



AT Quick Guide

Type to Learn 3

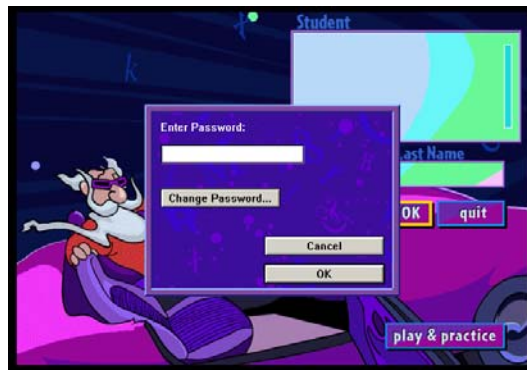
Type to Learn 3 (TTL) from Sunburst Communications, Inc. is on all elementary school computers in MCPS in the applications folder. This is a keyboarding tutorial program designed for grades 3 and up. Type to Learn Jr., approved for MCPS but not currently available in the applications folder, is recommended for younger students.

The program takes students through different lessons that focus on specific letters and combinations of letters. Game breaks, which also address the specific letter of the lesson, are built into the program. Student profiles can be customized by changing speed and accuracy thresholds to allow all students to be successful. The word per minute (wpm) default setting is 10 with a range of 1 to 60. The accuracy default setting is 80% and the range is 50% to 99%. The ranges adjust automatically based on the student performance, or can be set from the teacher control panel.

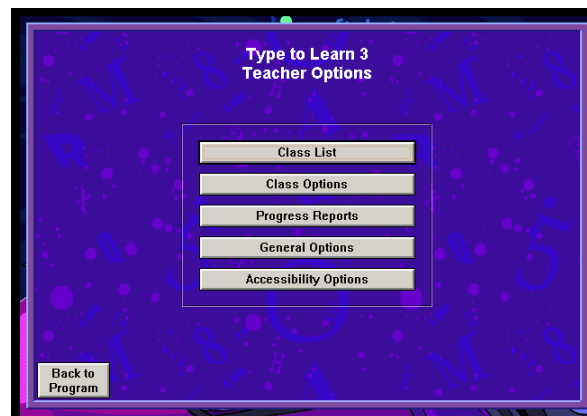
Setting Up Classes and Students

Teacher Options – press control and t. The password is initially left blank. Click on OK.

**If the password is changed it will be changed for the entire school so any password information needs to be shared with other teachers. Many schools chose to leave the password blank.



Setting Up Classes – from the Teacher Options select “Class List”.



Enter a name for the class, click “Add”. When all desired classes have been added click “Done”.

Type to Learn 3
Class List

Classes

Default

Enter class name:
HIAT

Add Done Cancel

Maximum number of classes: 1000

Add... Students...
Edit... Delete

Back to Program Back

Adding students: Click on the name of the class, click on Students.

Type to Learn 3
Class List

Classes

HIAT

Maximum number of classes: 1000

Add... Students...
Edit... Delete

Back to Program Back

Enter the name of a student, click “OK”. Repeat for all the students in the class. You can choose to just enter the first name, just the last name, or both. Click “Done” when all names have been added. TTL will alphabetize the list by the first name.

Type to Learn 3
Student List

Class: HIAT

Enter student first name:
Will

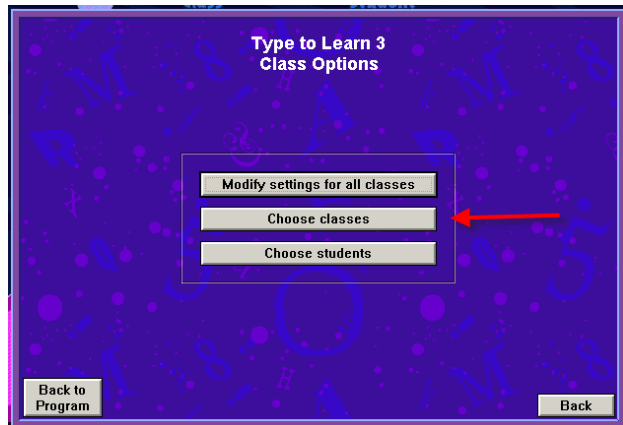
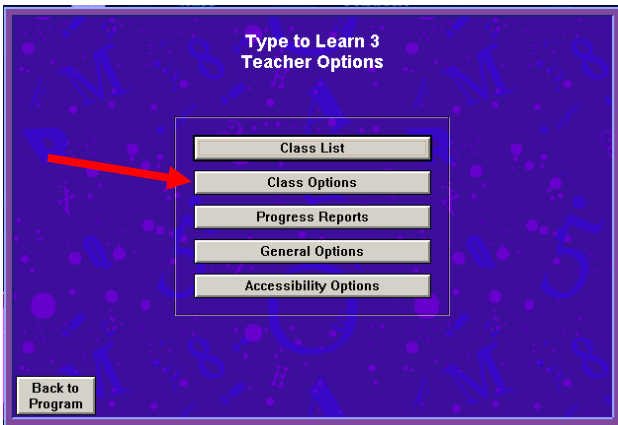
Enter student last name:

Add Done Cancel

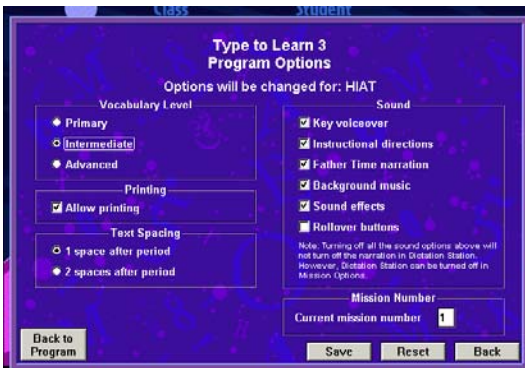
Show Password Change Password
Clean up student files...

Back to Program Back

Customizing TTL - From Teacher Options select the Class Options. This will allow you to customize.

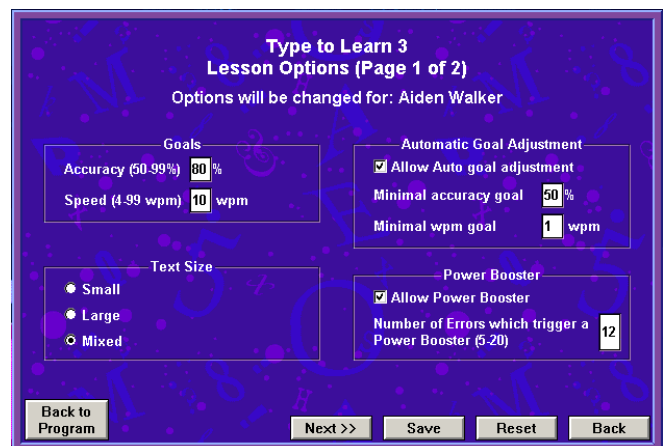
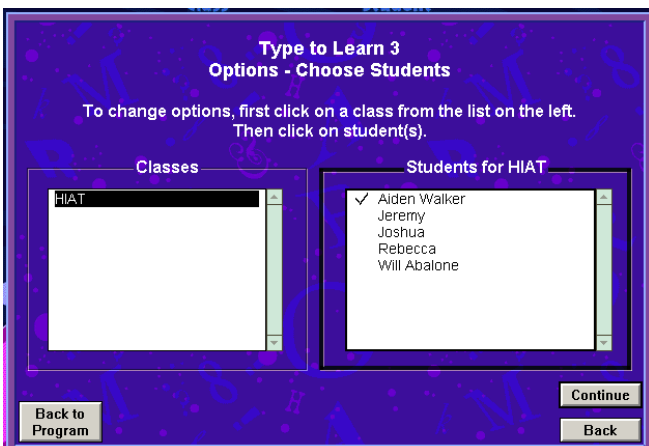


Class wide options can be set for vocabulary level, printing, text spacing and various sound options as well as making choice for “mission” (previously called lessons.)



**This will make the options the same for the entire class.

Student plans - from Teacher Options select the class, next select the student. The student plan will appear and choices for only that student will appear. Customizing for a particular student is an effective way to help a student who cannot make speed or accuracy goals to still progress through the lessons.



Hints for using the program with a class.

1. Make sure students understand they must complete the assignments on their “to do” list to move to the next lesson. They can choose the other activities, but they will not be allowed progress to the next mission. The “to do” list always includes the lesson, and one other activity. Once the “to do” list is completed then the student must click on the “Next Mission” button to move on.



2. Students progress faster with more frequent practice. Three times a week would be great.
3. Limit each session to about 15 - 20 minutes. An entire computer lab session is too long!
4. Automatic Goal Adjustment can be set so that the program adjusts for the student who is consistently performing below or above the set goals. Teacher Options > Class Options> Advanced Options > check “Allow Automatic Goal Adjustment” > Save
5. Additional features and options can be found in the **Type to Learn 3 Teacher’s Guide**, available from your media specialist. ** Previous editions of Type to Learn are significantly different and previous Teacher’s Guides do not work with this version!**