Typing Scout

Faster typing means more spare time!

Welcome at Typing Scout, a web application for training and improving typing skills. The application runs in a cloud and can be used both for schools as well as by individuals. You only need internet connection and a compatible browser for using Typing Scout.
With Typing Scout you will learn to type texts with the ten finger touch system.

Program description for schools

Index

Download:

Typing indications
(basic rules, posture, exercises for relaxation, basic position, pictures for the picture and keyboard game)

Punctuation rules

Texts for the writing training

Texts for the writing game

Registration and creation of classes
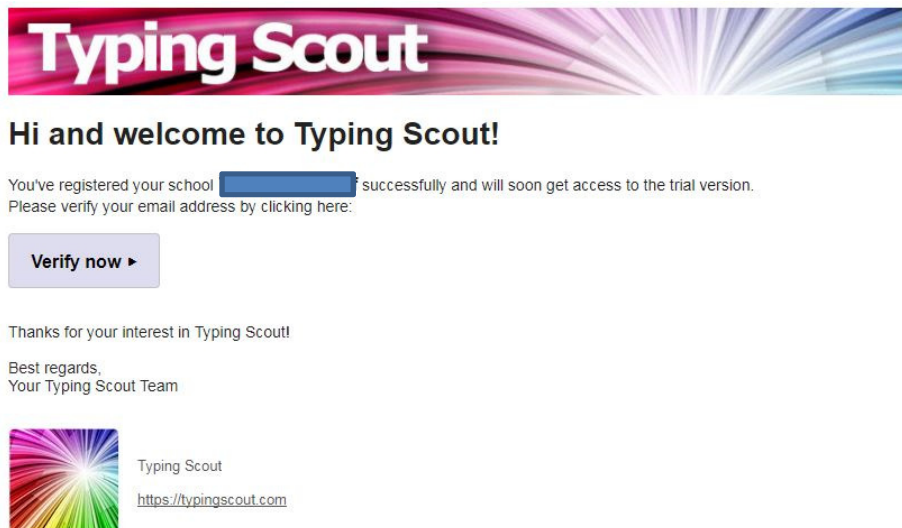
https://typingscout.com/

It takes only a few steps to registrate your school for Typing Scout. After creating your classes your students can immediately start to learn and to improve their typing skills!

a) Test Typing Scout and register for trial account:

b) Verify registration with your email address:

Hi and welcome to Typing Scout!

You've registered your school [____] successfully and will soon get access to the trial version. Please verify your email address by clicking here:

Verify now ▸

Thanks for your interest in Typing Scout!

Best regards,
Your Typing Scout Team

Typing Scout
https://typingscout.com

c) Review of your registration and activating of your account:

Your account will be activated as soon as possible, maximum after one working day.

Hi and welcome to Typing Scout!

We've reviewed the registration of your school �▊ Your account is now activated.

Please login with your password ▊ directly by clicking the following link:

https://school.typingscout.com/#login/▊

Login now ▶

Create your classes and get the passwords of the teachers in charge.
You can print password cards for your teachers with the **Print** button at the bottom of the class list.

It's also recommended to provide your students with a dedicated login page exclusively for your school.
In order to do this, please link to the following address on your school's website:

https://school.typingscout.com/▊

Click here for an overview of the application features:

Learn zone ▶

Please note that this is a trial account that will expire after ▊
You will receive an email in order to upgrade your account just in time.

Have fun using Typing Scout!

Best regards,
Your Typing Scout Team

Your school (principal or admin) can log in Typing Scout with the above password.
Classes and their teachers in charge can be added on this level.

The teachers will receive their own password for login. This enables them to have access to their classes.

The principal can print the classes, teachers and passwords in an index card (teachers list).

The teacher creates the students in his class. The password will be easy to identify. Please create one or two extra students just in case you need an additional access during term. The passwords of the students can be printed in an index card (students list). The cards can be handed out to the students.

Typing Scout

1st Grade

Student Test

Password: example1

https://testschool.typingscout.com

Typing Scout offers a very profound course for typing. Please click *New lesson plan* to create a lesson plan for this class.

Menu of typing scout

The menu contains:
Picture and keyboard game, text writing game, text writing training, make perfect, the games typetris and memorix, Scout Mode
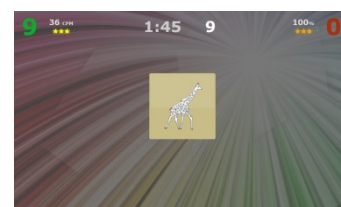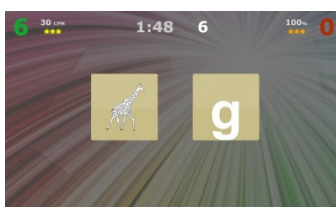

Picture & Keyboard Game:

The picture and writing game uses mnemonics for learning the letters. The individual letters have to be allocated to the pictures (refer to page 24). The first exercise shows the picture, the letter and the keyboard.

The consecutive exercises show first picture and letter and then only the letter. The last exercise only shows the picture.

Heading of the picture and keyboard game on student's level.
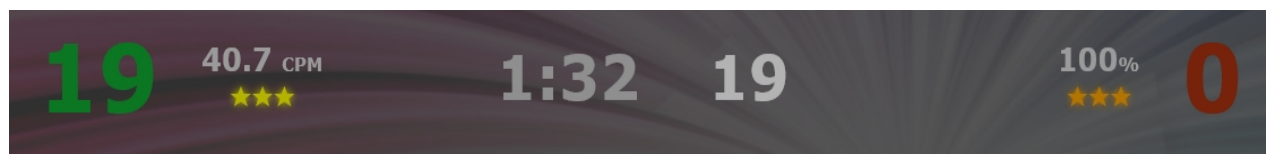
| correct strokes | strokes per min. | remaining time | points high score | correct in % | errors |

The teacher prepares the exercises and sends them to the mailbox of the students. (refer to page 14).

The student can also prepare the exercise on his own and train by himself.

Input form for teachers

Input form for students

After expiry of the training time, the result is implemented automatically in the training log. The teacher and the student can check the training log at all times for detailed information about the learning progress.

Date	Trained	Strokes	per 10 min	Speed	Correct	Wrong
	0:28	19	407	40.7 CPM	100% 19	0% 0
Settings **Pictures**	Selection **d f g h j k l**	★★★			★★★	

| Lesson | Homework | Exam | Delete |

Date	Trained	Strokes	per 10 min	Speed	Correct	Wrong
	0:11	4	218	21.8 CPM	75% 3	25% 1
Settings **Pictures**	Selection **a s d f g h j k l ; '**	★★★			★☆☆	

| Lesson | Homework | Exam | Delete |

Date	Trained	Strokes	per 10 min	Speed	Correct	Wrong
	0:59	10	101	10.1 CPM	90% 9	10% 1
Settings **Pictures**	Selection **g j l**	☆☆☆			★★★	

| Lesson | Homework | Exam | Delete |

| - | ▼ | Chart | ◄ Back |

Text Writing Game:

The text writing game lets you choose among 136 texts, including 35 examination texts.

Learning of the letter e and i includes the following texts:

Basic Lessons

024: Upper row (e i): Rep. and Finger exercise (e i)
025: Upper row (e i): Words
026: Upper row (e i): Words
027: Upper row (e i): Words (mixed)
028: Upper row (e i): Words (pyramid)
029: Upper row (e i): Text
030: Upper row (e i): Exam 7
031: Upper row (e i): Exam 8*

The text writing game shows the chosen text. The student writes over the text. Illustration is over one or over two rows, as per choice.

Furthermore, it is possible to choose between enabling or disabling correction. It is also possible to display the keyboard.

In this illustration, the student can correct his mistakes. It is however recommended to try to make as few mistakes as possible.

The following illustration shows the text in one row. It can be corrected and the keyboard is displayed.

Creation of an exercise is the same as for the picture and keyboard game. The training log gives an overview of the learning progress.

Text Writing Training:

The text writing training is a further feature of Typing Scout. You have the choice to write a text with or without the possibility of correcting your errors. The texts (refer to download) can be printed and used as template for the students. It is also possible to project the text onto the board.

Example: Text for practicing the letter x

Chapter 12: Lower row (**x**cvb nm,<.>)
abcdefghijklmnopqrstuvwxy;,<.> abcdefghijklmnopqrstuvwxy;,<.>

exceptional expressionist extraordinary six fix wax next exact
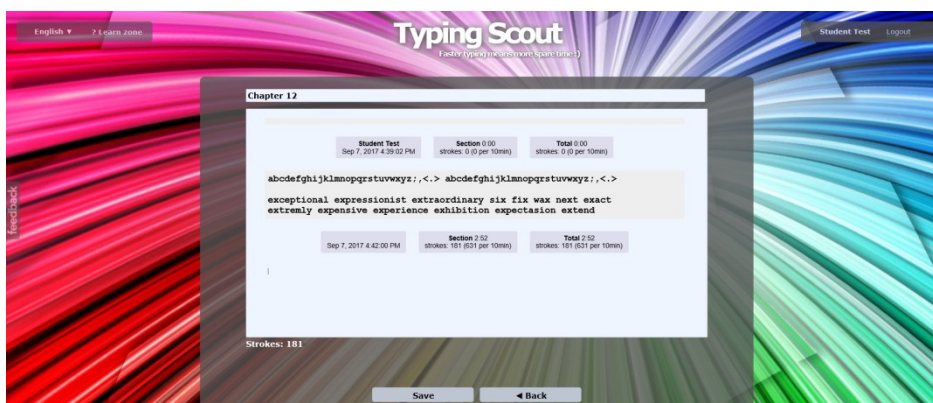extremely expensive experience exhibition expectation extend

The expat was extremely expensive.
We will extend our exclusive premises.
Their success exceeded all expectations.

This exceptional sight fixed his attention.
My dad examined the clock and could fix it again.
His term in office as president expires next year.

Six bad boys from Texas were expelled from school.
Extraordinary weather conditions exhausted everyone.
We expect to get the exact fixtures of our club next week.

Of all the existing galaxies ours is the best explored one.
An extra layer of wax makes wax paper extremely water proof.
One should not get too excited when encountering foxes in the
wild.
An exhibition of expressionist art explains emotional
experience.
Not even excellent experts could explain exactly why there was
an explosion.
Experienced experts of archaeology excavated this exceptional
ancient city.

The student copies the text from the template.

The teacher can correct the student's work, mark errors and write comments, if necessary.

Many text-processing programs give the opportunity to copy texts. This is not possible with Typing Scout!
Every of the 18 chapters has one text, which can be downloaded

Text writing training also offers the possibility to write and save individual texts for the writing game. These texts can be loaded under „my texts" in the writing game.

Make Perfect:

Typing Scout records the errors made in the writing game and in the picture and keyboard game. The wrong words and letters are listed based on the last 20 training logins. This enables very specific training.

Typetris und Memorix:

These games can be played during exercising for having more fun while studying.
The input form allows many different settings (letters, duration, strokes per minute, etc.).

Typetris focuses on the reaction time,

whereas Memorix improves retentiveness.

Scout Mode:

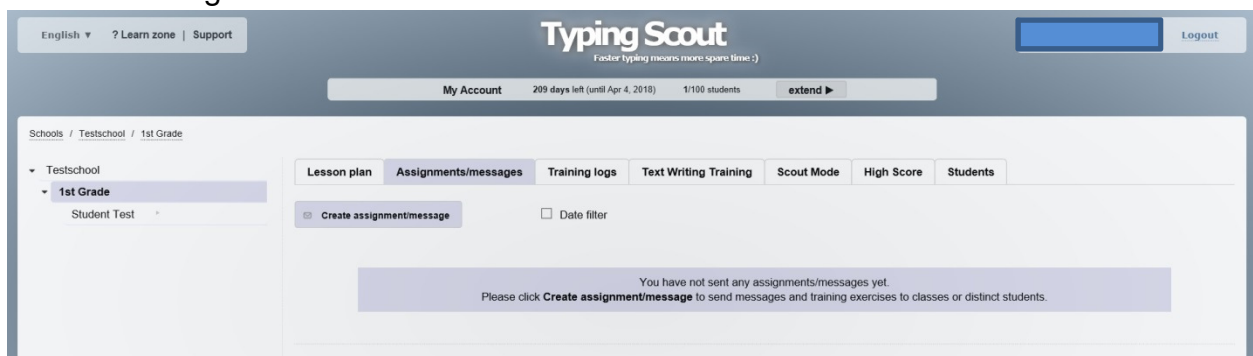*Scout Mode* offers a course for learning to type on the keyboard. Every chapter offers seven units.
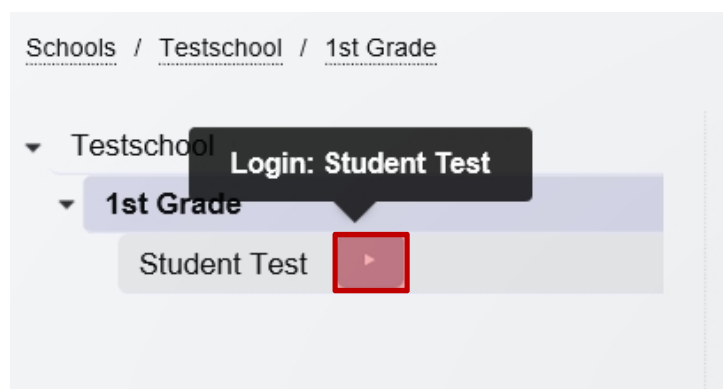
Assignments/messages, letterbox:

At the administrative level, the teacher can send assignments and messages to entire class or to single students.

These assignments and messages can be opened in the letterbox of the students.
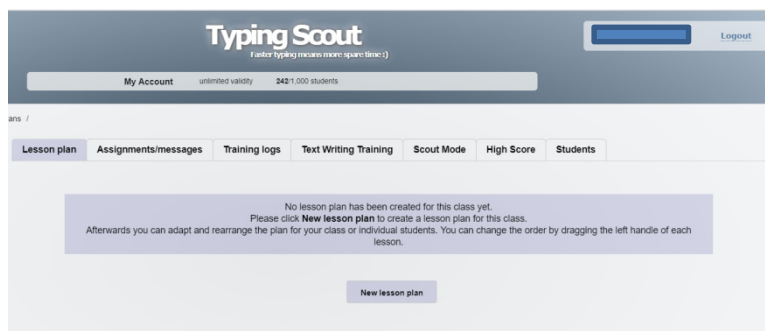

It is possible to switch from administrative level to the student's level at any time.

Training course typing

Typing Scout offers a very profound course for typing.
Please click *New lesson plan* to create a lesson plan for this class.

The course has seven sections:
I: Baserow without g and h
II: Baserow with g and h
III: Upper case
IV: Upper row
V: Lower row
VI: Symbols ' " [ ] { }
VII: Top row: digits and symbols

Every section has one or more chapters. There is a total of 18 chapters. Every chapter has two training lessons at 50 minutes each (including topics to be chosen individually).

Abbreviations:
Pk … Picture & Keyboard Game
Tw … Text Writing Game
Tt … Text Writing Training
Pe … Make Perfect
Typetris, Memorix: Games

Pi … Picture, Ch … Character, Kb … Keyboard

Pi, Ch, Kb … Picture + Character + Keyboard
Pi, Ch … Picture + Character

c ... correctable, nc ... not correctable, sl ... single line
lc & uc … lower case and upper case

br ... base row
ur … upper row
lr … lower row
tr … top row

Example:
Section III, chapter 3, part 1 has a duration of 40 minutes.
Setup: Message, Text Writing Game (fingering exercise, words, examination test),
Picture & Keyboard Game (in many varieties), Make Perfect (Picture & Keyboard
Game, Text Writing Game), Message (free exercise, games)

Section III: Upper case ▼	Chapter 3 ▼	Part 1 ▼
1. **Message: How to type capital letters!**		
2. **Tw – 017: Finger exercise**		5 min
3. **Pk – f j (lc & uc) (Pi, Ch, Kb)**		1 min
4. **Pk – asdf jkl; (lc & uc) (Pi, Ch, Kb)**		2 min
5. **Pk – asdfg hjkl; (lc & uc) (Pi, Ch, Kb)**		2 min
6. **Pk – asdfg hjkl; (lc & uc) (Pi, Ch)**		2 min
7. **Pk – asdfg hjkl; (lc & uc) (Ch)**		1 min
8. **Pk – asdfg hjkl; (lc & uc) (Pi)**		1 min
9. **Pk – Make Perfect**		2 min
10. **Tw – 018: Words**		5 min
11. **Tw – 019: Words (mixed)**		5 min
12. **Tw – Make Perfect**		4 min
13. **Tw – 021: Words (Text)**		5 min
14. **Tw – 022: Exam 5 as Exercise**		5 min
15. **Message**		

The teacher can adapt every lesson according to the individual needs in the
administrative level.

It is possible to delete exercises and to add new ones. Furthermore, the duration can be
changed and grading of the tests can be adapted according to the learning level of the
class.

The training log shows the students' success of exercise. This data can be exported into excel. **Export is highly recommended for examination data. In order to avoid a loss if data in case of problems with the server.**

The order of the lessons can be changed with Drag & Drop at the left side.

Grading, examinations

Speed and accuracy of the students can be checked with the 10 minutes testing.

Keystroke (KS)
Every time a key is pressed, (letter, space, and enter) it is called keystroke. Capital letters and most special characters need two strokes since either Shift or AltGr has to be pressed.

Errors (E)
Errors are wrong, missing and unnecessary letters and characters as well as missing or unnecessary spaces.

Wrong keystrokes (WKS)
WKS = E x 25

Correct keystrokes (CKS)
CKS = KS – E x 25

Errors in percent (E%)
Percentage = Errors x 100/keystrokes

Grading:
The first decimal place indicates the grade.

Example:
KS: 1220
E: 3
E%;   0,245
Grade: 2

Writing efficiency/10 min.
A beginner should be able to write 1000 – 1200 correct strokes.
States examination: 2400 correct strokes

Chapters 1 – 18 include two examination texts each (e.g. section I, chapter 1, part 2: examination 1 or examination 2*)
Exams with * indicate a higher degree of difficulty.

Typing Scout offers to choose between an easier and a more difficult examination and to define an individual grading key to each examination text.
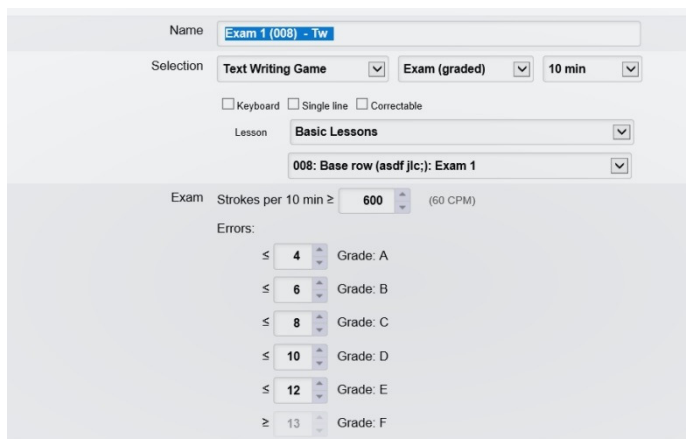
The original setting uses the easier text for examination and the grading key as per page 21.

Grading key should be adapted to the age and level of the students. Grading as per page 21 can be considered as guideline for grade 5 at school.
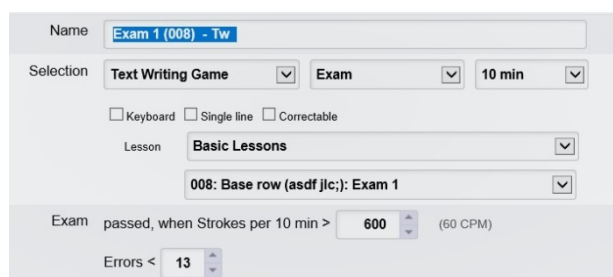
The setting "incorrigible" demands concentrated typing. Of course, it is also possible to choose the setting "corrigible".

The teacher must adapt the grading key to the level of the class (section/chapter/part 2).

10 minute typing with grading:

optional: 10 minute typing, examination passed/failed (without grading)

For weaker students it is possible to adapt an individual grading key. It must be adapted at the students level for each weaker student individually.

Overview examination
basic level

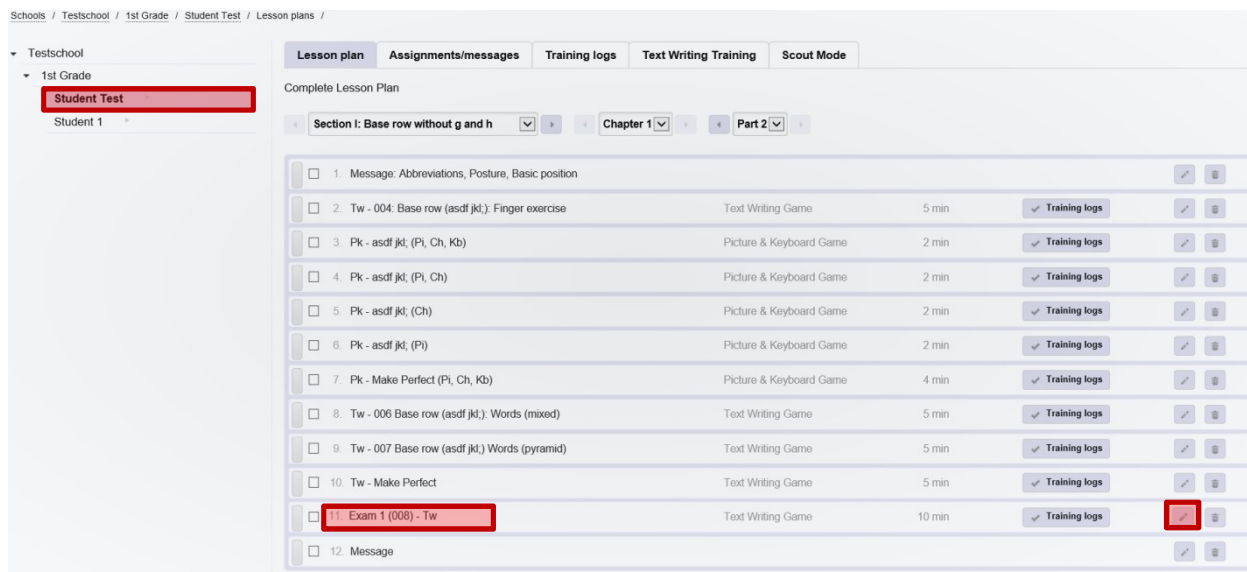| examination nr.	index	nr.	keystrocke **per** 10 min	grading /errors max. **per** 10 min					
				A	B	C	D	E	F
1	Base row	008	600	4	6	8	10	12	> 12
3	Base row	015	600						
5	Upper case	022	650						
7	e i	030	700						
9	r u	038	750						
11	t z	046	800						
13	w o	054	850						
15	q p	062	900						
17	b n	070	950						
19	v m	078	1000						
21	c , <	086	1050						
23	x . >	094	1100						
25	z / ?	102	1150						
27	' [ ] { }	110	1200						
29	- = _ +	118	1250						
31	1 2 ! @	122	1250						
32	3 0 #)	125	1250						
33	4 5 $ %	128	1300						
34	6 7 ^ &	131	1300						
35	8 9 ( )	134	1300						

For younger students examination time can be reduced to five minutes because of their ability of concentration.

The number of key strokes remains the same, but the number of errors must be reduced by 50% in comparison to the 10-minute examination.

Overview examination
advanced level

examination nr.	index	nr.	examinaton per 10 min	grading /errors max. **per** 10 min					
				A	B	C	D	E	F
2	Base row	9	600	4	6	8	10	12	> 12
4	Base row	16	700						
6	Upper case	23	700						
8	e i	31	750						
10	r u	39	800						
12	t z	47	850						
14	w o	55	900						
16	q p	63	950						
18	b n	71	1000						
20	v m	79	1050						
22	c , <	87	1100						
24	x . >	95	1150						
26	z / ?	103	1200						
28	' [ ] { }	111	1250						
30	- = _ +	119	1300						
31	1 2 ! @	122	1350						
32	3 0 #)	125	1400						
33	4 5 $ %	128	1450						
34	6 7 ^ &	131	1450						
35	8 9 ( )	134	1450	2	3	4	5	6	>6

For younger students examination time can be reduced to five minutes
because of their ability of concentration.
The number of key strokes remains the same, but the number of errors must
be reduced by 50% in comparison to the 10-minute examination.

TYPE WRITING

Basic rules:

Skills come with practice!
Learning to type needs conscious training and concentrated work!

* Do not look at the keyboard!

* Use a cover!

* Write slowly and in tact!

Posture

* Your feet must stand flat on the floor.

* The upper body is erect, your back leans against the back of the chair.

* Upper and lower arms form a right angle.

* Keep your hands straight.

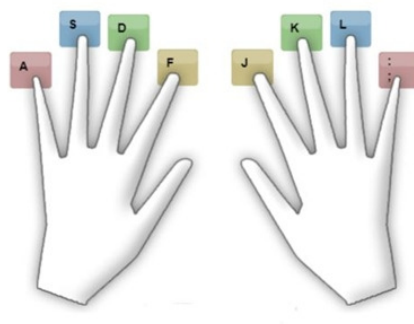* The keyboard is touched by the tip of your fingers (basic position).
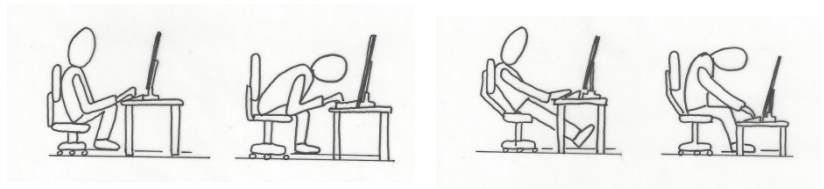
Correct   **Wrong**

Exercises for relaxation

Exercises for relaxation prevent cramps and heavy hands.

* Exercises for the finger

* Exercises for the hands

* Exercises for the neck

Listening to relaxation music before typing can improve concentration.

Basic position

Left hand:		Right hand:	
little finger	a	little finger	;
ring finger	s	ring finger	l
middle finger	d	middle finger	k
index finger	f	index finger	j

* It is easier to find the basic position due to the small elevation on the keys f and j (index finger).

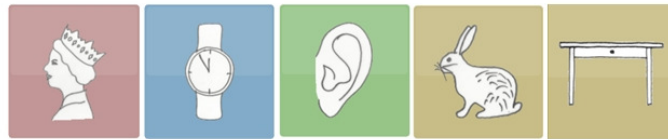* The two thumbs are kept above the space key.

Pictures for the picture & keyboard game

* The letters to be learnt are connected with a picture.
* It is easier to think of a little story for learning.
* Every row is connected with a picture story, which should be written and learnt
  by heart.

Typing Scout – Picture & Keyboard Game
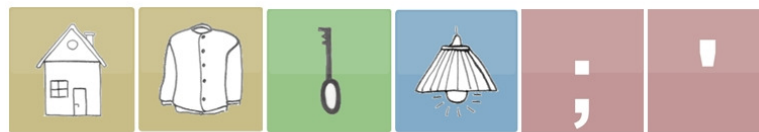
Left hand:

Upper row:

Base row:
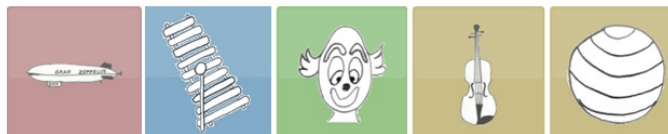
Lower row:

Right hand:

Upper row:
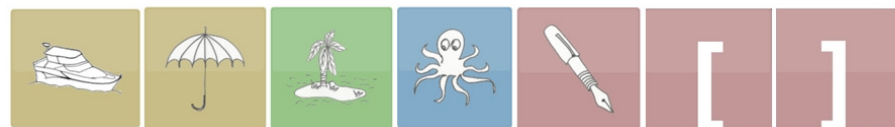
Base row:

Lower row:

Costs of subscription:

Due to costs of development, monthly costs for servers, support and further development we cannot offer Typing Scout free of charge. We however try to keep costs for schools as low as possible. Subscription is at $1.50 per student a year.

After login and extension of your subscription, you have the possibility to select a payment method.

We wish you all the best and a lot of fun at typing with

Typing Scout