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## Keyboarding at Frassati Catholic

The goal of offering the TypingClub<sup>®</sup> software is to offer a structured opportunity for students to become proficient in keyboarding – a skill that will serve students well in college and professionally. TypingClub<sup>®</sup> is an online program that will help improve student typing accuracy and speed.

All students are registered for TypingClub<sup>®</sup> when they are enrolled in the school.

TypingClub<sup>®</sup>:

- Is an online self-paced course
- Explains the basic components of the keyboard
- Teaches students to touch type the alphabetic and special characters through a series of lessons, quizzes and a summative test.

Once enrolled, students will:

- May immediately begin the course by logging in at **falcons.typingclub.com**
- Complete all quizzes and tests along the way – the purpose is practice
- Register for a proctored summative touch-typing test on-site (no pecking will be allowed)
- Be required to achieve a minimum typing speed of 40 WPM and 80% accuracy to pass
- Pass the test by the end of the first semester
- Be permitted to take the final test several times if needed

Your username follows the pattern firstname.lastname. Thus, if your name is Mary Smith, your Keyboarding Class username would be mary.smith. You have also been issued a generic password. Please be sure you change it the first time you log into the course. You will need to remember this password to access the lessons and tests. The password for those graduating in the Class of 2018 (juniors) is Falcons18. The password for those graduating in the Class of 2019 (sophomores) is Falcons19 and for the Class of 2020 (incoming freshmen) is Falcons20.

Scheduled test dates for summer and First Semester 2016 are:

- 9:00 a.m. on Tuesday, June 28 and Thursday, June 30
- 9:00 a.m. on Tuesday, July 12 and Thursday, July 14
- 9:00 am on Tuesday, July 26 and Thursday, July 28
- Every Tuesday and Thursday before and after school in the library.

Students may register for the June or July final test dates at the following link:

[https://frassaticatholic.schooladminonline.com/calendars/edit\\_public/typingclubtest](https://frassaticatholic.schooladminonline.com/calendars/edit_public/typingclubtest). If you have any questions, please contact Mrs. Morgan at 832-616-3217 or 832-616-3230 or by e-mail at [m.morgan@frassaticatholic.org](mailto:m.morgan@frassaticatholic.org).