



TypingClub

Admin Handbook

Copyright © 2015 by EdClub Inc.

EdClub Inc.
1701 Pennsylvania Ave. NW, Suite 300
Washington, DC 20006

Phone: (202) 609 9919
www.typingclub.com



TypingClub
Admin Handbook
2011 - 2015

CONTENTS

1	What is TypingClub School Edition	1
2	The Personalized Web Portal.	3
3	Why Teach Keyboarding	6
4	Keyboarding and the Common Core Standards	7
5	The Setup Process.	11
6	Additional Instructions	21
7	The First Day of Class	24
8	Lesson Plans	25
9	Adjusting Difficulty	29
10	Keeping Students on Schedule	32
11	Grading is up to You	34
12	How to Track Progress	35
13	How to Use Typing Tests	42
14	Technical Requirements	48

1. What is TypingClub School Edition

TypingClub is an educational platform for keyboarding. It is web-based and fully customizable, so your students can practice in class, at home, or wherever an internet connection can be found. Students are already familiar with the layout of the program because the design is very similar to popular games.

Each lesson provides instant, meaningful feedback that encourages students to continue practicing. You will be able to track your student's progress and customize lesson plans through your instructor portal.

As an administrator, you have the ability to organize school and class subscriptions to match the structure of your school district. TypingClub School Edition has the capability of including multiple schools within a single account, and you choose how to customize the learning process. For example, you can allow teachers to create their own lesson plans or you can set a default lesson for all teachers to use.

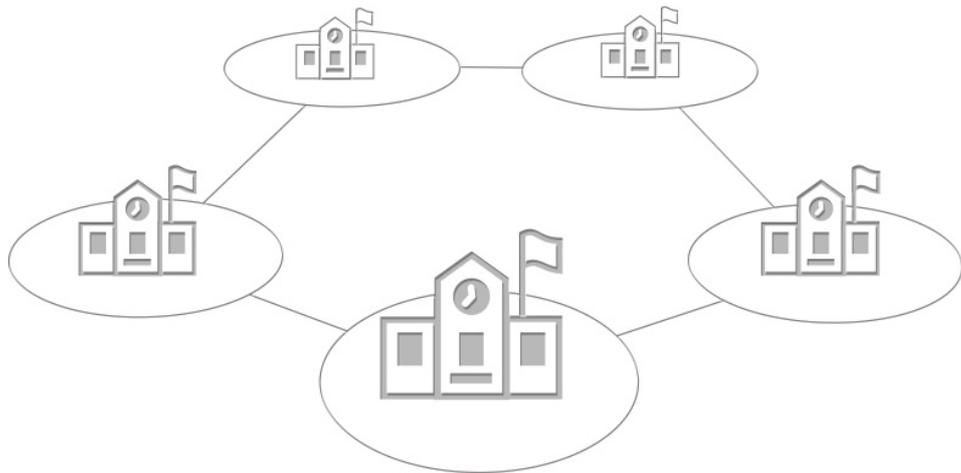


Before students can start using TypingClub, you need to set up your TypingClub Web Portal. We'll guide you through the quick and easy setup process, including adding schools, adding classes, and subscribing students to those classes.

2. The personalized web portal

Every student, teacher, and administrator who intends to sign in to TypingClub School Edition must log in from your portal. Your TypingClub portal was created when the account was initially set up. This portal URL is unique to your account and functions as your home base, where all users will log in to their profiles. This URL looks similar to <http://school-name.typingclub.com>, where “school-name” is your school’s name or your district’s name.

The student portal, teacher portal, and administrator portal all have different features. The student portal prompts students to start practicing immediately upon logging in, whereas the instructor portal contains several options for customizing lesson plans and monitoring student progress. Your administrator portal adds the ability to change billing preferences and organize class subscriptions. Further details about logging in is located in the “how students, teachers, and administrators log in” section.



[https://**your-school-name**.typingclub.com](https://your-school-name.typingclub.com)

First Lewis School District | x

← → ↻



TypingClub

First Lewis School District

 **Sign in:**

or

Your username or email:

Your Password:

 [Forgot Password? Reset Your Password](#)

3. Why Teach Keyboarding

Typing faster is not the primary objective of keyboarding; rather it is a desired side effect. Once your students are able to type with all ten fingers without needing to look down at the keyboard, their overall productivity when using a computer will improve dramatically.

When typing with two fingers, the visual and frontal cortices of the brain are forced to focus on where individual keys are located. Keyboarding removes this burden, enabling students to work on things like sentence structure and grammar while they type. To help students in the classroom, the best thing you can do is to make sure students are not looking at the keyboard. If students are using all ten fingers properly, they should be able to type at about 25 words per minute (WPM).

4. Keyboarding and the Common Core Standards

Computer literacy has become a core element of K-12 education, with students now expected to master keyboarding skills before college. In fact, several of the Common Core Standards require keyboarding.

GRADE

COMMON CORE REQUIREMENTS IN KEYBOARDING

3

“Use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.”

<http://www.corestandards.org/ELA-Literacy/W/3/6>

4

“TYPE ONE page in a single sitting,” approximately 11 WPM.*

<http://www.corestandards.org/ELA-Literacy/W/4/6>

5

“TYPE TWO pages in a single sitting,” approximately 22 WPM.*

<http://www.corestandards.org/ELA-Literacy/W/5/6>

6

“Type THREE pages in a single sitting,” approximately 33 WPM.*

<http://www.corestandards.org/ELA-Literacy/W/6/6>

GRADE

COMMON CORE REQUIREMENTS IN KEYBOARDING

7

“Interact and collaborate with others.”

<http://www.corestandards.org/ELA-Literacy/W/7/6>

Fluently communicating with others via the internet, especially when instant messaging, requires keyboarding proficiency.

8

“Gather relevant information...and integrate the information while avoiding plagiarism”

<http://www.corestandards.org/ELA-Literacy/CCRA/W/8>

Academic integrity is one of the most important values we can instill in young students. Keyboarding lessens the physical burden of typing, thus making students less likely to copy-and-paste entire paragraphs.

GRADE

COMMON CORE REQUIREMENTS IN KEYBOARDING



“Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two)”

<http://www.corestandards.org/ELA-Literacy/CCRA/W/10>

The only way to increase stamina is to practice typing passages of varying lengths. Our Typing Tests provide an excellent resource for this kind of practice.

This calculation was made by assuming that a single sitting equals 30 minutes of continuous typing. The Common Core website is vague in its definition of “a single sitting,” so these benchmarks are estimates made by TypingClub.

TypingClub School Edition is designed to help your students meet and exceed the Common Core Standards within a semester’s worth of time. Our test templates are deeply customizable, so you can alter settings to best prepare your students. Once your students learn proper keyboarding technique, they can practice to increase typing speed, improve accuracy, and develop stamina for typing.

5. The Setup Process

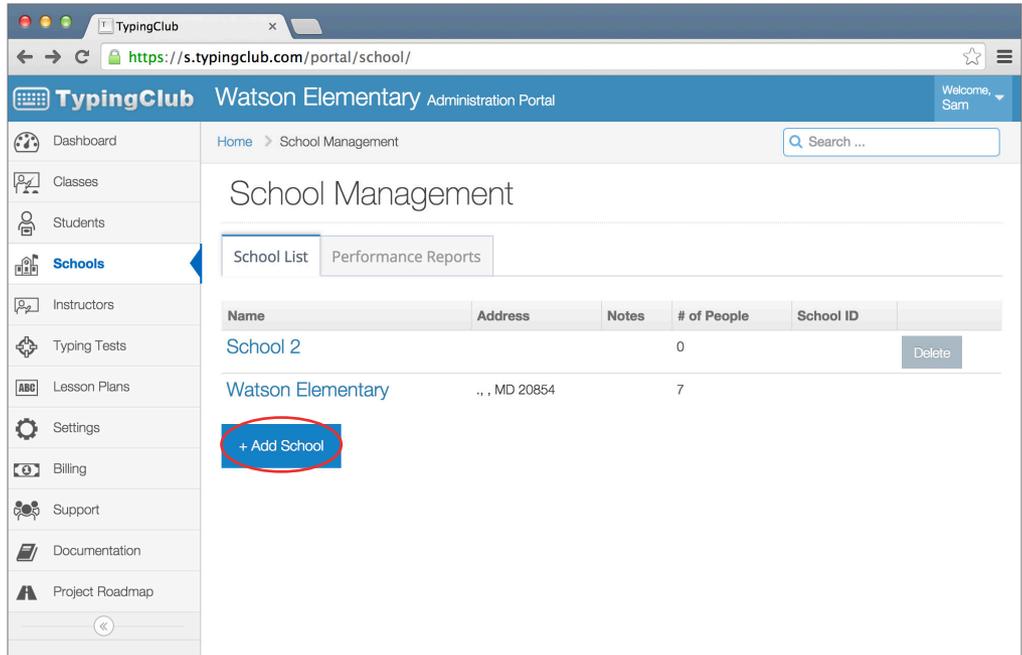
Before students can start practicing, their classes need to be created and they must be subscribed to those classes. To complete this setup process, you need to:

- Add schools to your TypingClub portal.
- Add teachers to your portal.
- Add students to your portal (Teachers can do this too).
- Organize classes within your portal (Teachers can do this too).
- Subscribe students into classes (Teachers can do this too).
- Instruct teachers and students on how to sign in.

If you follow the setup wizard (yellow pop-up boxes) when you log in for the first time, you will be taken through a typical setup process. It will assist you in manually setting up a class, adding one student, and subscribing that student to a class. It will then direct you to log in to TypingClub as a student so you can see the student experience.

Adding Schools to Your TypingClub Portal

Go to the “Settings” tab. Click “Multi-School Management.”



The screenshot shows the TypingClub Administration Portal for Watson Elementary. The left sidebar contains navigation options: Dashboard, Classes, Students, Schools (selected), Instructors, Typing Tests, Lesson Plans, Settings, Billing, Support, Documentation, and Project Roadmap. The main content area is titled 'School Management' and has two tabs: 'School List' (selected) and 'Performance Reports'. Below the tabs is a table with the following data:

Name	Address	Notes	# of People	School ID	
School 2			0		Delete
Watson Elementary	.., MD 20854		7		

Below the table, a blue button labeled '+ Add School' is circled in red.

Click “Add School” and fill in the required fields.

Setup Guide: Adding Teachers and Students

There are several setup models for adding teachers and students in TypingClub School Edition. This guide will help you decide which model best fits your needs and introduce the tools that can help you. We will then go over each tool in depth with step-by-step instructions.

- Model 1** You control everything: organize classes, add teachers, and subscribe students yourself. There are 2 ways to add students using this model.
- Model 2** You add teachers, but teachers organize their own classes.

MODEL

1

You control everything

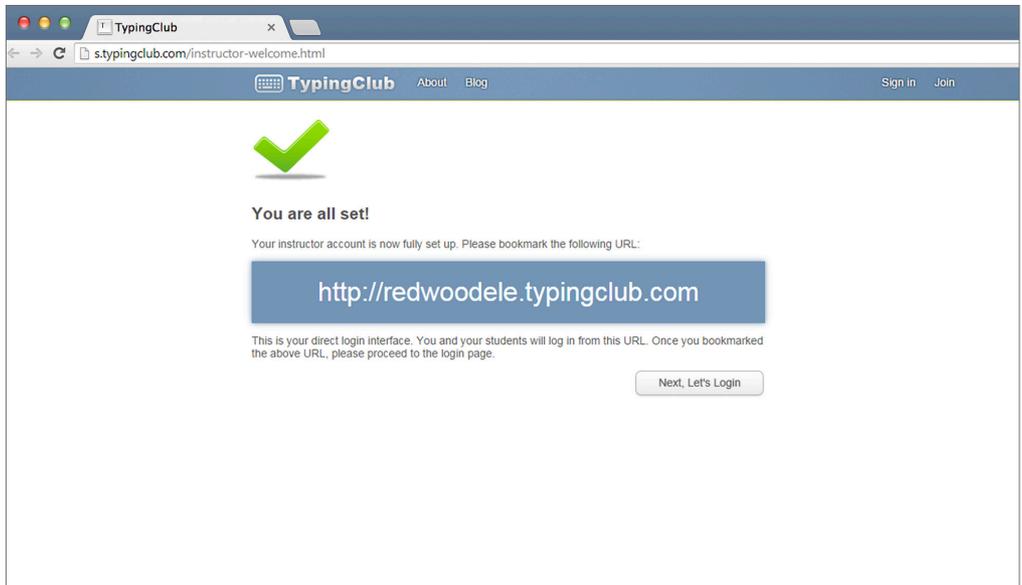
Before teachers and students can log onto your portal URL, they must be added to the account. If you would like to organize classes, add teachers, and subscribe students yourself, this is the ideal model. There are several different tools to choose from, and some will be more helpful for large student rosters.

- Use the “Students” tab and the “Instructors” tab from your administrator home page. You can choose to add each student individually or to add entire classes in batches.
- Advanced: To upload all students at once, use the Data Import Tool. Upload teacher, student, and class information to TypingClub using .csv files. Simply follow the instructions for each category on the right side of the window. This is particularly useful if there are many students on your account because it saves you from uploading each class individually.

- We have partnered with Clever to create an automated option for uploading class rosters. If you have many students but do not know how to create .csv files for the Data Import Tool, this option is for you. Clever is a service that synchronizes your internal district roster with TypingClub, so that your class rosters will be automatically updated in your TypingClub account.
- SFTP: We can work with you to automate the setup process through Secure File Transfer Protocol (SFTP). Through SFTP, we can directly input your class rosters into TypingClub. Please contact us to set up SFTP for your school.

Using the main tabs on the homepage of your admin portal

To add teachers to your account, go to the “Teachers” tab. Click on “Add Instructor.” Complete the fields for the instructor’s first name, last name, and email. The instructor will then receive an email with instructions for setting up their account. When the instructor clicks the link in the email, they’ll be taken to this page.



There are two ways to add students. On the “Students” tab of your instructor site, look for the options titled “add student” and “add many students.”

The screenshot shows the TypingClub Administration Portal interface. The browser address bar displays <https://s.typingclub.com/portal/student/>. The page title is "Student Management". On the left sidebar, the "Students" menu item is selected. The main content area features a navigation bar with buttons for "Students", "Add Student", "Add Many Students", and "Update Many Students". The "Add Student" and "Add Many Students" buttons are circled in red. Below this bar, a message states: "This is your student master list. Having your students in the master list only means they can sign into your portal as a student. In order for them to get started with an activity, you must also assign them to a class." Below the message, a grey box contains the text "No students". On the right side, there is a summary card showing "0 Students" and an "Export CSV" button. Below that is a "Filter Students" section with a search input field and a "Search" button. At the bottom right, there is a section titled "THOSE WHO WERE ACTIVE WITHIN" with a dropdown menu currently set to "All" and a "Filter" button.

METHOD

1

Add Student

Here, you can add students one-by-one. Just enter each student's information into the form. However, we do not recommend using this method to add large classes because doing so would be very time-consuming.

METHOD

2

Add Many Students

This option guides you through the process of subscribing many students by using a spreadsheet. It includes step-by-step instructions for how to organize your spreadsheet, as well as how to upload it.

Data Import Tool

This tool allows you to upload your pre-existing class rosters into TypingClub. Our program will then convert your lists of schools, teachers, classes, and students to your TypingClub login portal. To use this tool, go to the “Settings” tab. Scroll down and click on “Data Import Tool.” From the options on the right side of the window, select the type of data you would like to import. Download the appropriate .csv file and follow the instructions on the TypingClub window to enter the necessary information. Once your information is in the spreadsheet, save the spreadsheet to your computer. Now click on “Choose File” on the TypingClub window. Upload the appropriate .csv file that you just saved to your computer. After the file is uploaded, click on “Process File.”

Clever

You can also use Clever to add students yourself. This service costs an additional \$90 per school per year. TypingClub would then set up your Clever account, and your internal system would automatically sync with TypingClub through Clever. Some SIS systems that are compatible with Clever are Pearson’s PowerSchool, Infinite Campus, Skyward, iPass, STI iNOW, Aries, Administrator’s Plus and TEAMS.

MODEL

2

You add teachers, but teachers organize their own classes

If you want teachers to add their own students to TypingClub and to organize their own classes, follow this model. You give teachers access to their instructor portals, but they are then responsible for subscribing students to their own classes.

- To add teachers to your account, go to the “Instructors” tab. Click on “Add Instructor.” Complete the fields for the instructor’s first name, last name, and e-mail. The instructor will then receive an e-mail with instructions for setting up their account. When the instructor clicks the link in the e-mail, they will be taken to the welcome page.
- Detailed instructions for teachers on how to subscribe students, create lesson plans, and use some of TypingClub’s features can be found in our Teacher Handout. For your convenience, we’ve included some of those instructions in this handout as well.

6. Additional Instructions

Subscribing Students to Your Class

Once students are added to your account, you can subscribe them to classes in TypingClub and start assigning lessons. To subscribe students to your class, go to the “Classes” tab. All of your classes should be visible on this screen, and you can add additional classes by clicking the “Add a New Class” button.

TypingClub John Johnson Elementary Administration Portal

Home > Classes

Search ...

Your Classes

+ Add a New Class

Oct. 2014

<input type="checkbox"/>	CE-192 Typing		2	Damon Wilson	Oct. 12th, 2014	7th
--------------------------	---------------	--	---	--------------	-----------------	-----

Filter Classes

CLASSES THAT ARE

- active**
- inactive
- both active and inactive

SEARCH

Search Clear Search

GRADE

All

Click on the name of your class, and you will be taken to a menu that displays an overview of your class. Click on “Student Enrollment.” On this page, you can subscribe students to your class by clicking the “Add Existing Students” button.

The screenshot shows the TypingClub Administration Portal interface. The browser address bar displays the URL: <https://demo.typingclub.com/portal/classes/10115226/students.html>. The page title is "TypingClub Watson Elementary Administration Portal" and the user is logged in as "Welcome, Sam".

The left sidebar contains navigation options: Dashboard, Classes (selected), Students, Instructors, Typing Tests, Lesson Plans, Settings, Billing, Support, Documentation, and Project Roadmap.

The main content area shows the class overview for "Typing" with 1 student. The "Student Enrollment (1)" tab is active, and the "Add Existing Students" button is circled in red. Below the buttons is a table of students:

<input type="checkbox"/>	First Name	Last Name	Last Login
<input type="checkbox"/>	Joseph	J	Never

7. The First Day of Class

On your first session, before introducing the software to your students, ask them to try to find the two bumps on their keyboard on letters F and J. Make sure they can find them again without looking down at the keyboard. Once the students know how to do that, they are ready to get started with using the program.

While your students complete each lesson, it is critical to emphasize the importance of not looking at the keyboard. Students who continuously look at the keyboard will not be able to learn keyboarding properly.

8. Lesson Plans

Teachers who use TypingClub School Edition have the ability to create and edit their own lesson plans. A lesson plan is a collection of lessons you see when students start using TypingClub. Everything about those lessons, including text, score system, use of backspace, and speed requirements is configurable in this interface. You can use our pre-made default lesson plan, you can edit the default lesson plan to match your personal preferences, or you can build a new lesson plan from scratch.

The screenshot shows a web browser window with the URL <https://demo.typingclub.com/portal/lesson/>. The page title is "TypingClub John Johnson Elementary Administration Portal". The user is logged in as "Sam".

The left sidebar contains the following navigation items:

- Dashboard
- Classes
- Students
- Instructors
- Typing Tests
- Lesson Plans** (selected)
- Settings
- Billing
- Support
- Documentation
- Project Roadmap

The main content area is titled "Lesson Plans" and includes a search bar. It features two buttons: "+ Create a New Lesson Plan" and "+ Upload a Lesson Plan".

A lesson plan card is displayed with the following details:

- Typing Basics**
- 730 lessons
- Sam Jones
- Oct. 12th, 2014
- Actions: Delete, Edit/view, Make a copy

A bar chart is visible at the bottom of the lesson plan card, showing a series of vertical bars of varying heights.

The Default Lesson Plan

Start by clicking the Lesson Plans tab. You should see either the title “QWERTY EN” or “Typing Basics” as the default lesson plan installed automatically in your TypingClub account. The first lesson instructs students to practice typing the [J] and [F] keys. These two keys are the foundation of touch typing (notice your keyboard has bumps on those letters). Each subsequent lesson introduces students to new letters, the [Shift] key, numbers, symbols, at increasing typing speeds.

Customizing Lesson Plans

If you decide to use our default lesson plan, but want to edit certain preferences, we recommend creating a duplicate of the lesson plan before making changes. That way you can go back to the default settings if something goes wrong. Do this by clicking “make a copy” on the right side of the window.

Everything about the lesson plan is modifiable. To change features for all students who use your lesson plan, click on “Lessons,” then click on the specific lesson you want to modify. You will see that you have the power to edit the lesson name, the text that students type, and grading requirements such as the speed goal, minimum accuracy, and minimum WPM. If, alternatively, you prefer to alter settings for individual students, please follow the instructions in the “Adjusting difficulty” section below.

Creating Your Own Lesson Plan

You have the option to build a lesson plan completely from scratch. You can name each lesson, decide what text students will type, set the grading requirements, and design your own difficulty settings.



If you make edits to a lesson plan, make sure to click “Save Lesson.” Otherwise, your changes could be lost!

9. Adjusting Difficulty

You can adjust the difficulty of a lesson plan in three different ways:

OPTION 1

Adjust settings on the lesson plan itself.

The process for doing this is described in “Customizing Lesson Plans” above. Please remember: editing lesson plans from this menu will affect all students who are subscribed to your lesson. For example, if you are an administrator for a school district, and you change the difficulty settings for the default lesson plan, those changes will be applied to all students in your district.

OPTION 2

Adjust difficulty for each class individually.

To do this, go to the “Classes” tab. Select your class. Now select “Lesson Plans.” Click on “Normal Difficulty.” Now you can raise or lower the minimum WPM to change the difficulty of each lesson. Be careful, though: 0 is the default difficulty setting and a moderate change in the lesson’s WPM has a drastic impact on its difficulty.

The screenshot shows the TypingClub Administration Portal for John Johnson Elementary. The user is logged in as Sam. The page is for the class 'CE-192 Typing', which has 2 students and was created on Oct. 12, 2014, at 2:16 a.m. The 'Lesson Plans' tab is selected, showing a table of lesson plans. The 'Normal Difficulty' option is circled in red. Below the table is a button to '+ Assign Lesson Plan to this class'.

Name	Lesson Count	By	Adjust Difficulty	Limit Progress	
Typing Basics	730 Lessons		Normal Difficulty	Not limited	Unassign

OPTION 3

Adjust difficulty for each student individually.

Go to the “Classes” tab. Click on your class. Click on “Scoreboard.” Next to the student’s name, click on “Normal Difficulty.” You can now increase or decrease the WPM, just like in Option 2. The same warning applies here: Changing the WPM offset beyond the default of 0 will dramatically alter the lesson’s difficulty.



To adjust an individual student’s difficulty, that student must have previously completed at least one lesson.

The screenshot shows the TypingClub administration portal for John Johnson Elementary. The breadcrumb trail is Home > Classes > CE-192 Typing > Lesson Plan: Typing Basics > Scoreboard. The page title is "CE-192 Typing" with 2 students and a timestamp of Oct. 12, 2014, 2:16 a.m. The "Scoreboard" tab is selected, showing a summary of student performance and a table of individual student data.

Name	Student ID	Difficulty	Score	Stars	Practice Time	Attempts	Avg Accuracy	Avg Speed	Progress		
Braeden Diaz		Normal Difficulty	3,673,500	3,680	03:39:10 Hours ⌚	808	99%	82 WPM	4%	Per Lesson	Clear History

10. Keeping Students on Schedule

You can designate a specific stopping-point to limit how many lessons students complete each week. This optional setting prevents students from jumping too far ahead of their classmates. To do this, go to the “Classes” tab. Click on your class. Click “Lesson Plans.” Click on “Not limited.”

Select “Students may practice up to level” and choose your desired stopping point.

TypingClub x

https://demo.typingclub.com/portal/classes/10100123/programs.html

TypingClub John Johnson Elementary Administration Portal Welcome, Sam

Dashboard

Classes

Students

Instructors

Typing Tests

Lesson Plans

Settings

Billing

Support

Documentation

Project Roadmap

Home > Classes > CE-192 Typing > Lesson Plans

Search ...

CE-192 Typing
2 Students / Oct. 12, 2014, 2:16 a.m.

Manage Class Typing Basics Reports Scoreboard

Overview Student Enrollment (2) Instructors **Lesson Plans** Edit Class Email Students Print Instructions

Parent Letter

Name	Lesson Count	By	Adjust Difficulty	Limit Progress	
Typing Basics	730 Lessons		Normal Difficulty ⚡	Not limited ⚡	Unassign

+ Assign Lesson Plan to this class

11. Grading is Up to You

If you are unsure of how to grade your students, we suggest three systems that have worked well for teachers in the past. All of the necessary information can be found in the instructor portal, and detailed instructions for monitoring your students' progress can be found in the "How to track progress" and "How to Use Typing Tests" sections below.

GRADING SUGGESTION 1 Grade students based on the amount of time they spend practicing typing on a daily or weekly basis.

GRADING SUGGESTION 2 Grade students based on the number of stars they earned in each lesson.

GRADING SUGGESTION 3 Grade students based on their scores on Typing Tests

12. How to Track Progress

TypingClub School Edition has several features that help you monitor student progress and generate reports. The most important features for you to understand are the scoreboard, “Attempt History” view, “Student progress” view, weekly reports, and daily reports. You can export these reports to Excel and use them for grading or student progress reports.

Scoreboard

The scoreboard is a powerful tool that allows you to simultaneously view important details about all of your students. On one page, you will see every student’s star count, total practice time, average accuracy, average WPM speed, overall progress, and other details. To access the scoreboard, go to the “Classes” tab, click on your class, and click on “Scoreboard.”

TypingClub Administration Portal

Home > Classes > CE-192 Typing > Lesson Plan: Typing Basics > Scoreboard

CE-192 Typing
2 Students / Oct. 12, 2014, 2:16 a.m.

Manage Class | Typing Basics | Reports | **Scoreboard**

Scoreboard | Attempt History | Student Progress | Lesson Plan Settings

This page will provide you with a summary of every student's performance. To view the performance of each student individually click on "Per Lesson" button.

Export Scoreboard

Name	Student ID	Difficulty	Score	Stars	Practice Time	Attempts	Avg Accuracy	Avg Speed	Progress		
Braeden Diaz		Normal Difficulty	3,673,500	3,680 ★	03:39:10 Hours ⌚	808	99%	82 WPM	4%	Per Lesson	Clear History
Yeseniha W	117927	Normal Difficulty	3,634,659	3,649 ★	03:46:30 Hours ⌚	881	85%	41 WPM	95%	Per Lesson	Clear History

Your students' scores will show up on this page after they complete their first lesson. If you click on the blue box titled "Per Lesson," you will see that student's statistics for each individual lesson.

You control whether your students can see the scoreboard on their student portal. This setting encourages competition between students by ranking them according to their star count. Students earn stars for typing with a combination of speed and accuracy. This setting is designed to motivate students to practice typing correctly and continually improve their scores. To modify this setting, go to the "Classes" tab. Select your class. Click on "edit class." In the section titled "scoreboard visibility," choose your preferred setting.

TypingClub
https://demo.typingclub.com/portal/classes/10115226/settings.html

TypingClub Watson Elementary Administration Portal
Welcome, Sam

Dashboard
Classes
Students
Instructors
Typing Tests
Lesson Plans
Settings
Billing
Support
Documentation
Project Roadmap

Home > Classes > Typing > Edit

Search ...

Typing
1 Students / Jan. 11, 2015, 3:44 p.m.

Manage Class Typing Basics Reports Scoreboard

Overview Student Enrollment (1) Instructors Lesson Plans **Edit Class** Email Students Print Login Cards Parent Letter

Class Name:

All the right ways to call this class. ie: EN-101 Spring 2013

Class ID:

Your internal class id (if any)

Description / Notes:

Scoreboard Visibility:

- Students can view each other's scores
- Scores are kept private to each student

This option determines whether or not students may view each other's scores and placement. If you believe an atmosphere of competition can be constructive to your class, allow students to view each other's scores.

Attempt History View

Whereas “Scoreboard” lists summaries of aggregated progress by your students, the “Attempt History” screen shows every individual attempt made by your students on TypingClub, arranged chronologically.

The blue buttons on the right side of this window are worth noting:

The play button in each row shows a video replay of that attempt. You can view exactly what the student typed and see where he or she made mistakes.

The “X” in each row allows you to delete that specific attempt, which is useful if you believe a student cheated on the attempt by having a parent or friend complete the lesson.

Student Progress View

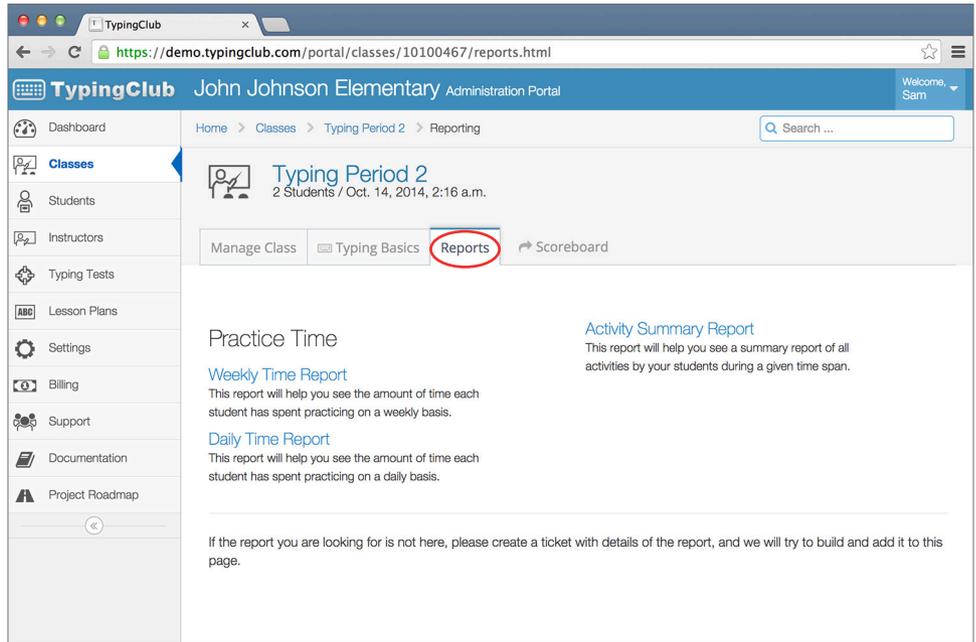
“Student Progress” is a graphic bird’s-eye view of your students’ performance on all lessons. It uses different colors to put the star count in context of how well the students complete each lesson. The relative length of each student’s bar shows you how many lessons students have completed. The color of the bar shows you how many stars students earned for each lesson.

Using this tool, you can identify that a certain student completed many lessons, but he or she only got 1 star for many of them. If you want students to complete lessons as perfectly as possible, “Student Progress” will provide you with necessary feedback.

Weekly and Daily Reports

You can use our “Reports” tool to monitor student activity on a daily or weekly basis. This is especially useful if you choose to grade students based on how much time they spend practicing their typing.

To open this tool, go to the “Classes” tab. Click on your class. Click on “Reports.”



The screenshot shows a web browser window with the URL <https://demo.typingclub.com/portal/classes/10100467/reports.html>. The page title is "TypingClub John Johnson Elementary Administration Portal" and the user is logged in as "Welcome, Sam". The navigation menu on the left includes Dashboard, Classes, Students, Instructors, Typing Tests, Lesson Plans, Settings, Billing, Support, Documentation, and Project Roadmap. The main content area shows the breadcrumb "Home > Classes > Typing Period 2 > Reporting" and a search bar. The class details are "Typing Period 2" with "2 Students / Oct. 14, 2014, 2:16 a.m.". Below this, there are tabs for "Manage Class", "Typing Basics", "Reports" (which is circled in red), and "Scoreboard". The "Reports" section is titled "Practice Time" and includes links for "Weekly Time Report" and "Daily Time Report". The "Weekly Time Report" description states: "This report will help you see the amount of time each student has spent practicing on a weekly basis." The "Daily Time Report" description states: "This report will help you see the amount of time each student has spent practicing on a daily basis." There is also a link for "Activity Summary Report" with the description: "This report will help you see a summary report of all activities by your students during a given time span." At the bottom, a note says: "If the report you are looking for is not here, please create a ticket with details of the report, and we will try to build and add it to this page."

Here, you can view a weekly digest or a daily digest of student activity on TypingClub.

13. How to Use Typing Tests

Typing Tests allow you to gauge your students' performance in a timed examination where they have to type large quantities of text. This presents an alternative to the short lessons and can help prepare students for standardized tests like the Common Core.

To create a test, go to the "Typing Tests" tab. Click on "Add a Typing Test." After you give the test a name and description, you will be able to customize several settings. To best understand whether a certain test will be a good fit for your students, we recommend taking the test yourself.



The default typing text is very long. We do not recommend asking new students to type the entire default text in a non-timed setting because doing so would likely be too demanding.

The screenshot shows a web browser window with the URL https://demo.typingclub.com/portal/test/12888174/edit_text.html. The page title is "TypingClub John Johnson Elementary Administration Portal" and the user is logged in as "Welcome, Sam". The navigation menu on the left includes Dashboard, Classes, Students, Instructors, Typing Tests (selected), Lesson Plans, Settings, Billing, Support, Documentation, and Project Roadmap. The main content area shows a "Sample Test" created by Sam Newby on Oct. 14, 2014, at 9:48 p.m. The test text is displayed in a large text area, and a red circle highlights the phrase "existing templates" in the first sentence. At the bottom of the text area is a blue button labeled "Update Test's Text".

Home > Tests > Sample Test

Sample Test

Created by Sam Newby / Oct. 14, 2014, 9:48 p.m.

Overview Edit Text Edit Options Students Test Results

The following is the text that your students are asked to type. Please feel free to change it or choose from [existing templates](#).

Psychology is an academic and applied discipline that involves the scientific study of mental functions and behaviors. Psychology has the immediate goal of understanding individuals and groups by both establishing general principles and researching specific cases, and by many accounts it ultimately aims to benefit society. In this field, a professional practitioner or researcher is called a psychologist and can be classified as a social, behavioral, or cognitive scientist. Psychologists attempt to understand the role of mental functions in individual and social behavior, while also exploring the physiological and neurobiological processes that underlie certain cognitive functions and behaviors. Psychologists explore concepts such as perception, cognition, attention, emotion, phenomenology, motivation, brain functioning, personality, behavior, and interpersonal relationships. Psychologists of diverse stripes also consider the unconscious mind. Psychologists employ empirical methods to infer causal and correlational relationships between psychosocial variables. In addition, or in opposition, to employing empirical and deductive methods, some—especially clinical and counseling psychologists—at times rely upon symbolic interpretation and other inductive techniques. Psychology has been described as a "hub science", with psychological findings linking to research and perspectives from the social sciences, natural sciences, medicine, and the humanities, such as philosophy.

While psychological knowledge is often applied to the assessment and treatment of mental health problems, it is also directed towards understanding and solving problems

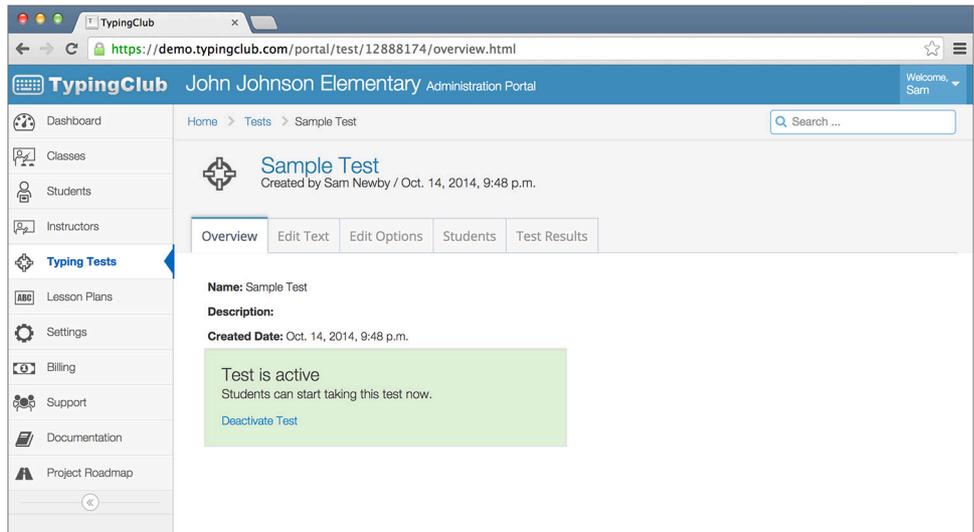
Update Test's Text

EDIT TEXT VIEW

You are able to change the text students will be asked to type during the test.

EDIT OPTIONS VIEW

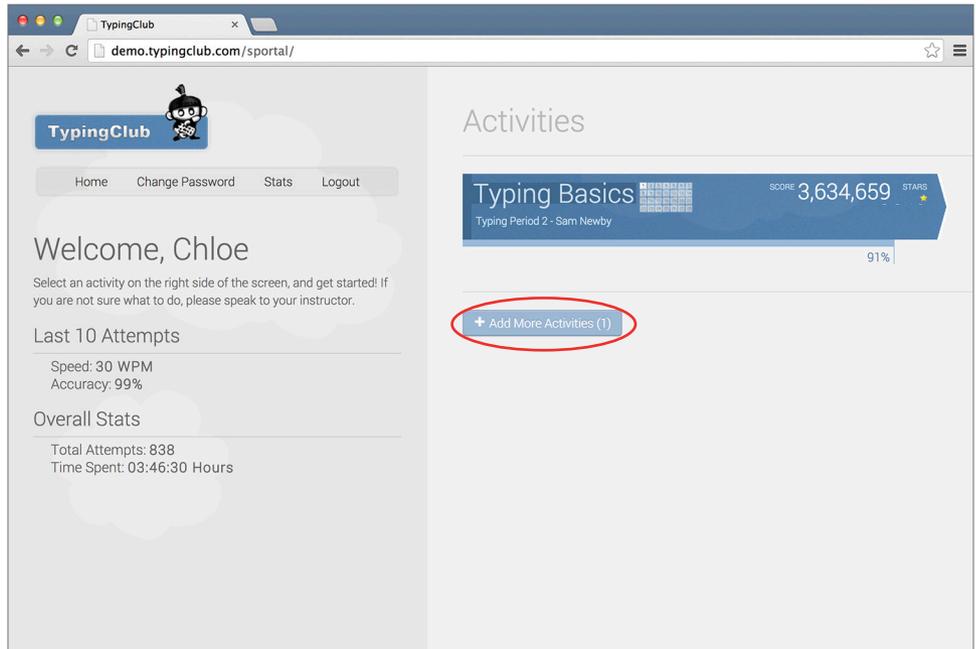
You can edit several details about the test. Most of these features are fairly self-explanatory, but two of them warrant a quick explanation.



The screenshot displays the TypingClub Administration Portal for John Johnson Elementary. The page is titled "Sample Test" and was created by Sam Newby on Oct. 14, 2014, at 9:48 p.m. The "Overview" tab is selected, showing the test's name, description, and creation date. A green notification box indicates that the test is active and students can start taking it, with a "Deactivate Test" link provided. The left sidebar contains navigation options: Dashboard, Classes, Students, Instructors, Typing Tests (highlighted), Lesson Plans, Settings, Billing, Support, Documentation, and Project Roadmap. The top navigation bar includes a search bar and a user profile for Sam.

Who Should Take This Test?

If you select “Any student in my account,” your students will need to sign up for the test from their student portal. When they log in, they will see a button labeled “Add More Activities.”

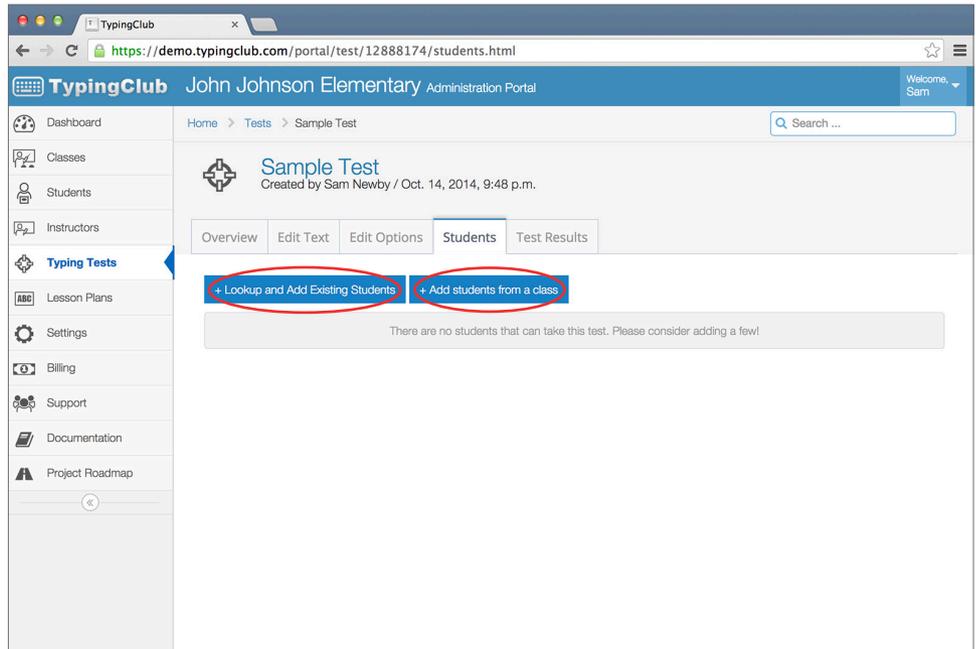


The screenshot shows a web browser window with the URL `demo.typingclub.com/sportal/`. The page features a navigation menu with `Home`, `Change Password`, `Stats`, and `Logout`. A welcome message reads: `Welcome, Chloe`. Below this, instructions state: `Select an activity on the right side of the screen, and get started! If you are not sure what to do, please speak to your instructor.`

The `Last 10 Attempts` section displays: `Speed: 30 WPM` and `Accuracy: 99%`. The `Overall Stats` section displays: `Total Attempts: 838` and `Time Spent: 03:46:30 Hours`.

On the right side, the `Activities` section shows a progress bar for `Typing Basics` with a `SCORE 3,634,659` and `STARS` indicator. Below the progress bar, a button labeled `+ Add More Activities (1)` is circled in red.

They must click this button to access the test. If you select “Only Students I Select,” you will need to manually choose students to take the test. To do this, click on “Students,” and search for each student individually.



Time-Based Test

If you make the test time-based, students will have a designated amount of time to type as much of the text as they can. The test will then calculate WPM and accuracy based on their performance.

TEST RESULTS VIEW

You can see and export students' scores on the test from this menu.

14. Technical Requirements

TypingClub is 100% web-based, so there are no downloads or plugins required. All you need is one of the following modern browsers: Google Chrome, Firefox, Safari, Internet Explorer 9 or Internet Explorer 10.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

