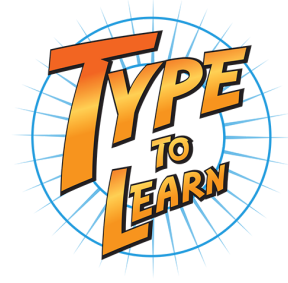


# Type to Learn: Quick Start Guide

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To see the full teacher's guide, [click here](#). All Type to Learn support articles are available in our [Support Knowledge Base](#).

## Basic Terminology

- **Building:** Any building where Type to Learn is used, such as an elementary school. An account can have multiple buildings, such as a district.
- **Group:** This can be any grouping of students you may want, but it typically indicates a single class. Students and teachers belong to groups, and teachers can only see reports and manage students within their groups.
- **Admin Area:** This refers to the area teachers and admins log in to view reports, manage users and adjust settings.
- **The Program:** This is the Type to Learn program students use.
- **License:** A license covers one student's use of Type to Learn. Teachers and admins do not need a license. Also, if you delete a student, that license can then be used on a new or different student.

## The First Five Steps:

1. Create a building. Setting up a building can take 1-2 minutes, so be patient, you only need to click the "Save" button once.
2. Plan out your groups then gather teacher and student data into a spreadsheet.
3. Import your teachers and students from a CSV file.
4. Adjust the TTL settings (if necessary).
5. Share the usernames and passwords with your students.

Admins, teachers and students all log in at: <https://www.tyfetolearn.com>

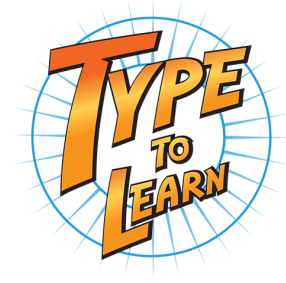
## Adding Students

You can add students to Type to Learn one-by-one, but we strongly recommend doing an import so it is quick and easy. An import template is available for download on the Import Users page in the Admin Area.

<https://support.sunburst.com/hc/en-us/articles/218454077-Type-to-Learn-Importing-Users>

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## Important Notes When Importing:

- Create ALL buildings before importing any users.
- Usernames MUST be unique between all users in your account (regardless of building). Usernames can include lowercase letters, numbers, periods and the @ symbol.
- The minimum required fields for import are: username, password, first name, last name, building1 and role1.
- Groups will be created automatically during the import if you included a Group Name that was not already created.
- Do NOT change the order of or remove any columns from the import template. If you are not importing any data in a certain column, leave the column in the file and leave the cells blank.
- Teachers should include an email address, students should not.
- The four role types are: Organization Admin, Building Admin, Teacher, and Student.
- Be sure to include the Teachers in their own groups.
- A student's default settings will be based on their grade, so we highly recommend including a grade for each student. For teachers and admins, you can leave the grade blank.

**Note:** Type to Learn also integrates with [Clever single sign on](#).

## What are the Default Settings?

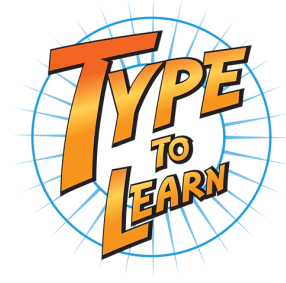
There are three Default Settings that take effect based on the grade of each student. You can change the default settings at any point if you need to. We suggest you choose the appropriate default and then tweak the settings as needed afterwards. The options are:

- Young/Beginner Students (K-2)
- Intermediate Students (3-6)
- Older/Advanced Students (7-12)

Below are some default settings that apply to all students, regardless of grade. You can still change these after importing.

- A Pre-Test assessment is required before starting any Lessons.
- All activities are required after the main Lesson is complete.
- The Assessment time limit is 5 minutes.




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- WPM and Accuracy Goals are based on the Pre-Test and Assessment results.
  - For grades 3-12, Lessons A and B are disabled.

## About the Program

In Type to Learn there are Lessons and Assessments. There are three parts to each Lesson: the lesson (or Begin portion), the activities, and the final challenge. In order for a student to move on to the next lesson, they must pass all required parts of the lesson.

	A blank check means that part of the lesson has not been passed.
	A green check means that part of the lesson has been passed.
	A red X means that part of the lesson is not available.

## What does “passing” a lesson mean?

In order to pass a lesson, the student must reach their Words Per Minute (WPM) and Accuracy goals OR at least hit the goal minimums. Their initial goals are set after they complete the Pre-Test and are based on their Pre-Test results. You can change these goals later in the [TTL Settings area](#) to be based on their Grade Level, or a manual entry.

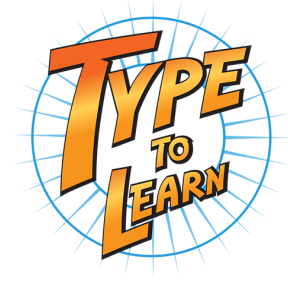
Grade Level Goals:

- K-2: 6 WPM and 60% Accuracy
- 3-6: 15 WPM and 85% Accuracy
- 7-12: 20 WPM and 85% Accuracy

## What are the goal minimums?

We use goal minimums to prevent frustration in students not being able to progress through the program. A student can pass a lesson, activity or final challenge without hitting their personal

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goals by hitting at least the goal minimums. The goal minimums are -10% WPM or -7 WPM off their normal WPM goal, whichever is lower, and 85% Accuracy. Think of the goal minimums as receiving a B grade, while hitting their goals would be receiving an A+.

## **The Pre-Test and Assessments**

The Pre-Test is the first thing any student should do when starting with Type to Learn, and it is required by default. Students should take this seriously and try their best, as the result will determine what their goals are moving forward. Assessments are timed tests that check the student's progress after groups of lessons. The default assessment length is 5 minutes. The student's WPM and Accuracy goals are updated (positively or negatively) after each assessment based on their results.

## **What are Lessons A & B?**

These two lessons are recommended only for young students with very little experience with a keyboard (usually K-2 grade). The lessons are very easy and repetitive and are meant to help bring awareness to the keyboard and the position of the letters. It does encourage proper typing technique and hand position, but it simply goes through each letter, number and character on the keyboard without typing any real words.

## **A Few Final Notes:**

- You are able to turn off the sounds either in the settings area or in the Options menu within the program. However, the tone heard when an incorrect letter is pressed can help with Accuracy, because students realize they've hit an incorrect letter before accidentally typing additional letters afterwards.
- If you disable the Pre-Test in the settings, you can then choose the lesson a student will start on. This is helpful for more advanced students.
- Don't forget about our SEL setting and the option to add Custom Content. If interested, let us know and we'll tell you more.