

Dear Parents,

August 2007

5-8 Computer Typing Requirements

At school, students use the TYPE TO LEARN series which is comprised of two components, a self-paced tutorial and an assessment program. 5th grade students also use a SpeedSkin to cover the keyboard and promote proper typing skills.

Typing skills are a pre-requisite for high school and make up 25% of the student's computer grade. At school, only 10 minutes a week is dedicated to typing practice. At home, it will be required that your child practice typing for a minimum of 30 minutes per week, 6 times per quarter.

New this year:

- Practice must be for 30 minutes in a given week, using a typing software program of your choice. These activities **DO NOT COUNT**: Homework, Reports, Instant Message, Email etc.
- Typing logs must be submitted online. The link can be found at <http://www.quia.com/pages/olphcomplab1.html>.
- A student must submit a total of 6 typing logs each quarter.
- Only 1 typing log may be submitted each week. A week runs from Monday thru Sunday.
- Students who earn a Typing Certificate, for passing all 22 Type to Learn Assessment Tests at school, are exempt from typing homework and logs!
- If student does not have access to Internet at home, they should make arrangements to use a computer at school (classroom, lab or library).

Typing Goals - Words Per Minute (WPM)				
<i>Grade</i>	<i>5th</i>	<i>6th</i>	<i>7th</i>	<i>8th</i>
1 st Semester	15 wpm	20 wpm	25 wpm	30 wpm
2 nd Semester	20 wpm	25 wpm	30 wpm	35 wpm

If you have any questions, feel free to contact me by phone or email.

Thank you,
Mrs. Debi Cummings

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