Typing Pal Teacher Instructions

Typing Pal is an online typing program that teaches students how to type using lessons and games. Students are assessed to determine what exercise they should begin on. Accuracy and speed is tracked and goals are set to help the student move forward. It is recommended that all students use a typing program to prepare them for computer literacy needed for school-based assessments, state testing and class assignments.

Your Account

- 1. To have an account created contact <u>onlineresources@jcs-inc.org</u>.
- 2. Once your account has been created you'll receive an email from the Online Resources Clerk. Your username will be the same as it is for your JCS email account but the password will be created by the Online Resources Clerk because Typing Pal doesn't allow special characters in their passwords. It is recommended that you change your password to something you'll easily remember.
- 3. You will have a Class created for you in Typing Pal but you'll need to add/edit your students each year.
- 4. Log on to <u>www.jchsjchs.typingpal.com</u>. You can bookmark the page for future use, but you can also find this link in the Staff Portal under Online Resources.

Adding Students to your Class

1. To find your class select the "Filter List" button and type in your last name to search. Select your class.



2. You'll see a list of your students if you have any yet.

Typing Pal			Admin	Documentation	Support	Erik Lende ~ Teacher
★ Erik Lende > Lende, E						
Group: Lende, Summary Students Activ	E vities Statistics					
Student Accounts ((1) Filter list			1 item selected	Add stude	nt More 🛩
Student +	Username	Activities	Last Login		Created	
Lucy Bennett	lucy92064	0	2015-10-06		2015-10-06	

3. To find your students in the school so that you can add them to your class, go to the Home icon and then select "Students." Choose the "Filter List" button and type in the name of the student you would like to find.

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Erik Lende							
Teacher: Erik	Lende						
Summary Groups Stu	lents Activities						
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Typing Pal				Admin	Documentation	Support	Erik Lende ~ Teacher
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Summary Groups Studer	n ts Activities						
Student Accounts ((10) Filter list					Add student	More Y
Q adams 🛛	Teacher: All ~ Grou	o: All ~ Last login: All ~					۵
Student +	Username	Teacher	Group	Activities	Last Login	Create	ed
Daniel Adams	Daniel78700	Paul Wilkinson	Class of 2018 - Wilki	1	2015-04-22	2015-	04-22
Grace Adams	grace74827	Cheryl Campbell	PLC 4th Grade 2015	62	2014-04-19	2012-	06-07
Jak Adams	jak76769	Cheryl Campbell	PLC 3rd Grade 201	235	2015-04-25	2012-	09-10
Koston Adams	koston76856	Cheryl Campbell	PLC 6th Grade A 20	0		2015-	10-06
Penny Adams	penny77408	Virginia Palafox	PLC 2nd Grade 201	0	**	2015-	10-02

4. To add a student to your roster select the student and choose "More" and then "Move."

Typing Pal				Admin	Documentation	Support	Erik Lende ~ Teacher
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Teacher: Erik Le	Teacher: Erik Lende						
Summary Groups Students	Activities						
Student Accounts (6) Filter list				1 item selected	Addude	nt More ~
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- Student +	Username	Teacher	Group	Activities	Last Login	Cre	Export
Daniel Adams	Daniel78700		Class of 2018 - Wilki	1		2.7	5-04-22
Grace Adams	grace74827	Cheryl Campbell	PLC 4th Grade 2015	62		201	2-06-07

5. Choose your class from the drop down menu to move the student to your class.

	_		Admin	Documentation	S
		Move Daniel Adams			
ner: Erik Le	nde	Select destination group			
	Activities	Julian Charter School ✓ 7th JCSMA			
t Accounts (6)	Filter list	A SATTERFIELD Elementary AAlbert High School ABowden Middle School AFazio Student Roster		Delea	ted
s 📢	Teacher: All	Alexander C Alwood, C Anderson, S			
lent +	Usernam	Bertran-Harris, H BFROGGE Elementary		Last Logi	h
	Daniel787	Bitsko, E CAMPBELL NotEnrolled Class of 2018 – Wilkinson		2015-04-	22
	grace748	Class of 2019 - Wilkinson CMiranda-Marrs		2014-04-	9
	jak76769	Cross, R CSWANSON Elementary CSWANSON High School		2015-04-	<u>15</u>
	koston76	D'Carpio Elementary Dana Stenzel's class			
	penny774	Davis R ▼		1	

6. To add a new student that doesn't already exist in Typing Pal, return to the Home icon and then select "Students." Click on "Add a Student" in the top right corner.

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Te	acher: Erik I ^{nary Groups Stude}	L ende ants Activities						
Stu	dent Accounts	(867) Filter list	a .	-		-	Add student	More 🛩
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	Nanota la	Railota	Gridia Milderauli	Prideradit, d	55	2010-00-20	2014	11702
	Wyatt Abney	Wyatt21751	TypingPal Admin	Julian Charter Scho	97	2015-06-01	2012	09-10
	Joseph Acosta	jacosta	Patricia D'Carpio	D'Carpio Elementary	0	2015-09-30	2015	09-30

 Create the student account using the standard JCS username and password for students (first name + student ID, last name + zip code). Select your class from the drop-down menu for Groups.

		Admin	Documentation	Support
		Add Student		
Lende	General Information			
dents Activities	First name	Last name		
(6) (Filter iis)	Group		stiect	sd Add stu
Teacher: A	7th JCSMA Email address (optional)		~	
Useman	Username		st Login	
Daniel78	Password	Confirm password	15-04-2	
grace74			14-04-1	
jak7676		Cancel	Add 15-04-2	
koston7.	www.sinders.sompleten	·		

Removing Students From Your Class

You cannot remove a student from your class without deleting their account entirely. If the student is still enrolled at JCS with another teacher, the new teacher will need to move the student to their class using the directions outlined above.

If a student has left JCS or you know that the student does not plan to use Typing Pal you can remove them from your class (and delete their account) by selecting the student and choosing "More" and then "Delete." You'll get a message verifying that this is what you want to do.

TypingPal			Admin	Documentation	Support	Erik Lende ~ Teacher
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Group: Lende,	E					
Summary Students Activiti	ies Statistics					
Student Accounts (1	1) Filter list			1 item selected	Add stude	nt More 🗸
Student +	Username	Activities	Last Login		Created	Move Delete statistics
Lucy Bennett	lucy92064	0	2015-10-06		2015-10-06	Delete
					l.	Export

	Admin (Documentation
Statistics	Are you sure you want to delete the student account Lucy Bennett? All associated content will also be removed, including:	
Filter list	Statistics This operation cannot be undone.	
Usemame	I confirm that I have read and understood the above text.	
lucy9206	Cancel	

Forgot Your Username and/or Password?

You'll find the link on the login page to get a new password.

Iyping	Par Contine
Existing user? Log in	New user? Sign up
Julian Charter School – <u>Modify</u> Julian Charter School Username: Password: Forgot your password? Log in	Enter your access code: This code was given to you by your teacher access the Typing Pal registration form Start regi