

Typing Pal Teacher Instructions

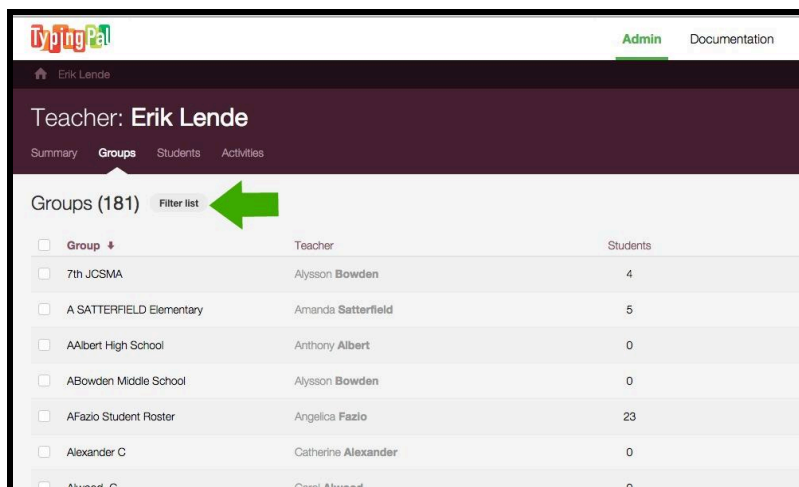
Typing Pal is an online typing program that teaches students how to type using lessons and games. Students are assessed to determine what exercise they should begin on. Accuracy and speed is tracked and goals are set to help the student move forward. It is recommended that all students use a typing program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

Your Account

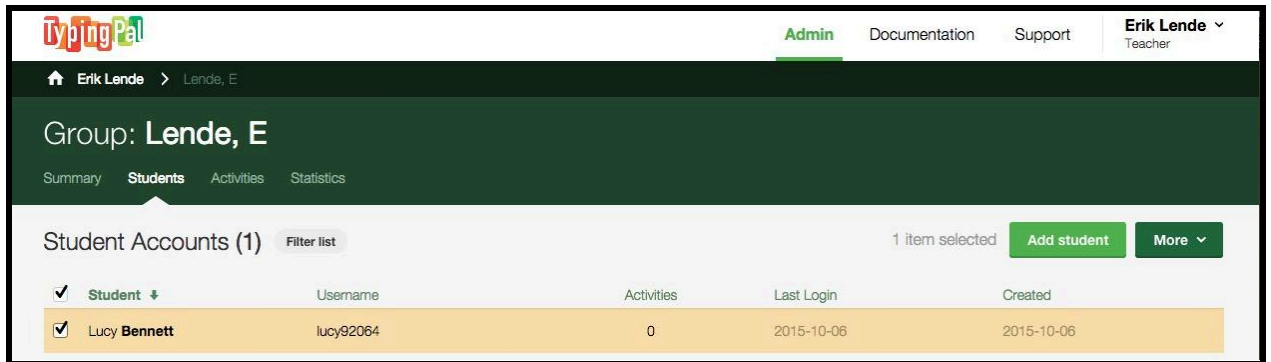
1. To have an account created contact onlineresources@jcs-inc.org.
2. Once your account has been created you'll receive an email from the Online Resources Clerk. Your username will be the same as it is for your JCS email account but the password will be created by the Online Resources Clerk because Typing 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 www.jchsichs.typingpal.com . 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.



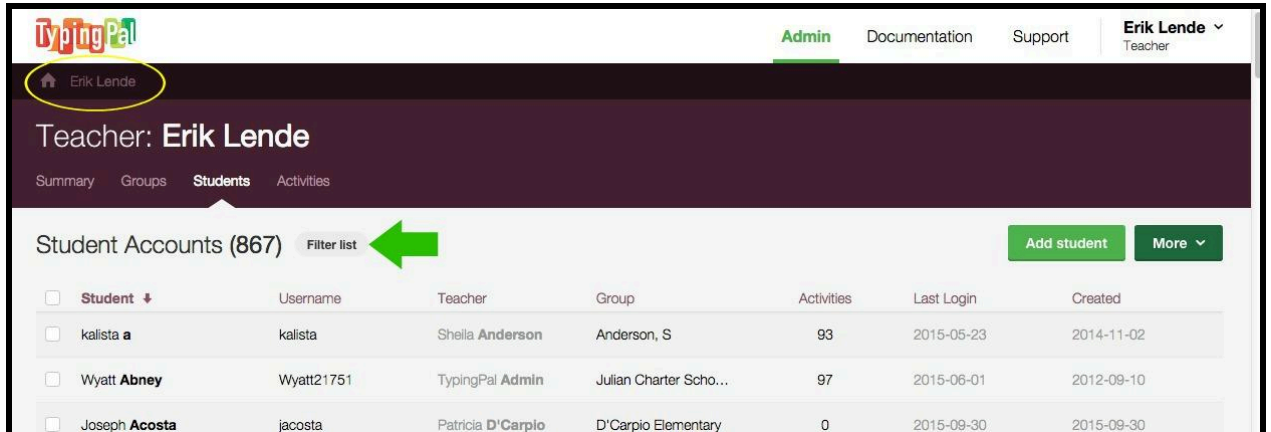
2. You'll see a list of your students if you have any yet.



The screenshot shows the TypingPal interface for a teacher named Erik Lende. The 'Students' tab is selected, showing a list of student accounts. The table has columns for Student, Username, Activities, Last Login, and Created. One student, Lucy Bennett, is listed with username lucy92064, 0 activities, and a last login of 2015-10-06.

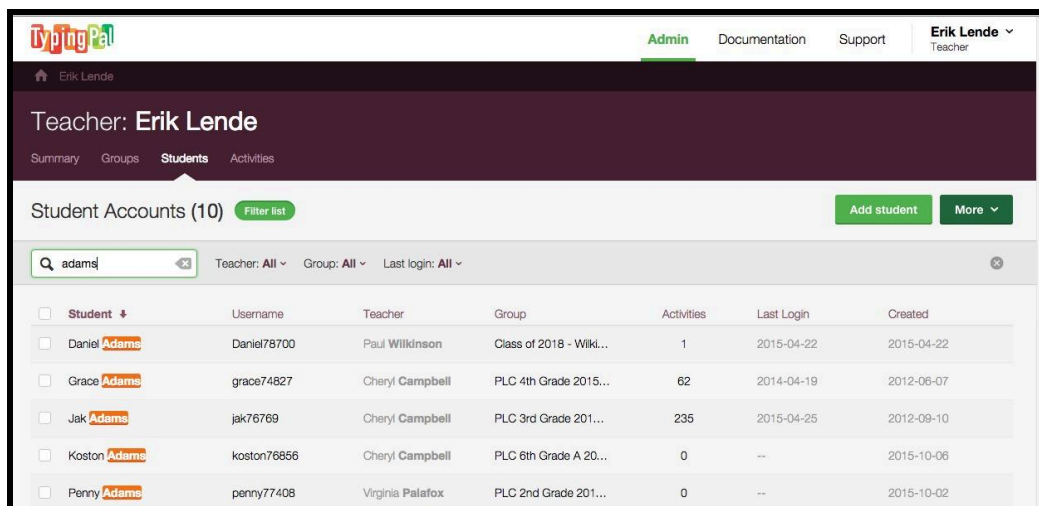
Student	Username	Activities	Last Login	Created
Lucy Bennett	lucy92064	0	2015-10-06	2015-10-06

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.



The screenshot shows the TypingPal interface for a teacher named Erik Lende. The 'Students' tab is selected, showing a list of student accounts. The 'Filter list' button is highlighted with a green arrow. The table has columns for Student, Username, Teacher, Group, Activities, Last Login, and Created. Three students are listed: kalista, Wyatt Abney, and Joseph Acosta.

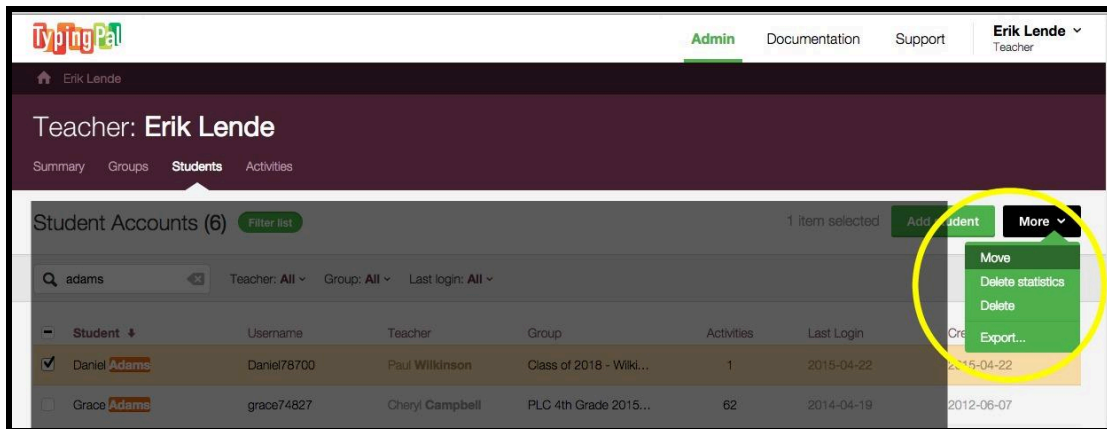
Student	Username	Teacher	Group	Activities	Last Login	Created
kalista a	kalista	Sheila Anderson	Anderson, S	93	2015-05-23	2014-11-02
Wyatt Abney	Wyatt21751	TypingPal Admin	Julian Charter Scho...	97	2015-06-01	2012-09-10
Joseph Acosta	jacosta	Patricia D'Carpio	D'Carpio Elementary	0	2015-09-30	2015-09-30



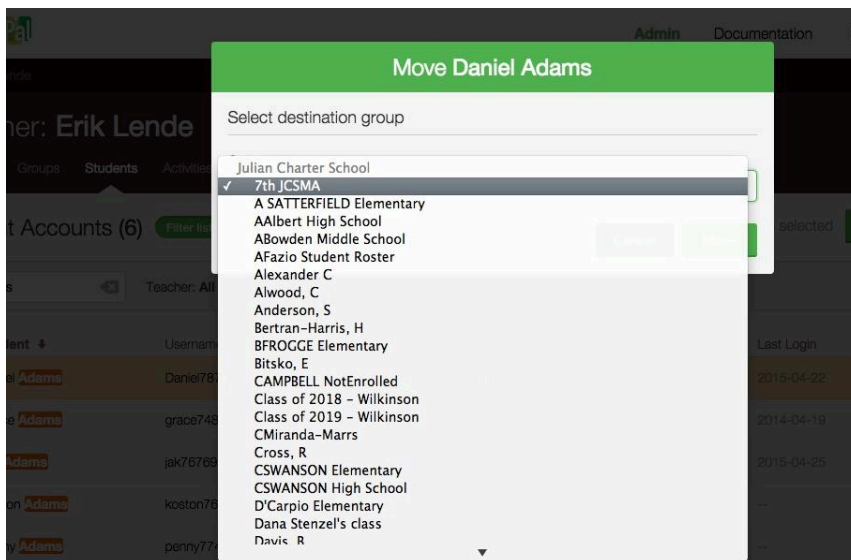
The screenshot shows the TypingPal interface for a teacher named Erik Lende. The 'Students' tab is selected, showing a list of student accounts. The search bar is used to filter students by name, showing results for students with the last name Adams. The table has columns for Student, Username, Teacher, Group, Activities, Last Login, and Created. Five students are listed: Daniel Adams, Grace Adams, Jak Adams, Koston Adams, and Penny Adams.

Student	Username	Teacher	Group	Activities	Last Login	Created
Daniel Adams	Daniel78700	Paul Wilkinson	Class of 2018 - Winkl...	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

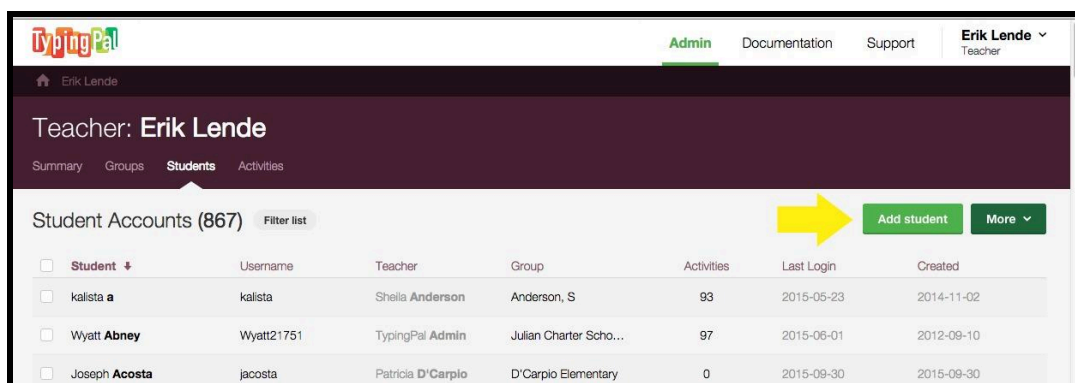
4. To add a student to your roster select the student and choose “More” and then “Move.”



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



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.



7. 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.

The screenshot shows a modal window titled "Add Student" with a green header. It contains a "General Information" section with the following fields:

- First name:
- Last name:
- Group: A dropdown menu showing "7th JCSMA" with a downward arrow.
- Email address (optional):
- Username:
- Password:
- Confirm password:

At the bottom right of the modal are two buttons: "Cancel" and "Add".

Removing Students From Your Class

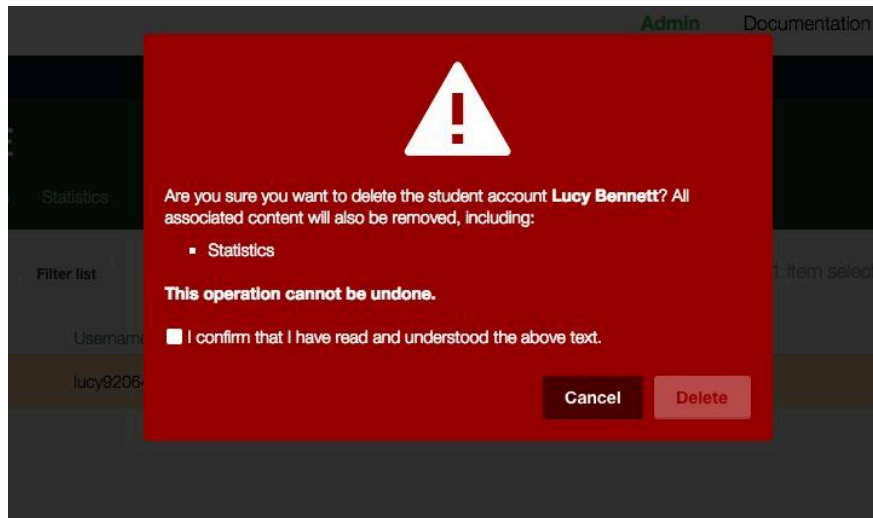
You cannot remove a student from your class without deleting their account entirely. If the student is still enrolled at JCS with another teacher, the new teacher will need to move the student to their class using the directions outlined above.

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.

The screenshot shows the Typing Pal interface. At the top, there's a navigation bar with "Admin", "Documentation", and "Support" links, and a user profile for "Erik Lende" (Teacher). Below this, the breadcrumb shows "Erik Lende > Lende, E". The main heading is "Group: Lende, E". Underneath, there are tabs for "Summary", "Students" (which is active), "Activities", and "Statistics".

The "Students" tab displays "Student Accounts (1)" with a "Filter list" button. On the right, it says "1 item selected" and has buttons for "Add student" and "More".

<input checked="" type="checkbox"/>	Student	Username	Activities	Last Login	Created	
<input checked="" type="checkbox"/>	Lucy Bennett	lucy92064	0	2015-10-06	2015-10-06	<div><div>Move</div><div>Delete statistics</div><div>Delete</div><div>Export...</div></div>



Forgot Your Username and/or Password?

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

