

Type to Learn 4: User Options

Adjustments to Student User Options can be modified in the Management Section of the Type to Learn 4 application or through the Teacher Management Portal, teacher.ttl4.com (only available with Web-Enabled Accounts).

Modifications can be made to a class or single student account by highlighting the class or student(s).

Always **SAVE CHANGES** before leaving the **User Options** page.



General Options: Program-wide options

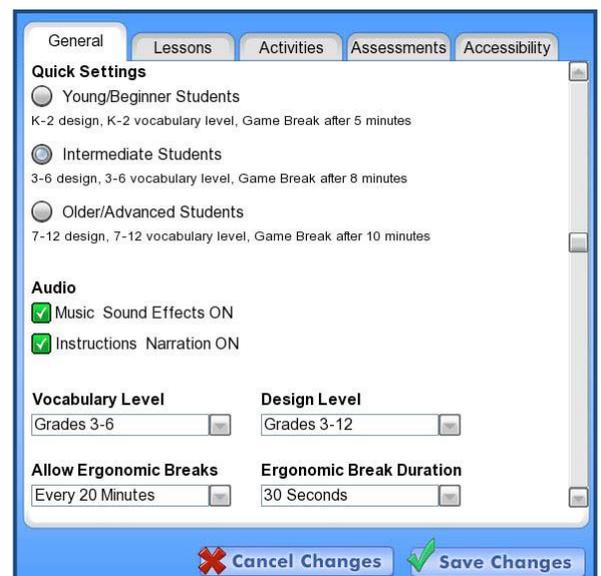
Quick Settings: The default is based on the inputted grade of student(s) and sets the design, vocabulary, and Game Breaks. The quick settings can be modified as a whole or in parts.

Audio: Controls music, sound effects, instruction, and audio voice-overs. *The default settings are ON.*

Vocabulary Level: Use the dropdown to modify the vocabulary level of all content in Type to Learn 4.

Design Level: Use the dropdown to modify the Design of the main menu, lessons screens, assessment screens, and the Big Ideas game.

Ergonomic Breaks: Use the dropdown to allow ergonomic breaks, if so the timing for them, and the duration of the ergonomic break. Ergonomic breaks do not interrupt assessments or activities, but appear in between task.



Lesson Options: Lesson-specific options

Prevent Going Past Lesson: Sets an upper limit (lesson or assessment) past which a student cannot progress. *By default this setting is disabled.*

Game Breaks: This setting will give the students a randomized activity when a student is in a lesson (instruction portion) for a specific amount of time. Game Breaks do NOT interrupt assessments or activities, but only appear in between lesson steps. A student can say NO to the activity. *The default setting is based on a student's grade level.*

Custom Content: Select a Custom Content package to assign teacher created Custom Content. *Additional information about Custom Content is available.*

Security Check: 100% accuracy is required on the 2nd step of the instruction and requires student to return to the beginning of the 2nd step. *The default setting is 100% accuracy.*

Reference Hand Support: This checkbox option turns the animated hands support on or off in lessons. *By default this setting is ON.*

Allow Skip to Final Challenge: This setting allows students to try the Final Challenge for a lesson without completing the instruction allowing advanced students to move ahead based on merit. *By default this setting is ON.*

Younger Lessons A & B: These introductory lessons do not teach touch-typing, but rather provide a foundation for other lessons. *By default lesson A & B are on only for students in grades K-2.*

Skip Lessons 29 and 30 on Numeric Keypad: These lessons focus on the Numeric Keypad and students will not be able to successfully complete lessons without a Numeric Keypad on the computer they are using. The option to skip these lessons is available. *By default these lessons are ON.*

Manually Set Goals: This option allows the teacher to manually set WPM and Accuracy goals for individuals or groups of students. *By default this is set to **Use Assessment Goals**.*

General Lessons Activities Assessments Accessibility

Prevent Going Past Lesson:

Allow Game Breaks

Custom Content

Security Check Options

100% accuracy required, errors return user to beginning

Errors allowed, can't proceed until type correct key

Reference Hand Support - ON

Allow student to skip to Final Challenge

"Younger" Lessons A and B - ON

Skip Lessons 29 and 30 on Numeric Keypad

Manually Set Goals for Student

Enter WPM Goal (1-200)

Enter Accuracy Goal (1-100%)

Activities Options: Activity-specific options

Allow Activities: Select from this menu when activities should be accessible by students: Never, Anytime, Before the lesson is complete, or only After the lesson is complete. *The default setting is for activities to only be allowed After the lesson has been completed.*

Required, Optional, or Off: Select from the 5 dropdown menus whether each activity should be Required, Optional, or Off. *The default setting is for all activities to be Required.*

Big Ideas Time Limit: The Big Ideas activity has a time limit. This time limit can be manually set from 20-120 seconds. *The default settings are:*

- Grades K-2: 30 seconds*
- Grades 3-6: 45 seconds*
- Grades 7-12: 60 seconds*

Drone Control Time Limit: The Drone Control active has a time limit. This time limit can be manually set from 20-120 seconds. *The default settings are:*

- Grades K-2: 60 seconds*
- Grades 3-6: 75 seconds*
- Grades 7-12: 90 seconds*

Dig This Metronome: The Dig This activity has an optional metronome beat for cadence. *By default the metronome is ON.*

General
Lessons
Activities
Assessments
Accessibility

Allow Activities

Anytime

Big Ideas

Required

30 Time Limit (20-120 seconds)

Drone Control

Required

60 Time Limit (20-120 seconds)

Reconnect

Required

Dig This

Required

Metronome for Cadence - ON

Message Master

Required

Assessments Options: Assessment-specific options

Pre-Test Settings: The checkbox turns the Pre-Test ON or OFF. When ON, the dropdown menu sets the Pre-Test as Required or Optional. *By default the Pre-Test is ON and Required.*

Formative Assessment Settings: The checkbox turns ALL 6 formative assessments ON or OFF. *By default the Formative Assessments are ON.*

Backspace: Check to allow or disallow the use of Backspace during assessments. *By default Backspace is allowed.*

Pause: Check to allow or disallow Pausing during an assessment. This temporarily stops the time limit during an assessment. *By default Pause is allowed.*

Assessment Time Limit: Select from the dropdown a time limit for assessments. *By default the time limits are:*

- Grades K-2: 3 minutes*
- Grades 3-6: 3 minutes*
- Grades 7-12: 5 minutes*

Display Timer to Student: Check to display a timer to the student during an assessment. *By default this is unchecked.*

Automatic Goal Adjustments: This allows Type to Learn 4 to automatically adjust student's goals following each assessment. After each formative assessment, student's goals are adjusted to be 2 WPM and 2% (maximum 96%) higher than their performance on the assessment. Goals are never adjusted downward. *By default this is checked to be allowed.*

Assessment Method: Select from this dropdown if assessments should be given on screen or off a printed copy. *By default On Screen Assessment is selected.*

Accessibility Options: Specific accessibility options to support students with different needs, including Language, Font Size, and Text Contrast.