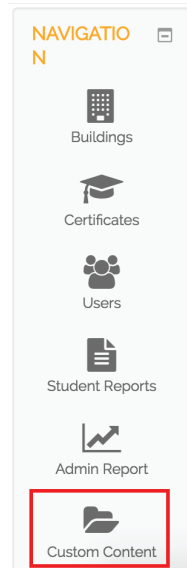
Tessa has taken 1 assessments with the following scores:
Assess 2: 43 WPM and 97% Accuracy.

Keep up the good work!



Adding Custom Content

Click **Custom Content** from the Navigation sidebar.



Add Custom Content

Organization

Share with my Organization ☐ Checking this box will make this content available to others in your organization

Title (maximum of 40 characters)*

Grades*

Subjects*

Introduction (The text that will be displayed before the user begins the custom content)

Introduction (maximum of 300 characters)

Content (The actual content users will type)

Content*

You will have the option to share the content you create with your entire organization.

Organization

Share with my Organization ☐ Checking this box will make this content available to others in your organization

You will be able to name and assign a grade and subject to the content created, allowing for further customization and grade specific learning.

Title (maximum of 40 characters)*

Grades* Nothing selected

Subjects* Nothing selected

A brief introduction will allow you to give instructions or describe the purpose of the content for your students.

Introduction (The text that will be displayed before the user begins the custom content)

Introduction (maximum of 300 characters)

You will enter the actual content your students will type in this section.

Content (The actual content users will type)

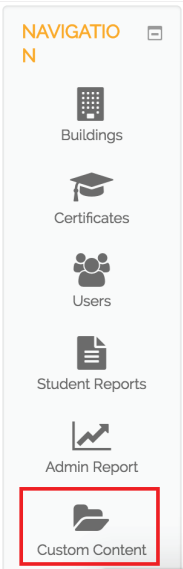
Content*

Create your content.

There are required fields in this form marked *.

Assigning Custom Content

Click **Custom Content** from the Navigation sidebar.



Click the **Assign Custom Content** tab.

Custom Content Library

Assign Custom Content

Type to Learn - Custom Content Library

Create new Content

Select the Group(s) and Student(s) to which you want to assign custom content.

Add new Assignments

Select Group(s)

Group 1 (13 users)

Select User(s)

Tessa GradeFive

Check the box next to each lesson you wish to assign and click **Assign**.

Select Custom Content

Show 10 entries

Search:

Selected	Title	Organization	Owner	Grade(s)	Subject(s)	Introduction	Content
<input checked="" type="checkbox"/>	Testing	Sunburst Digital	Tessa Feddeler	5	Keyboarding - Home Row	Preview	Preview
<input type="checkbox"/>	Testing	Sunburst Digital	Tessa Teacher	5	Math	Preview	Preview

Showing 1 to 2 of 2 entries

Previous1Next

Assign

Cancel

Need Help?

If you are having trouble setting up or managing TTL accounts, contact Sunburst Support.

Customer Service:

(800) 321-7511 / service@sunburst.com
or visit our Website: <http://typetolearn.sunburst.com>

Technical Support:

(800) 321-7511 / support@sunburst.com
or visit our Support Website:
<http://support.sunburst.com/>

Keyboarding Rubrics

The following sample rubric assesses students' keyboarding technique:

	Always	Sometimes	Needs Work
Does the student exhibit proper body position:			
• placing both feet flat on the floor?			
• sitting centered in front of the keyboard?			
• sitting in a relaxed position, back straight, touching the back of the chair?			
• sitting a comfortable distance from the keyboard? (A hand-span is suggested.)			
Does the student exhibit proper arm and hand position:			
• holding arms relaxed, elbows naturally close to the body?			
• keeping fingers curved, tips of fingers resting lightly on keys?			
• keeping wrists low and straight, not resting on the keyboard or table?			
• hands correctly positioned on the home row keys, with index fingers on J and F?			
Does the student demonstrate proper key stroking:			
• beginning and ending all keystrokes at home row position?			
• striking keys with quick, strong, tapping keystrokes?			
• tapping each key with the correct finger?			
• tapping the space bar with the thumb?			
• pressing the Shift key with the appropriate opposite little finger?			
• pressing the Enter/Return key with the right little finger?			
• keeping eyes on the screen at all times?			
• maintaining a steady typing rhythm?			

This rubric may be used by students as a self-assessment of their own technique:

	Always	Sometimes	Needs Work
I keep my feet flat on the floor.			
I sit up straight.			
My wrists are straight, not bent down, and not touching the keyboard or table.			
I keep my eyes on the screen.			
I keep my hands on the home row.			
I hit each key with a quick, strong tap.			
I use the correct fingering.			

Ergonomic Tips and Exercises

The following Ergonomic Breaks have been incorporated into Type to Learn and appear after teacher-controlled time limits:

1. Time for a quick stretch! Stay seated, clasp your hands together, and reach as high as you can toward the ceiling. 1, 2, 3, 4, 5. Then lean slightly over to one side. 1, 2, 3, 4, 5. Lean slightly over to the other side. 1, 2, 3, 4, 5.
2. Take a break! Close your eyes and gently cover them with your hands. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Then look at the wall across the room. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Take a deep breath in through your nose 1, 2, 3 and out through your mouth 1, 2, 3.
3. Let's stretch your wrists! Hold one arm straight out in front of you and use your other hand to gently pull back on your hand. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Then gently pull your hand downward. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Switch arms and stretch your other wrist. Gently pull back, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and gently pull downward 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.
4. Time to stretch! Stay seated, lean forward and touch your feet. Relax your back and let your body hang. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. Sit up and breathe in through your nose 1, 2, 3 and out through your mouth 1, 2, 3.
5. Time for a quick stretch! Stay seated and clasp your hands behind your head. Bring your elbows back, take a deep breath, and lean back and stretch. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.
6. Let's stretch your ankles! In your seat, pick up one foot and move it in a circle, 1, 2, 3 times one way and 1, 2, 3 times the other way. Then do it with the other foot. 1, 2, 3 times one way and 1, 2, 3 times the other way.
7. Let's give your arms a rest! In your seat, let your arms hang down at your sides. Shake your hands and arms very gently. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.

Use at Home Tips

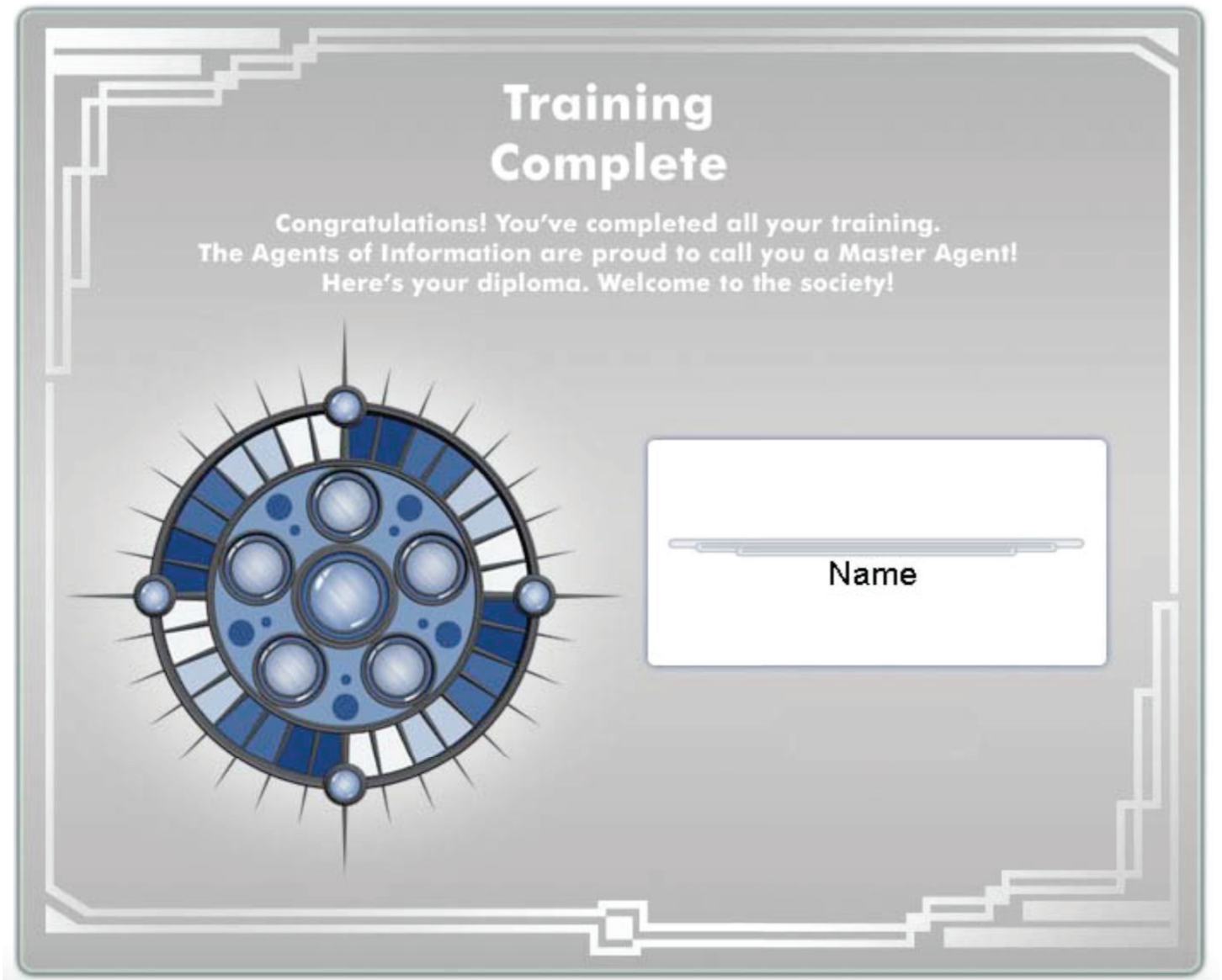
Type to Learn is a cloud-based program able to be used on students' home devices. This allows them to access the remote database so their scores and progress are maintained consistently with the work they do in school.

Teachers can then assign Type to Learn lessons and activities as keyboarding homework!

Here are some tips for using Type to Learn at home:

- Assign students to complete certain lesson or lessons for homework.
- Set activities to be Required, and assign them for students to practice at home.
- Assign an assessment test to be taken at home.
- Use settings to prevent students from progressing past a certain point in the program, so they don't get too far ahead without you confirming their performance.
- Educate parents on proper keyboarding technique, posture, and ergonomics, so they can observe and correct students as they work.

Certificate of Completion



Contact Us

Customer Service:

(800) 321-7511 / service@sunburst.com
or visit our Website: <http://typetolearn.sunburst.com>

Technical Support:

(800) 321-7511 / support@sunburst.com
or visit our Support Website:
<http://support.sunburst.com/>

Before Calling Technical Support

To ensure that your call to our Technical Support staff is handled as quickly as possible, it is helpful if you have the following information available at the time of your call:

- Support ticket number (obtained when submitting a support ticket at <http://support.sunburst.com>)
- Specific students affected, if relevant
- Issue you are encountering, including error messages you are receiving, if any
- The browser you are using to run Type to Learn