

## Typing Homework

- Use TypingPal.com
- Practice 10-15 minutes per day for a total of **45 minutes** per week
- The week starts on the day of computer class and ends at 11:59pm the night before the next computer class
- Typing Homework will be considered when assigning a report card grade in **KEYBOARDING**. Not doing homework may result in a grade of NP (Not Participating).

Please follow these steps to get into Typing Pal:

1. **Open CHROME**
2. **Make sure you are in correct USER PROFILE (if you do not see your name in the top, right corner of window - switch person)**
3. **Click on matrix and select GMAIL**
4. **Log-in to your Google Account**
5. **When you are logged in and can see your Gmail inbox page THEN...go to the matrix and select CLASSROOM**
6. **Open the TECHNOLOGY Classroom for your grade/class**
7. **Locate the post regarding Typing Pal and click on the link**
8. **When you see the Typing Pal Log-in screen... select "Log in with Google" on the right side (do NOT enter your username and password again - do NOT use the left side)**
9. **When you are on the Typing Pal home page - click the LEARN tab and continue to do the exercises/lessons.**
10. **You should practice typing for approx. 10-15 minutes per night (total of 45 minutes per week)**
11. **Don't forget: ALWAYS SIGN OUT OF YOUR GOOGLE ACCOUNT**

Please let the teacher know AS SOON AS POSSIBLE if you have any problems or need more help.