

Dear Parents of 6th Grade Students;

The purpose of this letter is to explain the expectations and grading procedures TCA uses to evaluate 6th grade students learning to type. At TCA, we believe that touch typing is a fundamental skill for future success as typed assignments will be increasingly called upon in your child's other classes.

To begin with, your child will receive a grade in computer class based on performance and skill level. For 6th grade students, the main goal of computer class is to learn how to type by touch using a program called Typing Pal. Students also learn and apply skills needed in Microsoft Word to create and type documents. Your child can practice typing at home by accessing Typing Pal online with his/her username and password. The link to the website can be accessed from the 6th grade web page under Computer Lab. Please review the tables below so that you will understand what is expected of students each semester with regards to accuracy and speed.

Report Card Grade	Rarely	Sometimes	Usually	Consistently
Grade Interpretation	<i>1 or no lessons completed</i>	<i>2 of 4 lessons completed at semester requirement</i>	<i>3 of 4 lessons completed at semester requirement</i>	<i>All 4 lessons completed at semester requirement</i>

Basic Requirements	Semester I <i>95% accurate @ 15 words per minute</i>		Semester II <i>95% accurate @ 18 words per minute</i>	
	Typing Pal exercises	Step 1 – j f d k s l a ; Step 2 – e i r u	Step 3 – A S D F E R J K Step 4 – L U I G g H h :	Step 5 – T t Y y X x Z z Step 6 – C c V v M m W w
Microsoft Office Word Files	<i>Lessons 1, 2</i>	<i>Lessons 3, 4</i>	<i>Lessons 5, 6</i>	<i>Lessons 7, 8</i>

Thank you. Feel free to contact me if you have any questions.

Mr. Winter

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