[ Insert DATE]



Dear [Insert Grade Level] Grade Parents,

As you may be aware, the district’s elementary technology curriculum includes the keyboarding program “Type to Learn 4”. Students are taught proper hand placement on the keyboard and participate in activities that promote keyboarding fluency by tracking the words typed per minute (WPM).

This program has only been available for students while in school but students now have the ability to use it at home.

In order for your child to utilize this program at home, you will need to download the application from the Internet onto your home computer. Instructions on how to do this on your computer (Windows or Mac) are included with this letter.

1. **Download the program as directed on the instruction sheet provided**
2. **Open the Type to Learn 4 application on your computer after it is downloaded**
3. **Enter your child’s log-in information:**
	1. **Username:**
	2. **Password: type**
	3. **Account Code: 107608**
4. **Your child is ready to utilize Type to Learn!**

We will continue to use the program in school. If you choose to use it at home, the extra practice will benefit the word processing speed of each student.

Any questions or feedback you have are welcome and appreciated.

Sincerely,



Please visit the following website for download options. See instructions below for installing Type to Learn 4 on your home computer.

<http://ttl4.sunburst.com/downloads/>

**MAC Client**

These files are zipped and should automatically unpack on almost all OSX operating systems. Launch the installer by double-clicking on the contained file in your 'downloads' or 'documents' folder.

[Full TTL4 v1.2.1 Application - MAC](https://sunburstdigital.box.com/TTL4-MAC-Install) (944.65MB)

**Windows Client**

Please make sure to click "Save" when downloading the file rather than selecting "Open"

[Full TTL4 v1.2.1 Application - Windows](https://sunburstdigital.box.com/TTL4-Winows-Install) (1.01GB)

When you first open the program enter your username and password. This will be provided by your school. Then enter the following account code: **107608**

If you have any technical difficulties throughout this process, please visit [http://techsupport.sunburst.com t](http://techsupport.sunburst.com)o submit a tech ticket.