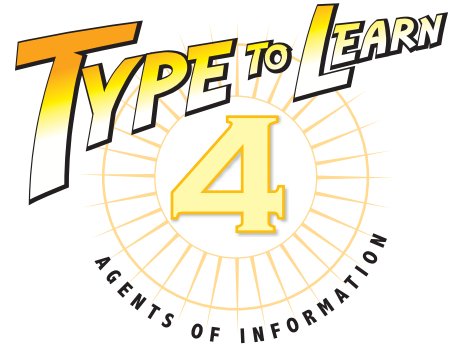




Type to Learn® 4: Agents of Information FAQs



What is Type to Learn 4: Agents of Information?

Type to Learn 4 is the newest program in the award-winning Type to Learn series of keyboarding instructional software. Approximately 97% of school districts own at least one program in the series. Developed on a proven, research-based keyboarding curriculum of sequential touch-typing instruction, Type to Learn 4 builds critical 21st Century skills for all students in grades K-12. The integrated cycle of review, demonstration, practice, and assessment, with continuous reinforcement of home row positioning, teaches proper fingering for each key with ample opportunity for skills practice. The program emphasizes both accuracy and speed, and provides each student with individualized remediation and goals for success. This engaging new product wraps keyboarding lessons into an intriguing world of adventure and information, complete with exciting new activities and redesigned student and teacher interfaces.

What are the benefits of Type to Learn 4: Agents of Information?

Efficient computer keyboarding is an essential lifelong learning skill in today's computer based society. By instructing students in keyboarding at an early age with an award-winning program like Type to Learn, schools address these essential skills for academic and professional success.

What grades does it cover?

Grades K-12, with variable interface designs and content difficulty depending on grade level.

What if I need a typing program for my younger, early learning students?

Type to Learn 4 is appropriate for students as young as Kindergarten, with early lessons focusing on keyboard awareness before touch-typing instruction begins.

How does Type to Learn 4: Agents of Information engage and motivate students to learn typing skills?

Type to Learn 4: *Agents of Information* is an engaging new product that wraps keyboarding instruction into an intriguing, futuristic world of adventure and information, complete with exciting new activities, multiple redesigned student and teacher interfaces, and appealing, age-appropriate cross-curricular content. The program motivates students toward keyboarding mastery by recruiting them as new members of an ancient society, The Agents of Information. Students discover that our world is in danger of a total communication break-down because information cannot flow smoothly! They must start their training immediately to move up the 7 ranks from Recruit and ultimately become accurate, fast-typing Master Agents.

Five engaging activities accompany each lesson and provide fun practice opportunities for students to hone their new skills. Each activity focuses on a specific keyboarding skill.

- The *Big Ideas* activity improves left and right-hand coordination on the keys. Thought bubbles containing ideas need to be typed with either the right hand or the left hand, before the bubbles float away and are lost forever.
- The *Drone Control* activity encourages students to improve their words per minute speed while typing commands to pilot a drone vehicle through dangerous terrain in order to deliver vital information.

- The *Dig This* activity uses rhythm to support a typing cadence, as students type accurately to uncover historical information.
- In the *Reconnect* activity students focus on using the shift key for capitals, symbols, and punctuation, while rebuilding important infrastructure.
- And finally in *Get the Message Out*, students focus on accuracy as they complete dictation and original writing tasks in order to transmit important messages.

Does Type to Learn 4: Agents of Information correlate to standards?

Yes! Type to Learn 4 is correlated to the ISTE NETS (National Educational Technology Standards for Students) Technology Foundation Standards and Performance Indicators for Technology-Literate Students. The program also correlates to relevant keyboarding standards in all 50 states.

What do the Type to Learn 4: Agents of Information lessons cover?

The program contains 36 sequential, leveled lessons teaching touch-typing keyboarding skills. Lessons reinforce home row positioning, proper fingering, and reaches with the help of 3D animated hands on a reference keyboard. All letter, number and symbol keys are taught, including the numeric keypad and common keyboarding shortcuts such as Control+C. The instructional cycle of review, demonstration, practice, and assessment, along with remediation when needed, and ample opportunity for skills practice in exercises and activities, provides students with the support they need to succeed.

How does Type to Learn 4: Agents of Information foster skill transfer?

True keyboarding mastery requires effective skill transfer from the Type to Learn program into real-world typing environments and tasks. That is why Type to Learn 4 incorporates real-world typing content, including historical documents, literature passages, frequently used Quick-blends and Quick-words, and original writing tasks, in the lessons and activities.

Can teachers change or add content to the program?

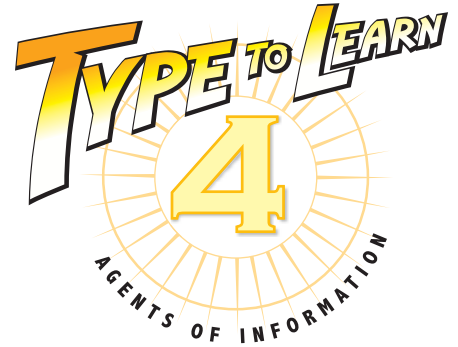
Yes! Teachers can import their own content into Type to Learn 4 for students to type and the program will score it automatically, alongside our built-in lesson content. Teacher content can include lists of words, sentences, and passages. This allows greater integration of classroom curriculum with the keyboarding curriculum. Teachers are also able to adjust Type to Learn 4 lessons by choosing from three vocabulary levels, manually setting speed and accuracy goals, among other options.

Can I customize the program to differentiate for individual students?

Yes! A comprehensive teacher management area provides many options and settings that can be applied to whole classes or individual students. Determine which activities should be required or optional, and when they can be accessed. Enable or disable animated hand support. Customize Spanish language support for ESL learners, or enable closed-captioning and text-to-speech for hearing or sight impaired students. Control sound and print options, design and vocabulary grade levels, ergonomic and game break durations, and many other options.



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How does Type to Learn 4: Agents of Information assess and evaluate students?

Type to Learn 4 has an unprecedented amount of assessment built right into the program. A diagnostic pre-test places students at a specific lesson and sets their beginning achievement goals. Five formative assessments and a 6th summative assessment analyze students' abilities and progress throughout the lesson sequence, adjusting goals as skills improve. Additional Final Challenge quizzes at the end of every lesson must be passed with goals met in order to progress to the next lesson.

The reports area of Type to Learn 4 provides many different kinds of reports and graphs showing student progress, achievements, and difficulties. The program captures real-time scoring of accuracy percentage, words per minute, and adjusted words per minute. See student scores on lessons, activities, and assessments. Analyze student errors by hand, finger, and key to pinpoint problem areas. A parent report can be accessed from the student interface and allows parents to track their child's progress and scores throughout the program.

How can teachers manage students' progress within Type to Learn 4: Agents of Information?

Type to Learn 4 contains an enhanced, user-friendly teacher management system that allows teachers to easily manage students' progress through the program. Flexible reports display real-time status of all students' progress, scores, and areas of challenge. Teachers can trigger a diagnostic pre-test to reassess students' abilities, move students forward or back in the lesson sequence, set an upper limit to the lessons a student can surpass, modify the presence of supports and breaks, and manually select achievement goals, vocabulary levels, and design interfaces.

Is there Spanish ESL support?

Yes! When enabled, Spanish ESL content provides instructions, navigation, support, and reinforcement in Spanish, while the keyboarding lessons themselves remain in English. This provides valuable support to Spanish-speaking students as they learn to keyboard in English.

Can Type to Learn 4: Agents of Information be used by my sight or hearing impaired students?

Yes! Type to Learn 4 has greatly improved accessibility options for sight and hearing impaired users, such as: closed-captioning, text-to-speech, and enhanced font sizes and colors.

Does Type to Learn 4: Agents of Information address ergonomic issues?

Yes! A new ergonomic feature periodically prompts students for a break and stretch, with durations flexibly controlled by the teacher. Not only is it important to learn how to keyboard, but students must learn safe keyboarding habits from the start.

Can students access Type to Learn 4: Agents of Information from home for additional practice?

Yes! Type to Learn 4 is offered as a CD-ROM product or as a web-enabled program. The web version can be downloaded and accessed from anywhere with an internet connection, so home use for extra practice is encouraged!

Is Type to Learn 4: Agents of Information a CD-ROM or a Web program?

Both! Type to Learn 4 can be purchased as a CD-ROM for a school's network or single computer, and also as a web-enabled application which can be downloaded and accessed from any computer with an internet connection.

Can I purchase other supplemental tools for Type to Learn 4: Agents of Information?

Yes! Keyboarding posters are popular and effective tools to visually reinforce keyboarding basics. Three posters are available: *The Techniques Poster*, *The Keyboard Poster* and *The Progress Chart*. All three posters can be purchased as a set.

An *Activity Workbook* is available containing 75 additional keyboarding exercises corresponding to the 36 Type to Learn 4 lessons.

A third supplemental tool available is the *Type to Learn 4 Keyboarding Mask*, which accelerates keyboard memorization and trains students to keep their eyes on the screen, not on their fingers.

How do I know if my computer, school and/or district meets the minimum technical requirements needed to incorporate Type to Learn 4: Agents of Information?

Mac Requirements:

OSX 10.3.9, 10.4, 10.5
PowerPC and Intel platforms

Windows Requirements:

2000, XP, Vista