

TEACHERS: CHANGE YELLOW HIGHLIGHTED AREAS
TO REFLECT YOUR SCHOOL INFORMATION

Greetings Ten Key Students:

THIS IS AN INTERNET CLASS, BE SURE YOU FOLLOW DIRECTIONS AND DO YOUR WORK ON THE INTERNET!

You signed up for my Internet class: OAS118--1 credit, Ten Key by Touch (without looking at the keys).

***IMPORTANT NOTE:** This is a graded class. If you want a Pass/Fail grade instead, I have to submit a list to MCC Records Dept. of students and their Student IDs within 14 days after class begins. Please notify me immediately in an e-mail to: ellsworthbarb@mesacc.edu. Make the subject line: Grade Change to Pass/Fail Grade. In the body, include your name and Section #.

Step One—Purchase a NEW textbook from the bookstore.

Textbook Options:

- **OAS118—Ten Key Mastery by Barbara Ellsworth**
- Textbooks are shrinkwrapped with a program CD and a serial code. The code can be used only once to get in the Internet class, *so there is no textbook buy back*. The main advantage of the textbook option is the program CD for future practice—at a future date, you could load the CD onto your home computer and practice to maintain or improve your skills. Do NOT use the program CD during the class; your teacher needs to see your scores online (she can't see them from your home computer).
- If a friend gave you a textbook, or you purchased a used one from Amazon or wherever, you will need to purchase a serial code from www.EllsworthPublishing.com in order to access the software.

Step Two—Watch the Author's Demo of your course.

After seeing the demo, you should understand your course and be able to go right to work:

- If you have high-speed internet (not dial up) you can see the author's keyboarding demo. You will hear the author's voice as she demos your entire course for you.
- Launch the internet—**Internet Explorer or Mozilla Firefox work best--**, enter "www.keyboardingonline.com" in the URL, and press Enter key.
 - Click on the Tutorials tab.



- Click on the tab for your course, and then click on the Ten Key Mastery tutorial.

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Ten Key Mastery



Teacher Manager Tutorial

Ten Key Mastery Tutorial

Microsoft Word Format

Adobe PDF Format

- Watch the tutorial for the Ten Key:

Students:

- Demo for keyboarding students
- Demo for data entry (Ten Key Mastery) students
- Six (6) Correct Keyboarding Techniques

Step Three—If you need to practice at home, be sure you have Java plug-in loaded on your home computer; follow these directions to load the Java plug-in.

Internet courses use Java applets and need the Java plug-in. *The way to know if you are having a Java problem: When you click to download your course, nothing happens—it doesn't download.*

To verify that you have the Java plug-in installed correctly: (The Internet is always changing the way sites look but this is the procedure.)

1. Enter www.java.com in the address bar of your Internet browser. Press the Enter key.
2. Click on the “Do I have Java?” button.

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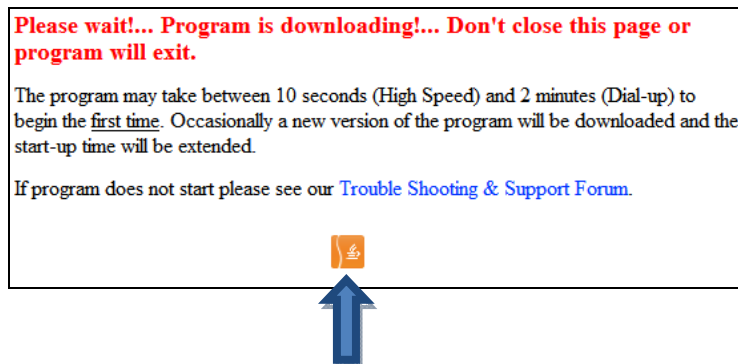


3. Follow the prompts. Any version of Java will almost always work. You don't have to download the latest version—it is up to you. The main thing is to have a version of the Java plug-in on your computer. If you don't have it, click the *Download Java Now* button, and follow the prompts.



4. Close and re-open your web browser (i.e. Internet Explorer) after installing the Java Plug-in. Go to www.KeyboardingOnline.com, Login, click on the link to your course. After getting to the page that says "Please wait ... Program is downloading", wait a few moments and you will see the Java coffee cup icon appear (first example below) and on your system tray (the system tray is the lower right area of the screen that has the clock).

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And in your system tray: (only one Java icon needs to show)



5. A real good browser is Mozilla. If you have browser trouble, try downloading and installing the Mozilla FireFox web browser from www.Mozilla.org.



Mozilla FireFox is FREE. There are never any special settings to look at, and it is usually a sure bet. It does have automatic pop up-ad blocking and is a very secure web browser. It does not have all of the security vulnerabilities often found in some popular web browsers. We use it at Ellsworth Publishing Co. for most of our web browsing needs.

Step Four— Follow along on your computer as you read these step-by-step directions. They will give you a demo of your course.

Enter the Student Login and Password:

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- If necessary, log in again (If you have just downloaded the Java plug-in, you will need to go back and start from the desktop again.)
 - www.KeyboardingOnline.com
 - Click on the Login tab.
 - Enter the Login given to you by your teacher on both lines (for both Login and Password)
 - At **Mesa Community College**, your Login/Password is: **xxxx** (enter lower case)
 - Enter the Login/Password (**xxxx**) on both lines and click Sign In.

- Click on the link for your course (Ten Key Mastery).

- Click “Open Existing Student File”
- Select your class
- Select your name
- Click “Open” at the bottom

- Your Individual Password is: **I** (which you can change later to a password of your choosing). Then click “OK”.

- A box appears asking for your serial code—this is asked for only once. The serial code is in the back of your textbook, or is the one purchased online. After entering the serial code, you are now into the course software.

Learning about the Main Menu:

User Info

- Click on **User Info** and enter your e-mail address and phone number. These will appear on the class report for the instructor. You can change your individual password from the “**I**” to a personal password if you wish. When through, click “OK”.

Setup

- Click on **Setup**. Check the course standards set by your teacher by clicking on the various tabs. In the last tab (Next Step tab), click the “Finish” button.

Introduction

- Click on **Introduction** and go through each step. After Step 8, go to next section “Lessons Menu”.

Lessons Menu

- *Double Click* on **Lessons Menu** on the Main Menu. **You see Lessons 1-24; the three Employment Tests are Lessons 25, 26, and 27.**
 - **Lesson 1 (1-741 keys) is selected in the Main Menu.**
 - Open your book to Lesson 1.
 - The timer will begin when you press the first key.
 - If you know you made a mistake and want to start over without waiting for it to time out, click on the Timer button and it will reset.

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- **Practice Lesson 1 until you reach your goal for an “A” grade (12,000 ksph).**
 - Take the drill as many times as necessary to reach your goal. The best three speeds will automatically record that meet the accuracy rate (98%).
 - After each timing, at the bottom, it will ask you if you want to take this timing again. Click on Yes to take the timing again.
 - To continue, just click on Lesson 2 (you don’t have to close Lesson 1).
- **After achieving your goal on Lesson 1, the next step is to check your progress (see below).**

Progress Report

- *Double Click* on **Progress Reports** on the Main Menu to see all recorded scores. Grades are calculated from the **Best Speeds** column—be sure those scores are high enough.
- When you are finished looking at your Progress Report, go to the next section.

Grade Reports—On the Grade Reports icon you have two choices:

- **Current Grade.** To check your current (mid-term grade), *double click* on **Grade Reports** on the Main Menu. Click on **Current Grade**. It will show you your average score for all completed lessons so you can compare it to the grading scale.
- **Final Grade.** To check your final grade, click on **Final Grade** in the Main Menu. A final grade will appear only after all assigned lessons are completed.

IMPORTANT: If you want to raise your grade, go back to your Progress Report and note which scores are lower than your goal. Practice to raise any lower scores—higher scores on the Progress Report can raise your final grade.

Last Instructions

Be sure to read the instructions carefully. Be sure to do your work online so I can see it. ***You do NOT have to turn anything in—I can see your scores and grades online in my Teacher Manager.***

Good luck. Let me know if you have any questions: xxxxxxx@mesacc.edu .

Barbara Ellsworth