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**Keyboarding**

TIS uses an online Keyboarding Program which gives students the ability to log onto the site and work on their keyboarding lessons as well as participate in all of the keyboarding activities from any device that has an external keyboard and access to the internet either in school and at home.

**To Log into the Keyboarding Program:**

Log on information can also be found on the backside of the last page in the student's agenda (or on the inside front cover of the binder for Mrs. Kogut's students).

**www.typingtraining.com**  
*Click on Member login – upper right hand corner.*  
Type a lower case  t  followed by **the student's** 5 digit school number (ex. t10101)  
Type password (first letter capital), followed by 2 digits (ex. Random29)

*Click on Login*  
  
**Overview**

Working on the online program at home will enable students to further their proficiency in keyboarding.

****It is very important for students to use the Home Row Method demonstrated in the program as they learn where the letters on the keyboard are and not look at keyboard while they type. Students can click on the "Basics" link in the program which is located at the top of their screen if they need a refresher on the Touch Typing Technique.

Once the students have mastered where the keys on the keyboard are, speed building will come

naturally as they will only be focusing on the screen to type and not have to look back and forth between the keyboard and their work.  This will carry over to their school work when Essays and Reports are assigned as the students will become very proficient typists that can quickly and efficiently complete their tasks.

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Have problems logging in at home or stuck on an assignment? Email [tistypinghelp@tolland.k12.ct.us](mailto:tistypinghelp@tolland.k12.ct.us)