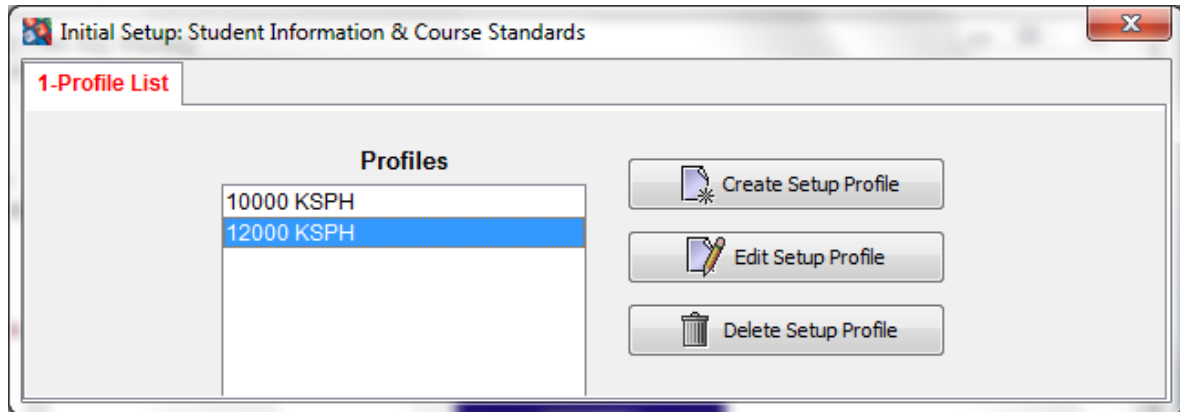


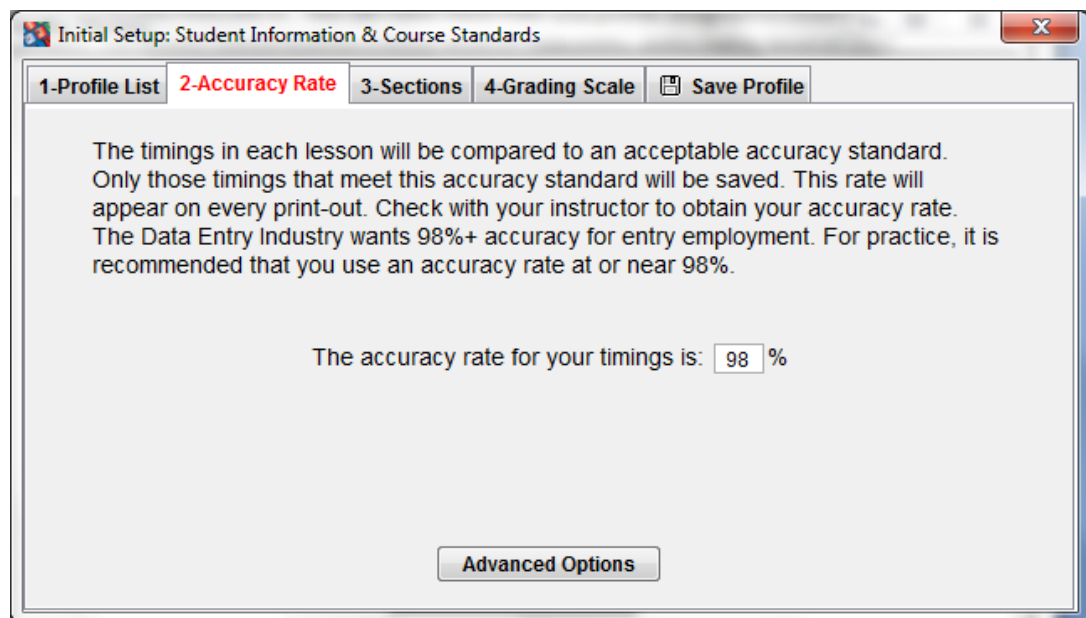
## Ten key Mastery Teacher Manager

### 1. Profile Manager



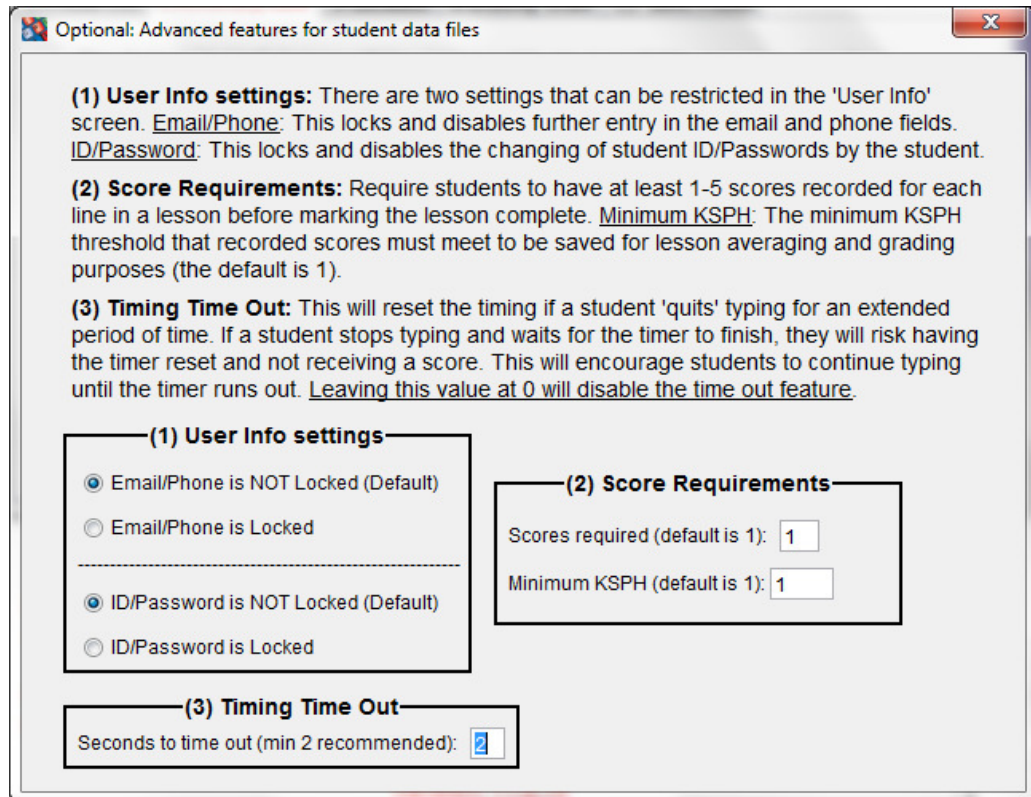
- 1.1. Create Setup Profile** – A profile is necessary so you can assign students to grading criteria regardless of what class they are in. You can have more than one profile assigned to students in a single class. EX: If your school teaches a lower level of data entry, and a higher level of data entry, then you should create two or more profiles. This is because experienced ten key users will naturally perform better than those who are learning it for the first time and should be graded differently.

#### 1.1.1. Accuracy Rate



**1.1.1.1. Accuracy Rate** – The accuracy rate is calculated by subtracting the number of error strokes from the total key strokes for the timing and dividing that number by the total number of key strokes for the timing. For example, if a student has 5 error strokes on a timing that has a total of 100 key strokes the accuracy rate will be  $95/100 = 95\%$ . The industry standard for entry level employees is 98% and it is recommended that you use an accuracy rate at or near 98% for practice.

**1.1.1.2. Advanced Options** – Optional advanced features for student data files



**1.1.1.2.1. User Info Settings** - There are two settings that can be restricted in the 'User Info' section. Email/Phone: This locks and disallows further entry in the email and phone fields. Students will not be able to enter their email and phone number. ID/Password: This locks and disallows the changing of student ID/Passwords by the student.

**1.1.1.2.2. Score Requirements** – Scores required: Require students to record from 1-5 scores for each lesson before marking the lesson complete. This is recommended if your students require extra practice to improve their skill. Minimum KSPH: The minimum KSPH (Key Stroke per Hour) threshold that achieved scores must meet to be saved for grading purposes (the default is

1). If students do not meet this requirement, they will not receive a grade for the lesson.

**1.1.1.2.3. Timing Timeout - Seconds to time out:** Resets the timing if a student ‘quits’ entering data for the number of seconds decided by the instructor (Minimum of 2 seconds recommended). If a student stops entering data and waits for the timer to finish, they will risk having the timer reset and not receiving a score. This will encourage students to continue working until the timer runs out. This also eliminates hunting and pecking and forces the students to keep a reasonable rhythm as they are ten keying. Leaving this value at 0 will disable the time out feature. *Click on the ‘X’ to close the screen and save the settings made when finished.*

### 1.1.2. Sections

Initial Setup: Student Information & Course Standards

1-Profile List 2-Accuracy Rate **3-Sections** 4-Grading Scale Save Profile

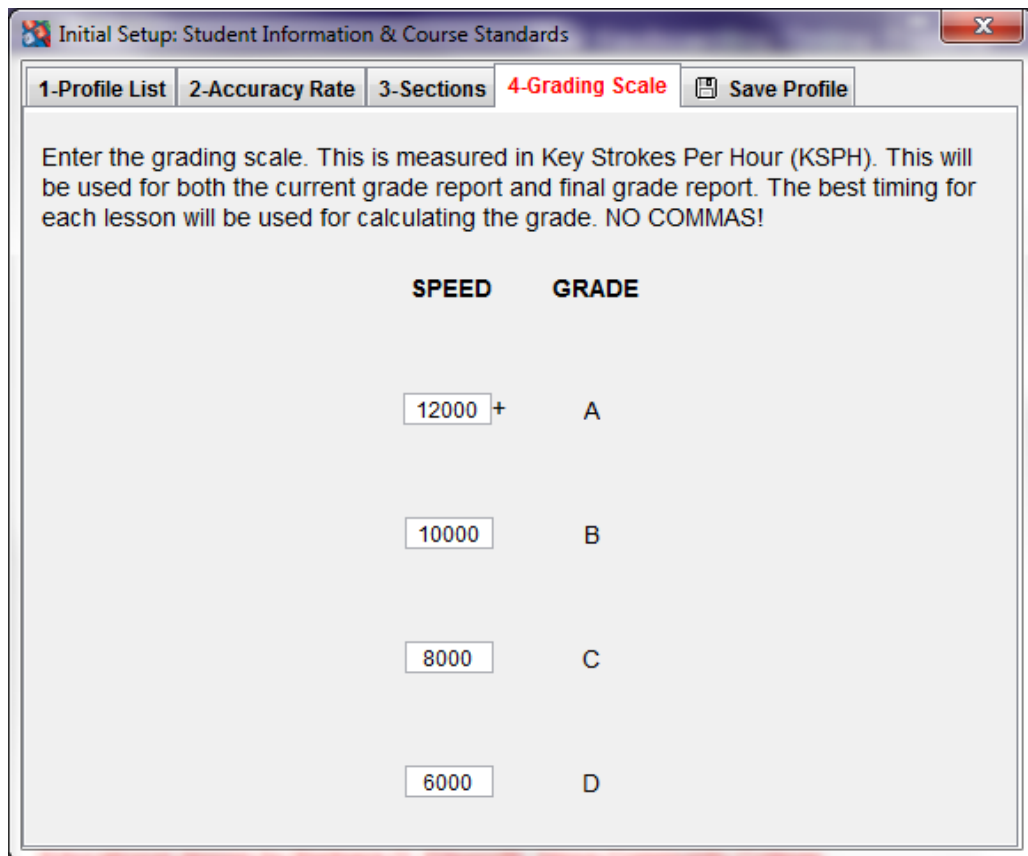
Choose which sections will be taught, and assign a percentage of the course to each section for grading purposes. If a section is left blank or 0, work completed in this section will not be averaged into the final grade.

Sections	% of Grade	Created Lessons	% of Grade
1-22 Learning Numbers	50	1. 1, 4, 7	50
23 3-Minute Mixed	0	2. Select Created Lesson...	0
24 5-Minute Mixed	0	3. Select Created Lesson...	0
<b>Employment Timings</b>		4. Select Created Lesson...	0
25 Temporary Help	0	5. Select Created Lesson...	0
26 Credit Card	0	6. Select Created Lesson...	0
27 Bank	0	7. Select Created Lesson...	0
<b>Optional Timings (OT)</b>		8. Select Created Lesson...	0
O-1 Optional Timing 1	0	9. Select Created Lesson...	0
O-2 Optional Timing 2	0	10. Select Created Lesson...	0
O-3 Optional Timing 3	0		
O-4 Optional Timing 4	0		
O-5 Optional Timing 5	0		
O-6 Optional Timing 6	0		

Total for all assigned sections: **100%**  
Hint: Total should equal 100%

- 1.1.2.1. Sections/Optional Timings – The Ten Key Mastery program is divided into six Sections and six Optional Timings for a total of 33 timings. In the sections tab you are able to assign a percentage of the grade to each Section and Optional Timing that when combined with the percentages from the Created Lessons should equal 100%.
- 1.1.2.2. Created Lessons – These are lessons that the instructor creates and can assign up to ten created lessons to the students. They are graded for speed and accuracy just like the regular program lessons. You can assign the same lesson more than once if you want to.
- 1.1.2.3. % of Grade – This column will determine how much each Section, Optional Timing, or Created Lesson will weigh on the student’s grade. It is possible for the total percentage to be over or fewer than 100; although most instructors have the percentages add up to 100%.

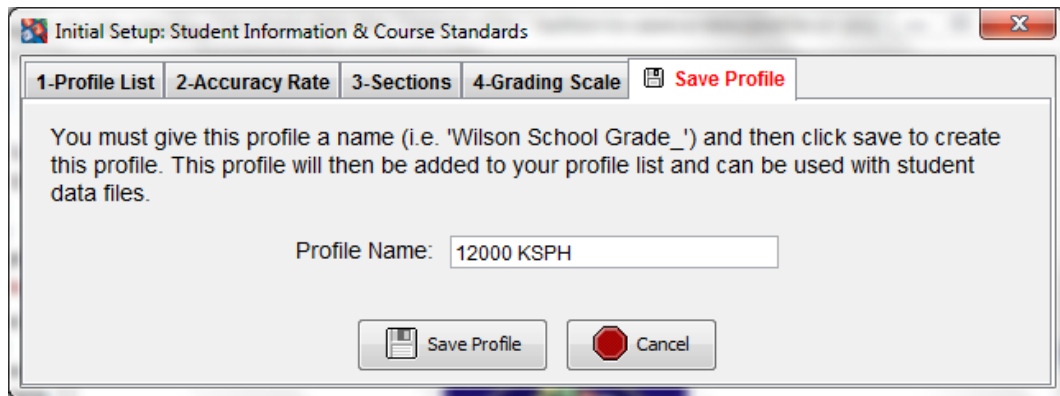
**1.1.3. Grading Scale**



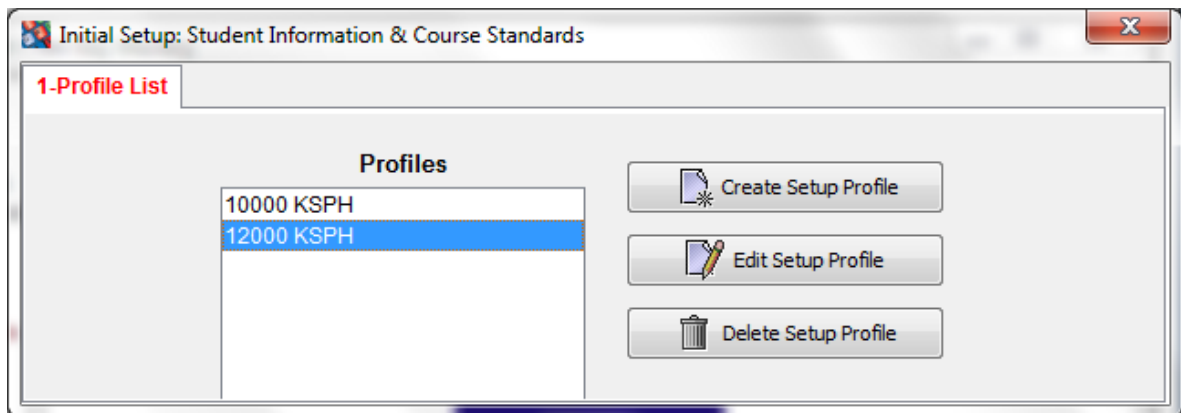
SPEED/GRADE – This is where you set the scale of how your students will be graded based on KSPH (Key Strokes per Hour). Using the example above, the scale works as follows: 0-

6000 is an F, 6000-7999 is a D, 8000-9999 is a C, 10000-11999 is a B, and 12000+ is an A. This scale is an example only and is fully customizable to your classroom level. Do not use commas when typing the speed for the different letter grades in the grading scale. The Data Entry Industry recommends 12,000 KSPH for entry level employment.

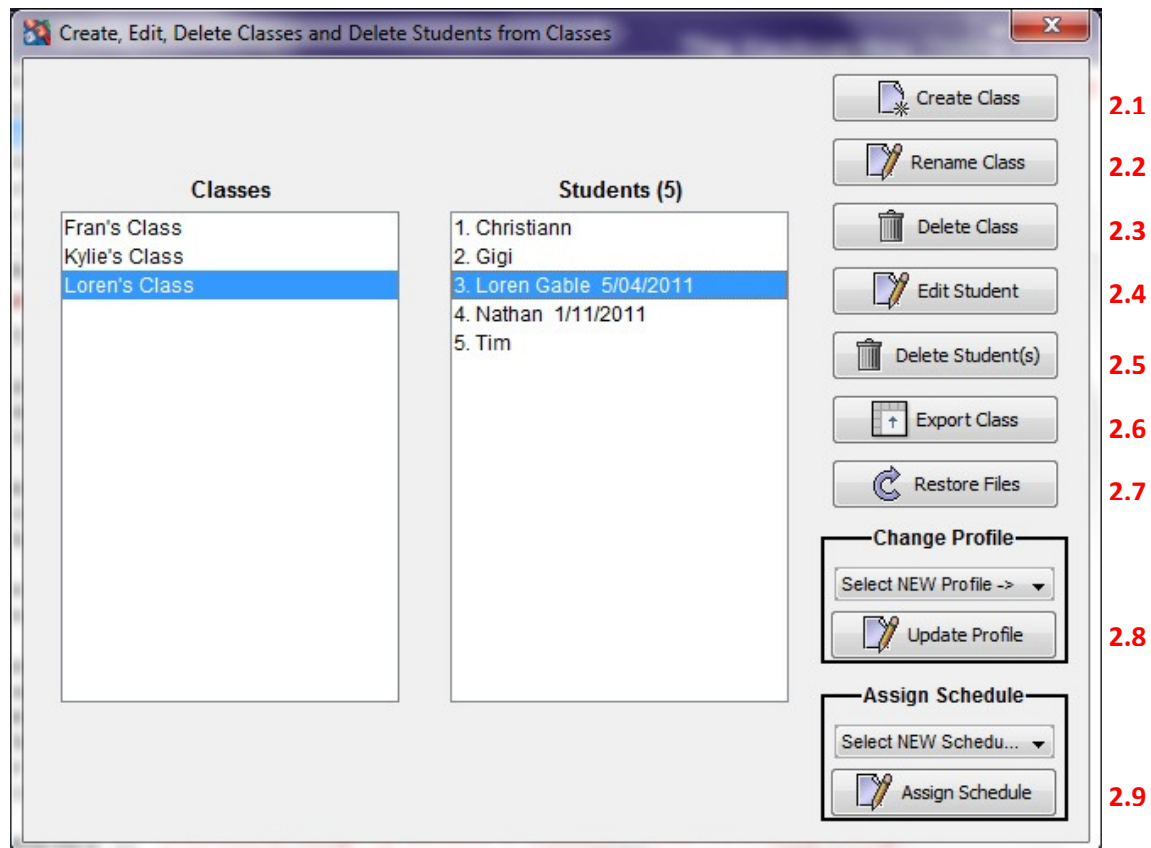
- 1.1.4. Save Profile** – Once you have completed the configuring or editing of your profile for your classroom, you will need to save this profile so you can assign classes and students to use this profile. You must click the “Save Profile” button to save a new profile or any changes made to a previously created profile.



- 1.2. Edit Setup Profile** - This feature allows you to edit the profiles you have previously made. You can edit a profile by selecting a profile and clicking the “Edit Setup Profile” button. After editing a profile be sure to save your changes by clicking on the Save Profile and clicking the “Save Profile” button.
- 1.3. Delete Setup Profile** – At anytime you can delete a profile. You can delete a profile by selecting a profile and clicking the “Delete Setup Profile” button. If you delete a profile that students are currently assigned to, the software will continue to grade the students based on the now deleted profile until a new profile is assigned.



## 2. Class Manager



- 2.1. Create Class – This button allows you to create a class where you will then setup your students.
- 2.2. Rename Class – You will select the class you would like to rename under the “Classes” column. Once highlighted, click on the “Rename Class” button which will then prompt you for a new name.
- 2.3. Delete Class – To delete a class, simply highlight the class you would like to delete and then click on the “Delete Class” button on the right of the window. In an event that you accidentally delete the wrong class, you can restore this class by following instructions in 2.7. You will have two weeks to restore that class before it is completely erased.
- 2.4. Edit Student – This window that you see below will allow you to rename a student and change the student’s password, assigned profile, or assigned schedule. Simply make the changes in the appropriate fields and click the “Submit” button for the changes to go into effect.

**Edit Student Info**

This screen is used to change individual student information:

**Student Name:** Loren Gable

**Password:** 2194

**Profile:** 10000 KSPH

**Schedule:** Loren's

Submit Cancel

- 2.5. Delete Student(s) – This feature will allow deleting of student files that are no longer needed. In the event that you accidentally delete the wrong student file(s), you can restore the student(s) by following the instructions in 2.7.
- 2.6. Export Class – Exporting a class allows you to download all the students to your computer or external drive in a CSV (comma separated value) file that is viewable in Excel. Exporting a class will only export the student names and the ID's that are associated to their names, exporting classes will \*not\* save any of the students progress or data. This feature is normally used when you need to move students from one program to another program. If you need to import students from a CSV file, you will use the "Import Students from List" feature in section 3.2 of this manual.
- 2.7. Restore Files – If you have deleted a class, or student, this function allows you to restore classes and students that you may have deleted within the last 2 weeks. Choose whether you want to restore deleted classes or deleted students and then select the files to restore and click the "Restore" button.

**Restore deleted Classes or Students.**

Deleted Classes

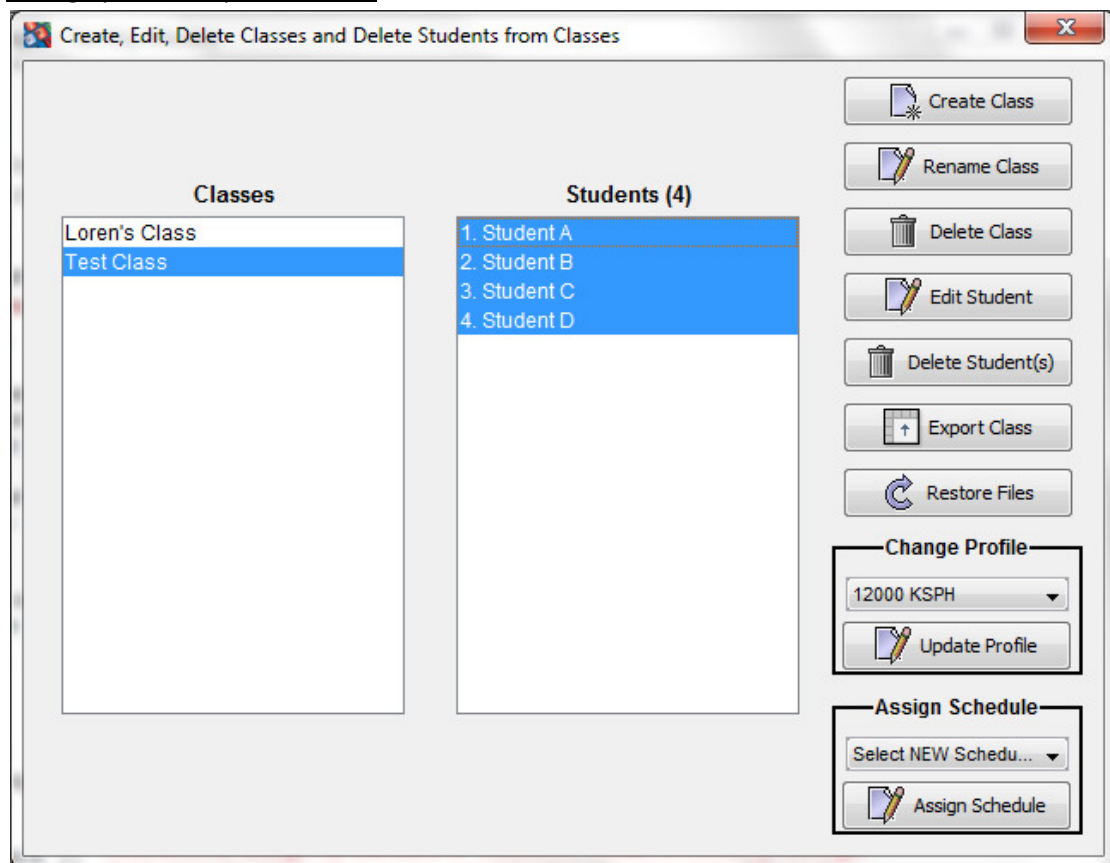
Deleted Students

Fran's Class

Restore

Deleted data will remain in this repository for a minimum of 2 weeks before being deleted permanently and cannot be recovered.

## 2.8. Change profile / Update Profile



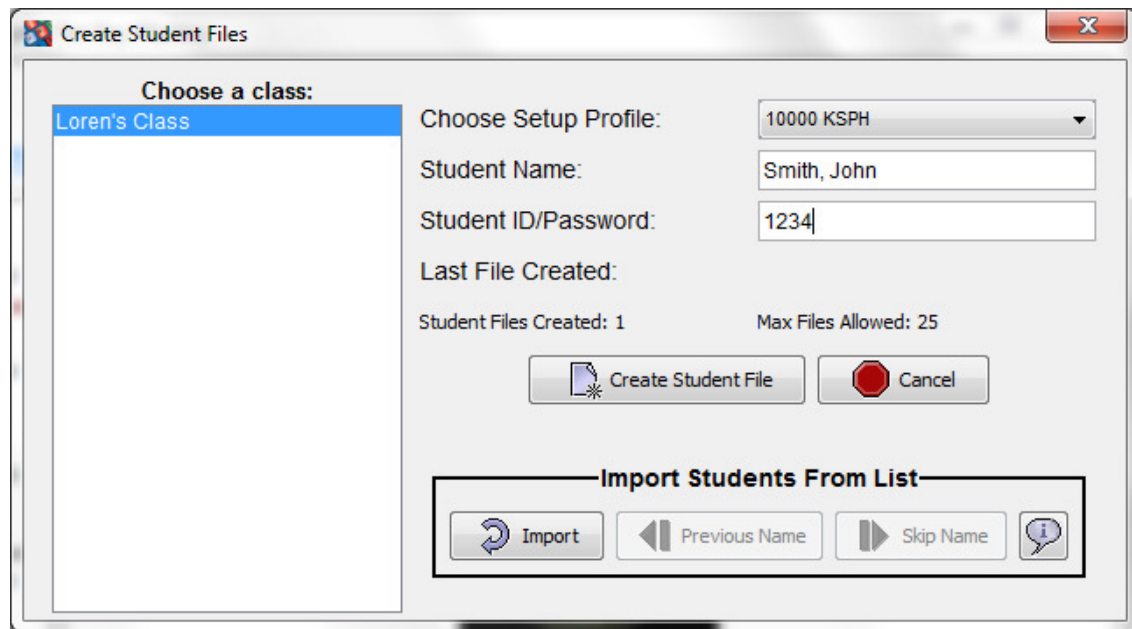
Highlight the students you want updated, then select a profile from the drop down and press the “Update Profile” button.

NOTE: There are several shortcuts to highlight students in the student list to update. (1) You can highlight all the students by doing a CTRL-A command. (2) You can highlight all the students by highlighting the top student, then while holding SHIFT, highlight the bottom student. (3) If you need to update individual students, hold down the CTRL key while you select individual students.

## 2.9. Assign Schedule / Assign Schedule – Similarly to 2.8 (Update Profile), you will update student schedules in the same way. Highlight the students you want updated, then select a schedule from the drop down and press “Assign Schedule”.

NOTE: There are several shortcuts to highlight students in the student list to update. (1) You can highlight all the students by doing a CTRL-A command. (2) You can highlight all the students by highlighting the top student, then while holding SHIFT, highlight the bottom student. (3) If you need to update individual students, hold down the CTRL key while you select individual students.

### 3. Create Student Files



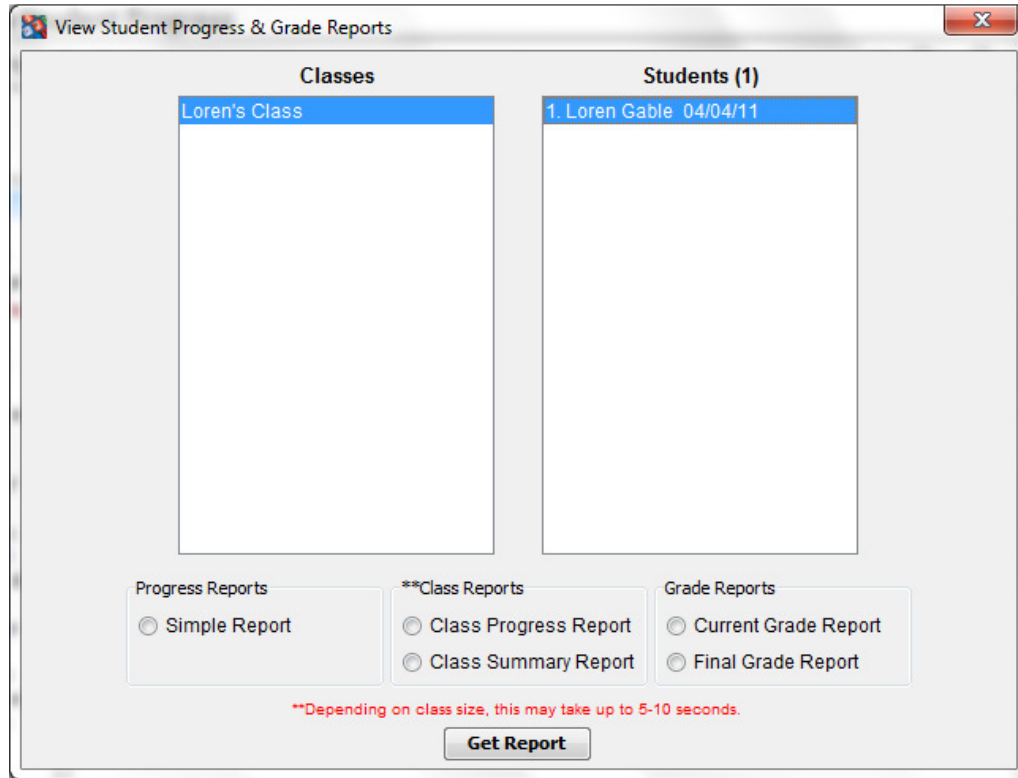
The screenshot shows a software window titled "Create Student Files". On the left side, there is a list box labeled "Choose a class:" with "Loren's Class" selected. To the right of this list are several input fields: "Choose Setup Profile:" with a dropdown menu showing "10000 KSPH", "Student Name:" with the text "Smith, John", and "Student ID/Password:" with the text "1234". Below these fields, it says "Last File Created:". Further down, it displays "Student Files Created: 1" and "Max Files Allowed: 25". There are two buttons: "Create Student File" and "Cancel". At the bottom of the window, there is a section titled "Import Students From List" which contains four buttons: "Import", "Previous Name", "Skip Name", and an information icon.

- 3.1. Create Student File – Before you can proceed with any of the steps below to create a student file, you must first choose/highlight a class. If there are no classes available, this means you have to create a class first. Follow instructions in category 2.
  - 3.1.1. **Choose Setup Profile** – This is where you will select a profile for a particular student to use throughout the course. The student profile can be changed if needed by following instructions in 2.8.
  - 3.1.2. **Student Name** – Enter in the student name in this field. If you want the students to be alphabetized by their last names in the progress and grade reports be sure to type the last name, first name as you see above.
  - 3.1.3. **Student ID/Password** – This is where you set the password that the student will login with. Students can change this password if you allow them to, based on your settings made in the Profile Manager.
- 3.2. Import Students From List – If you have exported students from the Class manager or created a CSV from your class list, you can then use this feature to import data from the CSV (Comma Separated Value) into the system. Progress and scores cannot be imported into the program from a CSV file. For detailed instructions on importing a CSV file please click on the following button from the screen above:



- 3.3. Previous Name / Skip Name – When you are importing a CSV student list, you can move back-and-forth in the list to create the student files. This feature will speed up the process of when you are creating student files from the CSV.

#### 4. View Student Progress



- 4.1. Progress Reports – This report option is for individual student reports, a class and student must be highlighted in order to use this function.
- 4.1.1. **Simple Report** – The simple report for the individual student shows the highest scores for every line of every lesson. This report is opened by selecting a class and a student, choosing Simple Report, and then clicking the "Get Report" button.

**\*\*Keyboarding Online\*\* Simple Progress Report**

Choose another student's report: **Le, Huyen 05/28/11**

Show Scores:  All  Today  Yesterday  Range 05/24/2011 to 05/31/2011

**Ten Key Mastery - Progress Report 5/31/2011 2:11 PM**  
 Name: Le, Huyen ID#: 1 Last/Total Effort: 0h 22m / 2h 13m

Lesson	Best Speed	2nd Speed	3rd Speed	4th Speed	5th Speed
1	13320/100.0*	12960/100.0*	10800/100.0*	10620/100.0*	/
2	12240/100.0	12000/100.0*	12000/100.0*	/	/
3	14040/100.0	12960/100.0*	10980/100.0*	/	/
4	11520/100.0*	11280/100.0*	10560/100.0*	/	/
5	12480/100.0*	12000/100.0*	12000/100.0*	/	/
6	13320/100.0*	12660/98.1*	11340/100.0*	/	/
7	12720/100.0	11760/100.0	11760/100.0*	/	/
8	12480/100.0*	11520/100.0*	10020/98.2*	/	/
9	13440/100.0*	12000/100.0*	11280/100.0	/	/
10	12000/100.0*	11500/100.0*	11500/98.3*	/	/
11	13680/100.0*	12780/98.6*	12300/98.0	/	/
12	12720/100.0	12480/98.1*	12240/100.0*	/	/
13	13680/100.0*	12960/100.0*	12720/98.1*	/	/
14	12240/100.0*	11940/98.0*	11880/100.0*	/	/
15	12240/98.0*	11880/98.5*	11520/100.0*	10800/100.0*	/
16	13440/100.0*	13200/100.0*	10800/100.0*	/	/
17	13140/98.6*	12060/98.5*	11880/100.0*	/	/
18	13200/100.0*	12960/100.0	/	/	/
19	14400/100.0	12720/100.0*	/	/	/
20	11960/99.3*	11800/99.2*	/	/	/
21	9900/100.0*	7920/100.0*	/	/	/
22	9600/100.0*	9360/100.0*	/	/	/
23	8400/98.8*	/	/	/	/

(Teacher Manager > View Student Progress > Select Class > Select Student > Simple Report > Get Report)

**4.1.1.1. Choose Another Student's Report** – Click the drop-down arrow to reveal a list of all the students in the class. Select a student to pull up the Simple Progress Report for any student in the class.



**4.1.1.2.** - Click this printer icon to print the Comprehensive Progress Report that is showing on the screen.



**4.1.1.3.** - Click this icon to print the Comprehensive Progress Report for every student in the class that is selected.

**4.1.1.4. About** – If you want to learn more about a score a student has achieved, you can right click the score and click on "About". This will tell you the date and time the score was recorded and whether or not correction keys were used.

- 4.1.1.5. Delete** – To delete a score, right click the score and click on “Delete”. Once deleted the score cannot be recovered (there is no undelete). Scores should be deleted when students are not working on their file, since their file upload may overwrite the deleted score and you will have to do this again. After a score is deleted, the score **-1/-1** will show for the deleted score, indicating that the score has been deleted.
- 4.1.1.6. Edit** – In the event that you need to change a student’s score, you can do so by right-clicking the score with the mouse and click on “Edit”. Once a score is changed, the original score cannot be recovered. Scores should be edited when students are not working on their file, because their file upload may overwrite the edited score and you will have to do this again. After a score is edited, the score color will change to orange, indicating that the score has been edited.
- 4.1.1.7. Show Scores** – This feature allows you to show only the scores during a specific date or range of dates in the calendar period.
- 4.1.1.8. Asterisk by Scores** – Each score with an asterisk notifies the instructor that the student used correction keys during the timing.

## 4.2. Class Reports

- 4.2.1. Class Progress Report** – When you have a class selected and run the “Class Progress Report”, it will display the average word per minute score for each lesson for all of the students in the class. This report will show all the line averages for each completed lesson. An example of a Class Progress Report is given below:



Class Progress:		Spring 2011 Military 1st 8 95755--Average 'L' for all lessons.														
Name	Course Entry / Exit	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15
	0 / 0	12600	12000	12300	12480	11520	12060	12480	12000	12000	10800	12240	12000	12240	11880	11040
	0 / 0	12120	12000	12420	12720	12000	12240	11520	10560	11760	9880	12060	12720	12240	12960	12960
	0 / 0	14100	12960	13320	12900	12960	11700	12960	12180	13200	11180	12840	12720	14160	13440	14400
	0 / 0	17820	17520	17100	17280	19200	15900	18480	19920	17760	16600	20160	18720	16320	18360	18480
	0 / 0	13140	12480	13320	13200	13440	13500	12960	12720	13200	12880	12780	13440	13440	13680	12720

(Teacher Manager > View Student Progress > Select Class > Class Progress Report > Get Report)

- 4.2.1.1 Choose Another Class** – Click the drop-down arrow to reveal a list of all the classes in the school account. Select a class to pull up its Class Progress Report.



- 4.2.1.2** - Click this printer icon to print the Class Progress Report.



- 4.2.1.3** - Click this spreadsheet icon to export this Class Progress Report to a comma separated values file.


**4.2.2. Class Summary Report** – This report is to give an overview of each student in the class so the instructor can see basic information about the student. This report also shows the instructor which profile and schedule is assigned to each student in the class.


The screenshot shows a window titled "Class Summary Report" with a dropdown menu set to "Spring 2011 Military 1st ...". Below the menu, the text "Class Summary: Spring 2011 Military 1st 8 95755" is displayed. A table follows with the following columns: Name, ID/Password, Last Worked, Last Effort, Total Effort, Lessons Completed, Unweighted Score, Grade / Weighted, Profile Assigned, Schedule Assigned, Email, and Phone. The table contains five rows of student data.

Name	ID/Password	Last Worked	Last Effort	Total Effort	Lessons Completed	Unweighted Score	Grade / Weighted	Profile Assigned	Schedule Assigned	Email	Phone
	1	03/15/11	0h 8m	1h 51m	27 / 0 OT	10978	B / 10,006	BC 108 1200 A.N...			
	1	03/27/11	1h 24m	2h 45m	25 / 0 OT	11158	/	BC 108 1200 A.N...			
	1	03/25/11	0h 14m	5h 4m	25 / 3 OT	12034	/	BC 108 1200 A.N...			
	1	02/28/11	0h 3m	2h 0m	27 / 0 OT	16855	A / 15,281	BC 108 1200 A.N...			
	1	03/25/11	0h 40m	20h 19m	26 / 0 OT	12644	B / 10,332	BC 108 1200 A.N...			

(Teacher Manager > View Student Progress > Select Class > Class Summary Report > Get Report)

**4.2.2.1. Choose Another Class** – Click the drop-down arrow to reveal a list of all the classes in the school account. Select a class to pull up its Class Summary Report.

**4.2.2.2.**  - Click this printer icon to print the Class Progress Report.

**4.2.2.3.**  - Click this spreadsheet icon to export this Class Progress Report to a comma separated values file.

**4.2.2.4. Last Worked** – This shows the date of when the student last logged in to work on his/her lessons.

**4.2.2.5. Last Effort/Total Effort** – “Last Effort” is the amount of time the student spent entering data the “Last Worked” date. “Total Effort” is the total cumulative amount of time the student has entered data in the program. Ten keying time only counts towards effort when a student completes a timing and does not count if the timing is reset or if they stop the timing before the time runs out.

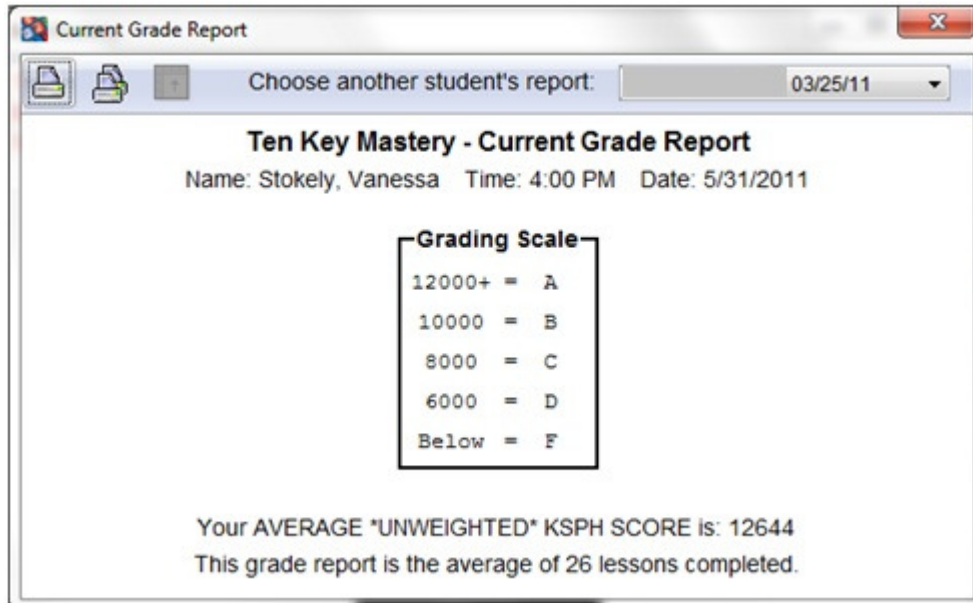
**4.2.2.6. ID/Password** – This is the individual ID/Password and is unique to each student. This is assigned by the instructor when the student file is created. If the password is changed by the student the instructor will always be able to find it out by pulling this report.

**4.2.2.7. Un-weighted Score** – The average un-weighted key stroke per hour score of all completed lessons.

**4.2.2.8. Grade/Weighted** – After all assigned lessons are completed by the student the letter grade and weighted key stroke per hour score will appear.

### 4.3. Grade Reports

**4.3.1. Current Grade Report** – The average un-weighted key strokes per hour score for all completed lessons.



(Teacher Manager > View Student Progress > Select Class > Select Student > Current Grade Report > Get Report)

**4.3.1.1 Choose Another Student's Report** – Click the drop-down arrow to reveal a list of all the students in the class. Select a student to pull up the Current Grade Report for any student in the class.



**4.3.1.2** - Click this printer icon to print the Current Grade Report that is showing on the screen.



**4.3.1.3** - Click this icon to print the Current Grade Report for every student in the class that is selected.

**4.3.2. Final Grade Report** – Shows all information for a single student as well as the calculation of the final weighted word per minute score.

**Ten Key Mastery - Evaluation and Grade Report**

Name: \*\*Final Timing Grade: B  
 ID#: 1 Total Weighted KSPH: 10,332  
 Date: 5/31/2011 \*\*All lessons assigned in the SETUP must be completed before a grade will appear.  
 Last/Total Effort: 0h 40m / 20h 19m

Score Requirement: 1 Minimum KSPH: 1

**Errors Allowed**

Acceptable Accuracy Rate: 98.0%

**Grading Scale**

12000+ = A  
 10000 = B  
 8000 = C  
 6000 = D  
 Below = F


Section	Avg. Score	x	Weight%	=	WPM Score
1-22 Learning Numbers	13,156	X	30	=	3,947
23 3-Minute Mixed	13,300	X	5	=	665
24 5-Minute Mixed	9,084	X	35	=	3,179
25 Temporary Help	8,220	X	15	=	1,233
26 Credit Card Test	0	X	0	=	
27 National Bank Test	8,718	X	15	=	1,308
O-1 Optional Timing 1	0	X	0	=	
O-2 Optional Timing 2	0	X	0	=	
O-3 Optional Timing 3	0	X	0	=	
O-4 Optional Timing 4	0	X	0	=	
O-5 Optional Timing 5	0	X	0	=	
O-6 Optional Timing 6	0	X	0	=	
Total Score:					10,332


**Student Schedule**

Schedule Name: N/A Time Zone: Mountain Standard Time  
 Start Date: N/A End Date: N/A  
 Schedule 1: N/A  
 Schedule 2: N/A  
 Schedule 3: N/A  
 Schedule 4: N/A

(Teacher Manager > View Student Progress > Select Class > Select Student > Current Grade Report > Get Report)

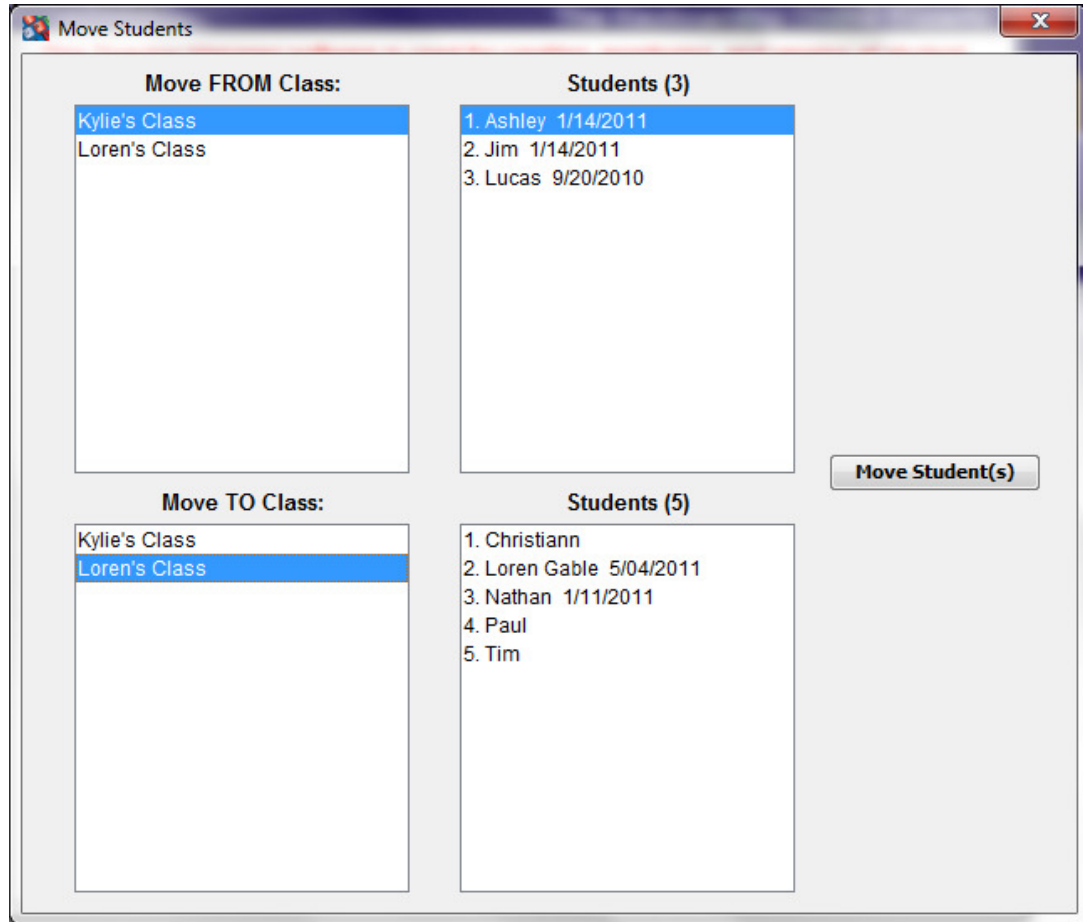
**4.3.2.1 Choose Another Student's Report** – Click the drop-down arrow to reveal a list of all the students in the class. Select a student to pull up the Final Grade Report for any student in the class.

**4.3.2.2**  - Click this printer icon to print the Final Grade Progress Report that is showing on the screen.

**4.3.2.3**  - Click this icon to print the Final Grade Progress Report for every student in the selected class.

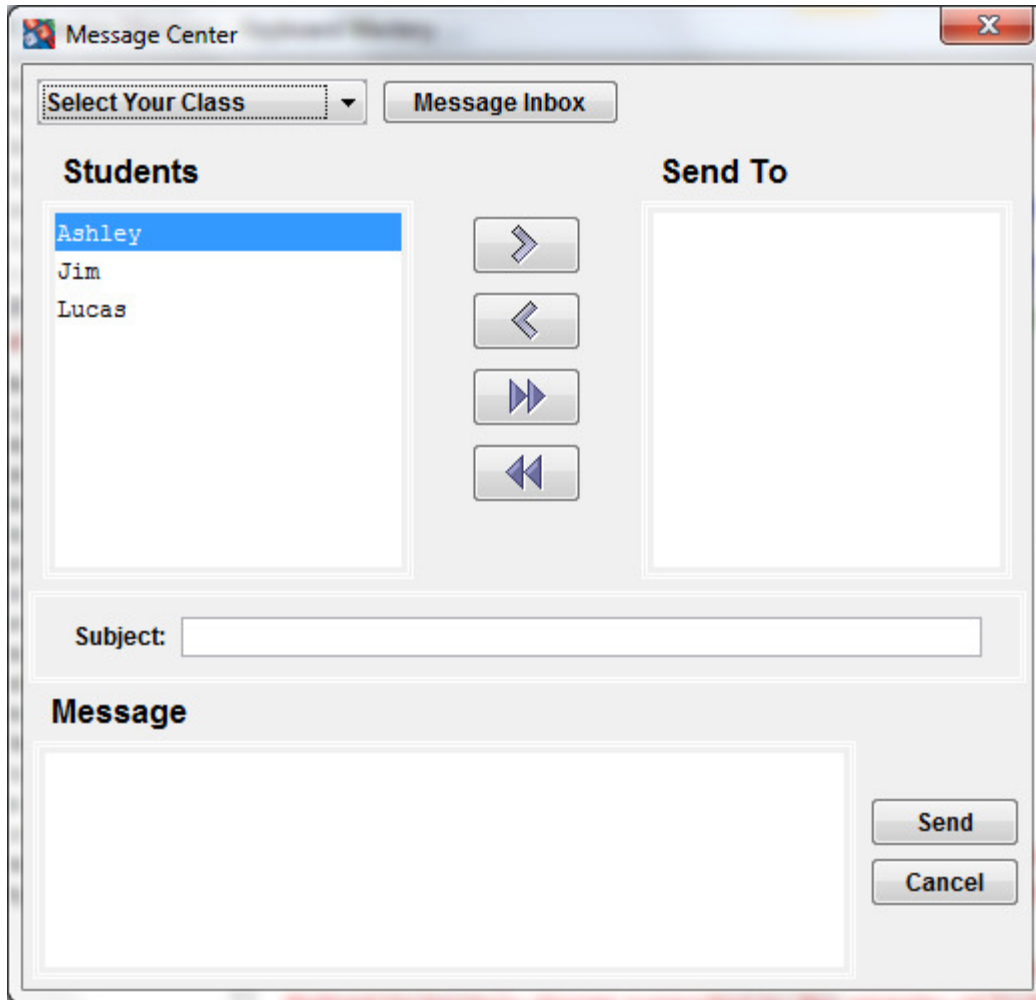
## 5. Move Student(s)

- 5.1. Move Student(s) – Select the class you are moving the student(s) from, select the student(s) to be moved, select the class you are moving the student(s) to, and then click the “Move Student(s)” button.

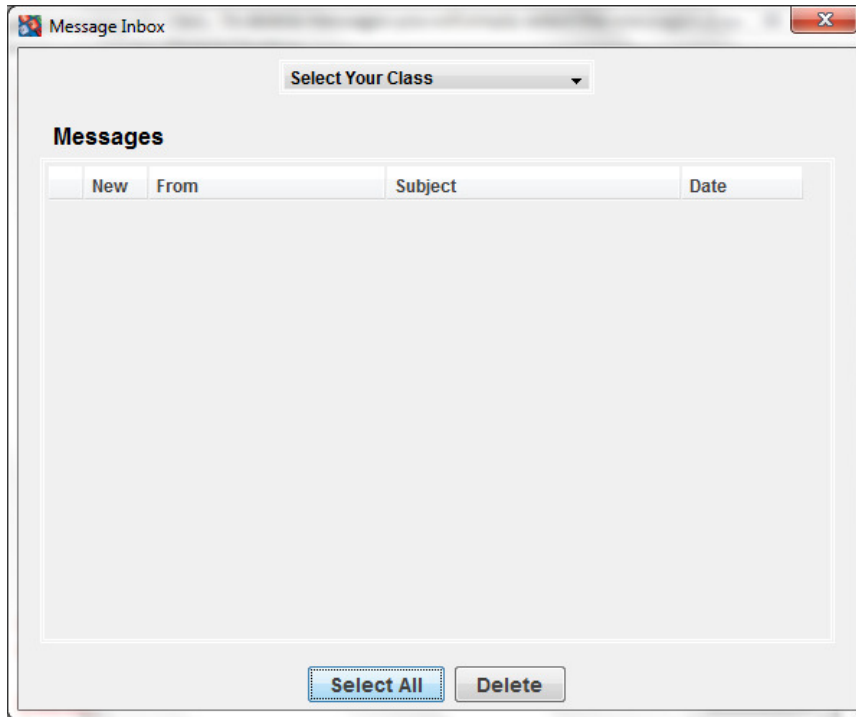


## 6. Message Center

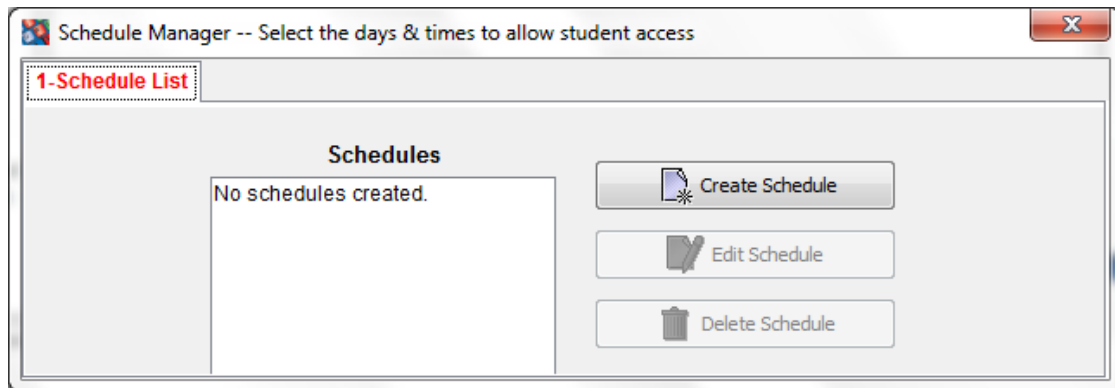
- 6.1. Sending Messages – To send a message you will click the “Select Your Class” drop-down arrow and select the class to send a message to. After selecting a class you will select the student(s) from the student list and click the single arrow to move them to the “Send To” box. If you want to send a message to all of the students in the class you will simply click the double arrows without selecting any student and all of the students in the class will be moved to the “Send To” box. Now type a subject, a message, and click the “Send” button to have the message sent to all students in the “Send To” box.



- 6.2. Checking Messages – To check your messages you will click the “Message Inbox” button from the above screen which will pull up the Message Inbox window that you see below. From this screen you will select your class from the drop down menu and you will see all messages that have been sent to you from that particular class. To delete messages you will simply select the messages you want deleted and click the “Delete” button.



## 7. Schedule Manager

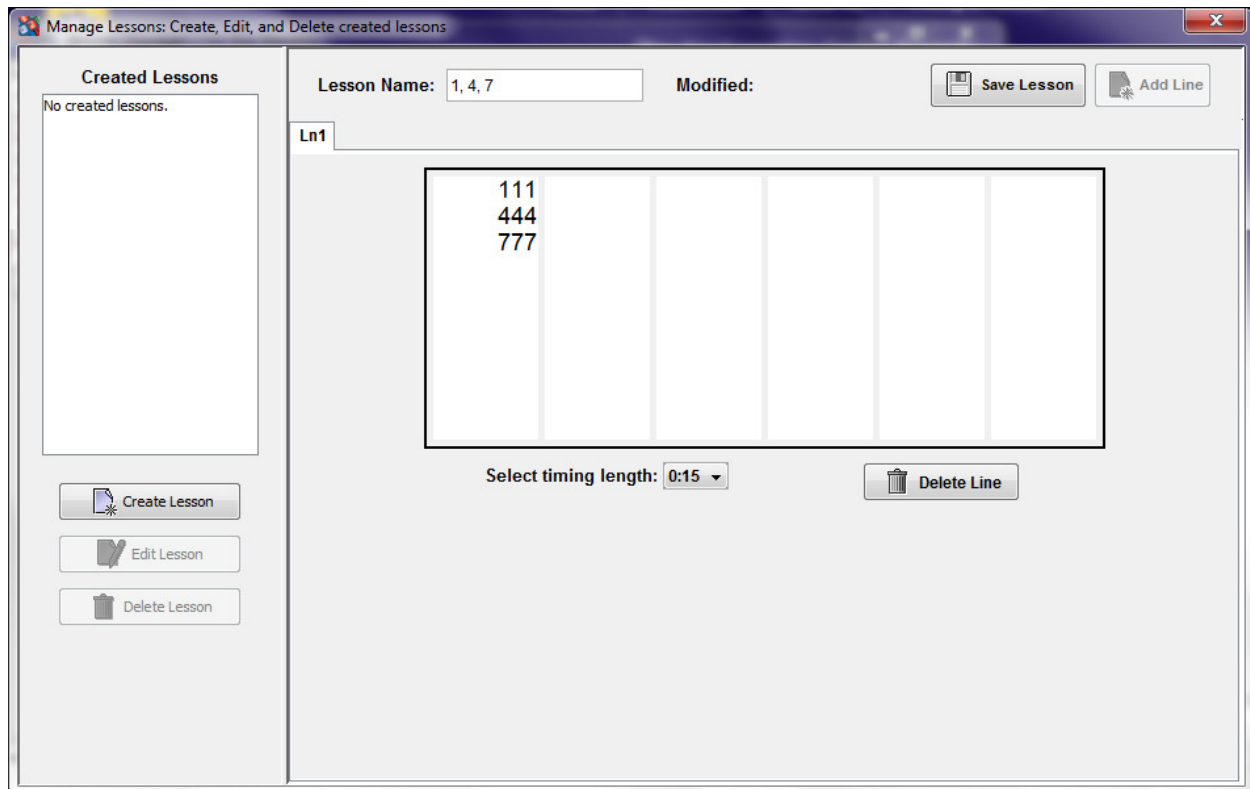


- 7.1. Create Schedule – The Schedule Manager allows the instructor to decide what days and times their students are allowed to access the lessons. To create a schedule you will click the “Create Schedule” button from the Schedule List tab of the Schedule Manager. This will open the Schedule Settings tab in the Schedule Manager which will allow you to decide on the settings you want for your schedule.

- 7.1.1. Schedule Name** – You must give your schedule a name so you can differentiate it from other schedules that have been created on the school account.
- 7.1.2. Set Start/End Date** – By setting a Start/End Date for your schedule it will make it so the students cannot start working before the start date or continue working after the end date.
- 7.1.3. Time Allowed** – This is the time range that students are able to access their lessons during the day. You can create more than one time window during the day for students to work by checking an additional Enable box under the Time Allowed heading.
- 7.1.4. Days Allowed** – These are the days that students are allowed to access the lessons. As the instructor you will simply check the days you want to allow students to access the lessons.
- 7.1.5. Check Time Zone** – Be sure to select your correct time zone from the drop down menu since the time used to enforce the schedules is originally in Mountain Standard Time and must be converted to your specific time zone for it to work correctly.
- 7.1.6. Save Schedule** – After creating your schedule or making changes to a previously created schedule you need to click the “Save Schedule” button to make sure that your newest settings were saved. Please refer to Section 2.9 in this manual for learning to apply a schedule to a student or groups of students.
- 7.2. Edit Schedule** - This feature allows you to edit the schedules you have previously made. You can edit a schedule by selecting a schedule and clicking the “Edit Schedule” button.

7.3. Delete Schedule - At anytime you can delete a schedule. You can delete a schedule by selecting a schedule and clicking the “Delete Schedule” button.

## 8. Create Lessons



8.1. Create Lesson – To create a lesson you will click the “Create Lesson” button which will cause the Ln1 tab to appear. Type the name of your lesson in the “Lesson Name” field and then type or paste the data into the blank columns. You can also include positive and negative signs as a part of your created timings. After all data has been entered for the created lesson you will click the “Save Lesson” button to save your lesson. In a profile you can only assign ten created lessons at a time, even though you can create as many lessons as you want.

8.1.1. **Select Timing Length** – Choose from the drop down menu the desired timing length for the line that you have selected. You can choose from 15 seconds, 30 seconds, 1 minute, 2 minute, 3 minute, 4 minute, and 5 minute timing lengths.

8.1.2. **Save Lesson** – To save a created lesson you must click the “Save Lesson” button. You will then see the name of the lesson appear in the list of lessons on the left hand side of the window. You must save the current lesson you are working with before moving on to create a new lesson or add to an existing lesson. If you do not save after any changes you make to a lesson you will lose this new material.

**8.1.3. Modified** – The date and time that appears indicates to the instructor the last time that a specific lesson was edited.

**8.2. Edit Lesson** – To edit a lesson you will select the lesson you wish to change and click the “Edit Lesson” button. You can edit a lesson by changing the name of the lesson, changing the timing length, or changing the data for students to enter. After making any changes you must remember to click the “Save Lesson” button to save all of your changes.

**8.3. Delete Lesson** – To delete a lesson you will select the lesson you want to delete and click the “Delete Lesson” button. Any deleted lessons are gone forever and cannot be recovered.