USER MANUAL

Teacher Managers for: Keyboard Mastery, Skillbuilding Mastery, Keyboard Short Course, Keyboarding for Kids
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1. Dashboard

When we updated our Teacher Manager we wanted to provide important information for our instructors in a central location that is easy to find. We decided that creating a Dashboard viewer would be the best way to accomplish that. The Dashboard will show what applications you have, how many students are using each one, and when your licenses expire. You can see what students are currently logged into the program and what lessons/lines they are working on in real time. You can also see what we are posting and sharing on our social media sites.

1.1 Your Applications

At the top of your dashboard you will see what applications you currently have. Now instead of having to exit one Teacher Manager and enter another to work, you can simply click on an application and select the login button. All the data relevant to that application (classes, students, profiles, etc.) will be loaded onto the screen.

In each application box you will see how many transferrable licenses you have and how many are in use. The application that is currently being viewed in the dashboard will be highlighted in blue. If licenses have expired, the expiration date will be highlighted in red.

1.2 Students Currently Logged In
This is essentially a live monitor of your students who are currently logged into the program. It is displayed in a simple table showing you the students name, class, what they are working on, and when their last effort was.

The students’ names in the table are active buttons that, once clicked, will take you to the Student Details. Once there you can edit the student, see what profile they are assigned, see how much effort they have done, view reports, etc.

If you have more than one application being used at your school, you can view students working in each application by clicking on the appropriate tab. For example, in the image you see two tabs, Keyboard Short Course (2) and Keyboard Mastery (1). The number in parenthesis simply shows the number of students currently logged into that application. To view students logged into a different application simply click on that applications tab and the appropriate information will be populated into the table.

<table>
<thead>
<tr>
<th>Students Currently Logged In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Jones, Jeffrey</td>
</tr>
<tr>
<td>Withers, Tim</td>
</tr>
</tbody>
</table>

1.3 Social Media

We love being on social media! You can always stay up-to-date with what’s happening over here at Keyboarding Online by checking out our Facebook and Twitter feeds in your dashboard. We usually post once a day with important info on updates, funny pictures, news, etc. You can also tweet directly to us at the bottom of the twitter feed.
1.4 Important News

You can stay informed with recent updates and what we are currently working on to improve your experience with Teacher Manager by looking at our Important News section. There you will generally see a list of features we are working on that will be implemented soon into Teacher Manager and bugs that we are striving to fix.

If you are aware of a bug that is not listed, please let us know at support@keyboardingonline.com so we can get it taken care of.

2. Grading Profiles

Grading profiles are one of the most important elements of the entire program and if understood correctly can save so much time and effort.

Every student created will need a profile assigned to their file. The grading profile tells the program how fast the student needs to type, how many errors they are allowed to have, how many times they need to successfully complete a line, and so much more. If the student doesn’t meet the standards of the grading profile assigned to them they cannot move on or get a passing grade in the program.

A profile is the criteria the student will be graded by in the program. The profile is assigned by student which means you can individualize the program to the differing abilities of students. You can have more than one profile assigned to different students in a single class. **EX:** You might create Beginner, Intermediate, and Advanced profiles for the varying skill levels of students in a single class.
When you select the Grading Profiles button in the Main Navigation section a box will appear, like the image above, displaying your profiles and basic information about them. The first column of the table will display the profile names. We suggest you be pretty specific when naming the profiles so they are easy to assign to the right students later on. The second column shows the minimum Words Per Minute required for a line to be graded. The Scores Required column simply shows how many times a student must successfully complete a line in order for that line to be complete. The last column shows you how many students are assigned any given profile. For example, the 35 wpm(Copy) profile is assigned to two students.

When you select a profile (click on the name once) a box will appear on the right. This box displays a simple overview of the settings for the selected profile. You can look at all the settings by clicking on the three tabs: Timing Options, Additional Options, and Assigned Sections.

2.1 Create New Profile

If you need to create a new profile you can select the “+ Create New Profile” button and the following box will appear on your screen:

![Create New Profile Box]

Simply enter the name you want for your new profile and click OK. Remember to be specific as you name the profile. Your profile name must be less than 25 characters. If you click OK and there are more than 25 characters an error message will appear. Simply change the name so it meets the 25-character condition and click OK. When you click OK a “Success” message will appear. Click okay to continue. You will then be able to edit the profile and customize it to your liking. Your page should look like this:
2.1.1 Timing Options

There are only 7 preset timing lengths in our keyboarding programs: 15 and 30 second, and 1-5 minutes. For each timing length you have certain settings you can change. Max Errors should be set to the maximum number of errors you will allow the student to have for that timing length. When you first create a profile our recommended max error settings will be applied, however you can change those to whatever you would like. A good rule of thumb is 1 error allowed per minute.

If the Blackout option is checked this will cause the student’s entry textbox to “blackout” as soon as they start typing. This is one of our proven methods to help break hunting and pecking. The following image shows how that works in the student side of the program.

If the No Correction box is checked they will not be able to use any correction key: backspace, arrow keys, home, delete, mouse clicks, and anything else a student can use to make corrections.
You can adjust the scoring capabilities of individual timings and how they factor into the student’s final grade. If you want to place a higher emphasis on longer timings, increase the Timing Weight for the 3, 5 and 5 minute timings. If you want to make a specific timing length “optional”, you can set the weight to 0. Setting all weights to 0 will result in a 0 average and a 0 final grade.

Be sure to click “Save” after making changes.

2.1.2 Additional Options

Scores Required: In order for a timing to be marked as complete, the timing must have a set number of valid scores. You can require 1 or more valid scores. You can increase the number of scores required to lengthen the course if students are rushing through it too fast. Valid scores are scores that meet the minimum speed and accuracy requirements you set. If a score is invalid, it does not save. Only valid scores save. Students are alerted when their scores do not reach the threshold you set, and will not see their score saved.

Minimum WPM: This is the standard for Words per Minute. If a student fails to type faster than the minimum speed you set here, their score will not save and they will need to repeat the timing.

A word is defined as 5 characters that were typed. “hello” is a word. “this “ is a word (notice the space counts as a character). So 16 WPM in a 15 second timing means they typed 4 words in the timing (15 seconds is a quarter of a minute), which is 20 characters.

Timer Timeout: This setting is designed to break hunting and pecking. If you were to set the timer for 3 seconds, it would start a timer in the background when a student starts typing. When the student pauses for 3 seconds during the timing, it stops everything and resets the timing on the student.

The timer timeout is a feature that serves 2 purposes. First, it keeps students actively typing for the full length of the timing. If this feature is enabled and a student pauses for too long, they need to repeat the work they did. The students will learn real fast not to stop typing during a timing. The second reason is that it prevents Hunting and Pecking. If you set the timer to 2-3 seconds you cannot hunt and peck. When you hunt and peck, you pause typing to look up and memorize new text before looking down and starting again. If you want to stop hunting and pecking, set the Timer Timeout to 2-3 seconds and use the Blackout Timing feature.

Apply Profile: You can choose to have this profile be applied universally to all past scores or only to scores from a specific date onward.

- All Past scores
  - If you apply the profile to “All Past Scores”, and older scores do not meet these new standards then they will be marked as invalid and will be shown in red on the students’ reports. Students will need to make up all invalid work in order to continue progressing through the course.
- Specific Date
- If you select a specific date, you will need to specify a date. The profile changes will accept all past scores as valid. Any scores from that date onward which are invalid will be marked in red on the students’ reports. Students will need to make up invalid work before continuing in the course.

Suggestion – If you are creating a profile for new students in the course, it doesn’t matter what you put if you are modifying a current student’s profile to make it more difficult, apply it to all past scores only if you want them to make up previous work. If you don’t want that to happen, select to apply scores from a specific date onward, and then choose today’s date.

Space After Punctuation: Have students use 1 space after punctuation or 2 spaces. The industry now recommends only a single space after all punctuation as word processors will add extra buffers automatically after sentences and punctuation. If you still prefer to use 2 spaces, you can.

Disable Lesson Skipping: A checkmark indicates that students cannot skip ahead to future lessons until the current lesson is complete. If you uncheck the box, the student can skip to any lesson without completing the previous one.

Yes, inside a lesson, a student could move to the last line without completing the previous line. The reason that students can skip inside a lesson is to help alleviate frustration. If a student has attempted the same timing multiple times and cannot complete it, they would get frustrated and sick of typing very quickly.

There are two ways a student can skip lessons. The first is if they go to “optional” lessons. These are lessons that are mission the checkbox next to them, and are not required. If a student does work in the optional timings, it isn’t helping or hurting their score. Second, if the student moves to a new “section”. The program is broken down into “section” which you can see in the Section Assignments tab. Students can skip between sections as some instructors assign lessons in different orders and want students to move between sections to complete assignments.

Disable Anti-Cheat Module: A checkmark turns off the Anti-Cheat Module. No checkmark means the Anti-Cheat Module is enabled.

Behind the scenes, there is a program running and watching students type. It analyzes their typing patterns, habits, and scores. If something is amiss (student cheating), the program examines the student a little more closely. If the student is cheating, the program will catch the student. Once caught, the student is logged out and locked from logging back in. You can unlock the student when looking at the student in the Classes section of Teacher Manager.

We have blocked “Copying and Pasting” automatically on the student program, and that solves at least 99% of the issues with students trying to cheat. There are however “Auto Typers”, “Typing Bots”, and “Typing Macros” that exist. Basically it is a program that will do the typing for the student. The student can point out or copy a block of text to the program and the program emulates the student typing. You can see programs or videos on Google:

https://www.google.com/webhp#q=typing+bot.
**Disable Password Changes:** A checkmark blocks students from updating their passwords. No checkmark means that students can change their passwords.

Students can see their passwords. From the Class Section, you are able to view all students and their current passwords. We recommend allowing students to change their password to make it easier for them to remember. If a student forgets their password you can look it up and let them know, or change it to something new for them.

**Disable Email Entry:** A checkmark blocks students from updating/adding their email address. No checkmark means that students can update/add their email address. You can view a student’s info in the Classes Section.

**Disable Phone Enter:** A checkmark blocks students from updating/adding their phone number. No checkmark means that students can update/add their phone number. You can view a student’s info in the Classes Section.

**Require Course Entry/Exit:** This option allows you to require students to take a pre-test before starting their work, as well as requiring a post-text/final before their final grade will be shown. Checking the box makes the timings required. Leaving the boxes unchecked means that they are optional. Even though the timings may be optional, students can still complete them, and you will be able to view their grades.

### 2.1.3 Grading Scale

We have provided you with a simple slider mechanism so that you can quickly choose the grading scale you want for your students. It is based on their Average Words Per Minute. Let’s use the image below as an example. For an A, the student must have an Average WPM of at least 35, at least 30 for a B, 25 for a C, 20 for a D, and if they get below 20 they will receive an F.

To change the scale simply select the pink slider and move it to the left or right. You can also manually type in the scale in the boxes on the right hand side.

![Grading Scale](image)

### 2.1.4 Section Assignments

Adjust the section weights to assign lessons or sections to your profile. If you leave a section assignment at 0, it will be optional and not count towards the student’s grade. For score keeping
reasons, it is easier to make sure the sections assignments add up to 100%. You can always check by looking at the bottom right of the screen. You will see a “Sum of Section Weights” followed by the total.

2.1.4.1 Created Lessons

You can assign up to 10 created lessons. To assign a lesson, select it from the drop down list and click the “Assign” button. It will be assigned as an “optional” timing because it will have a weight of 0. To make it count towards the students’ grades, adjust the weight to something higher than 0.

To remove an assigned lesson, click the trash can button to the right of the lesson. Lessons will show up on the student side the same way they do here. To re-order the created lessons, click and drag the list symbol to the left of the lesson. Drag it to the correct position and release the mouse to “drop” the lesson into the new order.

If the drop down does not have any created lessons, make sure you have created them first. If it still isn’t showing, make sure it is valid with at least one line/timing. If the created lesson has no timings included, it will not show up in the list.

2.2 Editing Profile
If you need to edit an existing profile you simply need to double-click on the profile name or select the profile, then click on the “Edit Profile” button on the right. You will be brought to the “Edit Profile” screen.

You can edit the profile name by clicking the pencil icon to the right of the name. Once you change the name you select the green check mark to save or the orange ‘X’ button to cancel.

If you have made any changes that you wish to reverse, you can simply click on the “Discard Changes” button at the bottom left had side of the screen. You will then be brought back to the Grading Profiles page.

2.3 Delete a Profile

When you want to delete a profile select the profile you want to delete. When you select it, a box will appear to the right displaying that profiles settings. At the top right you will see a 3 lined button. When you click on that you will see some options, one of which is Delete Profile. Select “Delete Profile”. When you select that a pop up will appear asking if you are sure that you want to delete the profile. Select “Yes, delete it!” and your profile will be deleted. If you accidently selected delete, simply click “Cancel” and you’ll be back in the Grading Profile page.

2.4 Copy Profile

To copy a profile, you select the profile, select the top right three-lined button in the box that appears on the right, then select “Copy Profile”. You’ll be asked to provide a name for the new Profile. Just click OK when you’re done and it will be created or hit Cancel to go back to the Grading Profile page.
3. Classes

When you select classes you will be brought to a page that looks similar to the image below. Displayed will be all the classes that have been created and you will also see the number of students in each class.

When you click on a class, a table will appear showing all the students who are in that class along with their passwords, the profiles assigned to them, and the schedule they are on if one has been assigned.

3.1 Create New Class

When you want to create a new class you will click on the “+ Create New Class” button at the top right of the classes section. Once clicked a pop up will appear asking you to name the new class. Click OK to continue.

Another pop will appear once you click OK telling you that the class was created successfully. Simply click OK again and you will see the new class in your class list.

4. Students

Select the Students button in the main navigation and then click All Students to look at a list of all the students created in that application. For performance reasons on that page we only show the first 100 students.
The quick search allows you to filter by name, class, profile, schedule, or password. We will only show a max of 100 students at a time on this screen due to performance reasons. You can also go to the class sections and see students in their individual classes with no limit on students.

There are a couple of ways to select students when you are viewing this list. First you can select one or more students by clicking on the square to the left of their name. Once selected it will show as a green checkbox.

At the top left of the table there is a box and if selected, every student in that table will be selected.

Once you have selected the student or students, a box will appear on the right of the table displaying the options available to you.

For “Update Profiles” go to section click here.
For “Update Schedules” go to section click here.
For “Move Students” go to section click here.
For “Delete Students” go to section click here.
4.1 **Student Details**

If you select a student’s name, you will be brought to the Students Detail page. You will see basic student info such as their password, email, phone, grading profile, when they last worked, and total effort.

There will be a box titled “Update Student Information” that will allow you to quickly and simply update information for the selected student. When you have made your changes click the button “Update Student” and the changes will be saved. If you made changes that you wish to undo simply click the “Reset Form” Button and the Student Information will be reset to what is was previously saved as.

To the right of this section you will see a box titled “Student Reports”. Inside are all the different reports available for that student. Simply click on which report you want to view and your page will load the selected report.
4.2  Create New Students

In the main navigation when you select “Students” a dropdown will appear and one of the options is “Create Students”. Click on “Create Students”. Or when you are in the “All Students” view you can click the Create New Students button.

4.2.1  Create Students

Class Assignment: This is the class the students will be added to. It will not reset when a student is added, so you will not need to adjust it if you are adding multiple students to the same class.

Grading Profile: This is the grading profile the student will be assigned. It will not reset when a student is added, so you will not need to adjust it if you are adding multiple students to a default or global profile.

Student Name: This is the student’s name, which they will see on the class roster and inside the course. It can be “FirstName LastName” or “LastName, FirstName”. The program will automatically detect the first and last name and separate them. You are always free to leave the last name off and do first name only. If you are trying to maintain student privacy, you can also just enter their ID number or some other unique identifier. The student name can only be 30 characters long, including spaces.

Student Password: This is the desired password for the student. It must be at least one character long. Often it is set to the student’s ID number, so it is private and known to the student. You can set a default password for all students (“123” for example) and allow the students to change their password. We do not recommend this approach for security reasons, but it does for the initial login. Remember, if your student adjusts the password, you can view their current password anytime by viewing the class or student file. The password can only be 15 characters long, including spaces.

Once you have filled out the form click “Create Student”. A popup will appear saying that the student was updated. At the bottom you will see three lines appear telling you who was last added, how many licenses are in use and how many you have remaining.
4.2.2 Import Students

To get started, click the “Import Students” Button. It will have you upload an Excel file (xls, xlsx, csv). After selecting the file and uploading it, it will parse the data and then walk you through the import process.

There is no format required since the uploader walks you through the file. This allows you to export from whatever LMS or roster system you use and import immediately without configuration. If you are manually creating the file, the easiest thing to do is have their first name in one column, their last name in the next, their password in the next, and their class name in the last. If your file has first and last name combined, don’t worry, the uploader can detect that and fix the issue.

So you first have your Excel file. We will be uploading the one below as an example.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paul</td>
<td>123 Period 5 - Elsworth</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bunyan</td>
<td>234 Period 5 - Elsworth</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Johnny</td>
<td>345 Period 5 - Elsworth</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Applesed</td>
<td>456 Period 5 - Elsworth</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Clark</td>
<td>567 Period 5 - Elsworth</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Smiley</td>
<td>678 Period 5 - Elsworth</td>
<td></td>
</tr>
</tbody>
</table>

Select “Import Students” and you will be asked to select the file you want to upload.

You will then follow the steps in the Upload Students Wizard. It will ask you which column contains the first name, which column contains the last name, which column has the password, and which column has the class name. You move on to the next step by selecting the right arrow and you can go back to the previous step by selecting the left arrow.

The following images are screen shots as we go through the Upload Students Wizard to import our class.
1. Which column is the Last Name?
   - Column 1

2. Which column is the Last Name?
   - Column 2

3. Which column is the First Name?
   - Column 1

4. Which column is the Password?
   - Column 3
Once you are done you can go view your classes and you will see your new class there with all the new students as well.
4.3  Delete a Student

To delete a student, go to the All Students page (Students → All Students). You can select one or more students. Once you do a box will appear on the right side of the screen and the bottom option will be “Delete Student”. Click there and a pop up box will appear asking you if you are sure you want to delete the student. Either hit “Cancel” or “Yes, delete it”.

Important: The student and their work will be deleted. You can recover any deleted student for two weeks before they are destroyed.

4.4  Restore Deleted Students

When you are in the All Students view you will see a button at the top right that says “Restore Deleted Students”. Once you click on that button a pop up will appear showing you all the students that have been deleted in the last 2 weeks. Next to their name will be a checkbox. Click on the checkboxes of the student or students that you would like to restore. Then click “Restore”. You will see the student/students appear in the “All Students” page with the box next to their name checked.
5. **Custom Lessons**

These are lessons that the instructor creates in the Custom Lessons section of the Teacher Manager and can assign up to ten created lessons to the students at a time. Teachers may create lessons using the students’ vocabulary lists, excerpts from their curriculum, or current events, for example.

When you first select Custom Lessons you will be brought to a page like the one shown above. Displayed will be all the Created Lessons, the number of lines (exercises) in each lesson, and what profiles have that lesson assigned.

When you select a lesson, a box on the right will appear displaying every exercise in that lesson and the timing length assigned to that exercise. Below we selected the lesson “Christopher Columbus” and on the right we see that it has 3 lines and we are currently looking at line 2, which is a 15-second timing.
5.1 Create Custom Lessons

To create a new custom lesson, first click on the “+ Create New Lesson” button. A box will appear asking you to enter a lesson name. Use a name that will be easily remind you what the lesson material is. When done select “OK”. A box will appear telling you the lesson was created successfully. Select “OK” and you will be taken to a page where you can edit the lesson. **Important: the lesson name must be than 20 characters.**
5.2 Edit Custom Lessons

When you select Custom Lessons in the navigation menu you will be shown all the lessons that have been created. Select one and you will see a basic overview of that lesson (Lines and Line timing lengths). Select the button "Edit Lesson" to begin editing your lesson.

Add/Delete a line
Each lesson you create can have several timings. Click the "New Line" button to add an additional timing to the lesson. To completely remove a line, click the "Delete Line" button. If you accidentally delete the line, click the "Discard Changes" button at the bottom to return to the lessons menu.

Adding Content
In the text box, simply type or copy/paste in content for your lesson. As long as the characters can be entered using a standard keyboard, the lesson will be just fine. Remember that keyboards do not have " or " or ', just " and ' (quote marks).

Importing Keyboarding Online Lessons
You can click the "Import Keyboarding Online Content" button to open a dialog with all Keyboarding Online texts. You can navigate through the content, selecting specific timings from other texts. When you select a text, it will copy it to the currently open line if it is blank, otherwise it will create a new line with that text. It will also set the timer to the set time. After the lesson is imported, you can adjust it to the text and time length you want.

Timing Length
Each timing can have a different timing length. The timing lengths are preset and cannot be changed. They directly match the profile timing lengths, so which ever profile is assigned, those timing options will apply to the custom lessons.

Assigning Lessons
Each lesson must be assigned for it to be available. The lessons can be assigned by editing the profile(s) the students are using and adding the created lesson in the Section Assignments area. (See section 2.1.4.1)

Modifying Lessons when in use
Lessons can be modified at any time. If you delete a lesson assigned to the students, they will no longer have access to the lesson. Their scores however will stay even if the lesson or individual timings are removed or edited. If you are wanting to add content continually throughout the course, we recommend adding lines onto the timing until it is full, and then creating a new timing. This will help you avoid the headache of deleting and recreating content that the students need to work on.

Once you have made all the changes you want be sure to click the green Save button found on the bottom right hand side of the window. Otherwise, if you leave that page all changes made will be lost.

6. Access Schedules
The Schedule Manager allows the instructor to decide what days and times their students are allowed to access the lessons. When you select Access Schedules in the navigation menu you will be shown a page that looks similar to the image below. If you haven’t created any lessons, then the table will be blank.
This table will display the lesson name, time zone, current time, if it is accessible right now, and how many students are assigned that schedule.

<table>
<thead>
<tr>
<th>Name</th>
<th>Schedule Timezone</th>
<th>Current Time</th>
<th>Accessible Right Now?</th>
<th>In use by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday Only</td>
<td>US/Mountain</td>
<td>11:28:00</td>
<td>Yes (access allowed on Friday between 8:00 and 15:00)</td>
<td>3 Students</td>
</tr>
<tr>
<td>Weekend Only</td>
<td>America/Phoenix</td>
<td>11:28:00</td>
<td>No (not within valid days/times)</td>
<td>No One</td>
</tr>
</tbody>
</table>

Click any schedule to view more information. Double-click to edit that schedule.

You can select a schedule and a window to the right will appear showing you a brief overview of the selected schedule. In this example we selected the schedule “Weekend Only” and the window below is what popped up.

If you select the 3-lined button at the top right you will be given options to edit the schedule, copy the schedule, create a new schedule, or delete the schedule.

You can also select the ‘Edit Schedule’ button at the bottom if you choose to change some settings in the schedule.
6.1 Create New Schedule

To create a new schedule, select the ‘+ Create New Schedule’ button. Once selected a pop up will appear asking you to type in the name of a new schedule. It is always important to be specific so when you are working with profiles you know exactly what schedule you are assigning to each student. **Important: The schedule name can have no more than 15 characters.**

![Image of schedule creation](image)

Once you have the name you would like select OK. Another popup will appear letting you know that the basic creation of your schedule was a success. If there was an issue with the character count, or any other error, you will be notified and asked to change the name so that it meets the necessary criteria.

6.2 Editing a Schedule

You are then brought to a page that looks like the image above. Here is where you can make all the changes you want. If you want to change the name of the schedule, select the pencil icon next to the name and type the new name and select the green checkbox to save it.

**Timezone settings** – Please make sure the timezone displayed is your timezone. If you select an incorrect timezone it could throw off the entire access schedule. The clock shown below the timezone is the current time in the selected timezone.
The server is the timekeeper, not the students. Even if a student updates their system settings to a different time or timezone, it will not affect how schedules work. If the server tells the student it isn’t time to work, they will not be able to log in and work.

**Date Access Settings** – You can specify a schedule start and end date, or leave it disabled. This restricts access to the program based on the current date.

*Start Date* – If you specify a start date, students will not be able to access the program until that date. If you leave the start date disabled, then students can work up until the end date, if the end date is enabled.

*End Date* – If you specify an end date, students will not be able to access the program after that date. If you leave the end date disabled, then students can work from the start date on.

*Leave Disabled* – If you leave both disabled, then there are no date restrictions on when students can access the program, and they will be able to access it on any date.

**Daily Access Settings** – This section allows you to specify times on specific days when students can work. If you wanted students to only be able to access the program on weekday, you would check the boxes under Monday – Friday. In the time inputs, you would specify the times during the day you want students to be able to access the program. If you wanted an “all day” option, you could do 00:00 – 23:59 (times are in 24-hour format). Any days not checked means the students cannot access the program and work on those days.

**Multiple Settings** – You can have up to 4 Daily Access Schedules. This is done to allow you to specify different times on different days when you want students to have access. One row could have Mondays and Wednesdays from 13:00 – 15:00, and the next row could have Tuesdays and Thursdays from 11:00 – 12:30. Students assigned the profile could then access the program on any of those 4 days during the week at the times specified. To add another Daily Access Schedule simple select the ‘+ Add Daily Access Schedule’ button and a new schedule will appear. If you want to delete a Daily Access Schedule simply select the red trash button on the right hand side and it will be deleted.

If you make any changes that you don’t wish to use or implement, simply select the ‘Discard Changes’ button on the bottom left hand side of the window and all previous changes will revert back to what they originally were.

**Simple Schedule** – On the right hand side of the window you will see a button that says ‘View Simple Schedule’. If you click on that a popup will appear showing you in plain text an overview of the schedule you created. An example is shown below.
You can also see if students who have that schedule assigned to them could access the program at the current time.

The schedule in this example does not allow the students to access the program, so it displays “No, (not within valid days/times)”.

7. **Message Center**

The Message Center allows you to communicate with your students through the program. You can compose messages intended for one student or an entire class. **Students are unable to send messages to each other.** The only communication that exists is between the instructor and the students.

When you select Message Center in the main navigation, a window like the image below will appear. On the left you will see all your classes. When you select a class a table will appear with all the messages that have been sent/received in that class.

In this example a student, Barbara Ellsworth, is curious about her midterm grade. Using the Message Center on the student side she was able to send you a message. All new messages will have the “New” icon to the left of the student name. Their name and subject will be in bold font as well.
To open a message, you can select the name or subject. Once selected a window will appear with the message like the image below.

Once you have read the message you can reply by selecting the blue icon at the bottom right hand side of the window. A pop up will appear with the subject line already filled. You will see the original message by the student. You can write your message right above that. When you are done simply click “Send”.
7.1 Creating a New Message

To create a new message, you have several options. You can select the “Compose New Message” button above the classes or select the “New Message” button in the inbox window. Both buttons do the same thing.

First, select the class you would like to send a message to. Once selected you will be shown a list of all the students in that class. To select a student just click on the box next to their name to check the box. There is an option to “Select All Students”. If you select that you will see a check appear next to every students’ name in that class. In this example we will send a message to the entire class. Once you have made your selection click on “Compose Message”.

Hi Barbara,
The midterm grades will be posted on February 28 at 5:00 PM.

Mr. Professor Teacher
---
Ellsworth, Barbara said:
Hi Professor,
You will see all the message recipients at the top. If you want to remove one just select the “X” next to their name.

The first textbox is for the subject of the message. In the large textbox you can compose your message. When you are ready to send it simply click “Send” at the bottom. “User Selection” will take you to the previous window where you can select students in a given class.

When the student logs in to their student file the messages you send will automatically pop up. They can close it to continue with their lessons or select “Reply” to reply. So, a student can never say that they “didn’t see/get the message.”
7.2 Deleting Messages

When you are looking at the inbox for a class you will see an “X” icon on the right side of the date column. Click on the “X” to delete that message. A pop up will appear asking you if you are sure. Select “Yes, delete it!” to delete, otherwise select “Cancel”.

When you are looking at the message you will see a red trash can icon next to the reply icon. Select the trash can icon to delete the message. Again, you will be asked if you are sure. Select “Yes, delete it!” to delete the message.

8. Reports Center

We have created many reports to allow teachers to view the progress of their students. We have progress reports, class reports, and effort reports all at your disposal. Everything is calculated in real time. All you need to do is set the grading standards in the students’ profile and let our program do the rest!

When you select “Reports Center” in the main navigation a window will appear similar to the image below. You will see a box containing all the classes and how many students are in each class. If you select a class a window will appear showing you a table of all the students in that class. The date next to their name tells you when they last worked in the program.

There are three Class Reports available: Class Summary Report, Class Progress Report, and Class Effort Report. Simply select a class and select which report you would like to see.

There are five Individual Reports available: Simple Progress Report, Comprehensive Progress Report, Daily Effort Report, Lesson Effort Report, and Final Grade Report. To select an Individual Report, you must first select a student. Then these reports will be made available to you.
8.1 **Class Summary Report**

To view a Class Summary Report, you must first select a class. Then the report will become available in a window to the right. When you select Class Summary Report you will be shown a table like the one below. All the students in the selected class will be displayed.

If you have a lot of students in one class it may be easier for you to type in a students name into the Quick Search bar to quickly locate the student.

**Last Worked** – Last date the student did any work. Simply logging in will not change this. Work must be done.
**Last Effort** – The amount of time spent typing. Timings that were only partially completed will also count towards one's effort.

**Total Effort** – All combined typing effort.

You can change how the Effort columns are displayed. Your four options are Seconds, Minutes, Hours, and Text. For example 1 Hour and 6 Minutes would be displayed as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconds</td>
<td>3960</td>
</tr>
<tr>
<td>Minutes</td>
<td>66</td>
</tr>
<tr>
<td>Hours</td>
<td>1.1</td>
</tr>
<tr>
<td>Text</td>
<td>1h6m</td>
</tr>
</tbody>
</table>

**For effort to be recorded a student must type at least 6+ WPM, typed for longer than 5 seconds, and have fewer than 10 errors**

**Lessons Completed** – Reg = Regular, Opt = Optional, Cr = Created Lessons

**Average (Unweighted)** – A simple average of all the completed lessons. This basically shows you the current grade of the student.

**Final Grade (Weighted)** – The average of all the lessons multiplied by the percentage assigned to that section (See Section Assignments at 2.1.4).

It is important to know that the Final Grade value will always show as “Incomplete” until the student has successfully finished every exercise that has been assigned to them.

If you want to look at a different class select the drop down arrow in the Viewing box at the top and select the class you would like to look at.

8.2 **Class Progress Report**

The Class Progress Report will display a table with all of your students and their lesson averages. In this example I made a specific search, using the Quick Search feature, for the student Christiaan. We see that he has completed the first 5 lessons and the WPM averages are found beneath the Lesson number. If your students have completed the Course Entry/Exit timings you will see their score as well just to the right of their name.
8.3  Class Effort Report

The Class Effort Report will show you how much effort the entire class has done by lesson. You can view the all-time effort, effort recorded yesterday, the current week, previous week, current month, previous month, or you can make a custom date range.

You can view the class as a whole, or using the Quick Search bar you can view a student in particular.

Even if a student has done some work in a certain lesson, if it is not entirely complete according to the standards set in the grading profile of that student the lesson eff

As shown in section 8.1 you have the option to view the data in seconds, minutes, hours, and text. Just select the blue, underlined text above the table to switch. In our example it is in hours. If we wanted to switch to seconds we would click on "Hours" until it says seconds.
8.4 Simple Progress Report

The simple progress report will show you the best recorded score for each line exercise in each lesson. When the entire lesson has been completed according to the standards set in the grading profile then a lesson average will be calculated and displayed in bold type above the scores.

Scores that do not meet the grading standards of the profile will be displayed with red font.

If a score shows as -1/-1 then the previous score was deleted. The ‘/’ shows that the first, second, or third top score has not yet been recorded.

If you left click on a score a window will appear displaying information about the WPM, number of errors, when the score was recorded, and if it is invalid it will explain why. In the following example we see that the score was invalid because there was 1 or more errors.
8.5 Comprehensive Progress report

The Comprehensive Progress Report is just like the Progress report, but the top three scores will be displayed instead of just one. Above the score columns you will see the average WPM recorded for that column.

Again, if a score shows as -1/-1 then the previous score was deleted. The ‘/’ shows that the first, second, or third top score has not yet been recorded.

To view the score information just left click on the score and a window will appear displaying the needed information.

8.6 Daily Effort Report

In our program we calculate how long a student has worked in the program and present that information to you in our effort reports. Effort is the amount of time spent typing. Effort is only counted when the student types for longer than 5 seconds, faster than 5 WPM and with less than 10 errors.

Effort will not be calculated when a student is simply logged into the program.

The Daily Effort Report will display the total effort for each student by day. You can view effort done on the current day, the day before, that week, month, previous month, or you can select a custom date range.
If you hover your mouse over the graph a little box will appear above the line with detailed information regarding that day and how much effort was calculated. If you click on that line a box will appear beneath the graph displaying the total effort by lesson and the times it was recorded on that day. You can then select a particular lesson and a window will appear with the lesson broken up into lines and how much effort was calculated for each line. You can select a line and you will see every attempt made (that was calculated as effort) on that line and what time the student made the attempt.

8.7 Lesson Effort Report

The Lesson Effort Report is just like Daily Effort Report except you are shown the students effort by lesson. A bar graph will be displayed with bars representing each lesson assigned. You can select a certain lesson and line number to see all attempts made on that line. The following image is taken from Ten Key Mastery.
8.8 Final Grade Report

The Final Grade Report will be calculated when all the assigned lessons have been completed according to the standards set in the Grading Profile.
At the top you will see the Final Timing Grade. For the example used the student earned a C. The weighted WPM was 51.7. Looking at the Grading Scale below you will see how the C was calculated.
The final grade will be broken up into sections and you can see exactly how well the student did in each section with the weight percentage calculated.

If the students completed the Course Entry and Course Exit timings both scores will be displayed along with their improvement. That value simply shows the difference from the beginning to end. For example, this student started at 48 WPM for the Course Entry and their Course Exit score was 55, thus the Improvement being 7.

8.9 Editing and Deleting Scores

When you are looking at a students Simple and Comprehensive Progress reports you have the ability to edit and delete scores that have been recorded. First left click on the score and the following window will appear.

8.9.1 Editing a Score

At the bottom we see the options to Edit the score or Delete it. We’ll first edit a score.

When you select “Edit Score” this window will appear asking you what you want the WPM and the number of Errors to be. When you have entered the values that you want simply click “Update Score”. You’ll be asked to enter your instructor password to verify that you want the score to be updated.
When you click on that score again you will see in a red display box that the score has been edited. The students will see that on their end as well.

8.9.2 Deleting a Score

Left click on a score you want to delete and at the bottom of the window that displays the score information select “Delete Score”. You’ll be asked to enter your Instructor password to verify that you want the score to be deleted. Once the score is deleted it will be replaced with a -1/-1.

8.10 Printing Reports

When viewing some reports you will see these two buttons towards the top right of the viewing window...

If you select “Print”, the program will download the selected report as a PDF, with which you can do as you please.

When you Select “Print All” a dropdown menu will appear displaying some options. You can print individual pages, or the entire report.
Again, when you select an option the report will be downloaded as a PDF. You can select the download and print it.

When viewing class reports you will see three lined button that will provide you with multiple options. When you select that button the following dropdown menu will appear.

When you select “Print Report” the normal print menu for your browser will pop up where you can select certain printing options and print the report.

### 8.11 Exporting Reports to Excel

When you are looking at either the Class Summary Report, Class Progress Report, or Class Effort Report you will have the option to export the report to an excel file. There will be a three lined button at the top right corner of the report that will bring down a drop down menu once clicked on.
You will see “Export to Excel”. When you click on that a download will start in your browser. Once the download is complete you can open it in Excel or a compatible program. The following image is of a simple Class Summary Report in Excel.