

# Start-Up Guide

Typing Pal overview for teachers

The logo for Typing Pal features the words 'Typing Pal' in a bold, sans-serif font. Each letter is contained within a colored rectangular block that overlaps with the next. The colors transition from red for 'T', orange for 'y', yellow for 'p', green for 'i', light green for 'n', dark green for 'g', and blue for 'P'. The 'a' is white with a blue outline.

Typing Pal

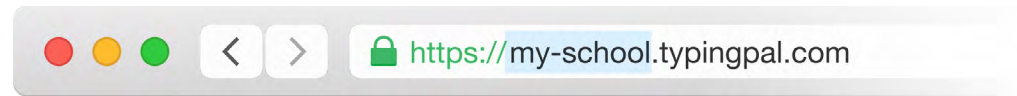
SCHOOL EDITION

The right side of the page features a stylized landscape illustration. It includes rolling green hills in the foreground, a few green trees, and light blue mountains in the background under a pale blue sky with soft white clouds.

## LOGGING IN

Easy  
access  
from  
home or  
school

Your school's Custom URL (e.g. <https://my-school.typingpal.com>) lets you and your students log in to Typing Pal directly. [See User Guide.](#)



From the login page, enter your credentials using your Typing Pal, Google, Microsoft or Clever account. [See User Guide.](#)

A screenshot of the Typing Pal login page. The page is divided into two main sections. The left section is titled "Log in with a Typing Pal account" and contains two input fields: "Username" and "Password". Below these fields is a green "Log in" button and a checkbox labeled "Remember me". A link "Forgot your password?" is located below the "Log in" button. The right section is titled "Or log in with another account" and features three social login options: "Log in with Google" (with the Google logo), "Log in with Microsoft" (with the Microsoft logo), and "Log in with Clever" (with the Clever logo).

# Three ways to create an account



## Self-registration

Your students can easily create their own Typing Pal accounts using the school's signup code. [See User Guide.](#)

## Manual addition

A new student joining your class during the school year can be added quickly by filling out an online form. [See User Guide.](#)



## Account creation by import

Your Typing Pal administrator can create all the student accounts for your school by importing an Excel or CSV file. [See User Guide.](#)



## AGE GROUPS

# For all grade levels



Ages 6 to 11



Ages 12 to 16

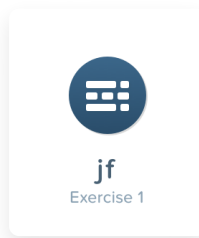


Ages 17 and over

The working environment in Typing Pal is visually appropriate for all ages. However, you have the option to specify your students' age group so the content they see is tailored accordingly.

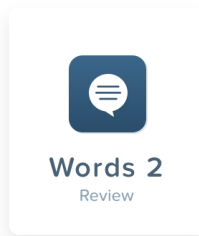
## ICONS AND ACTIVITIES

# A different icon for each activity type



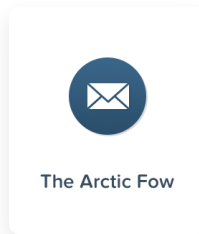
### Exercises

The exercises gradually introduce new keys.



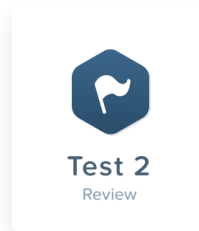
### Words

This activity type uses words composed solely of letters already practiced in the exercises.



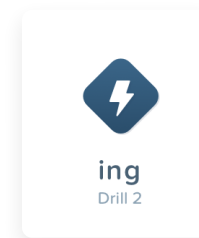
### Texts

The texts include words and complete sentences. Their themes and difficulty levels are tailored to the students' age group.



### End-of-step tests

Each test recaps all the keys introduced in the preceding step.



### Drills

These activities involve typing some of the most common character sequences in English multiple times.

### Activity statuses



Activity completed perfectly  
(targets met, no errors)



Activity completed successfully  
(targets met)



Activity not yet completed

## EXERCISES AND TESTS

# Introducing targets and characters

Typing Pal indicates targets for accuracy, number of mistakes and typing speed at the beginning of exercises and tests.

**Exercise 6**  
Targets for the exercise

| Accuracy       | Mistakes       | Speed    |
|----------------|----------------|----------|
| 80%<br>or more | 30<br>or fewer | 7<br>wpm |

Targets:  [Next >](#)

**Exercise 6**  
Character:

[< Previous](#) [Start](#)

New characters and the fingers used for each one are also introduced. This allows your students to familiarize themselves with the correct typing technique.

Students can then practice typing character or word sequences until they meet their targets.

Exercise 6 - i | Pause | Restart | Options

ACCURACY: 0%  
MISTAKES: 0  
SPEED: 0 wpm  
PROGRESS: 0%


i iii iiii iiiii  
e eeeee ee iii iiiiei ei  
iiii eiii safe ei ei ei  
iae all ii like e aieiii  
k iei sea ei ediif files  
feed leaf e seal i ejiie

# Tailored activities

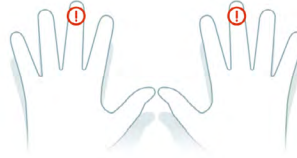
Typing Pal's algorithm creates customized improvement activities for each student, targeting the characters or finger strokes they need to practice more. Your students can choose to work on their speed, accuracy, or both, by typing letter sequences designed especially for them.

## Improvement

### 🎯 Improve my accuracy



Improve least accurate **characters**

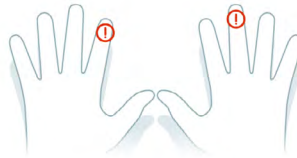


Improve least accurate **fingers**

### 🔄 Improve my speed



Improve slowest **characters**



Improve slowest **fingers**

### 🏆 Improve both



Improve weakest **characters**



Improve weakest **fingers**

## BADGES

# Collect them all!

Encourage your students to collect badges. They will receive a badge when they complete different Typing Pal challenges.

### Progress badges

Progress badges encourage students to complete all the activities.



### Performance badges

Performance badges encourage students to excel to the highest levels of keyboard mastery.



### Mystery badges

Mystery badges encourage students to explore Typing Pal and try out all its features.



### Limited edition badges

Limited edition badges are tied to specific events and can only be unlocked for a limited time. They are designed to stimulate students' interest throughout the year.





## GAMES

# Stimulating educational games

Playing is a great way to learn! Typing Pal's games offer your students playful and varied learning activities to improve their typing skills by targeting different areas of the keyboard.

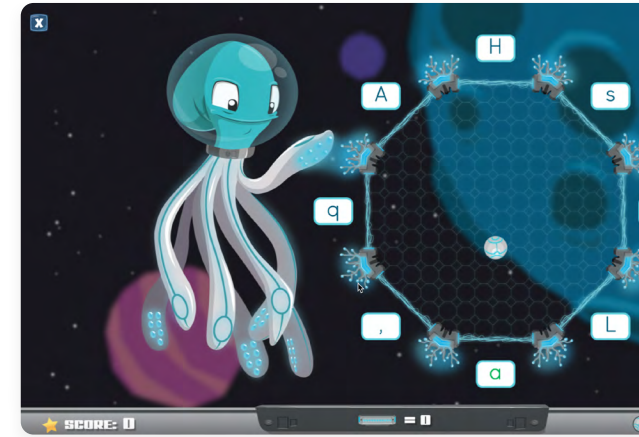
## Cosmik Ball

Your students will help a space octopus by typing individual characters to form a protective shield around a dangerous cosmic ball.



## Magical Duel

Your students will lead a quest to free the subjects of a magical realm with strategic spell casting that involves typing out words and phrases.



## Monkeys in Jeopardy

Your students will have fun typing the correct characters to save monkeys threatened by a storm.



## RESULTS AND STATISTICS

# Advanced statistical reports

## Exportable performance metrics

Export detailed statistical reports on your students' performance to evaluate them.

[See User Guide.](#)

Student Log [Hide settings](#)

Show **all results** for each activity in the following categories:  
 Exercises  Tests  Reads

Average accuracy: **99 %** — Average speed: **85 wpm** — Total time: **00:04:06**

| Activity            | Description | Time      | Characters | Accuracy | Mistakes | Speed (wpm) | Date                      |
|---------------------|-------------|-----------|------------|----------|----------|-------------|---------------------------|
| Ferrets             |             | 00:14 min | 94         | 98%      | 1        | 54          | 2017/09/19<br>03:54:52 PM |
| Dolphins and S...   |             | 00:12 min | 54         | 100%     | 0        | 82          | 2017/09/19<br>03:54:25 PM |
| Dolphins and S...   |             | 00:17 min | 54         | 98%      | 1        | 38          | 2017/09/19<br>03:52:35 PM |
| The Arctic Fox      |             | 00:12 min | 56         | 100%     | 0        | 55          | 2017/09/19<br>03:49:54 PM |
| The Rat             |             | 00:09 min | 48         | 100%     | 0        | 85          | 2017/09/19<br>03:49:07 PM |
| Crocodiles          |             | 00:06 min | 38         | 100%     | 0        | 81          | 2017/09/19<br>03:48:56 PM |
| The Parrot and t... |             | 00:09 min | 48         | 100%     | 0        | 82          | 2017/09/19<br>03:48:45 PM |
| The Giraffe         |             | 00:10 min | 53         | 100%     | 0        | 64          | 2017/09/19<br>03:48:32 PM |

## Reports for parents

Generate a summary report of a student's performance that you can send to their parents.

[See User Guide.](#)

School: **Maple Ridge School**

Summary Teachers Groups Students Activities **Statistics** Import

### Statistics

Display in **words per minute** (Edit)

From **2018/06/21** to **2019/06/21** for **all groups (10/10)**

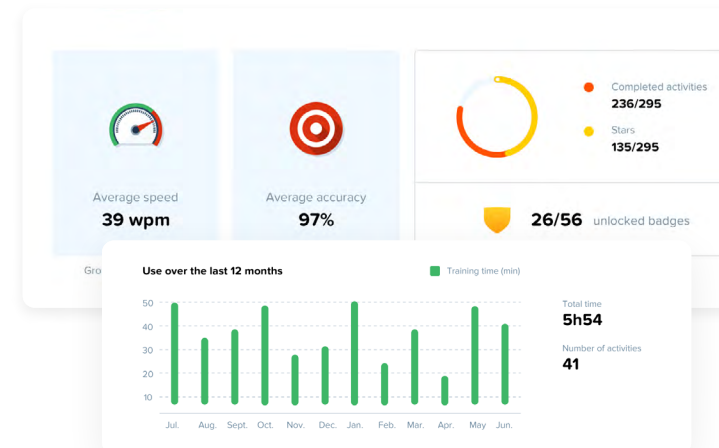
Averages based on **all results** from each selected activity:

Exercises (61/91)  Tests (13/13)  Reads

[Export](#) [Apply default values](#)

## Student activity log

Access video replays to understand why a student is struggling or the reason for an unusual result. [See User Guide.](#)



## CUSTOMIZING THE PROGRAM

# Training adapted to students' needs

### Targets

Unit of speed measurement: Words per minute

Accuracy Target: 85 percent

Speed Target: 30 words per minute

The speed target indicates how fast you should be typing at the end of your training. However, in the exercises and tests (except the Final Test), Typing Pal will adjust the speed target according to difficulty and how far you have progressed.

**Recommended targets**

Accuracy Speed

| Age group    | Beginner | Intermediate | Expert |
|--------------|----------|--------------|--------|
| 17 and older | 45       | 55           | 65     |
| 12-16 years  | 30       | 40           | 50     |
| 6-11 years   | 15       | 25           | 35     |

Save

## Tailored targets

Choose the most appropriate speed targets for your group based on their age or training program.

[See User Guide.](#)

## Personalized texts

Add texts that you or your students have written to Typing Pal's existing text collection. [See User Guide.](#)

### Activities Elm Valley School

Collections of texts Add

The school's collection

New collection

Default collections:

- Collection of easy texts
- Collection of intermediate texts
- Collection of difficult texts

Section 1 - Frequent Words (4 to 5 Words) Actions

- Useful Words 1
- Useful Words 2
- Useful Words 3
- Useful Words 4
- Useful Words 5
- Useful Words 6
- Useful Words 7
- Useful Words 8
- Useful Words 9
- Useful Words 10
- Useful Words 11
- Useful Words 12

Section 2 - Frequent Words (8 to 10 Words) Actions

- Useful Words 13

# Questions or comments?



Read the [User Guide](#) to discover all of Typing Pal's advanced features.



Get in touch with us through our [contact form](#) if you have any questions, comments or suggestions for improvement.