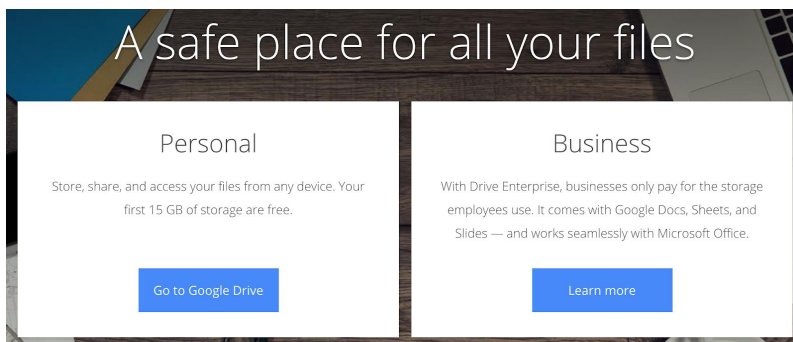# Typing Club Progress Monitoring Directions

## Third Grade, Fourth Grade, Fifth Grade

Introduction: Learning to type is an important part of life. While school is closed, you can be using your Typing Club account from home. While using your Typing Club account, you can record your progress in your Google Drive.
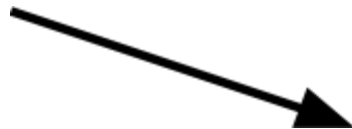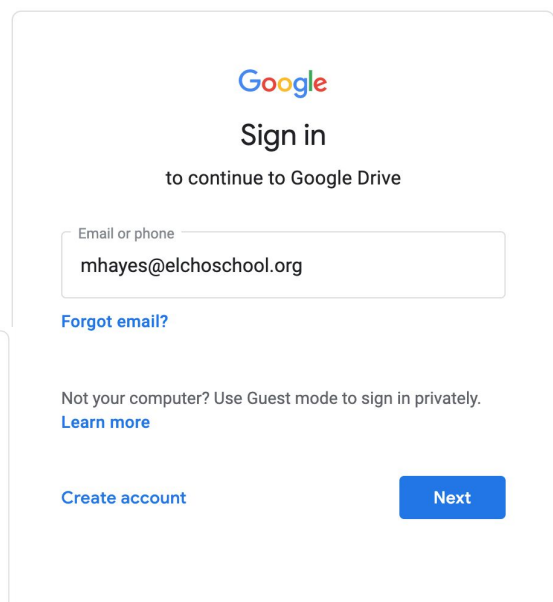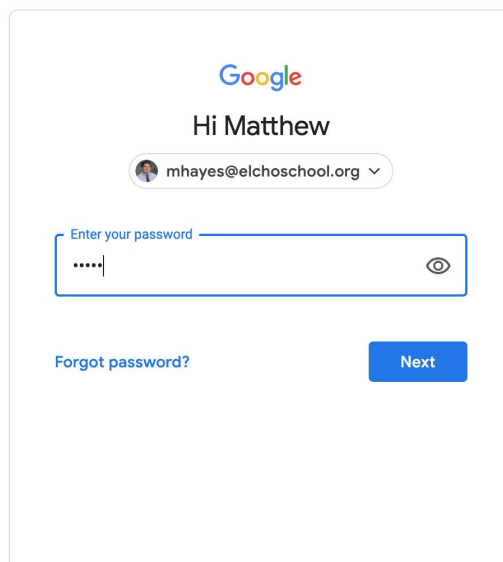
Step One: Sign in to Google Account

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Go to google.com/drive on the internet.

Click on the blue button "Go to Google Drive."

Type in your email.

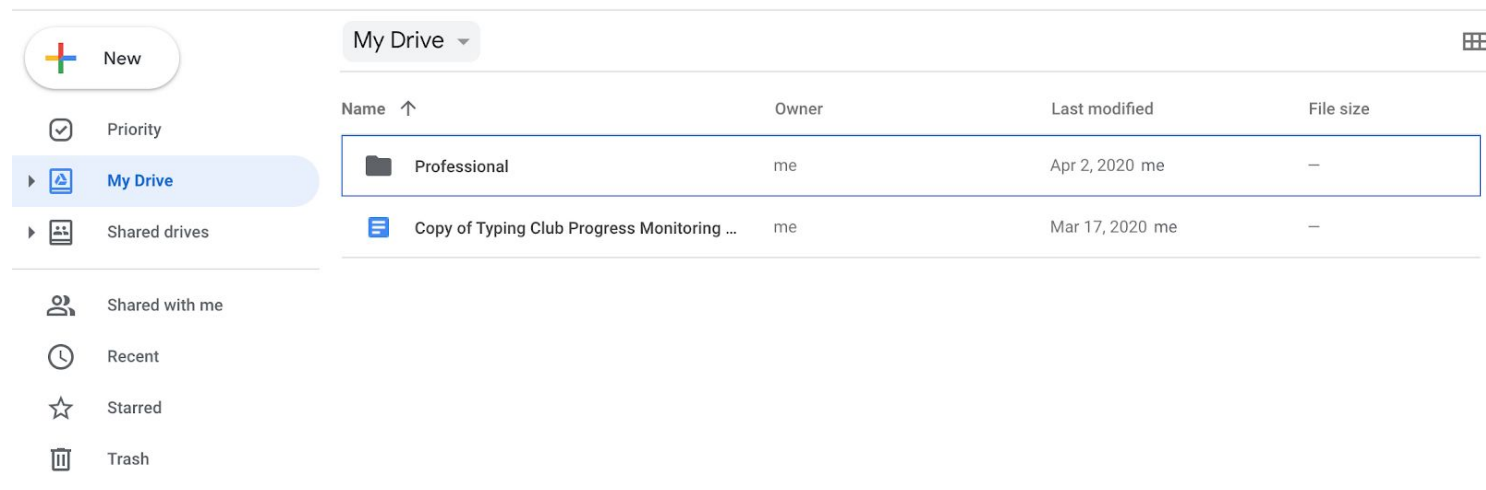Then type in your password. You can click on the eye to see the password as you are typing it into the box.

# Step Two: Open Document

Make sure you click on "My Drive" on the left side of the screen.
Then, click on the document that says, "Copy of Typing Club Progress Monitoring Original."

| | | Name ↑ | Owner | Last modified | File size |
|---|---|---|---|---|---|
| | New | | | | |
| ☑ | Priority | 📁 Professional | me | Apr 2, 2020 me | — |
| ▶ 🔼 | **My Drive** | 📄 Copy of Typing Club Progress Monitoring ... | me | Mar 17, 2020 me | — |
| ▶ 👥 | Shared drives | | | | |
| 👥 | Shared with me | | | | |
| 🕐 | Recent | | | | |
| ☆ | Starred | | | | |
| 🗑 | Trash | | | | |

This document will open.

My Name: Matt Hayes

### My Progress Monitoring Chart
### Typingclub.com

| Date | WPM | Accuracy | Room for Improvement |
|---|---|---|---|
| 3/17/2020 | 39 wpm | 94 % | I want to retry the lesson and improve to 100 percent accuracy. |
| 3/17/2020 | 56 wpm | 100 % | I passed my goal. |
| | | | |
| | | | |

It will have your name and everything else you have already typed into the document. This is just my example document. Do not close this document. Leave it open as you go to the next step.
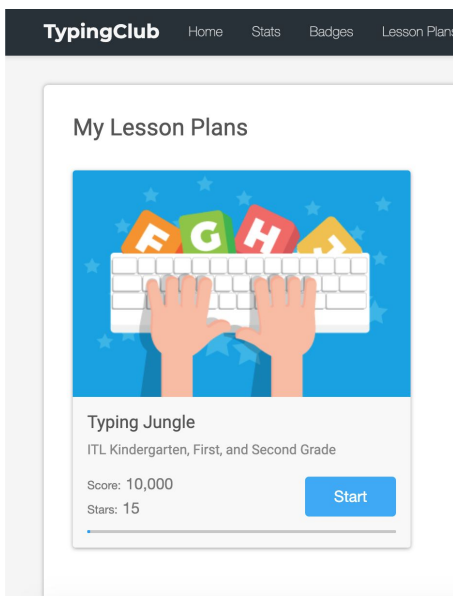
# Step Three: Sign in to Typing Club - Third and Fourth Grade

Open a new tab on your internet. Type in elcho-school3.typingclub.com to find the website. This screen will come up.
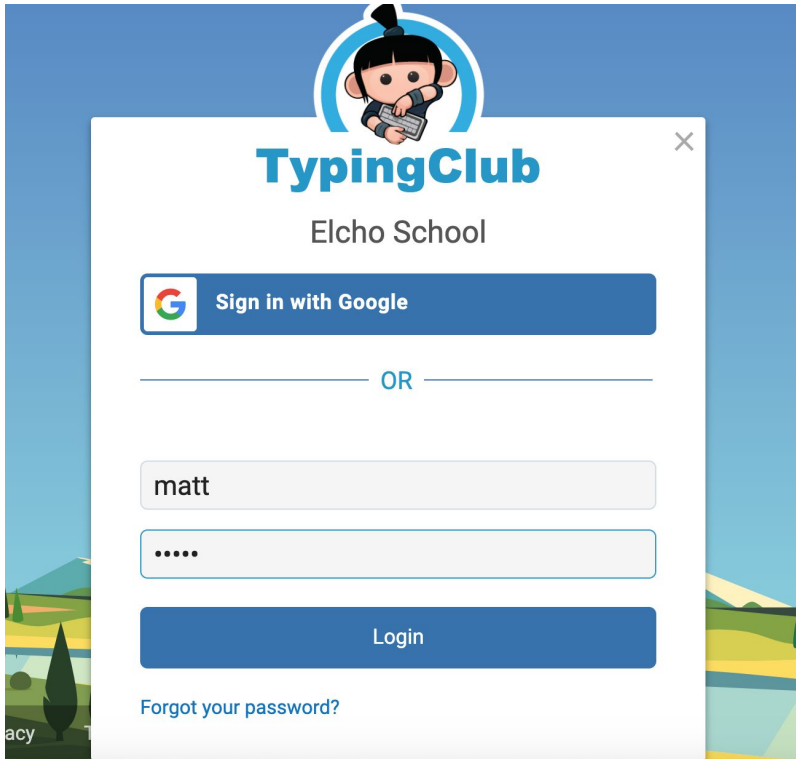


Enter your username.
Then enter your password.

Third Grade: Mrs. Gray sent out your Typing Club information on the last day of school before the closure.

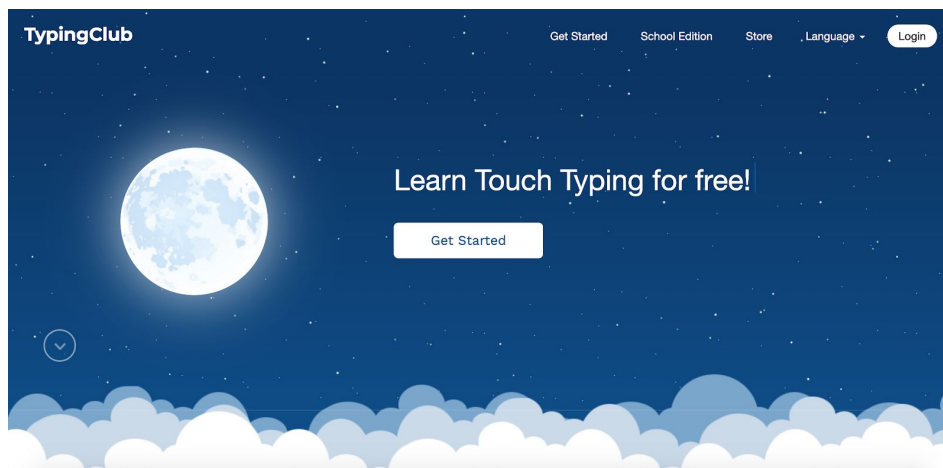Fourth Grade: Mr. Hayes sent a ClassDojo message with your Typing Club information.



Once you are signed in, the screen below will come up. Click on the blue button that says "Start."
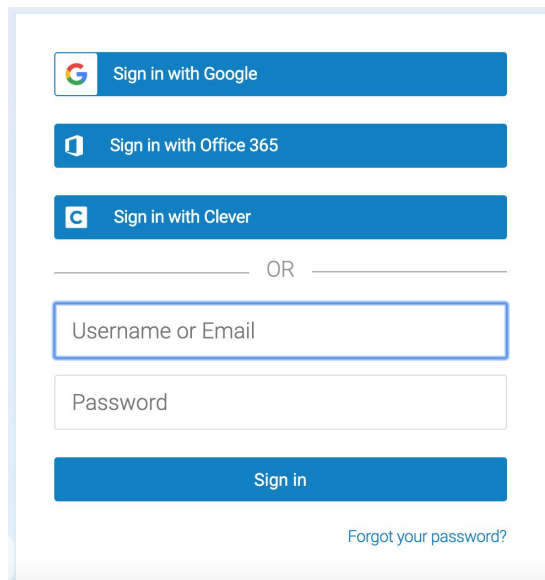
# Step Three: Sign in to Typing Club - Fifth Grade

Open a new tab on your internet. Type in typingclub.com to find the website. This screen will come up.
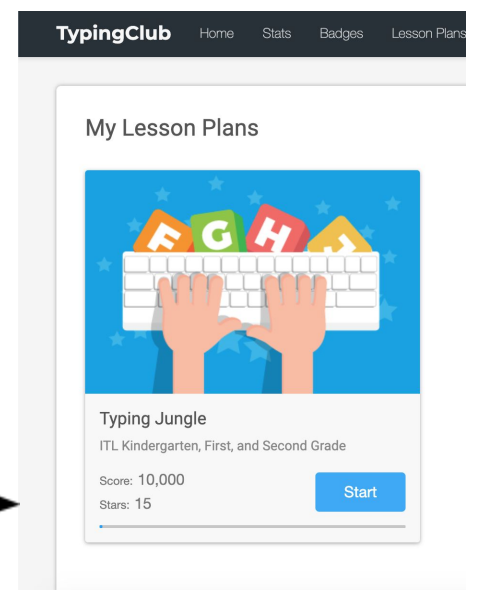


Click on "Login" in the upper right corner.

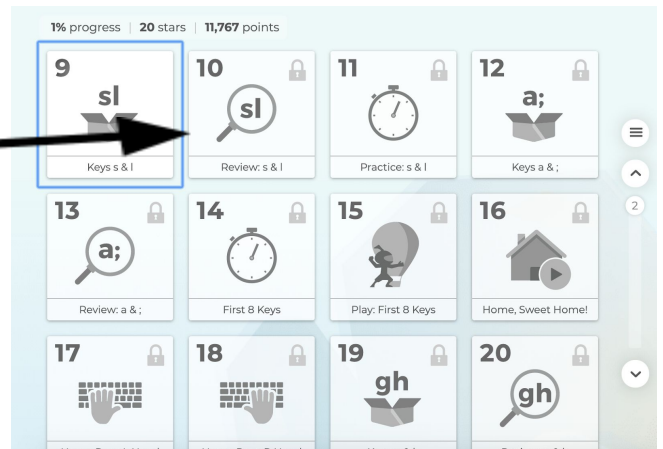This screen below will now come up.



Click on "Sign in with Google." The screen in the lower right of this page will either immediately come up, or you will need to enter your Elcho email address and password. Once you reach this screen, click on the blue button that says "Start."
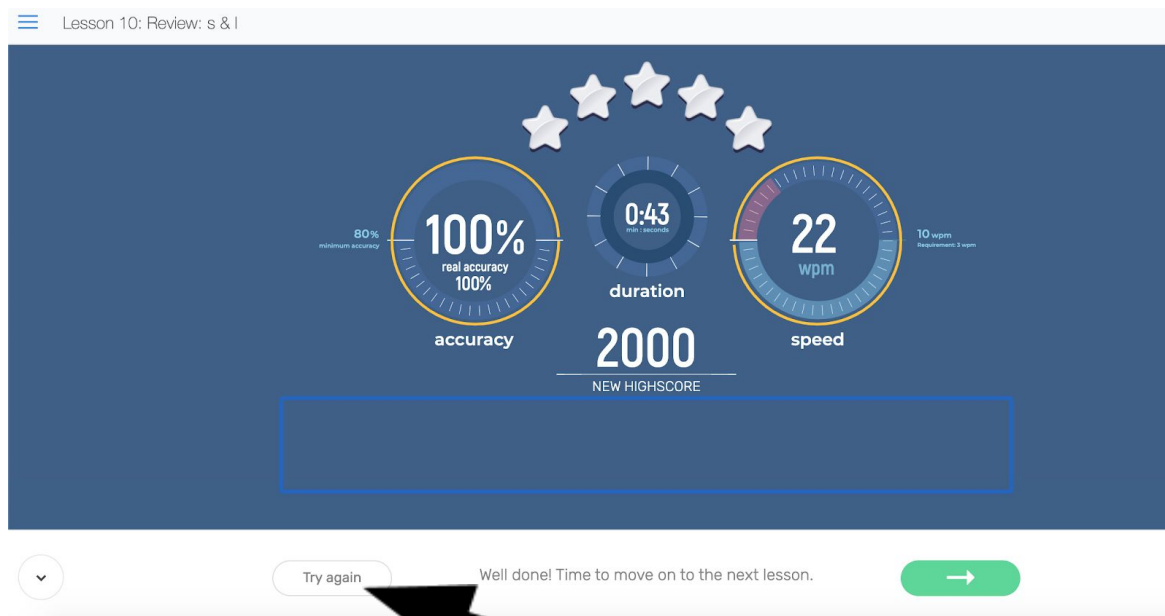
# Step Four - Complete a Lesson In Typing Club

Begin by clicking the next lesson you would like to work on from this screen. My next lesson will be lesson ten.

Complete the lesson, but do not go past the screen below this sentence.

# Step Five - Record Information and Set a Goal

100%
minimum accuracy 80%
real accuracy
100%
accuracy

0:43
min : seconds
duration
2000
NEW HIGHSCORE

22
wpm
speed
10 wpm
Requirement: 3 wpm

Try again

Well done! Time to move on to the next lesson.

I can see from this page, I had 100% accuracy and 22 wpm. I will record this in my Google Document on a new line. Read this entire page before you click on the "Try Again" button.

At this point, I will set a goal to improve on the same lesson. I wrote this in the room for improvement section along with the lesson number. Once I record this information, I will need to try the lesson again. Look at the arrow above. Click on that button and try the lesson again now.
(wpm = words per minute)

My Name: Matt Hayes

My Progress Monitoring Chart
Typingclub.com

| Date | WPM | Accuracy | Room for Improvement |
|---|---|---|---|
| 3/17/2020 | 39 wpm | 94 % | I want to retry the lesson and improve to 100 percent accuracy. |
| 3/17/2020 | 56 wpm | 100 % | I passed my goal. |
| 4/5/2020 | 22 wpm | 100 % | Lesson 10 - I want to reach 50 wpm on this lesson. |
| | | | |

# Step Six - Record Information of Second Attempt at Lesson
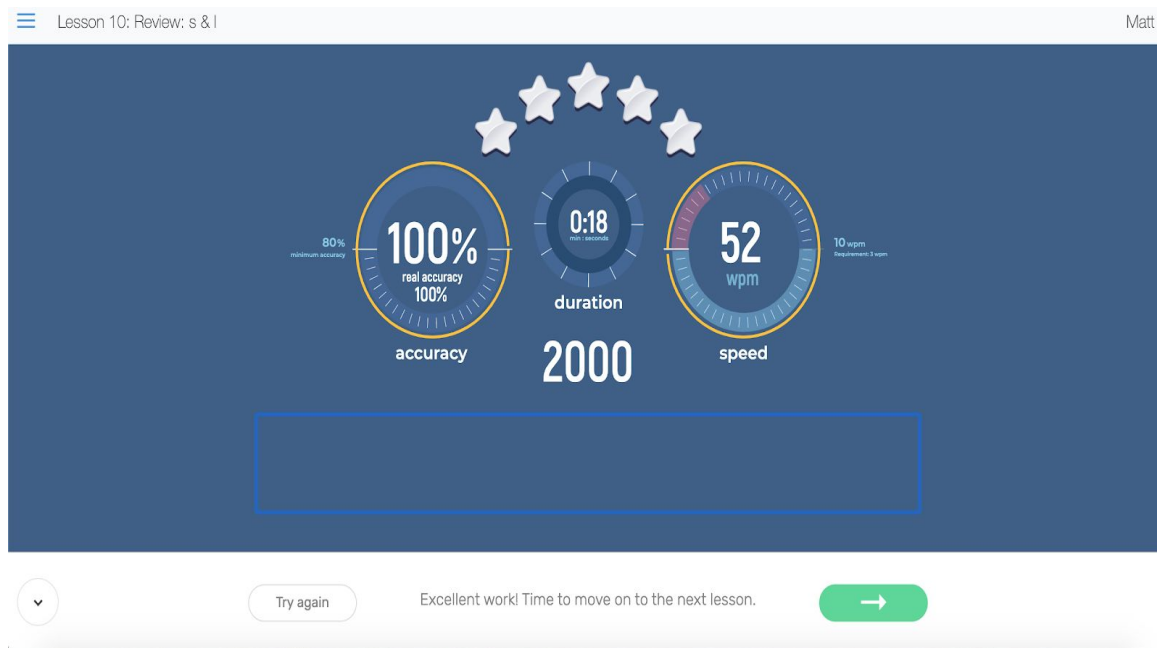


This results screen shows that on my second try, I had 100 % accuracy and 52 words per minute.

## My Name: Matt Hayes
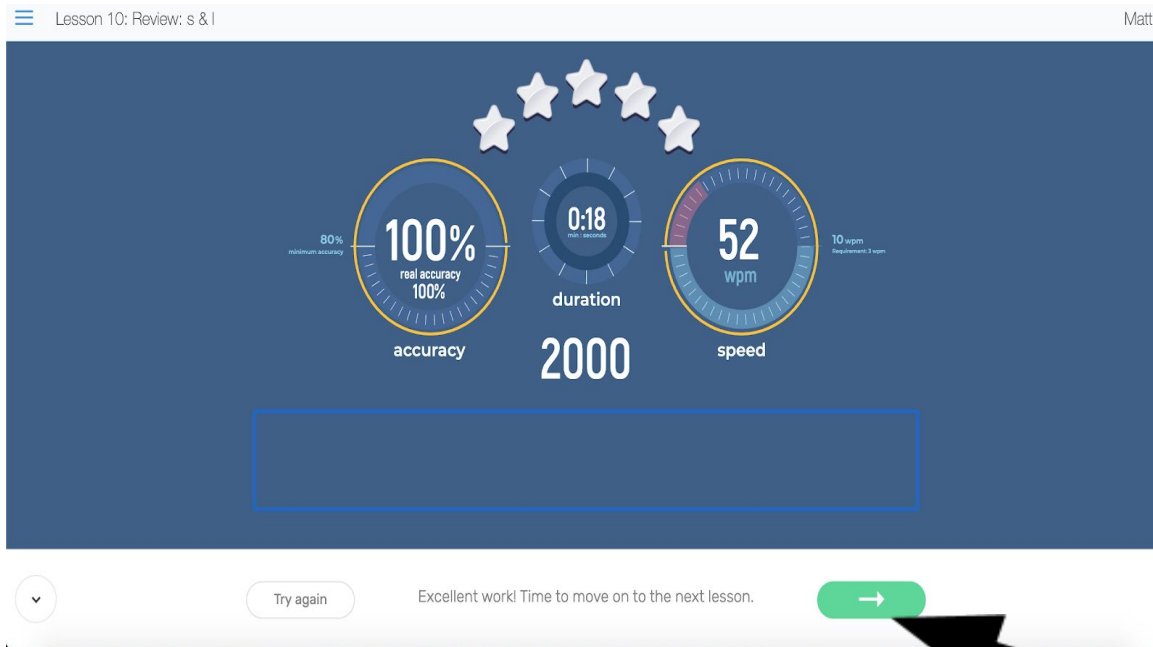
### My Progress Monitoring Chart
### Typingclub.com

| Date | WPM | Accuracy | Room for Improvement |
|------|-----|----------|----------------------|
| 3/17/2020 | 39 wpm | 94 % | I want to retry the lesson and improve to 100 percent accuracy. |
| 3/17/2020 | 56 wpm | 100 % | I passed my goal. |
| 4/5/2020 | 22 wpm | 100 % | Lesson 10 - I want to reach 50 wpm on this lesson. |
| 4/5/2020 | 52 wpm | 100 % | Lesson 10 - I reached my goal on this lesson and I am ready for the next lesson. |

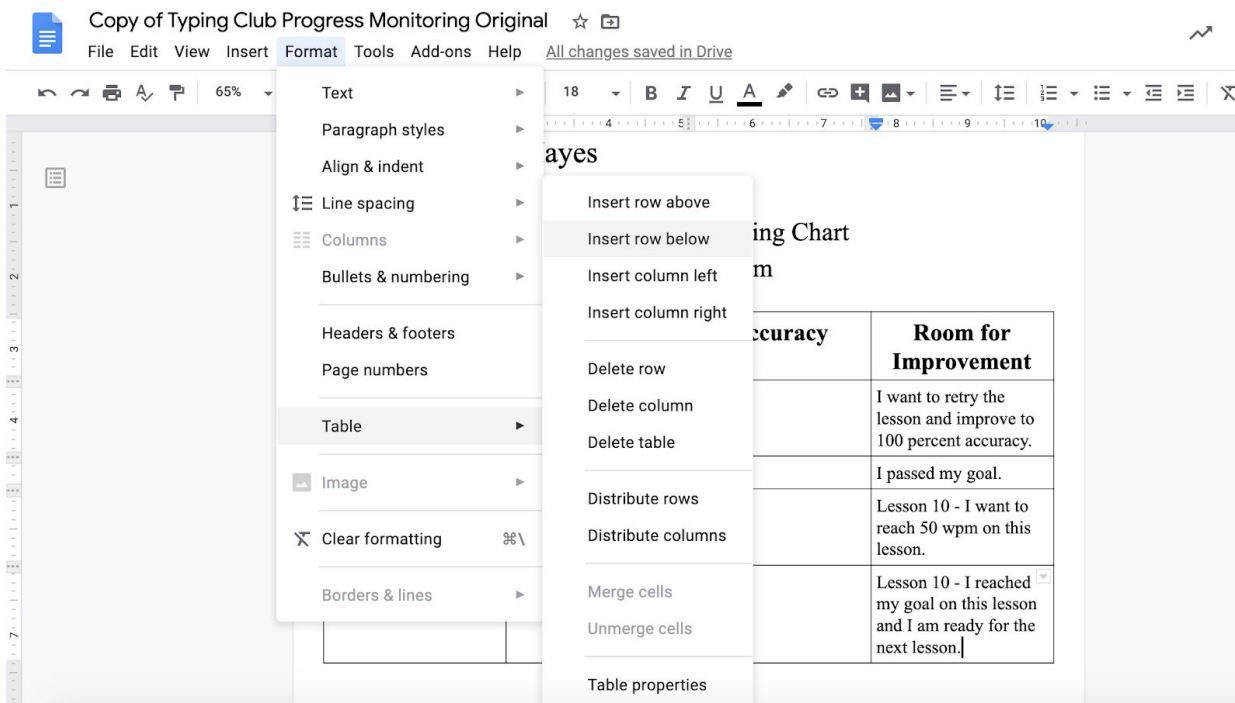I recorded that information in my chart on a new line. In the final column, I wrote that I had made my goal.

# Step Seven - Repeating the Process

Instead of clicking on the try again button, click on the green button with an arrow.



You can repeat the process with a new lesson
as many times as you want. If you need to
add more rows to your Google Document, see the picture below.



For this to work, the cursor needs to be in the last row of the table. You can add as many rows as you want by following these steps.

# Step Eight - Sign Out



Click on the circle in the upper right corner with a picture or the first letter of your first name. Then, click on "Sign Out" in the box.



Click on the three small lines.



Click on your name and then on "Logout." You are now signed out of Typing Club and Google.

# Thank you for your hard work!