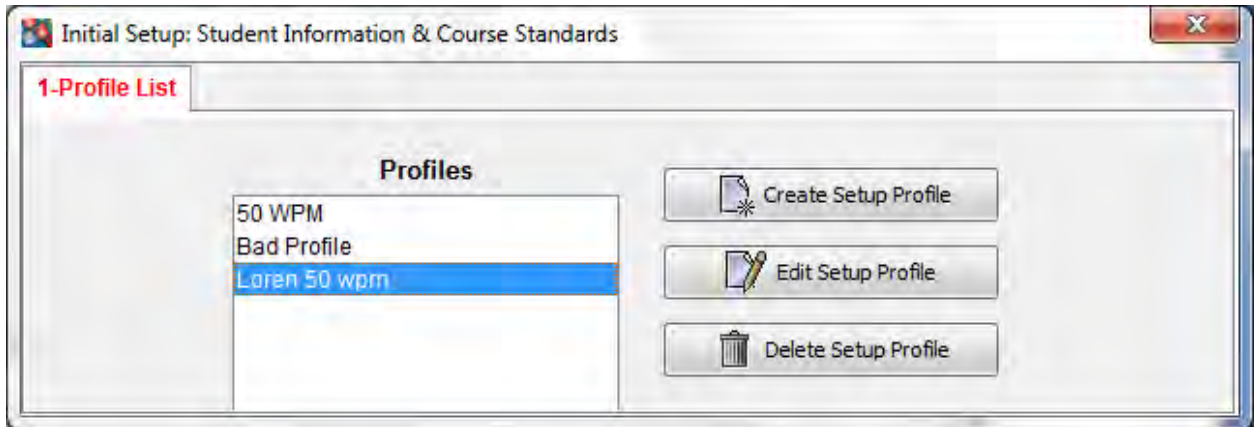


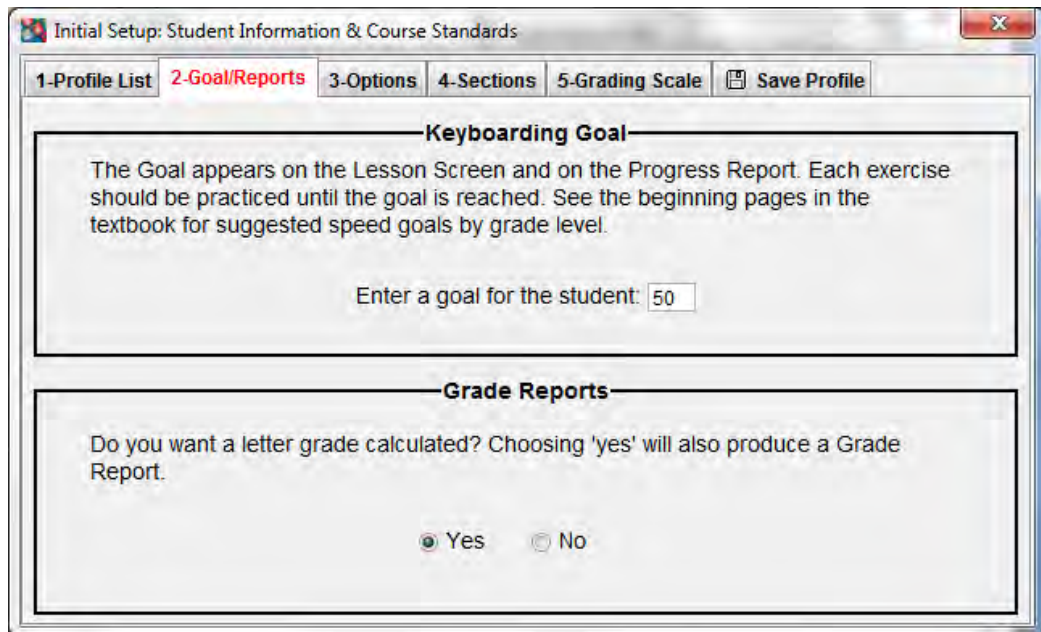
TEACHER MANAGER FOR KEYBOARDING PROGRAMS
(Keyboard Mastery, Skillbuilding Mastery, Keyboard Short Course, and Keyboarding for Kids)

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 you have a student in your class that keyboards at a rate of 15 wpm (words per minute) and another student that keyboards 40 wpm, you can create a Beginner Profile for the slower student and an Advanced Profile for the student that types faster. This is because experienced keyboarding users will naturally perform better than those who are learning it for the first time and should be graded differently.

1.1.1. **Goal/Reports** (NOTE: This feature is KBK (Keyboarding for Kids) specific)

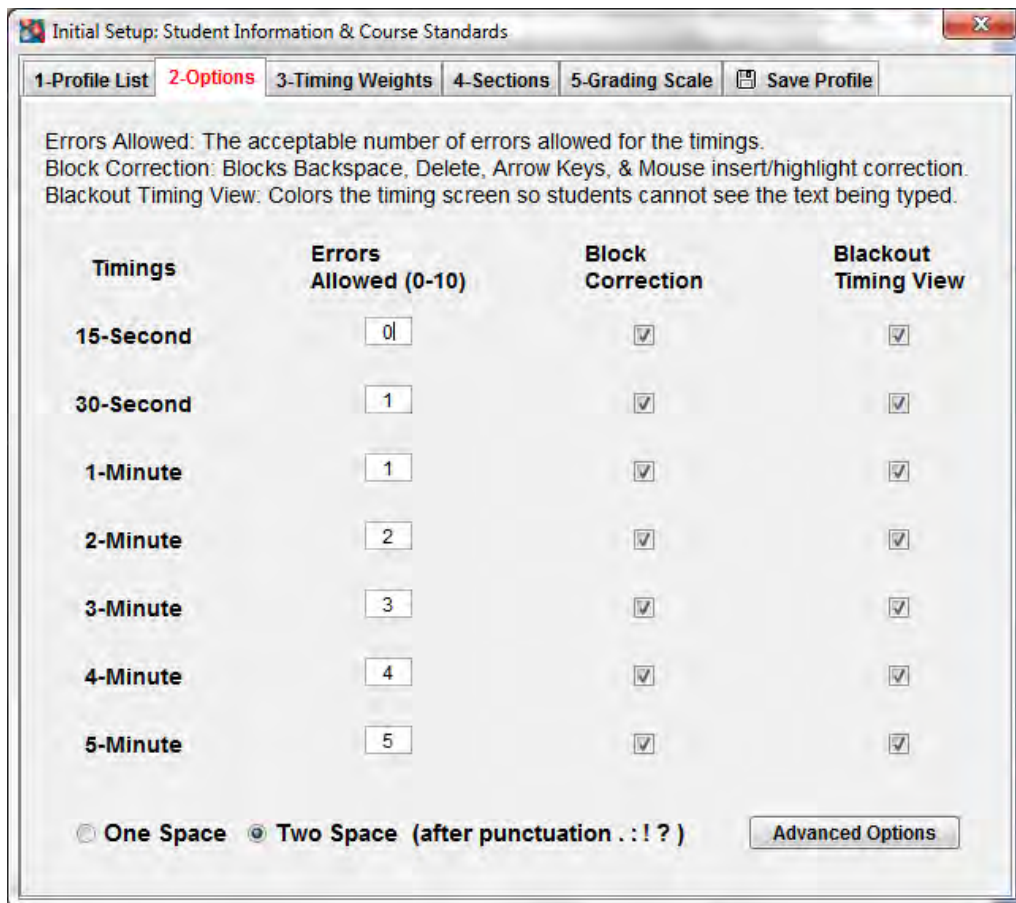


1.1.1.1. Keyboarding Goal – This feature is to set the goal in WPM (Words per Minute) for a student to achieve. Once a student has achieved this speed, they will be congratulated by a pop-up. Please see the recommended Keyboarding for Kids speed goals in the following table:

Grade Level	Speed Goals
1st and 2nd Grade	22-25 wpm
3rd and 4th Grade	26-28 wpm
5th and 6th Grade	29-31 wpm

1.1.1.2. Grade Reports – Choosing “Yes” will keep track of all the students’ progress. This setting will enable additional features/tabs that will need to be configured (Sections & Grades). Selecting “No” will still keep track of the student’s performances and timings, but will not calculate any grades.

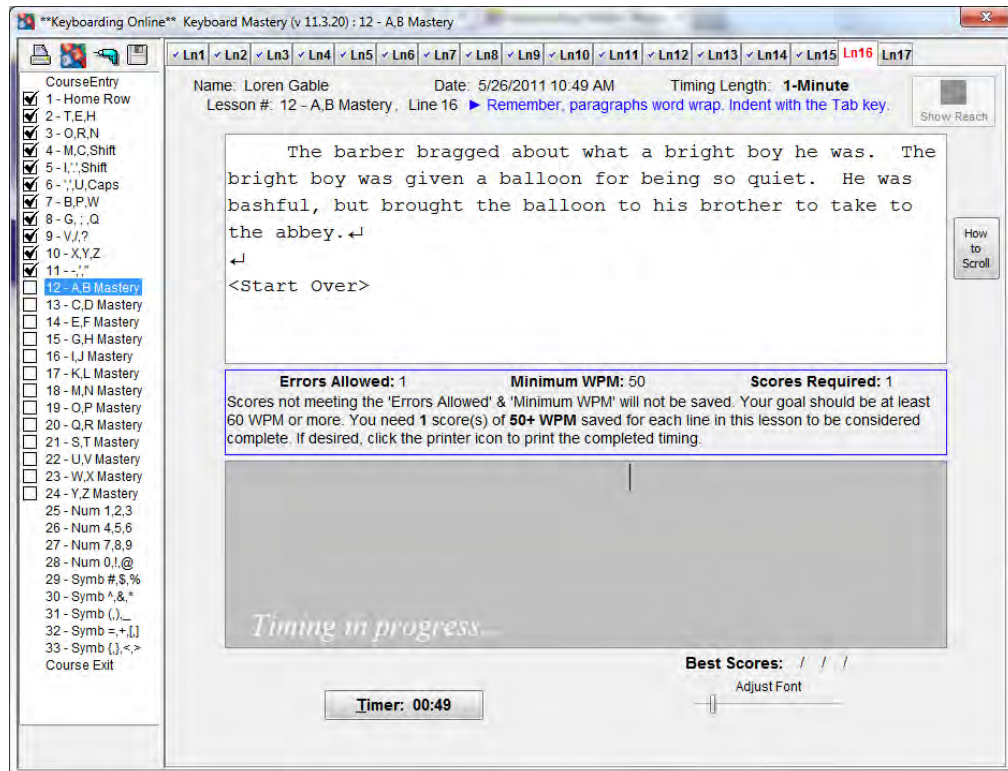
1.1.2. Options



1.1.2.1. Timings – This column lets you know what timings of different length are available in the software. The Keyboard Mastery and Skillbuilding Mastery programs offer from 15 second up to 5 minute timings. In Keyboarding for Kids, standard timings

are 0:15, 0:30, and 1:00. The longer timings of 2:00, 3:00, 4:00 and 5:00 are only available in the Created Lessons section. In the Keyboard Short Course program, standard timings are 0:15, 0:30, 1:00, and 2:00. The longer timings of 3:00, 4:00, and 5:00 timings are only available in the Created Lessons section. If created lessons are not being used, there is no need to adjust the settings for the longer timings in the Keyboarding for Kids and Keyboard Short Course programs.

- 1.1.2.2. **Errors Allowed** – Timing scores meeting the errors allowed requirement will be saved in the “Best Three Speeds” (the fastest three scores meeting the accuracy rate). On short timings it is common to allow ‘0’ errors as it will encourage the students to type accurately the first time. For longer timings we recommend to allow one error for every one minute of timing. Ex: For 4-minute timings we recommend allowing four errors.
- 1.1.2.3. **Block Correction** – When enabled (checkmark), this feature disables the use of the backspace, delete, arrow keys, and mouse.
- 1.1.2.4. **Blackout Timing View** – When enabled (checkmark), this feature will blacken the screen where the student types, as you can see below, until the timing is completed. This forces the students to keep their eyes on the copy and helps eliminate hunting and pecking.



- 1.1.2.5. **One Space / Two Space** – Set spacing requirements after punctuation (“.”, “:”, “!”, “?”, etc). We do not give a recommendation since either one or two spaces after

punctuation are considered acceptable and it is ultimately left up to the instructor's preference.

1.1.2.6. Advanced Options – User Info Settings, Score Requirements, and Timing Time Out

(1) User Info settings

Email/Phone is NOT Locked (Default)
 Email/Phone is Locked

ID/Password is NOT Locked (Default)
 ID/Password is Locked

(2) Score Requirements

Scores required (default is 1):
Minimum WPM (default is 1):

(3) Timing Time Out

Seconds to time out (min 2 recommended):

- 1.1.2.6.1. 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.
- 1.1.2.6.2. Score Requirements** – Scores required: Require students to record from 1-3 scores for each line in a lesson before marking the lesson complete. We recommend requiring one score unless your students require extra practice to improve their skill. Minimum WPM: The minimum WPM score that students must achieve on a timing to have their scores recorded in the "Best Three Speeds" (the default is 1). If students do not meet this threshold, they will not receive a grade for the timing and it will show that the timing has not yet been completed. Ex: If the Minimum WPM is set at 20 WPM the student must keyboard at the speed of 20 WPM to record their score in the Best Three Speeds.
- 1.1.2.6.3. Timing Timeout** - Seconds to time out: Resets the timing if a student 'quits' typing for the number of seconds decided by the instructor (Minimum of 2 seconds recommended). If a student stops typing and waits for the timer to finish, they will risk having the timer reset and not receiving a score. This will force the students to continue typing until the timer runs out. This feature eliminates hunting and pecking because the students will not have enough time to look down at the keyboard to find the keys. This encourages students to develop good technique and to keep a reasonable rhythm as they are typing. 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.*

1.1.3. Timing Weights (Keyboard Mastery and Skillbuilding Mastery Specific)

Initial Setup: Student Information & Course Standards

1-Profile List 2-Options **3-Timing Weights** 4-Sections 5-Grading Scale Save Profile

There are timings of different lengths in each lesson. Some timing lengths may be weighted more heavily than others for grading purposes. The weighted score will appear above each lesson on the Progress Report. These weights are ratio based (if you want all timings to have equal weight, enter the same number for each). Enter a weight for each timing type.

Timings	Timing Weights
15-Second	1
30-Second	2
1-Minute	3
2-Minute	3
3-Minute	3
4-Minute	4
5-Minute	5

1.1.3.1. Timings – This column lets you know what timings are available in the software.

1.1.3.2. Timing Weights - This column allows the instructor to determine the weight that the timings of different lengths will carry when calculating the individual lesson averages. If the instructor would like all lessons to be graded equally, set the number to 1 all the way down the list. Leaving it at 0 when calculating an average will result in 0 WPM ($35 \text{ wpm} * 0 \text{ weight} = 0 \text{ weighted score}$). Ex: In Lesson 1 of the Keyboard Mastery program there are five 15-second, five 30-second, and five 1-minute timings. To calculate the Average WPM for Lesson 1 using the weights in the screen shot above the 15-second timings would have a weight of one sixth ($1/6$), the 30-second timings would have a weight of one third ($2/6$), and the 1-minute timings would have a weight of one half ($3/6$). The weight has been

divided by 6 because the separate weights of 1, 2, and 3 for the 15-second, 30-second, and 1-minute add up to 6.

1.1.4. Sections

Initial Setup: Student Information & Course Standards

1-Profile List 2-Options 3-Timing Weights **4-Sections** 5-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
1-11 (Learning Keyboard)	10	1. Sports	10
12-24 (Achieving Mastery)	10	2. Nature	10
25-33 (Numbers & Symbols)	10	3. Vocabulary	5
Optional Timings (OT)		4. Civil War	5
1-(3-Min) What is a Clairvoyant?	10	5. Select Created Lesson...	0
2-(3-Min) Life in the Outback:	10	6. Select Created Lesson...	0
3-(4-Min) The Little Mermaid:	10	7. Select Created Lesson...	0
4-(4-Min) What Makes the Holes	10	8. Select Created Lesson...	0
5-(5-Min) How Do Animals Comm.	0	9. Select Created Lesson...	0
6-(5-Min) What Is Intelligence?	0	10. Select Created Lesson...	0
7-(5-Min) Who was Benedict A...	0		
8-(5-Min) How to Drink & Never	0		
9-(5-Min) Writing clay tablets	0		
10-(5-Min) Discovery of Pen...	0		

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

1.1.4.1. Sections - Each program is broken up into different sections that contain a range of lessons. In the sections tab you are able to assign a percentage of the grade to each section that when combined with the percentages from the Optional Timings and Created Lessons should equal 100%.

1.1.4.1.1. Sections for Keyboarding for Kids – The Keyboarding for Kids program is designed so that it can be used for all elementary school students from first through sixth grade. The Sections tab for the Keyboarding for Kids has special settings that allow you to make the profile specific to 1st and 2nd grade, 3rd and 4th grade or 5th and 6th grade students. Sections 3, 4, and 5 are designed specifically for the grade levels indicated. For example, the words and sentences that are used in Section 3 will be shorter and more simple (for 1st and 2nd Graders) than those in Section 5 (for 5th and 6th Graders), but will teach the

same letters and key strokes. Please see the following table for our recommendations on which sections to assign for the different grade levels:

Grade Level	Sections by Reading Level
1st and 2nd Grade	Section 2, or 2 and 3
3rd and 4th Grade	Sections 2 and 4
5th and 6th Grade	Sections 2, 5, and 6

Initial Setup: Student Information & Course Standards

1-Profile List 2-Goal/Reports 3-Options 4-Sections 5-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
Section 2 (Basic Keyboarding)	50	1. No created lessons.	0
Section 3 (Grades 1 & 2)	0	2. No created lessons.	0
Section 4 (Grades 3 & 4)	0	3. No created lessons.	0
Section 5 (Grades 5 & 6)	30	4. No created lessons.	0
Section 6 (Mastery)	20	5. No created lessons.	0
		6. No created lessons.	0
		7. No created lessons.	0
		8. No created lessons.	0
		9. No created lessons.	0
		10. No created lessons.	0

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

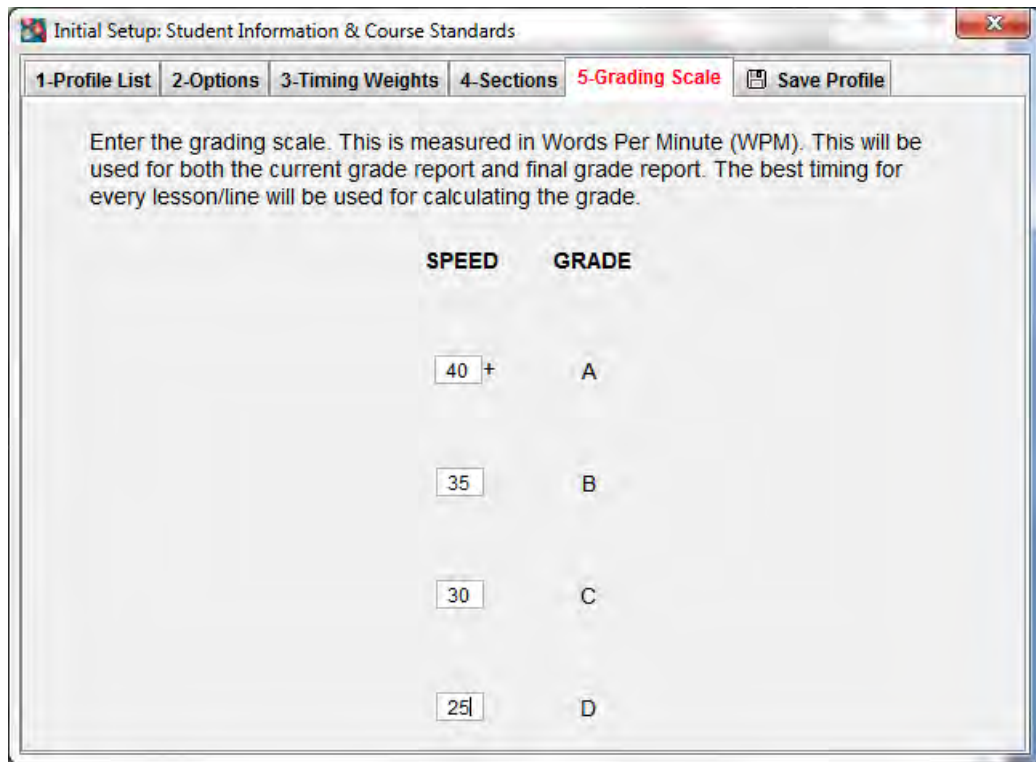
1.1.4.1.2. Sections for Skillbuilding Mastery – From Lesson 28 forward, only the 5-minute timings are used for grading purposes. All exercises completed will appear on the Progress Report. Lessons 28 to 34 are punctuation and symbols lessons with a total of 15 lines per lesson. All of the lines for those lessons must be completed for the lesson score to count towards the grade. Only the score for line 15 will contribute to the final grade for the student. The 15-second timings in lines 1 to 14 of lessons 28 to 34 are not part of the grade because this is a Skillbuilding course and the focus is on increasing keyboarding speed and not on practicing numbers and symbols.

1.1.4.2. % of Grade – This column will determine how much each Section, Optional Timing, or Created Lesson will weigh on the students 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%.

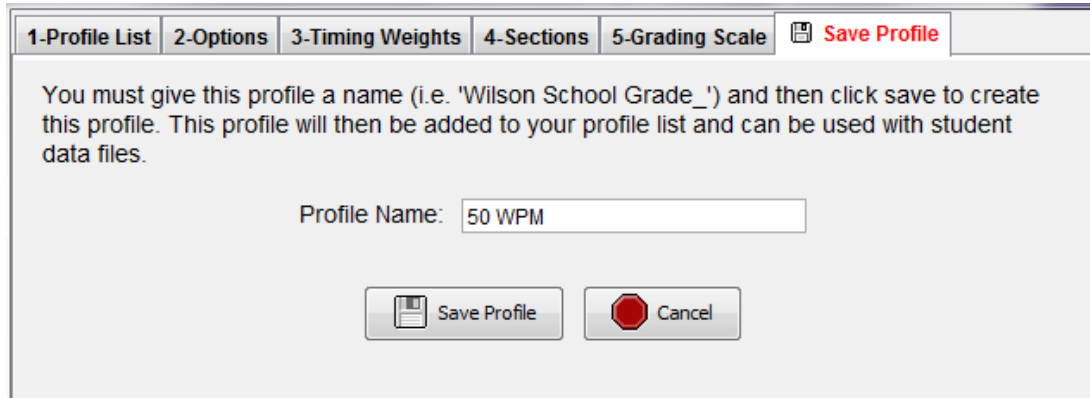
- 1.1.4.3. Optional Timings – These are specific to the Keyboard Mastery and Ten Key Mastery programs. Compared to the regular timings they are longer timings that have a higher degree of difficulty. They are called “Optional” because they are not part of the original keys used to teach the keys. The teacher decides to either require them or not.
- 1.1.4.4. Created Lessons – These are lessons that the instructor creates and can assign up to ten created lessons to the students. Teachers may create lessons using the students’ vocabulary lists, excerpts from their curriculum, or current events. 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.

1.1.5. Grading Scale

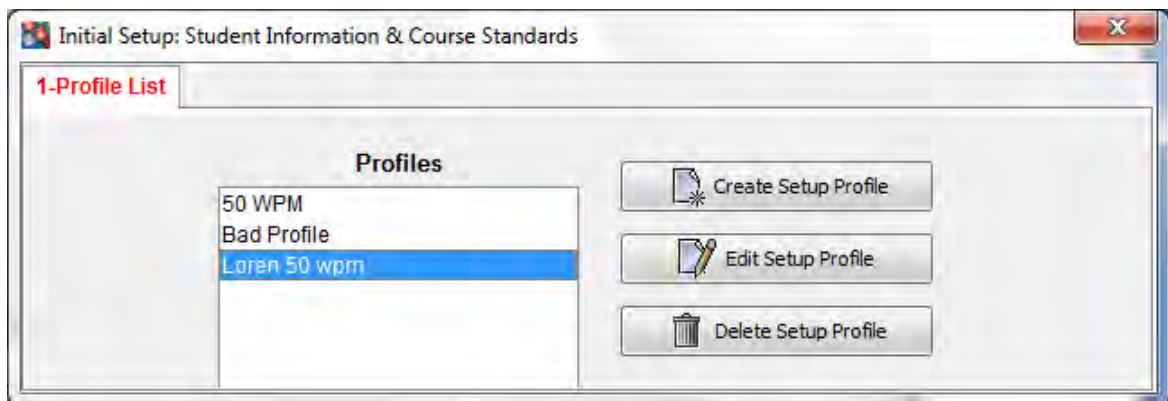


SPEED/GRADE – This is where you set the scale of how your students will be graded based on WPM. Using the example above, the scale works as follows: 0-24 is an F, 25-29 is a D, 30-34 is a C, 35-39 is a B, and 40+ is an A. This scale is an example only and is fully customizable to your classroom level.

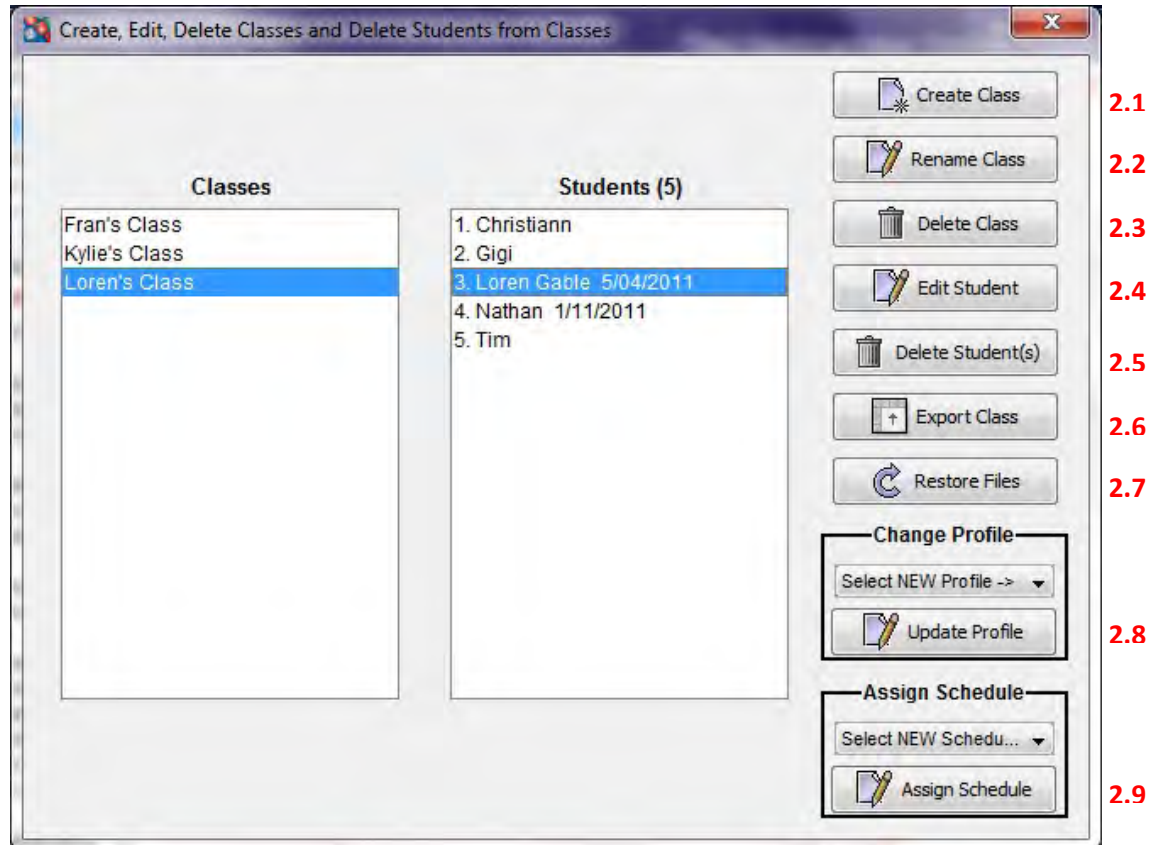
- 1.1.6. Save Profile** – Once you have completed the configuring or editing of your profile for your classroom, you will need to save this profile so you can assign students to use this profile. You must click the “Save Profile” button to save a new profile or any changes made to a previously created 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 please do not forget to click the “Save Profile” button to save any changes that you made.
- 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.

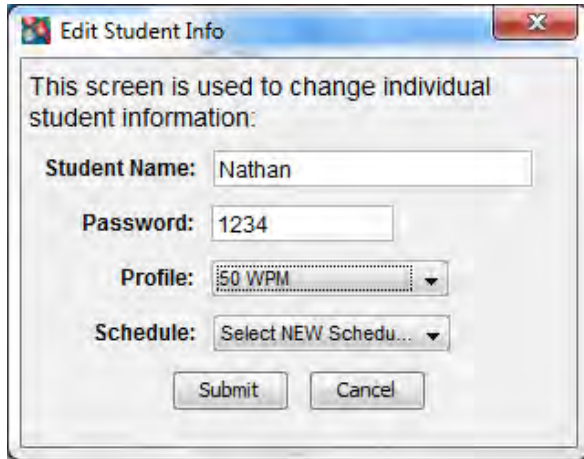


2. Class Manager



- 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.

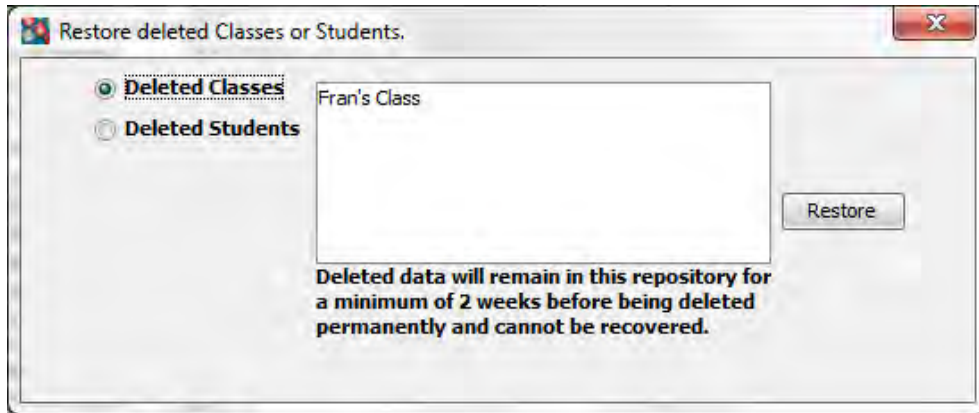
- 2.4. Edit Student – This window that you see below will allow you to rename a student and change the student’s password, assigned profile, or assigned schedule. Simply make the changes in the appropriate fields and click the “Submit” button for the changes to go into effect.



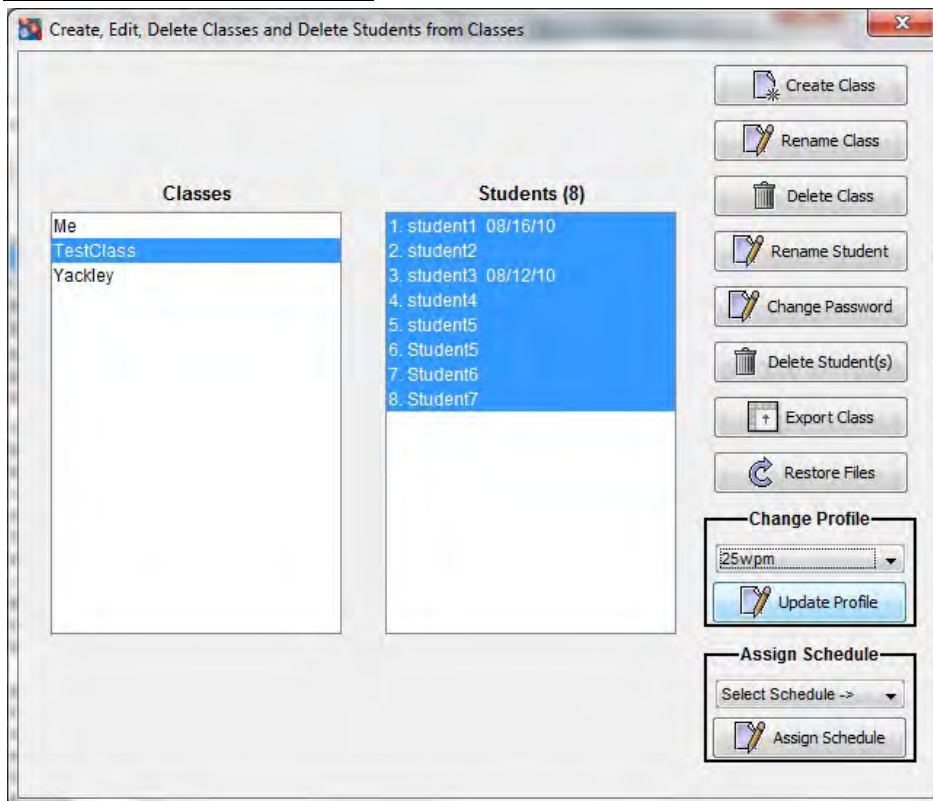
The screenshot shows a window titled "Edit Student Info" with a close button (X) in the top right corner. The window contains the following text and controls:

- Text: "This screen is used to change individual student information:"
- Form field: "Student Name:" with the text "Nathan" entered.
- Form field: "Password:" with the text "1234" entered.
- Form field: "Profile:" with a dropdown menu showing "50 WPM".
- Form field: "Schedule:" with a dropdown menu showing "Select NEW Schedu...".
- Buttons: "Submit" and "Cancel" at the bottom.

- 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 alternate drive in a CSV (comma separated value) 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.



2.8. Change profile / Update Profile



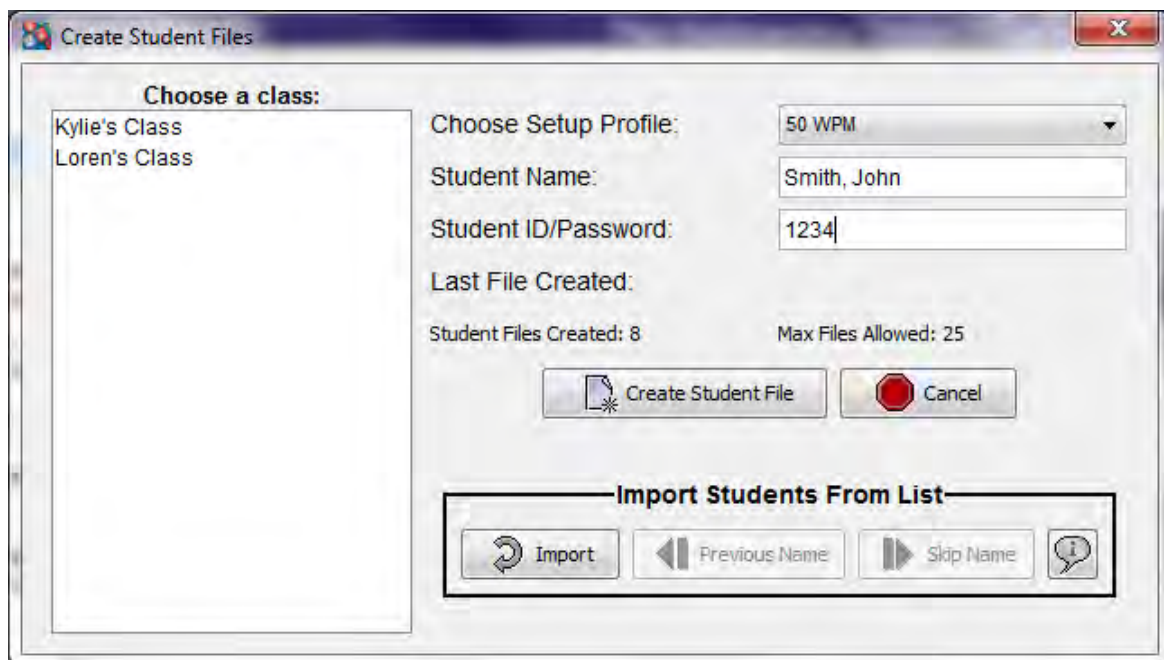
Highlight the students you want updated, then select a profile from the drop down menu and press the “Update Profile” button.

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



- 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.
- 3.1.4. **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.

3.1.5. 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 you will need to type the last name, first name as you see above.

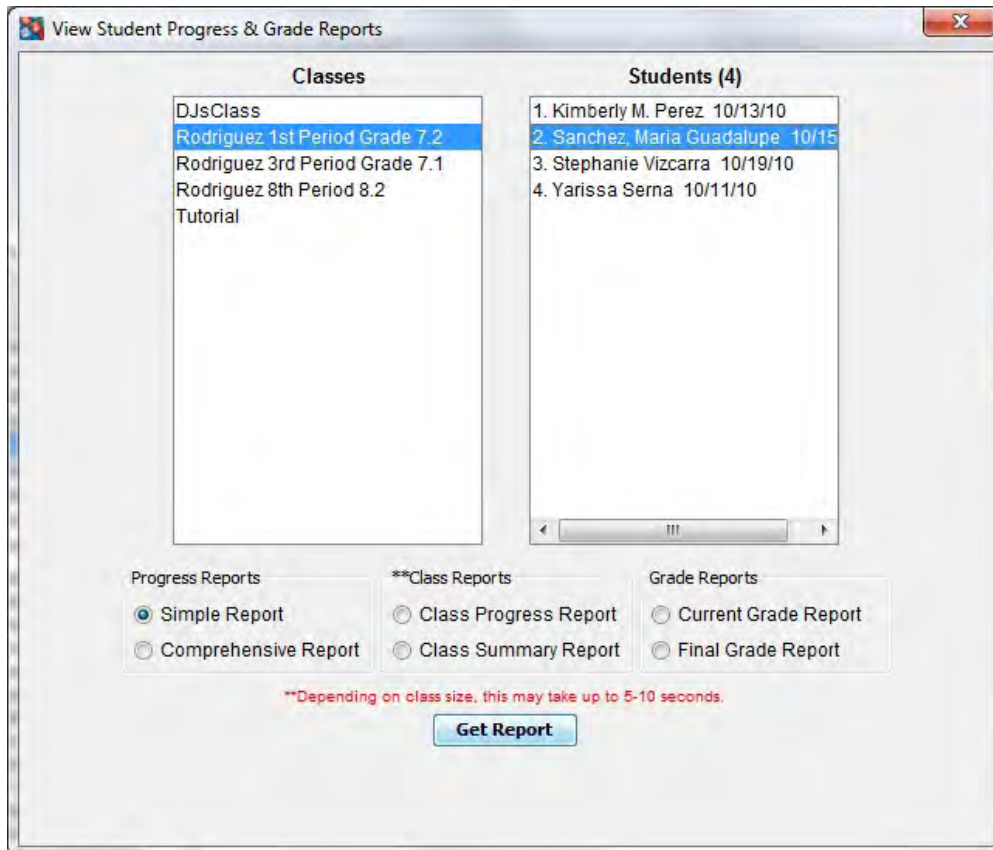
3.1.6. Student ID/Password – This is where you set the password that the student will login with. Students can change this password if you allow them to, based on your settings made in the Profile Manager.

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) file into the system. Line and lesson scores can't 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 creating student files from the CSV.

4. View Student Progress



The screenshot shows a software window titled "View Student Progress & Grade Reports". It features two main columns: "Classes" and "Students (4)".

Classes	Students (4)
DJsClass	1. Kimberly M. Perez 10/13/10
Rodriguez 1st Period Grade 7.2	2. Sanchez, Maria Guadalupe 10/15
Rodriguez 3rd Period Grade 7.1	3. Stephanie Vizcarra 10/19/10
Rodriguez 8th Period 8.2	4. Yarissa Serna 10/11/10
Tutorial	

Below the lists are three report type sections:

- Progress Reports:** Simple Report, Comprehensive Report
- **Class Reports:** Class Progress Report, Class Summary Report
- Grade Reports:** Current Grade Report, Final Grade Report

A red note at the bottom states: "**Depending on class size, this may take up to 5-10 seconds." Below this is a blue "Get Report" button.

- 4.1. Progress Reports – These two report options are 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.

Keyboard Mastery - Progress Report 5/03/2011 3:50 PM
 Name: Loren Gable ID#: Faith362010 Last/Total Effort: 0h 11m / 4h 58m
 Opt. Timings 1: / 2: / 3: / 4: / 5: / 6: / 7: / 8: / 9: / 10: /

Lesson#	1	2	3	4	5	6	7	8	9	10
Line Avg	53	53	52	53	54	53	55	54	52	54
1	61/0	52/0	52/0	56/0	56/0	56/0	56/0	62/0	52/0	52/0
2	61/0	50/0	55/0	58/0	59/0	56/0	56/0	60/0	61/0	61/0
3	63/0	52/0	51/0	50/0	66/0	61/0	66/0	58/0	51/0	52/0
4	53/0	51/0	51/0	55/0	62/0	54/0	51/0	55/0	55/0	56/0
5	52/0	57/0	51/0	52/0	56/0	52/0	52/0	52/0	51/0	56/0
6	50/0	53/0	52/0	55/0	57/0	54/0	52/0	56/0	50/0	52/0
7	51/0	58/0	56/0	52/0	51/0	52/0	50/0	50/0	52/0	55/0
8	51/0	52/0	54/0	50/0	50/0	52/0	53/0	51/0	50/0	52/0
9	50/0	53/0	55/0	53/0	55/0	56/0	60/0	51/0	52/0	55/0
10	52/0	51/0	52/0	52/0	50/0	51/0	60/0	53/0	52/0	61/0
11	50/0	51/0	52/0	52/0	54/0	52/0	54/0	50/0	55/0	54/0
12	53/0	50/0	51/0	56/0	56/0	51/0	59/0	54/0	52/0	59/0
13	52/0	50/0	50/0	51/0	50/0	50/1	56/1	56/0	50/0	62/1
14	53/0	56/0	54/0	52/0	53/0	51/1	56/0	56/0	50/0	50/0
15	56/0	51/0	51/0	51/0	57/0	50/1	60/1	55/1	54/0	52/0
16		53/0	52/0	50/0	53/0	55/1	53/1	53/0	57/0	52/0
17		51/0	51/0	52/0	52/0	51/1	54/0	51/1	50/0	53/1
18		54/0	51/0	59/1	50/1	52/1	51/1	50/1	50/0	52/0

(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 Simple Progress Report that is showing on the screen.



- 4.1.1.3. - Click this icon to print the Simple 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 was 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 the backspace, delete, or arrow keys during the timing.

4.1.2. Comprehensive Report – The comprehensive progress report shows the top 3 scores for each lesson. The top row that is green is the running average of the column of scores.

****Keyboarding Online** Comprehensive Progress Report**

Choose another student's report: Loren Gable 5/04/2011

Show Scores: All Today Yesterday Range 05/11/2011 to 05/18/2011

Keyboard Mastery - Progress Report 5/18/2011 4:14 PM
 Name: ID#: Faith362010 Last/Total Effort: 0h 11m / 4h 58m
 Opt. Timings 1: / 2: / 3: / 4: / 5: / 6: / 7: / 8: / 9: / 10: /

Lesson#	1			2			3			4		
Line Avg	53	11	4	53	6	4	52	0	0	53	0	0
1	61/0	60/0	60/0	52/0	/	/	52/0	/	/	56/0	/	/
2	61/0	56/0	53/0	50/0	/	/	55/0	/	/	58/0	/	/
3	63/0	55/0	/	52/0	/	/	51/0	/	/	50/0	/	/
4	53/0	51/0	/	51/0	/	/	51/0	/	/	55/0	/	/
5	52/0	/	/	57/0	/	/	51/0	/	/	52/0	/	/
6	50/0	50/0	/	53/0	/	/	52/0	/	/	55/0	/	/
7	51/0	/	/	58/0	56/0	/	56/0	/	/	52/0	/	/
8	51/0	/	/	52/0	/	/	54/0	/	/	50/0	/	/
9	50/0	/	/	53/0	/	/	55/0	/	/	53/0	/	/
10	52/0	/	/	51/0	/	/	52/0	/	/	52/0	/	/
11	50/0	/	/	51/0	/	/	52/0	/	/	52/0	/	/
12	53/0	/	/	50/0	/	/	51/0	/	/	56/0	/	/
13	52/0	/	/	50/0	/	/	50/0	/	/	51/0	/	/
14	53/0	/	/	56/0	52/0	51/0	54/0	/	/	52/0	/	/
15	56/0	/	/	51/0	/	/	51/0	/	/	51/0	/	/
16				53/0	/	/	52/0	/	/	50/0	/	/
17				51/0	/	/	51/0	/	/	52/0	/	/
18				54/0	/	/	51/0	/	/	59/1	/	/

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

4.1.2.1. 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 Comprehensive Progress Report for any student in the class.



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



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

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

4.1.2.5. 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.

4.1.2.6. Edit Scores – 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.

4.1.2.7. Show Scores – This feature allows you to show only the scores during a specific date or date range in the calendar period.

4.1.2.8. Asterisk by Scores – Each score with an asterisk notifies the instructor that the student used the backspace, delete, or arrow 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:


Name	Course Entry / Exit	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
	0/0	29	33	36	34	36	29	30	29	29	32	29	31	29	27	29	28	30	0	0	0
	0/0	60	67	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0/0	34	36	39	34	22	36	43	39	36	43	39	38	41	39	34	35	37	36	39	34
	0/0	27	28	32	30	30	29	28	28	29	28	23	28	29	31	30	30	33	30	0	0
	0/0	17	14	11	9	9	9	9	10	11	11	8	0	0	0	0	0	0	0	0	0
	0/0	35	33	33	29	34	30	33	43	32	34	30	31	26	29	24	42	48	48	23	31
	0/0	21	18	17	17	17	16	17	18	16	17	0	0	0	0	0	0	0	0	0	0
	0/0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0/0	29	27	26	24	26	23	21	22	21	22	22	23	25	23	26	25	27	27	0	0
	0/0	46	47	51	49	47	46	45	44	43	47	42	44	45	47	49	47	49	50	0	0
	0/0	35	30	33	33	35	29	30	30	31	31	28	30	30	30	30	30	31	33	31	0
	0/0	35	35	42	42	45	44	45	43	44	44	43	0	0	0	0	0	0	0	0	0
	0/0	27	25	26	23	23	21	23	22	21	23	22	24	25	27	25	25	27	27	26	26
	0/0	19	19	21	17	15	15	17	15	17	17	15	18	18	18	18	18	17	16	18	18
	0/0	17	23	32	28	30	28	32	22	27	0	0	0	0	0	0	0	0	0	0	0
	0/0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0/0	24	23	26	26	26	25	22	26	25	0	0	0	0	0	0	0	0	0	0	0

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

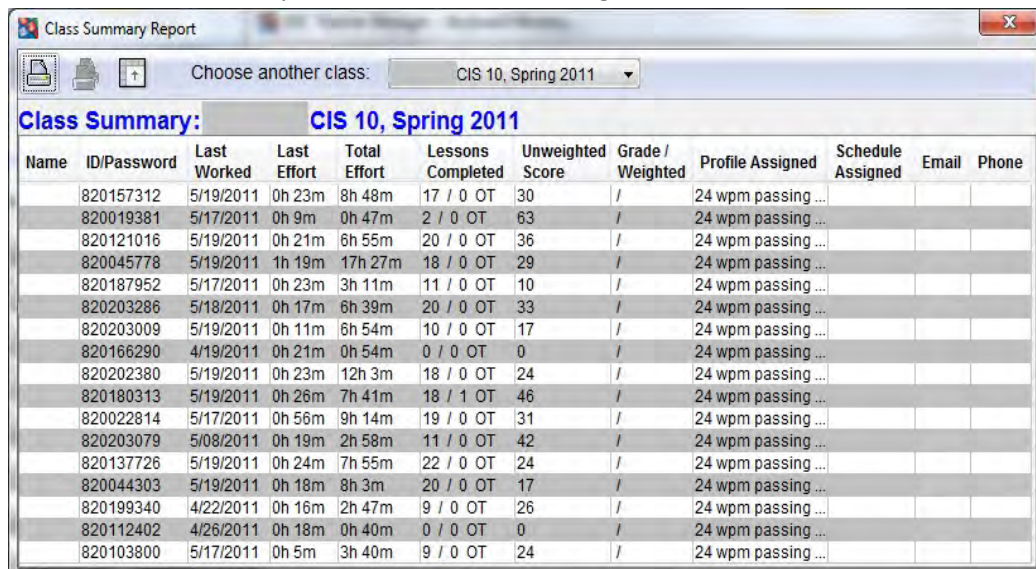
4.2.1.1 Choose Another Class – Click the drop-down arrow to reveal a list of all the classes in the school account. Select a class to pull up its Class Progress Report.



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.




Name	ID/Password	Last Worked	Last Effort	Total Effort	Lessons Completed	Unweighted Score	Grade / Weighted	Profile Assigned	Schedule Assigned	Email	Phone
820157312		5/19/2011	0h 23m	8h 48m	17 / 0 OT	30	/	24 wpm passing ...			
820019381		5/17/2011	0h 9m	0h 47m	2 / 0 OT	63	/	24 wpm passing ...			
820121016		5/19/2011	0h 21m	6h 55m	20 / 0 OT	36	/	24 wpm passing ...			
820045778		5/19/2011	1h 19m	17h 27m	18 / 0 OT	29	/	24 wpm passing ...			
820187952		5/17/2011	0h 23m	3h 11m	11 / 0 OT	10	/	24 wpm passing ...			
820203286		5/18/2011	0h 17m	6h 39m	20 / 0 OT	33	/	24 wpm passing ...			
820203009		5/19/2011	0h 11m	6h 54m	10 / 0 OT	17	/	24 wpm passing ...			
820166290		4/19/2011	0h 21m	0h 54m	0 / 0 OT	0	/	24 wpm passing ...			
820202380		5/19/2011	0h 23m	12h 3m	18 / 0 OT	24	/	24 wpm passing ...			
820180313		5/19/2011	0h 26m	7h 41m	18 / 1 OT	46	/	24 wpm passing ...			
820022814		5/17/2011	0h 56m	9h 14m	19 / 0 OT	31	/	24 wpm passing ...			
820203079		5/08/2011	0h 19m	2h 58m	11 / 0 OT	42	/	24 wpm passing ...			
820137726		5/19/2011	0h 24m	7h 55m	22 / 0 OT	24	/	24 wpm passing ...			
820044303		5/19/2011	0h 18m	8h 3m	20 / 0 OT	17	/	24 wpm passing ...			
820199340		4/22/2011	0h 16m	2h 47m	9 / 0 OT	26	/	24 wpm passing ...			
820112402		4/26/2011	0h 18m	0h 40m	0 / 0 OT	0	/	24 wpm passing ...			
820103800		5/17/2011	0h 5m	3h 40m	9 / 0 OT	24	/	24 wpm passing ...			

(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 Summary Report.

4.2.2.3.  - Click this spreadsheet icon to export this Class Summary 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 typing the “Last Worked” date. “Total Effort” is the total cumulative amount of time the student has typed in the program. Typing 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.

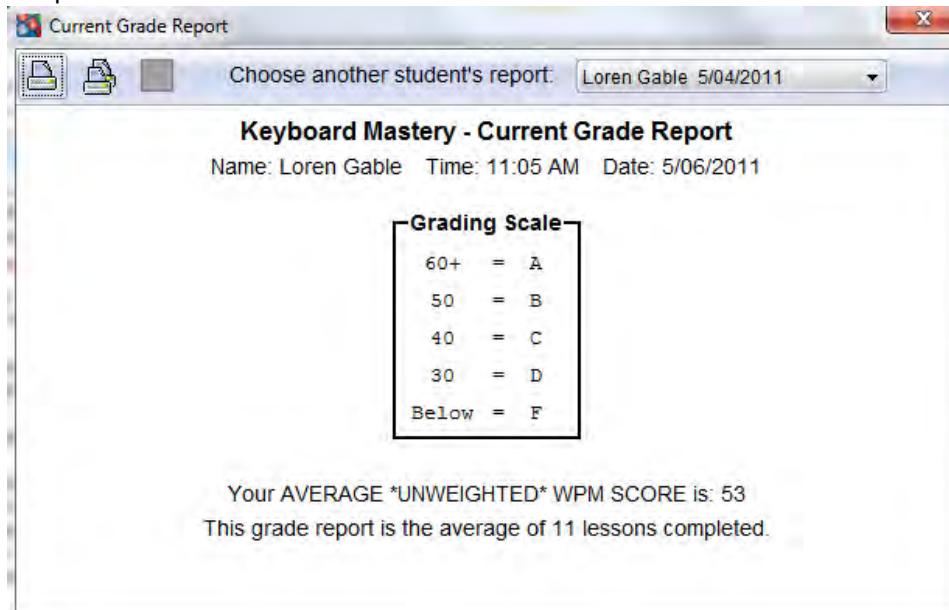
4.2.2.6. ID/Password – This is the individual ID/Password and is unique to each student. This is assigned by the instructor when the student file is created. If the password is changed by the student the instructor will always be able to find it out by pulling this report.

4.2.2.7. Un-weighted Score – The average un-weighted word per minute 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 word per minute score will appear.


4.3. Grade Reports


4.3.1. Current Grade Report – The average un-weighted word per minute 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.

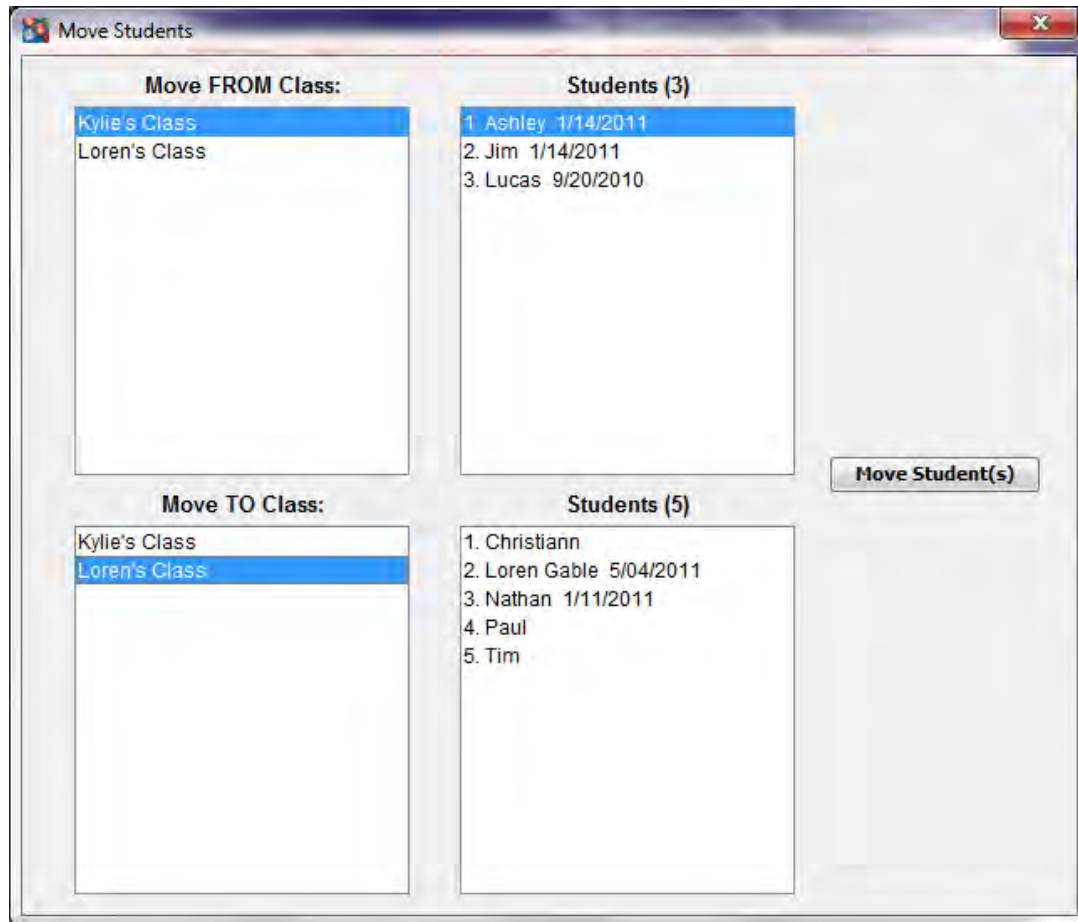
4.3.1.2  - Click this printer icon to print the Current Grade Report that is showing on the screen.

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.

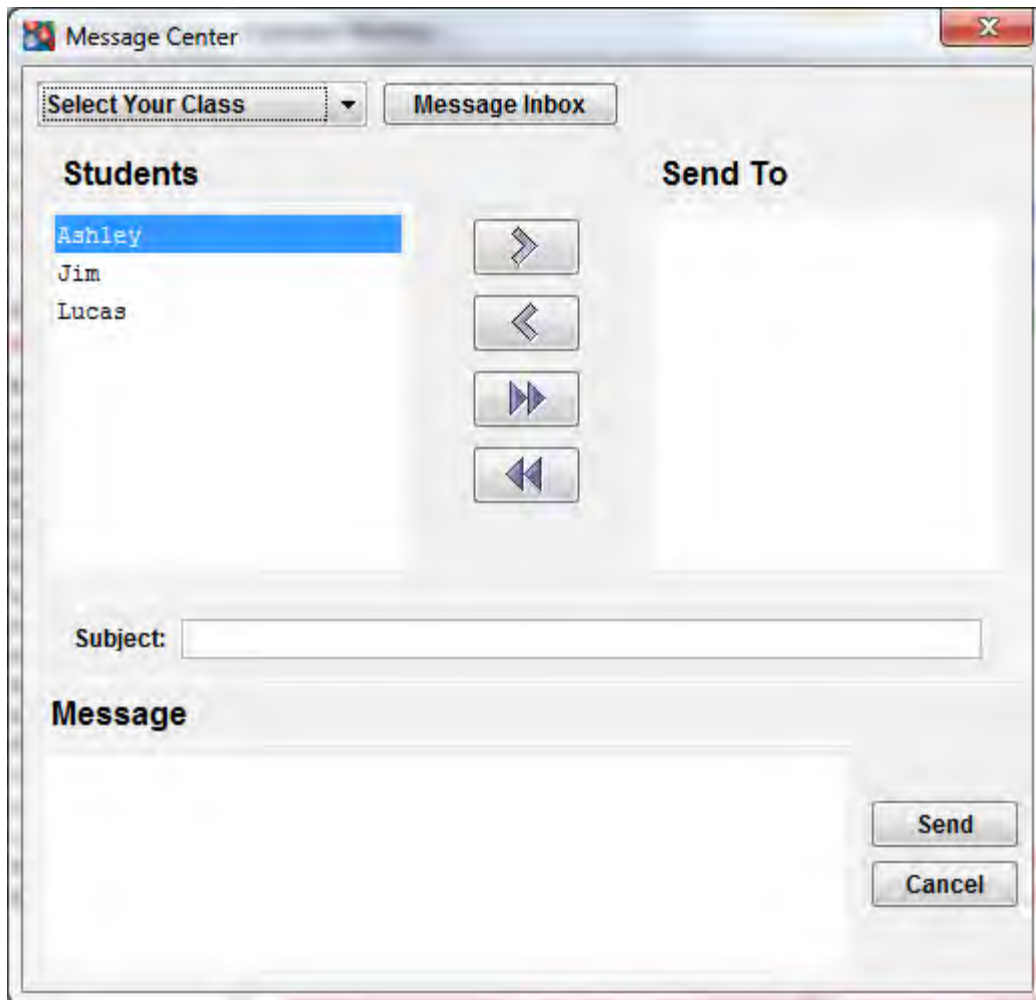
5. Move Student(s)

- 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.

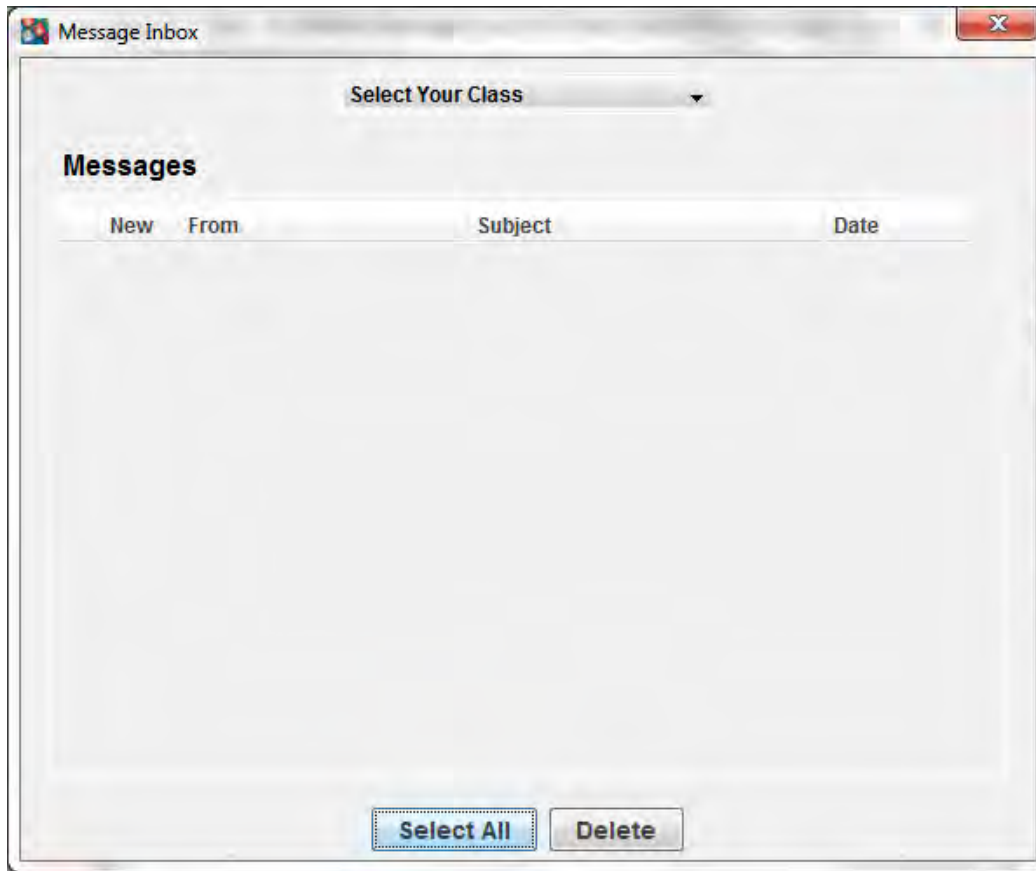


6. Message Center

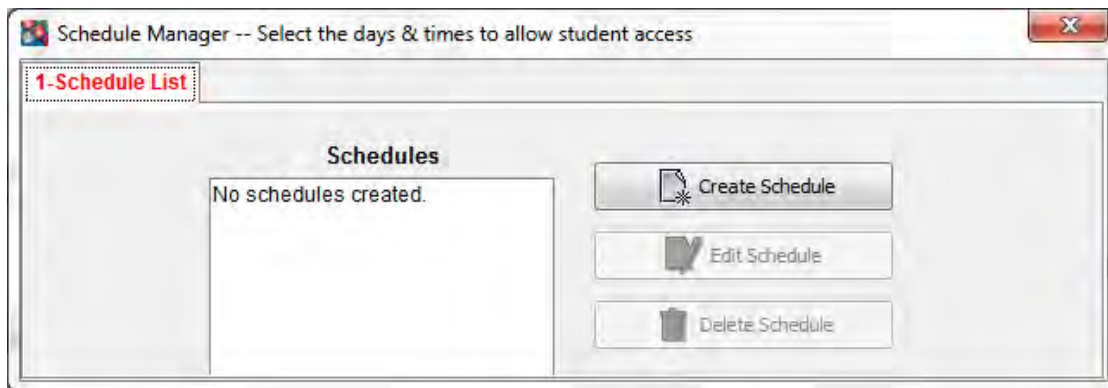
- 6.1. Sending Messages – To send a message you will click the “Select Your Class” drop-down arrow and select the class to send a message to. After selecting a class you will select the student(s) from the student list and click the single arrow to move them to the “Send To” box. If you want to send 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.



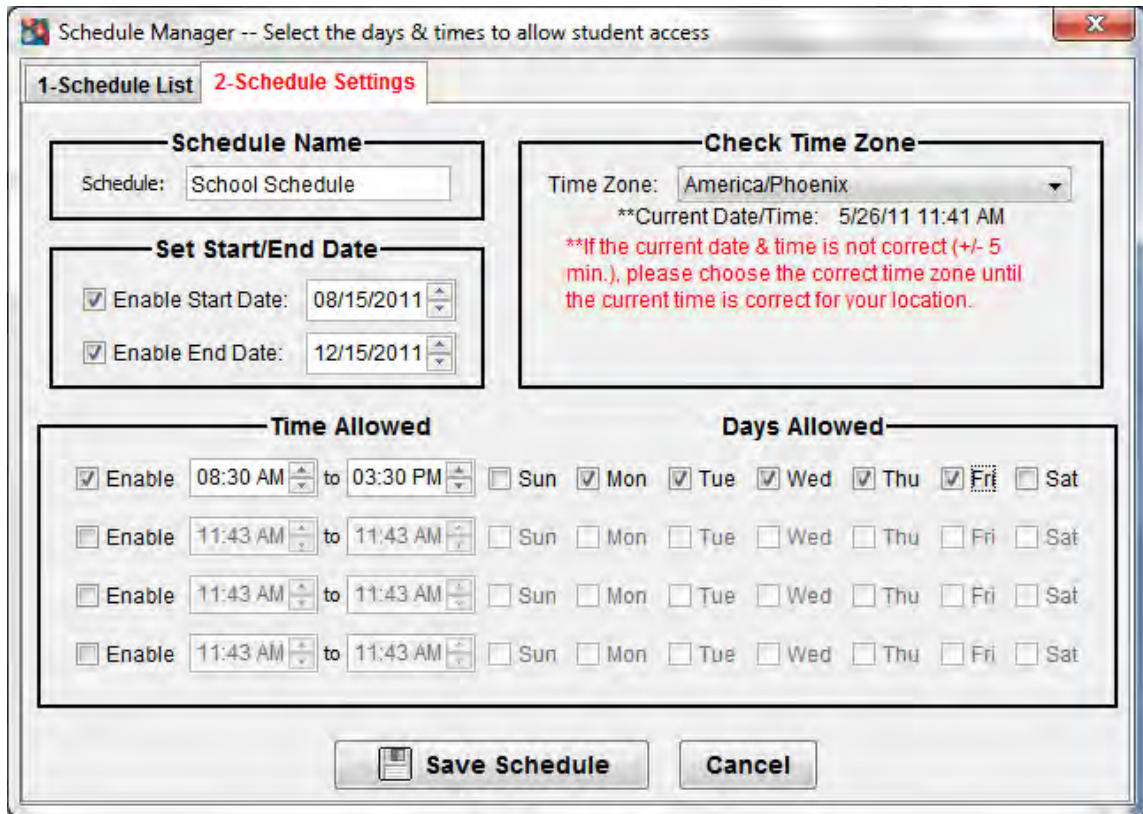
- 6.2. Checking Messages – To check your messages you will click the “Message Inbox” button from the above screen which will pull up the Message Inbox window that you see below. From this screen you will select your class from the drop down menu and you will see all messages that have been sent to you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



7. Schedule Manager



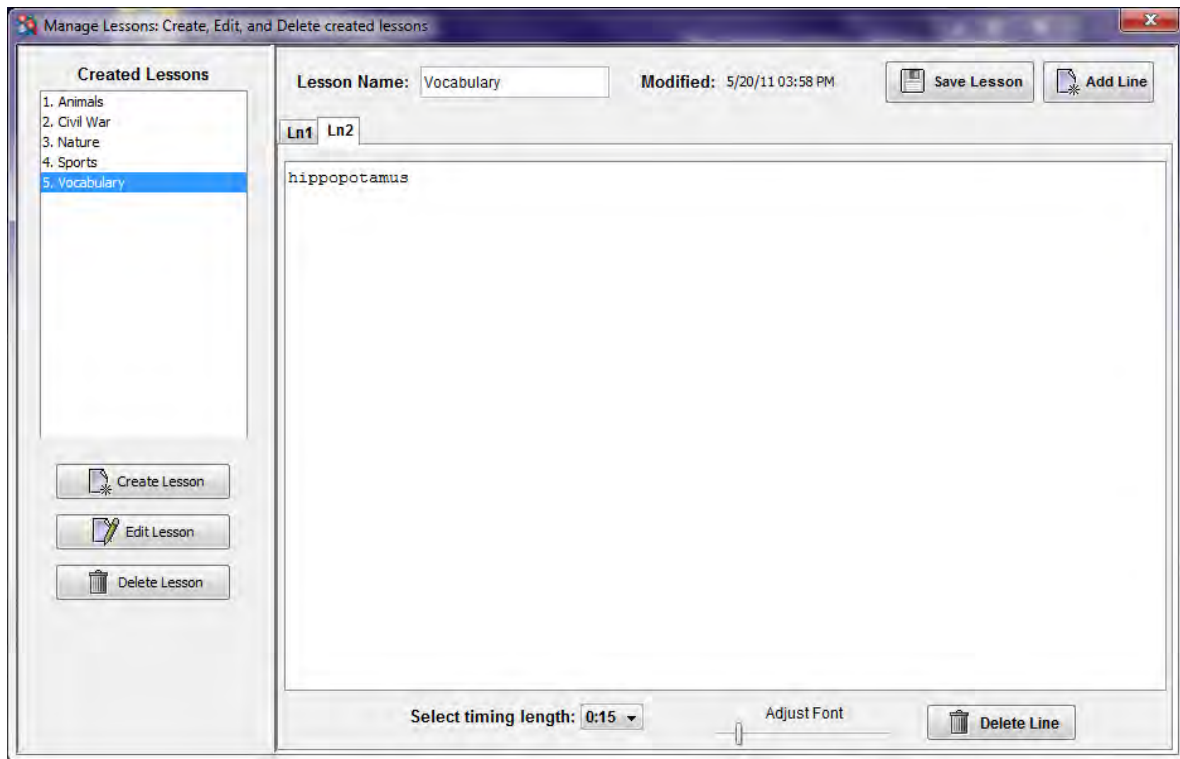
- 7.1. Create Schedule – The Schedule Manager allows the instructor to decide what days and times their students are allowed to access the lessons. To create a schedule you will click the “Create Schedule” button from the Schedule List tab of the Schedule Manager. This will open the Schedule Settings 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 text for Line 1 into the large white space that you see above. 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. **Add Line** – After you have entered the text for a line and selected a timing length you can add another line to the lesson by clicking the “Add Line” button. Refer to the following table that outlines how many lines can be created per lesson for each program:

Program	Lines per Created Lesson	Assignable Created Timings
Keyboarding for Kids	4	40
Keyboard Short Course	10	100
Keyboard Mastery	18	180
Skillbuilding Mastery	15	150

- 8.1.3. Save Lesson** – To save a lesson and all lines that have been created in a 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.
- 8.1.4. Delete Line** – To delete a line in a lesson you will select the lesson, select the line that you want to delete, and click the “Delete Line” button. Any lines that are deleted are lost for good and cannot be recovered.
- 8.1.5. Modified** – The date and time that appears indicates to the instructor the last time that a specific lesson was changed in any way.
- 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, adding lines, or deleting lines. 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.