Teacher's Guide

Macintosh® • Windows®

CD-ROM
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Sunburst Technology
101 Castleton St.
Pleasantville, NY 10570
(800) 321-7511 / service@nysunburst.com
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For technical support call or email:
(800) 338-3457, ext. 2800 / support@nysunburst.com

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Type to Learn Jr.: New Keys for Kids
Product Manager: Katie Ganong

Design Team: Debra Weinberger, Dan Wetzel, Jonah Lin, Elliot Kwestel, Katie Ganong

Creative Design and Artistic Direction: Dan Wetzel

Art and Animation: Dan Wetzel

Project Engineering: Elliot Kwestel, Jonah Lin

Original Music, Sound and Audio Production: Frank Migliorelli, Bobby Sabella, RaveOn Productions, Inc.

Sunburst Programming Tools: Steve Grosmark, John Mullaney, Jennifer Simon

Resources and Installer Programming: Mike Ayotte

Quality Control: Absolute Quality, Inc.
Sunburst: Peter Nebauer, Andy Wacht, Dominic Bertalan, Mike Lurie, Mike Nohai, Jennifer Linker, Lisa Enea, Peter Koziol

Voice Characterizations: Max - Chris Brown,
Tiny - John Murray,
Shelby - Monica Passin,
Cassie - Alicia Genetski Frank


Teacher's Guide Design & Desktop: Judika Konowe

Editor: Emilie Rappoport
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**Introduction**

Welcome to *Type to Learn™ Jr.: New Keys for Kids*, the engaging follow-up program to *Type to Learn™ Jr.* This new program reviews basics of posture, hand placement, and keyboard awareness for early keyboarders. Three fun practice and activity areas help students learn and type the home row keys, numbers, short sentences with punctuation, Web site addresses, and e-mail addresses. The friendly *Sunbuddies™* are back to guide students through practices and activities in Tiny's Multi-Plex, Cassie's Grocery Store, and the Sunbuddy Cyber Cafe.

Teachers can customize the program by creating and reviewing class lists, setting keyboard display styles, selecting practice or activity modes, pre-selecting student practice time and activity sets, turning audio on or off, and printing student reports. Online audio help is available on every screen and printable completion Certificates give students the motivation to keep learning.

**System Requirements**

The program can be used with or without a mouse (see Accessibility Options). If you are using Macintosh OS 9.x, log in as an owner before installing and using the program.

**Windows:**
- A 486/66 or higher, running Windows 95, Windows 98, Windows 2000, or Windows NT or ME
- 12 MB RAM
- Double-speed CD-ROM drive
- MPC2-compatible sound card
- SVGA monitor

**Macintosh:**
- 68040 or higher, running System 7.5 or higher
- 8 MB RAM (12 MB RAM for Power PC)
- Double-speed CD-ROM drive
- 256-color display monitor
Installation

Windows:
Start Windows and insert the CD into your CD-ROM drive. If you are using Windows 95, click the **Start** button on the Taskbar and select **Run**. In the Run dialog box, type `D:\setup.exe` (where `D:` is the CD-ROM drive) and click **OK**. Follow the on-screen instructions to complete installation. For best performance, Full installation is recommended.

Macintosh:
Place the CD in your CD-ROM drive and double-click **New Keys for Kids** icon. Double-click the **Install New Keys for Kids** icon. From the install dialog, follow the on-screen instructions to complete installation. For best performance, Full installation is recommended.

Running the Program

Insert the CD in your CD-ROM drive and double-click the **New Keys for Kids** icon in the Sunburst Program Group (Windows), or open the **New Keys for Kids** folder on your hard drive and double-click the **New Keys for Kids** application icon (Macintosh).
**Teacher Options**

Teachers can customize *New Keys for Kids* for individual students and entire classes in the program’s Teacher Options.

**Open Teacher Options**

To work within Teacher Options, teachers must log in as teachers:

- Launch the program.
- On either the Sunburst title screen, the New Keys for Kids title screen, or the student Log-In screen, use the following key commands to open the password-protected Teacher Options:
  - Windows users—use Control-T
  - Macintosh users—use Command (Apple key)-T
- The password screen opens.

- Enter your password and click OK.
- If you have not yet created a password, click Change Password...
Create a Password:
1. Leave the Enter Old Password box empty.
2. Type a password in the Enter New Password box.
3. Type the password again in the Verify New Password box.
4. Click OK when done. To cancel and start over, click Cancel.

Change Your Password:
1. Launch the program and access the Teacher Options (see Open Teacher Options).
2. Enter your current password.
3. Click the Change Password button. A new window opens.
4. Type your current password, then the new password. Type the new password again to verify it.
5. Click OK when done. To cancel and start over, click Cancel.

The main Teacher Options screen includes four options:

- Student List
- Options
- Progress Reports
- Accessibility Options

- Click Back to Program to leave Teacher Options and return to the program.
**Student List**

**Set Up A Student List**
With younger students who are just beginning to type, entering your students’ names may be a good way to quickly set up the program for students and reduce any problems associated with misspelled names or duplicate names. Once students’ names are entered by you, they are automatically available to students to easily select on the student login screen. To set up a student list, click the **Student List** button on the main Teacher’s Options screen.

- Click **Add** to add student names.

**Add Student Names**
1. Type the name and then click **Add**. Keep typing names and clicking Add until you’ve added all the student names. Then click **Done**.
2. Click **Cancel** to cancel an entry. Any students already added will remain on the list.

- Click **Edit** to change a student’s name.
- Click **Delete** to remove a name from the list.
- Click **Export** to export a list of names from a Student List as a text document.
- Click **Import** to import a list of names into the Student List. You can import multiple students from a text document in the following formats. Each name must be followed by pressing the return/enter key
  
  (first name) (space) (optional last name)
  OR
  
  (last name) (comma) (first name)

- Click **Clean Up Student Files** to remove all activity files for selected student(s). Click **Yes** to delete the files or **No** to leave the files intact.
- Click **Back** to go back to the Teacher Options menu.
- Click **Back to Program** to leave Teacher Options and return to the program.

*Type to Learn Jr.: New Keys for Kids*
Options
Click the Options button from the main Teacher Options screen to set Activity Options and General Options. First you must select how the settings will apply. Click one of the following buttons that displays:

Modify settings for all students
• Click Modify settings for all students to set options for ALL students.
  The Student Options screen displays for you to select Activity Options or General Options (see below).

Choose Students
1. Click Choose Students to set options for a selected student(s).
   The Choose Students screen displays.
2. Click one or more students to select them.
3. Click Continue. The Student Options screen opens for you to select Activity Options or General Options (see below).
   • Click Back to return to the previous Teacher Options screen.
   • Click Back to Program to leave Teacher Options and return to the program.

Student Options
• Click Activity Options to set options specific to the three practice and activity areas in the program.
• Click General Options to set general program options.
• Click Back to return to the previous Teacher Options screen.
• Click Back to Program to leave Teacher Options and return to the program.
**Activity Options**

You may individualize the program by enabling or disabling certain activities or requiring practice within each activity.

Any changes you make will affect the group of students you selected (all students or a specific individual or group).
Tiny's Multi-Plex Options

Activity

If the **Enabled** box is checked, the Multi-Plex (practice and activity) is enabled.

- Select the number of movie tickets (5, 10, 15, or 20) that you wish students to type in the activity by holding down the arrows in the drop-down menu and selecting a number.

Practice

If the **Required** box in the Practice section is checked, students must complete the Practice before moving on to the Activity.

- Select the number of "marquee" screens (1, 2, 3, 4, or 5) that you wish students to see in the practice area by holding down the arrows in the drop-down menu. (Each "marquee" screen contains six lines of home row practice keystrokes.)
Cassie’s Grocery Store Options

Activity

✅ If the Enabled box is checked, the Grocery Store (practice and activity) is enabled.

☐ If the Enabled box is unchecked, the Grocery Store is not available to the student on the program’s main menu (the Sunbuddy Town screen).

- Select the number of prices (4, 8, 12, or 16) that you wish students to type in the Activity by holding down the arrows in the drop-down menu.

Practice

✅ If the Required box in the Practice section is checked, students must complete the Practice before moving on to the Activity.

☐ If the Required box in the Practice section is not checked, students do not have to complete the Practice before moving on to the Activity.

- Select the number of prices (4, 8, 12, 16, or 20) that you wish students to type by holding down the arrows in the drop-down menu.

✅ Click the Decimal required box if you wish students to type decimal points in all prices in both the practice and activity.
Sunbuddy Cyber Cafe Options

Activity

- If the **Enabled** box is checked, the Cyber Cafe (practice and activity) is enabled.
- If the **Enabled** box is unchecked, the Cyber Cafe is not available to the student on the program’s main menu (the Sunbuddy Town screen).

- Select the number of message sets (1 to 13) that you wish students to type in the Activity by holding down the arrows in the drop-down menu.

Practice

- If the **Required** box in the Practice section is checked, students must complete the Practice before moving on to the Activity.
- If the **Required** box in the Practice section is not checked, students do not have to complete the Practice before moving on to the Activity.

- Select the number of Web site addresses (10, 20, 30 or 40) that you wish students to type by holding down the arrows in the drop-down menu.

- Click **Save** to save the changes made on this screen.
- Click **Reset** to erase the changes and begin again.
- Click **Back** to return to the previous Teacher Options screen.
- Click **Back to Program** to leave Teacher Options and return to the program.
**General Options**

Any changes you make will affect the group of students you selected (all students or a specific individual or group).

Click a box to turn an option on or off:

- Background music plays in the program when the box is checked.
- Students may print certificates when the box is checked.
- Select either **lowercase** or **uppercase** depending on how you wish keyboard letters to appear in the Practices and Activities.

Note: While using the program, pressing the Shift key displays the symbols used in the program and where they appear on the keyboard.

- Click **Save** to save changes made on this screen.
- Click **Reset** to erase the changes and begin again.
- Click **Back** to return to the previous Teacher Options screen.
- Click **Back to Program** to leave Teacher Options and return to the program.
**Progress Reports**

Click **Progress Reports** from the main Teacher Options screen to view student(s) progress and program usage.

- Select **All Students** to view a progress report for all students.
- Select **Choose Students** to view a progress report for selected students only.
  1. Click **Choose Students** to view the report for a selected student(s).  
     The **Choose Students** screen displays.
  2. Click one or more students to select them.
  3. Click **Continue**. The Progress Report displays for the selected student(s).

The **Progress Report** displays each Student Name, the date of the Last Session using the program, and the accumulated number of sessions that the student has completed in each of the three areas in the program.

- Click **Print Summary Report** to print the progress report.
- Click **Back** to return to the previous Teacher Options screen.
- Click **Back to Program** to leave Teacher Options and return to the program.
Accessibility Options
Click the Accessibility Options button from the main Teacher Options screen to modify settings.

Click a box to turn an option on or off:

- Display keyboard shortcuts when holding down the Command key (on Macintosh), or the Alt key (on Windows).
- Enable tabbing between all controls, including buttons. (This option only displays on Macintosh systems.)

Keyboard Controls
Users may navigate through the program using only the keyboard, without the mouse, if necessary. These keys will move users among buttons and other options on all screens:

Tab moves users among buttons and other option boxes
Shift+Tab moves users among buttons and options in the reverse direction
Spacebar selects the highlighted option
Enter activates the highlighted button
Alt key (Win) displays the Alt+key keyboard shortcuts for each button
Command Key (Mac) displays the Command+key keyboard shortcuts for each button
**Windows**
Keyboard controls are available automatically without having to set any options.

**Macintosh**
Teachers must turn on the "Enable Tabbing" feature on this Accessibility Options screen.

**Help**
Audio Help is available on every screen in *New Keys For Kids* by clicking on the Help button that displays on the screen.

For help with the keyboard, note that while using the program, pressing the Shift key displays the symbols used in the program and where they appear on the keyboard.

In the program's General Options, the keyboard display may be changed from lowercase to uppercase letters.

For free technical help, please call our Technical Support department at 1-800-338-3457 ext. 2800 or email: support@nysunburst.com
Student Log-In

After launching the program, students will see the Log-In screen.

If the teacher has already entered student names (see Teacher Options) students will find their names in the Student Log-In list.

1. Click a name on the list. Scroll through the list by clicking the arrows, if necessary.
2. Click Done to begin the program.

If the teacher has not previously entered student names (see Teacher Options) or if the student doesn’t see his/her name on the list, the student must add his/her name.

1. Type the name (first name and optional last name) in the blank Name box and press Return/Enter or click Done.
   • Click Help to repeat audio instructions about how to log in.
   • Click Quit to exit the program.
Posture Reminder Screen

Each time a student begins the program, a short, animated movie plays. *Sunbuddy* character Tiny, the elephant, reminds students to sit properly and to place both hands on the keyboard.

When the movie ends, students automatically progress to the main menu screen.

- To skip the reminder, press the *space bar*. 
Sunbuddy Town Screen

Sunbuddy Town is where the program Practices and Activities begin. Students can select from Tiny’s Multi-Plex, Cassie’s Grocery Store, and the Sunbuddy Cyber Cafe.

- The activity titles display as you roll-over the store fronts with your mouse.
- Click **Tiny’s Multi-Plex** to practice typing the home row keys. (See Tiny’s Multi-Plex for more information.)
- Click **Food World** to practice typing numbers in Cassie’s Grocery Store. (See Cassie’s Grocery Store for more information.)
- Click **Sunbuddy Cyber Cafe** to practice typing Internet addresses and e-mail messages. (See Sunbuddy Cyber Cafe for more information.)
- Click **Log-In** to return to the Log-In screen so that another student can play.
- Click **Help** to hear the game instructions repeated.
- Click **Quit** to exit the program.
After selecting Tiny's Multi-Plex from the Sunbuddy Town screen, students can:

- Click Practice to practice typing home row keys.
- Click Enter on the doors to enter the movie theater and complete the movie titles on tickets by typing the required home row keys.
- Click Back to go back to the Sunbuddy Town screen.
- Click Help to hear the screen directions repeated.

Note:
- If the teacher has not changed any Activity or Practice settings (see Teacher Options) students must first complete the Practice before they can Enter the Multi-Plex, which leads them to the Activity.
- If a teacher has changed Activity or Practice settings (see Teacher Options) so that students are not required to complete a Practice before an Activity, both the Practice and Enter signs will be enabled.
**Multi-Plex Practice**

Click **Practice** from the Multi-Plex main screen to begin the Practice.

Students practice home row keys by typing over the movie marquee.

- Click **Done** to stop practicing and move automatically to the Activity. (See Multi-Plex Activity.)
- Click **Back** to go back outside the Multi-Plex.
- Click **Help** to hear the Practice instructions and button options repeated.
**Multi-Plex Activity**
Click Enter on the Multi-Plex main screen to start the Activity. (Students who have completed a Practice and clicked Done will be launched automatically to the Activity.) After entering the Multi-Plex lobby, click Start to play.

Students help Tiny by typing home row letters to fill in titles on movie tickets.

- Type over the red home row letters with the left hand.
- Type over the purple home row letters with the right hand.
- Use the shift key when necessary.
- Click Back to play a new game in the Multi-Plex.
- Click Help to hear the Activity instructions and button options repeated.

When all the tickets are typed, students are rewarded with animated feedback.

- Click Print to print a completion certificate.
- Click Back to play a new game in the Multi-Plex.
- Click Help to hear the screen directions and button options repeated.
After clicking on Food World from the Sunbuddy Town screen, students can:

- **Click Practice** to practice typing numbers on grocery store signs.
- **Click Enter** on the front doors to help Cassie check out customers by typing numbers on a cash register.
- **Click Back** to go back to the Sunbuddy Town screen.
- **Click Help** to hear the screen directions repeated.

**Note:**

- If the teacher has not changed any Activity or Practice settings (see Teacher Options) students must first complete the Practice before they can Enter the Grocery Store screen (the Activity).
- If a teacher has changed Activity or Practice settings (see Teacher Options) so that students are not required to complete a Practice before an Activity, both the Practice and Enter signs on the Grocery Store screen will be enabled.
- In both the Practice and Activity, the decimal point is not required unless it has been activated in the Teacher Options.
**Grocery Store Practice**

Click **Practice** from the Grocery Store main screen to begin the Practice.

Students practice typing numbers on sale signs.

- Click **Done** to stop practicing and automatically move on to the Activity. (See Grocery Store Activity.)
- Click **Back** to return to the Sunbuddy Town screen.
- Click **Help** to hear the Practice instructions and button options repeated.
**Grocery Store Activity**

Click **Enter** on the Grocery Store main screen to start the Activity. (Students who have completed the Practice and clicked **Done** will be launched automatically to the Activity.)

Students practice typing numbers on the cash register display to help Cassie since the store scanner is broken. Students type the price of each item shown on the conveyor belt.

- When all the item prices have been typed, click **Print** to print a completion certificate.
- Click **Back** to play a new game.
- Click **Help** to hear the Activity instructions and button options repeated.
After selecting Sunbuddy Cyber Cafe from the Sunbuddy Town screen, students can:

- Click **Practice** to practice typing e-mail and Internet (Web site) addresses. (See Cyber Cafe Practice.)
- Click **Enter** on the door to go the Sunbuddy Mail Room and begin the Activity—typing e-mails back and forth to a Sunbuddy character. (See Cyber Cafe Activity.)
- Click **Back** to go back to the Sunbuddy Town screen.
- Click **Help** to hear the screen directions again.

**Note:**
- If the teacher has not changed any Activity or Practice settings (see Teacher Options) students must first complete the Practice before the Enter sign is enabled on the main Cyber Cafe screen (which leads to the Activity).
- If a teacher has changed Activity or Practice settings (see Teacher Options) so that students are not required to complete a Practice before an Activity, both the Practice and Enter signs on the Cyber Cafe screen will be enabled.
Cyber Cafe Practice

Click Practice on the Cyber Cafe main screen to begin the Practice.

Students practice typing e-mail and Web site addresses. Before they begin, they are reminded to type all red letters with their left hand and purple letters with their right hand.

- Click Done to stop practicing and automatically move on to the Activity. (See Cyber Cafe Activity.)
- Click Back to return to the Sunbuddy Town screen.
- Click Help to hear the Practice instructions and button options again.
Cyber Cafe Activity

Click Enter on the Cyber Cafe main screen to start the Activity. (Students who have completed a Practice and clicked Done will be launched automatically to the Activity.)

Students practice typing over e-mail messages to the Sunbuddies and typing over the messages the characters send back to the student.

- Click Send or press Enter/Return after typing each message to bring up the next one.
- After completing all of the required messages, click Print to print a completion certificate.
- Click Back to go back outside the Cyber Cafe.
- Click Help to hear the Activity instructions and button options repeated.
Menu Bar

The menu bar at the top of the screen provides pull-down menus which you can use to navigate around the program.

File
- Select New Student to return to the Log-In screen so that another student and/or teacher can log in.
- Select Quit (or Exit) to exit the program.

Options
- Select Sound Level to increase or decrease the sound in the program.

Help
- Select Help to get help specific to the screen on which you are working.
- Select Type to Learn Jr.: New Keys for Kids to read the program credits (Windows only).

Apple (Macintosh only)
- Select Type to Learn Jr.: New Keys for Kids to read the program credits.
Extension Activities
**Materials:** Emoticon Cards, word processor or typewriter

**Skills:** interpret emoticons, type sentences, create original emoticons

1. After typing e-mails in the Cyber Cafe Activity, discuss with students that when people write e-mails to each other on the computer, it is sometimes hard to know what the person is thinking or feeling since you can't see each others faces. (For example, you might not know that they're trying to be silly or that they're excited about something they are writing.)

People sometimes add face pictures, made by typing letters, numbers, or punctuation marks on the keyboard. These are called emoticons. (The word “emoticons” is made up of the words emotions and icons.)

2. Distribute the Emoticon Cards blackline master reproducible to students so that they can see some popular emoticons. Help them "read" the emoticons—always drawn sideways—by tilting their heads. Point out eyes, nose, mouth, etc., on each emoticon. Remind students that there can be more than one emoticon for each feeling. For example, there are several combinations of punctuation that can create a happy face.

3. On the chalkboard, write an example of how emoticons sometimes appear after a sentence in an e-mail. Examples:
   
   I’m so happy you got a puppy! : - )

   She spilled juice on her dress. : - (

4. Ask students to type short e-mail messages to a partner using an emoticon after a sentence to express feelings.

5. Extend the activity by challenging students to create and type their own original emoticons. Print their original emoticons, glue to cardboard, and post near the classroom computer.
<table>
<thead>
<tr>
<th>Emoticon Cards</th>
<th>Blackline Master</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emoticon</th>
<th>Emoticon Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>:-()</td>
<td>happy person</td>
</tr>
<tr>
<td>;^)</td>
<td>winking</td>
</tr>
<tr>
<td>:-D</td>
<td>person laughing</td>
</tr>
<tr>
<td>:-()</td>
<td>sad person</td>
</tr>
<tr>
<td>:-P</td>
<td>face with tongue sticking out</td>
</tr>
<tr>
<td>:-&amp;</td>
<td>angry person</td>
</tr>
<tr>
<td>:-C</td>
<td>angry person</td>
</tr>
<tr>
<td>:-()=</td>
<td>man with a beard</td>
</tr>
<tr>
<td>:-{()</td>
<td>man with a mustache</td>
</tr>
<tr>
<td>B-)</td>
<td>person wearing glasses</td>
</tr>
<tr>
<td>:-O</td>
<td>person yawning or saying &quot;uh oh&quot;</td>
</tr>
<tr>
<td>&amp;:-()</td>
<td>person with curly hair</td>
</tr>
</tbody>
</table>
**Materials:**
word processor or typewriter, construction paper, scissors, crayons or markers, movie titles Blackline Master

**Skills:**
type movie titles, identify letter positions on the keyboard

1. After typing movie titles in the Multi-Plex activity, have students work individually or in pairs to create new movie titles of films to be shown at Tiny's Multi-Plex.

2. Write on the chalkboard some of the current Movie Titles (see Movie Titles blackline master) and review the rules for titles (i.e., initial capital letters, no end punctuation). Encourage students to create titles about events at home or in school (e.g., The Day the Hamster Escaped) or even fictional adventures with Sunbuddy characters (e.g., Tiny Dreams of Peanuts).

3. Have students use a word processor or typewriter to type the titles.

4. Have students print and cut out the titles and glue onto construction paper. Add illustrations to "advertise" the movie. Illustrations can be done with crayons or markers or on the computer using a simple paint program. Post the completed, illustrated movie titles on the classroom walls for all to enjoy.

5. Extend the activity by clipping movie advertisements from the entertainment section of the local newspaper and ask students to practice typing their titles.
Hopkins V
Max Makes Tracks
Dinosaurs Land on a Hill
Koala Bears at Play
Mission to the Mall
Jack and Fast Freddy
Dancing at Dusk
Sailing at the Lake
Daddy and Me
The Sunbuddy in the Cupboard
Fearless Freddy Strikes Again
Forever Fishing
Materials:  Movie Titles, word processor or typewriter

Skills:  summarize a story, identify letter positions on the keyboard

1. After practicing typing movie titles at the Multi-Plex, distribute the Movie Titles blackline master reproducible to students. Ask each student to select one or two movie titles that look interesting to them.

2. Have students make a guess about what they think the movie could be about. Then have them type a very brief (one or two sentence) summary of the movie plot.

3. Extend the activity by having students illustrate, dramatize, or type an advertisement for the movie that would persuade someone to see it.
Materials: word processor or typewriter

Skills: type fictional e-mail addresses, identify letter positions on the keyboard

1. After typing e-mail addresses in the Cyber Cafe, have students type fictional e-mail addresses for themselves, their family, and for familiar fairy tale or Sunbuddy characters. You might wish to write some of the following examples on the chalkboard to model the activity for students. Have them brainstorm more e-mail addresses before working on their own.

   Examples:
   oliviabrown@lincolnschool.edu
   mom@myhouse.com
   Alice@wonderland.net
   Rumpelstiltskin@goldweavers.net
   gretel@gingerbreadhouse.com
   Cassie@grocerystore.com
   Tiny@movies.com

2. Extend the activity by printing out the fictional e-mail addresses and illustrating the people or characters who go with each address. Post on the classroom bulletin boards for all to enjoy.
Materials: Picture Cards, word processor or typewriter

Skills: type fictional Web site addresses, identify letter positions on the keyboard, describe pictures with words

1. Glue Picture Cards to cardboard to create sturdier cards. Cut out and distribute to students.

2. After students have practiced typing Web site addresses in the Cyber Cafe, have them create and type original Web site addresses for places shown on the Picture Cards.

3. Encourage students to think about what is shown in the picture so that they relate the Web site address to the "storefront." For example, a restaurant might be given the address "www.goodfood.com" and the Multi-Plex, www.sunbuddymultiplex.com

4. Extend the activity by having students look through children’s magazines, newspapers, and books for pictures of places or things for which they can create more original Web site addresses.
Materials: Scrambled Word Cards, word processor or typewriter

Skills: solve word puzzles, identify letter positions on the keyboard

1. Glue the Scrambled Word Cards blackline master reproducible onto cardboard or construction paper for sturdier cards. Cut out and distribute to pairs of students.

2. Have students work in pairs to unscramble the words on the cards and then type the unscrambled answers.

3. Extend the activity by having students scramble their own set of words and then give them to another team to unscramble and type out. (They can type the original, scrambled word first and then the unscrambled word underneath it.)

Teacher’s Answer Key

<table>
<thead>
<tr>
<th>lepoep</th>
<th>people</th>
<th>grof</th>
<th>frog</th>
</tr>
</thead>
<tbody>
<tr>
<td>iklm</td>
<td>milk</td>
<td>tooph</td>
<td>photo</td>
</tr>
<tr>
<td>nodp</td>
<td>pond</td>
<td>cenda</td>
<td>dance</td>
</tr>
<tr>
<td>danhs</td>
<td>hands</td>
<td>reriv</td>
<td>river</td>
</tr>
<tr>
<td>zuzple</td>
<td>puzzle</td>
<td>cieju</td>
<td>juice</td>
</tr>
<tr>
<td>greoft</td>
<td>forget</td>
<td>eret</td>
<td>tree</td>
</tr>
<tr>
<td>srat</td>
<td>star</td>
<td>meacra</td>
<td>camera</td>
</tr>
<tr>
<td>loof</td>
<td>fool</td>
<td>caef</td>
<td>face</td>
</tr>
<tr>
<td>tenuim</td>
<td>minute</td>
<td>kucd</td>
<td>duck</td>
</tr>
<tr>
<td>nials</td>
<td>snail</td>
<td>zipaz</td>
<td>pizza</td>
</tr>
<tr>
<td>yalp</td>
<td>play</td>
<td>heos</td>
<td>shoe</td>
</tr>
<tr>
<td>bartib</td>
<td>rabbit</td>
<td>ligegg</td>
<td>giggle</td>
</tr>
</tbody>
</table>

Type to Learn Jr.: New Keys for Kids
<table>
<thead>
<tr>
<th>lepoep</th>
<th>iklm</th>
</tr>
</thead>
<tbody>
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<td>danhs</td>
</tr>
<tr>
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<td>greoft</td>
</tr>
<tr>
<td>srat</td>
<td>loof</td>
</tr>
<tr>
<td>tenuim</td>
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</tr>
<tr>
<td>yalp</td>
<td>bartib</td>
</tr>
<tr>
<td>grof</td>
<td>tooph</td>
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<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>cenda</td>
<td>reriv</td>
</tr>
<tr>
<td>cieju</td>
<td>eret</td>
</tr>
<tr>
<td>meacra</td>
<td>caef</td>
</tr>
<tr>
<td>kucd</td>
<td>zipaz</td>
</tr>
<tr>
<td>heos</td>
<td>ligegg</td>
</tr>
</tbody>
</table>
Materials: word processor or typewriter

Skills: type fictional e-mail conversations, identify letter positions on the keyboard

1. After working on Cyber Cafe activities, ask students to pick a Sunbuddy character (or book character) with whom they would like to correspond by e-mail.
2. Have students type an e-mail to the character and then, in the role of the character, write back a response. Have students write at least two e-mail conversations back and forth.
3. Print and ask students to read their e-mail conversations aloud for the whole class to enjoy.
4. Extend the activity by having the class collaborate to write a short story made up solely of e-mail conversations between two unrelated, familiar storybook characters. For example, Goldilocks and Cinderella could communicate by e-mail, or Jack (of beanstalk fame) could converse with Little Red Riding Hood.
**Materials:** Change-A-Word Blackline Master, word processor or typewriter

**Skills** change one word to another, recognize word patterns, spell words correctly

1. Divide students into pairs and ask each team to select one pair of words from the Change-A-Word Cards blackline master.

2. Model the activity with the example below. Students should begin with the word on the left side of the card and then by changing one letter at a time, and creating a new word each time, form the resulting word on the right side of the card.

Example: change the word **pea** to the word **ten**

Steps the student could type:
- pea
- sea
- tea
- ten

Inform students that there is not a fixed number of steps to reach the resulting word.

3. Extend the activity by challenging students to come up with their own set of words to change.

**Teacher’s Answer Key (Possibilities)**

<table>
<thead>
<tr>
<th>pot</th>
<th>tot</th>
<th>toe</th>
</tr>
</thead>
<tbody>
<tr>
<td>cup</td>
<td>pup</td>
<td>put</td>
</tr>
<tr>
<td>look</td>
<td>cook</td>
<td>cool</td>
</tr>
<tr>
<td>wag</td>
<td>bag</td>
<td>bad</td>
</tr>
<tr>
<td>seen</td>
<td>been</td>
<td>bean</td>
</tr>
<tr>
<td>year</td>
<td>dear</td>
<td>deer</td>
</tr>
<tr>
<td>flip</td>
<td>slip</td>
<td>slid</td>
</tr>
<tr>
<td>hat</td>
<td>sat</td>
<td>set</td>
</tr>
<tr>
<td>late</td>
<td>fate</td>
<td>face</td>
</tr>
<tr>
<td>good</td>
<td>food</td>
<td>fool</td>
</tr>
<tr>
<td>cool</td>
<td>fool</td>
<td>foot</td>
</tr>
</tbody>
</table>
Change-A-Word

pot  _________________  →  toe

cup  _________________  →  pet

look _________________  →  cool

wag _________________  →  bad

seen _________________  →  lean

year _________________  →  deep

flip _________________  →  slid

hat  _________________  →  web

late _________________  →  cast

good _________________  →  fowl

cool _________________  →  belt
**Materials:** Prices blackline master, word processor or typewriter (optional): play money (bills and coins)

**Skills:** add dollars and cents, write money amounts in dollars and cents, identify number positions on the keyboard

1. After practicing typing numbers in Cassie’s Grocery Store, distribute the Prices blackline master reproducible to students. Ask them to select two or three items of their choice, add them, and then type the total cost.

2. Challenge older students by telling them they have $20 to spend and then asking them to add items up to but not over the $20 limit. Or, tell them that they have a $5.00 bill to buy the pencil and paper clips. Ask them to type the change that they would receive back from such a purchase.

3. Extend the activity by distributing play money (dollars and cents) and asking students to add and type their totals.

4. Further extend the activity by creating a classroom grocery store. Ask parents by to send empty food boxes to school. Have students type, print, and cut out prices to attach to each item in the store. Then use the play money to go shopping! Invite other classes and parents to experience the grocery store as well.
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencil</td>
<td>$0.85</td>
</tr>
<tr>
<td>Orange Juice</td>
<td>$1.00</td>
</tr>
<tr>
<td>Paperclip</td>
<td>$2.00</td>
</tr>
<tr>
<td>Dog Biscuits</td>
<td>$3.45</td>
</tr>
<tr>
<td>Watering Can</td>
<td>$6.49</td>
</tr>
<tr>
<td>Clock</td>
<td>$19.50</td>
</tr>
<tr>
<td>Horse</td>
<td>$7.70</td>
</tr>
<tr>
<td>Cowboy Hat</td>
<td>$8.30</td>
</tr>
<tr>
<td>Tie</td>
<td>$19.00</td>
</tr>
<tr>
<td>CD</td>
<td>$12.00</td>
</tr>
<tr>
<td>Plant</td>
<td>$4.58</td>
</tr>
<tr>
<td>Coffee</td>
<td>$6.50</td>
</tr>
<tr>
<td>Graduation Cap</td>
<td>$35.00</td>
</tr>
<tr>
<td>Basket</td>
<td>$5.25</td>
</tr>
</tbody>
</table>
**Materials:** chairs

**Skills:** recognize good posture, listen for directions

1. Remind students that before sitting down at the computer and placing hands at the keyboard, it’s always a good idea to gently stretch arms, neck, and fingers.

2. Ask one child to be the Simon Says leader and to stand in front of the class, giving directions to exercise different body parts, focusing on arms, head, neck, and fingers.

   Examples:
   
   "Simon says, stretch your arms out wide."
   "Simon says, bend your fingers in and out like this."
   "Simon says, shake your hands gently four times."

3. Students should only mimic the leader if he/she, says "Simon says." If the direction is given without "Simon says" (e.g., "wiggle your thumbs") the students who do the action are "out."

4. The leader can also purposely confuse the class by demonstrating one action but doing another. For example, say "Simon says bend your arms three times," while patting your head.

5. Repeat the activity at different times during the day or week so that each student has the opportunity to be the leader.