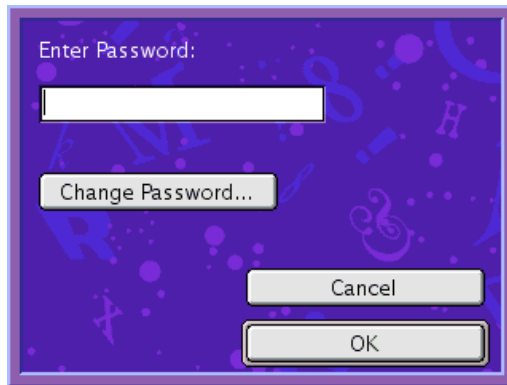


Generating Progress Reports from Type To Learn 3

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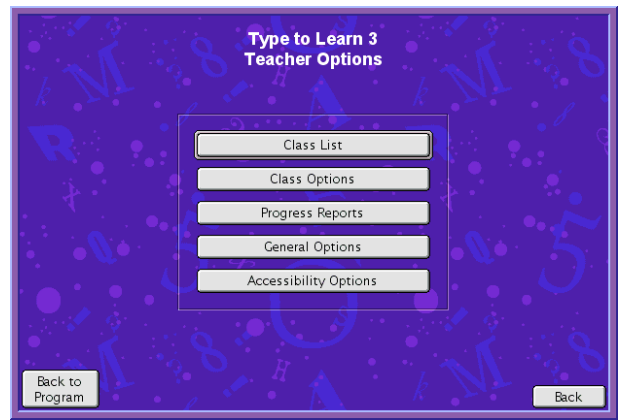
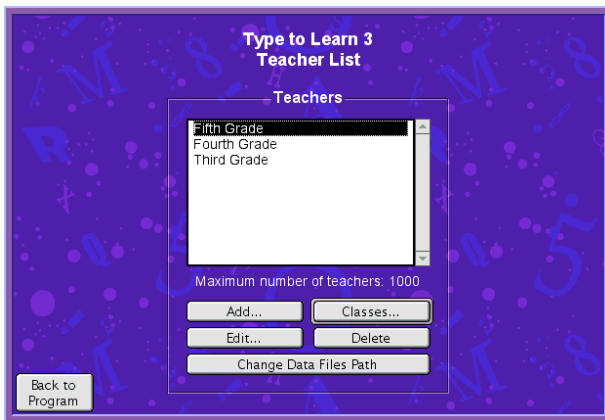
Type To Learn 3 (TTL3) includes tools for generating student progress reports. Students are able to print progress reports while they are using TTL3. Teachers, however, have access to a number of different report formats that track student progress.

Start by opening Type To Learn 3. At the first screen, where student select which class they are in, type on the keyboard Apple-T (⌘-T) to bring up the teacher login panel:



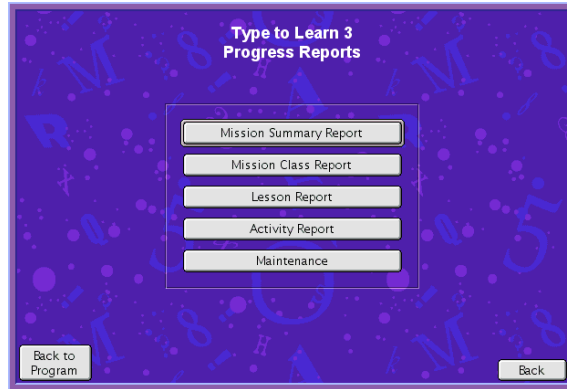
Please see Josh Burkner for this password. This password **should never be shared** with students.

After entering the password you will be brought to the **Teacher List** screen, shown below to the left. Select the appropriate grade from this list and click the **Classes** button. You will then be presented with the **Teacher Options** screen, shown below to the right.



Click on the **Progress Reports** button on the **Teacher Options** screen.

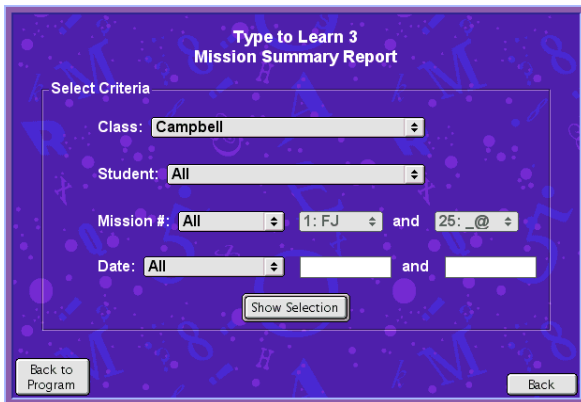
The **Progress Reports** screen will open, revealing the different types of progress reports that you are able to generate:



Types of Reports

Mission Summary Report

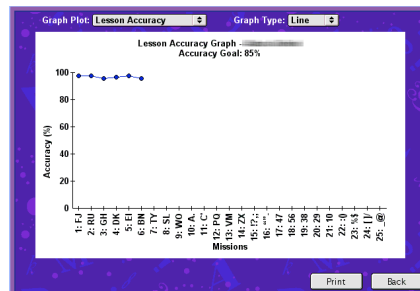
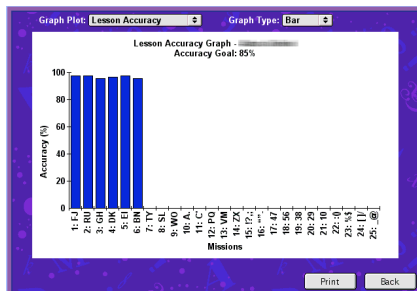
Running this type of report will generate data for all or one of your students. The report includes the high scores for the lesson and for all activities. First you will be asked for the parameters for the report; the default values work fine. Click the **Show Selection** button to generate the report.



Student	Mission #	Date	Lesson	Key Fig.	Wind. Typers	Type-line	Warp Speed	Dict. Station	Note-book
1: FJ	09/17/04	98%	59	100%	N/A	100% 21 wpm	72%	N/A	
2: RU	09/24/04	98%	46	100%	N/A	93% 20 wpm	100%	N/A	
3: GH	09/24/04	96%	43	81%	N/A	96% 15 wpm	100%	N/A	
4: DK	12/03/04	97%	N/A	100%	60%	96% 14 wpm	N/A	N/A	
5: EI	01/07/05	98%	N/A	100%	70%	N/A	87%	N/A	
6: BN		96%							

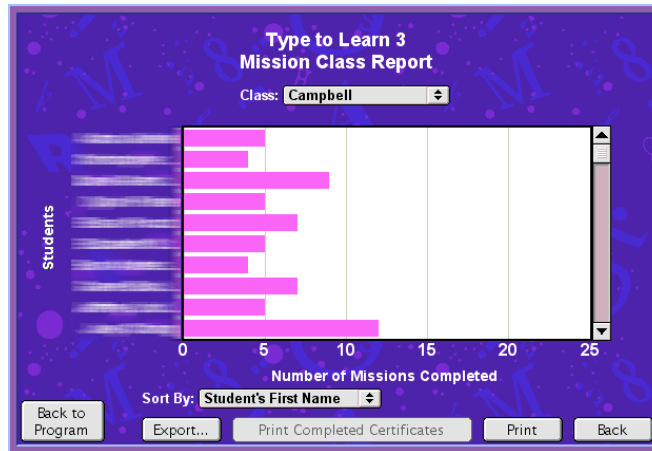
You can select to see all the students by leaving the **Student** menu at the top of the **Mission Summary Report** window, or you can click on the menu (where it says **All**, above) and select a specific student. The report above was run to show all students.

Additionally, selecting a student from the **Student** menu allows you to generate two different types of graphs of the student's progress: a bar graph and a line graph:



Mission Class Report

You can generate this report to see the progress of your entire class in relation to each other. You can sort the report by first name, last name, or by Mission number.

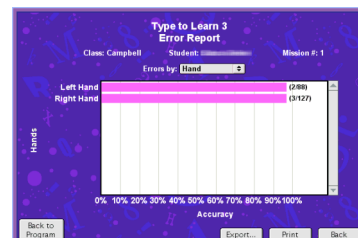
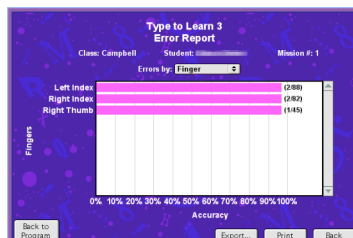
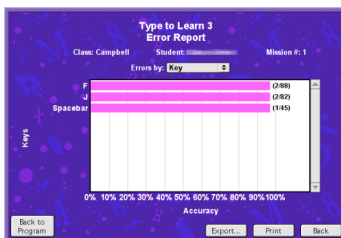


Lesson Report

To generate this report, select you class and then view chart data for all or one of your students. The report includes data on the high scores and average scores for the Lesson and Final Challenge. Where data is unavailable a "N/A" will appear in the report. Select the criteria for your report (the defaults are fine) and click the **Show Selection** button.

Student	Mission #	Date	Avg Acc.	Best Acc.	Avg. WPM	Best WPM	Final Ch. Acc.	Final Ch. WPM
1: FJ	09/17/04	98%	98%	N/A	N/A	100%	0	
2: RU	09/24/04	98%	98%	N/A	N/A	89%	0	
3: GH	09/24/04	96%	96%	N/A	N/A	96%	0	
4: DK	10/22/04	97%	97%	N/A	N/A	97%	0	
5: EI	12/10/04	96%	98%	N/A	N/A	98%	0	
6: BN	02/01/05	95%	96%	N/A	N/A	96%	0	
1: FJ	09/17/04	95%	95%	N/A	N/A	98%	0	
2: RU	09/24/04	98%	98%	N/A	N/A	100%	0	
3: GH	09/24/04	97%	99%	N/A	N/A	93%	0	
4: DK	10/22/04	95%	98%	N/A	N/A	93%	0	
1: FJ	09/17/04	95%	95%	N/A	N/A	93%	0	
2: RU	09/17/04	97%	97%	N/A	N/A	92%	0	

Selecting a student from the generated report, above right, and clicking the **More Details...** button will present you with **Error Reports**. These reports can be sorted by **Key**, **Hand**, or by **Finger**.



Activity Report

You can use this report to view all of a student's scores, both high scores or average score, in any of the activities, as well as the completion date. First, select the criteria for the report (the defaults are fine).

**Type to Learn 3
Activity Report**

Select Criteria

Class: **Campbell**

Student: **All**

Mission #: **All** 1: FJ and 25: _@

Date: **All**

Show Selection

Back to Program Back

Click the **Show Selection** button to generate the report.

**Type to Learn 3
Activity Report**

Class: **Campbell** Student: **All**

Student	Mission #	Date	Activity	Score
	1: FJ	09/17/04	Dictation Station	72% Acc
	1: FJ	09/17/04	Key Figures	59
	1: FJ	09/17/04	Warp Speed	100% Acc, 21 wpm
	1: FJ	09/17/04	Windshield Typers	100%
	2: RU	09/24/04	Dictation Station	100% Acc
	2: RU	09/24/04	Key Figures	46
	2: RU	09/24/04	Warp Speed	93% Acc, 20 wpm
	2: RU	09/24/04	Windshield Typers	100%
	3: GH	09/24/04	Dictation Station	100% Acc
	3: GH	09/24/04	Key Figures	43
	3: GH	09/24/04	Warp Speed	96% Acc, 15 wpm
	3: GH	09/24/04	Windshield Typers	81%

Activity: **All** Score: **All**

Back to Program Print All Students Export... Print Back

You can select to view all students by leaving the **Student** menu, shown set to **All** above, on **All**. Alternately, choose a student's name from the **Student** menu to display results for the individual.

Finishing Up

When you are done generating reports you should "log out" of the teacher area of TTL3. Click the **Back to Program** button at any screen to return to the student login area.

