TEACHER GUIDE



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CONTENT

I. Getting Started: Quick Guide	5
What is Typing.com	5
Creating a New Class	6
Adding Students	8
Creating Custom Lessons and Timed Tests	.0
II. Managing Your Account	12
Account Management Basics	L3
Editing a Student's Password, Name, or Email	15
Student Progress Reports	17
Creating an Assignment	
Setting Grading for your Classes	
Deleting Students	
Deleting a Class 2	24
III. Standards & Alignment	26
III. Standards & Alignment 2 Scope & Sequence	26
	26
Scope & Sequence	
Scope & Sequence Standards	27
Scope & Sequence Standards IV. FAQ	27
Scope & Sequence Standards IV. FAQ Curriculum FAQ - What makes Typing.com unique? - How can I integrate Typing.com into my classroom?	27
Scope & Sequence Standards IV. FAQ Curriculum FAQ - What makes Typing.com unique?	27
Scope & Sequence Standards IV. FAQ Curriculum FAQ - What makes Typing.com unique? - How can I integrate Typing.com into my classroom? - What is an appropriate WPM (Words Per Minute) and accuracy level	27

- Is a parent letter available?
- How can I set typing goals for my students?

Account & Class Settings FAQ 30
- How do I move students to another class?
- How can I delete my account?
- How do I assign licenses to students?
- I can't change the name of a class.
- Which browser should I use?
- Can I change the language settings?
Troubleshooting 37
- My students can't see all the lessons.
- I can't see my students' progress.
- I don't see the options to add new students.
- My students can't enter their names.
- My premium student account has ads.
V. Security And Privacy
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.

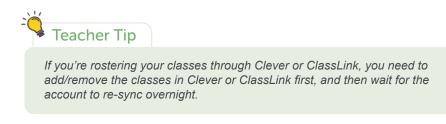
Cross-Curricular Typing - In this unit, students apply their typing skills to cross-curricular activities, featuring reading, vocabulary, science, and math standards.

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.

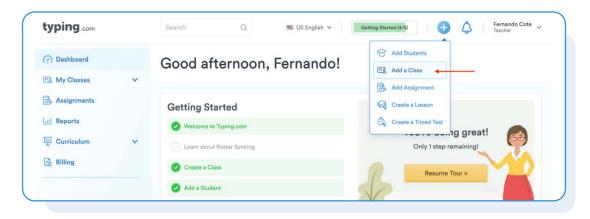
Creating a New Class



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."

E Add a Class	⑦ Need some help?
Class Details	
lass Name*	
Curriculum	Period
7th Grade - English (US & UK) 🗸 🗸 🗸	
Class Content Settings	Website Language
United States Standard 🗸	US English 🗸
Status	
	~

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."
--------------------	--------------

Dashboard	Good morning, Fernando!			
a My Schools 🗸 🗸 🗸				
Teachers and Admins My Classes	Real-time Activity Feed Automatically updates every 30 seconds	Include Offline Students	All My Classes	×.
Assignments		No students are currently online		
Billing				

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

typing.com		Search Q			I US English ~ 🕴 🕀 🕻	Fernando Cote District Admin
Dashboard My Schools Teachers and Admins	~	Cartieberry ISD Datrict * My Classes My Classes				Need some help?
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된 Curriculum Billing	~	BESTI	e 12	Active	English	Edit Class Settin
		🗋 best class	0 S	Active	Español	Edit

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

Details	Games	Lessons	Grading	Goals	Message	Advanced Options
Class Na	ine					ne self-join link allows students to join your class by logging
		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."

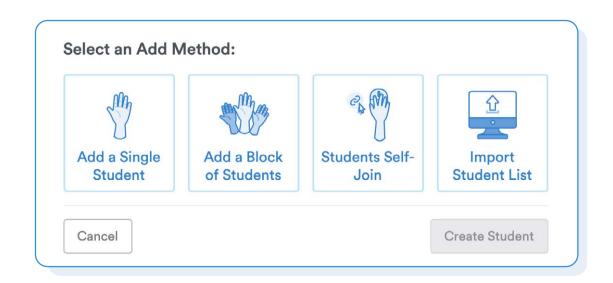
If you're syncing your classes via Clever or ClassLink, you need to contact your school's IT administrator and have them add the student in Clever/ClassLink and then wait for the account to re-sync overnight.

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."

			R Add Students
(?) Dashboard		Good afternoon, Fernando!	Add a Class
B My Classes	~		Add Assignment
Assignments		Getting Started	Create a Lesson
all Reports		Welcome to Typing.com	Q Create a Timed Test
E Curriculum	~	Learn about Roster Syncing	Only 1 step remaining!
Billing		Create a Class	
		Add a Student	Resume Tour »
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ave more that	st.	ulass, make sure that	⑦ Need some help
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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.

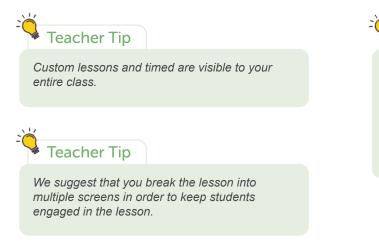
Students Self-Join:

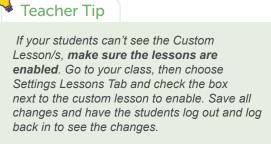
Provide the class self-join link to your students and have them enter it into their browser bar. On the login page, students can create their accounts by adding in a username and password. Students with existing accounts can enter their logins by selecting "Join with Login." Students join through Google 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!	Add Students
E My Classes	~		E Add a Class
Assignments		Getting Started	Create a Lesson
Lill Reports		Welcome to Typing.com	Create a Timed Test
	~	0	
eacher Tip			

Step 3: Enter the required information and click "Save."

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ion litle"	7th Grade - English (US &	NO X
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	4	
sson Screens		
Screen Title		^
Typing Content	Estimated Time	0
	-	
	Total Screen W	ords:
	6 1	Delete 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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 Dashboard My Classes Assignments Reports 				Scope & Sequence - Scope & Sequence - Scope & Sequence -			
Curriculum 1 A View Curton Lessons B Scoce & Securice B Blandeds Correlations	Keyboard	ding Core Curriculu					
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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	Setting Started (4/5)	Fernando Cote
Dashboard		Good afternoon, Fernando!	\longrightarrow	Account Billing
😟 My Classes	~			(?) Support
Assignments		Getting Started		Resources
II Reports		🤡 Welcome to Typing.com	You're doing great!	[→ Sign Out
Curriculum	~	C Learn about Roster Syncing	Only 1 step remaining!	0
Billing		Create a Class		

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/\$)
 Dashboard My Classes 	~	My Account Settings	⑦ Need some help?
Assignments	*	Account Type Classroom Convert Account Type For Free Current License Premium Account	Mi Casa's License Information See All Licenses Expiration Date Pebruary 17th, 2023 Seats Usage 1/ 70 seets used
		Your Personal Info Email fernandoguide@typing.com Nickname	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
y number of classes and y add teachers if you	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 ~ @etting Starled (4/5)
Account Type Classroom Convert 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	Organization Details District Name Mi Casa
	My Account Settings Account Type Classroom Convert Account Type For Free Current License Premium Account Your Personal Info

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.

typing.com		fer ┥ Q		📜 US English 🐱	Getting Started (4/5)	S Fernando Cote
Dashboard		People	Fernando!			
My Classes	~	Lessons	cinando.			
II Reports		Palabritas: fila Inferior Classic Palavras Fáceis Na Fileira Inferior Classic			You're doing great!	
된 Curriculum ゐ Billing	~	Usern about Roster Syncing			Only 1 step remaining!	
a)a		 Create a Class Add a Student 		B	Resume Tour >	
		Review Premium Benefits		X		

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

typing.com		Search Q Batting Blund (40) 🕂 Å. Fernando Cote Teacher
Dashboard		Mi Casa School + My Classes - Class 1 + Fernando Cote
My Classes Class 1	• 1	S Student godetts 🕈
Assignments		Lesson Progress Typing Tests Assignments Games Activity Logins
표 Reports 뒷 Curriculum	~	View Curriculum Progress: Classic - English (US & UK)
Billing		Beginner
		Getting Started PROGRESS O TIME O AVG SPEED O AVG ACC. O EIRORS/TYPED O STARS O LAST TYPED O

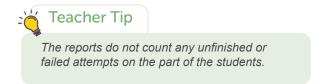
Step 4: Edit the username, password, name, and click "Save All Changes."

Details	Games	Lessons	Grading	Goals	Advanced	d Options
Studen	Dotoilo					
Studen	Details					
First Name						Last Name
Fernando					Cote	
Username						
guide12	3					

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	■ US English ~ Getting Started (4/\$)
(?) Dashboard		Good afternoon, Fernando!	
R My Classos	~		
Assignments		Getting Started	
All Reports		🖉 Welcome to Typing.com	You're doing great!
E Curriculum	~	C Learn about Roster Syncing	Only 1 step remaining!
Billing		🖉 Create a Class	7 Resume Tour »
		🥝 Add a Student	
		Review Premium Benefits	

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

typing.com				Paratesta and a second s	Getting Started (4/5)	Fernando Cote Teacher
Dashboard		Reports				
My Classes	~					
Assignments		Report				
all Reports		Current Lesson Progress		× +		Run Report
Curriculum	~	Class Filter	Select a Curriculum:	Unite & Lessons Filter	Date Range	×
Billing		All Classes	7th Grade - English (US & UK)	All Units and Lessons	Not Applicable	
ing printing		Include students with no activity	ty			

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."

(2) Dashboard		Reports				~	
🖳 My Classes	~						
Assignments		Report					
Reports		Current Lesson Progress		~		V Report Filters	Run Report
Curriculum	~	Class Filter	Select a Curriculum:		Units & Lessons Filter	Date Range	×
Billing		Class 1 x	7th Grade - English (US & UK)	~	- J, F, and Space X	Not Applicable	
8 Baung		Include students with no activity					

Step 5: Export your reports by clicking the export button.

) Dashboard	~	Reports				
Assignments		Report	Class Filter	Units & Lessons Filter	Date Range	
Reports		Student Activity Summary	All Classes	Not Applicable	Today	
Curriculum	~	Run Report Include student	s with no activity		~	
rent License: ee - Ad Supported free experience, unlimited data		Student Activity Summ	nary 2021-04-28 [3 records]			ØĽ
ntion, and priority support for as i 41 • Go Premium!	w as		Avg Speed (WPM	t) 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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Period Test, Test Class	+ Create 📑 Google Calendar 🛅 Class Drive fold
Students	Homework - Typing Posted 8:13 PM
Bulk Actions V	Add Assig
TITLE DESCRIPTION TYPE % TURNED IN	
Active Assignments (1)	
Typing.com	
Typing.com	

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	Setting Started (4/8) 🕂 Fernando Cote 🗸 Teachar
() Dashboard	Good afternoon, Fernando!	
🗟 My Classes 🛛 🚽	· · · · · · · · · · · · · · · · · · ·	
Assignments	Getting Started	
all Reports	🤡 Welcome to Typing.com	You're doing great!
更 Curriculum	Learn about Roster Syncing	Only 1 step remaining!
Billing	🕑 Create a Class	Resume Tour »
	Add a Student	

Step 3: Find the class and click on it.

typing.com		Search Q			US English V Getting Started (4/5)	🕀 👃 Fernando Cote 🗸 Teacher
Dashboard		Mi Casa School → My Classes				⑦ Need some help?
My Classes	~	My Classes				
Class 1	@ 1					
🔒 Assignments		⊊ Bulk Actions ∽				① Create A New Class
atl Reports		GLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM	
Curriculum	~					
Billing		Class 1		Active	7th Grade (English)	🛞 Edit
						C Export All Classes

Step 4: Next, click on "Assignments."

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Assignments							
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Billing		Active Assignments	(1)				
		1st Assignment	Complete this assignment before 02/24	Core Curriculum	Feb 24, 2022	0%	

Step 5: Click "Add Assignment."

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Assignments		2					
all Reports					-		Add Assignment
E Curriculum	~	🗆 mut	DESCRIPTION	TYPE	DUE DATE	% TURNED IN	
Billing		Active Assignments (1)				
		1st Assignment	Complete this assignment before 02/24	Core Curriculum	Feb 24, 2022	0%	

Step 6: Select an Assignment Type.

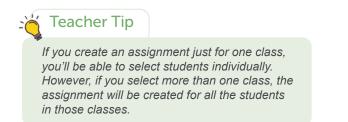
Core Curriculum: Includes all keyboarding, click-and-drag, digital literacy lessons, and custom lessons (if any).

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.

lect an Assignme	nt Type	
۞ ۞ خ چ 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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		Fernando Cote's Class Class	s Scoreboard
Pour Assignments	1st Assignment		
Typing Lessons	Ist Assignment 24 Complete this assignment before 02/24	▶ Stars	
Beginner			
Intermediate			

Setting Grading for Your Classes

Step 1: Log in to your Teacher Portal HERE.

Step 2: Click on "My Classes."

typing.com	Search Q	Setting Started (4/8)
Dashboard	Good afternoon, Fernando!	
🗟 My Classes 🚽 😽		
Assignments	Getting Started	
all Reports	Welcome to Typing.com	You're doing great!
및 Curriculum 🗸	C Leern about Roster Syncing	Only 1 step remaining!
Billing	🥑 Create a Class	Resume Tour »
	🕗 Add a Student	
	Review Premium Bonefits	

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

typing.com		Search Q			US English V (Getting Started (4/5)	🕀 🗘 Fernando Cote v Tescher v
Dashboard		Mi Casa School + My Classes				③ Need some help?
🖹 My Classes	^	My Classes				
Class 1	1 1					
Assignments		🛫 🛛 Bulk Actions 😒				Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM	Edit Class Settings
된 Curriculum	~	Class 1	81	Active	7th Grade (English)	S Edt
Billing						
및 Curriculum	~	Class 1	e 1	Active	7th Grade (English)	

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	eral Options	Ī
Grading	Letter 💙	Benchmarks	
Typing Lessons	Speed 🗸	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	
Set Perfect Quiz Score	Set Lowest Quiz Score	Star Requirements	
*	%	Min Accuracy for 2 Stars ①	Min Accuracy for 3 Stars ①
	is class's digital literacy lessons. et score to set up grading for this	90 % One star is automatically earner Screen, regardless of accuracy mocting the following minimum include timed tests or tech lite	Additional stars are earned by n 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 Startisd (4/6) 🕒 Arrando Cote V
Dashboard My Classes	Good afternoon, Fernando!	
Assignments	Getting Started	
II Reports	🥑 Welcome to Typing.com	You're doing great!
틧 Curriculum	Learn about Roster Syncing	You're doing great! Only 1 step remaining!
Billing	Create a Class	Resume Tour a

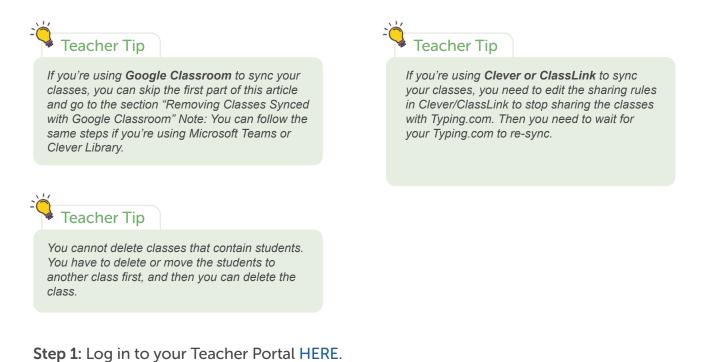
Step 3: Select the class that contains the student.

yping.com		Search Q			US English V Getting Started (4/8)	Generation Cote Tescher
Dashboard		Mi Casa School → My Classes				⑦ Need some help?
My Classes Class 1	^	My Classes				
Assignments		Bulk Actions ❤				Create A New Class
al Reports		CLASS NAME 🕾	# OF STUDENTS 🙄	STATUS =	CURRICULUM =	
Curriculum	*	Class 1	*1	Active	7th Grade (English)	() Edit
Billing				PROFE	A drid de tenginary	

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	e 1	😌 Students (1) 🛛 🗎 Assignments (1)					
Assignments		Overview Lessons Typing Ter	ts Games					
Curriculum	~	6 Bulk Actions					This Week 🗸	Add Students
Billing		Print Login Cards	TYPING TIME	AVG SPEED	AVG ACC 🔆	LAST LOGIN		
		Ch Unlink A Move Students	-	-	-	5 days ago		
		 Edit Settings Edit Passwords 						
		🗊 Delete ┥						
		C Parat Disastary						

Deleting a Class



Step 2: Click on "My Classes."

typing.com Gearch Q. Market Us Eng

typing.com	Search Q	Successful to the second secon
(?) Dashboard	Good afternoon, Fernando!	
🗟 My Classes 🛛 🚽	<u>.</u>	
Assignments	Getting Started	
Lati Reports	🕑 Welcome to Typing.com	You're doing great!
Curriculum	V Contract 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				⑦ Need some help?
E My Classes	~	My Classes				
Class 1	19 I					
Assignments		6 Bulk Actions 💙				Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM =	
Curriculum	~	-				
Billing		Class 1	e 1	Active	7th Grade (English)	🛞 Edit

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

Dashboard		Mi Casa School > My Classes				() Need some help?
Class 1	A 1	My Classes				
Assignments		Bulk Actions				Create A New Class
all Reports		Edit Settings	# OF STUDENTS	STATUS	CURRICULUM =	
Curriculum	~	Delete	e1	Active	7th Grade (English)	
Billing		-	1.4	-	A COLORE CONSIGNAL	

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 🗙
	Typing.com account. Note that students will e able 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		Search Q	■ US English ✓ Getting Staned (4/5) 🕂 🎝 Farnando Cote 🧹
(?) Dashboard		Good afternoon, Fernando!	
🖾 My Classes 🛛 🚽	×		
Assignments		Getting Started	
Lal Reports		🥑 Welcome to Typing.com	You're doing great!
P Curriculum	~	O Learn about Roster Syncing	Only 1 step remaining!
Billing		😪 Create a Class	Resume Tour *
		Add a Student	
		S Review Premium Benefits	

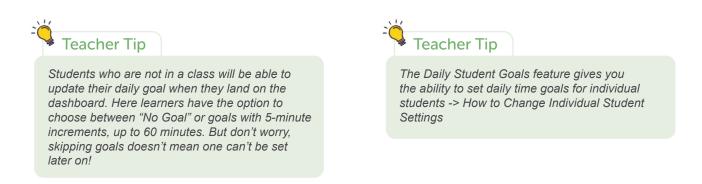
Step 3: Locate the name of the class and click "Edit."

Dashboard		Mi Casa School + My Classes				(?) Need some help?
Class 1	• 0 1	My Classes				
Assignments		Bulk Actions ∨				Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	OURRICULUM	Edit Class Settings
E Curriculum	*	Class 1	e 1	Active	7th Grade (English)	S Edt

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

Details	Games	Lessons	Grading	Goals	Message	General Option	S)		
Stude	ent Goals								
Daily ty motiva		are a fantasti	c way to kee	ap y <mark>our stu</mark>	udents		Stats For: All Time 🔻	DAILY GOAL	
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.						98x	Typing Time 0:06	05:26 /15:00	
Set Goa								Class Scoreboard	
15 mir					~		l lances		

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	IS English V Getting Stands (4/6)
🕐 Dashboard	Good afternoon, Fernando!	
Assignments	Getting Started	
Reports	📀 Welcome to Typing.com	You're doing great!
E Curriculum	C Learn about Roster Syncing	Only 1 step remaining!
Billing	🐼 Creato 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
(?) Dashboard		Kool School School > My Classes	⑦ Need some help?
Class 1 Class 2	^ ℃ 4	My Classes	
III Reports	~	Bulk Actions Bulk Actions Get a status	Create A New Class
Current License: Free - Ad Supported		Class 1 To: 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 Sta	rted (3/5)	Fernando Cote Teacher
(2) Dashboard	My Classes > Class 1					Class Join Code: ① SF5A408FD4E3C
🖹 My Classes 🔨	Class 1 💿					
Class A 😌 7	😚 Students (20) 🔒 Assignm	(4)				
Class 1 (7 20	Students (20) Assignm	ients (i)				
Assignments	Overview Lessons Digit	tal Literacy Coding P	Typing Tests	Games		
Lill Reports	↓Bulk Actions ∨				This Week 🗸	Add Students
The Curriculum V		TYPING TIME	AVG SPEED	AVG ACC	LAST LOGIN	
Current License: Free - Ad Supported	fernandocote20-1		-	-	-	
Ad-free experience, unlimited data retention, and priority support for as low as \$1.14!	fernandocote20-2	-	-	-	4 months ago	
🐨 Go Premium!	fernandocote20-3	**		-	2.55	
	fernandocote20-4	111	-	-	-	
	fernandocote20-5	.775	175	s 77 0	0.00	
	fernandocote20-6					

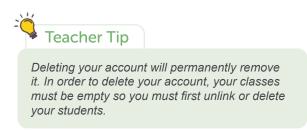
Step 5: Once you have selected the students, click on "Bulk Actions" and choose "Move Students" from the dropdown menu.

() Dashboard		My Classes > Class 1						Class Join Code: ()
My Classes	~	Class 1 🔍						C/ 620E775839De0
Class 1	Q 1	Students (1) 🚯 Assignments (1)						
Assignments		-5 Students (i) IB Assignments (i)						
all Reports		Overview Lessons Typing Tests	Games					
Curriculum	~	🛫 🛛 Bulk Actions 🔿					This Week 🗸	Add Students
Billing		E Print Login Cards	TYPING TIME	AVG SPEED	AVG ACC	LAST LOGIN		
(1)		Unlink	<u>.</u>	22	2	5 days ago		
		A Move Students						
		63 Edit Settings						
		Edit Passwords						
		Delete						
		Reset Progress						

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

IV	love Students		
Sel	lect Class		
c	Class 2	~	
	Cancel	OK	
	Cancel	ок	

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	
(2) Dashboard	First Name	Address	
🔄 My Classes 🗸 🗸	Fernando		
all Reports	Last Name	Address 2	
🖳 Curriculum 🗸 🗸	Cote		
	Phone	City	
Current License: Free - Ad Supported		Corona	
	Time Zone	State	
Ad-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	Typing.com Copyright 2027 Teaching.com		Support Student Log In

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	Standard (4/6) Getting Stands (4/6) Getting Stands (4/6)
(?) Dashboard		Good afternoon, Fernando!	
🖾 My Classes 🛛 🗲	N		
Assignments		Getting Started	
Lat Reports		Welcome to Typing.com	Vertextelation and
E Curriculum	~	 Learn about Roster Syncing 	You're doing great!
Billing		🥑 Create a Class	Resume Tour»
		Add a Student	
		Review Premium Benefits	A CARACTER AND A CARACTER ANTE ANOCTER ANTE ANOCTER ANTE ANOCTER ANTE ANOCTER ANTE ANOCTER ANTE ANOCTER ANTE ANTE ANTE ANTE ANTE ANTE ANTE ANTE

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

Dashboard		MI Casa School + My Classes				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	~	-	e 1	Active	7th Grade (English)	
Billing		Class 1	(V. 1	Active	7(h Grade (English)	Edit

Step 4: Click "General Options."

	ss Setti	ings					Save All Changes
Details	Games	Lessons	Grading	Message	Gener	al Options	
Lesso	n Progres	sion			1	Class Status	
🗹 Can	redo comp	leted lesson:	s ⑦		/	Set Class Status	
🗹 Can	redo comp	leted screen	s 🕐		/	Active	· · ·
Allow	w non-sequ	ential progre	ession ⑦		/		
Show	<i>w</i> restart bu	itton 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 Sta	atus	
Can redo completed lessons ⑦		Set Class Sta	atus	
🗹 Can redo completed screens 🕐		Active		~
🗹 Allow non-sequential progression 💿				
Show restart button on typing screens ③		Languag	e Settings	
Lesson Configuration		Keyboard La	yout	Need help deciding?
Show on-screen keyboard in lessons ⑦		United Sta	ates Standard	~
Allow backspace key in lessons ⑦	Website Lan	guage		
		US Englis	h	~
Features				
✓ Allow Typing Tests ⑦		Permitte	d IP Addresses	
🗹 Enable Class Scoreboard 🕐			/	
		IP Addresses	(one per line)	
Account Settings				
Disable account changes ③				
Students can change password ③				h
Clear-text student passwords ③				cess to the instructor portal. the instructor software from any
Allow students access from small screens	0		with internet access.	the instructor software non any
Allow student to toggle typing sounds ③				
🗹 Allow student to toggle dictation 💿				

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		Search Q	Setting Started (4/5) 🕀 Arrando Cote Teacher
(?) Dashboard		Good afternoon, Fernando!	
🖾 My Classes 🛛 🗲	~	/	
Assignments		Getting Started	
Lad Reports		🥑 Welcome to Typing.com	You're doing great!
몇 Curriculum	~	 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."

typing.com		Search Q				Fernando Cote v Tescher
() Dashboard		Mi Casa School + My Classes				⑦ Need some help?
🖳 My Classes	^	My Classes				
Class 1	6.1					
🖳 Assignments						Create A New Class
all Reports		CLASS NAME	# OF STUDENTS	STATUS =	CURRICULUM	Edit Class Settings
E Curriculum	*	- Proved	~1	Active	The Product states	
Billing		Class 1	e 1	Active	7th Grade (English)	Edit
						C Export All Classes

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

Class Settings		Save All Changes
etails Games Lessons Grading Message	General Options	
esson Progression	Class Status	
Can redo completed lessons ⑦	Set Class Status	
Can redo completed screens ⑦	Active	~
Allow non-sequential progression ⑦		
Show restart button on typing screens ⑦	Language Settings	
	Language Settings	Need help deciding?
		Need help deciding?
esson Configuration Show on-screen keyboard in lessons ①	Keyboard Layout	
esson Configuration Show on-screen keyboard in lessons Allow backspace key in lessons	Keyboard Layout United States Standard	
esson Configuration	Keyboard Layout United States Standard Website Language	~

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	■ US English V Getting Started (3/6)	Fernando Cote Teacher
Dashboard	All My Classes Classs 1		Class Join Code: C
My Classes	Oldss I		0
Class 1 🔒 4	😤 Students (4) 📑 Assignments 🐵 Settings		
Class 2			
all Reports	Dotails Games Lessons Grading Message G	ieneral Options	
	Lesson Progression	Class Status	
및 Curriculum 🗸			
	Can redo completed lessons ①	Set Class Status	
Current License: Free - Ad Supported	Can redo completed screens ①	Active 🗸	
	Show restart button on typing screens ①		
Ad-free experience, unlimited data et al. and priority support for as low as		Language Settings	
T.141 Go Premium!	Lesson Configuration	Keyboard Layout Need help.deciding?	
W Go Premium!	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 ⑦		

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 Settings	Save All Changes
Details Games Lessons Grading Message General	I Options
Make All Lessons Active	
Typing Lessons	
Beginner	VIEW 15 LESSONS 🗸
Intermediate (0 /12 Lessons Active)	VIEW 12 LESSONS 🗸
Advanced	VIEW 7 LESSONS 🗸
Digital Literacy	
Tech Readiness	VIEW 9 LESSONS 🗸

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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