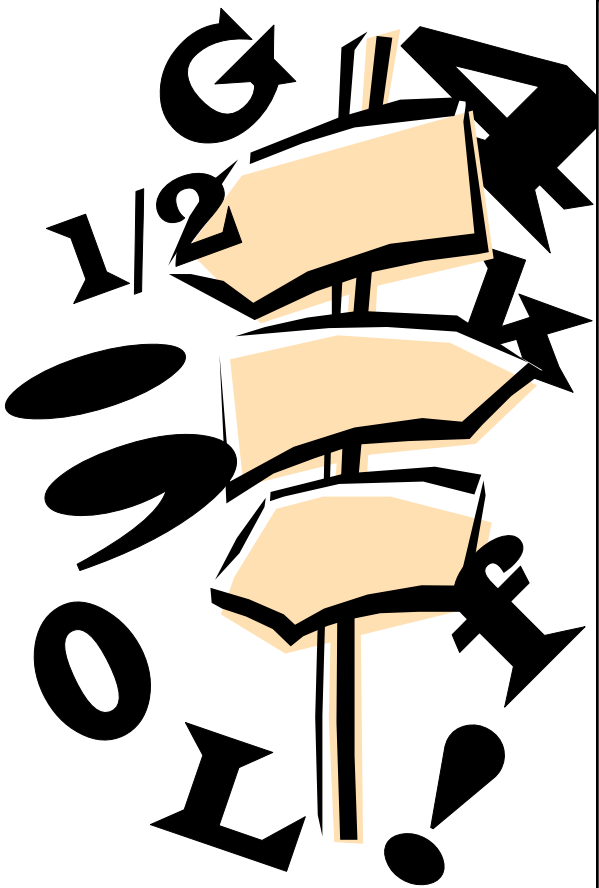


Shelburne Community School
Information Technology Systems
Handbook Series



Basics of Using
Type To Learn - 3

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Basics of Using Type to Learn 3

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Getting Started

Type To Learn - 3 (TTL3) provides a series of "Missions" which are collections of lessons. Each student has been entered into the system and grouped into their prime teacher's group. See the page 5 for a student Quick Starter. Included in the Quick Starter are instructions for first time use (logging in, setting up a password, and starting a lesson).

TTL3 must be installed on a computer to work. Look for the TTL3 icon:



If the icon is not on a computer, please fill out a Help Desk request to have the program installed. If a student is missing from a class list, fill out a Help Desk request along with the prime room teacher and grade.

After logging in, the following screen will appear:



Main Menu

The Main Menu, also called the Dashboard, allows the student to navigate anywhere in the program. Here is what the Dashboard includes:

Mission Info: This window includes the student name, the current lesson and what is left to do before moving to the next lesson.

Lesson Window: Below the Mission Info window is a small window labeled "Lesson #" (where the # will display a lesson number). This window has a picture of two hands on a keyboard. [Click here](#) to start or restart a lesson.

Notebook: A simple word processor that can be used to take notes.

Charts: progress reports in a graphical format.

Typeline: An activity to reinforce the use of SHIFT keys in addition to numbers and letters. A historical timeline is shown with words that have missing letters and numbers. The student must fix the words by typing in the blanks.

Windshield Typers: A left/right hand coordination game where students type to reveal a hidden picture that includes a short historical image. The content is based on the lesson.

Warpspeed: An activity that allows students to type longer passages for speed and accuracy. The view can be modified and the focus is on hand placement while typing longer lines and paragraphs. At the end of the activity a screen will appear showing the speed (WPM = Words Per Minute), accuracy and the number of mistakes. Both the activity and report can be printed if desired.

Dictation Station: Student hear words and phrases through the computer speakers or headphones that they must type.

Key Figures: Students are given 45 seconds to type as much as they can. At the end of 45 seconds a famous person is displayed on the screen.

Next Mission: Once a student has completed all the components of a lesson and reached a certain proficiency. Students can not continue to the next Page 4

Type To Learn 3 (TTL3) – Quick Starter

First time using TTL3

1. Look for the TTL3 Icon and double click on it
2. Look for your teacher's name, click on it
3. Look for the class "Default", click on it
4. Look for your name listed on the far right column, click on it
5. Type in a "New Password" (use your network login password) then type it again in the "Verify Password" box.
6. Click OK



Getting started

Each time you login into TTL3 you will start with the Main Menu that includes your "Mission Information". A Mission is a lesson. As the Mission numbers increase so does the difficulty level.

The Mission Info screen tells you what level you are at and what you have left to do before going to the next Mission (lesson).

Click here to start or re-start a lesson.



What to do when you are done

When done, click on Main Menu then click on the Back to Login button then Quit and lastly Leave. Don't forget to logout of the computer.