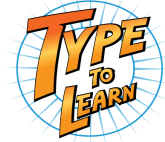


1 September 2017



Dear Families,

We would like to welcome you to the start of a new school year. You're receiving this letter because you have a 4th OR 5th grade student who is going to be using an online program called *Type to Learn* for keyboarding instruction. For more information about *Type to Learn* go to <http://typetolearn.sunburst.com/>.

Type to Learn wraps keyboarding lessons into an intriguing world of adventure and information, with instructional modules and exciting typing activities and games to reinforce keyboarding skills.

Type to Learn is in the cloud, meaning it's accessible online. This allows students to practice from anywhere they have an internet connection on a device with a web browser, such as Google Chrome.

Please direct any questions you may have about *Type To Learn* to your student's teacher or the Educational Technology Specialist (ETS) at your student's school.

Follow these steps to launch *Type to Learn* at home

1. Go to PSBMA.org > **Student Tools** > **Type To Learn**.
2. When the page loads, enter the following information in the fields:
 - *Verify Account Code* → 276ZX2
 - *Username* → YearOfGraduation+tLastName+FirstInitial
 - *Password* → the word 'type'
3. Click **Log in**.

A screenshot of the 'Sign in' form. It has three input fields: 'Account Code' with the value '276ZX2', 'Username' with the value '25brooklinej', and 'Password' with four dots. Red arrows point to each of these fields. Below the fields is a red 'Log in' button.

4. When the page loads click **Launch Type to Learn**.

A screenshot of the Type to Learn home page. At the top left is the 'TYPE TO LEARN' logo. To its right is a red arrow pointing to a link that says 'Launch Type to Learn'. Below the logo and link is a paragraph of text: 'Type to Learn is a systematic, differentiated program to provide instruction and practice to learn and improve keyboarding speed and accuracy through a mission as an Agent of Information. Launch Type to Learn'. Below this is the name 'Nathan Campbell'. At the bottom, there are three lines of text: 'Current Accuracy: To update this value you need to finish a Final Challenge', 'Current WPM: To update this value you need to finish a Final Challenge', and 'Accuracy Goal: 90%' followed by 'WPM Goal: 20'.