



GREENSBORO DAY SCHOOL

September 18, 2009

Dear 4th Grade Parents,

Teaching touch-typing in Lower School has long been a tradition at Greensboro Day School and our program continues to grow and improve. This year we are in our second year of using a software program called *UltraKey*, allowing us to differentiate instruction based on our students' needs and abilities. On September 2, your child will be beginning a nine-day Touch-Typing Blitz, using *UltraKey*. Each child will work at his/her own level and pace to feel successful.

UltraKey 5.0 is a leading educational typing program featuring 3D animation, computer graphics, and video. *UltraKey* directly teaches keyboarding without pressure. It concentrates on typing well and it provides the greatest satisfaction of all by making every user a success! *UltraKey* also features unique technology that lets students practice at home while their progress is managed and monitored by software located at the school. We will send details about this later. Bytes of Learning, the publisher, allows parents to purchase Home Editions of *UltraKey 5.0™* through the school for **\$19.95** per unit (regularly \$49.95). The school receives **\$5.00** cash per unit purchased, to fund additional technology at the school. The *UltraKey 5.0* Home Edition accommodates up to eight users. So the whole family can learn to keyboard! Each *UltraKey 5.0* CD-ROM contains installers for **Windows 98SE/ME/NT/2000/XP/Vista** and Mac OS X and Intel Mac.

By the end of the school year, our goal for 4th graders is to type using proper fingering without looking at their keyboard. If you decide to purchase *UltraKey* for home use, you will be able to link to our server and the students can access their school files at home. This worked well last year with Windows computers; however, despite our best efforts, we were never successful in linking a Mac to our server. We are willing to try that again this year, but we can not guarantee that it will work. Whether you connect to the server or not, *Ultra Key* provides excellent practice for your child.

Please note that purchasing *UltraKey* is not required. We are making this offer available to you as one method of helping your child improve his/her touch-typing skills. Please talk with your child and make this decision together. We will devote one computer lab session each month to touch-typing and students will be asked to practice touch-typing as homework.

Sincerely,
Maude Caudle, LS Technology Coordinator

Bytes of Learning *Take It Home Bonus™* Program: *UltraKey 5.0™* Software Order Form

Please complete and return with payment to the Business Office

*Make checks payable to **Greensboro Day School** and note that it is for the **UltraKey Take-It-Home Bonus Program.***

Software will come to the school and be sent home with your child when it arrives. Parents will receive an email saying that it is being sent home. Please allow at least six weeks for delivery.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Format	Quantity	Price with taxes	Total Amounts
UltraKey 5.0 for Windows or Mac OS X		\$19.95 per unit	
SpeedSkin Keyboard Cover (Please circle type)		\$9.95 per unit	
Desktop AppSkin iSkin Dell L110			
Order Total:			

To choose SpeedSkin type, see: www.bytesoflearning.com | Products > Keyboarding and Typing > SpeedSkins

