

## TYPING

Our Lady of Victory School

\_\_\_\_\_  
Name

The first time you use **Mavis Beacon Teaches Typing**, place the CD in your disk drive and install. You will need to leave the CD in as long as you are doing the program. Click on the run option each time you begin to use the program. Next, click on your name (or create a new user the first time you use the program) and enter the classroom. After entering the classroom click on the computer on the left of the room to start lessons. Also you can go to the toolbar at the bottom and click "go to/classroom." The program will guide you through, giving you your **accuracy, typing speed, number of errors, and adjusted typing speed**. Each time the program gives you this information please remember to write it down in the space given for each week's lesson plans. This information is important as the tutor will use it to figure your grades in Typing. There may be a need to write down more than one set of **accuracy, typing speed, number of errors, and adjusted typing speed** each day depending on how far you get, so there are extra spaces in each week's lesson plans (you can also write extra **accuracy, typing speed, number of errors, and adjusted typing speed** information in the "Comment" section at the bottom of each lesson plan page).

We ask that you spend about 20 minutes a day for three days a week on the program, however the program is flexible so adjustments can be made as needed. There is a game hallway with a selection of games to play for fun or to improve your typing. To get to the game hallway click on the door in the classroom to the right with the word "games" on it, or on the toolbar click "go to/game hallway." There are Speed Tests and Custom Speed Tests available by clicking "go to/Speed Tests."

There are 10 custom lessons. Please do 3 the first quarter (weeks 1-10), 2 the second quarter (weeks 11-19), 3 the third quarter (weeks 20-29), and 2 the fourth quarter (weeks 30-38). Enter the **accuracy, typing speed, number of errors, and adjusted typing speed** for these Custom Lessons in the extra Comment space below each week's lesson plans.

Important: Each week please send in a printed **Progress Summary**. To do this (while in the classroom) click "toolbar/progress/summary/print."

The Mavis Beacon Typing program caters to different typing abilities so some typists may finish the program sooner than others. Please supplement typing practice if you finish before week 38 by doing extra games, speed tests, custom lessons, or redoing old classroom lessons.

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**Important:** Please remember to record “accuracy, typing speed, number of errors, and adjusted typing speed” each time it appears on the screen.

Week 1

Accuracy	Typing Speed	Errors	Adjusted Speed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Send in** to school a printed **Progress Summary** from the end of the week.

Week 2

Accuracy	Typing Speed	Errors	Adjusted Speed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Send in** to school a printed **Progress Summary** from the end of the week.

FOR USE BY OLVS TUTOR ONLY: Week 1 \_\_\_\_\_ Week 2 \_\_\_\_\_

Comments:

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