

Thank you for supporting our technology program by purchasing “Type to Learn 3” for your home. Keyboarding is an essential element to our technology competencies and your children will benefit from the extra keyboard time available at home.

The CD carrier contains an instruction booklet on how to install the program. I would like to provide additional information on how to set up the program so that your children are working at the same competency level at home as they are at school.

1. When you start the program, type in **First Name** and **Last Name**.

2. While still at the Login Screen, press the **Control key (Ctrl)** and the **T** key. This brings up a screen to set the password. Follow the password prompts and then click **OK**.

3. Choose **User Options – Advanced Setup Options**

4. First, choose **Lesson Options**.

On this screen you should set the **Accuracy** and **Speed Options** to meet the goals for your child’s grade level in the table below. For 2nd grade and 3rd grade, we usually leave the **Text Size** on **Large**. And for 2nd graders working at home, you can leave the check in the box by **Automatic Goal Adjustment**. Third, fourth, and fifth graders should not use this option.

Click **Save** and then **Back**.

5. Next, choose **Program Options**

By **Vocabulary Level**, you can choose **Primary** for 2nd graders. Some 3rd graders may feel more comfortable on the Primary Level, too.

By **Text Spacing**, PLEASE leave it set on **Leave 1 space after periods**. This is the accepted keyboard convention.

Click **Save** and the **Back to Program**.

6. Each time your child works on the program, they should start on **Lesson**. The other activities within the program offer good practice, but do not advance the student to another level.

7. It is best for students to practice keyboarding a little each day – 15 minutes is suggested. If they advance a level at home, using **Control-T**, access the **Progress Reports** screen. Choose **Lesson Report** and **Print**. Have the student bring this signed printout to school, and we will move them up to the appropriate lesson at school, too.

2 nd Grade	Use appropriate fingering 50% of the time	This includes using the pinky for Shift w/ the opposite hand
3 rd Grade	10 wpm	80% accuracy
4 th Grade	12 wpm	90% accuracy
5 th Grade	18 wpm	90% accuracy

Questions? Contact Mrs. Rager – ragerd@springbranchisd.com