

# Typing Pal

## **School Edition**

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# User Guide

# User Guide for School Edition



This user guide is intended for administrators (responsible for the technical aspects of Typing Pal) as well as for teachers (responsible for overseeing its use). It explains how to create, manage and configure the different types of accounts (administrator, teacher, student). Explore the guide to discover all the features offered by Typing Pal, or consult it from time to time to find the answers to your questions.

## First Steps

Start off on the right foot by following these steps:

1. Take a look at our [start-up guide](#) for a brief overview of Typing Pal.
2. Learn the basics of a sound [typing method](#).
3. Prepare a [training plan](#).
4. Create student accounts by choosing one of the following three methods that best suits your needs.
  - [Account creation by import](#) — Select this method if you want to **create all the accounts and groups** of a school at one time.
  - [Manual addition](#) — Select this method to add **one student at a time**.
  - [Self-registration](#) — Select this method if **you already have your groups** and you want your students to create their accounts on their own.

Refer to this user guide if you have any questions about Typing Pal's various features.

## First Peek

To introduce you to Typing Pal, we suggest you explore the program as though you were a student.

1. [Log in](#) to your administrator or teacher account.
2. Make sure you already have at least one group. If not, [add one](#).
3. Use the function [Log in as a student](#) to:
  - explore the learning environment and activities.
  - try your hand at a few typing activities.
  - try a game and navigate the student interface.

By familiarizing yourself with Typing Pal from the students' point of view, you'll be able to better guide them when giving your instructions.

# Key Concepts

Before delving into this User Guide, make sure you understand the basic notions presented in this chapter.

- **Management Structure**

- **Subscription** — A subscription consists of one or more schools.
- **School** — Each school includes one or more groups.
- **Group** — Groups usually consist of a number student accounts within a class.

- **Accounts**

- **Super Administrator** — This account manages the subscription, all the schools it includes and all associated accounts.
- **School Administrator** — This account manages a school and all associated accounts.
- **Teacher** — This account manages one or more groups and all associated student accounts.
- **Student** — This account has some personalization options, depending on the permissions granted to it.

- **Navigation**

- **General Navigation** — Learn how to locate what you're looking for in the main management panel.
- **List Navigation** — Learn how to use lists effectively.

- **Searching, Filtering, Sorting and Selecting**

- **Searching** — Perform a search in a list.
- **Filtering** — Select a subset of criteria.
- **Sorting** — Sort the accounts according to the column headings.
- **Selecting** — Select accounts using keyboard combinations.

# Management Structure

## Subscription

A Typing Pal subscription may include one school or several schools. This makes it easier to manage all the schools within a school district centrally. The subscription is identified by a unique [Subscription code](#).

## School

A school includes all groups, as well as all teacher and student accounts. Each school has a [Custom URL](#) to access its login page.

## Group

A group is composed of students, usually within the same class. Each group is associated with one teacher who is responsible for it.

# Accounts

## Super Administrator

The super administrator manages the subscription, all the schools it includes and all associated accounts. He or she is also granted all management privileges. If the subscription includes several schools, the super administrator may decide to delegate the management of each school to a school administrator.

## School Administrator

The school administrator manages his or her school, including all the associated accounts. He or she is also granted all management privileges for that school.

## Teacher

The teacher manages all the student accounts within his or her groups. He or she is granted most of the management privileges for these groups, as well as for the group's student accounts. Some of these access privileges may be restricted by the school administrator or the super administrator.

## Student

The student has a few configuration options depending on the permissions granted by his or her the teacher, the school administrator or the super administrator.

## Data Retention

School, teacher and student accounts are deleted automatically two years after subscription expiry. Only the subscription manager's information and the business-related notes are archived, in accordance with the [Privacy Policy](#).

### New Feature 2023

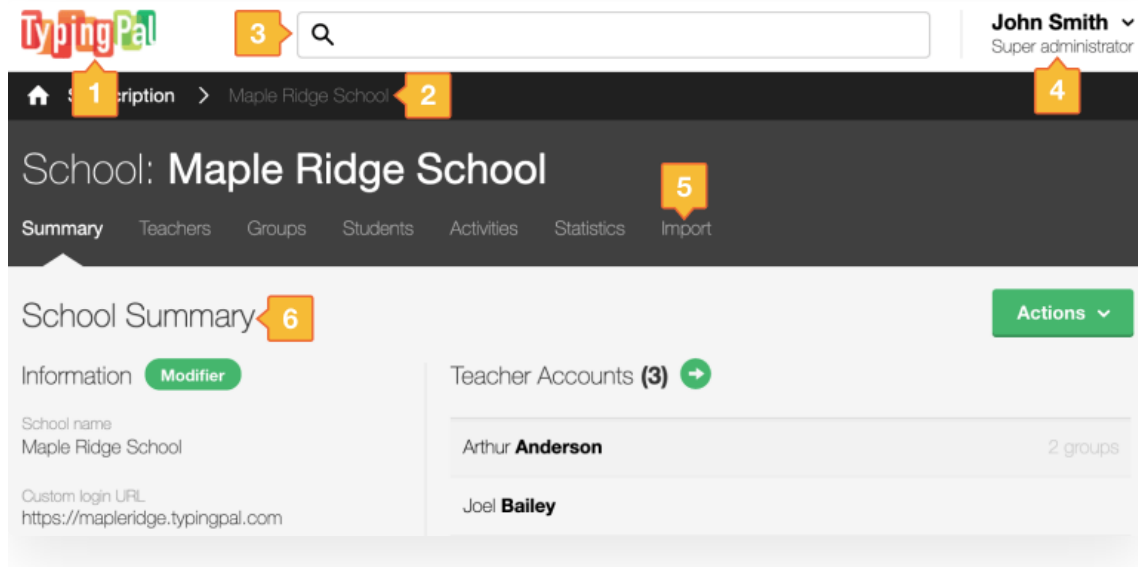
The super administrator can now specify the amount of time after which accounts will be automatically deleted following subscription expiry, by going to the *Subscription Summary* and clicking *Edit* in the *Data management* panel, then changing the selection under *Maximum duration of data retention* and entering the number of days desired.



# Navigation

## General Navigation

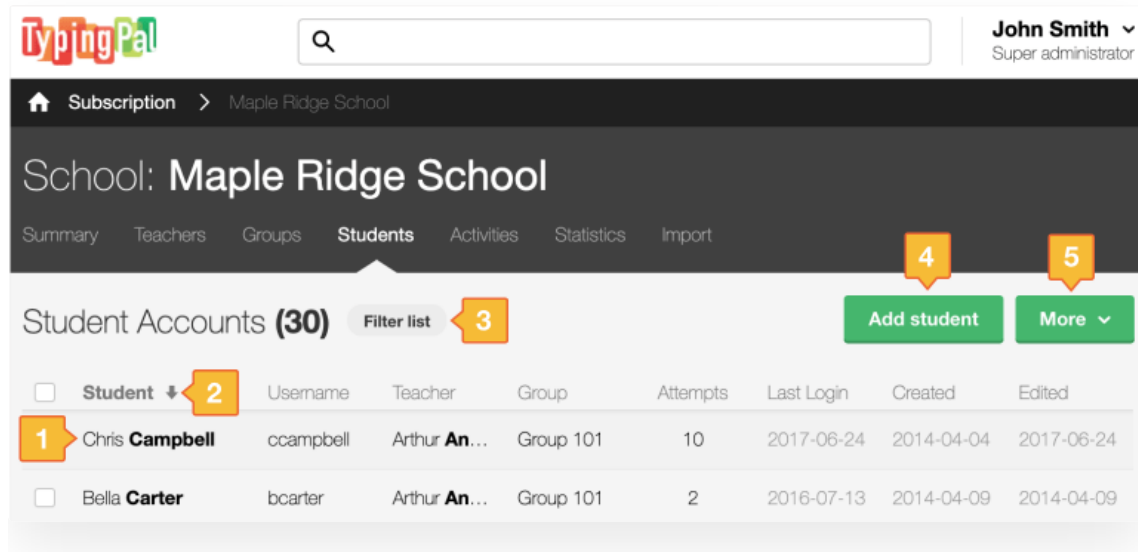
The interface's general navigation layout is the same for all managers (super administrators, school administrators and teachers).



1. **Typing Pal logo** — Select the Typing Pal logo to go to your account's homepage.
2. **Breadcrumb trail** — Quickly pinpoint the displayed page's location within the tree view and browse the thread to navigate the directories.
3. **Global search** — Type a name in the global search field and see the list of relevant results appear as you type.
4. **Identifier** — Select the identifier to access your settings or log out.
5. **Tabs** — Navigate through the tabs to access the different sections of each admin level.
6. **Summary** — Edit the information and preferences contained in the summary.

## List Navigation

The navigation layout for lists is the same in the *Schools*, *Teachers*, *Groups* and *Students* tabs.



1. **Accounts** — Select the names of the schools, teachers, groups or students contained in the list to access them.
2. **Headings** — Sort the items in ascending or descending order by selecting the column headings.
3. **Filters** — Select the *Filter list* button to display the search box and filters, and then select any that are required.
4. **Add** — Directly access forms allowing you to create schools, teachers, groups or students.
5. **More** — Access all possible options relating to the selected items.


# Searching, Filtering, Sorting and Selecting

Use the [searching](#), [filtering](#), [sorting](#) and [selection](#) features to strategically select the accounts to modify.

## Searching

### Global Search

Search for any account, group or school from the global search field located to the left of your identifier at the top of the page.

Start typing your request and instantly view suggested results grouped together by category. Click the  key to go to the record of the selected item. To consult all the search results for a category (Students, Groups, Teachers, Schools, Administrators), click the *Display all* button.

### Search in a List

Select the *Filter List* button to search through a list, and then type your query in the search box. The following fields are searched as you type:

- Last name
- First name
- Username
- Group
- School name
- Subdomain

Elements corresponding to the search are highlighted in orange as soon as they are found.

Student Accounts (2)
Filter list
Add

Teacher: All ▼
Group: All ▼
Last login: All ▼

<input type="checkbox"/>	Student ▼	Username	Teacher	Group	Activities	Last Login
<input type="checkbox"/>	Carl Hall	chall01	Claire B...	Group 201	0	2014-04...
<input type="checkbox"/>	Kennedy Mars...	kmarshall	Aaliyah ...	Group 203	0	2014-04...

## Filtering

The filters allow you to select a subset of criteria, refining the search and simplifying the selection of elements. The following filters are available according to the tab selected:

- School
- Teacher
- Group

- Last login

Student Accounts (30) Filter list Add student More ▾

Teacher: All ▾ Group: All ▾ Last login: All ▾ ✕

**Tip**—Selecting the *Filter List* button again will hide and reset all filters.

Sorting


Sort the accounts by selecting a column heading.

This feature, along with the careful selection of filters, allows you to efficiently select a group of items. For example, filtering student accounts by login date, then sorting them by date of creation will reveal all of the old, unused accounts that should be deleted.

<input type="checkbox"/>	Student	Username	Teacher	Group	Activities	Last Login ⬇	Created	Edited
<input type="checkbox"/>	Antonio <b>Hen...</b>	ahenderson	Claire <b>Barnes</b>	Group 201	0	2014-04-01	2014-03-30	2014-03-30
<input type="checkbox"/>	Edwin <b>Henry</b>	ehenry	Claire <b>Barnes</b>	Group 201	0	2014-04-04	2014-03-26	2014-03-26

Selecting

The selection of accounts in a list can be made easier by ticking the first box that appears in the column heading, and by using certain key combinations:

- Tick or untick the first box that appears in the column heading to select or deselect all the accounts. \*Hold down the  key and all the items between the first and second ticked or unticked accounts will be selected or deselected.

Student Accounts (90) Filter list 2 items selected Add

<input type="checkbox"/>	Student ▾	Userna...	School	Teacher	Group	Activi...	Last Lo...
<input checked="" type="checkbox"/>	Chris <b>Campbell</b>	ccamp...	Maple ...	Arthur ...	Group ...	10	2017-0...
<input checked="" type="checkbox"/>	Bella <b>Carter</b>	bcarter	Maple ...	Arthur ...	Group ...	2	2016-0...
<input type="checkbox"/>	Jesse <b>Clark</b>	jclark	Maple ...	Arthur ...	Group ...	0	2014-0...
<input type="checkbox"/>	Harold <b>Cole</b>	hcole	Maple ...	Arthur ...	Group ...	19	2014-0...
<input type="checkbox"/>	Jimmy <b>Coleman</b>	jcoleman	Maple ...	Arthur ...	Group ...	53	2017-0...
<input type="checkbox"/>	Jerry <b>Collins</b>	jcollins	Manle	Arthur	Group	18	2017-0...

# Logging In

This chapter explains how to log in to Typing Pal, which is one of the first steps required to manage accounts or begin training.

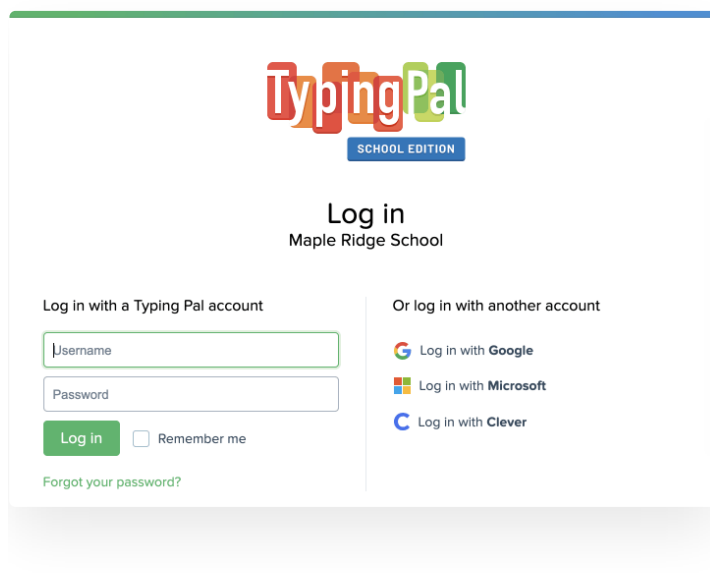
- **Login Page**
  - **Access from a *Direct URL*** — Use the *Direct URL* of the school or the subscription (*Custom URL* or *Subscription URL*) to directly access the login page.
  - **Access from the *Homepage*** — If you've lost your *URL*, go to the *Homepage* [school.typingpal.com](https://school.typingpal.com) to recover your *Login page*.
- **Authentication**
  - **Sign-on with Typing Pal** — This authentication mode works with the user's *Username* and *Password*.
  - **Sign-on with Google** — This authentication mode works with the user's Google account.
  - **Sign-on with Microsoft** — This authentication mode works with the user's Microsoft account.
  - **Sign-on with Clever** — This authentication mode works with the user's Clever account.
- **Custom URL**
  - Edit your school's *Custom URL* so that it closely reflects the name of your institution.
- **Codes**
  - **Signup Code** — Use this code to allow students to create their own accounts, provided that the group and teacher accounts have already been created.
  - **Subscription Code** — Retain this code if you are the super administrator, as it serves as a username for your account and as a subscription ID.
  - **School Code** — If you still use this code to identify your school, please note that it has now been replaced by the *Custom URL*.
- **Sharing Login Information**
  - **Sending Login Information to School Administrators** — If you are a super administrator, email the login information to the school administrators.
  - **Sending Login Information to Teachers** — If you are an administrator, email the login information to the teachers.
  - **Downloading Student Login Information** — Download students' login information in order to give students their login in class.
- **Log In as a Student**
  - Log in as a student to validate, from the student's point of view, any changes made to activities or group settings.

# Login Page

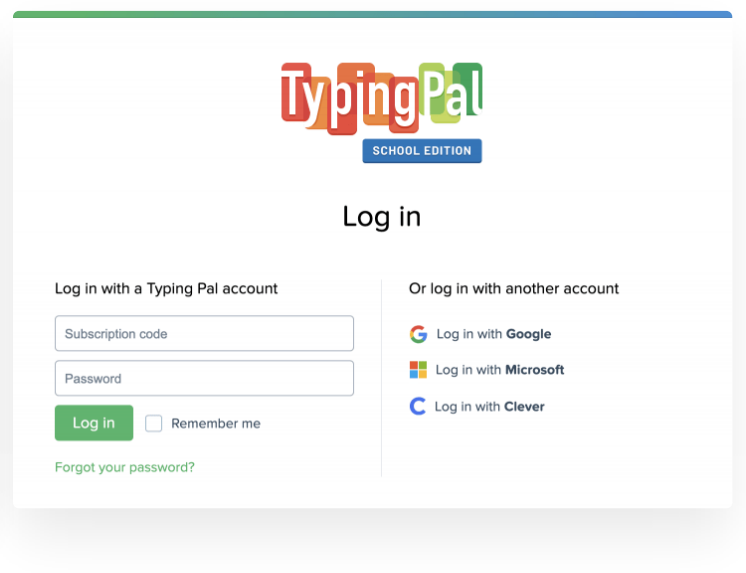
The *Login page* is the gateway for logging in to Typing Pal. You can access it directly from a [direct URL](#) or from the [homepage](#).

**Suggestion** — We recommend that you use a [direct URL](#) and add it to your navigator's bookmarks. This is the quickest and most efficient way to access the *Login page*.

## School login page



## Subscription login page



## Access from a *direct URL*

### The school's *Custom URL*

If you are a **school administrator**, a **teacher** or a **student**, you can directly access the *Login page* from your school's *Custom URL*. The subdomain of the *Custom URL* usually corresponds to the name of the school, as in this example for the **Elm Valley School**: <https://elmvalley.typingpal.com>.

Once on the *Login page*, sign in using your [Typing Pal account](#), your [Google account](#), your [Microsoft account](#) or your [Clever account](#).

### The *Subscription URL*

If you are a **super administrator**, you already received an activation email containing the *Subscription URL* allowing you to access your *Login page*. If you've misplaced it, you can recreate it by inserting a question mark (?) and the *Subscription code* after <https://admin.typingpal.com/>, as in the following example: <https://admin.typingpal.com/?TTP-BHND-5096>.

Once on the *Login page*, sign in using your [Typing Pal account](#), your [Google account](#), your [Microsoft](#) or your [Clever account](#).

## Access from the *Homepage*

Follow the steps below to access the *Login page* from the *homepage* at [school.typingpal.com](https://school.typingpal.com):

1. Click the *Log in* button.
2. Select the product that you would like to log into.
3. Use the search box to enter the following:
  - Your [Subscription code](#) if you are a **super administrator**;
  - The name of your school if you are a **school administrator**, a **teacher** or a **student**.
4. Then, select your login page from the results displayed.

Once on the *Login page*, sign in using your [Typing Pal account](#), your [Google account](#), your [Microsoft account](#) or your [Clever account](#).

**Tip** — If you cannot find your login page among the five choices provided, add the name of your city after the name of your school to refine your search.

**Note** — If you are used to using a *School code*, you can still enter it in the search box to find your login page.

**Suggestion** — Administrators should specify a school's country, region and city from the management tools so that users can find their login page more easily.

# Authentication

Once on the *Login page*, you should see three possible authentication modes:

- **Typing Pal authentication**
  - **Login for a School Administrator, a Teacher or a Student** — Learn how to log in with a Typing Pal account.
  - **Login for a Super Administrator** — Learn how to log in with a Typing Pal account.
- **Sign-on with Google**
  - **Google Account** — Create your Google account if you don't already have one.
  - **Link the Google Account to the Typing Pal Account** — Link your Google and Typing Pal accounts.
  - **Log In with Google** — Log in with a single click.
  - **Enable Automatic Logout from the Google Account** — Enable full logout to prevent the Google session from remaining open.
  - **Unlink your Google Account** — Unlink your Google and Typing Pal accounts.
  - **Blocking Sign-in with a Google Account** — Block single sign-on with a Google account.
- **Sign-on with Microsoft**
  - **Microsoft Account** — Create your Microsoft account if you don't already have one.
  - **Link the Microsoft Account to the Typing Pal Account** — Link your Microsoft and Typing Pal accounts.
  - **Log In with Microsoft** — Log in with a single click.
  - **Enable Automatic Logout from the Microsoft Account** — Enable full logout to prevent the Microsoft session from remaining open.
  - **Unlink your Microsoft Account** — Unlink your Microsoft and Typing Pal accounts.
  - **Blocking Sign-in with a Microsoft Account** — Block single sign-on with a Microsoft account.
- **Sign-on with Clever**
  - **Clever Account** — Create your Clever account if you don't already have one.
  - **Configure the Typing Pal application in the Clever Portal** — Go to Clever's portal and configure the Typing Pal application.
  - **Link the Clever Account to the Typing Pal Account** — Link your Clever and Typing Pal accounts.
  - **Log In with Clever** — Log in with a single click.
  - **Unlink your Clever Account** — Unlink your Clever and Typing Pal accounts.
  - **Blocking Sign-in with a Clever Account** — Block single sign-on with a Clever account.



# Custom URL

The *Custom URL* allows a school administrator, teacher or student to directly access the school's *Login page*.

This URL is usually created at the same time as the school account; however you can edit it if you are a super administrator or a school administrator:

1. Access the *Information* panel by clicking the *Edit* button in the *School summary*.
2. Edit the subdomain of your *Custom URL*.
3. Save the change.

**Tip** — If you edit the *Custom URL* during the year, after the teachers and students have already begun to use Typing Pal, be sure to give them the new version as soon as possible.

School: Elm Valley School

Summary Teachers Groups Students Activities Statistics Import

School Summary

Information **Edit**

School name  
Elm Valley School

Custom login URL  
https://demqelmv.typingpal.com

Default keyboard language  
U.S.

School code  
DEMQLMV

Signup code  
KR88PY

Information

General

School name  
Elm Valley School

Signup code (new students) ⓘ  
KR88PY

☒ Allow students to choose an avatar

Login

Custom login URL ⓘ  
https:// **demqelmv** .typingpal.com

**Note** — For all **school accounts created before July 4, 2016**, the subdomain of the *Custom URL* is automatically generated from the *School code*. This subdomain can still be edited.

# Codes

## Signup Code

Students can enter this code into the registration form and create their own account. In this way, you can **delegate to students the task of creating their account**. The *Signup code* is displayed in the *School summary* and in the *Teacher summary*.

## Subscription Code

This code acts as a subscription ID. It consists of 11 characters and always begins with TTP, followed by four letters and four numbers (e.g. *TTP-ACDB-4213*). Together with a password, it **allows the super administrator to log in**. The *Subscription code* is displayed in the *Subscription summary* and in the *School summary*.

## School Code

This code acts as a school's unique identifier. It **allows administrators, teachers or students to identify their school** and connect to their account. It consists of eight alphanumeric characters (e.g. DS22JKYM). If there is one, it is displayed in the *School summary* and in the *Teacher summary*.

**Warning** — The *Custom URL* subdomain replaces the *School code* for all school accounts created after July 4, 2016.

# Sharing Login Information

If you need to share login information to the accounts you manage, use one of the following methods.

## Sending Login Information to School Administrators

1. In the *Schools* tab, select the schools associated with the administrators to whom you want to send the login information.
2. From the *More* menu, select the option *Send login information*.
3. Confirm that you have read the message, and then click the *Send* button.

**Subscription**

Summary **Schools** Teachers Groups Students Activities Import My settings

School Accounts (3) Filter list 3 items selected Add school More ▾

<input checked="" type="checkbox"/> School ▾	Subdomain	Teachers	Groups	S
<input checked="" type="checkbox"/> Elm Valley School	demqelmv	3	3	
<input checked="" type="checkbox"/> Maple Ridge School	mapleridge	3	3	
<input checked="" type="checkbox"/> Willow River School	demqwill	3	3	30 --

More menu options: Delete, Send login information, Import..., Export...

## Sending Login Information to Teachers

1. In the *Teachers* tab, select the teacher accounts to which you want to send the login information.
2. From the *More* menu, select the option *Send login information*.
3. Confirm that you have read the message, and then press the *Send* button.

**School: Elm Valley School**

Summary **Teachers** Groups Students Activities Statistics Import

Teacher Accounts (3) Filter list 3 items selected Add teacher More ▾

<input checked="" type="checkbox"/> Teacher ▾	Username	Groups	Stude...	Last Login	Cre
<input checked="" type="checkbox"/> Claire <b>Barnes</b>	cbarnes	1	11	--	201...
<input checked="" type="checkbox"/> Caroline <b>Bell</b>	cbell	1	10	--	201...
<input checked="" type="checkbox"/> Aaliyah <b>Bennett</b>	abennett	1	9	--	2014... 2014-08-20

More menu options: Delete, Send login information, Import..., Export...

## Downloading Student Login Information

### Procedure

1. In the *Students* tab, select the student accounts to which you want to send login information.
2. From the *More* menu, choose *Download login information*.
3. Choose the file format to which you want to download (Excel or CSV).
4. Open the downloaded file. It contains the following data:

- Group
  - Student's first name
  - Student's last name
  - Username
  - Temporary password
  - Temporary password expiry date
  - Custom login URL
5. Use your preferred method to share the login information with the students.

## Temporary password

To **ensure optimal security**, current passwords cannot be downloaded. You can, however, download temporary passwords to allow students to choose their own passwords.

Temporary passwords are only valid for 10 days, but new ones can be generated if need be.

**Suggestion** — Ask your students to choose a password containing at least three words or a short sentence (without spaces) that is easy to remember. The strength of a password is better measured by its length than by its complexity.

**Tip** — If you're absolutely sure you want your students to use their administrator-imported passwords, you can ask the administrator to send you the part of the import file that contains them.

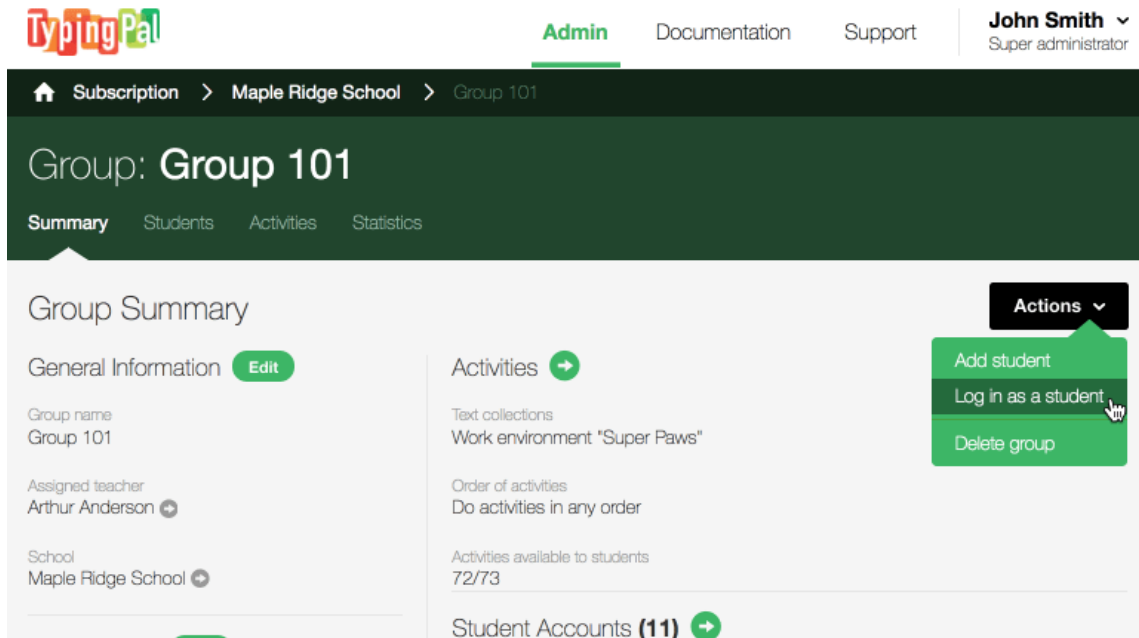
# Log In as a Student

Log in as a student to validate from the student's point of view any changes made to activities or group settings.

Here's how to use Typing Pal as though you were a student:

1. Go to the *Group summary* you want to test.
2. In the menu of the *More* button, select the option *Log in as a student*.

You will then be redirected to the home page of your own student account.



# Management

This chapter presents everything you need to know about Typing Pal's management tools.

- **School Management**
  - **Adding a School** — If your subscription allows it, add a school to the list of schools you administer.
  - **Default Keyboard** — Set the default keyboard type for your school.
  - **Location** — Specify your school's location and time zone.
- **School Administrator Management**
  - **Adding a School Administrator Account** — Add a school administrator account to delegate the management of a school's accounts to a chosen administrator.
  - **Editing or Deleting a School Administrator Account** — Edit or delete the account of a school administrator.
- **Teacher Management**
  - **Adding a Teacher Account** — Add a teacher account.
  - **Editing or Deleting a Teacher Account** — Edit or delete a teacher account.
  - **Granting Group Access to Teachers** — Determine whether a teacher can access all groups in a school or only his or her own groups.
  - **Managing Teacher Permissions** New Feature 2023 — Restrict specific permissions for teachers to either add, delete or modify groups, student accounts and text collections or to reset results. Settings apply to all teacher accounts collectively.
- **Group Management**
  - **Adding a Group** — Add a group or several groups at a time by importing a list.
  - **Editing a Group** — Edit the name of a group, its description, its teachers or its welcome message.
  - **Group Settings** — Edit certain settings to apply them to all the student accounts in a group.
  - **Deleting a Group** — Delete a group along with the student accounts it contains or move them to another group in a single operation.
  - **Live Supervision** — See your students' activity in real time from a dynamic new dashboard.
- **Student Management**
  - **Adding a Student Account** — Choose from three methods to add student accounts.
  - **Editing or Deleting a Student Account** — Edit or delete a student account.
  - **Moving a Student Account from One Group to Another** — Move a student account from one group to another or from one school to another.
  - **Editing Student Permissions** — Edit student permissions to block or grant access to certain features.
  - **Automatic Deletion of Inactive Accounts** — Disable the automatic deletion of inactive student accounts.
- **Export**
  - Export a list of students, groups, teachers or schools to archive certain information or prepare an update by using the import feature.
- **Account Creation by Import:**
  - **Excel and CSV Templates** — Download template files in Excel or CSV format.
  - **Import File for Student Accounts and Groups** — Create the file containing the student and group accounts to be imported.
  - **Import File for Teacher Accounts and Groups** — Create the file containing the teacher and group accounts to be imported.
  - **Import File for Schools** — If allowed by the subscription, create the file containing the schools and school administrators to be imported.
  - **Importing a List of Students, Teachers or Schools** — Import the file that will be used to create the accounts, groups, and schools you need.
- **Account Update by Import**
  - Update student accounts by importing an Excel or CSV file.
- **Bulk Edit**
  - Bulk edit the settings or options for a set of accounts, groups or schools.

# School Management

Managing schools can only be done by a super administrator or a school administrator.

## Adding a School

If an organization such as a school board acquires a subscription for all its educational institutions, the super administrator will be able to add schools. Otherwise, this option is hidden.

If allowed by the subscription, schools can be added in two ways:

- From the *Schools* tab, click the *Add a school* button and fill out the form that appears.
- From the *Import* tab, [import an Excel or CSV file](#) containing all the settings.

## Default Keyboard

There are many types of keyboards that vary according to the platform, the keyboard language and the layout of the keys.

Set your school's default keyboard type by selecting the appropriate options in the *Information* panel of the *School summary*.

If students have a different type of keyboard at home, they will be able to configure it themselves in the [Language and keyboard](#) section of their *Settings*.

## Location

Indicate the location of a school by specifying the country, region, city, and time zone in the *Location* panel of the *School summary*.

In this way, if users have lost their *Custom URL*, it will be easier for them to find their school's *Login page* when using our school search tool.

Furthermore, the exact time registered for an activity will correspond precisely to the time at which the activity was completed.

# School Administrator Management

Managing school administrators' accounts can only be done by a super administrator or a school administrator.

## Adding a School Administrator

The super administrator has the option of delegating the management of a school to a single school administrator.

Adding a school administrator can be done in three different ways:

- In the *Add School* form, check the box *Add an administrator to this school* and fill in the fields that appear.
- From the *Import* tab, [import a CSV or Excel file](#) containing all the settings.
- From the *Information* panel in the *School summary*, check the box *Add an administrator to this school* and fill in the fields that appear.

## Editing or Deleting a School Administrator Account

The school administrator's account information appears in the *School summary*.

Click the *Edit* button to update the school administrator's information, change the password, or delete the account.



# Teacher Management

Managing teacher accounts can only be done by a super administrator or a school administrator.

## Adding a Teacher

Adding a teacher can be done in two different ways:

- From the *Import* tab, [import a CSV or Excel file](#) containing all the settings.
- From the *Teachers* tab, click the *Add a teacher* button and fill in the fields of the form that appears.

## Editing or Deleting a Teacher Account

The information for the account appears in the *Teacher summary*. Click the *Edit* button to update the teacher's account information or change the password.

To delete the teacher, select his or her account from the list of teachers or display the account summary, and then select the delete option from the menu of the *More* button.

**Note** — After a deletion, one or more groups may no longer have an assigned teacher. If this happens, go to the *Group summary* to choose another teacher to assign to the group.

## Editing Group Access for a Teacher Account

Administrators can determine whether a teacher can access all groups in a school or only his or her own groups.

Set group access permissions when first adding a teacher by choosing the appropriate option from the drop-down menu under *Access* in the *Add Teacher* form. Edit an existing teacher's group access permissions by clicking the *Edit* button in the *Access* panel on the *Teacher Summary* screen.

## Editing Teacher Account Permissions New Feature 2023

Administrators can determine whether teachers, as a whole, are allowed to: add and delete groups, edit groups, add and delete student accounts, edit student accounts, add and delete text collections, edit text collections or reset results.

Change teacher account permissions globally by clicking the *Edit* button in the *Teacher privileges* panel on the *School Summary* screen.

# Group Management

Groups are made up of a set of student accounts, usually students belonging to the same class. A group can only be assigned to one teacher, but a teacher can [access and manage](#) several groups.

**Note** — One or more of these management functions may be disabled for teacher accounts if permissions have been revoked by an administrator. In such cases, the function will appear greyed out in the interface and the name of the administrator responsible will be displayed when the cursor is held over it.

## Adding a Group

Adding a group can be done in two different ways:

- From the *Groups* tab, click the *Add group* button and fill in the fields of the form.
- From the *Import* tab, [import a CSV or Excel file](#) containing all the accounts associated with the groups you want to create.

## Editing a Group

The *Targets* and *Grades* are part of the group's settings which are explained in the [Training chapter](#).

Otherwise, in the *Group summary*, click the *Edit* button to update the group's general information:

- **Group name** — The name serves to identify the group.
  - **Description** — The optional description specifies the nature of the group.
  - **Assigned teacher** — Each group is assigned a teacher to whom an administrator has delegated management responsibilities.
  - **Welcome message to students** — The teacher can write a personalized message that will appear on the students' homepage when they log in to their account.
-

Group: Group 201

SummaryStudentsActivitiesStatistics

Group Summary

General Information

Edit

Group name

Group 201

Description

Teacher

Claire Barnes

Welcome message to students

Welcome to Claire Barnes' Class.

CancelSave

Configuration

Edit

Working environment

Super Paws

Access to games

Yes

Allow students to change their passwords

Group Settings

Configuration

Edit

Interface appearance

Student's choice

Age group

6-11 years

Access to games

Yes

Access to the texts

Yes

Access to the improvement activities

Yes

Allow students to change their passwords

No

Allow students to view video replay

Yes

Allow students to enable sound effects

Yes

Manage display options for activities

No

Click or press on the *Edit* button to customize the various group settings:

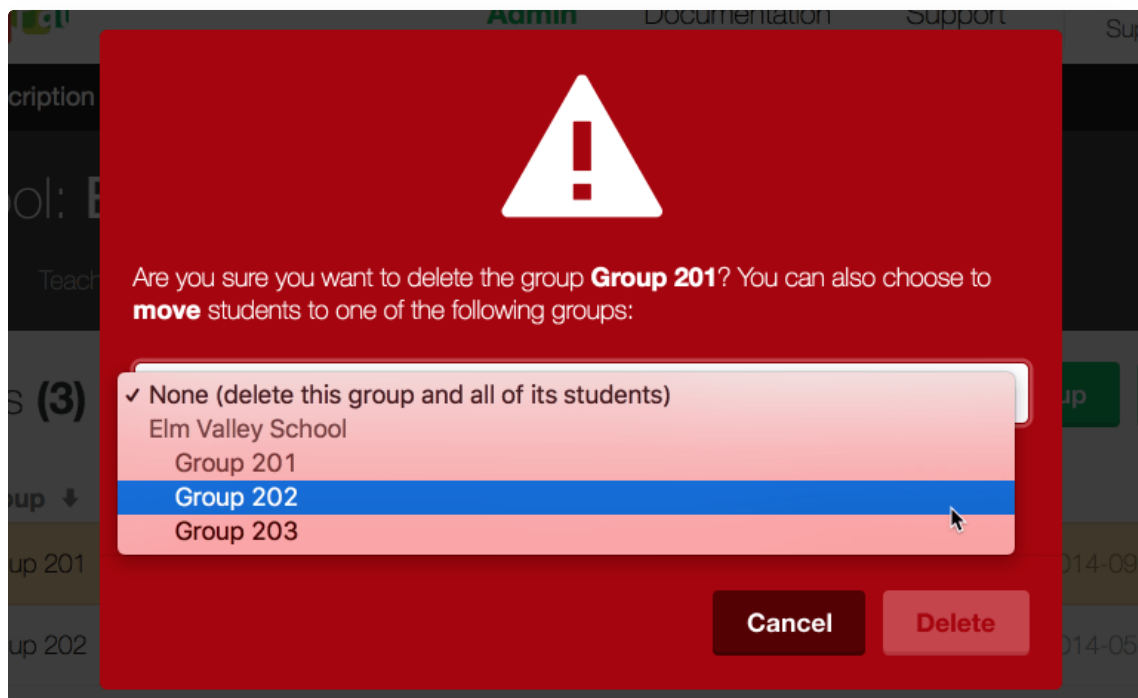
- Interface appearance

- Interface appearance
  - Light
  - Dark
  - System value
  - Student's choice
- Age group
  - 6–11 years
  - 12–16 years
  - 17 years or older
- Allow students to access games
- Allow students to access practice texts
- Allow students to access improvement activities
- Allow students to change their password
- Allow students to view video replay
- Allow students to activate sound effects
- Manage [display options for activities](#)

## Removing a Group

To remove a group, select its account from the list of groups or display the *Group summary*, and then select the delete option from the menu of the *More* button.

If the group contains student accounts, a pop-up window will offer you the choice of **removing** them or **moving** them to another group. Select the appropriate option, and then click *Delete* to remove the group.




## Live Supervision

See your students' activity in real time from the dynamic dashboard that shows all student accounts in the *Group summary*.

In this dynamic dashboard, each tile represents a student's account and shows its status ( *Online* or *Offline*) and the activity currently being worked on, if any.

By default, the tiles of all student accounts are displayed. You can filter them by status by selecting *Online* or *Offline* in the top right corner of the dashboard.

Student Accounts (6) 


All (6)


Online (5)

Offline (1)

Reanna Allison


STEP 2 - EXERCISE 1






Laylah Fletcher

INACTIVE




Julian Mckenzie


OFFLINE



Gena Moore


MONKEYS IN JEOPARDY






John Smith


STEP 2 - TEST 2






Kendrick Tennison

STEP 2 - EXERCISE 3





# Student Management

Learn how to [add student accounts](#), [edit](#) them, [remove](#) them, [move them to another group](#) or [edit their permissions](#).

**Note** — One or more of these management functions may be disabled for teacher accounts if permissions have been revoked by an administrator. In such cases, the function will appear greyed out in the interface and the name of the administrator responsible will be displayed when the cursor is held over it.

## Adding a Student Account

Adding a student account is done by [importing a list of accounts](#), [manually filling out a form](#), or by allowing students to [create their own accounts](#).

### Import

Refer to the page [Account creation by import](#) to learn how to create accounts by importing Excel or CSV files.

### Manual addition

From the *Students* tab or from the *Group summary*, click the *Add Student* button and fill in the fields of the form that appears. This is the best method for occasionally adding a single student.

### Self-registration

If you already have your groups, here are the steps to follow so that your students can create their accounts on their own:

1. Provide them with their school's [Custom URL](#) and [Signup code](#), together with the name of their teacher and their school.
2. Have your students access the *Login page* using the school's *Custom URL*.
3. Students have two options:
  - A.** To create a Typing Pal account, ask them to click on the *Create an account link* at the bottom of the page.
  - B.** To create an account using a single sign-on service, ask them to click on the Google, Office 365 or Clever **Log in** button. Once they've logged in, they'll need to click **No** to indicate that they don't have a Typing Pal account.
4. In the form that appears, ask them to fill in all the fields, including the *Signup code*, and to carefully select their teacher and group.

## Log in

Elm Valley School


Connect with a Typing Pal account

Log in

☐ Remember me

[Forgot your password?](#)

Or log in with another account

 Log in with **Google**

New to Typing Pal? [Create an account.](#)

**Note** — Students who create their account directly using Google, Office 365 or Clever will not have specific login information for Typing Pal (username and password).

## Editing or Removing a Student Account

The information for the account appears in the *Student summary*. Click the *Edit* button to update the student's account information or change the password.

To remove the student, select his or her account from the list of students or display the account summary, and then select the remove option from the menu of the *More* button.

**Warning** — Removing a student account permanently deletes all personal information and the results associated with that account. This operation cannot be undone.

## Moving a Student Account from One Group to Another

Moving a student can be done in two different ways:

- [Update by using the import feature](#). This is the most efficient way to move multiple student accounts between groups in one operation.
- Select the account you want to move from the *Students* tab or by displaying its summary, and then choose the *Move* option in the menu of the *More* button.

**Note** — Only a super administrator can move a student account to a group belonging to another school within the same subscription. This operation can only be performed from the admin interface and not with the *Update by Import* feature.

## Editing Student Permissions

Granting access to games

By default, when a new group is created, all students in the group have access to the games.

Disable this option for existing groups **by unchecking** the option *Allow students to access games* in the group's *Configuration* panel.

## Changing a password

By default, when a new group is created, the students in the group cannot modify their password on their own.

Enable this feature for existing groups **by checking** the option *Allow students to modify their password* in the group's *Configuration* panel.

## Automatic Deletion of Inactive Accounts

By default, student accounts are automatically deleted at the end of the school year (June 30) following the school year during which the accounts were last used. This feature improves data security and privacy, in addition to simplifying the management of obsolete accounts.

The super administrator is the only user who can disable the automatic deletion process by clicking the *Edit* button in the *Data management* panel and changing the selection under *Automatic cleanup of student accounts* .

**Note** — A student only needs to log in once for the account to be considered active until the end of the next school year.



# Export

The lists of students, groups, teachers and schools can all be exported in an Excel or CSV file. This feature is particularly useful for student accounts, because the exported file can be edited and then [re-imported to update the accounts](#).

## Exporting a List of Students, Groups, Teachers or Schools

Here are the steps to follow in order to export a list of students, groups, teachers, and schools:

1. Click the tab corresponding to the information you want to export ( *Schools*, *Teachers*, *Groups* or *Students*).
2. Choose the *Export ...* option in the menu of the *More* button.
3. Select the file format (*Excel* or *CSV*).
4. Click the *Export* button to start downloading the file.

**Note** — The number and nature of the columns of information will vary depending on the list from which you are exporting. For example, if you are exporting a list of student accounts from a group's *Students* tab, the *Group* and the *Custom subdomain* columns will not be included.

# Account Creation by Import

Importing allows you to upload Excel and CSV files in order to create different types of **new accounts**. This feature is **only available to administrators**.

If you wish to update **existing accounts**, please refer to the [Account Update by Import](#) section.

## Excel and CSV Templates

[Download the Excel and CSV templates](#) or get them from the *Import* tab.

**Note** — You can change the order of the columns but you can't change the names of the headings, because the system relies on the name of each column to determine the nature of the content of the cells in that column.

## Creating the Import File for Student Accounts and Groups

The import file for creating student accounts must be composed of the following **eight column headings**:

	A	B	C	D	E	F	G	H	I
1	Student ID	Student's first name	Student's last name	Username	Password	Email	Group	Custom subdomain	
2	wmasse20090716	William	Masse	wmasse	p@ss3ord	wmasse@email.com	Group 101	elmvalley	

Example

- A. Student ID (optional)** — If used, this field must only contain alphanumeric characters. You can enter the unique identifier that you use in your own internal management system.
- B. Student's first name** — This field must only contain alphanumeric characters.
- C. Student's last name** — This field must only contain alphanumeric characters.
- D. Username** — This field must contain between 3 and 20 alphanumeric characters. Usernames within the same school must be unique.
- E. Password** — This field must contain between 5 and 20 alphanumeric characters or the special characters (-\_!@#\$%?&\*() ; , .).
- F. Email (optional)** — If used, this field must be an email address that is only used to recover a forgotten password or to transmit login information.
- G. Group** — This field must only contain alphanumeric characters; it generally corresponds to the name of the student's class. If the name provided for a group does not yet exist, a new group will be created.
- H. Custom subdomain** — This field must contain the [subdomain of the school's Custom URL](#). For example, **myschool** is the subdomain of the following URL: <http://myschool.typingpal.com>.

**Note**— The *Custom subdomain* column is of no use or is absent from the templates if you import the file from the school's *Import* tab.

## Creating the Import File for Teacher Accounts and Groups

The import file to create teacher and group accounts must be composed of the following **seven column headings**:

	A	B	C	D	E	F	G	H
1	Teacher's first name	Teacher's last name	Username	Password	Email	Group	Custom subdomain	
2	Jack	Smith	jsmith	p422w0rd	jsmith@email.com	Group 101	elmvalley	
3	Jack	Smith	jsmith	p422w0rd	jsmith@email.com	Group 102	elmvalley	
4	Jack	Smith	jsmith	p422w0rd	jsmith@email.com	Group 103	elmvalley	

Example

- A. Teacher's first name** — This field must only contain alphanumeric characters.
- B. Teacher's last name** — This field must only contain alphanumeric characters.
- C. Username** — This field must contain between 3 and 20 alphanumeric characters. Usernames within the same school must be unique.
- D. Password** — This field must contain between 5 and 20 alphanumeric characters or the special characters (-\_!@#\$%?&\*()::,).
- E. Email** — This field must contain an email address.
- F. Group** — This field must be composed of alphanumeric characters which generally correspond to the name of the teacher's classes. If a teacher has several groups, repeat the information on several lines, changing only the name of the groups (see example above). If the name provided for a group does not yet exist, a new group will be created.
- G. Custom subdomain** — This field must contain the [subdomain of the school's Custom URL](#). For example, **myschool** is the subdomain of the following URL: <http://myschool.typingpal.com>.

**Note**— The *Custom subdomain* column is of no use or is absent from the templates if you import the file from the school's *Import* tab.

## Creating the Import File for Schools

If an organization such as a school board acquires a subscription for all its educational institutions, the super administrator can use the import feature to add school accounts. Otherwise, the option and the template are hidden.

The import file to create schools and their school administrators must be composed of the following **nine column headings**:

	A	B	C	D	E	F	G	H	I
1	School name	Custom subdomain	Signup code	Administrator's first name	Administrator's last name	Username	Password	Email	Phone
2	Elm Valley School	elmvalley	987654	Thomas	Perez	tperez	p7dadco	tperez@email.com	555-546-9873
3	Maple Ridge School	mapleridge	321654	Janeth	Holden	jholden	nad68n	jholden@email.com	555-987-1324
4	Willow River School	willowridge	486153						

Example

- A. School name** — This field must only contain alphanumeric characters.
- B. Custom subdomain** — This field must contain the [subdomain of the school's Custom URL](#). For example, **myschool** is the subdomain of the following URL: <http://myschool.typingpal.com>.
- C. Signup code** — This field must only contain alphanumeric characters. This code can be used by the students to [register themselves](#).
- D. Administrator's first name** — This field must only contain alphanumeric characters.
- E. Administrator's last name** — This field must only contain alphanumeric characters.
- F. Username** — This field must contain between 3 and 20 alphanumeric characters. Usernames within the same school must be unique.
- G. Password** — This field must contain between 5 and 20 alphanumeric characters or the special characters (-\_!@#\$%?&\*()::,).
- H. Email** — This field must contain an email address.
- I. Phone Number** — This field must only contain alphanumeric characters.

**Note** — To create a school without an administrator, leave columns D to I empty.

## Importing a List of Students, Teachers or Schools

Once your import file is ready, follow the steps below to upload your data:

1. Import the file from the *Import* tab, choosing the type of data to be imported. You can also choose the *Import ...* option from the menu of the *More* button on the *Students*, *Teachers* or *Schools* tab.
2. Validate the operations that will be carried out in the *File preview* window, then click the *Process data* button and wait for the confirmation window.

# Account Update by Import

The import feature allows you to upload Excel or CSV files in order to update student accounts. Only administrators can **add**, **edit**, **delete** or **move** accounts. They can do so with a single file in just one operation.

## General Procedure

1. [Export the list of accounts](#) that you want to update.
2. Edit the information in the exported file. Refer to the tables showing [the information that can or cannot be edited](#) for students, teachers or school administrators.
3. Import the updated file from the *Import* tab **or** by selecting the *Import...* option from the *More* button's menu in the *Students*, *Teachers* or *Schools* tab.
4. Validate the operations that will be carried out in the *File preview* window, then click *Process data* and wait for the confirmation window.

## Assigning a Teacher to Several Groups

Assign a teacher to several groups by entering the names of the groups, separated by commas (,), in the corresponding cell in the *Groups* column.

**Note** — If the name of the group contains a comma (,), add a backslash (\) before the comma.

## Deleting Accounts

To **delete** accounts when updating by import, enter **yes** or **1** in cells of the *Delete?* column.

To **not delete** an account, leave the cells **empty**.

**Note** — To **not delete** an account, you can also enter **no** or **0** in the cells of the *Delete?* column.

**Warning** — Deleting an account permanently removes all personal information and any results associated with that account. This operation cannot be undone.

## Editable and Non-editable Information

When using the import feature to update accounts, you can only edit certain types of information. Refer to the following table to know which column headings can and cannot be edited.

### Student Accounts

#### Editable

Student ID (optional)

Student's first name

#### Non-editable

School

Teacher's first name

Student's last name	Teacher's last name
Username	Completed activities
New password	Last login
Email address	Edited
Group	Typing Pal student ID (optional)
Custom subdomain	
Delete?	

### Teacher Accounts

Editable	Non-editable
Teacher's first name	School
Teacher's last name	Number of groups
Username	Number of students
New password	Last login
Email address	Edited
Groups	Typing Pal teacher ID
Custom subdomain	
Delete?	

### School Administrator Accounts

Editable	Non-editable
School name	Number of groups
Custom subdomain	Number of teachers
Signup code	Number of students
Administrator's first and last name	Edited
Username	Typing Pal school ID
New password	
Email address	
Phone number	
Delete?	

**Note** — The number and nature of the information columns will vary depending on the list from which you are exporting. For example, if you are exporting a list of student accounts from a group's *Students* tab, the *Group* and the *Custom subdomain* columns will not be included.

## Editing From an External List

You can use a list of student accounts from your own database to update or delete Typing Pal accounts if you bypass the default account identification system, which uses the *Typing Pal student ID* or the *Student ID*.

**Warning** — If you do not use *Student IDs* or *Typing Pal student IDs*, make sure no two student accounts have the same username. *Student IDs* and *Typing Pal Student IDs* are both unique identifiers specifically meant to prevent another student account from being updated as a result of importing a new student account with the same username.

After making sure every student account has a unique username, perform the following steps:

1. Tick the *Allow existing accounts to be updated or deleted by username* option in the *Import* section of the *My settings* tab.
2. Delete the *Typing Pal student ID* column from the import file to force the system to identify accounts by *Student ID* or *Username*, in that respective order.
3. Import your file to update the accounts.

## Unsupported Elements

- **The Excel file must not contain functions.** If you were planning on creating passwords using an Excel formula to generate random numbers, we suggest doing so in another Excel file instead. You can then copy the cell value and paste it in the file you want to export by selecting *Edit> Paste Special...* and choosing the option to paste *Values*.
- **The columns in a CSV file cannot be separated by a tab character.** The only delimiters supported in a CSV file are commas and semicolons.
- **You cannot use the import feature to move a student account to another school.** Moving a student account to a group belonging to another school can only be done from the admin interface, not by using the *Update by Import* feature.

# Bulk Edit

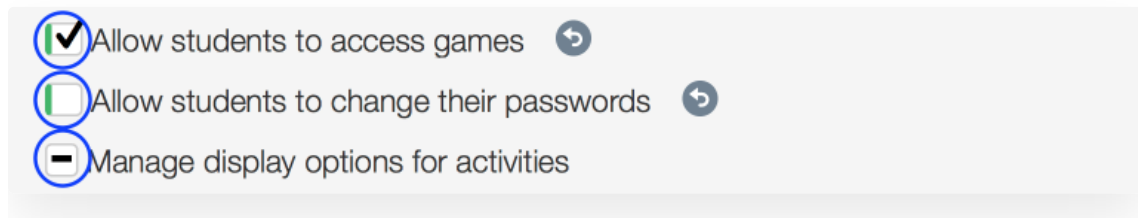
Bulk editing allows you to apply settings or options to multiple accounts, groups and schools. You can thereby edit several groups' learning environment at once or even set a new speed target for half the students in a group.

## General Procedure

1. Go to the item list you want to edit by clicking on the *Schools*, *Teachers*, *Groups* or *Students* tab.
2. Select all the items by checking the first box or select a sub-set of items by checking their corresponding boxes.
3. Choose the *Edit...* option from the *More* button's menu.
4. In the pop-up window, edit the settings and options to your liking, then click *Edit* to apply them to the selected items.

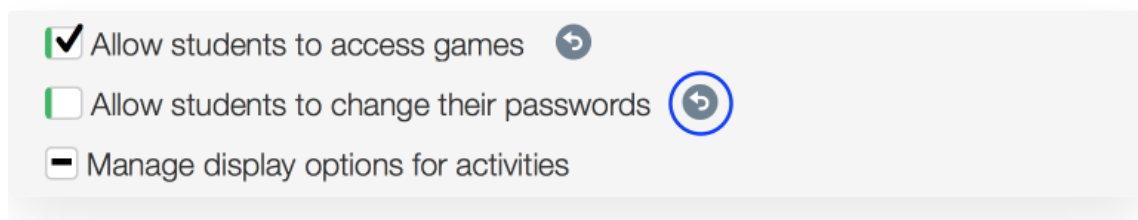
## Options Status

When a box is checked, the corresponding option will be active on all selected items. When it is unchecked, it will be inactive on those items. When the box contains a horizontal bar, it will only be active on certain items.



## Cancelling Edits

A back arrow is displayed whenever you edit a setting or option. Click it to cancel the edit and revert to the previous configuration. However, once you have clicked *Edit*, your changes are applied immediately and the previous configuration is lost.



# Training

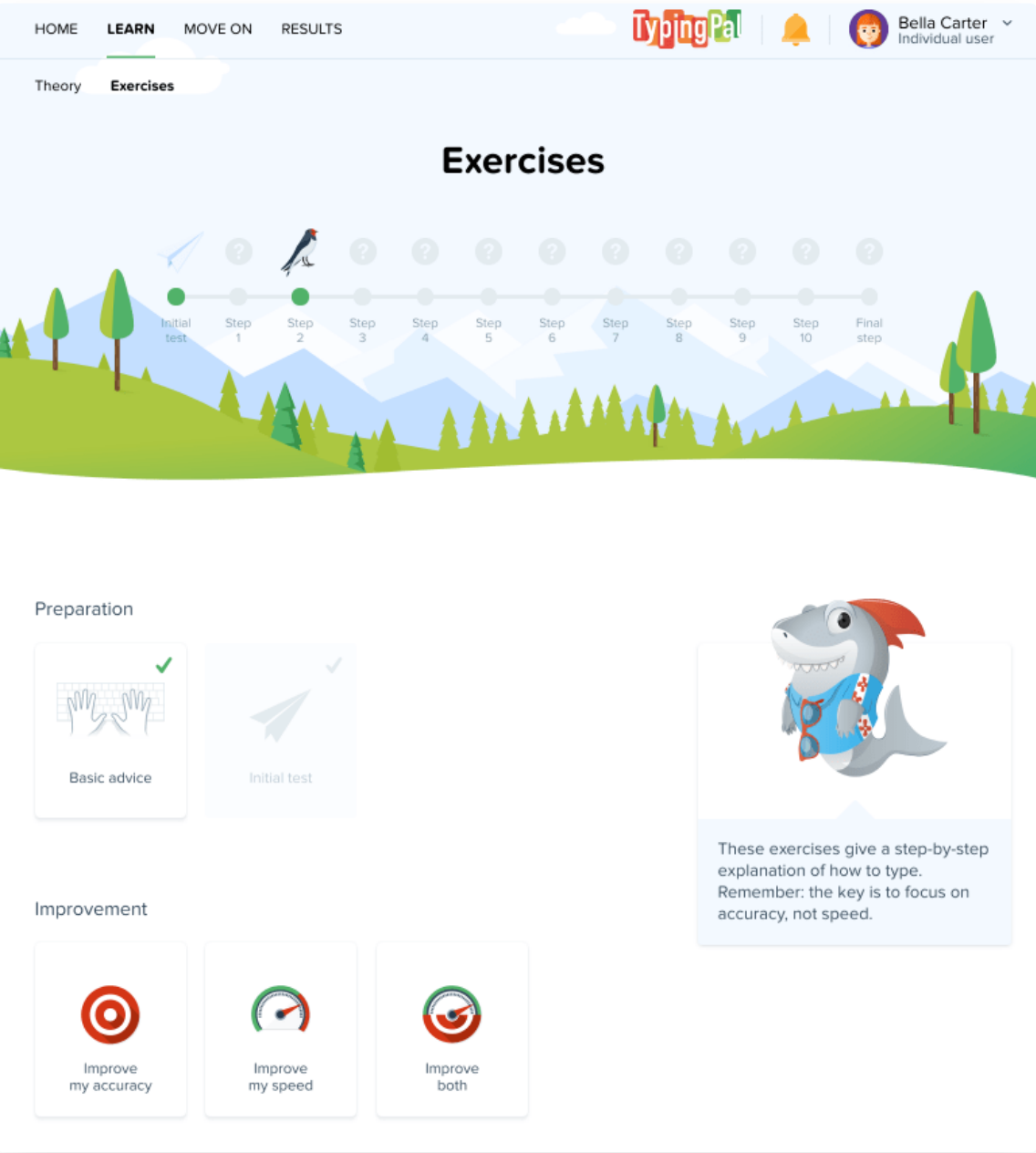
This chapter describes the different training activities and the tools you need to customize them.

- **Age groups**
  - **Selecting an age group** — Select the most appropriate age group for your students.
- **Targets**
  - **Unit of Measure for Speed** — Choose to measure typing speed in words per minute or characters per minute.
  - **Targets** — Set targets that best suit your students, according to their age or curriculum.
- **Preparation**
  - **Basic Advice** — Have your students watch a short video showing the seven principles to follow in order to rapidly learn how to type effectively.
  - **Initial Test** — Have your students complete the initial test in order to have a benchmark against which to measure their progress.
- **Exercises and Tests**
  - **Accessing the Exercises and Tests** — Access the list of exercises and tests in order to configure them.
  - **Order of Exercises and Tests** — Choose a sequence of activities in the proposed order or a sequence in no particular order.
  - **Locking Exercises and Tests** — Lock exercises and tests to prevent students from accessing them before the time is right.
  - **Progress Monitoring** — Take a look at a student's record to see the status of the activities in their training program.
- **Improvement Activities**
  - Have your students complete the training exercises as often as possible so that they get better at typing certain characters or train the fingers that need more practice.
- **Texts**
  - **Assigning a Collection of Texts to a Group** — Assign a collection of texts to a group.
  - **Accessing the Collections of Texts** — Access the collections of texts to edit them or add a new one.
  - **Adding a Collection of Texts** — Add a new collection of texts that can include as many texts as you want.
  - **Editing a Collection of Texts** — Edit your text collections to suit your needs.
  - **Progress Monitoring** — Take a look at a student's record to see the status of the activities in their training program.
- **Games**
  - **Accessing Games** — Encourage your students to access the games from the *Move on* tab and to enhance their skills progressively by playing through them in order.
  - **Cosmik Ball** — Check out this game in which students type single characters on command to keep an explosive cosmic ball captive.
  - **Monkeys in Jeopardy** — Explore this game in which students type sequences of characters and single words to extend life-saving vines to monkeys threatened by a storm.
  - **Magical Duel** New Feature 2023 — Become bewitched by this strategic game in which students cast spells by correctly typing phrases of varying lengths to free the enchanted subjects of a magical realm.
  - **Difficulty Levels** — Suggest your students select the level of difficulty most challenging for them.
  - **Top Players** — Remind your students to check the different rankings if they want to compete against the other students in the class.
  - **Granting Access to Games** — Restrict access to the games.
- **Letters to parents**
  - By automatically generating a personalized letter, you can let parents know that their child is learning to type with Typing Pal. The letter invites parents to support their child in continuing the training activities at home.

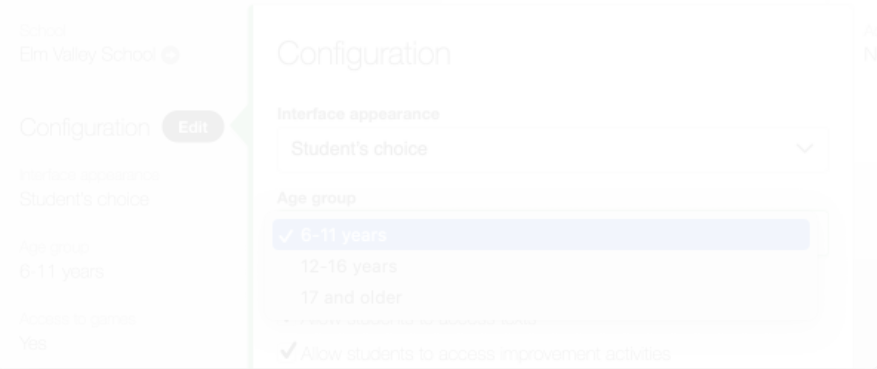


# Age Groups

The working environment in Typing Pal is visually appropriate for all ages. However, you have the option to specify the age group of your students so that the content they see is tailored accordingly.



Select your students' age group by going to the *Configuration* panel of the *Group summary*.



**6 to 11 years**

For primary school students: Texts are relatively short and of a moderate difficulty level.

**12 to 16 years**

For secondary school students: Texts are of average length and of an intermediate difficulty level.

**17 years and older**

For students aged 17 and older: Texts are fairly long and of an advanced difficulty level.

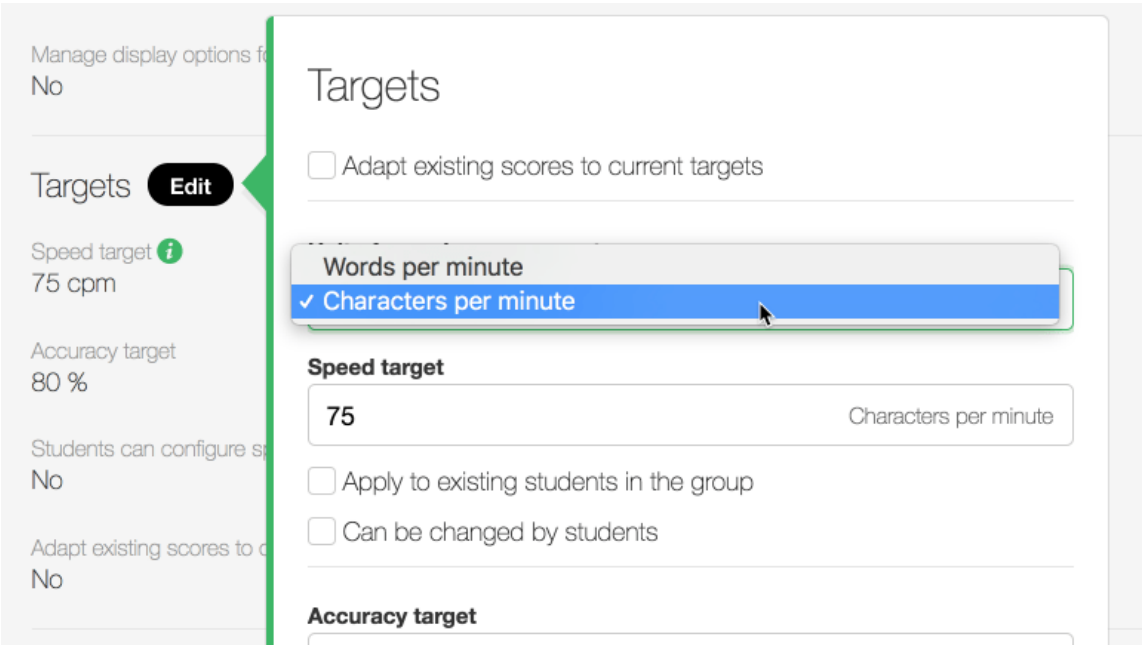
# Targets

Choose the speed and accuracy targets for your entire group based on your training program and your students’ abilities. You can always adjust these during the year to enhance the challenge or adapt the targets to the needs of individual students.

## Unit of Measure for Speed

Typing speed can be calculated in *Words per minute* (wpm) or *Characters per minute* (cpm) .

Select the unit of measure for speed in the *Targets* panel of the *Group summary*.



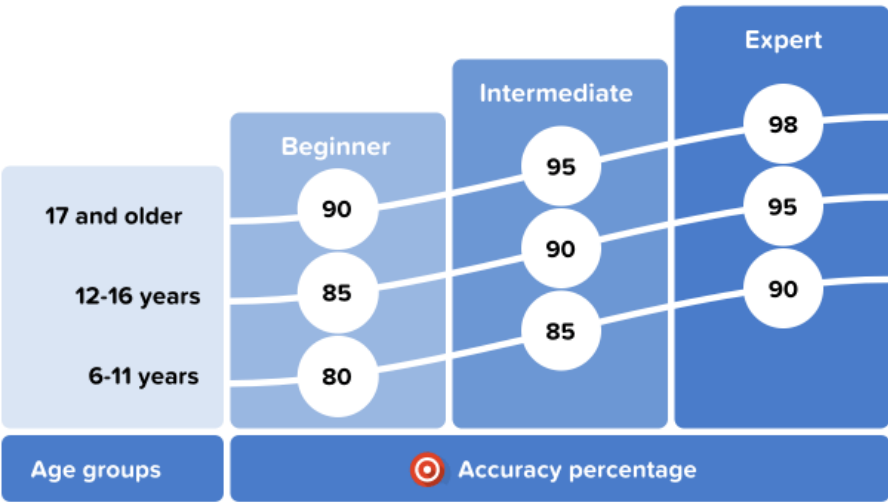
**Tip** — The choice of unit of measure for groups does not affect [your display settings](#). Thus, even if the groups do not all use the same unit of measure, your statistical reports will still be consistent.

## Targets

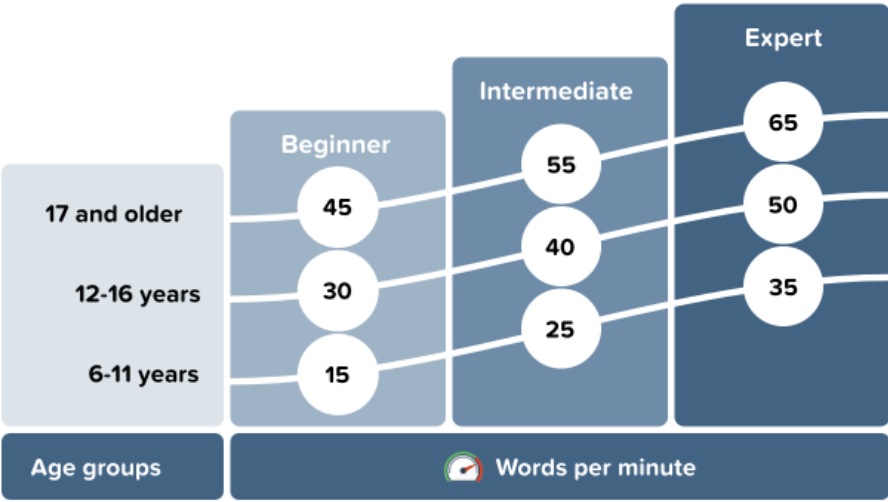
### Setting the Right Targets

We suggest three target levels, but you can modify them according to the strengths of your students and the requirements of your teaching program.

### Recommended Accuracy Targets



Recommended Speed Targets



**Note** — Speed targets are based on what students should be expected to achieve by the end of their training. **Typing Pal will automatically adjust the speed target for each exercise**, so that students have a reasonable challenge throughout the course.

**Advice** — Have your students complete the *Initial Test* to evaluate their level, and then adjust the targets, especially if some students have nearly achieved the desired performance already.

Setting Targets for a Group

Set the speed and accuracy targets for a group in the *Targets* panel of the *Group summary*.

To apply these changes to all accounts already in the group, check the box *Apply to existing students in the group* before saving the changes.

To ensure that these changes are reflected in the appearance of the exercise icons and indicate whether the activity has been successfully completed, check the box *Adapt existing scores to current targets* before saving the changes.

Manage display options for  
No

Targets **Edit**

Speed target **i**  
75 cpm

Accuracy target  
80 %

Students can configure speed  
No

Adapt existing scores to current targets  
No

Grading **Edit**

Grades are shown in statistics  
No

### Targets

☒ Adapt existing scores to current targets

**Unit of speed measurement**

Characters per minute

**Speed target**

75 Characters per minute

☒ Apply to existing students in the group

☐ Can be changed by students

**Accuracy target**

80 %

☒ Apply to existing students in the group

**Cancel** **Save**

**Tip** — If your students have achieved their performance targets and completed all the exercises, offer them a new challenge by substantially increasing the speed and accuracy targets. Don't forget to check the boxes *Apply to existing students in the group* and *Adapt existing scores to current targets* before saving the changes.

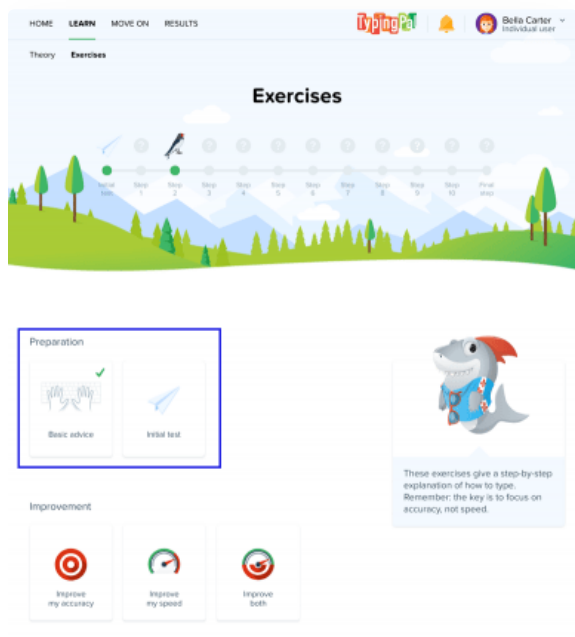
## Setting Targets for Individual Students

If a student requires personalized performance targets, give him or her a challenge that's up to their abilities. Set their speed target using the *Targets* panel in the *Student summary* of each student's account.

## Allowing Students to Edit Their Speed Target

If you think that your students should determine their own speed targets as they progress, check the boxes *Can be changed by students* in the *Targets* panel of the *Group summary*.

# Preparation



## Basic Advice

Have your students check the *Basic Advice* section to discover the *7 Keys to Success*, a compendium of best practices for learning how to type quickly under the right conditions.



## Initial Test

At the beginning of the course, ask your students to type the text in the *Initial Test*, even if they don't yet have the right typing technique. Note that they can only do this once.

Keep the results of this test; they will allow you to evaluate the students' progress, in particular by comparing them to the students' results on the Final Test. **Since both tests are identical, this will give you an accurate indication of their progress .**







# Exercises and Tests

The exercises have been designed to introduce new keys gradually, repeating them often at the outset, then alternating with other keys that have already appeared in previous exercises.

Words, composed solely of letters already practiced, are then introduced randomly to more closely represent real-world typing. The tests at the end of each step are structured similarly to the exercises, focusing mainly on the keys practiced during the step.

The final steps are dedicated to one type of exercise: drills. In these activities, students type some of the most common character sequences in English multiple times. This helps develop muscle memory and makes typing even quicker and more efficient.

As for the tests at the end of the *Final step*, they consist entirely of texts.

Exercise	Words	Test	Drill	Timed Test	Final Test
					
<b>sl</b> Exercise 3	<b>Words 3</b> Review	<b>Test 3</b> Review	<b>ion</b> Drill 5	<b>3 min.</b> Timed test	<b>Final test</b> Review

## Accessing the Exercises and Tests

To set the order of the exercises and tests and to determine which will be available, go to the *Activities* tab.

**Tip** — Click the *Try it* button to the right of an activity to display the specific targets to be reached and to assess its level of difficulty.

## Order of Exercises and Tests

The order of the exercises and tests is determined by the following two options:

- **The recommended order** — Students must complete an exercise before they can move on to the next.
- **Any order** — Students can practice with any exercise, even if they decide to skip several.

Activities

Exercises and tests Collection

Exercises and tests for group **Group 101**

Order of exercises and tests

Any order

Collection of texts for use by this group

Work environment "Super Paws"

See



## Locking Exercises and Tests

To prevent students from doing an exercise or test before the time is right, lock it by deselecting it in the list of the *Activities* tab. A gray padlock will then be displayed with that exercise or test in the student account interface.

## Progress Monitoring

To follow each student's progress, open their record and look at the *Exercises* tab. You will see the status of their activities in their training program.

# Improvement Activities

The improvement activities are automatically generated by Typing Pal's algorithm, which analyzes the student's typing and detects which characters or fingers need more practice.

HOME LEARN MOVE ON RESULTS

TypingPal

Bella Carter  
Individual user

Theory Exercises

## Exercises

Initial test Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Final step

Preparation

Basic advice Initial test

Improvement

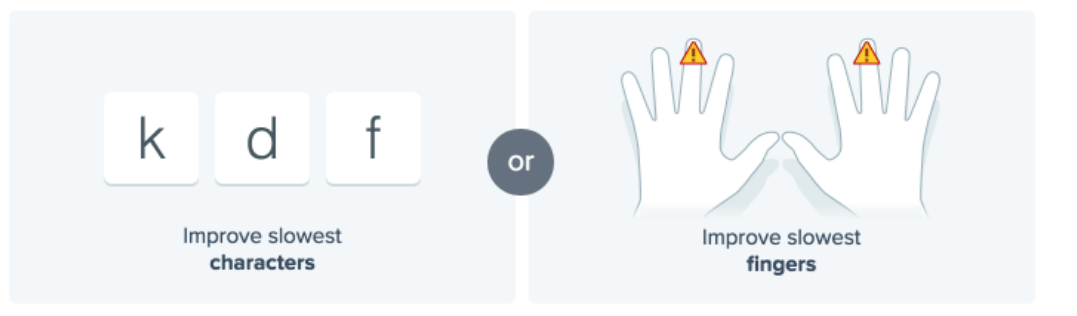
Improve my accuracy Improve my speed Improve both

These exercises give a step-by-step explanation of how to type. Remember: the key is to focus on accuracy, not speed.

**Note** — Improvement activities become available once a student has completed exercises with at least 8 different characters.

Students can then choose to improve their accuracy, speed, or both, depending on their specific needs.

Typing Pal will then suggest activities to improve the student's typing of certain characters, or even for certain fingers that are not performing as well as the others.



Improve slowest characters

or

Improve slowest fingers

**Advice** — Suggest that your students do the improvement activities as soon as they experience any difficulties or fail an activity. Remind them that these exercises were created specifically for them!

# Texts

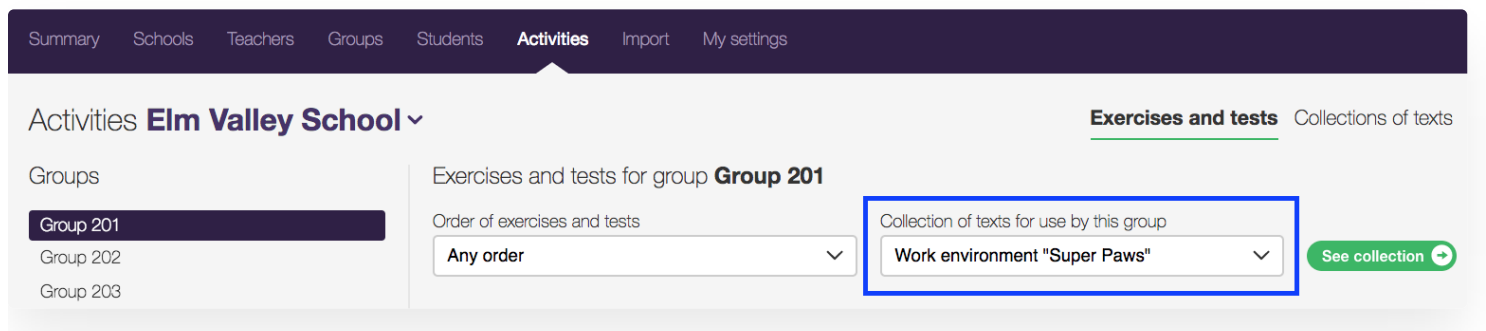
Once the students have practiced typing all the keys with all their fingers, encourage them to further improve by typing the texts in the *Move on* tab of their account. After they finish these texts, change text collections or add a new collection with your own texts!

The texts give students an opportunity to practice with complete words and sentences in a context that is more natural, without pressure.

**Advice** — Tell your students that the texts in the *Move on* section do not have stringent speed and accuracy targets. However, they can still take up the challenge of earning a golden icon by typing without making any errors.

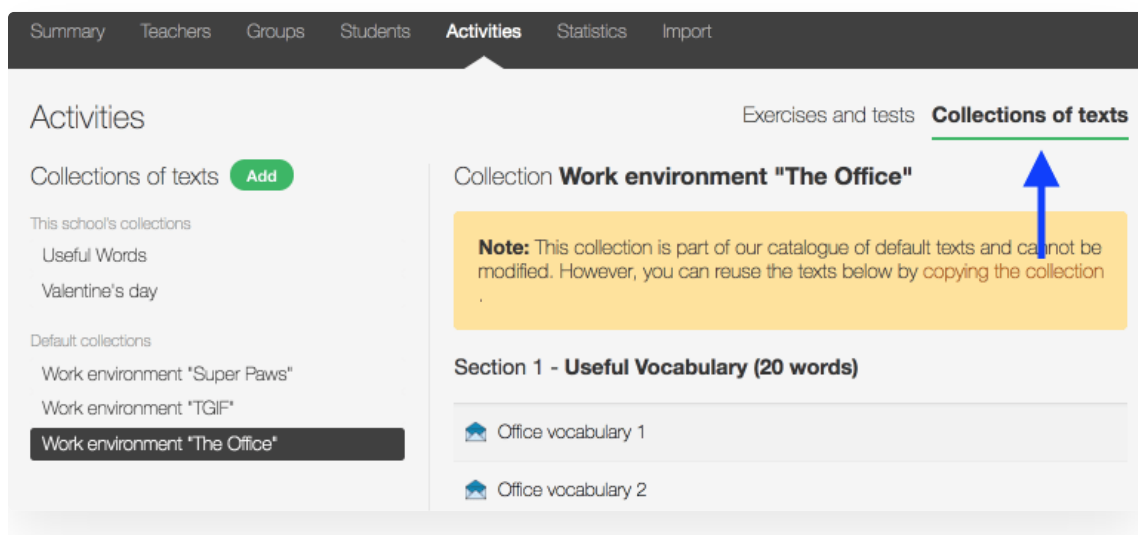
## Assigning a Collection of Texts to a Group

Assign a collection of texts to a group by selecting it in the menu listing all the available collections in the *Activities* tab.



## Accessing the Collections of Texts

In the *Activities* tab, click the *Collections of texts* section to display the collections so that you can edit them or add a new one.



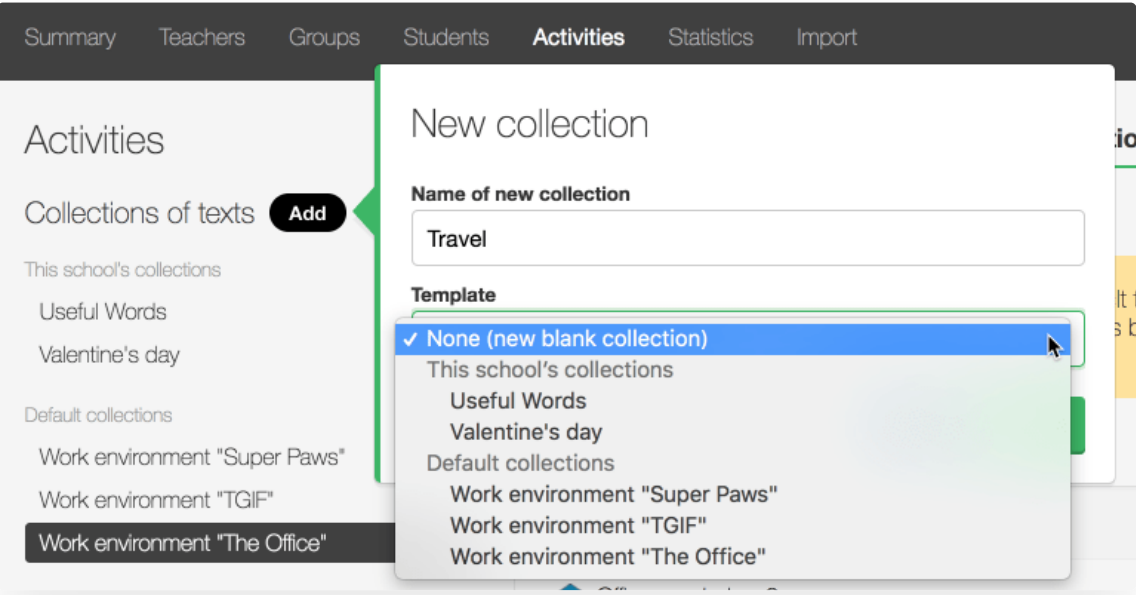
**Note** — You can select another collection of texts at any time. Such changes do not affect the statistical reports, which will continue displaying results from any previous collections.

## Adding a New Collection of Texts

The three default collections of texts cannot be modified, but you can add an original collection by clicking the *Add* button in the *Collections of texts* section.

The new collection can either be blank or based on a template chosen from the *New collection* window.

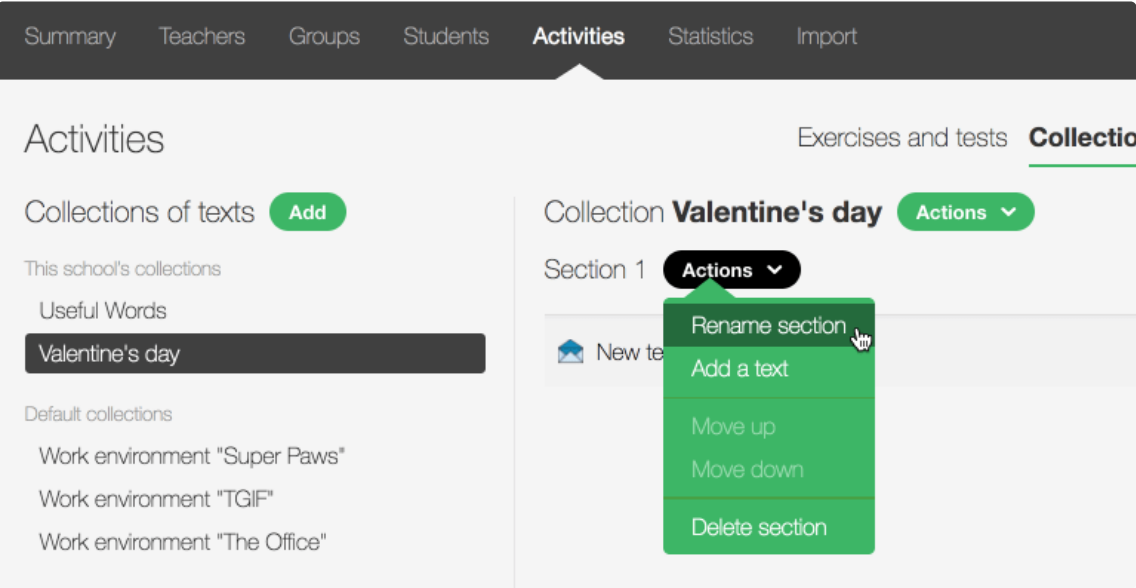
Then, [assign the collection of texts](#) to your group.



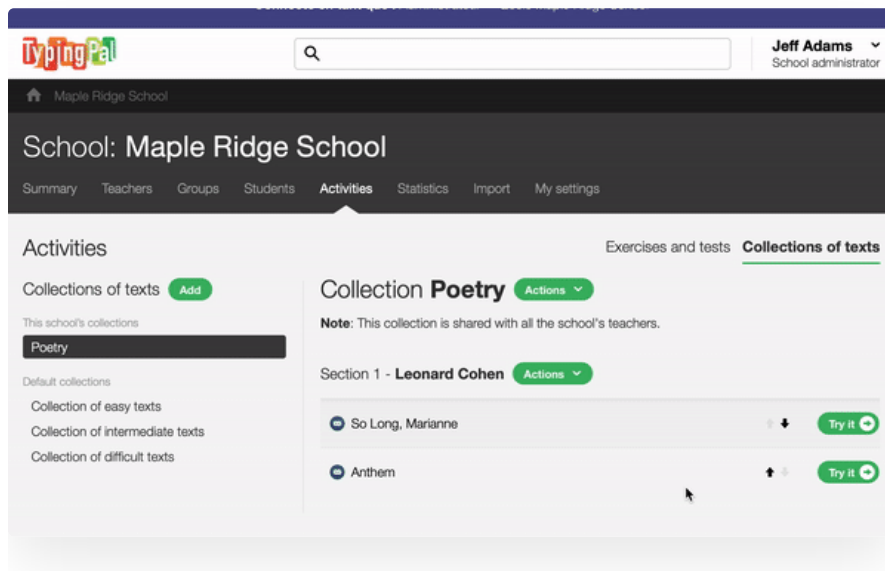
**Note** — A school's collections of texts can be accessed and edited by all of that school's teachers.

## Editing a Collection of Texts

Add, rename, reorder, or delete texts or sections of text from the *Actions* button.



Test the text you have just added to make sure there are no mistakes, and to check whether the difficulty level and length are appropriate. If you need to make any corrections, you can do so by clicking on the text.



**Tips** — The texts are an excellent way of adding unlimited training activities. They also allow you to create activities involving special characters, depending on your needs and your students' abilities. What's more, they allow standardized tests to be shared within a school.

## Progress Monitoring

To follow each student's progress, open their record and look at the *Exercises* tab. You will be able to see the status of the activities in their training program.

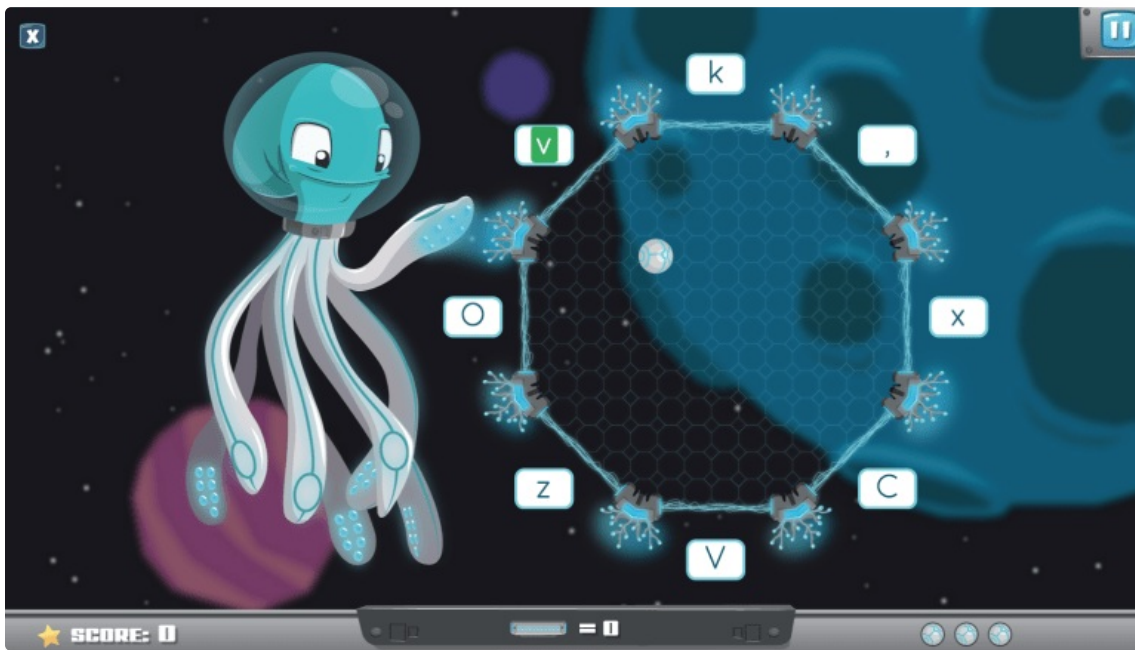
# Games

Playing is a great way to learn! Typing Pal's games offer your students playful and varied learning activities to improve their typing skills. They can enhance their skills progressively as they play through each of the three games: **Cosmik Ball** focuses their fingers on single characters; **Monkeys in Jeopardy** tests their talents for typing sequences of characters up to whole words; and **Magical Duel** takes their typing even further with words and phrases.

## Accessing the Games

Students access the games from their *Move on* tab by clicking the *Games* link.

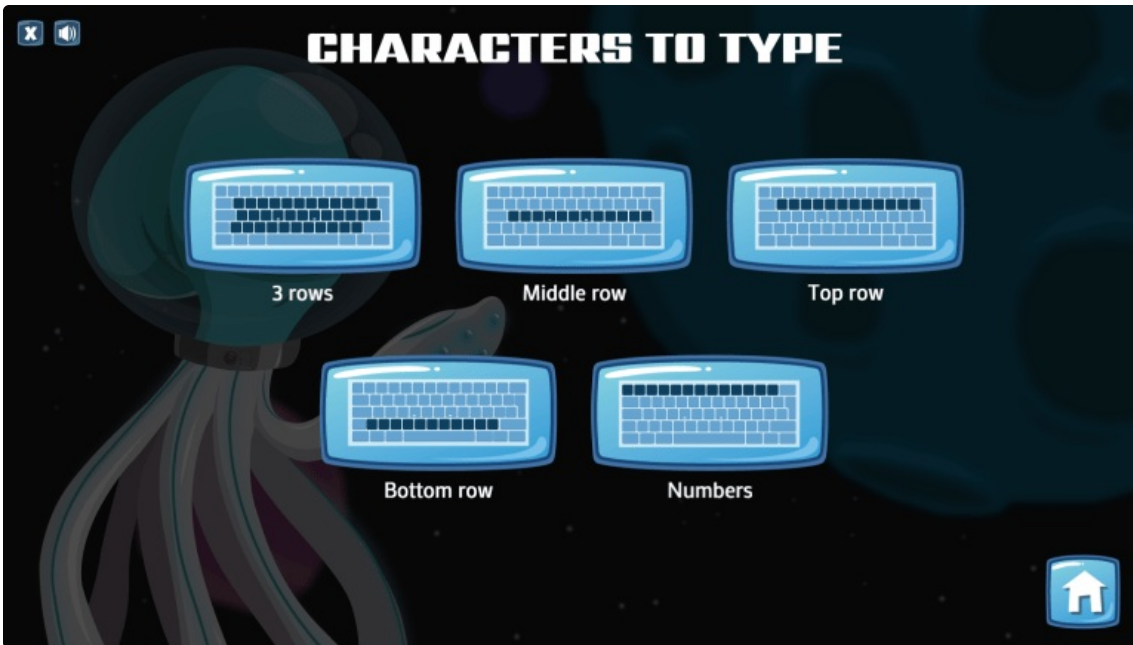
### Cosmik Ball



**Scenario:** A cosmic ball on the verge of explosion threatens the galaxy. A space octopus is tasked with keeping the ball captive with its pulsing laser tentacles. Typing the right character activates the shield and stops the ball.

### Type Characters

Students can choose between five game modes, each targeting one or more rows of keys. This way, they can vary the challenges they face and can perfect their performance on different parts of the keyboard.



## Monkeys in Jeopardy



**Scenario:** A violent storm is raging in the forest. Carried away by the gusts of wind, the monkeys are falling into the river. Only a vine propelled by correctly typed characters can bring them back to safety.

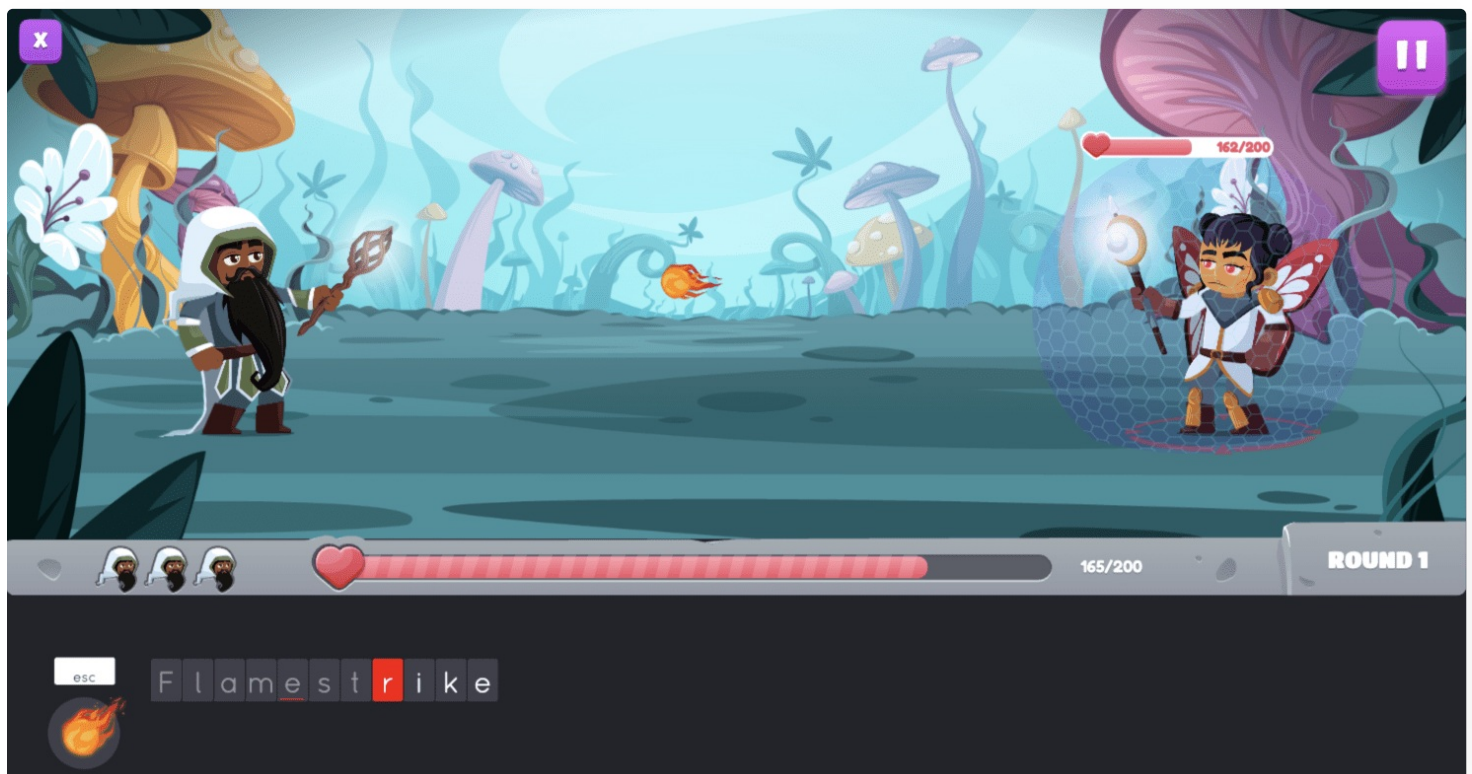
## Type Words

Students can choose from five game modes to practice typing either sequences of characters in their choice of one of four rows on the keyboard or single words using multiple rows of keys. This lets them perfect their finger positioning for each different row, then work their way up to using all rows together to type out whole words.





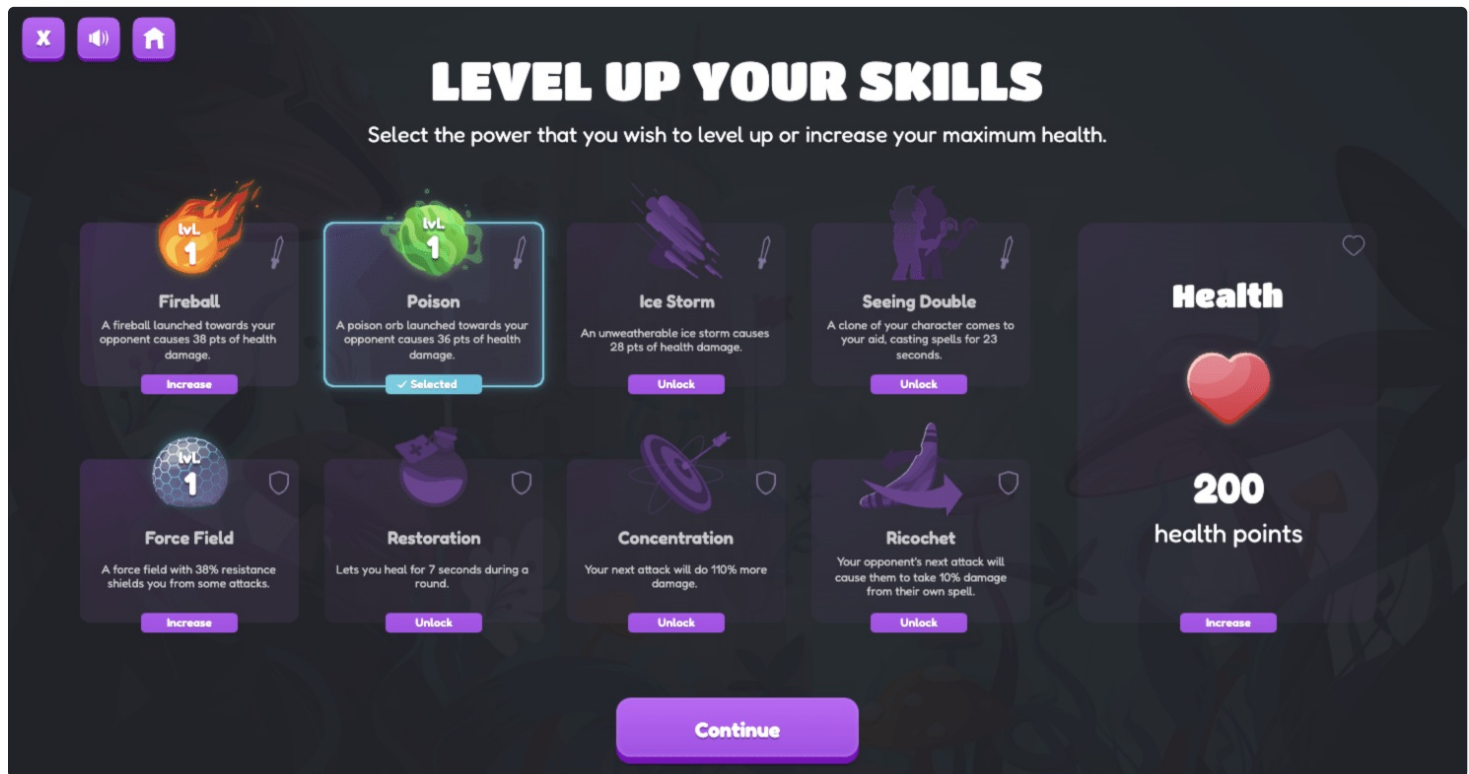
## Magical Duel New Feature 2023



**Scenario:** A curse has befallen the realm and enchanted all its subjects. The only way to free them is by taking them on in a magical duel and casting spells by correctly typing phrases.

## Type Phrases

Students practice using the entire keyboard to type and cast eight different kinds of spells. They can choose one spell type to level up at the end of each round, after they've defeated their opponent. They must be strategic in their spellcasting, though. As spells increase in power, they also become longer to type!



## Difficulty Levels

**Cosmik Ball** and **Monkeys in Jeopardy** allow students to choose between three difficulty levels, each presenting a different challenge:

- **Beginner**— the speed increases slowly, but the points come slowly too.
- **Intermediate** — The speed increases gradually, and points accumulate normally.
- **Expert** — The speed increases quickly, but the points pile up fast!

**Magical Duel**'s difficulty level is determined by the [age group](#) selected in the *Configuration* panel of the *Group Summary*.

## Top Players

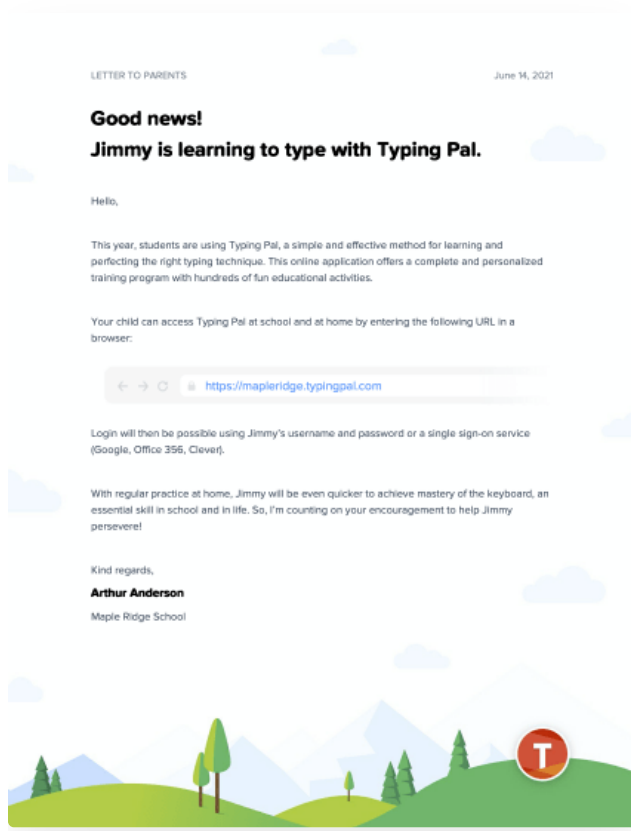
Each game mode displays the student's standing, along with the names of the ten students who recorded the highest scores.

## Granting Access to the Games

When a new group is created, all of its students have access to the games by default.

Disable this option for existing groups by unchecking the option *Allow students to access games* in the group's *Configuration* panel.

# Letters to Parents



With the click of a button, you can generate individual letters featuring the student's name and the school's personalized URL, allowing you to introduce parents to Typing Pal and invite them to continue the training activities at home.

## Generate Letters to Parents for a Group

1. Go to the Group *Summary* page.
2. Click on the *Actions* button and choose the option *Download letters to parents*.

### Group: Group 101

Summary Students Activities Statistics

#### Group Summary

General Information **Edit**

Group name  
Group 101

Assigned teacher  
Arthur Anderson

School  
Maple Ridge School

Targets **Edit**

Speed Target  
**75 cpm**

Students can configure speed target  
No

Activities **Edit**

Text collections  
Collection of eas

Order of activities  
Do activities in a

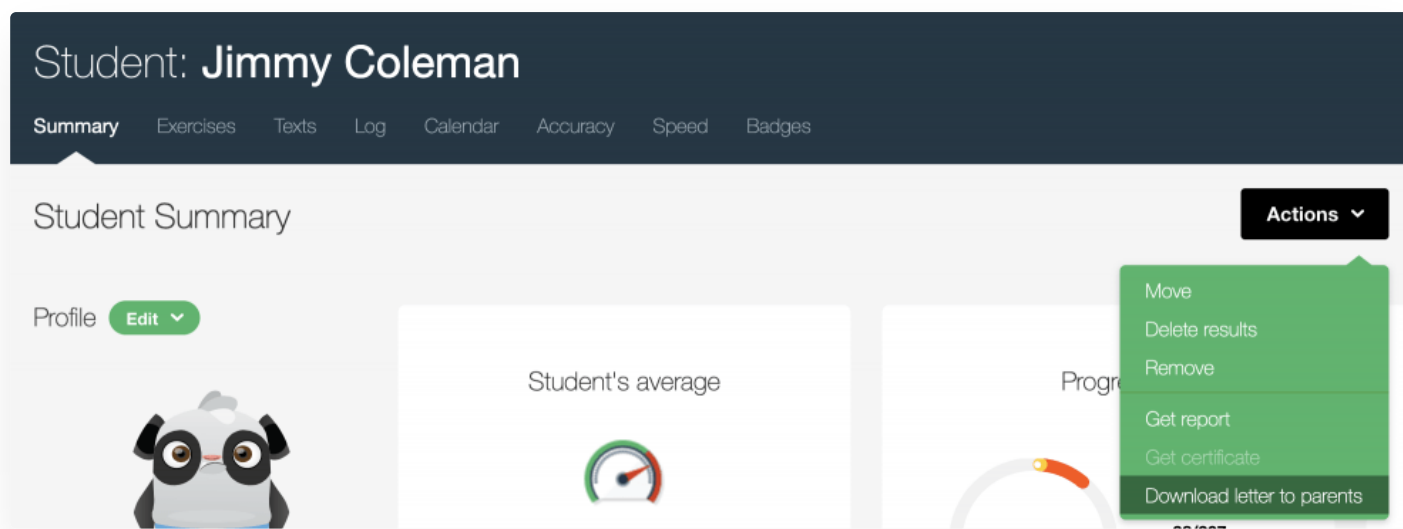
**Actions**

- Add student
- Log in as a student
- Delete group
- Get reports
- Get certificates
- Download letters to parents

You will receive a single PDF containing all the personalized letters. This allows you to print them all in one go, if you choose, and to distribute them to students.

## Generate Letters to Parents for Individual Students

1. Go to the *Summary* page in the student account.
2. Click on the *Actions* button and choose the option *Download letter to parents*.



If you prefer not to personalize the letters, or if you would like to change the content, a template is available as a Word document in the [Pedagogical Resources section](#).

# Results

This chapter focuses on the tools you can use to diagnose your students' difficulties during the course, grade the students and view statistical reports.

- **Video Replay**
  - **Video Replay**—Use the *Video Replay* feature to review a recorded activity from beginning to end.
  - **Authorizing Access to Video Replay**—Determine whether students will have access or not to the video replay of their completed activities.
- **Grading**
  - **Including Grades in Statistical Reports**—Include grades in the statistical reports based on your students' performance.
  - **Default Values**—Consult the table of default values for grades according to the learning environments.
- **Statistical Reports**
  - **Criteria for Calculating Averages**—Learn how the data selection settings are used for calculating averages.
  - **Reports for a School, Group, or Teacher**—Manage your statistical reports by targeting the right set of student accounts.
  - **Detailed Results**—View the detailed results for a particular student.
  - **Displaying the Measure Unit of the Results**—Display the results in *Words per minute* or in *Characters per minute*.
  - **Parent Reports**—Generate a report for parents to share data on their child's engagement and performance.
- **Certificate of achievement**
  - **Requirements**—Learn how students can obtain their prestigious personalized certificate of achievement.
  - **Download**—Learn how you and your students can download the certificate of achievement.
- **Delete Results**
  - Bulk delete results for all activities or only for certain specific categories, and for all students in a group or only selected accounts
  - Delete a specific result from a student's log.

# Video Replay

## Video Replay

Speed and accuracy give an idea of a student's skill level, but these statistics don't allow you to diagnose the student's difficulties or understand an unusual result.

Use the *Video Replay* feature to review a recorded activity from beginning to end. Here's how to go about it:

1. On the summary page of a student account, click the *Log* tab.
2. Click the video clapperboard icon on the right at the end of each activity line.

Élève **Amelia Beaulieu**

Sommaire **Journal** Précision Vitesse Badges

Journal de l'élève [Masquer les paramètres](#)

Afficher **tous les résultats** de chacune des activités pour les catégories suivantes :

☒ Exercices ☒ Tests ☒ Textes

Précision moyenne : **85 %** — Vitesse moyenne : **28 mots/min** — Durée totale : **00:00:12**

Activité	Description	Durée	Cara...	Préci...	Erreurs	Vitesse (m...	Date ↑	Reprise vid...
6.6		00:12...	149	85%	23	28	Hier 04:51:27 PM	

## Authorizing Access to Video Replay

By default, when a new group is created, all the students can view the video replay of their completed activities.

Disable this option for existing groups **by unchecking** the *Allow students to view video replay* in the *Group Settings* panel. The option to consult the video replay will then disappear from the students' interface.



# Grading

Use Typing Pal to grade your students’ performance, whatever the grading system you employ.

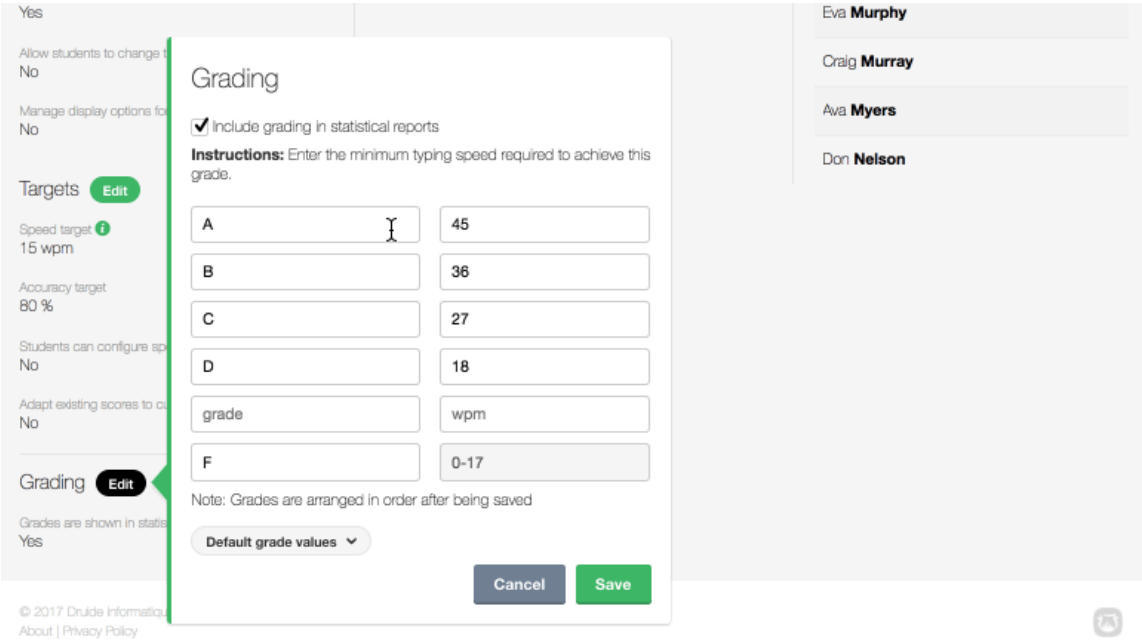
## Including Grades in Statistical Reports

1. In the *Group summary*, click the *Edit* button in the *Grading* section.
2. Check the box *Include grading in statistical reports*.
3. Select your grading system (letters or numbers) or customize it by adding or editing the levels.
4. Then click *Save*.

By default, there are five levels to the grading scale. However, more can be added by filling in the empty *grade* and *wpm* or *cpm* boxes.

Each student’s average and that of the group will be now displayed in your statistical reports.

**Note** — Students will not see their grade in their *Activity log*. This allows you to adjust your grading system and choose the right time to inform them of their grades.



## Default Values

Words per minute (wpm)

Letter	Percentage	Super Paws (age 6 to 11)	TGIF (age 12 to 16)	The Office (age 17 and older)
A	90%	15 wpm	30 wpm	45 wpm
B	80%	12 wpm	24 wpm	36 wpm

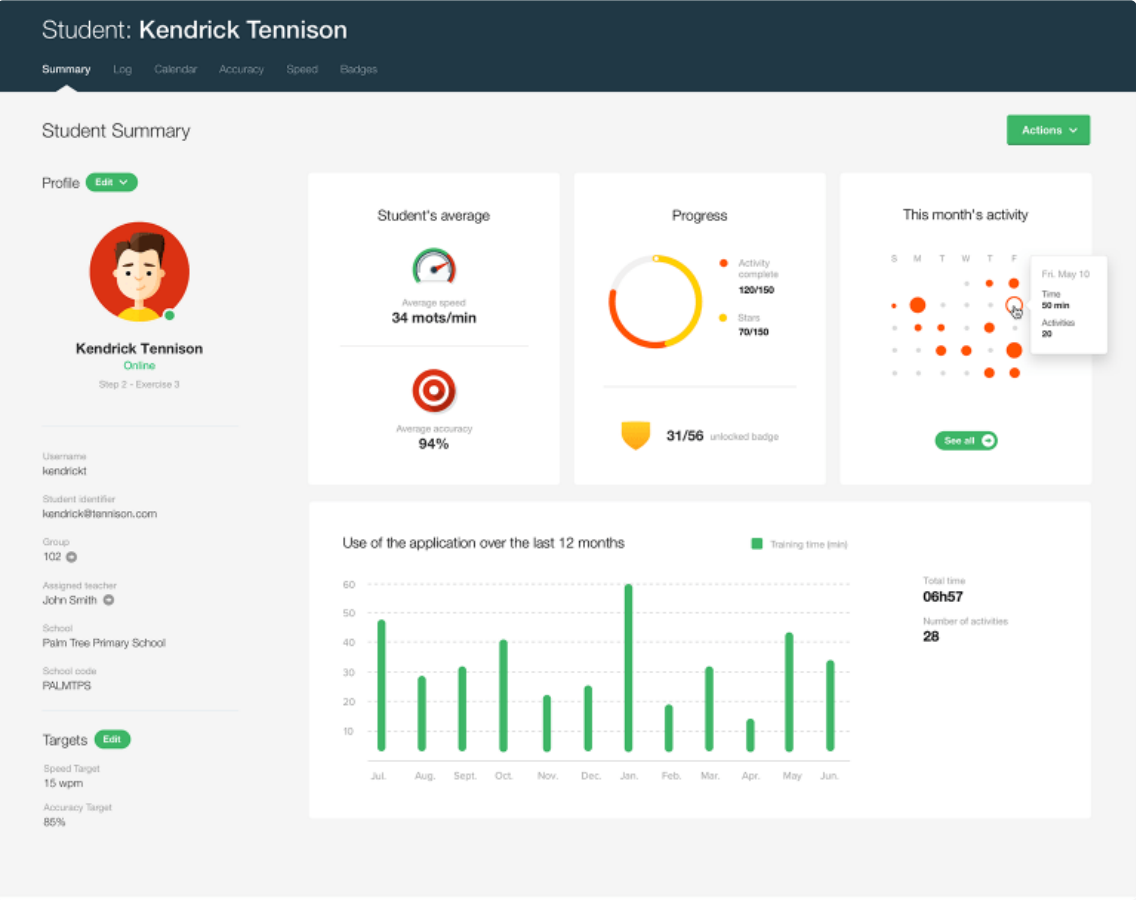
C	70%	9 wpm	18 wpm	27 wpm
D	60%	6 wpm	12 wpm	18 wpm
Fail	Fail	0–5 wpm	0–11 wpm	0–17 wpm

Characters per minute (cpm)

Letter	Percentage	Super Paws (age 6 to 11)	TGIF (age 12 to 16)	The Office (age 17 and older)
A	90%	75 cpm	150 cpm	225 cpm
B	80%	60 cpm	120 cpm	180 cpm
C	70%	45 cpm	90 wpm	135 cpm
D	60%	30 cpm	60 wpm	90 cpm
Fail	Fail	0–30 cpm	0–55 cpm	0–85 cpm



# Calendar



Students who practice regularly throughout the year will improve their typing skills more quickly. You can evaluate each student’s attendance at a glance by checking their daily practice time in a monthly or annual calendar.

The student’s activity for the current month is displayed in a monthly calendar which can be viewed from the summary page of their account. Their activity over the past 12 months can be found in the *Calendar* tab of their account.

The daily practice time is shown through red stickers whose size varies in relation to the duration of the practice. Place your cursor over the circle to see the length of the practice time and the number of activities completed on that day.

# Statistical Reports

The statistical reports allow you to track your students' progress and assess their performance.

## Criteria for Calculating Averages

The *Statistics* tablet shows all possible criteria for calculating averages before they are exported. The period covered may not exceed one year. By default, the most recent date corresponds to when the last activity was completed.

Averages are calculated based on one of the three following filters:

- **Last result:** Statistics are calculated using the most recent result obtained for each selected activity. All other results for the same activity are ignored.
- **Best result:** Statistics are calculated according to the fastest time for each selected activity. If two results for the same activity show the same speed, the result with the best accuracy will be recorded. If two results for the same activity show the same speed and accuracy, the more recent result will be recorded.
- **All results:** Statistics are calculated using all results for each selected activity.

**Advice**—For a summative evaluation, select only relevant activities, such as the final test and timed tests. The average will then be representative of the performance that the students have actually achieved.

**Note**—Statistics, averages and detailed results vary according to the selected activities (exercises, tests, texts) and the other criteria chosen. Automatic grading (A+, 100 %, Excellent, etc.) can be enabled and configured in the *Grading* panel.

The screenshot shows the 'Statistics' tab in a software interface. At the top is a dark navigation bar with tabs: Summary, Teachers, Groups, Students, Activities, **Statistics**, and Import. Below the navigation bar, the title 'Statistics' is displayed. The main content area contains a form with the following elements:

- A date range selector: 'From' followed by a date input '2016/06/23', 'to' followed by '2017/06/23', and 'for' followed by a dropdown menu showing 'all groups (3/3)' and a green question mark icon.
- A section titled 'Averages based on' with a dropdown menu set to 'all results' and a downward arrow, followed by the text 'from each selected activity:'.
- Three checkboxes with labels and counts: ☒ Exercises (61/61), ☒ Tests (13/13), and ☒ Texts.
- At the bottom, there are two buttons: a green 'Export' button with a dropdown arrow, and a grey 'Apply default values' button.

## Reports for a School, Group or Teacher

Depending on its location, the *Statistics* tab provides access to different sets of data:

- **School statistics** allow you to export a report on the students in all the groups of a school.
- **Teacher statistics** allow you to display and export a report on the students in all the groups of a particular teacher.
- **Group statistics** allow you to display and export a report on the students in a particular group.

## Detailed Results

### Detailed student results

To see a student's detailed results, you have two choices:

- **Detailed statistics:** Access a student's detailed statistics and grades, if any, by clicking his or her name within any report. You will then be given more options allowing you select the relevant data for calculating the student's average.
- **Student log:** Access all recorded activities from the *Log* tab of the student's account. This will give you access to the video replays and the data just as the student sees them in his or her account.

### Detailed results for multiple students

1. Go to the *Statistics of a Group*.
2. Click the *Export...* button.
3. For the report type, select the *Detailed results* option and the file format that you want.
4. Click *Export* to download the report file.

## Displaying the Measure Unit of the Results

1. Access your *Settings* by clicking your identifier in the top right of the window.
2. Click the *Display* section.
3. Select the measure unit in which the results are to be displayed, and then click the *Save* button.

## Report for Parents



Parents are invaluable allies when it comes to encouraging students to persevere. This is why Typing Pal generates a PDF report for parents in order to show parents data on their child's attendance and performance.

You can generate this report for a single student or for all the students in a group:

1. Go to the *Student Summary* or the *Group Summary* page.
2. Select *Get report* or *Get reports* from the *Actions* menu.

# Certificate of Achievement

## Requirements

When a student passes the Final Test, Typing Pal automatically generates a personalized certificate of achievement that displays their final speed and accuracy score.



**Note** — If a student completes the test multiple times, the certificate of achievement will only display their best score.

## Download

A symbol of success and a source of pride, the certificate can be downloaded by students or teachers.

### Student download

When a student passes the Final Test, the certificate's icon is activated and turns to color. The student just has to click it to download the PDF of the certificate.

### Teacher Download

To bulk download the certificates for all the students in a group who passed the Final Test:

1. Go to the *Group Summary* page.

2. Click *Actions* and select *Get certificates*.
3. Click *Confirm* and find the PDF in your Downloads folder.

To download the certificate of a particular student:

1. Go to the *Student Summary* page.
2. Click *Actions* and then select *Get certificate*.

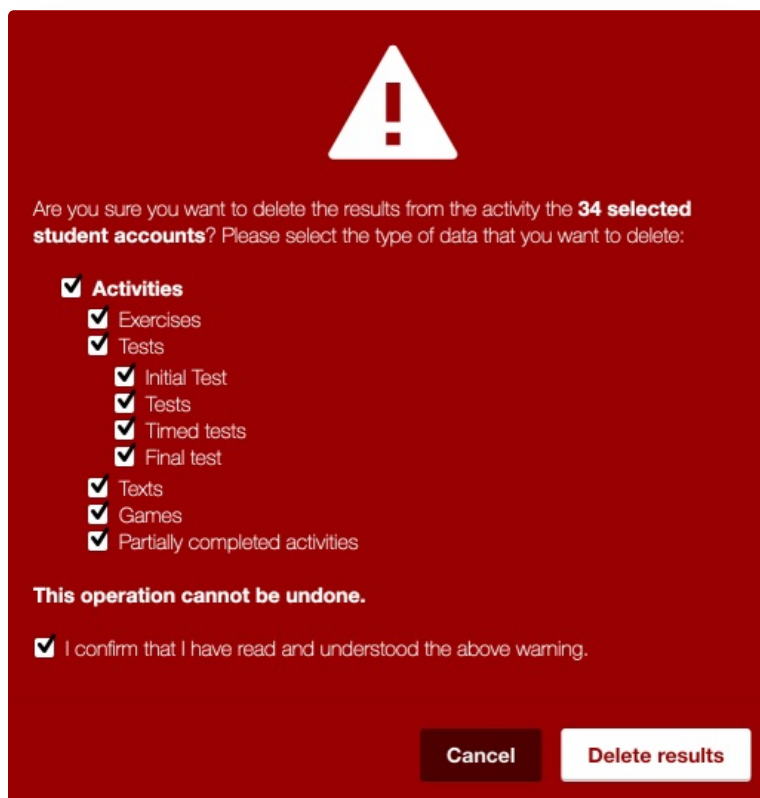
# Deleting Results

**Note** — One or more of these management functions may be disabled for teacher accounts if permissions have been revoked by an administrator. In such cases, the function will appear greyed out in the interface and the name of the administrator responsible will be displayed when the cursor is held over it.

## Bulk Delete

Delete results of all activities or just those of specific categories. Students can then start the activities again with a clean slate.

1. In the *Students* tab, select one or more student accounts.
2. Choose the option *Delete results* from the menu of the *More* button.
3. In the pop-up window, select the type of data you want to delete.
4. Confirm that you are aware that this operation cannot be undone, and then click the *Delete results* button.



A warning dialog box with a red background and a white triangle containing a red exclamation mark at the top. The text inside reads: "Are you sure you want to delete the results from the activity the **34 selected student accounts**? Please select the type of data that you want to delete:". Below this, there is a list of checkboxes under the heading "Activities". The checked items are: Exercises, Tests, Initial Test, Tests, Timed tests, Final test, Texts, Games, and Partially completed activities. At the bottom, it says "This operation cannot be undone." followed by a checkbox labeled "I confirm that I have read and understood the above warning." which is also checked. At the very bottom, there are two buttons: "Cancel" and "Delete results".

Are you sure you want to delete the results from the activity the **34 selected student accounts**? Please select the type of data that you want to delete:

☒ **Activities**

- ☒ Exercises
- ☒ Tests
  - ☒ Initial Test
  - ☒ Tests
  - ☒ Timed tests
  - ☒ Final test
- ☒ Texts
- ☒ Games
- ☒ Partially completed activities

**This operation cannot be undone.**

☒ I confirm that I have read and understood the above warning.

**Cancel** **Delete results**

## Delete Individual Results

Delete a specific result to avoid this data negatively affecting a student's statistical report.

1. Open the *Log* tab in the student account.
2. Place the cursor over the activity whose result you want to delete. Click on the trash-can icon that appears.

Activity	Description	Time	Characters	Accuracy	Mistakes	Speed (...)	Date ↑	Video R...
Words 2		00:46 min	149	94%	9	193	2017/06/24 11:11:09 AM	
Test 4	L U I : G ...	00:11 min	149	89%	17	161	2017/06/23 08:37:47 PM	
Useful Words 3		00:04 min	44	70%	13	144	2017/06/23 08:31:10 PM	

3. In the pop-up window, confirm that you are aware that this operation cannot be undone. Then click the Delete button.

Are you sure you want to delete this result? **This operation cannot be undone.**

Useful Words 3    70%    144 cpm

☒ I confirm that I have read and understood the above warning.

Cancel

Delete

Student Log Hide settings

the most recent score

the best score

☒ the lowest completed score

all results

Display for each activity in the

☒ Exercises ☐ Tests ☐ Texts ☐ Improvement ☒ Games

**Tip** — Use the *lowest completed score* filter to quickly find the result you want to delete.



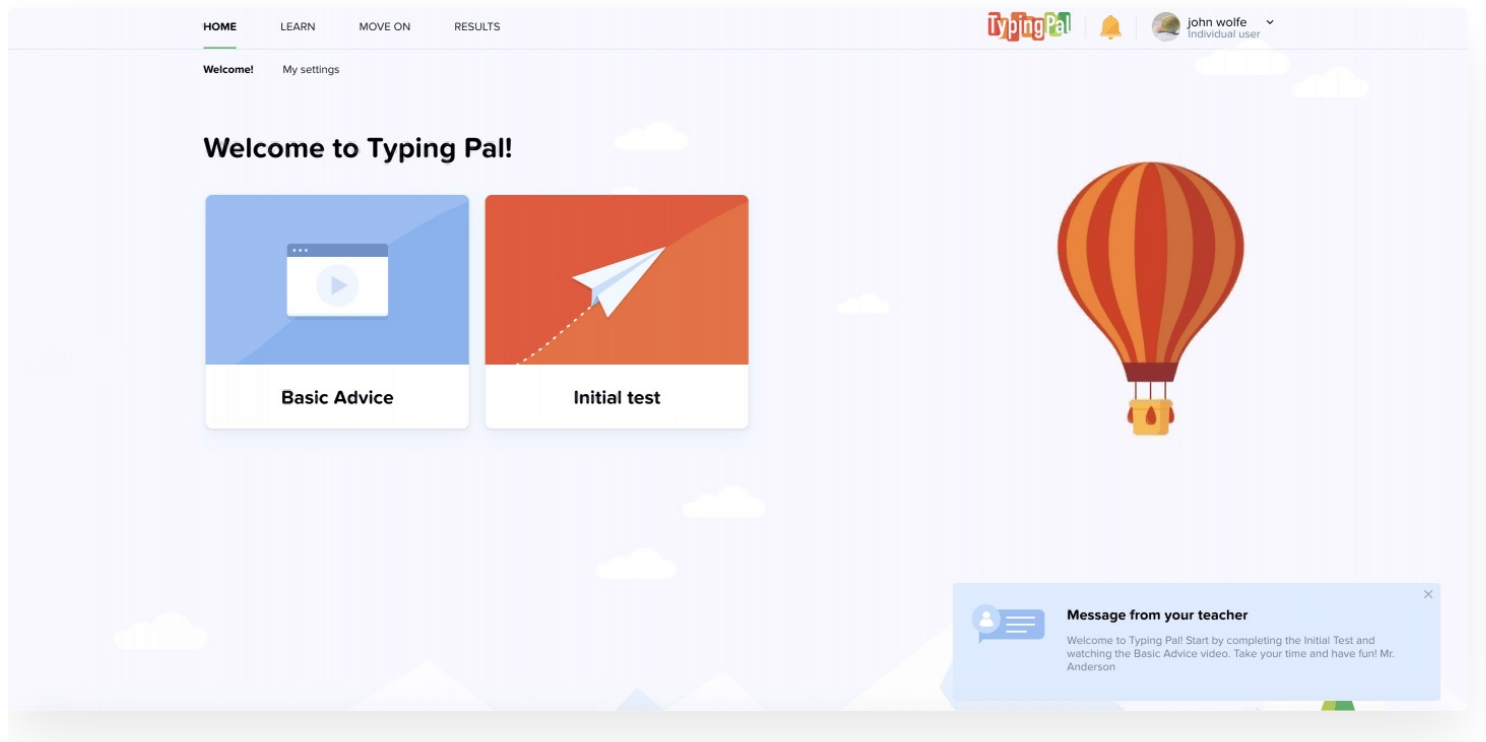
# Student Interface

This chapter takes a look at the components of the student interface and the display settings that you can control.

- **Home Screen**
  - **Suggested Activity Tiles** — Typing Pal welcomes students with two suggested activity tiles when they log in.
  - **Teacher's Message to the Group** — The home screen displays a personalized message from the teacher to the students.
- **Student Settings**
  - **Profile** — The student profile contains the student's choice of avatar as well as his or her identification information.
  - **Environment** — The student can choose the interface appearance and select one of the three available coaches.
  - **Language and Keyboard** — The student can change the keyboard layout to match the one he or she uses.
  - **Target** — The speed target may or may not be modified, depending on the option you have chosen.
  - **Authentication** — The authentication section allows an account to be linked to Google or Office 365, depending on the option you have chosen.
- **Avatars**
  - **Choosing an avatar** — The student can choose an avatar from 49 portraits, 30 creatures and 30 neutral photos.
  - **Granting Access to Avatars** — Administrators can block the avatars for all the accounts in a school.
- **Feedback**
  - **Entertaining Animations and Keyboard Viewer** — Discover the entertaining animations and the keyboard viewer, two viewing modes that encourage students to look at the screen while typing.
  - **Audio Notification** — An audio notification lets students know if they've reached their targets. This option can be disabled for a silent environment.
- **Display Options for Activities**
  - **Accessing the Display Options** — Access the display options for your group or show the students how they themselves can access them.
  - **Options** — Consult the list and learn about all the display options.
- **Keyboard Navigation**
  - Learn how students can navigate through the interface using certain keyboard keys.
- **Badges**
  - **Personal Bests** — Learn how the system of personal bests works.
  - **Achievements** — Learn about the progress, performance, perseverance and mystery badges.
- **Activity Log**
  - **Results** — Students can select the most relevant results and activity types for calculating their average speed and accuracy.
  - **Video Replay** — Students have access to a video replay of the activities recorded in their log.
- **Achievements Panel**
  - Discover the achievements panel showing achievement level, badges collected and stars won, as well as average speed and accuracy.

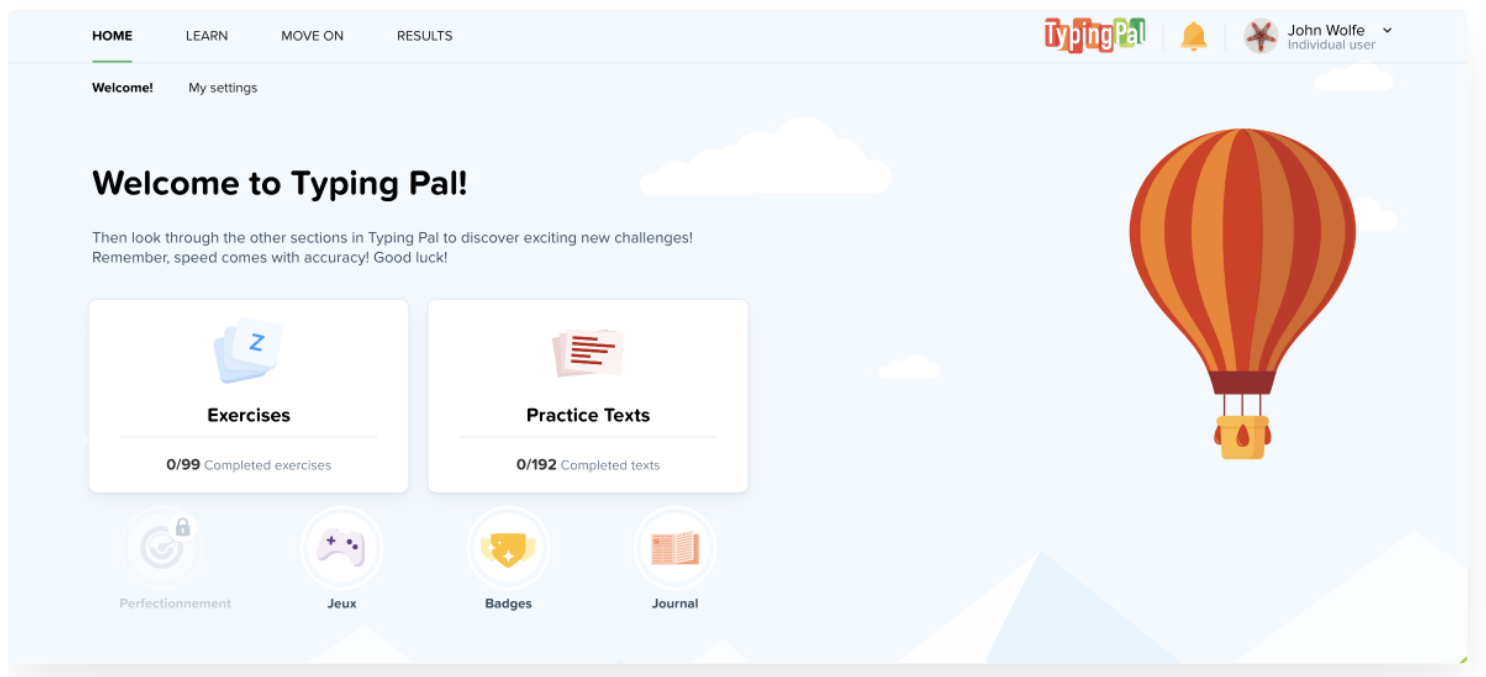
# Home Screen

When students log in, Typing Pal welcomes them with two suggested activity tiles and the teacher's message to the group if there is one.



## Suggested Activity Tiles

The suggested activity tiles change based on a student's progress. For example, once a student has studied the Basic Advice and completed the Initial Test, the relevant tiles will change to display Exercises and Texts. The tiles not only act as shortcuts but also indicate the number of completed activities, allowing students to assess their progress.

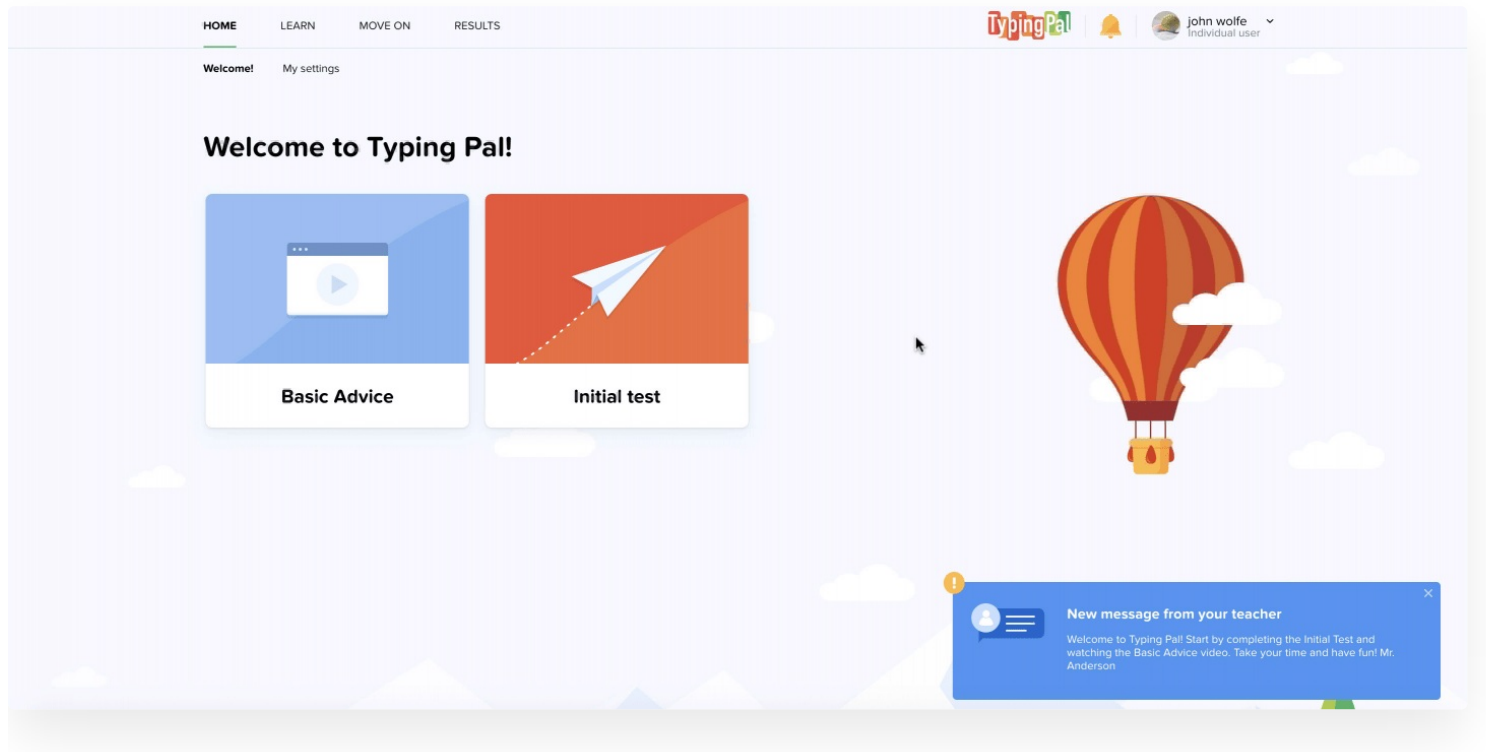


## Teacher's Message to Students

The teacher's message to the group's students is displayed in the bottom right-hand corner of the home screen. To change the default message and add a personalized welcome message, follow these steps:

1. Go to Group Summary
2. In the General information section, click or press on **Edit**
3. Edit the text in the Welcome message to students field
4. Click or press on **Save**

When a new message is published, it appears on a dark blue background.



Note — To hide the welcome message in the home screen, repeat the above steps, but delete the text.

# Student Settings

The student account settings allow students to customize their Typing Pal experience and manage certain settings.

To access the settings, the students must:

1. Click his or her identifier in the top right corner of the window;
2. Select one of the five sections:
  - [Profile](#)
  - [Environment](#)
  - [Language and keyboard](#)
  - [Target](#)
  - [Authentication](#)

## Profile

### Avatars

The student can choose an avatar that corresponds to his or her taste from **49 portraits**, **30 creatures** and **30 neutral photos**.

### Email Address

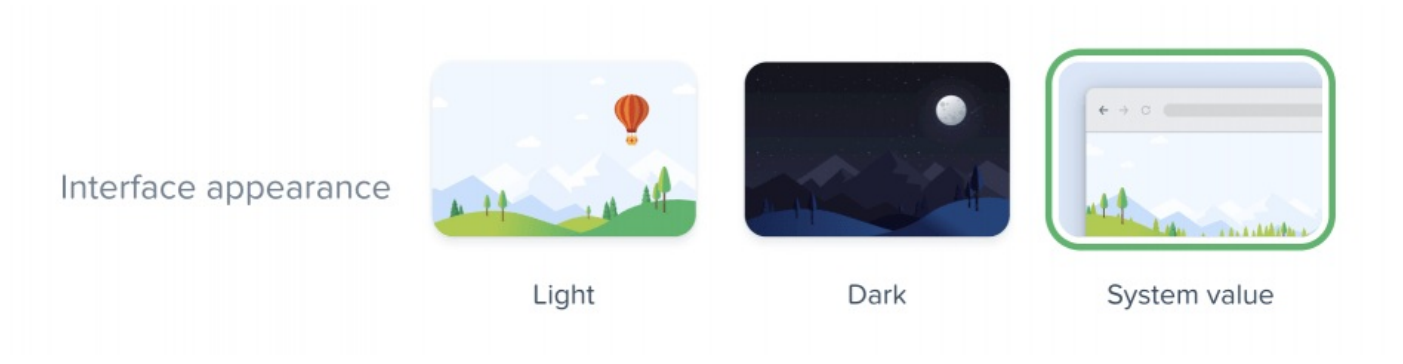
The students can enter his or her email address to recover a lost password.

## Password

If this option has been [enabled in the Configuration panel of the Group summary](#), students can change their password.

## Environment

### Interface Appearance



Customize the appearance of Typing Pal's interface based on your preferences.

- **Light** — This interface appearance uses lighter colors.
- **Dark** — This interface appearance uses darker colors and is recommended for work environments with poor lighting.
- **System value** — The display mode will correspond to that of your operating system.

## Coaches

**New advice**

I now have a good idea of your typing skills and I see that you have some real potential! You just have to start using the proper technique. Watch the **Basic Advice** video to learn more. 🙄

In addition to providing encouragement, coaches make specific recommendations based on a student's progress. For example, a student who has completed several exercises will be encouraged to do some improvement activities.

The student can select one of the three available coaches.

6-11 years

**Yuli**



**Zak**



**Tofino**



12-16 years

**Seb**



**Mel**



**Emy et Mat**



17 years and over

**Victor**



**Julia**



**Yvanha**



## Language and Keyboard

There are many types of keyboards depending on the operating system, the language, and the layout of the keys.

By default, the students' keyboard type in Typing Pal corresponds to the one that was [set up for their school](#). However, it sometimes happens that the school keyboard is different from the one they have at home. In this case, the students can configure the keyboard themselves. The keyboard viewer adjusts to the selected settings in order to help the students choose the right combination of options.

## Target

If this option has been [enabled for the group](#), students can change their speed target and unit of measure. They can refer to the table of default values to set themselves a suitable target.

## Authentication

If this option has not been disabled in the *Information* panel of the *School summary*, students can link their Typing Pal account with those of [Google](#), [Office 365](#) or [Clever](#).

# Avatars

The student can choose an avatar that corresponds to his or her taste.

## Choosing an Avatar

To choose an avatar, the student must:

1. Click his or her identifier in the top right corner of the window, then choose the option *My settings* in the menu;
2. Select the *Profile* section;
3. Click his or her avatar, and then choose a new avatar from among the **30 characters** and **30 neutral pictures**;
4. Click the *Save* button.

### My settings

#### Profile

Coaches

Language and keyboard

Targets

Authentication

#### Profile

Avatar  
Modify >



Portraits

Creatures

Photos



**Note** — Avatars are automatically and randomly assigned to student accounts when they are first created.

## Configuring Access to Avatars

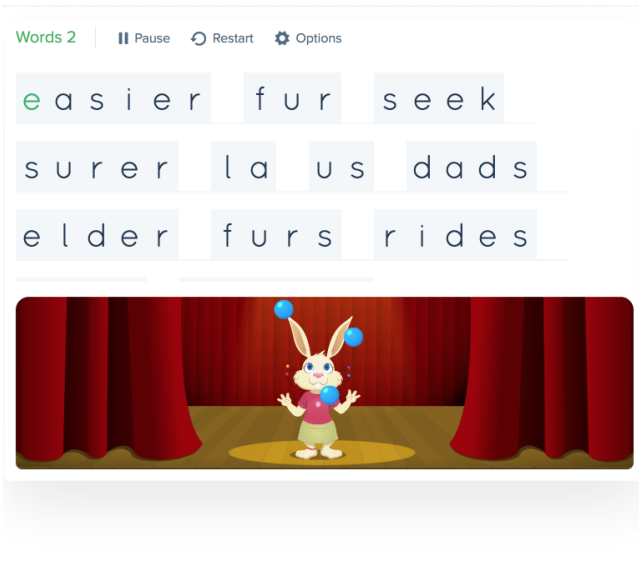
By default, students can choose the avatar associated with their identifier. To block this option, uncheck the *Allow students to choose an avatar* option in the *Information* panel of the *School summary*.

# Feedback

## Entertaining Animations and Keyboard Viewer

Typing Pal encourages students to look at the screen while they type. One way of getting them to do this is with the help of an animation panel on the screen that features entertaining animations or a keyboard viewer.

### Entertaining Animations



The entertaining animations change according to the keys that are typed, the errors and the final result.

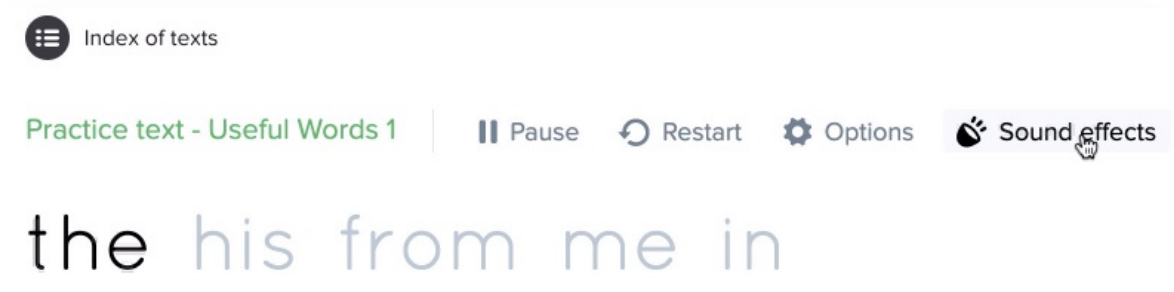
### Keyboard Viewer



When an error is detected, fingers appear above the keyboard showing the finger that should be used to hit the correct key.

To change the display of the animations panel or to hide it completely, refer to [Display Options for Activities](#).

## Audio notifications



After each activity, an audio notification tells students whether or not they've reached their targets. A perfect activity or a new record are also celebrated with a special sound. If you prefer a silent work environment, don't worry; these notifications can easily be disabled by the student or for all students in the group's [Settings](#).



# Display Options for Activities

The display options allow students to change the configuration of the activities' interface. The interface can be very minimal or, on the contrary, rich in feedback and information of all kinds. What's more, students who have difficulty distinguishing certain letters can choose serified fonts or monospaced characters.

## Accessing the Display Options

Students can change the display options by clicking the *Options* button just above the typing area in an activity window.

To control the display so that it is uniform for all students in a group, check *Manage display options for activities* in the group's *Configuration* panel. Select the options you want and then click *Save*.

## Options

Here is the list of display options for activities that can change what is displayed in the interface when typing.

### General Improvement

- **Show statistics** — Display the percent accuracy, the number of errors and the real-time speed to the right of the typing area.
  - **Show elapsed time** — Display the elapsed time in seconds and minutes.
  - **Show progress** — Display progress. Click repeatedly on the displayed value to toggle the display mode: progress bar, percentage, characters typed or remaining.
- **Indicate when performance is below targets** — Vary the color of the statistics in real time: *orange* when a target hasn't been met and *green* when it has.
- **Flag errors in the text** — Display the errors in the text by underlining them.
- **Accept all types of apostrophes and quotation marks** — Allow Typing Pal to recognize the different types of apostrophes and quotation marks when typing. (For example, a straight apostrophe ['] will be accepted for a curly apostrophe ['].)
- **Fonts**
  - **Sans serif** — Display a sans-serif font, i.e., without a line projecting from the top or bottom of the main stroke of the letter.
  - **Serif** — Display a serified font, i.e., with a line projecting from the top or bottom of the main stroke of the letter.
  - **Monospaced** — Display a monospaced font, i.e., where all letters are the same width.
  - **Dyslexia-friendly** — Display a font with more easily distinguishable letters, especially for students with dyslexia.






### Exercises

- **Show instructions at the beginning** — Display the targets and the instructions at the start of each activity.
- **Animations panel content** — Display or do not display the animations panel.
  - **Entertaining animations** — See the Entertaining animations react to right and wrong keystrokes, depending on the context.
  - **Keyboard viewer** — See a keyboard template appear whenever an error is made.
- **Show characters in blocks** — Frame all the characters to be typed in order to equalize the space between each letter.
  - **Briefly show typing errors** — Briefly display each incorrectly typed character.

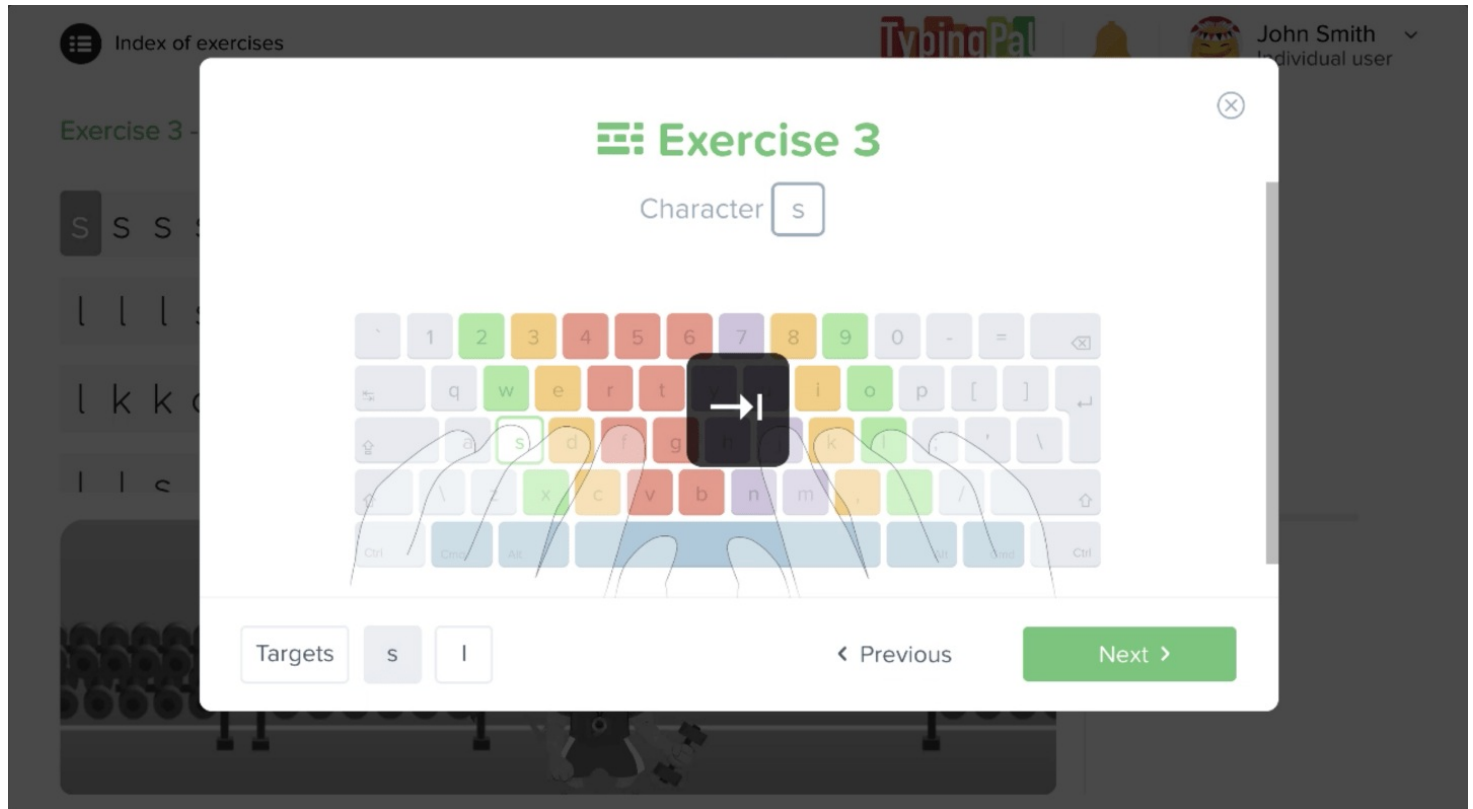
### Texts

- **Type the text in a separate area** — Type in a separate area below the text of the exercise, rather than directly in the text.

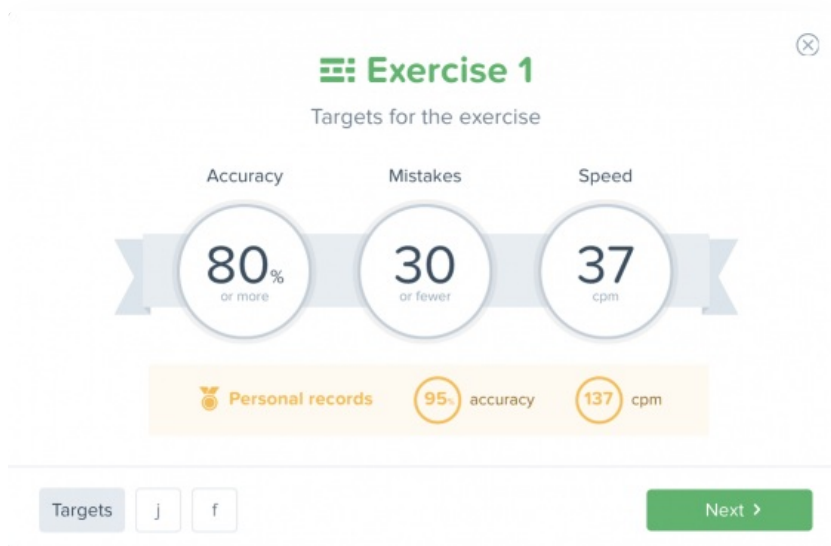
# Keyboard Navigation

Students can use the keys , , ,  or  to navigate through certain menus and to select the functions *Watch the replay*, *Restart* and *Next activity*.

This way, their hands remain in the proper typing position on the keyboard, without using the mouse!



# Personal Bests and Badges



## Personal Bests

Every time a new activity is completed, it is compared to personal bests in speed and accuracy.

When students restart an already completed activity, they are shown their targets and their best recorded score. It's up to them to try to outdo themselves!

When a personal best is broken, this achievement is highlighted with a medal and a message that a new record has been set.

### New Feature 2023


The student can click the *Show all results for this activity* link on the screen that appears when an activity has been completed to view the activity history and their previous results.

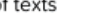

## Badges


Each time a student obtains a badge, a temporary notification is displayed in the window.

The number of new badges obtained is shown in a small blue circle over the notification bell. By clicking the notification bell, a menu appears showing the list of recent notifications.

Each badge shown provides a shortcut to the *Badges* section, where the student's full collection of badges can be seen.


Index of texts



Bella Carter
Individual user

Practice text - Useful Words 12

Here

Section 1 Texts

- You've done all the texts from section 1. 16:18

5 texts at 100%


- You've finished 5 texts with 100% accuracy. 16:16


List of badges

Students access the *Badges* section in the *Results* tab.

HOMELEARNMOVE ONRESULTS


TypingPal



 Bella Carter  
Individual user

LogCalendarAccuracySpeedBadges


# Badges

4/90 badges unlocked 


0

4


## Progress badges



**Initial Test**  
You've finished the initial test.



**Exercises Completed**  
Finish all the exercises.



Unlock badges by completing the challenges presented here. There are 90 to collect, plus the Limited Edition Badges!





You can also access this section from a student account by clicking the *Badges* tab.

Student: Jimmy Coleman

SummaryLogAccuracySpeedBadges

## Student badges












6/99 badges












Badge	Requirement	Date acquired 
 10 texts at 100%	Complete 10 texts with an accuracy of 100%.	2017-06-23 18:36:55
 Section 1 Texts	Complete all the texts in section 1.	2017-06-23 18:36:55
 5 texts at 100%	Complete 5 texts with an accuracy of 100%.	2017-06-23 18:35:44

Progress badges

Progress badges encourage students to complete all activities. The badges related to the texts are exclusive to the three default collections of texts.

Badge	Title	How to collect it
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	Initial test	Complete the initial test.
	Exercises completed	Complete all the exercises.
	Texts completed	Complete all the texts in a collection.
	Games explored	Attempt all the games.
	Step 1 exercises	Complete all the exercises in step 1.
	Step 2 exercises	Complete all the exercises in step 2.
	Step 3 exercises	Complete all the exercises in step 3.
	Step 4 exercises	Complete all the exercises in step 4.
	Step 5 exercises	Complete all the exercises in step 5.
	Step 6 exercises	Complete all the exercises in step 6.
	Step 7 exercises	Complete all the exercises in step 7.

	Step 8 exercises	Complete all the exercises in step 8.
	Step 9 exercises	Complete all the exercises in step 9.
	Step 10 exercises	Complete all the exercises in step 10.
	Step 11 exercises	Complete all the exercises in step 11.
	Step 12 exercises	Complete all the exercises in step 12.
	Step 13 exercises	Complete all the exercises in step 13.
	Step 14 exercises	Complete all the exercises in step 14.
	Step 15 exercises	Complete all the exercises in step 15.
	Step 16 exercises	Complete all the exercises in step 16.
	Section 1 texts	Complete all the texts in section 1.
	Section 2 texts	Complete all the texts in section 2.



## Section 3 texts

Complete all the texts in section 3.



## Section 4 texts

Complete all the texts in section 4.



## Section 5 texts

Complete all the texts in section 5.



## Section 6 texts

Complete all the texts in section 6.



## Section 7 texts

Complete all the texts in section 7.



## Section 8 texts

Complete all the texts in section 8.



## Section 9 texts

Complete all the texts in section 9.



## Section 10 texts

Complete all the texts in section 10.



## Section 11 texts

Complete all the texts in section 11.



## Section 12 texts








Complete all the texts in section 12.



## Section 13 texts




Complete all the texts in section 13.

























	Section 14 texts	Complete all the texts in section 14.
	Section 15 texts	Complete all the texts in section 15.
	Section 16 texts	Complete all the texts in section 16.
	Section 17 texts	Complete all the texts in section 17.
	Section 18 texts	Complete all the texts in section 18.
	Section 19 texts	Complete all the texts in section 19.
	Section 20 texts	Complete all the texts in section 20.

## Performance badges

Performance badges encourage students to excel to the highest levels of keyboard mastery.

Badge	Title	How to collect it
	5 100% exercises	Complete 5 exercises with an accuracy of 100%.
	10 100% exercises	Complete 10 exercises with an accuracy of 100%.
	15 100% exercises	Complete 15 exercises with an accuracy of 100%.

	25 100% exercises	Complete 25 exercises with an accuracy of 100%.
	50 100% exercises	Complete 50 exercises with an accuracy of 100%.
	75 100% exercises	Complete 75 exercises with an accuracy of 100%.
	All 100% exercises	Complete all exercises with an accuracy of 100%.
	5 100% texts	Complete 5 texts with an accuracy of 100%.
	10 100% texts	Complete 10 texts with an accuracy of 100%.
	15 100% texts	Complete 15 texts with an accuracy of 100%.
	25 100% texts	Complete 25 texts with an accuracy of 100%.
	50 100% texts	Complete 50 texts with an accuracy of 100%.
	75 100% texts	Complete 75 texts with an accuracy of 100%.
	100 100% texts	Complete 100 texts with an accuracy of 100%.

	150 100% texts	Complete 150 texts with an accuracy of 100%.
	175 100% texts	Complete 175 texts with an accuracy of 100%.
	All 100% texts	Complete all texts with an accuracy of 100%.
	Cosmik Ball - 500 pts	Score 500 points at Beginner level in the Cosmik Ball game.
	Cosmik Ball - 1000 pts	Score 1000 points at Intermediate level in the Cosmik Ball game.
	Cosmik Ball - 1500 pts	Score 1500 points at Expert level in the Cosmik Ball game.
	Cosmik Ball - 2000 pts	Score 2000 points at Expert level in the Cosmik Ball game.
	Monkeys in Jeopardy - 500 pts	Score 500 points at Beginner level in the Monkey in Jeopardy game.
	Monkeys in Jeopardy - 1000 pts	Score 1000 points at Intermediate level in the Monkey in Jeopardy game.
	Monkeys in Jeopardy - 1500 pts	Score 1500 points at Expert level in the Monkey in Jeopardy game.
	Monkeys in Jeopardy - 2000 pts	Score 2000 points at Expert level in the Monkey in Jeopardy game.











































































