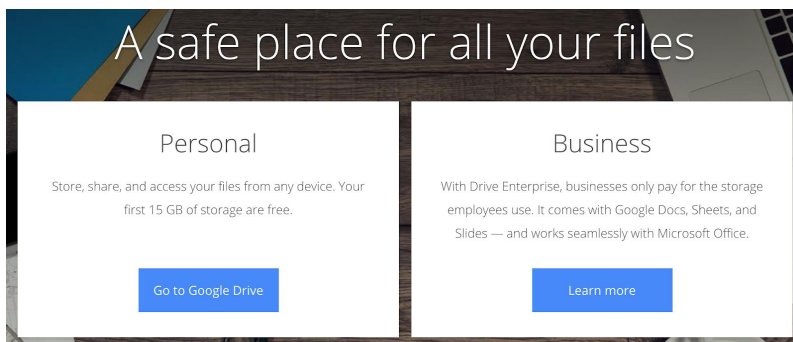


# Typing Club Progress Monitoring Directions

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.

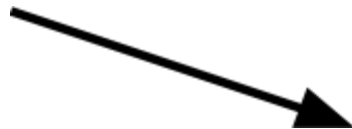
## Step One: Sign in to Google Account



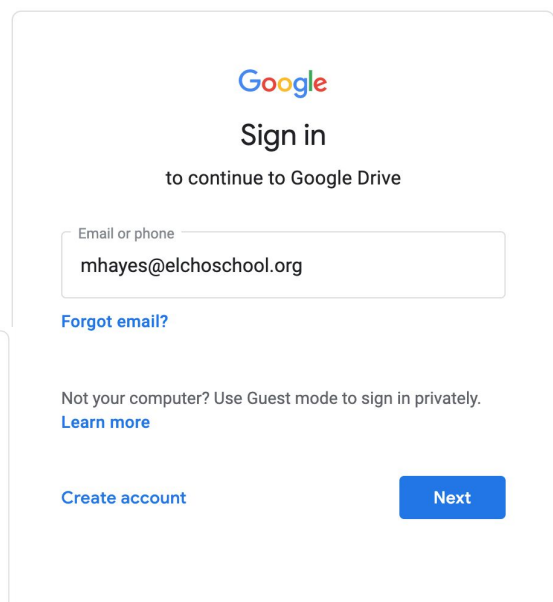
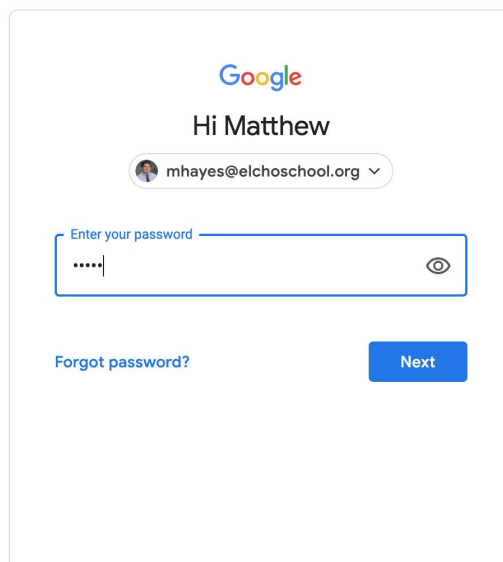
Go to [google.com/drive](https://google.com/drive) on the internet.

Click on the blue button “Go to Google Drive.”

Type in your email.



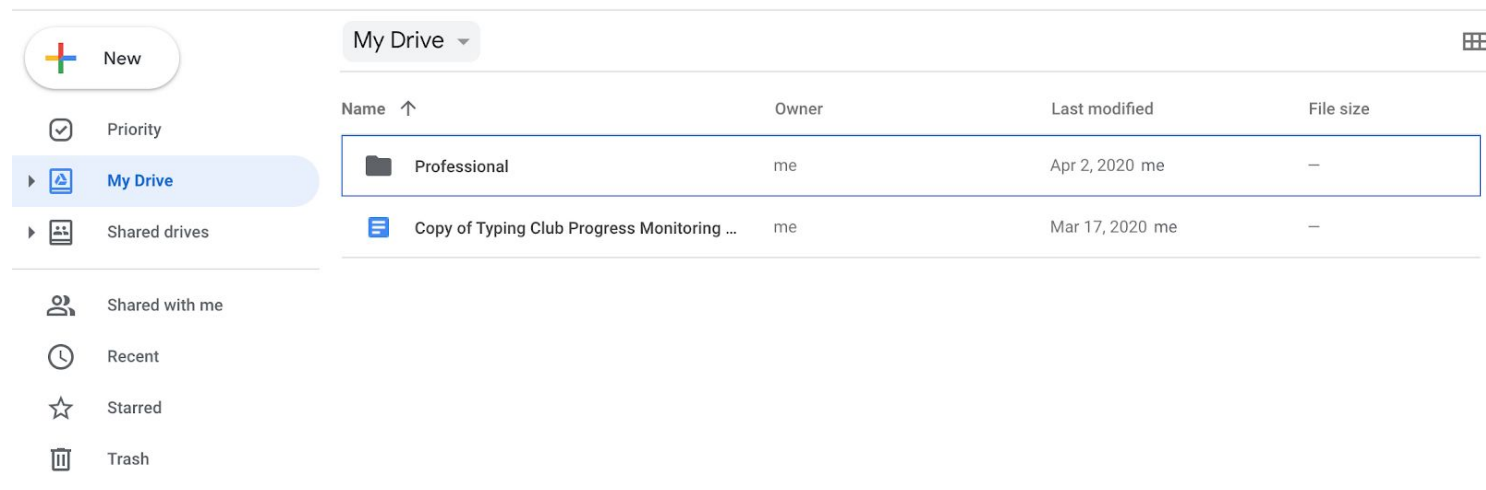
Then type in your password. You can click on the eye to see the password as you are typing it into the box.

A screenshot of the Google sign-in page for Google Drive. It features the Google logo at the top, followed by the text "Sign in to continue to Google Drive". Below this is an input field for "Email or phone" containing the email address "mhayes@elchoschool.org". There is a link for "Forgot email?". Below the input field is a message: "Not your computer? Use Guest mode to sign in privately." with a link for "Learn more". At the bottom, there are two buttons: "Create account" and "Next".A screenshot of the Google password sign-in page. It features the Google logo at the top, followed by the text "Hi Matthew". Below this is a dropdown menu showing the email address "mhayes@elchoschool.org". Below the dropdown is an input field for "Enter your password" containing several dots. There is an eye icon to the right of the input field. Below the input field is a link for "Forgot password?". At the bottom, there is a blue button labeled "Next".

## Step Two: Open Document

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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.”



This document will open.

My Name: Matt Hayes

My Progress Monitoring Chart  
Typingclub.com

It will have your name and everything else you have already typed into the document.

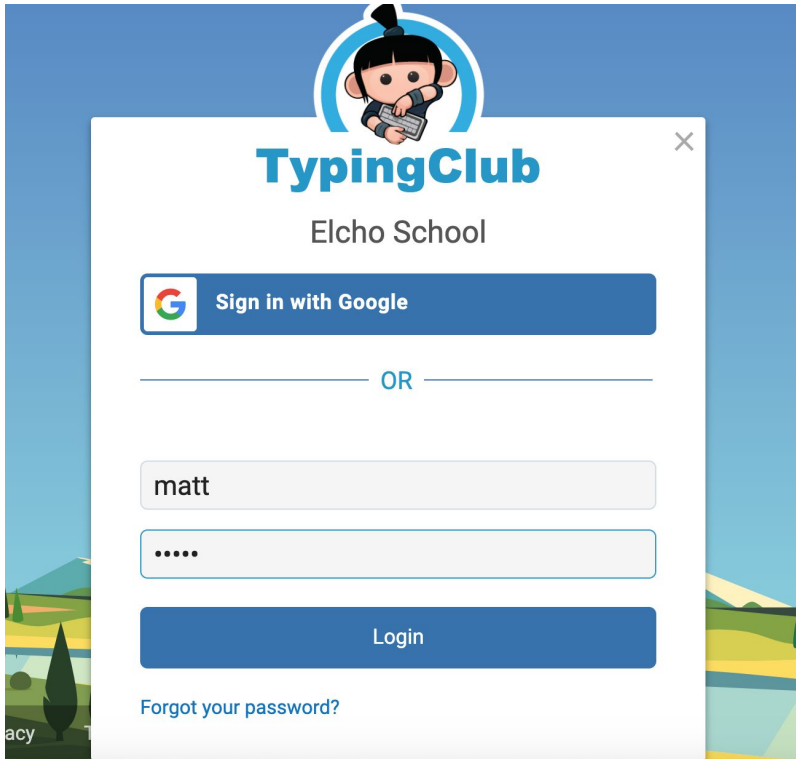
This is just my example document. Do not close this document. Leave it open as you go to the next step.

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.

## Step Three: Sign in to Typing Club - Third and Fourth Grade

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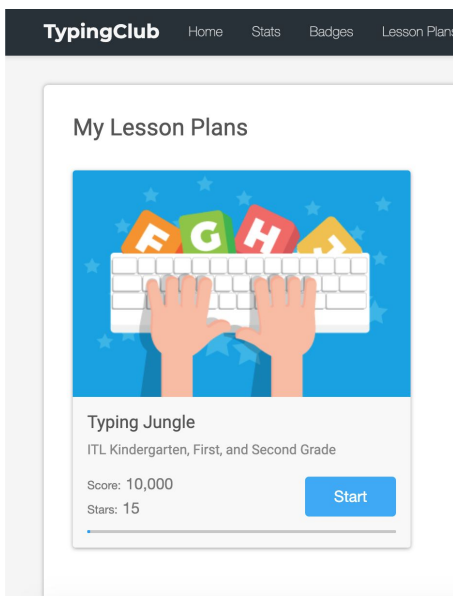
Open a new tab on your internet. Type in [elcho-school3.typingclub.com](http://elcho-school3.typingclub.com) to find the website. This screen will come up.



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.

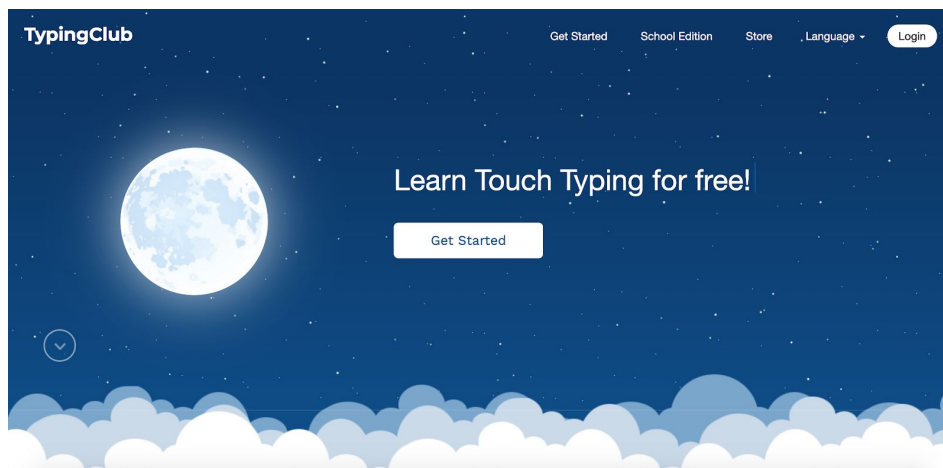


Once you are signed in, the screen below will come up. Click on the blue button that says “Start.”

## Step Three: Sign in to Typing Club - Fifth Grade

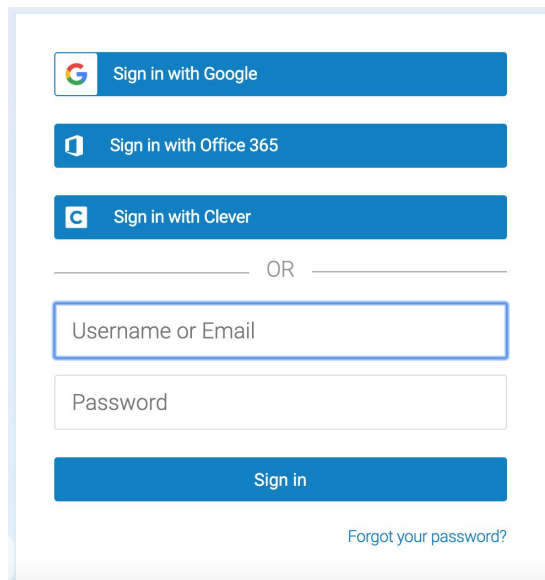
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Open a new tab on your internet. Type in [typingclub.com](https://typingclub.com) to find the website. This screen will come up.

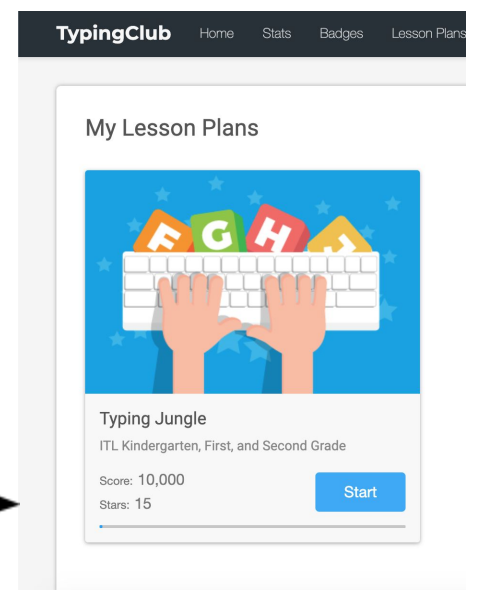


Click on  
“Login” in the upper right  
corner.

This screen below will now come up.



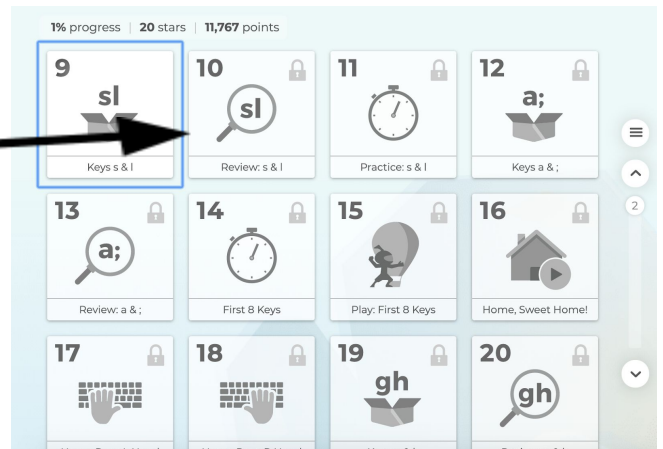
Click on “Sign in with  
Google.” The screen in the  
lower right of this page will either immediately  
come up, or you will need to enter your Elcho  
email address and  
password. Once you  
reach this screen, click  
on the blue button that  
says “Start.”



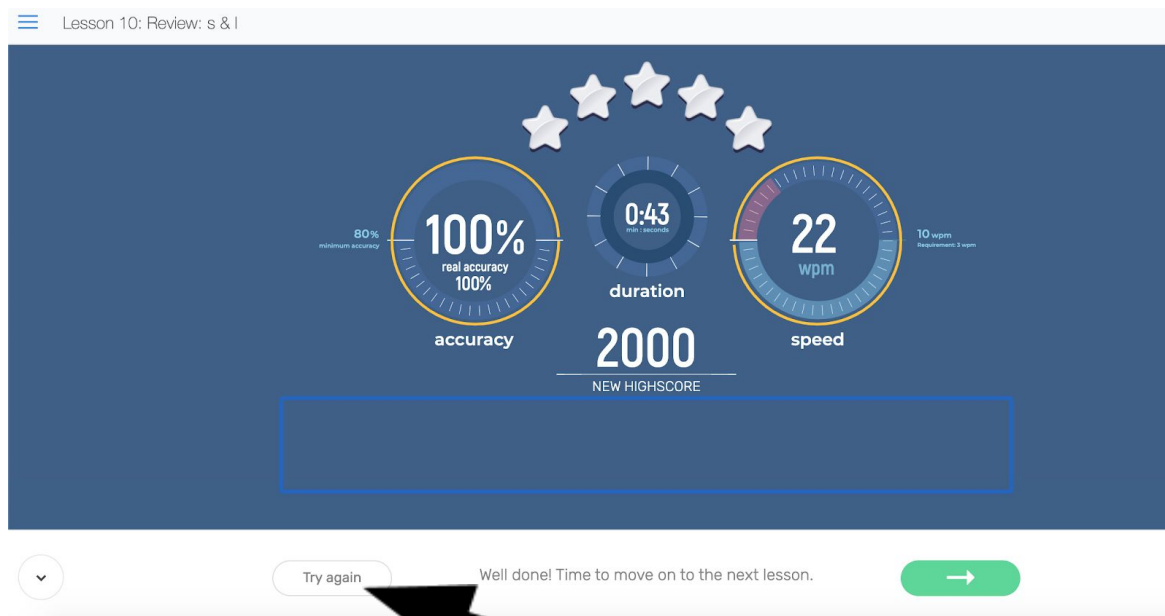
## Step Four - Complete a Lesson In Typing Club

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



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.

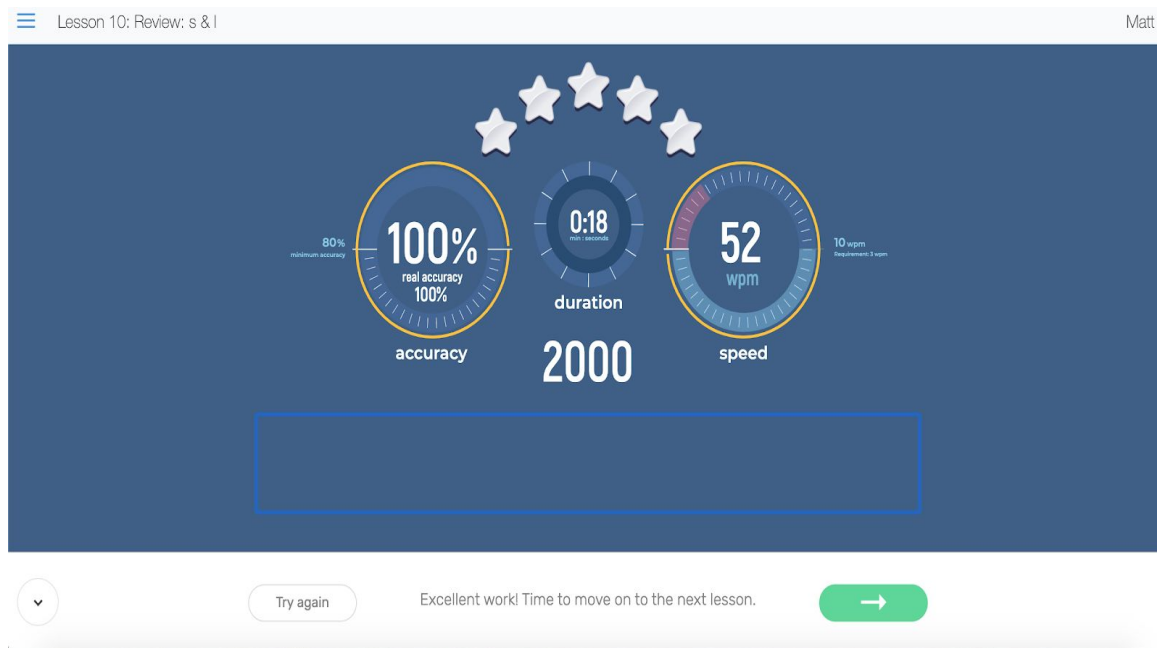
At this point, I will set a goal to improve on the same lesson. I wrote this in the room for improvement section along with the lesson number. Once I record this information, I will need to try the lesson again. Look at the arrow above. Click on that button and try the lesson again now. (wpm = words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

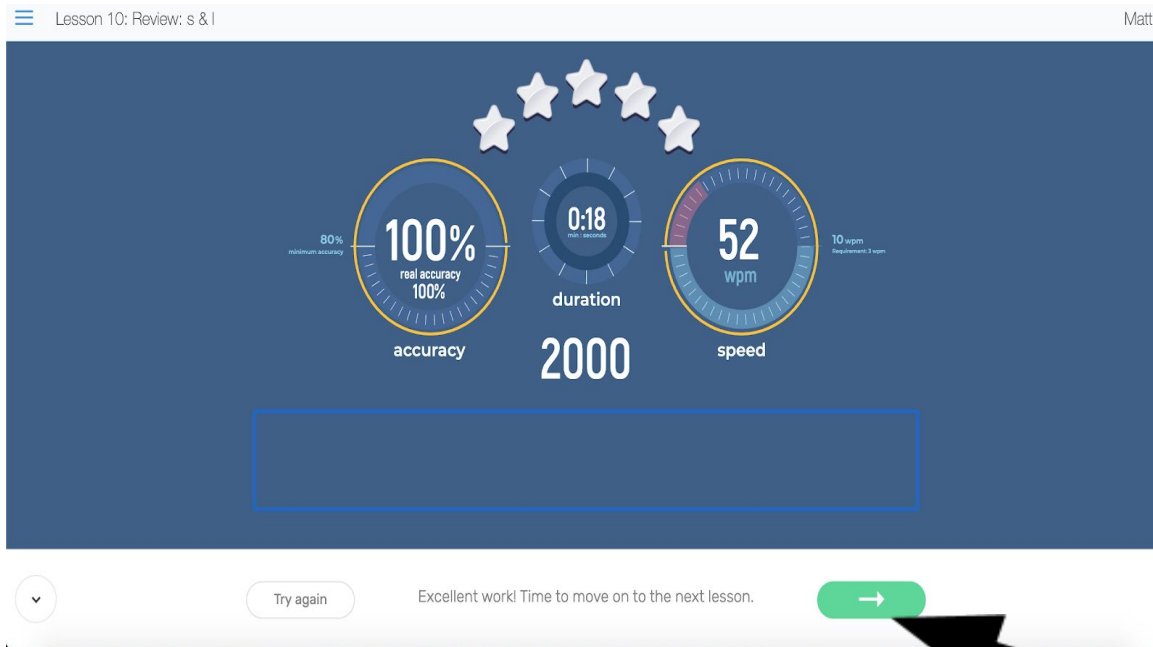
Date	WPM	Accuracy	Room for Improvement
3/17/2020	39 wpm	94 %	I want to retry the lesson and improve to 100 percent accuracy.
3/17/2020	56 wpm	100 %	I passed my goal.
4/5/2020	22 wpm	100 %	Lesson 10 - I want to reach 50 wpm on this lesson.
4/5/2020	52 wpm	100 %	Lesson 10 - I reached my goal on this lesson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

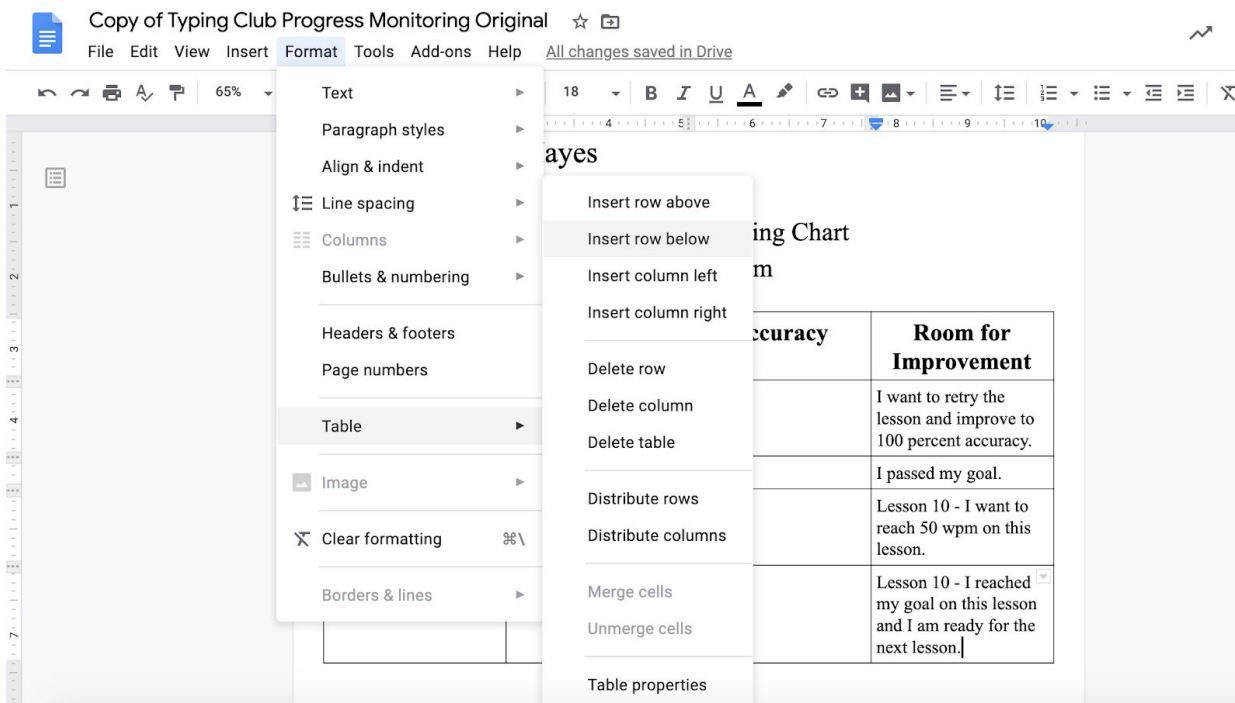


## Step Seven - Repeating the Process

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

Copy of Typing Club Progress Monitoring Original

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

65% Normal text Times New... 18

My Name: Matt Hayes

My Progress Monitoring Chart  
Typingclub.com

Date	WPM	Accuracy
3/17/2020	39 wpm	94 %
3/17/2020	56 wpm	100 %
4/5/2020	22 wpm	100 %
4/5/2020	52 wpm	100 %

This account is managed by elchoschool.org. [Learn more](#)

**Matthew Hayes**  
mhayes@elchoschool.org

[Manage your Google Account](#)

[Add another account](#)

[Sign out](#)

[Privacy Policy](#) · [Terms of Service](#)

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.

Lesson 10: Review: s & l

80% **100%** real accuracy 100% accuracy

0:18 duration

**52** wpm speed

2000

Try again Excellent work! Time to move on to the next lesson.

TypingClub Home Stats Badges Typing Jungle

1% progress | 25 stars | 14,767 points

7 Practice: d & k

8 Play: fjkd

9 Keys s & l

10 Review: s & l

11 Practice: s & l

12 Keys a & ;

13

14

15

Profile

Change Password

Help

Logout

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

Thank you for your  
hard work!