FREE GUIDE / OPEN TO EVERYONE

Typing for education made simple.

For schools, colleges, universities and training centres.

Register. Create a class. Share logins. Assign practice. Review progress.

Institutions
Set up the workspace

Teachers
Assign and follow progress

Students
Sign in and practise

Read online: typingtutor.online/school/guide.html

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QUICK START

Start with the right account

The guide and PDF are free to read and share. You do not need an account to open them. School setup and student access use the paths below.

Institution coordinator or teacher

Register with your own email for a school, college, university or training centre. Verify it, sign in and create your first class.

Student with a teacher-issued login

Use the class code, username and generated password on your private login card. No student email is required.

Student with an email account

Create or sign in to a learner account, verify the email, then join the teacher's class using its code.

Why use the school module?

- Keep classes, assignments and submitted results together.
- Give students a clear next activity instead of a long list of choices.
- Spot learners who need more practice and print useful class summaries.
- Use short practice sessions when a full typing timetable is not practical.

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SCHOOLS AND TEACHERS

Register your institution workspace

Schools, colleges, universities, training centres and individual teachers use one registration page. Start free, with no payment details or extra setup stage.

1. **Open school registration**

   Visit typingtutor.online/school/login.html and select Register your institution. Choose coordinator or teacher and the institution type, then enter the institution name, your name and email.

2. **Create your password**

   Choose a memorable password of 12-72 characters and accept the account terms and retention policy. Select Create free institution account.

3. **Verify your email**

   Open the verification message in your inbox or spam folder and follow its link. If it expires, use Resend verification email on the school login page. Verification is required before signing in.

4. **Sign in and open school**

   Return to Institution / teacher login and sign in. My classes, Reports and Certificates are the main tools. Open More for Practice, Institution profile, the guide and support. Administrator activation is not required while public registration is open.

Already have an email account?

Use Institution / teacher login with that same email and password. If it is a personal learner account, the page asks you to explicitly create a school workspace. Enter the school details and accept that setup step; no second email account is needed.

- Forgot your email-account password? Use Forgot password? on the school login page.
- A teacher registration creates that teacher's own workspace. A teacher name entered on a class is a label; it does not create a separate staff login.

SETUP

Create your first class

Follow the setup prompt on My classes: institution profile, classroom, students, then the first assignment. The next unfinished step is highlighted.

1. **Save the institution profile**

   Open More then Institution profile and check the institution name and coordinator details. Add contact email, website, address and country if useful. The contact email does not replace your verified login email.

2. **Create the classroom**

   Select Create class on My classes, or More then Create classroom. Enter a clear name, such as Year 7 typing or College Foundation, and the teacher name students should recognise. Save the class.

3. **Open the class**

   Choose Open classroom from My classes. The class page contains its join code, assignments, teacher reports and roster. Each class has its own code.

4. **Choose how students will join**

   Use Add students for teacher-managed logins. Students with their own verified email accounts can use Join classroom with the class code or your copied invite link.

Control	What it does
Close joining	Stops email-account students joining with the invite code; it is not an assignment close button.
Replace join code	Creates a new class code. Existing login cards need the new code too.
Archive class	Stops joining and submissions. Managed student logins stop working for that archived class.

Keep the class name useful

Use a year, group or subject name that learners can recognise. Keep personal student details out of the class title. The account that creates a class owns its teaching controls; do not share that account password.

TEACHER-MANAGED LOGINS

Add students and save login cards

Teacher-managed profiles use a class code, username and password. Students do not need email addresses. Obtain the school or guardian permissions required for your setting.

1. **Open Add students**

   Inside a class, select Add students. For one learner, enter a display name and unique username. Use a nickname or school identifier when possible.

2. **Or add a class list**

   Choose Paste or import class list. Paste two columns, Name and username, or import a CSV. Add up to 30 rows per batch, within the school plan's student-seat allowance.

3. **Create the login cards**

   Confirm that you are authorised to create the profiles. Select Add students & create login cards. A unique password is generated automatically for every student.

4. **Print or securely save them**

   Use Print login cards before closing the window. Give each learner only their own card. The X and Close buttons hide the displayed details; the students' passwords remain valid.

Name	username
Maya	maya01
Noah	noah02

Example CSV content only. These are not real accounts or login details. Do not add a password column; the system generates passwords.

Forgotten or lost student password?

Open the class roster and select Reset password for that learner. This generates a replacement card and signs out the old student sessions. Existing passwords cannot be retrieved. Reset only when you intend to replace the password.

- Usernames use 3-24 characters, start with a letter, and may contain letters, numbers, underscores or hyphens.
- Never post login cards in a public class group, website or support screenshot.

STUDENTS

Sign in, join and start learning

Use the login method your teacher selected. A teacher-issued username is different from an email-account login.

1. **Teacher-issued login card**

   Open typingtutor.online/classroom/student.html. Enter your class code, username and generated password exactly as shown on your card. Complete the sign-in confirmation and open your assignments.

2. **Your own email account**

   Open typingtutor.online/account/?audience=student and register or sign in as a learner. Verify your email if you are new. Then open typingtutor.online/classroom/, choose Join classroom, enter the teacher's 12-character code and your class display name, and accept result sharing.

3. **Open the next assignment**

   Your classroom dashboard puts unfinished work first. Choose Start assignment or Continue assignment. The assigned course or test opens with the classroom connection in place.

4. **Finish and check the result**

   Complete the activity and allow the results screen to appear. Submitted attempts are shared with the teacher. An unfinished exercise restarts when opened again; already saved progress and results remain available.

On a shared school computer

Use Log out when finished. Before another student signs in, make sure the previous session has ended. If a session expires while work is unsaved, use the student dashboard's backup option before signing out.

- Teacher-managed password help comes from your teacher, not an email reset message.
- If you have an email account, use its usual email password-reset link.
- A institution coordinator or teacher login is not required to join as an email-account student.

QUICK PRACTICE CHOICES

Choose an activity without a long list

Keep the normal teaching flow short: open a class, assign practice and review results. Optional activities are available under More, without a long catalogue to read.

1. **Assign directly from a class**

   Open the class and select Assign practice. Choose the typing course, WPM goal test, Numpad or One Hand. Kids typing is available under More practice in the same selector.

2. **Open optional practice**

   Choose More then Practice. Five main activities appear first. Expand More practice only when you want Kids, programmer, workplace, mobile, challenge or other topic collections.

3. **Keep the assignment form simple**

   The assignment form also has a collapsed More practice section for independent collections. These links open in a new tab. Start assigned work from My assignments so its result reaches the teacher.

Main activity	Use it for
Typing course	The main 60-lesson course.
Typing tests	Timed tests and WPM goals.
Numpad / One Hand	Focused number-entry or left-hand/right-hand practice.
Games	Extra independent practice.

Detailed help is optional

My classes, Reports and Certificates remain the main teacher tools. Institution profile, Practice, the school guide and support are in More; plans and billing stay at the end. Use this PDF only when you need a fuller explanation.

Automatic classroom reporting continues for main-course, Kids, Numpad and One Hand lessons and WPM goal tests. Other collections open for independent practice. Your institution can issue certificates under its own standards for any learning path.

TEACHING

Assign a focused practice activity

Choose a task that matches the class. A short, clear assignment helps students practise the right skill and gives the teacher a result to review.

1. **Select Add assignment**

   Open a class and select Assign practice. Give the activity a short title that explains the task, such as Home row practice or Kids lesson 1.

2. **Choose a practice type**

   Assign a main-course lesson, Kids lesson, Numpad lesson, left- or right-hand One Hand lesson, or WPM goal test. Set the lesson or goal, accuracy target and optional due date.

3. **Publish and tell the class**

   Select Publish assignment. Students open it from their own dashboard. An assigned course lesson can open without requiring the earlier lessons; that exception applies to the assigned activity.

4. **Review the submitted attempts**

   Keep the assignment open for further practice if useful. Late attempts are labelled late and still accepted. Close assignment stops new submissions; the existing results remain available under the school plan.

Activity	What to expect
Main course	A selected lesson from the 60-lesson course.
Kids	A selected lesson with three active minutes of practice.
Numpad / One Hand	Three active minutes and at least 30 correct keys or characters; select the hand for One Hand.
WPM goal test	A selected speed goal, accuracy target and 1-, 3-, 5- or 10-minute test.

Classroom results need the assignment route

Ask students to start from their classroom dashboard. Independent games, ordinary practice and tests opened elsewhere are personal learning activity and are not automatically submitted as that assignment.

TEACHER REPORTS

Turn results into the next lesson

The teacher overview counts submitted work, not live online presence. A zero can simply mean no student has submitted an attempt yet.

1. **Start with the overview**

   Review students who submitted today, completed work, overdue work and learners needing more practice. Select a number to see the matching student and assignment rows.

2. **Filter the report**

   Open Reports, or the reports inside a class. Filter by class, student, assignment and date, then select Apply filters. School assignment dates and Today use the device's local date and time.

3. **Read the measurements**

   WPM means words per minute. Numpad reports use KPM, or keys per minute. Accuracy is a percentage. Separate charts keep WPM, KPM and accuracy distinct.

4. **Share only the useful summary**

   Use Download filtered CSV or Print class summary when the school plan or trial permits it. Check the filters first. Choose a focused follow-up lesson for learners below their target.

Result	Meaning
Not submitted / overdue	No retained attempt is shown for that student and assignment.
Incomplete	An attempt was submitted but its completion requirements were not met.
Completed - below target	The activity finished, but its required speed or accuracy target was missed.
Target met	The completed attempt reached the assignment's required target.

Your institution decides the awards

Practice targets help teachers interpret browser-reported results. They are not certificate eligibility rules. Paid institutions can issue certificates to any student on the roster, with any saved attempt, their own results or no attached result.

PLANS AND INCLUDED BENEFITS

Paid benefits and Premium learning

Every paid institution package includes certificates under your own standards, plus a Premium learner account for the owner and covered students. Schools, colleges, universities and training centres use the same plans.

School plan	Annual price	Classes	Student seats
Free setup	$0	1*	10*
Starter School	$99	5	30
School	$249	20	100
Larger School	$499	50	250

* Default free allowance. Your dashboard is the authority for current free limits and any full-reports trial. Paid prices are quoted in USD; checkout shows any applicable tax.

- Premium lessons, games, hand guides, full learning statistics and ad-free practice for the owner and covered students.
- More class capacity, full teacher reports, charts and CSV exports within the chosen school package.
- Institution-issued certificates with your own title and wording, optional results, PDF downloads and public verification. No TypingTutor minimum score or completed assignment is required.
- Up to 365 days of available school results under paid coverage; Free keeps basic reports and up to 30 days of results.
- Student seats are reusable after a student is removed. Teachers do not need an additional student seat for their own included learner access.

One payment, 365 days, no automatic renewal

The active plan is marked green in Plans & billing. My learning account shows included School Premium for your own practice. Included Premium ends when school coverage ends; a separate active personal subscription, if any, keeps its own terms.

School checkout uses Paddle for a one-time payment covering 365 days, with no automatic renewal. A school payment appears in Paddle Transactions and does not create a recurring subscription. If confirmation is pending, use Check school payment and do not pay again.

PAID SCHOOL FEATURE

Issue certificates on your own terms

Every paid institution can issue certificates to any student on its class roster. You decide the achievement and standards. A saved result, completed assignment, minimum speed or accuracy is not required.

1. **Choose the student**

   Open Certificates and select a class and student. Active and archived classes are available. Save your institution name in Institution profile first.

2. **Write the award**

   Check the student name, enter a certificate title and write the award wording. For example: participation, course completion or achievement under your institution requirements.

3. **Attach results only if useful**

   Choose Without results, Enter our own results or any saved student attempt. Incomplete and below-target attempts are allowed. Manually entered speed, accuracy, typing time and date are optional.

4. **Issue and download**

   Confirm permission to publish the student name and award details, then select Issue certificate. Open the certificate to download its PDF, print it or copy the verification link.

5. **Correct or withdraw an award**

   Revoke an incorrect certificate, then issue a replacement with the corrected details. Students can open their certificates from the classroom dashboard.

Clear issuer and result source

The certificate names your institution as issuer. Attached results are labelled as browser-reported saved results or institution-provided results; an award without results shows no invented score. Verification confirms the issuance record.

- New issuing requires an active paid plan. Existing awards remain verifiable after expiry, and the owner can still revoke them. Sandbox awards are marked Test certificate.
- Removing the student from that class or deleting the issuing account withdraws the record. Downloaded copies cannot be recalled.

DAILY USE AND SAVED PROGRESS

Build a simple classroom routine

The module can support short, occasional sessions as well as a regular class. Aim for comfortable technique, accuracy and steady progress rather than a single speed number.

1. **Before class**
   Check the roster, open the next assignment and confirm that students have their login details. Use a physical keyboard for touch-typing and Numpad practice.
2. **During practice**
   Let learners work on one suitable activity. Demonstrate the keyboard or hand guide when useful. Match the assigned hand in One Hand practice and allow a realistic accuracy target.
3. **At the end**
   Ask students to finish the results screen, review their own attempt and log out on shared devices. Check submitted work in the teacher overview.
4. **Plan the next step**
   Praise the skill that improved and choose a small follow-up goal. Use a printable summary for class planning instead of repeatedly exporting all student records.

- My learning account holds the school owner's personal practice, progress, settings and certificates; the school workspace holds class management and teacher reports.
- Teacher-managed student progress follows the classroom plan. Email-account progress can sync through the learner account. Offline or unsaved work needs a successful connection before online saving can finish.
- Keep your own device backup when you need an independent copy. Exported files and printed login cards should be stored privately.
- Removing a managed student deletes that login and its saved classroom data. Archiving stops that class's activity. Use these controls deliberately.

Keep data useful and private

Use the minimum student information your school needs. Share reports only with authorised people. Free and paid retention differ; after paid expiry a limited export grace period may apply. See the current dashboard and account storage rules before relying on an older record.

HELP AND SUPPORT TICKETS

Get help without losing the context

Open Support tickets from the school workspace. Schools, teachers and students with verified email accounts use the existing private ticket inbox; included Premium learning qualifies for priority support.

1. **Open a new ticket**

   Choose Support tickets, then New ticket. The school route selects the School account topic. You can choose Account or login, Payment, or another relevant topic instead.

2. **Explain the issue clearly**

   Add a short subject, the affected page, what you expected, what happened and the device or browser. For payment questions, include your own transaction reference if available.

3. **Attach only a safe screenshot**

   An image is optional. Hide student details, passwords, login cards and payment-card data. Confirm consent and select Send support request.

4. **Keep the reference and reply there**

   Your ticket reference appears after the message is saved. Email notifications can alert you to a reply. Return to My tickets to read or send replies; a reply can reopen a resolved conversation.

Problem	First useful check
Email not verified	Check spam, then use Resend verification email.
Student cannot sign in	Use the correct class code and username; ask the teacher about a password reset.
Report shows zero	Check that the activity started from the assignment and that report filters include it.
Payment pending	Use Check school payment. Keep the reference and avoid a second purchase.

Teacher-managed student?

Ask your teacher to help or open a ticket on your behalf. These student logins do not have email-based ticket accounts. The public school guide is always open. If you cannot sign in at all, use typingtutor.online/contact.html rather than creating duplicate accounts.

PRINTABLE STARTER CHECKLIST

Your first class is ready when...

Use this page with a coordinator, teacher or small pilot class. Start with the free workspace and one successful student assignment before adding more learners.

- [ ] The coordinator or teacher email is verified and school login works.
- [ ] The institution profile and first class have clear, recognisable names.
- [ ] The correct student login method is chosen for each learner.
- [ ] Login cards are printed or privately saved and distributed individually.
- [ ] A suitable first assignment is published with a realistic target.
- [ ] One student can sign in, open the assignment and finish an attempt.
- [ ] The teacher can find the submitted attempt with the report filters.
- [ ] Shared devices can be signed out safely at the end of practice.
- [ ] The teacher can find Practice, Institution profile, the guide and support in More.
- [ ] If paid, Premium learning works and any roster student can receive a certificate.

What success looks like

One teacher can set a useful task, one student can complete it, and the submitted result helps choose the next practice step. Expand the class when that flow is clear. The module supports teaching decisions; it does not guarantee a particular WPM score or learning outcome.

- Public guide and free PDF: typingtutor.online/school/guide.html
- School / teacher registration and login: typingtutor.online/school/login.html
- Teacher-managed student login: typingtutor.online/classroom/student.html
- School support tickets: typingtutor.online/account/support.html?from=school