

In **Type to Learn Jr.** the students themselves can add their name after selecting the teacher name. However if you'd like their data from last year to follow them then you have to find them in last year's class and transfer them. See the **How To** below with a couple of other quick tips.

To get into the Teacher Options part of this program on the login screen push the **control key + T.**

To add, edit, or delete classes or students:

Access teacher options, click Class List, then highlight a class name and click the Students button. Click the Add, Edit, or Delete buttons to modify a student name for the selected class.

To move a student from one class to another:

Access Teacher Options, click Class List, then highlight a class name and click the Students button. Highlight the student name and click the Move button. Indicate the new class and click the Move button.

To disallow students to input names into the Login Screen:

Access Teacher Options, click General Options, Product Options, and then uncheck Students can add their name at the Login Screen.