



## FreeTyping Operations

1. Once registered with username and password, sign in. The above image is what you will see.
2. Each Chapter (left) has a number of lessons (middle).
3. Start by selecting Chapter 1 and Lesson 1.1, then click the arrow in the lower right corner.
4. Follow onscreen instructions to complete all lessons in the chapter.
5. Each completed lesson is saved, so if you stop before completing the chapter you may return and pick up where you left off.

## Typing Evaluation

1. Typing tests will be taken in the Writing Lab after lessons:  
1-3, 4-6, 7-9, and 10-11.
2. Typing tests will be taken using our UltraKey typing program.
3. Each typing test will be repeated until the following proficiencies are achieved:  
6<sup>th</sup> grade – 20 wpm, 95% accuracy  
7<sup>th</sup> grade – 28 wpm, 95% accuracy  
8<sup>th</sup> grade – 35 wpm, 95% accuracy