



Teacher Guide



Learn to Type. Love the Fun.



Why Teach Keyboarding?

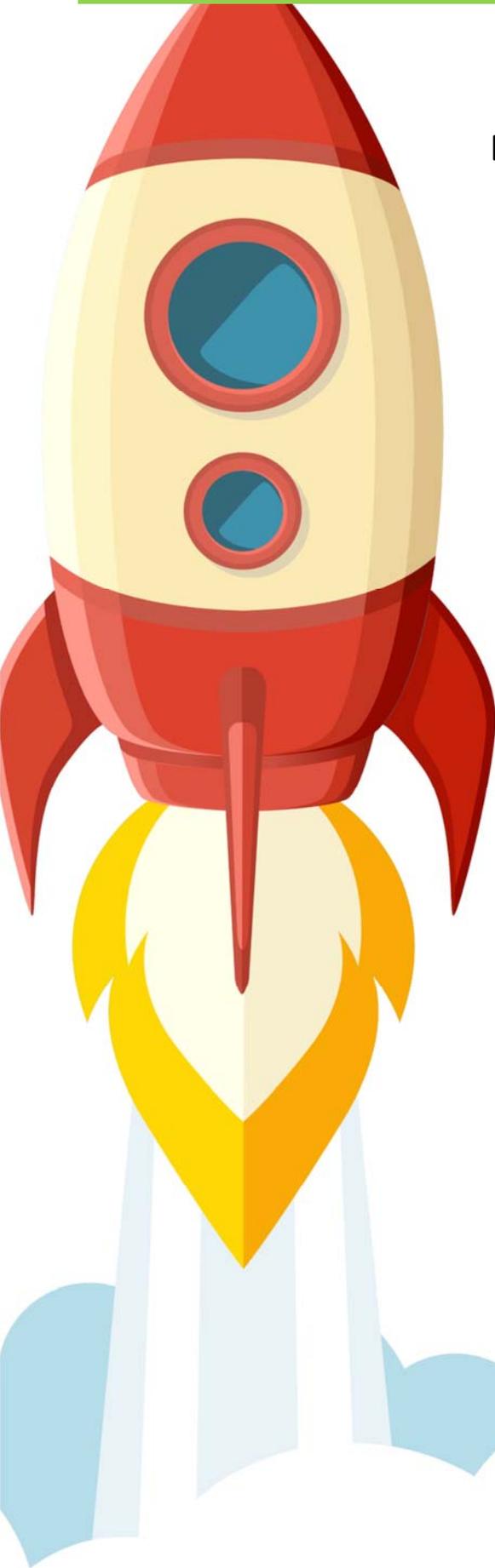
Why should we teach keyboarding to digital natives? Children are using touchscreen's well before they enter school as students, and are already establishing patterns of behavior that could last them through life. If you've ever seen a coworker hunt through a keyboard with two fingers you've seen this in action.

Keyboarding is required in the college and professional world. To be effective, students typing must exceed the speed of handwriting and keep up with their thoughts.

Within their school career, students must know

- ✓ Complete homework in a timely manner
- ✓ Take online digital tests and quizzes
- ✓ Complete collaborative online classwork
- ✓ Talk with friends
- ✓ Research
- ✓ Free their time for other pursuits





Blast-off with a truly intelligent typing platform!

Course Mapping

Using performance metrics, Typing Agent identifies predictors of success in accomplishing class or individual typing targets.

Targets

Targets give teachers automated benchmarks based on research for grade-level expected outcomes.

Progress Reports

Detailed progress reports give vital data points to teachers to help understand student keyboarding outcomes.

Adaptive Learning

typeSMART™ adapts to student needs by giving additional practice to targeted problem areas.

Pattern Identifies and Spiraling Curriculum

typeSMART™ uses a spiraling curriculum and pattern identifiers to maximize student learning and key memorization.

Q-Score

The Q-Score or "Quality Score" is based on results from Applied Predictive Technology (APT) studies. APT studies found that emphasizing quality over quantity increases typing improvement significantly.

Common Core Standards



Our curriculum gets students to make the most of out of keyboarding, a gateway to computer technology, while meeting Common Core, NETS/ISTE, Smarter Balance, and PARCC standards. Typing Agent uses a spiraling curriculum that reinforces common blends, grade-level words, and educational knowledge while preparing them for additional technology courses.



3

"With guidance and support from adults, use technology to product and publish writing (using keyboarding skills) as well as to interact and collaborate with others."

4

"With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page a single sitting."

5

"With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting."

6

"Use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single sitting."

7

"Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience."

8

"With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed."

College
Prep

"Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience."



ISTE Standards



Communication and collaboration (NETS standards) are developed in the creative writing of students using Documents and Agentbook. Typing Agent provides students with the accuracy and efficiency to communicate effectively: students can post messages, play multiplayer games, send teachers their creative writing, and share scores.

Critical thinking, problem solving, and decision making are worked into the program. Our multiplayer games provide puzzles to solve and opportunities to devise strategies as a way of developing critical thinking skills. An example of using Bloom's Taxonomy with Agentbook can be found [here](#).

Research and information fluency are encountered throughout the curriculum, with keyboarding lessons covering subject's students are already learning such as history or scientific topics.



Getting Started



Before class starts, there are a few steps you can take to ensure a smooth transition to your keyboarding course.

Teacher Admin 4.2

Hi Jannessa!

Dashboard

Classes

Progress

Class Setup

Classes

+ New Classroom

Class Name	Grade	Level	Game World	Instructor	Class Code	Students
1st Class	Grade 12	9-12th Grade	Agent	Jannesa Williams	DCFUSF	1

- Verify you can login (if you don't have credentials check with your admin)
- Verify your class(es) have been created
- Verify your students are in your classes
- Print out your students login cards and have them ready to hand out
- If appropriate, adjust your classes Mapping, Targets, and Setting

Demo Class

Activity Students Curriculum Targets Social Gradebook Messages Settings

+ Students

Actions

Roster: 1 to 6 of 6 student(s)

First Name	Last Name	Username	Completed	Last Login	Student Password
Agent	1	student1	13%	07-08-2016	p1234
Agent	2	stident2	0%	06-30-2016	p1234
Agent	26	student 26	0%	05-02-2016	whatsup
Agent	3	student3	0%	Never Logged In	p1234
Agent	4	student4	0%	03-09-2016	p1234

Export Students

Print Students

Print Student Login Cards

Download Students Login Cards

Print Parent Login Cards

Download Parent Login Cards

Day 1

On the first day of your keyboarding course, there are few key things that will help you have a successful intro!

- Ensure students can login
- Ensure they know proper ergonomics
- Have them find the F and J keys on the their keyboards with their index finger

Teacher Tips!

- * You can print out your student login cards by class or by individual.
- * Proper keyboarding ergonomics are a foundation to successful computer use.

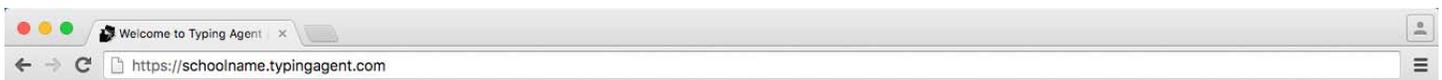
Getting Started



Logging In

For easy access, Typing Agent provides you a single custom portal that your students, teachers, and administrators use to login. This portal is chosen by your administrator when the account is first set up.

If your district uses a Single Sign On (SSO) solution with Google, Microsoft, or Clever you can also log in directly via your school portal or your Typing Agent portal using one of the links on the right



Demo

Log in with Typing Agent Account

[Forgot Password?](#)

OR

Log in to Typing Agent with:

-
-
-
-

Curricula



Typing Agent provides two curriculums which influence how the teacher and students interact with the program. The default is Dynamic Curriculum, which provides a "plug and play" experience taking full advantage of typeSMART™ technologies. Class Curriculum is intended for experienced keyboarding instructors who wish to have full manual control over all aspects of the student experience.

For both curriculums, we use a spiraling curriculum. This means that blends and common words are woven into the lessons, and higher grade levels are provided longer lessons and higher-level vocabulary content. They use logical key progression and establish key memorization with adjacent key sequences.



Dynamic Curriculum

This is the default curriculum. It provides the greatest amount of automated features and requires the least amount of teacher oversight. It assists with classroom time management by adjusting the length of a student's lesson to their progress, ensuring all students finish lessons in near the same amount of time (1-2 minutes.) Students remain engaged with the lessons by being challenged by the content without being overwhelmed.



Classic Curriculum

In Classic Curriculum, automated features are turned off and teachers gain complete manual control over the course progression and student experience. This curriculum mimics the classic keyboarding book and typewriter experience. Automated reporting can be enabled but is not turned on by default.

Teacher Controls



Mapping

Classes>View Class>Curriculum>Mapping

Mapping provides automated reporting on student progress. It can be set manually in Classic Curriculum. In Dynamic Curriculum it's enabled by default at 18 hours and controls the time requirements a student must meet to complete a Unit.

	Feb	Mar	Apr	May
Students				
Adrienne Anastacio		L.58 39awpm		
Alaina Bentley		L.58 35awpm		
Alexander Jones		L.82 45awpm		
Alexander Bracken		L.4 33awpm		

Targets

Teacher Tip: Use Targets to adjust the challenge for your class or individual students

Classes>View Class>Targets

These are the accuracy and word per minute (WPM) objectives a student must reach to achieve 1, 2, or three stars. You can adjust these settings by class or by individual.

Class Grade-Level Targets:	Demo Class A	typeSMART™: Targets
<input checked="" type="checkbox"/> Exceeds Grade-Level Expectations This can be a goal for all students to reach by the end of the semester or year.	WPM 30	Accuracy 90 % ☆☆☆
<input checked="" type="checkbox"/> Meets Current Grade-Level Expectations This can be the current standard you expect students to be at on a consistent basis.	WPM 25	Accuracy 85 % ☆☆
<input checked="" type="checkbox"/> Working Towards Grade-Level Expectations This can be for students working towards grade-level expectations or the minimum needed to move on to the next lesson.	WPM 20	Accuracy 80 % ☆

Settings

Classes>View Class>Settings

There are several settings which can be adjusted to change the way your students experience their lessons.

Best Practices



For best results, teachers should continually observe their students throughout their keyboarding practice and follow these guidelines.

Amount of Practice

Students should practice typing 2-4 times per week for 15-30 minutes. When in doubt, default to shorter more frequent practices.



Focus on Accuracy



Accuracy is the key (pun intended) to successful and *efficient* keyboarding. Efficiency, which turns into speed, is the goal and can only be attained with proper keyboarding technique.

Proper Technique

- Fingers on the home row
- Sit up straight
- Feet flat on the floor
- Body centered in front of the computer
- Elbows naturally by their side
- Fingers curved
- Wrists low, but not touching the keyboard



Make it Fun!

The curriculum is both educational and fun. You can mix it up with challenges and contests in the classroom, such as time spent practicing, most improved accuracy, and best efficiency!



Grading & Progress



Q-Score & Gradebook

By setting your default grade requirements and grading scale in Gradebook, you can assess your students progress using their WPM and Accuracy for each lesson and test. Students can keep track of their progress using their Q-Score.

This method will not include tests from School Testing Schedule or Leaderboard Practice lessons.

Time Spent

You can use a Time Report to assess progress based on the amount of time a student has spent typing. The report records the following time:

- Completed lessons and tests
- Leaderboard Practice (if enabled)
- Game play (if [Gritcoins](#) is enabled)

Tests

School Testing Schedule exams or Unit tests from the curriculums can be used. For a standalone before and after, use School Testing Schedule.

Adjusting Difficulty



Entire Class

You adjust the default Accuracy and WPM goals for the entire class from the Targets tab in your class.

1. View your class
2. Click on the Targets tab
3. Update the class Targets
4. Click Update



Single Student

You adjust the default Accuracy and WPM goals of a single student from the Targets tab in your class.

1. View your class
2. Click on the Targets tab
3. From the blue dropdown list select the student
4. Update their Accuracy and WPM goals
5. Click Update



Digital Citizenship



Typing Agent includes two tools that can be used as part of your Digital Citizenship courses. They live under the Social tab in the teacher view and Social tile in the student

Spymail

Spymail is an in-app email program that can be used to teach students proper email etiquette and that digital words live long after they've been "deleted". By default, students can send in-app emails to the teacher only. You can also disable this setting, or allow students to send in-app emails to each other. Even if they delete their emails, you will always see them in your SpyMail Archive folder.

A screenshot of the Spy Mail interface. At the top, there is a navigation bar with icons for Activity, Students, Curriculum, Targets, Social, Gradebook, and Message Class. Below this, there are tabs for Social Settings, Spy Mail, and Agentbook. The main area shows an email list with columns for Subject, From, and Date. One email is visible: 'Re - test message' from 'Agent 26' dated 'Apr 01, 2016'. There are also buttons for 'Delete' and 'Archive'.

Agentbook

Agentbook is a social networking platform that allows teachers to post a message to their in-app wall. Students can then comment on your post. You can use this as a message forum to make class announcements and as a way to teach students how to properly interact in a digital environment.

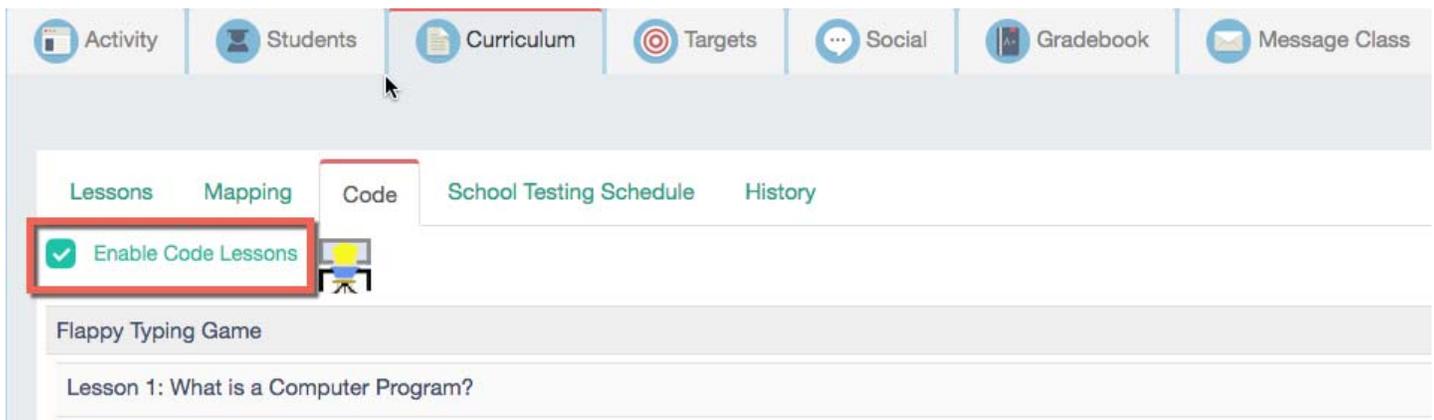
A screenshot of the Agentbook 'Share Messages with Class' form. The interface shows a navigation bar with icons for Activity, Students, Curriculum, Targets, Social, Gradebook, and Message Class. Below this, there are tabs for Social Settings, Spy Mail, and Agentbook. The main area has buttons for 'Share Messages' and 'View Comments'. A large blue banner reads 'Agentbook Share Messages with Class'. Below the banner, there is a text prompt: 'Please fill in the form below and click the Share button to allow students to comment on your post.' A note says '*All fields are required.' The form includes an 'Expiration' field with the value 'Jul 18, 2016' and a 'Message' field with a text area and a profile icon. A green 'Share' button is at the bottom.

Code & Free Writing



Code

Our code lesson teaches students the foundational concepts of coding while they practice their typing skills. By the end of the lesson they will have completed their own Flappy Bird typing game!

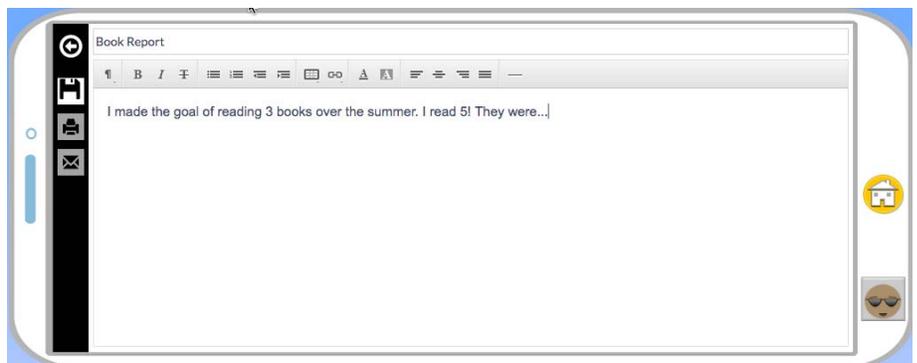


Teacher Tip: This is a great reward for students who have met their keyboarding goals!

Documents (Free Writing)

Document's provides you an in-app rich text editor students can use for free writing assignments. They can send you their work via Spymail or print it out.

Teacher Tip: This is an excellent way to prepare your students for online tests!





www.typingagent.com