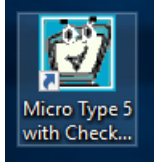# Keyboarding Class – MicroType5 – Login Instructions
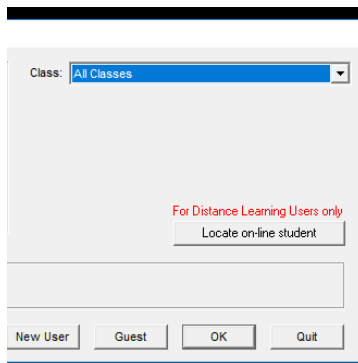
Step 1: Double Click and Start Micro Type 5 with CheckPro software

 # Micro Type 5 – Icon

Step 2: Select Class You Are Trying to Get Into

Select: "Keyboarding2ndKIEL"

Step 3: You should see your name, Select It Now

Step 4: It will ask you your Username & Password (Student # is for both)

Username: Student #

Password: Student #

Step 5: Set up your new password and security question

MicroType 5 Lessons: This is what you should see

Printing a Summary Report:

At the end of each week, you will print a report showing the progress of your weekly activity.

Students can always move ahead or catch up on lessons if absent. It should be pretty easy for you to complete many of the lessons 10-20 minutes before the end of the class period, so bring homework or a book to read.

See example of Summary Report below:

Class Name: Keyboarding3rdYoungblood
Monday, March 4, 2019
MicroType 5 with CheckPro (Century 21 9e): Summary Report Lessons

Alphabetic Keyboarding Summary

Lesson	Date Completed	Keys Learned	Warm up	Combine Keys	Improve Keystroking	Timed Writing	Build Skill Average/ Fastest	Key-A-Shot Average/ Fastest	Score	Medal
1	03/04/2019	Home Row, Enter, Space	n/a	n/a	✓	n/a	92/97 †	71/100 †	126	No Medal
2	03/04/2019	n/a	✓†	n/a	✓	n/a	96/103 †	73/85 †	86	No Medal
3	03/04/2019	h, e	✓†	✓†	✓	n/a	98/107 †	87/96 †	166	Bronze

† - Backspace key used in this section
n/a - Lesson part does not appear in this lesson

Note: Average and fastest speeds are in *gwam*

MicroType5 Lessons & Learning Target Units

MicroType Activities – Week 1

Day 1: MicroType lesson #1 - #2
Day 2: MicroType lesson #3 - #4
Day 3: MicroType lesson #5 - #6
Day 4: MicroType lesson #7 - #8
* Print lesson reports for lessons #1-#8 when finished. This will go into your gradebook.

MicroType Activities – Week 2

Day 5: MicroType lesson #9 - #10
Day 6: MicroType lesson #11 - #12
Day 7: MicroType lesson #13 - #14
Day 8: MicroType lesson #15 - #16
* Print lesson reports for lessons #9-#16 when finished. This will go into your gradebook.

MicroType Activities – Week 3

Day 9: MicroType lesson #17 - #20
Day 10: MicroType Numeric lesson #1- #2
Day 11: MicroType Numeric lesson #3- #4
Day 12: MicroType Numeric lesson #5- #6
Day 13: MicroType Numeric lesson #7- #8
* Print lesson reports for lessons #17-#20 & numeric #1-#8 when finished.

MicroType Activities – Week 4

Day 14: MicroType Numeric lesson #9- #10
Day 15: MicroType Numeric lesson #11- #12
Day 16: MicroType Numeric lesson #13- #14
Day 17: MicroType Numeric lesson #15- #16
Day 18: MicroType Accuracy/Speed - Letter: A
* Print lesson reports for numeric lesson #9-#16 when finished.

Special Note:

Students must type at 10 GWAM minimum to receive credit for the lesson.
Students make continue their lessons the next day if they didn't complete it or were absent.
Students who finish early can read quietly, do homework, move ahead in lessons or organize files.
Students are encouraged to try some of the typing games and websites provided by the teacher to enhance student abilities.

Software Needs: Loading VM Ware if it isn't already on the computer (See link below)

https://mydesktop.cvs.k12.mi.us/