“Centuries ago, a secret society called the Agents of Information was created to protect accurate information for all generations to come. Now, many centuries later, even with new technology, our world is in danger of a total communication breakdown! You have been selected to be trained as a new agent. Every agent must master the critical, lifelong skill of keyboarding. Without our group of fast and accurate typing agents, the flow of information would come to a disastrous halt!

We’re the Agents in Charge. Here is your communicator to use throughout your training. The medallion is a symbol of our society and of your progress. Your starting rank is Recruit. Good luck!”

As you progress through the lessons and pass the assessments, you earn new ranks in the society: The Agents of Information.

**Society Ranks:** Beginner/Recruit, Helper/Trainee, Assistant, Leader/Technician, Specialist Expert, Master Agent
Logging In


2. Enter your account information:
   - Account Code: ___2ZPXGX___
   - Username: __________________
   - Password: __________________ (your teacher can reset your password if you forget it)

3. Click “Log in” button

4. Select

   ![Launch Type to Learn]

   Type to Learn is a systematic, differentiated program to provide instruction and practice to learn and improve keyboarding speed and accuracy through a motion as an agent of information. Launch Type to Learn

   Ben Jones
   Current Accuracy: 23%
   Current WPM: 23
   Accuracy Rate: 42%
   WPM Code: 22
After logging in and launching the program you are brought to the Type to Learn Main Menu.

Main Menu Features

- Options
- Access Medallion
- Call Agent
- Access to Type to Learn
  - PreTest
  - Lessons
  - Activities
  - Final Challenges
  - Custom Content
- Exit Program

Options

- Select female or male agent
- Select hand color for reference support
- Select volume level
- Click “Save Changes” or “Cancel Changes”
Access Medallion

- Select your medallion color

Call Agent

- Additional instructions and information about Type to Learn
Access to Type to Learn:

- PreTest
- Lessons
- Activities
- Final Challenges
- Custom Content

Pre-Test

Pre-Test is required unless your teacher made the pre-test optional. If optional you can hit the “Next” button to move to the first lesson. No activities are available during the PreTest or Assessments.

Lessons

Type to Learn has 34 lessons with final challenges that you must complete to move through the program; unless your teacher has enabled for you to move faster through the program by skipping to the final challenges.

- Kindergarten to 2nd Grade: Lessons A and B and Lessons 1 to 32
- 3rd Grade to 12th Grade: Lessons 1 to 34
Click Begin to Start a Lesson

Every lesson follows these steps:
1. Home Row Reminder
2. Warm Up
3. Security Check
4. Learn New Keys
5. Exercises
Your current WPM and Accuracy goals are displayed in the left panel and your medallion progress and current rank are on the right.

Buttons on the left side of the keyboard are to access the main menu and help feature. Buttons on the right side of the keyboard take you to the activities, if available.
**Activities**
There are five activities that are offered in Type to Learn (your teacher can make them required, optional, or unavailable).

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**Activities per Lesson**

Type to Learn Cloud covers not only letter and number keys but all symbols, the numeric keypad, the arrow keys, and several keyboard commands:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Ideas</td>
<td>Left hand - Right hand</td>
<td>Students type what they see in thought bubbles to save ideas from being lost forever. Thought bubbles are typed by the right hand or left hand, exclusively.</td>
</tr>
<tr>
<td>Dig This</td>
<td>Accuracy &amp; Smooth Typing Cadence</td>
<td>Students type accurately to carefully break the ice or stone and uncover what's underneath. An optional metronome beat helps them type in a smooth cadence.</td>
</tr>
<tr>
<td>Drone Control</td>
<td>Speed</td>
<td>Students type commands to pilot an unmanned drone vehicle and deliver important information.</td>
</tr>
<tr>
<td>Message Master</td>
<td>Accuracy, Dictation, &amp; Original Writing</td>
<td>Students send important messages by typing text, dictation, and original writing prompts.</td>
</tr>
<tr>
<td>Reconnect</td>
<td>Shift Keys</td>
<td>Students use the shift key to type lines of secret code, including capital letters, symbols, and punctuation, and rebuild infrastructure in the process.</td>
</tr>
</tbody>
</table>
What checkmarks and X marks mean?

An empty white checkmark indicates a required activity, lesson, final challenge, and assessment.

A green filled in checkmark shows up after you have completed an activity, lesson, final challenge, assessment, and custom content.

A red X mark indicates an activity that is unavailable (either by program design or teacher choice).

Final Challenge
Final Challenges are a review of the lesson learned.

Custom Content
If your teacher has created “Custom Content” it will be displayed under the final challenge.

Exit Program
This will return you to the Type to Learn Launch Screen
Certificates
You can click on the "Certificates" icon to access your certificates.

Narrative Report
johnson sally
Goals:
johnson is on Lesson 21 which teaches the ctrl-C, ctrl-V, ctrl-S keys.
johnson's current goals are 6 WPM and 60% Accuracy.
On the last lesson Johnson performed at 29 WPM and 87% Accuracy, for an
Adjusted WPM of 25.
Assessments:
johnson took the pretest, which set a starting place at PreTest.
johnson has assessment goals of 6 WPM and 60% Accuracy.
johnson took a final challenge on lesson Lesson 19: 36 WPM and 96% Accuracy.
johnson has taken 2 assessments with the following scores:
Assess 5: 49 WPM and 96% Accuracy.
Assess 5: 52 WPM and 96% Accuracy.
Keep up the good work!

Custom Content
Completed

Natalia Bird
- 76 WPM
- 91% Accuracy
- 01/24/2017

OK
Proper Keyboarding Techniques

- Use two hands to type.
- Your right hand goes on the right side of the keyboard, and your left hand goes on the left side.
- Put your right hand on J K L and ; and your left hand on F D S and A. This is the Home Row.
- The bumps on the J and F keys should be under your index fingers.
- Curve your fingers.
- Keep your wrists straight, not bent down.
- Sit up straight!
- Put your feet flat on the floor.
- Look straight ahead at the screen.
- When you type, hit each key with a quick, strong tap.
- Keep your fingers close to the keyboard.
- Have fun!