

**Dear Incoming Third Grade Families,**

June 2017

I am writing to you in regards to our mandatory Summer Keyboarding program. It is imperative that each student practices and maintains this skill over the summer months, as it may be necessary for each student to have the ability to take their Terra Nova tests next year using a keyboard, and not a pencil and paper. By September, each student should know where all the letter keys are on the keyboard and they will be tested on that knowledge throughout the next school year.

Your children have been using the free typing website, **Typing Club** in Computer Class this year, so I would like them to continue using it over the summer to practice their keyboarding skills. Please use this information to log into their accounts:

**Go to website:** <https://staugustine-of-canterbury.typingclub.com/>

When you log in to **Typing Club**, you will see the lessons on the right hand corner called Typing Basics and you will begin with the current lesson, and cannot proceed to the next lesson until you finish each one in order. Please **DO NOT** allow the children to change their passwords or edit anything else in their account. There are **100** lessons available, so there is more than enough to keep the students busy all summer. **ALL THE LESSONS DO NOT HAVE TO BE COMPLETED THIS SUMMER-** just have the students practice at least once or twice a week or more if they are struggling with this skill.

**IF YOUR CHILD DOES NOT REMEMBER THEIR USER NAME AND PASSWORD, YOU WILL NEED TO E-MAIL ME IN ORDER FOR ME TO GIVE IT TO YOU AGAIN.**

[dknox@staugustinenj.org](mailto:dknox@staugustinenj.org)

Thank you for your cooperation in making sure that all of our students are well-prepared for the new online assessments by practicing this very important 21<sup>st</sup> Century skill of keyboarding. I am working during the summer, so please feel free to e-mail me at [dknox@staugustinenj.org](mailto:dknox@staugustinenj.org) with any problems or concerns.

Have a wonderful summer,

*Mrs. D. Knox*

*Computer Teacher*

"We believe that keyboarding and online communication skills are fundamental components of literacy in the 21st Century. Digital Literacy advocates praised The ELA Common Core State Standards for addressing the importance of keyboarding fluency in elementary schools. Now, with the new PARCC exams on the horizon, students will be assessed on their ability to write using a keyboard."