

## RV Keyboarding lessons

Your RV class students all have accounts in our All the Right Type under your name. Please look at the list and let me know if any names have been left off the list.

You have been signed up for two, two day time slot. This is listed on the RV keyboarding calendar posted on our web page. Go to Academics > Twality Technology and check this calendar to see when your scheduled time is. I would have your RV meet directly in the lab and do attendance from there.

### All the Right Type Instructions

Have the students log into a Mac computer as student. They need to find the Dock and click on the icon titled TYPE.

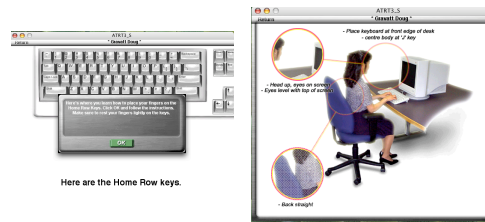


When you are in All The Right Type, you will see the campus. The campus is composed of three buildings with sets of lessons. The learning lab, Practice Pavilion and the Skill Building. Students should do lessons in sets of three in each building. So you would start with lessons 1,2&3 in the Learning Lab, then lessons 1,2&3 in the Practice Pavilion and then lessons 1,2&3 in the Skill Building. At this point, you should go back to the Learning Lab and continue with lessons 4,5&6.



The first time a student goes to the Learning Lab, a set of instructions will display. Students should read the instructions and do what the program is telling them.

It is very important that teachers emphasize the importance of using home row keys. It is equally important that teachers are walking around the room and monitoring that students are indeed using their home row keys and trying to learn the correct skills.



Every class should do a pretest. Go to the Testing Center. There are two test at the bottom of the list that are regular text. Choose the Tea Party test. Please record their Words per minute score on a class roster and give me a copy of the results. Also, they can

delete errors. So when they make a mistake in the test, They should delete that error. Because they can delete errors, instruct them to do so and don't allow for more than three or four errors.

