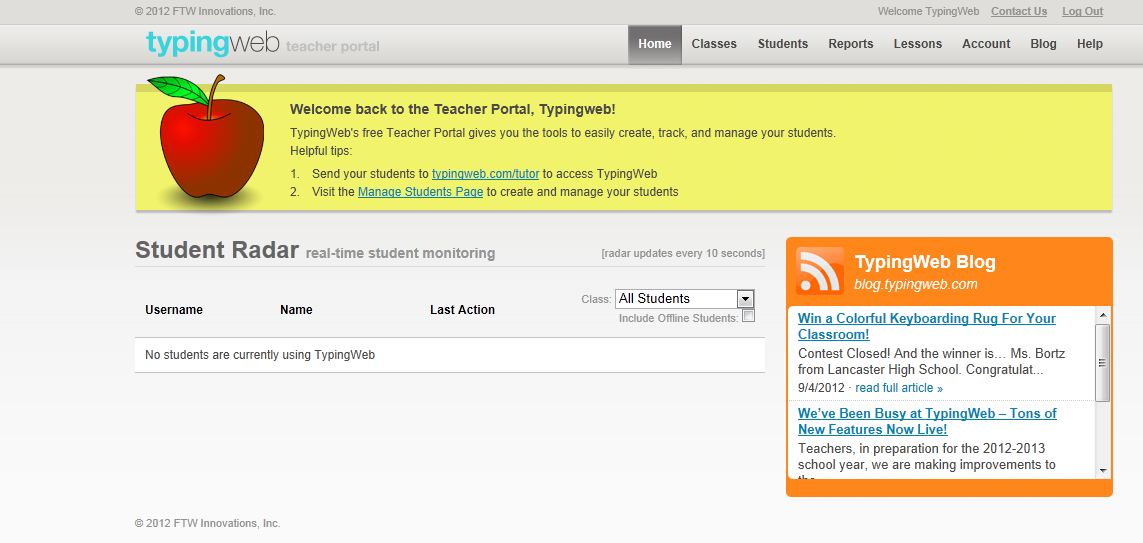
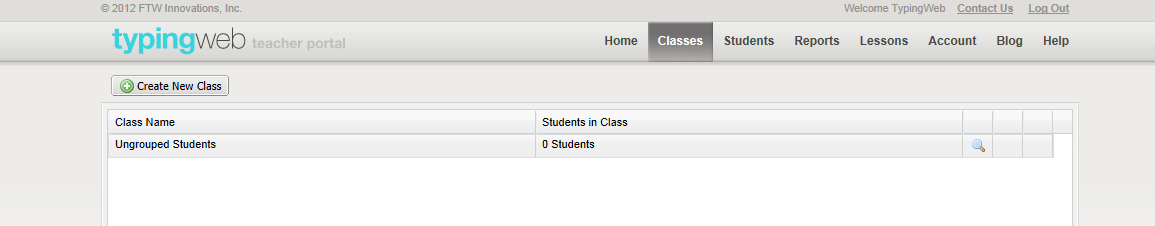
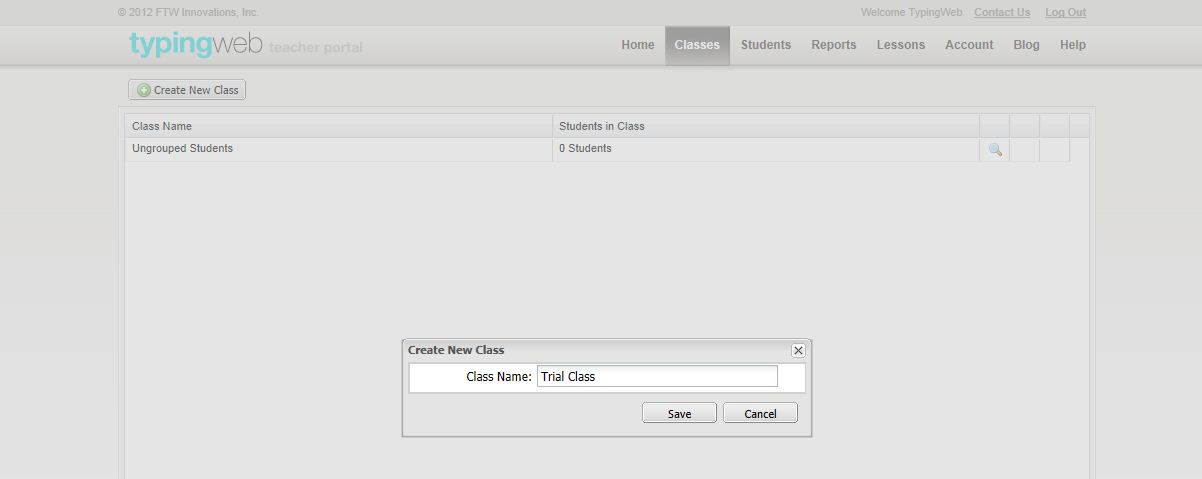
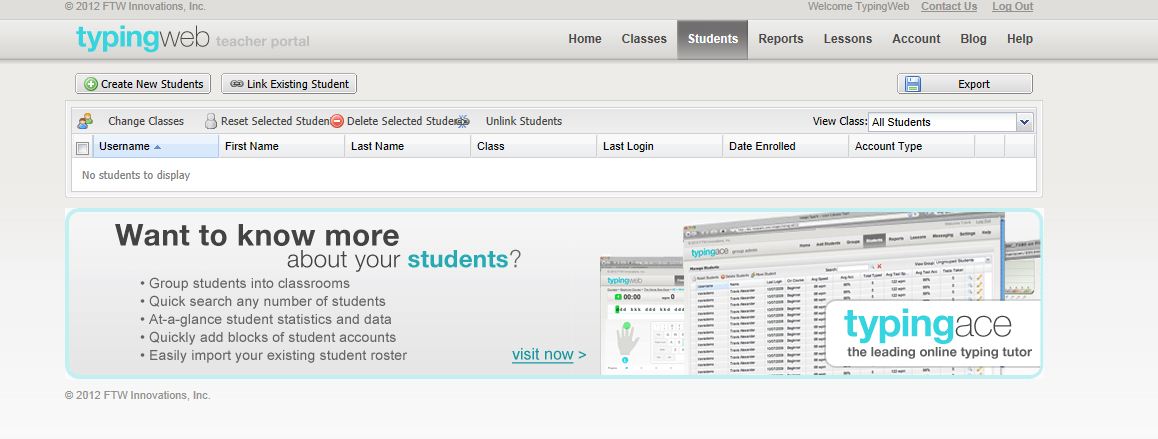
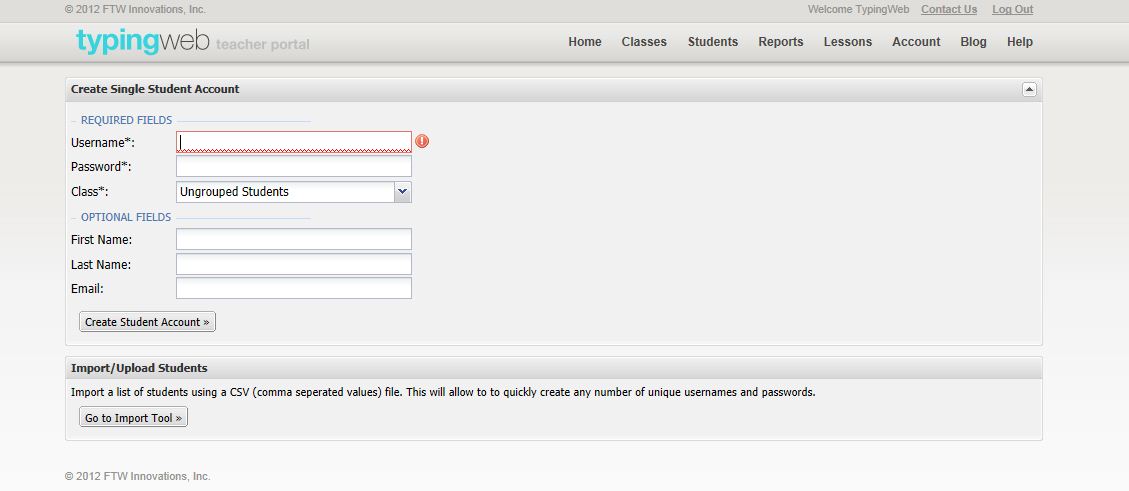
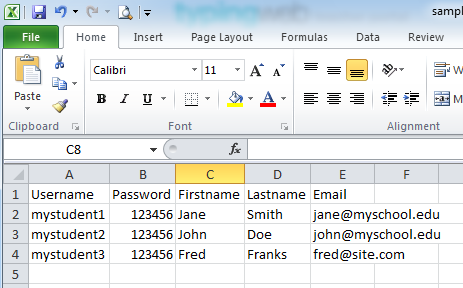
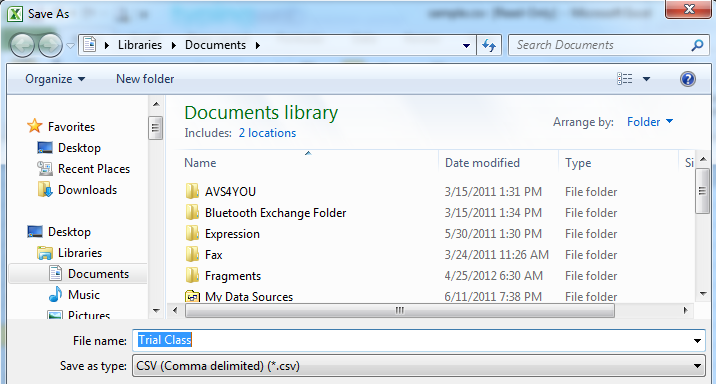
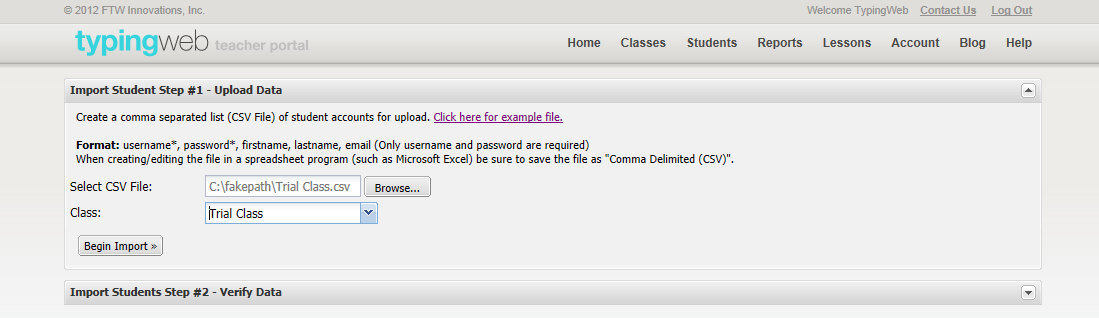
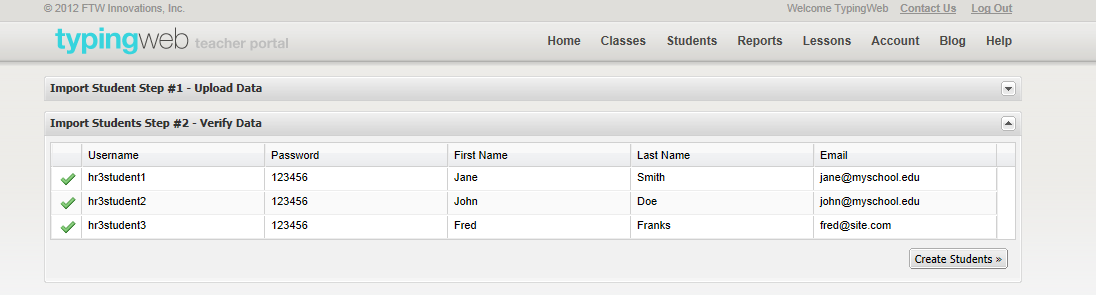
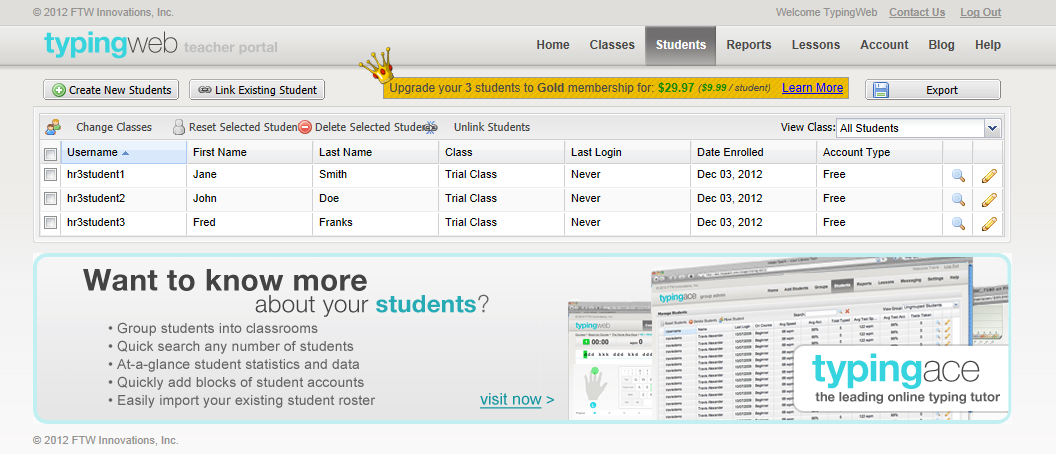
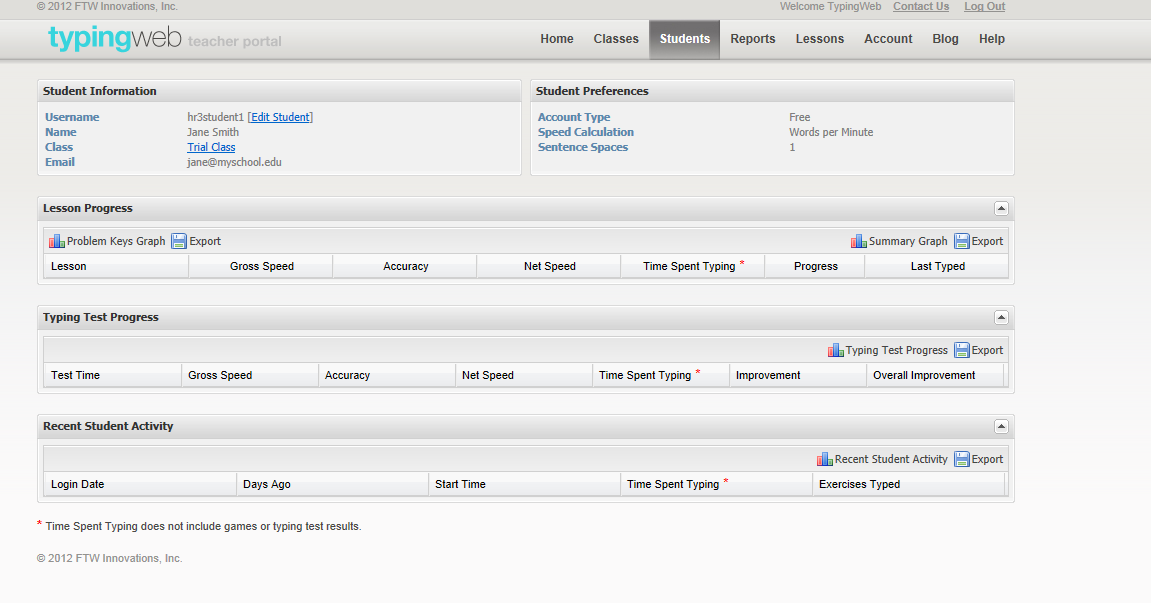
**Creating Your Typing Web Teacher Account and Importing Students**

1. Access <http://www.typingweb.com/teacherportal/> and enter the required information 
2. After a few seconds, you will be redirected to this screen. This is the Teacher Portal and is the control system for Typing Web Activities and Student Monitoring
3. Click on the Classes Tab to create your classes
4. Enter a Class Name (ex: 3rd Hour Computer Apps) and click Save
5. Go to the Students Tab and click the Create New Students Button 
6. You can choose to input students individually by filling out this form or quickly import a whole class by clicking the Import Tool button. 
7. If you chose the import method, go to Excel and using the example create a spreadsheet for your class. Create unique usernames for students (such as their school network ids; lastname.firstname; or however your school does it). Tell students that they can change their passwords later and that you will have access to them in case they forget—which will happen, at least twice ☺  
    
8. Chose File>Save As and Choose “CSV (Comma delimited) (\*.csv) If a pop up appears, click Yes
9. Go back to Typing Web, Browse for your file, assign them to a class and click “Begin Import”
10. After the file uploads, verify the student data. Typing Web will tell you in anything needs fixed—if so, go back to your CSV file in Excel, make necessary changes, resave and reimport.
11. If you have no errors, click “Create Students” 
12. You can now follow the same process to import students for other classes if necessary.
13. At the Students Tab, you can see all student information and login entries. Click the Magnifying Glass to see student records (where they are at on typing assignments and activities) and the Pencil to edit student information (username, password, delete, etc). 
14. A view from the Magnifying Glass tool: 
15. A view from the Pencil tool: 