From Objectives to Achievement: The Typing Agent Roadmap to Success

TEACHER GUIDE
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Introduction: The Road to Typing Success

The company was founded by a keyboarding teacher with years of experience. By creating the first truly engaging typing tutor that was web-based, the company made a name for itself. The valuable feedback received from other technology teachers regarding what they’d like to see inspired a new typing tutor rebuilt from the ground up called Typing Agent. Debuting in spring 2011, Typing Agent, designed specifically for schools, showcased how using cutting-edge technology makes teaching easier and gives students an entertaining learning experience.

Why Teach Typing?

In this day and age, when written communication is essentially done in the cloud, it’s become imperative to have typing skills. The 21st century has made it possible to communicate and collaborate with anyone from anywhere at any time. Whatever profession you want to pursue in this digital world, typing skills are necessary for productivity. Having these skills will also help us process our thoughts faster. In academic terms, this is called cognitive automaticity. With typing, students are freed from the slowness associated with handwriting and empowered to express their ideas nearly at the speed of thought. Although handwriting does have some cognitive benefits, it is limited in its productivity to about 15 wpm for processing ideas.

If students aren’t introduced early on to proper keyboarding practices, bad habits will set in, and it will be difficult for them to review the essentials that will optimize their speed and accuracy, as well as proper ergonomic form to prevent injuries later in life.
What Makes Typing Agent Unique?

The journey to keyboarding proficiency can be a challenge for many students and instructors alike. Typing Agent has thoroughly rethought student keyboarding development to devise the world’s first Typing Intelligence platform. Now, teachers can see their data in a way that enables them to identify trends and set priorities across their classes. The chart below shows how the patented algorithms of the typeSMART curriculum work to optimize a student’s success with typing.
Intelligent Design Elements

SMART Engine

Alerts
Just-in-time alert notifications, based on capturing and processing student data points, direct teachers to what’s relevant to their students’ progress.

Course mapping
Typing Agent uses performance metrics to identify predictors of success in reaching class or individual typing targets.

Automated response pattern
Once students have reached a certain level, typeSMART™ will alert them and their teachers that keyboarding response patterns will now be automated.

Development levels
Development levels give teachers the best possible information on their students’ progress to achieving typing mastery.

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

Detailed progress reports provide teachers with vital data to help them see how students are progressing with their keyboarding.

Adaptive learning

typeSMART adapts to student needs by targeting problem areas and giving students additional practice in those areas.

Pattern identifiers and spiraling curriculum

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

Q-Score

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

Classic Curriculum and Dynamic Curriculum

Our intelligent design elements put typeSMART Dynamic Curriculum (BETA) and typeSMART Classic Curriculum at the fore of revolutionary typing approaches. Each approach focuses on a different yet equally sound way of teaching keyboarding. Dynamic Curriculum provides a personalized approach to learning to type. The scheduling is adaptive to individual students as the program learns a student’s ability. Students that are more proficient will get longer lessons, while those who are slower at keyboarding will see their lessons adjusted, to minimize frustration. Dynamic Curriculum is designed to allow everyone in the class to finish the course about the same time as it adjusts to the individual.
Robust admin tools

Regardless of size, Typing Agent will help you manage your school or district’s administrative needs with ease. From heady insights to potent reporting and automated district-wide student management, we have you covered.

Throughout this guidebook, we’ll review ways to plan, implement, measure, and adjust your own typing roadmap to student success.

Keyboarding Standards

Typing Agent meets standards that cover Common Core, Smarter Balance, NETS/ISTE, and PARCC. Our curriculum gets students to make the most out of keyboarding while meeting these national standards. Typing Agent uses a spiraling curriculum that reinforces common blends, grade-level words, and educational knowledge.
**Requirements:** The new Common Core State Standards for English/Language Arts outline keyboarding proficiency, and the new Smarter Balanced Assessment requires a certain level of skill.

**Common Core State Standards: English/Language Arts**

*Production and Distribution of Writing*

**Grade 3 students:**

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

**Grade 4 students:**

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 in a single sitting.
**Grade 5 students:**

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.

**Grade 6 students:**

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.

**Smarter Balanced Assessment**

*Grade 4 Specification Table*

Accessibility concerns: For both CRs and PTs, students will be required to enter sometimes lengthy text using a keyboard. This task requires students to enter text using a keyboard.

**ISTE Standards**

In many ways, it is the most compliant typing tutor in these standards. Most typing programs only teach you the skills of keyboarding so that you can accomplish those standards better in other classes. We do both! Here are a few examples of what we bring to the table:

- **Creativity and Innovation** (NETS standards) are developed in the creative writing of students using *AgentBook*. In the areas of Communication and Collaboration, Typing Agent provides students with the speed and accuracy to communicate effectively: students can post messages, play multiplayer games, and share scores.

- **Research and information fluency** are found in the curriculum that students type, which is directly related to many of the things they’re studying in history or science for each grade level.

- **Critical thinking, problem solving, and decision making** are woven into the program. Our multiplayer game provides puzzles to solve and the opportunity to devise strategies as a way of developing critical thinking skills. The address below provides an example of Bloom’s Taxonomy with AgentBook for higher level discussions:  
Expectations and Best Practices

For the best results, teachers should be sure to continually observe their students throughout their keyboarding practice and follow these guidelines:

- Have students practice at least 2-3 times per week for 15-30 minutes. Practicing only once in a while is not enough to automate movements. The optimum would be shorter sessions, 5 days a week.
- Ensure proper technique is being practiced: it is the most important aspect of learning to type.
- Remind them that emphasis should always be put on form and accuracy over speed.
- Try to complete 2-3 lessons a week for younger grades. Older grades should be able to do more, but it does depend on experience and how fast they can type. The number of lessons done will slow down as they get into the longer text of later units.
- Stress that frequency is more important than quantity. It is better to do fewer exercises each time you practice and be consistent throughout the course. Students will learn faster if they practice a little bit every day rather than by doing, for instance, a lot of exercises only once a week.
- Aim for automated movement: research indicates that the student needs to be typing somewhere around 20-25 words a minute to have the keyboarding response patterns somewhat automated.
- Remind students of correct posture:

<table>
<thead>
<tr>
<th>Hours of keyboarding instruction</th>
<th>Speed expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-18 hours</td>
<td>10-15 wpm</td>
</tr>
<tr>
<td>30-35 hours</td>
<td>25-30 wpm</td>
</tr>
<tr>
<td>45-60 hours</td>
<td>30-40 wpm</td>
</tr>
</tbody>
</table>
How fast should students type?
As a general rule, keyboarding speeds should be measured as 5 words per minute (wpm) x grade level. Therefore, a student in third grade should have a goal of at least 15 words per minute. In terms of accuracy, we offer suggested rates but you may raise or lower these based on the ability and maturity levels of your students. Encourage them to focus on attaining a steady rhythm that is accurate.

Keyboarding Scope and Sequence

<table>
<thead>
<tr>
<th>Typing Agent Scope and Sequence</th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th–12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Keyboarding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouse work (Lesson 0: K2 Mountain)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Posture (Lesson 1: Key Skills)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Keyboarding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home row keys (Unit 1)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Top row keys (Unit 2)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Bottom row keys (Unit 3)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Sentences and punctuation (Unit 4)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Numbers and symbols (Unit 5)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Practice to build speed (Unit 6-8)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Numeric keypad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Digital Citizenship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital communication: Teacher messages</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Digital communication: Student response with Spy Mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>Digital Commerce: Gritcoins</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Digital etiquette: Group chat with Agentbook</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital etiquette: Student messaging with Spy Mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Learning to Type Code**

**Flappy Bird Typing: JavaScript**

<table>
<thead>
<tr>
<th>Keyboarding Skills Checklist</th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th–12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locates the home row</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Demonstrates correct home row position</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Demonstrates keys pressed with the correct right/left hand and fingers</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Demonstrates pressing the spacebar with thumb</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Holds shift key down with &quot;pinkle&quot; fingers</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Knows the difference between the caps lock key and shift key</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Uses only one space between words</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Uses only one space after a period</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Uses correct posture for typing</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Keyboarding Performance**

<table>
<thead>
<tr>
<th>Satisfactory speed</th>
<th>3 wpm</th>
<th>5 wpm</th>
<th>10 wpm</th>
<th>15 wpm</th>
<th>20–65 wpm (5 x grade level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory accuracy</td>
<td>65%</td>
<td>70%</td>
<td>80%</td>
<td>85%</td>
<td>90%</td>
</tr>
</tbody>
</table>
Getting to Know Typing Agent

For easy access, Typing Agent uses custom portals for your school or district. Your school logo and colors can be used to give it a customized look. The Portal URL looks something like school_name.typingagent.com, where “School Name” would be whatever you chose for your initial school portal name when you signed up. Students and teachers will use the same portal URL to sign in.

School Admins and Teachers

A school admin is a teacher with the authority to manage a whole school. If you were the one that signed up for Typing Agent, then you would be a school admin by default. A school admin has access to an expanded menu that includes the ability to add teachers or other admins. You will be able to upload students for the entire school, view progress for the whole school, and purchase a subscription for your school. The school admin has access to all classes, whereas a classroom teacher sees his or her class only.
The Dashboard

The Dashboard allows you to quickly access classes that you have on a specific day and view what they’ve done that day.

To add Class tiles to this screen for a particular day without activity, be sure to set the class days in the individual Class Settings (3 vertical dots near class name). This will give you quick access to the classes on that day.

When students’ complete assignments, the Classroom tile will show the date. Click on the Date to see a list of completed assignments and the scores that student received.
Get Going and Get Help

Use our Discovery Roadmap to kick off your journey and acquire basic knowledge of Typing Agent features.

Use our help files and videos to dig deeper into our program’s robust features.
Do you still have questions? We love being of assistance! There are three easy ways to get our help:

1. While logged into your account, click the little question mark 🎨 at the top right of your Typing Agent dashboard and send us an In-App message.

2. E-mail: support@typingagent.com

3. Call 425.880.2500

Please don’t hesitate to get in touch.

The Typing Agent
Roadmap Steps

1) **Setup + Customization** for the best student experience;
2) **Get Typing** and set expectations. Observe student technique to help them thrive at keyboarding;
3) **Assess** how your students are doing with the progress reports and analytics;
4) **Adjust** settings and give feedback to students for improvement;
5) **Celebrate** your students’ successes

**1: SETUP** for teachers

Typing Agent has many grade-level standards automatically set up for you. In the simplest application, you can let Typing Agent do most of the work; you just add classes and students. In order to maximize your class potential, you can use Typing Agent’s powerful customization settings as well. To learn more about these features, consult our Help files.

*Note: If you are a school in a district, your district administrator may have already set up your students and classes for you. Districts may also decide what features to make available to you at a school level. Please contact your district administrator if you would like certain options available to you as a teacher.
Class Setup

Students are organized by classes. Click the class menu option on the left and click the “+ New Classroom” button to create an individual class. If you would like to upload many classes at once, you can do that with a CSV file under the school setup menu option.

After a class is created, you will see them as tiles under the Classes menu option. Clicking the class name will open up the class to add students. You can also click the three dots found on the edge of the tile to open up a menu to change the class settings and theme color, or to delete the class. You will also see any activity for the week displayed in the white area of the tile.

Class Mapping (optional)

To get the most out of Typing Agent, it is the best practice to set up mapping for each class. This can be done by clicking on the class title and then selecting the curriculum tab and finally the mapping tab below. The mapping wizard will take you through four questions on how you plan to use Typing Agent in your classroom. Once you’ve mapped this, you have to then enable it using the Class Settings option (3 vertical dots).
Adding Students

You can add an individual or many students by clicking on the “+ Students” button found under the Students tab in a class.

Once a student is created, you will see their username and password displayed. Students will log in using these credentials from your school domain. To test out a student, you can click the Log In icon next to the student to log in without using their credentials. (Note: When logging in as a student, do not complete any activities, as this will affect their statistics.)
Adding more than one student

Several options are available to add entire classes of students: Self-registration, CSV upload, or blocks of students.

Self-registration

To have students self-register, you can have them use the code found at the top of the class view.
You can have a student sign up through your school portal by choosing the “Student Sign Up” option to the right.

CSV upload
You can find out more about uploading students with a CSV file, by choosing that option under the “+ Students” button.

Printing out log-in cards for your students
You can find the option to print out log-in cards for your students under the class actions dropdown menu.
Customization

Some standard settings with Typing Agent get you up and running fast, allowing your students to start right away, but we know that customization is the key to making Typing Agent work best for your school. Everything from custom curriculum to game settings may be adjusted for your class expectations. These customizations can be found under tabs for classes or the menu option by the class title.

Mrs. Jones (4d)

Whole groups of classes can be customized at once by dragging classes in the tile view on top of each other and then selecting the Group Classes Settings icon.

Learning targets

Customized Learning Targets are found under the class tabs. You can adjust the accuracy, wpm, and requirement for students to earn a star to pass a lesson.
Curriculum

You get to choose which curriculum you’d like to use based on your teaching style, time constraints, and students’ needs. It is best to make this choice before students begin using the program because if you were to switch after, all previously gathered data may not be visible. Should you opt for the Dynamic Curriculum, you’ll need to set up the class Mapping, because the curriculum does not allow for customization or the ability to do lessons out of order: these restrictions help control the class experience to get the best results.

Classic Curriculum

typeSMART™ Classic Curriculum is based on the number of characters each grade level of students will type in each lesson. For example, grade 3 students typically get 150 characters, whereas grade 6 students get 300. Because students in a class type at different speeds, some may take one minute to complete, whereas others may take 10. The curriculum does not adjust; students will have to complete the entire exercise. Note, however, that teachers may customize this curriculum. When you do this, you take the lead and monitor which lessons are available for students and when.

Dynamic Curriculum (BETA)

typeSMART™ Dynamic Curriculum focuses on helping students type accurately but in a timely manner. Teachers set the class’s goals and timeframe then the students do a baseline tests and three lessons. The programs Intelligent Design Elements will aggregate these results then create a plan for students based on their differing keyboarding abilities. The program will let you know if your students are on the path to meeting your set goals.
Students who are more proficient will be given longer lessons, while those who are slower will see their lessons adjusted, to minimize frustration. Dynamic Curriculum is designed to allow everyone in the class to finish the course at about the same time.

No matter which option you choose, Typing Agent uses a spiraling curriculum. Blends and common words are woven into the lessons to gain keyboarding fluency. Older grade levels have longer lessons and higher-level vocabulary. The curriculum uses logical key progression and establishes key memorization with adjacent key sequences. It also has both historical and scientific lessons and tests to type. There are some 200 lessons and tests per grade level.

**Typing Agent spacing after periods in lessons and tests:**
The new norm for spacing after periods is 1 space. The double-space after periods was once used because most typewriter fonts are what are called monospaced fonts. That means that every character takes up the same amount of space, so 2 spaces created a visual break to improve readability. On computers, most fonts are proportional fonts, meaning that character widths vary, so extra space between sentences doesn’t do anything to improve readability.

### 2: GET TYPING for student success

**The first step** is to review expectations before the students begin. This includes explaining proper ergonomics and posture, as well as always having fingers properly positioned on the home row.

**The second step** is to review the navigation of the program with the students. An easy way to do this is to create a mock student account to project on to a screen; this will help students get familiar with the navigation and expectations.
The 3rd-12th grade student **Dashboard** has the look of a smartphone, with icons representing the different apps they will be using. The background image is driven by the **Game World** that is associated with the class grade chosen. The key student app is the **Agent Lesson Training**, and the icon is found in the top left corner. This is where students will learn to keyboard.

![Dashboard screenshot](image)

**Agent Lesson Training**

By default, the units and lessons are set to be done in order.

*Note: a teacher may allow students to skip to different units in the class settings.*

<table>
<thead>
<tr>
<th>Lesson Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 - Home Row Keys</td>
<td>25%</td>
</tr>
<tr>
<td>Unit 2 - Top Row Keys</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 3 - Bottom Row Keys</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 4 - Sentences &amp; Punctuation</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 5 - Numbers &amp; Symbols</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 6: Time to Practice</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 7: Reinforcement</td>
<td>0%</td>
</tr>
<tr>
<td>Unit 8: Building Speed</td>
<td>0%</td>
</tr>
<tr>
<td>Numeric Keypad</td>
<td>0%</td>
</tr>
<tr>
<td>Post-Test</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students will see the **Lesson Units** they have to complete. The lesson they are doing will be highlighted in yellow. The percentage bar shows how far they’ve progressed through each unit.

Each lesson will display the number of stars earned for that lesson. The stars represent the learning targets found under the class settings.
When a student selects a lesson, they will initially see a **modeling** of the keys they will learn in a pop-up. Next, the students will proceed to a **guided practice**. The onscreen keyboarding content will display the current letter to type highlighted in yellow and the letters already typed correctly in green; mistakes are marked in red. An onscreen keyboard and hands will indicate the proper keys and fingers to use as they type. Students can see their lesson progress as well as their accuracy and wpm in real-time.
Students using Dynamic Curriculum

Students using Dynamic Curriculum will see an additional circle indicating time expectations for the unit.

Dynamic Curriculum incorporates a leaderboard into the lessons to help motivate students. The top six students who type accurately will be displayed on the leaderboard. Students can use these leaderboard practices to gain points on the board.
The K2 Environment

The K2 world is designed for kindergarten through second grade, but can be used in higher grades as well. The focal point of K2 is the mountain, which students attempt to climb as they complete **Learn to Type lessons**.

**Learning to Type** is accomplished with a highly interactive adventure that has E-Gor guide students through the basics of keyboarding.

When students reach the top of the mountain they are ready to practice! Lessons are set up in a tile format, instead of the linear list used for 3rd grade and up. Lessons follow the same spiraling curriculum patterns as other grades.
The final step to get students typing successfully, is to observe proper technique by moving around the room and offering reminders to your class.

3: **ASSESS** for student and teacher success

Stakeholders can stay engaged and informed with Typing Agent’s assessment tools. Student data can even be shared with parents using parent codes that are found under the class in the top right corner. When a parent code is activated, you can download the codes to share with parents, so they can view their child’s progress.

**Progress reports**

Progress reports will provide actionable data to help drive improvements.
Student Progress View:

Students can view their current typing targets by clicking on the stars on the right of the lesson.

When a student completes a lesson they will see their current statistics on a splash screen.
Students can access a more detailed view of their progress by clicking on the “My Agency Reports” app.

4: ADJUST for student success

If some students are struggling to achieve the class goals, have a discussion them to find out what's happening and why. You may have to modify a particular student’s wpm or accuracy
goal to make it achievable. Get the students to focus on technique to get their minds off the “problem.” You may also use the typeSMART Dynamic Curriculum with students who are having trouble, as lessons are presented in short bites. These student may practice an exercise many times to improve accuracy and speed. Remind students that learning to type well takes time and energy. They’ll need to be patient with themselves and not give up. Keep sessions short and sweet, and remind students to practice at home.

5: CELEBRATE along the way

Celebrate student success when learning goals have been achieved. This can be done with a motivational chart in class that students can mark as they reach goals. There are any number of other ways to keep students motivated to achieve fluent keyboarding. For example, you may create categories such as:

- **Home User**: for students who practice consistently at home
- **Fast and furious**: for students who are fast and accurate
- **Ninja Turtles**: for students who plod along but achieve accuracy
- **Outta sight**: for students who are far ahead in the program
We want to encourage students to compare their abilities with what they were able to do before. They don’t need to be concerned with what others are doing, and instead focus on their progress through keyboarding levels, from where they began to where they are now. They’ll thus develop self-regulation as they’ll better understand where they are now and what they need to do to improve.

Dealing with frustration without stress is a necessity when learning to type, so it may be a good idea to learn a cheer or song that you may use to celebrate or encourage your students when they get to a really difficult area. When a student moves beyond the home row keys, for example, learning to type becomes increasingly more difficult. Use your cheers or songs whenever someone overcomes a challenge they’ve been struggling with or who needs a boost.

Extended Applications
for Typing Agent

Digital Citizenship

Typing Agent offers a safe environment in which to practice keyboarding while also learning about digital citizenship in the process. The features that do this are turned off by default to allow you to decide when you’d like to introduce these concepts.
Students will:

- See the value of keyboarding as it relates to digital communication;
- Use Spy Mail to send messages in an e-mail format for communication;
- Use Agentbook to interact in real-time by posting comments in a modern social media format;
- With the guidance of their teacher, learn about digital citizenship and literacy.

**How to get started:**

Spy Mail is part of the Social Learning Network and is built into all district and school accounts as a simple e-mail app. It can be found as a tab on the teacher’s classroom dashboard. Using this e-mail app, the teacher can e-mail all students in a class or an individual student only.

Spy Mail is essentially an e-mail component in Typing Agent. By default, students can only send messages to their teacher. If you would like to turn that option off or allow them to e-mail each other, you can find these options under the Social tab in class settings.

Log into your class and click on the Social tab at the top of the Classroom dashboard.

Once in the Social tab, you will see three tabs that divide the app into three parts:
Social Settings

By default, the setting is “Allow students to ONLY send messages to the teacher with Spy Mail.” The students are thereby blocked from e-mailing each other, unless you change this setting.

Select the Spy Mail tab, and you will see four tabs.
Choose the **Inbox** tab, and this will open your Inbox.

The **Inbox** displays all messages that have been received. From here, you can select a message(s) and Respond, Delete or Archive.
Select the **Compose** tab to write a message, then choose a class from the Drop menu.

You may choose **All Students** or a single student form the Drop menu. Compose your message and click **Send** to send mail, or **Reset** to delete the text and start again.

To check Sent messages, select the **Sent Messages** tab, and choose a class from the Drop menu.
This will show messages you send to students or that students send to each other. You can select a message and **Delete** or **Archive** it.

Select the **Archive** tab to see messages that you have archived. Another great feature of this tab is that messages that have been sent and deleted by a student from their own account will be accessible here. You can select a message and delete it.
Agentbook is a social network experience that teachers can use to teach online social etiquette. The first tab of the Agentbook section allows you to post a message to your class and include an expiration date.

The second tab allows you to view the comments that students have posted. You can also edit your original message or disable students from commenting.
Below is the Student’s view of the Agentbook interface.

Agentbook can only be used by students if the teacher initiates a conversation. This feature can be turned off simply by not posting a message to your class.

Learn to Type Code

Learning to code is the new literacy for students. Just like we study science to learn about the world around us, technology is an increasingly important part of our lives. Learning to code is an essential skill for the 21st-century learner.

Typing Agent has introduced transitional coding exercises to teach students accuracy and fluidity in programming. This will help them have success typing real code in a freeform environment and minimize their frustration.
We suggest students first learn the logic and functions of a program with something like Code.org or Scratch. These drag-and-drop programs do not teach real code, but they do provide an easy environment in which to experiment with everything from loops to variables.

The next step is to actually use real code to program the computer. The problem we have discovered in teaching kids to code at the next level has to do with their difficulty understanding how even one small mistake can keep a program from working. While the drag-and-drop environments give students confidence, they also teach them that there isn’t really a need to pay attention to the details in coding.

This is a lot like giving students full paragraph blocks in writing and allowing them to just drag and drop them in the correct order. The sentence structure in each paragraph is missed and not practiced. Does it matter that you have a capital at the beginning of each sentence? Are periods needed? Grammar is the very structure of writing.

Learning to code relies even more on getting everything right. When students actually start typing code, they can quickly get frustrated because the errors mount because their mastery of the many symbols needed to type code is still limited. This is why Typing Agent, unlike other sites, emphasizes how to type code correctly while a student is learning about a computer language.
After students learn how each symbol and word must be typed precisely and fluently, they are ready to transition to a more freeform coding exercise through which they may apply their problem-solving skills and creativity. Even if students have already learned to code, practicing how to type it quickly and accurately is a skill everyone can improve on.

The reward when they finish is a brand-new typing game they can play! We have several more typing exercises to add before the final game will be complete, but students can already get started. This feature can be turned on for students by clicking on the Code tab in the Curriculum section.