Dear Parents,

Thanks to the Mountain View Foundation, our subscription for **Type to Learn 4** has been renewed for the 2017-18 school year. This is the program I use in the Computer Lab to help your children learn proper keyboarding, an essential 21st century skill they must develop to use computers effectively and efficiently in order to compete in the world today.

Research shows that keyboarding should be taught to students at an early age, before bad habits form. In addition to reducing the development of bad habits, introducing keyboarding earlier also can benefit students with spelling, writing, and reading comprehension. Student writing develops faster through word processing because it facilitates the review and revision process. Efficient keyboarding skills allow students to concentrate on concept development rather than on key location.

With the ***Georgia Milestones***, our school district is transitioning from traditional paper/pencil testing to online assessments. These tests will include a writing component as well as multiple choice questions, so it is imperative for students in grades 3-5 to improve their keyboarding skills. We want our students prepared so they are comfortable with online testing and have the confidence they need to perform at their best!

**Type to Learn 4** is a research-based, interactive program that engages students in learning. It is also a web-enabled program which allows students to practice at home as well as in class. Once the application has been downloaded to your computer, your child can use his/her username and password from school to log in from home to practice at any time. *(See the link on my blog for download instructions.)*

The best way to learn proper keyboarding is through short, regular practice sessions. My recommendation is that students practice at home for at least 10 minutes, 3 times a week using either TTL4 or one of the websites on the homework page of my blog. If you have any questions, please email me at [debra.taylor@cobbk12.org](mailto:debra.taylor@cobbk12.org).

Sincerely,

Debby Taylor