

Type to Learn 4—Suggested Settings

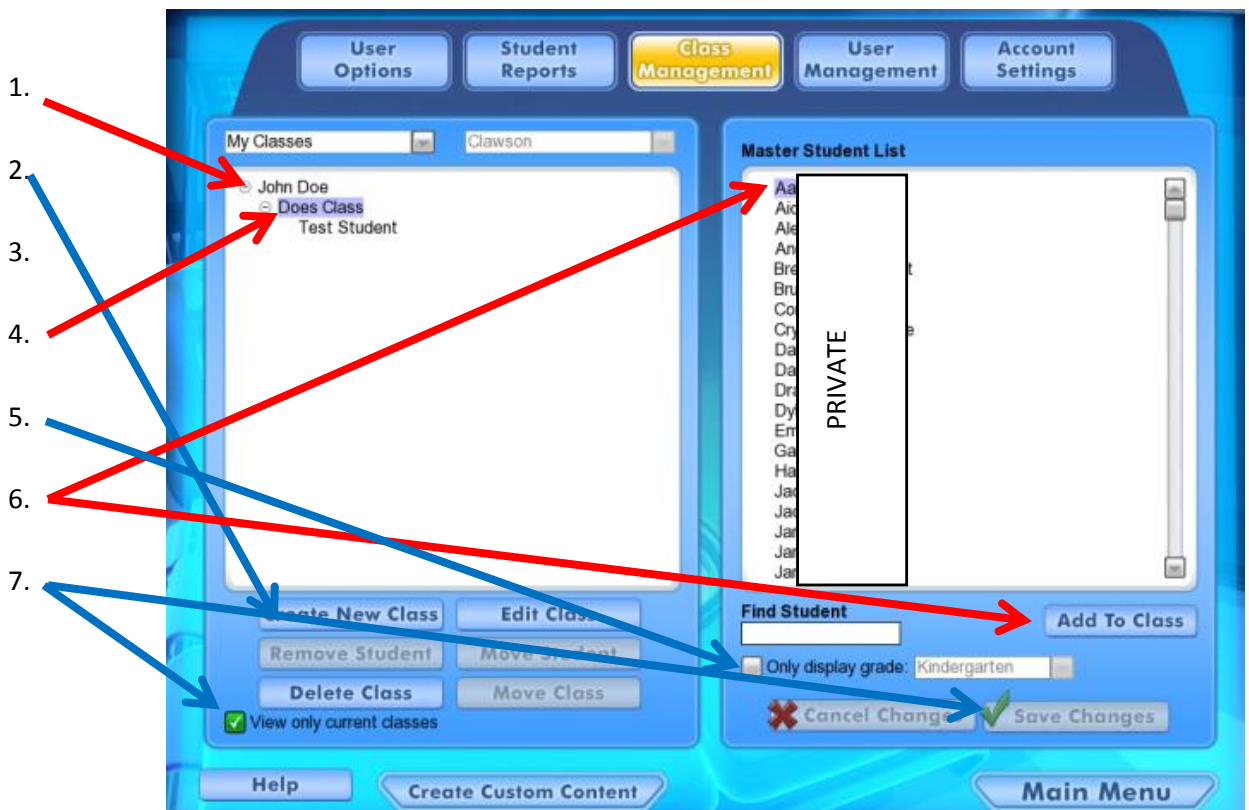
Setting up your Class—Login (LastnameFirstInitial) Password(LastnameFirstInitial)

At Welcome Screen, select **Management**

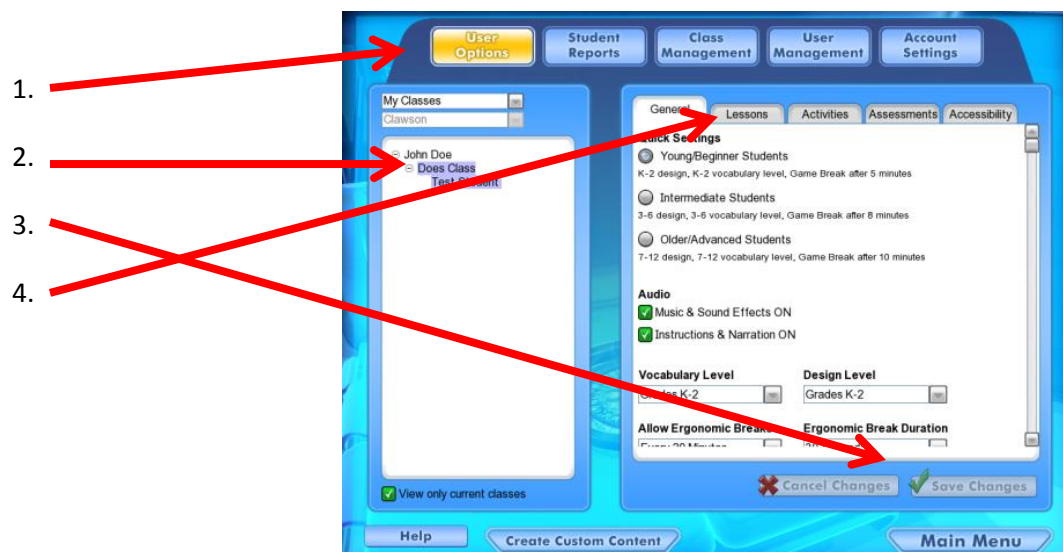


In Management, select the **Class Management** tab and:

1. Click on and highlight your name toward the top left of the screen
2. Click on the **Create New Class** button below
3. In the screen that opens, name your class with your last name and class (e.g.: Smiths Class) (**Save Changes**) Note: (The class name allows no punctuation, so leave out the apostrophe.)
4. Highlight the new class name (Does Class)
5. With the class name highlighted, click to display only the students from your grade level.
6. Then click on your first student in the list and click the **Add To Class** below the list. (You may use the “CTRL-click” method and/or the “Shift-click” method to highlight multiple students, then click on **Add to class**)
7. Click to Remove Check Mark by “View only current classes”. When finished, click **Save Changes**



1. Click on **User Options** button, **General** tab.
2. Click on your class name (Does Class) to highlight all students.
3. Confirm settings under **General** tab. The default setting should be accurate. **Save Changes**.
4. After saving changes, click on the **Lessons** tab.



NOTE: On the next page, changes will be made on the **Lessons** and **Activities** tabs. Also look at the **Assessments** and **Accessibility** tabs. As most of the default settings will be fine on those tabs, we show no suggestions in this document for those two tabs. The recommendations are to keep the default settings for most of your students.

STUDENT REPORTS: As students progress, refer to the **Student Reports** section. Several reports will be good additions to report cards, and/or keep the classroom teacher informed of student progress.

INDIVIDUAL SETTINGS: After making the group settings for the majority of the students, one may come back and highlight a specific student in the class and make individual changes where warranted, using the same process outlined here.

With the **Lessons** tab selected, the following settings are recommended. (Pay special attention to the **Red Arrows!**):

Prevent Going Past Lesson: DISABLED

Allow Game Breaks : EVERY 5 MINUTES

Custom Content: NONE (Later if you add custom content, your titles will appear in this pulldown)

*****Security Check Options:** Choose **ERRORS ALLOWED**. **CAN'T PROCEED . . . IMPORTANT!!!!**

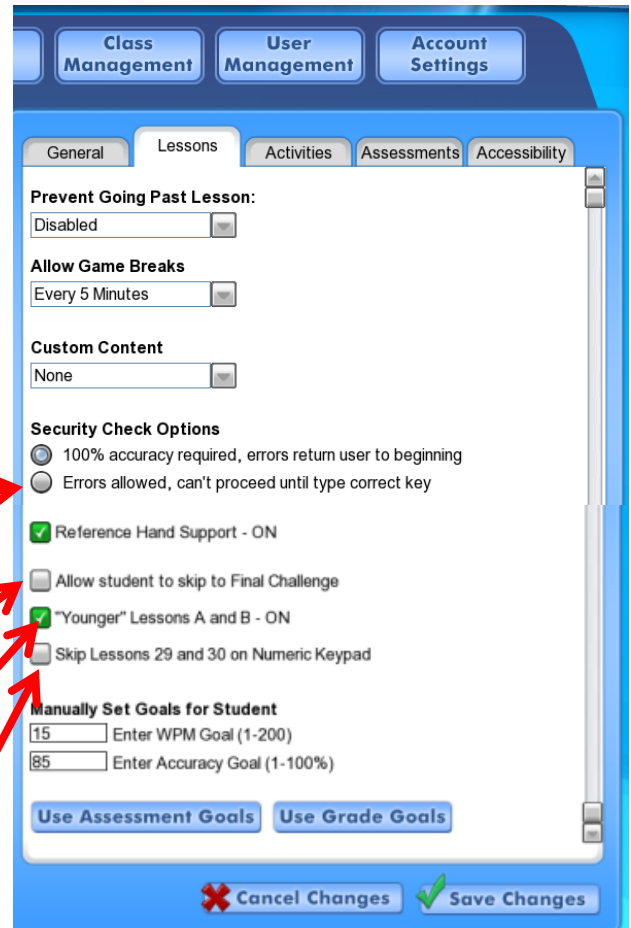
Reference Hand Support: On

Allow Students to skip to Final Challenge: Leave Box empty.

"Younger" Lesson A and B (These are beginning keyboard awareness lessons appropriate only for Kindergarten and primary students with little or no experience with a keyboard) Turn this off for most students.

Skip Lessons 29 and 30 on Numeric Keypad: Check this box if keyboarding is completed only on laptops which don't have the numeric keypad.

Manually Set Goals for Student: The program sets these goals based on student performance. The recommendation is to leave the default settings. **SAVE CHANGES!!**



Under the **Activities** tab, use the pull-down menu to select **After Lesson is Complete**.

If a student is distracted by the subtle metronome rhythm, it can be turned off by unchecking the box.

SAVE CHANGES

