

# Totally Online—Web-Based Keyboarding and Ten Key Data Entry

For Grades 1-6, Middle, High, and College

*By*

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*8-9 minutes*

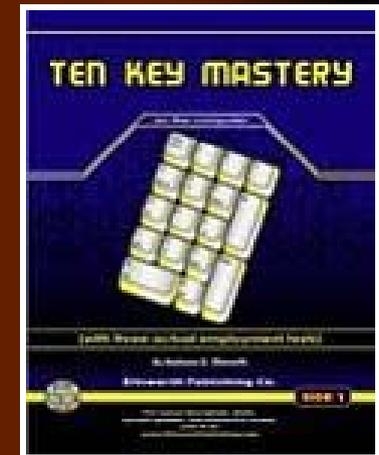
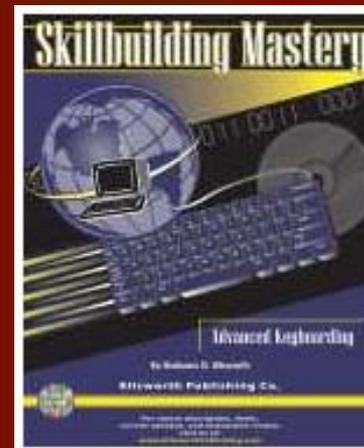
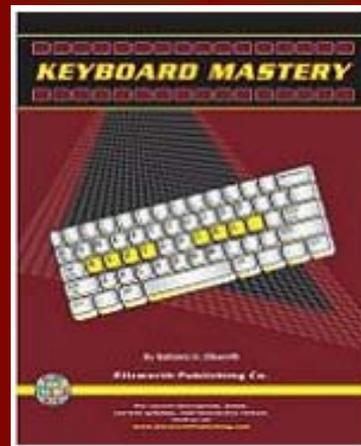
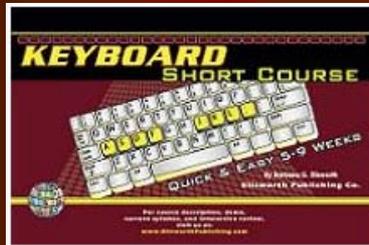
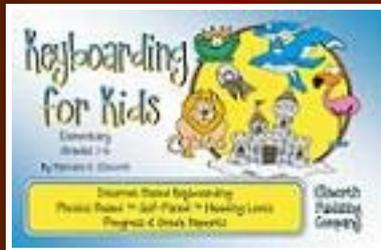
*PRESS F5 KEY TO BEGIN*

*PRESS ENTER KEY OR SPACEBAR WHEN YOU SEE THE GREEN ARROW ....*



# Keyboarding Courses & Ten Key Mastery

*Screen Based or Textbook Versions*



See [www.EllsworthPublishing.com](http://www.EllsworthPublishing.com) for complete course descriptions.



# Students Can Work Anywhere



Classroom or Lab



Library



Home



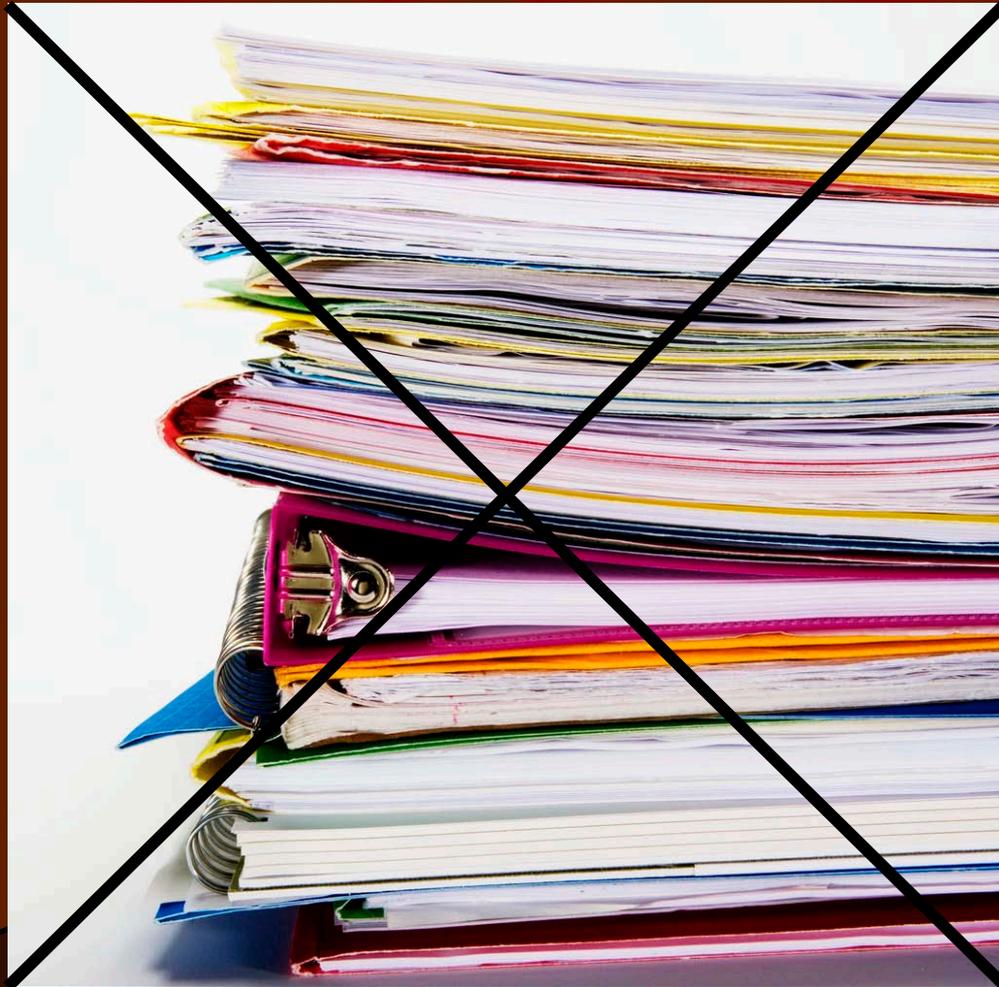
Vacation



Nothing to install, update, maintain  
*(All software is on our servers)*



**NO papers to grade, print, or turn in**  
(You might want to print for a parent-teacher conference)



# New Keys Are Presented in Blinking Color

- The "O" blinks in red color—and is keyed with the red "L" finger

3 - O,R,N

CourseEntry

- 1 - Home Row
- 2 - T,E,H
- 3 - O,R,N
- 4 - M,C,Shift
- 5 - I,',Shift
- 6 - ',U,Caps
- 7 - B,P,W
- 8 - G,',Q
- 9 - V,/?
- 10 - X,Y,Z
- 11 - '-,'"
- 12 - A,B Mastery
- 13 - C,D Mastery
- 14 - E,F Mastery
- 15 - G,H Mastery
- 16 - I,J Mastery

Ln1 Ln2 Ln3 Ln4 Ln5 Ln6 Ln7 Ln8 Ln9 Ln10 Ln11 Ln12 Ln13 Ln14 Ln15 Ln16 Ln17 Ln18

Name: Ellsworth, Barbara Date: 05/06/2009 6:30 AM Timing Length: 15-Second

Lesson #: 3 - O,R,N, Line 6 ▶ When your 'L' finger reaches the 'O' keep some fingers on the home row.

Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	
Caps Lock	A	S	D	F	G	H	J	K	L	:	"	:	Enter

she held a solo; the odd lad has to sell shoes;↵

How to



# Teachers have the option to turn off the timing screen!

- If students look down at the keys, they lose their place

The screenshot shows a typing software interface. At the top, there are line indicators from Ln1 to Ln18, with Ln6 highlighted in red. Below this, the user's name is 'Ellsworth, Barbara', the date is '05/06/2009 6:30 AM', and the 'Timing Length' is '15-Second'. The lesson is '3 - O,R,N, Line 6' with a tip: 'When your 'L' finger reaches the 'O' keep some fingers on the home row.' A 'Show Reach' button is visible. The keyboard layout shows keys with various colors: Tab, Q, W, E, R, T, Y, U, I, O (red), P, {, }, |, \, Caps Lock, A (blue), S (red), D (green), F (yellow), G, H, J (yellow), K (green), L (red), :, ;, ", ', Enter. The text area contains 'she held a solo; the odd lad has to sell shoes;↵'. A 'How to Scroll' button is on the right. A box at the bottom contains performance metrics: 'Errors Allowed: 0', 'Minimum WPM: 15', 'Scores Required: 1'. Below this, it says 'Scores not meeting the 'Errors Allowed' & 'Minimum WPM' will not be saved. Your goal should be at least 30 WPM or more. You need 1 score(s) of 15+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing.' At the bottom, it says 'Best Three Speeds: 0/0 0/0 0/0'. A large grey box at the very bottom contains the text 'Timing in progress...'. A white arrow points from the left towards the keyboard area, and a green arrow points from the right towards the 'Timing in progress...' box.

Ln1 Ln2 Ln3 Ln4 Ln5 Ln6 Ln7 Ln8 Ln9 Ln10 Ln11 Ln12 Ln13 Ln14 Ln15 Ln16 Ln17 Ln18

Name: Ellsworth, Barbara Date: 05/06/2009 6:30 AM Timing Length: 15-Second

Lesson #: 3 - O,R,N, Line 6 ▶ When your 'L' finger reaches the 'O' keep some fingers on the home row.

Show Reach

Tab	Q	W	E	R	T	Y	U	I	O	P	{	}		\
Caps Lock	A	S	D	F	G	H	J	K	L	:	;	"	'	Enter

she held a solo; the odd lad has to sell shoes;↵

How to Scroll

**Errors Allowed: 0**      **Minimum WPM: 15**      **Scores Required: 1**

Scores not meeting the 'Errors Allowed' & 'Minimum WPM' will not be saved. Your goal should be at least 30 WPM or more. You need 1 score(s) of 15+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing.

**Best Three Speeds: 0/0 0/0 0/0**

Timing in progress...

# Practice Timings Must Meet Teacher's Accuracy Standards

The screenshot shows a typing practice interface. At the top is a keyboard layout with keys: Tab, Q, W, E, R, T, Y, U, I, O, P, {, }, |, \, Caps Lock, A, S, D, F, G, H, J, K, L, ;, ', Enter. Below the keyboard is a text area containing the sentence: "she held a solo; the odd lad has to sell shoes;".

Annotations include:

- A blue box pointing to the end of the text: "At the end of the 15-seconds, the speed and accuracy appear."
- A red box containing text: "In the Setup, the teacher set 0 errors for 15-sec. timings. This timing has 1 error, so nothing recorded. Look at fingers, lose place, make error, take timing over!"
- A blue oval around the "Timing Score: 31 WPM 1 Errors" text.
- A red oval around the "Best Three Speeds: 0/0 0/0 0/0" text.

At the bottom, there is a "Timer: 00:00" box, a "Print Result" button, and a "Do you want to take this timing again?" question with "Yes" and "No" buttons. A red arrow points to the "Yes" button. A green arrow points to the right at the bottom right corner.

Additional text in the interface includes: "Error", "Minimum WPM", "Scores not", "at least 30 WPM or more. You need 1 score(s) of 15+ WPM", "considered complete. If desired, click the printer icon to print the completed timing.", and "How to Scroll" on the right side.

# Practice Timings Are Repeated Until The Skill Is Learned

The screenshot shows a typing practice interface. At the top is a keyboard layout with keys: Tab, Q, W, E, R, T, Y, U, I, O, P, {, }, |, \, Caps Lock, A, S, D, F, G, H, J, K, L, ;, ', Enter. Below the keyboard is a text input area containing the sentence: "she held a solo; the odd lad has to sell shoes;". To the right of the text area is a "How to Scroll" button. Below the text area is a summary box with the following text: "Errors Allowed: 15 Errors", "WPM: 15", "Scores not meeting the '15 WPM' will not be saved. Your goal should be at least 30 WPM or more. You need 1 score(s) or 15+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing." Below this summary box is a row of statistics: "Timing Score: 40 WPM 0 Errors" and "Best Three Speeds: 40/0 0/0 0/0". Below the statistics is another text input area containing the same sentence: "she held a solo; the odd lad has to sell shoes;". At the bottom of the interface is a "Timer: 00:00" box, a "Print Result" button with a printer icon, and an "Adjust Font" slider. At the very bottom is a question: "Do you want to take this timing again?" with "Yes" and "No" buttons. A large green arrow points to the right at the bottom right corner of the image.

she held a solo; the odd lad has to sell shoes;↵

How to Scroll

**NO ERRORS!!**

**SPEED RECORDED!!**

Errors Allowed: 15 Errors WPM: 15  
Scores not meeting the '15 WPM' will not be saved. Your goal should be at least 30 WPM or more. You need 1 score(s) or 15+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing.

Timing Score: 40 WPM 0 Errors Best Three Speeds: 40/0 0/0 0/0

she held a solo; the odd lad has to sell shoes;  
she

Timer: 00:00 Print Result Adjust Font

Do you want to take this timing again? Yes No

# Progress Report

- Scores that meet the accuracy standard are automatically saved to student's Progress Report

Simple Progress Report

Keyboard Mastery - Progress Report

Name: Ellsworth, Barbara ID#: \* Date: 05/12/2009 Time: 12:13 AM  
Opt. Timings 1: 0/0 2: 0/0 3: 0/0 4: 0/0 5: 0/0 6: 0/0 7: 0/0 8: 0/0 9: 0/0 10: 0/0

Lesson#	1	2	3	4	5	6	7	8	9	10
Line   Avg	53	60	0	0	0	0	0	0	0	0
1	47/0	59/0	69/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	68/0	55/0	74/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
3	71/0	55/0	66/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
4	70/0	59/0	57/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
5	58/0	56/0	52/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
6	59/1	57/0	40/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
7	67/0	54/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
8	56/1	60/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
9	46/1	61/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
10	59/0	56/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
11	52/0	60/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
12	44/0	60/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
13	43/0	57/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
14	44/0	51/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
15	53/0	64/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
16		61/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
17		62/1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
18		67/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Lesson#	11	12	13	14	15	16	17	18	19	20
Line   Avg	0	0	0	0	0	0	0	0	0	0
1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
3	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
5	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
6	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
7	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
8	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
9	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
10	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
11	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
12	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
13	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
14	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
15	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
16	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
17	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
18	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
19	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
20	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0



# Other Special Features

Lesson #: 3 - O,R,N, Line 6 ▶ When your 'L' finger reaches the 'O' keep some fingers on the home row. Show Reach

Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	
Caps Lock	A	S	D	F	G	H	J	K	L	:	"	Enter	

she held a solo; the odd lad has to  
sell shoes; ↵

**Errors Allowed:** 0      **Minimum WPM:** 15      **Scores Required:** 1  
Scores not meeting the 'Errors Allowed' & 'Minimum WPM' will not be saved. Your goal should be at least 30 WPM or more. You need **1** score(s) of **15+ WPM** saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing.

**Timing Score:** 37 WPM    0 Errors      **Best Three Speeds:** 40/0 37/0 0/0

she held a solo; the odd lad has to  
sell shoes; ↵

**Click Timer to Restart** → **Adjusts size of letters**

Timer: 00:00    Print Result    Adjust Font

Do you want to take this timing again?



# Teachers See Student Scores in the Teacher Manager

- Scores are available online from anywhere—classroom, home, etc. Nothing needs to be printed. (Same for mid-term, final grades)

**EPC Teacher Manager - Keyboard Mastery**

Select View Student Progress

Choose another student...

### Keyboard Mastery - Progress Report

Name: Ellsworth, Barbara ID#: 1 Date: 05/12/2009 Time: 1:56 AM  
Opt. Timings 1: 0/0 2: 0/0 3: 0/0 4: 0/0 5: 0/0 6: 0/0 7: 0/0 8: 0/0 9: 0/0 10: 0/0

Lesson#	1	2	3	4	5	6	7	8	9
Line   Avg									0
1	4								0/0
2	68/0	58/0	72/0	0/0	0/0	0/0	0/0	0/0	0/0
3	71/0	55/0	66/0	0/0	0/0	0/0	0/0	0/0	0/0
4	70/0	59/0	57/0	0/0	0/0	0/0	0/0	0/0	0/0
5	58/0	56/0	52/0	0/0	0/0	0/0	0/0	0/0	0/0
6	59/1	57/0	40/0	0/0	0/0	0/0	0/0	0/0	0/0
7	67/0	54/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
8	56/1	60/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0

Select Class, Select Student

# Individual Progress Report

(All the scores of one student)

EPC Teacher Manager - Keyboard Mastery

Choose another student's report:

**Keyboard Mastery - Progress Report**

Name: Bell, Christine ID#: 1 Date: 06/23/2007 Time: 11:31 PM

Opt. Timings 1: 0/0 2: 0/0 3: 0/0 4: 50/4\* 5: 53/1\* 6: 45/3\* 7: 43/4\* 8: 0/0 9: 0/0 10: 0/0

Lesson#	1	2	3	4	5	6	7	8	9	10
<b>Line   Avg</b>	50	55	68	61	63	59	64	60	57	61
1	52/0	70/0	76/0	54/0	69/0	60/0	73/0	72/0	73/0	56/0
2	52/0	60/0	82/0	62/0	76/0	63/0	70/0	75/0	76/0	64/0
3	56/0	55/0	66/0	76/0	92/0	72/0	75/0	82/0	65/0	64/0
4	50/0	51/0	51/0	53/0	69/0	50/0	50/0	54/0	53/0	54/0
5	51/0	44/0	53/0	58/0	69/0	54/0	59/0	52/0	55/0	46/0
6	52/0	43/0	71/0	74/0	81/0	56/0	72/0	65/0	59/0	53/0
7	61/0	52/0	49/0	57/0	48/0	44/0	49/0	31/0	47/0	45/0
8	51/0	51/0	56/0	56/0	72/0	61/0	56/0	41/0	45/0	59/0
9	48/0	52/0	64/0	69/0	68/0	76/0	66/0	42/0	60/0	63/0
10	53/0	51/0	50/0	38/0	51/0	60/0	57/0	48/0	36/0	52/0
11	52/1	53/0	69/0	43/0	62/0	54/0	56/0	56/0	57/0	61/0
12	43/1	58/0	60/0	66/0	80/0	51/0	75/0	82/0	59/0	72/0
13	40/1	53/0	65/1	64/1	79/0	60/0	60/1	54/0	56/0	54/0
14	45/1	48/0	65/0	56/1	64/0	56/0	70/1	70/0	61/1	49/1
15	52/1	62/0	57/0	67/0	73/1	63/0	67/0	60/0	54/0	62/0
16	0/0	53/1	72/1	59/1	54/1	66/0	66/0	56/1	61/1	64/1
17	0/0	56/1	74/1	66/1	57/1	56/1	68/0	61/0	51/0	65/0
18	0/0	58/1	74/0	57/1	54/1	57/1	53/1	61/0	58/1	72/1
<b>Lesson#</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Line   Avg</b>	65	62	60	54	57	55	61	59	54	55
1	75/0	60/0	51/0	59/0	44/0	51/0	56/0	64/0	52/0	42/0
2	77/0	48/0	55/0	51/0	60/0	53/0	44/0	63/0	52/0	42/0
3	70/0	67/0	49/0	47/0	52/0	41/0	54/0	62/0	64/0	47/0

Keyboard Mastery sidebar:

- Keyboard Mastery
- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress**
- Move Student(s)
- Message Center
- Schedule Manager

Directions/Explanations:

- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.
- ✓ To "loop" through all students in the class, click on "Choose another student..." in the toolbar menu area.
- ✓ To select a different report type or a different class, re-select "View Student Progress".



# The *Profile Name* Column Shows The Course Standards

- You can individualize for Special Needs or Accelerated Students in your classroom.
  - The numbers after the Profile Name are the wpm goal for an "A"

EPC Teacher Manager - Keyboard Mastery

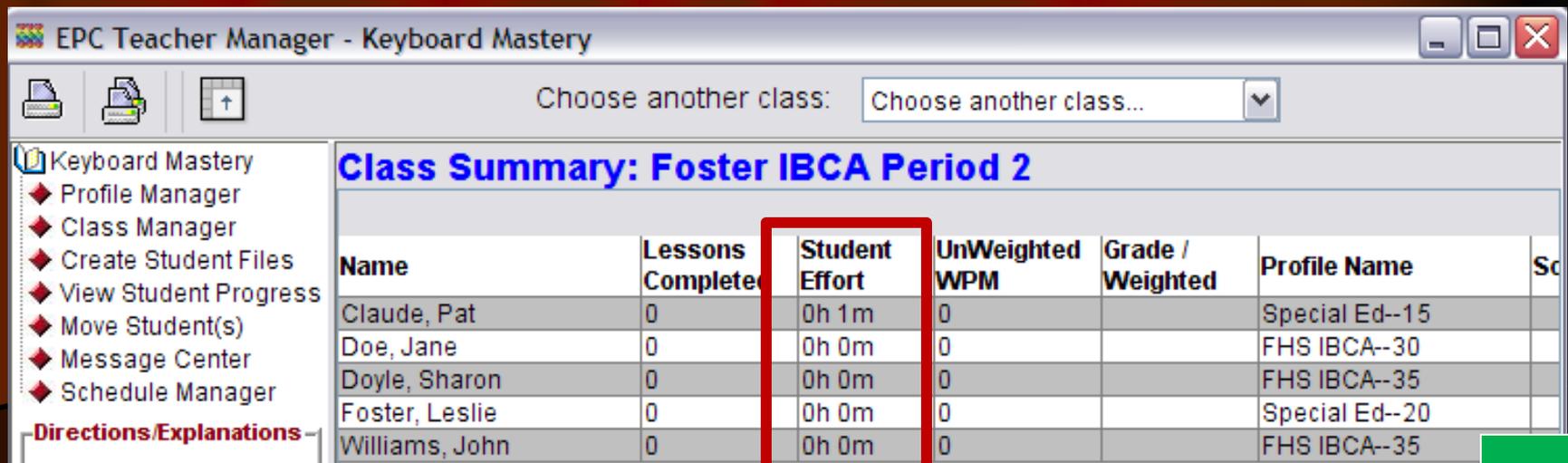
Choose another class: Choose another class...

**Class Summary: Foster IBCA Period 2**

Name	Lessons Completed	Student Effort	UnWeighted WPM	Grade / Weighted	Profile Name	Score
Claude, Pat	0	0h 1m	0		Special Ed--15	
Doe, Jane	0	0h 0m	0		FHS IBCA--30	
Doyle, Sharon	0	0h 0m	0		FHS IBCA--35	
Foster, Leslie	0	0h 0m	0		Special Ed--20	
Williams, John	0	0h 0m	0		FHS IBCA--35	

# The *Student Effort* Column Shows Amount of Time Spent Practicing

- It accumulates the time the timer is going—students must meet pre-set speed and accuracy or it won't record (they can't start the timer and leave or play around).
  - (No more excuses by students who are behind)



The screenshot shows the 'EPC Teacher Manager - Keyboard Mastery' application window. The title bar includes standard window controls. Below the title bar is a toolbar with icons for a printer, a document, and a refresh button. A dropdown menu labeled 'Choose another class:' is set to 'Choose another class...'. The main content area is titled 'Class Summary: Foster IBCA Period 2'. On the left, a sidebar lists navigation options: Keyboard Mastery, Profile Manager, Class Manager, Create Student Files, View Student Progress, Move Student(s), Message Center, and Schedule Manager. At the bottom of the sidebar, there is a link for 'Directions/Explanations'. The main table displays student data with columns for Name, Lessons Completed, Student Effort, UnWeighted WPM, Grade / Weighted, Profile Name, and Score. The 'Student Effort' column is highlighted with a red box, and a green arrow points to it from the right.

Name	Lessons Completed	Student Effort	UnWeighted WPM	Grade / Weighted	Profile Name	Sc
Claude, Pat	0	0h 1m	0		Special Ed--15	
Doe, Jane	0	0h 0m	0		FHS IBCA--30	
Doyle, Sharon	0	0h 0m	0		FHS IBCA--35	
Foster, Leslie	0	0h 0m	0		Special Ed--20	
Williams, John	0	0h 0m	0		FHS IBCA--35	

# Sample of 8<sup>th</sup> Grade—Jr. High

Churchill Junior High -- Salt Lake City, UT  
 8<sup>th</sup> Grade class -- Teacher: Alan Wicklander  
 Textbook -- Keyboard Short Course

**Final Grade appears automatically according to grading scale teacher set**

EPC Teacher Manager - Keyboard Short Course

Choose another class:

**Class Summary: 8th Ritation3 BZ**

Name	Lessons Completed	Student Effort	UnWeighted WPM	Grade / Weighted	Profile Name	Sc
Arata, Geena	18	1h 32m	24	D / 23.6	8th Grade-35	
Barker, Matt	10	0h 50m	34		8th Grade-35	
BArton, Ryan	13	1h 49m	33		8th Grade-35	
Bay, Erin	18	1h 42m	41	A / 44.9	8th Grade-35	
Benson, McCall	18	1h 31m	42	A / 41.1	8th Grade-35	
Boud, Adam	10	1h 33m	34		8th Grade-35	
Brickley, Abbie	18	1h 35m	48	A / 47.9	8th Grade-35	
Coomans, P	18	1h 1m	39	A / 42.4	8th Grade-35	
Crabtree, Michael	8	0h 54m	24		8th Grade-35	
Dehlavi, Arman	18	1h 29m	38	A / 40.1	8th Grade-35	
Harnicher, Max	3	0h 37m	58		8th Grade-35	
Larsen, Elizabeth	18	1h 21m	34	B / 33.6	8th Grade-35	
Littleton, Ryan	3	0h 25m	33		8th Grade-35	
Lyden, Eunice	18	1h 15m	33	B / 34.3	8th Grade-35	
Manukyan, Angela	18	1h 44m	35	A / 37.6	8th Grade-35	
Oliver, Brittany	10	1h 29m	36		8th Grade-35	
Repman, Joshua	18	1h 28m	34	B / 31.8	8th Grade-35	
Rudd, Lanson	12	1h 23m	20		8th Grade-35	
Schmidt, David	6	0h 55m	39		8th Grade-35	
Scott, Ryan	11	0h 59m	36		8th Grade-35	
Trout, Samuel	9	1h 0m	32		8th Grade-35	
Whitmore, Krista	12	2h 5m	34		8th Grade-35	
Wittwer, Andrew	10	1h 17m	36		8th Grade-35	

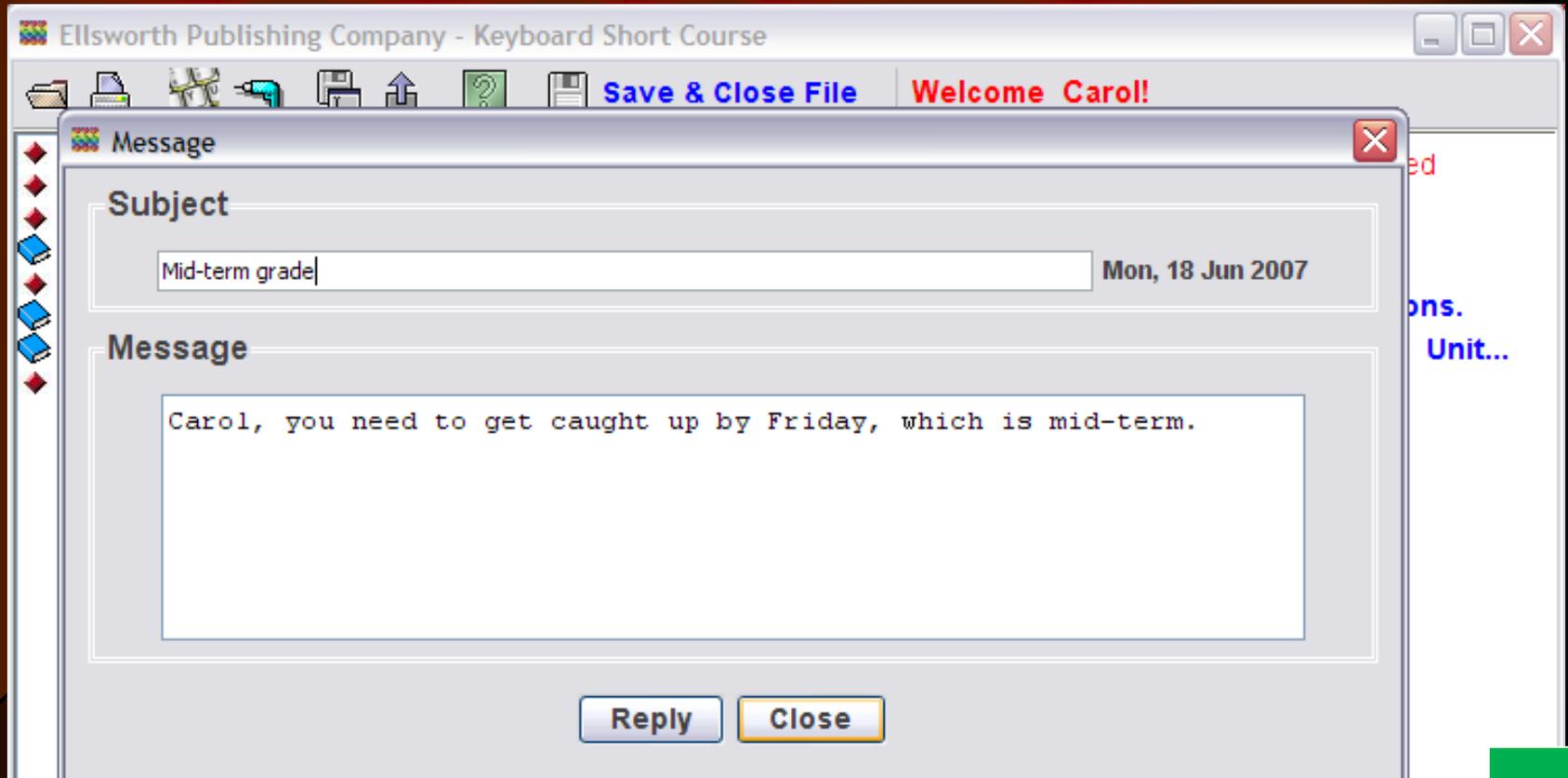
Used by Permission 

- Keyboard Short Course
- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager
- Directions/Explanations**
- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.
- ✓ To "loop" through all students in the class, click on "Choose another student..." in the toolbar menu area.
- ✓ To select a different report type or a different class, re-select "View Student Progress".

# Send/Receive Messages

(between teacher & students only)

- Messages are seen when students first open their data file--*automatically*.



# Schedule Manager

- Schedule *when* students can practice, by student or entire class
  - Enable practice times if you suspect cheating—such as restricting practice to only the regular class period
  - Lock Begin and End dates (perfect for Open Entry or online classes)

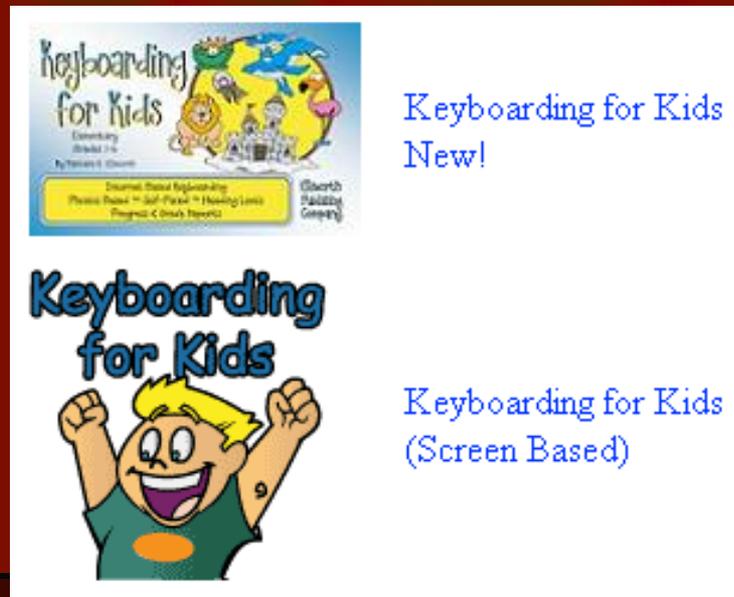
Student data file will open only from 10-11am, M-F.

Class Report						
Name	Lessons Completed	UnWeighted WPM	Grade / Weighted	Profile Name	Schedule Name	Email
colbert, raplh	0	0		younger--30		
colbert, rolph	0	0		--40		
colton, robin	0	0		younger--30	Daily 10-11	



# Keyboarding for Kids

- For Grades 1-6
- Practice exercises by reading level
- Most schools begin in 2<sup>nd</sup> or 3<sup>rd</sup> grade



# Reward for Achieving Goals

- Animated Mongo appears to give 'thumbs up' sign when speed/accuracy goals are achieved:

Name: Engh, Brandon      Date: 05/12/2009 2:20 AM      Timing Length: **15-Second**

Lesson #: 1 - Home Row, Line 1    ▶ Left Hand on keys: A S D F -- Right Hand on keys: J K L ;

aaa sss ddd      sss ddd fff↵

**Errors Allowed:** Scores not meeting least 28 WPM or more will not be considered complete.

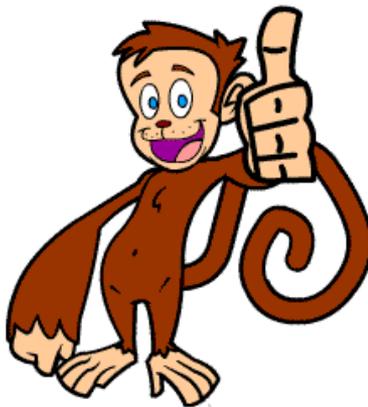
**Timing Scores:**      **Scores Required:** 1  
not be saved. Your goal should be at least 28 WPM for each line in this lesson to be considered complete timing.

**Three Speeds:** 37/0 37/0 37/0

aaa sss ddd      sss ddd

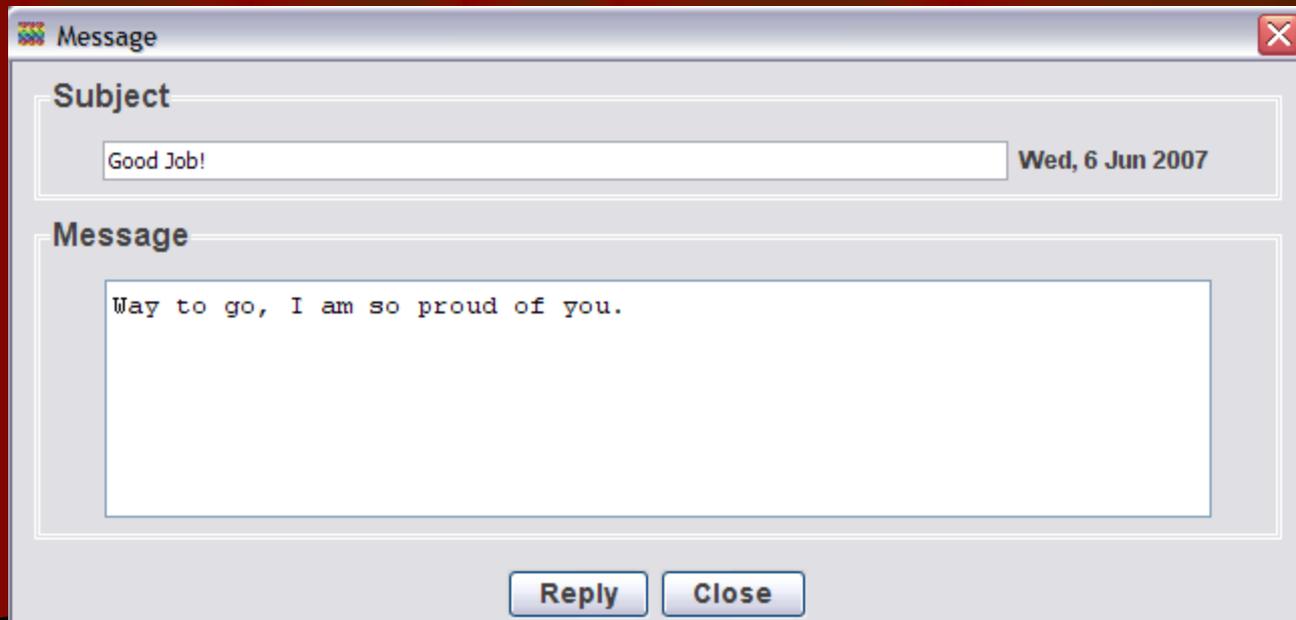
**Timer: 00:00**      Print Result      Adjust Font

\*\*\* Great! You made your GOAL!  
Brandon is burning up the keys!



# Features of Keyboarding for Kids

- Same features as other keyboarding courses, such as the message shown when students first open their data file:



# Same Reporting Features as Other Keyboarding Courses

- This is a 2<sup>nd</sup> grade class—wpm/0 errors.

The screenshot shows the 'EPC Teacher Manager - Keyboarding For Kids' window. At the top, there's a title bar and a 'Choose another class:' dropdown menu. Below the title bar is a navigation pane on the left with a tree view containing 'Keyboarding For Kids' and several sub-items: Profile Manager, Class Manager, Create Student Files, View Student Progress, Move Student(s), Message Center, and Schedule Manager. Below these is a 'Directions/Explanations' section with three checked items: 'Select your class.', 'Select a student for individual reports.', and 'Find the report you need and select the button'. The main area of the window displays a 'Class Summary: Mrs. Weber' table with the following data:

Name	Lessons Completed	Student Effort	UnWeighted WPM	Grade / Weighted	Profile Name	Sc
Berner, Riley	26	0h 59m	26	A / 27.3	Grade 2	
Blomenberg, Luke	28	1h 12m	25	A / 25.4	Grade 2	
Bockelman, Bethany	32	0h 6m	25	A / 26.7	Grade 2	
Brandt, Isabelle	17	0h 39m	27		Grade 2	
Bussey, Logan	7	0h 29m	23		Grade 2	
Carr, Mariah	28	0h 59m	26	A / 26.4	Grade 2	
Colsden, Megan	3	0h 58m	23		Grade 2	
Eilerts, Jacey	6	0h 24m	23		Grade 2	
Gebhardt, Caleb	32	0h 26m	27	A / 28.1	Grade 2	
Johnson, Lauren	18	1h 3m	24		Grade 2	

Note: Teachers requested a Student Effort column; it was created and installed near the end of the semester and does not adequately reflect time spent practicing.



# Sample of 4<sup>th</sup> Grade Report by Lesson Averages—wpm/0 errors

Christ Lutheran School -- Norfolk, NE  
 4<sup>th</sup> Grade class -- Teacher: Steven Stortz  
 Textbook -- Keyboarding for Kids—Grades 1-6

**EPC Teacher Manager - Keyboarding For Kids**

Choose another class:

**Class Progress Report: Lesson Average 'L' for all lessons**

Name	ID/Password	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14
	11019	35	29	29	29	29	30	31	30	31	30	31	30	30	30
	11020	34	32	30	29	31	30	31	32	32	29	28	29	28	30
	11004	35	30	30	32	32	30	31	30	32	28	30	30	30	30
	11022	35	29	31	29	29	28	28	30	29	29	30	29	29	0
	11005	28	30	27	28	26	27	28	26	26	27	27	28	28	0
	11006	36	33	32	34	33	34	33	35	33	32	35	35	30	0
	11007	32	29	31	35	32	33	29	32	30	32	29	29	30	30
	11035	33	28	27	30	27	27	30	30	32	30	28	28	30	29
	11027	32	31	32	32	30	29	32	29	32	30	29	30	0	0
	11028	36	30	29	30	29	28	31	29	30	30	29	30	27	29
	11010	37	32	32	34	30	28	30	30	33	31	31	32	0	0
	11029	37	32	31	34	32	31	33	35	35	33	34	31	0	0
	11013	30	28	28	30	28	29	28	29	29	29	28	27	0	0
	11015	35	30	31	29	28	28	30	32	30	28	31	28	0	29
	11016	32	27	28	27	28	27	30	29	29	30	27	27	0	0

**Keyboarding For Kids**

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager

**Directions/Explanations**

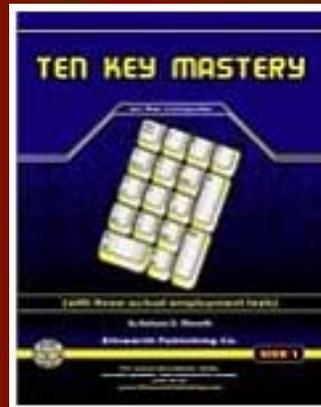
- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.
- ✓ To "loop" through all students in the class, click

Used by Permission—names covered by request of principal



# Ten Key Mastery

- Teaches the numeric keypad with speed and accuracy to employment standards.
- Has three actual employment tests



# Ten Key Mastery Has Same Features as Keyboarding

(such as this Class Summary Report)

EPC Teacher Manager - Ten Key Mastery

Choose another class: Choose another class...

**Class Summary: 250A**

Name	Lessons Completed	Student Effort	UnWeighted KSPH	Grade / Weighted	Profile Name
Brewer, Patricia	11	2h 5m	8925		250A
Cardenas, Anany	10	0h 0m	11730		250A
Chem, Neang	27	4h 3m	11790	A / 9242	250A
Cleveland, Sandra	24	0h 0m	13857		250A
Cook, Caren	27	0h 0m	8779	B / 7205	10 Key Standards
Cox, Sheryl	25	0h 0m	7654		250A
Dasanayke, Mudi	8	0h 0m	5887		250A
DelaRosa, Margaret	26	0h 26m	5530		10 Key Standards
Dixon, Betty	27	0h 0m	9465	A / 8054	10 Key Standards
Draper, Shavon	27	0h 0m	9083	A / 8833	250A
Escobar, Analilia	1	0h 0m	9000		250A
Espinoza, Maria	27	1h 24m	14076	A / 12696	250A
Gandarilla, Narmin	25	5h 38m	9577		250A
Garcia, Sylvia	24	0h 0m	15057		250A
Guerrero, Griselda	27	0h 0m	10757	A / 9127	10 Key Standards
Hempen, Tennille	27	1h 27m	8785	B / 7233	250A
Hicks, Cassandra	20	0h 0m	9573		250A
Holden, Latanya	20	0h 0m	9450		250A
Jackson, Flannell	23	1h 43m	11258		10 Key Standards
Kelley, Kruizer	27	0h 0m	13663	A / 12337	250A
Kimery, Darlene	27	0h 0m	11320	A / 9873	10 Key Standards
Kith, Terry	27	0h 0m	13175	A / 10788	250A
Lach, Theodosia	24	0h 0m	10844		250A
Lavergne, Peggy	27	0h 0m	10473	A / 8412	250A
Lewis, Yolanda	27	1h 56m	7640	C / 6070	250A

**Directions/Explanations**

- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.
- ✓ To "loop" through all students in the class, click on "Choose another student..." in the toolbar menu area.
- ✓ To select a different report type or a different class, re-select "View Student Progress".



# Online Author's Demos

(Let us demo the course to your students--  
with voice and animation)

- [www.Keyboardingonline.com](http://www.Keyboardingonline.com)



## Students:

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

## Instructors:

- ◆ Introduction
- ◆ Course Descriptions
- ◆ Software Requirements
- ◆ Detailed demonstrations of Teacher Manager features & functions



# We Give Teachers What They Want

- Web based; no software to install or maintain
- Students can work from anywhere
- Unique features not found elsewhere—*like turning off the timing screen so students have to keep their eyes on the textbook or lose their place.*
- NO PAPERS TO GRADE, PRINT, OR TURN IN
- Individualize to fast or slow students
- Accumulates time students spend practicing
- Teachers and students can message each other
- Online Author's Demo to explain the course to students
- Online presentation of the Six Essential Techniques of Keyboarding
- Updates are free
- Formatting is free. Intro to MS Applications is free.
- Company is run by certified Business teachers



# Technical Information

- Designed for efficient use of bandwidth –
  - It is NOT streaming Internet
    - Once a student downloads the program, it is stored in the cache
    - Scores go to Ellsworth's server every 12 minutes automatically, with no disruption noticed
    - If students select Save and Close File at the end of the class, the program remains open to the next class without logging in again.
- Student data is backed up nightly.
- All you need is an internet connection and the Java plug-in (For PCs it is a free download from [www.Java.com](http://www.Java.com); Mac OS10+ already have it in their operating system.)



# Save \$\$\$—Affordable Pricing

- Totally On-Screen Site License, K-12
- Totally On-Screen, Colleges
  - No Site License Fee
  - Student Serial Code to access online software, \$25
- Regular Site License w/Textbooks
  - Textbooks from \$10.95 ea. to \$14.95 ea. (see 2009 catalog)
  - Textbooks last typically about 4-6 years (60 lb. paper)

## Catalog Information:

[www.keyboardingonline.com](http://www.keyboardingonline.com)

Pricing & Policies

Retail – Serial Codes for College Students

Education & Non-Profit – K-12

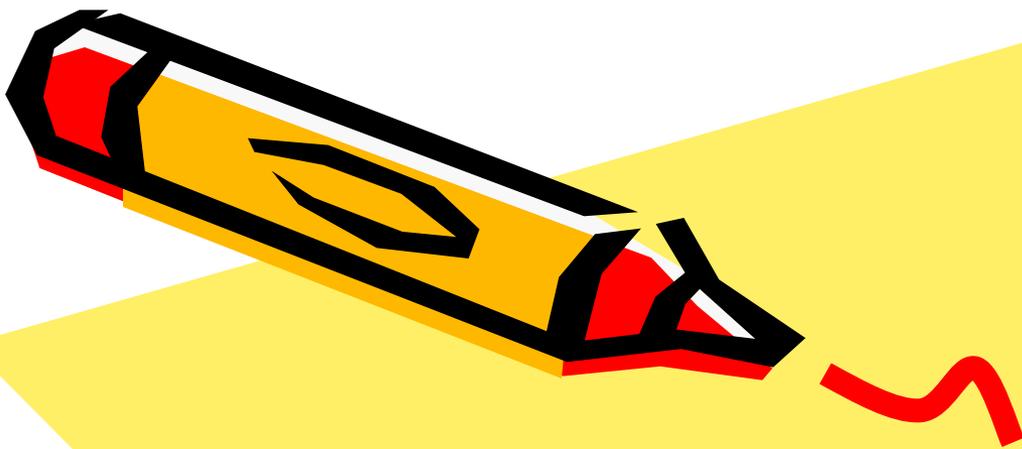
# Email us at

[Sales@EllsworthPublishing.com](mailto:Sales@EllsworthPublishing.com)

- To set up a phone demo/webinar with you and/or some of your other keyboarding teachers
  - *Free Training! We'll go through the whole course with you—how to set up your course standards, create your class, enter students, view student progress and grades, delete students, individualize standards, see how students practice, etc. Usually takes about 45 minutes—somewhat longer if a larger group due to questions.*
- To receive a free complimentary copy of a textbook
- To receive a 2-month FREE trial (using on-screen version)

(Check [www.EllsworthPublishing.com](http://www.EllsworthPublishing.com) to review textbooks and see which ones fit your needs.)





# Keyboarding for Kids

(Screen Based)

Step-by-step Directions  
(Student Side)

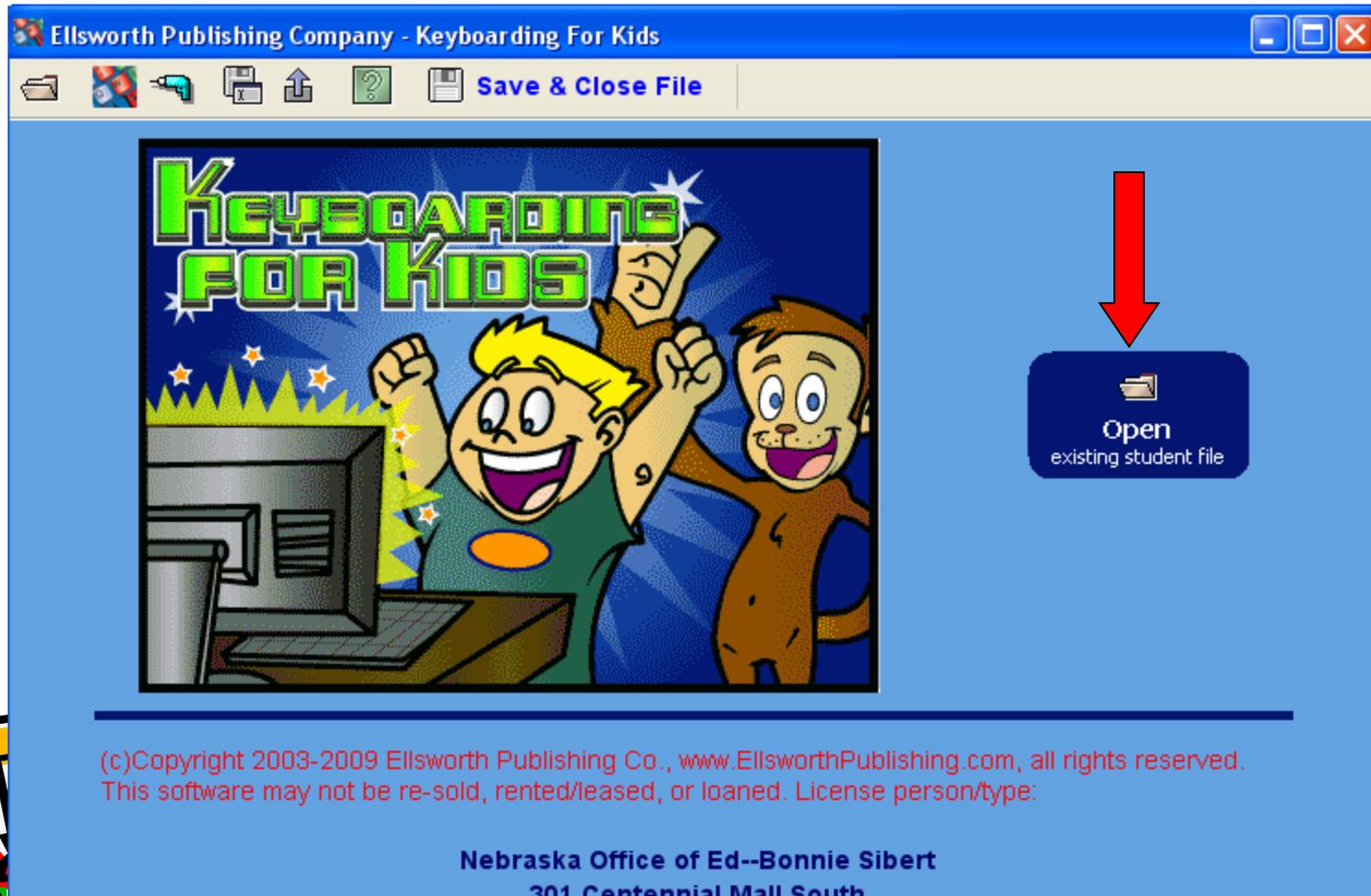


Part 2 of 2-hour workshop

Ellsworth Publishing Company  
(888) 963-4817

# Enter as a Student

- Single click on "Open existing student file" button



Ellsworth Publishing Company - Keyboarding For Kids

Save & Close File

**KEYBOARDING FOR KIDS**

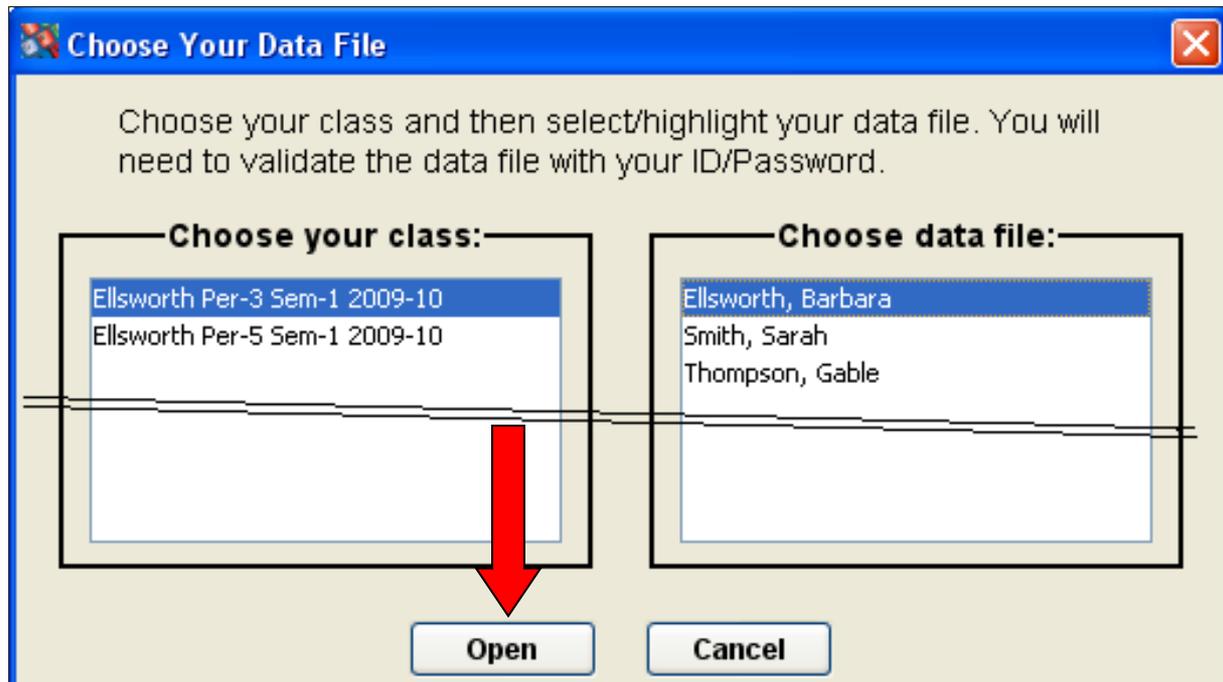
Open existing student file

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Nebraska Office of Ed--Bonnie Sibert  
301 Centennial Mall South

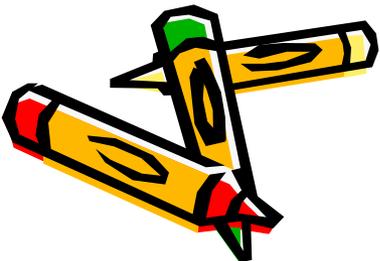
# Selecting Student Data File

- Click to "Choose your class:".
- Click to "Choose data file:" (student name)
- Click the "Open" button.



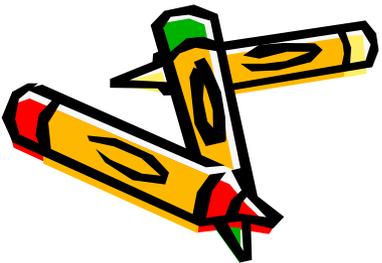
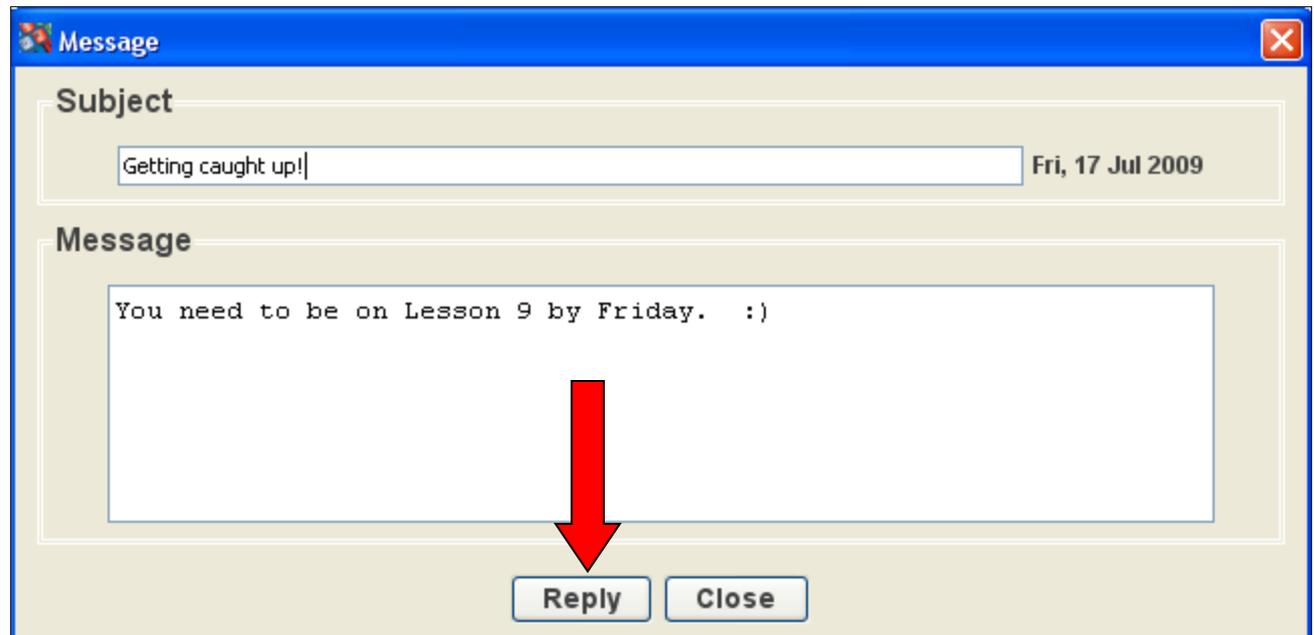
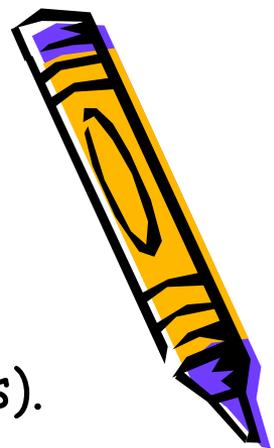
# Enter Student ID/Password

- Enter the ID or Password: "1", and click OK.



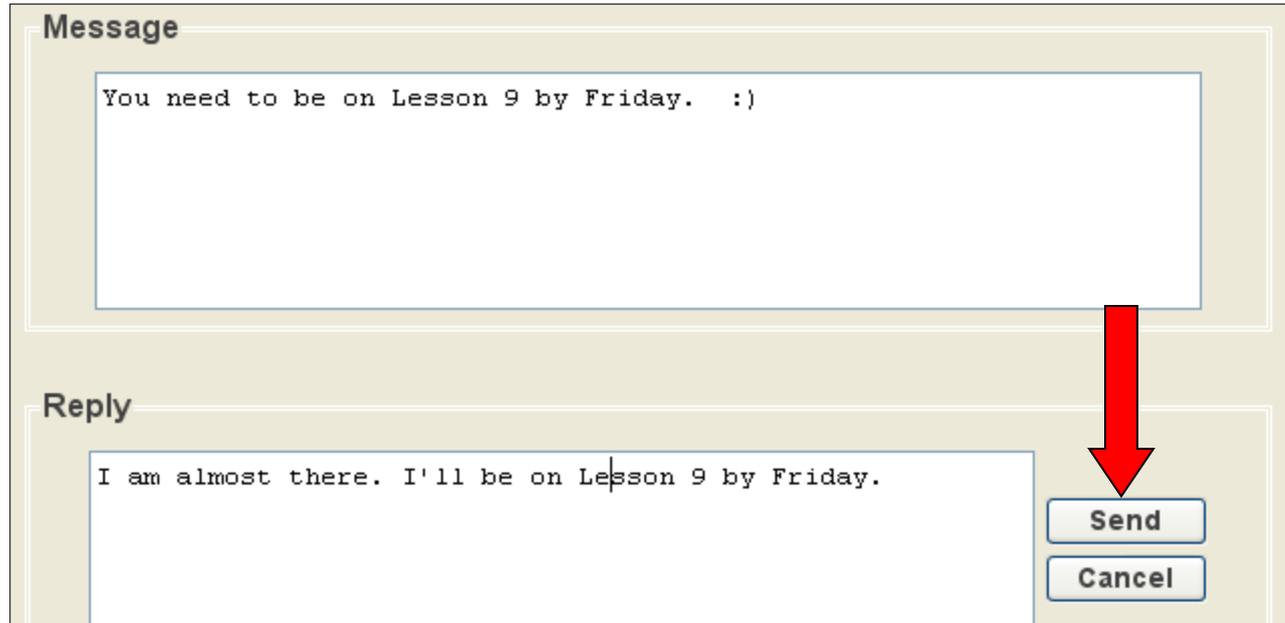
# Messages are read first!

- Messages are great for praise or “get busy” reminders.
- Students can also message the teacher (not other students).
- Click the “Reply” button and type a short reply to the teacher. You will see it later when you return to the Teacher Manager.



# Replying to Teacher

- Click the "Send" button.



Message

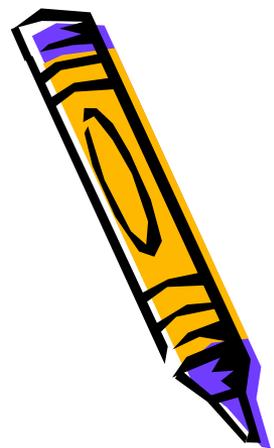
You need to be on Lesson 9 by Friday. :)

Reply

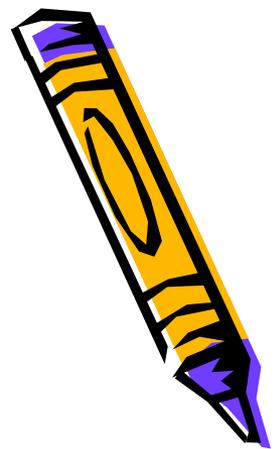
I am almost there. I'll be on Lesson 9 by Friday.

Send

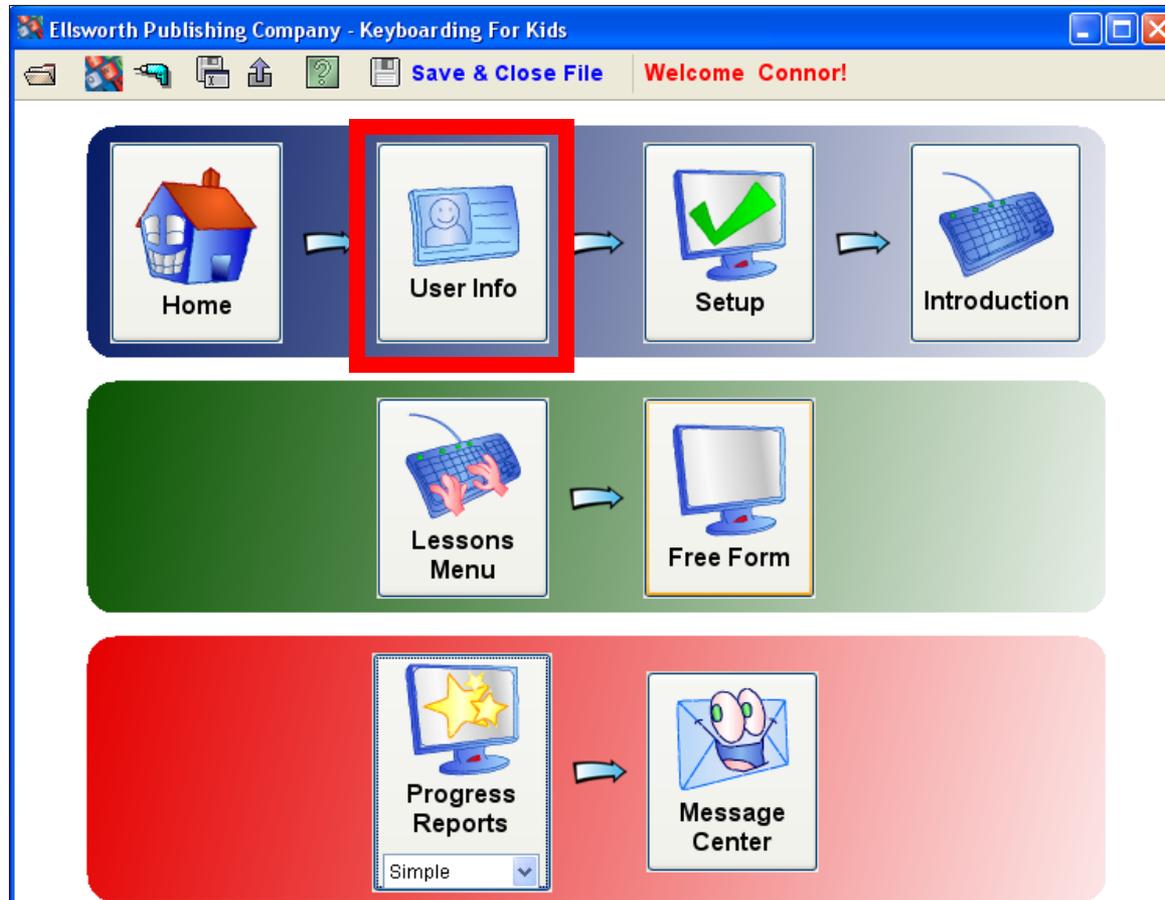
Cancel



# User Info

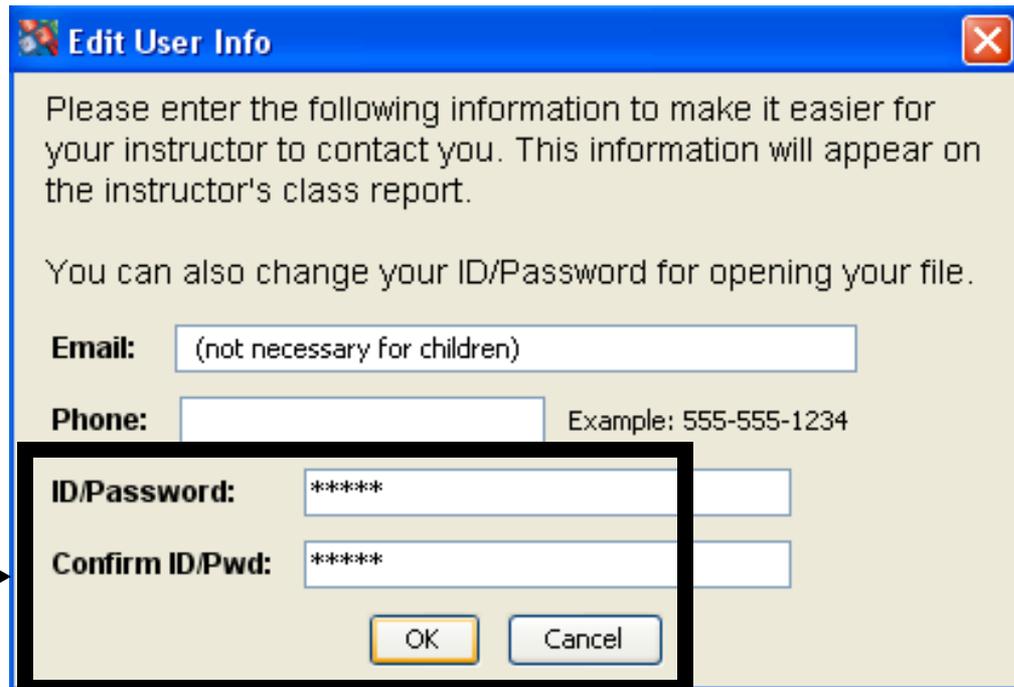


- You are now in your data file.
- Single click on "User Info"



# User Info—Changing the ID/Password

- Select the "ID/Password" and change it. (In the Teacher Manager you can lock the password so it cannot be changed.)
- "Confirm ID/Password" by typing it again.
- Click the "OK" button.



**Edit User Info**

Please enter the following information to make it easier for your instructor to contact you. This information will appear on the instructor's class report.

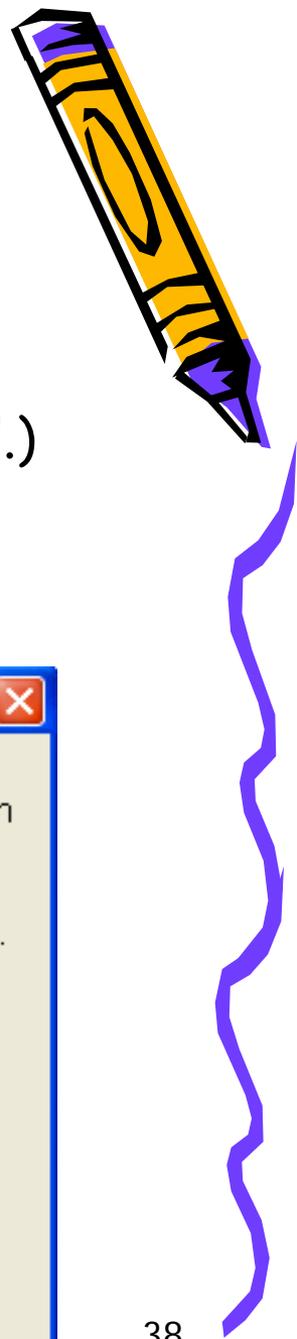
You can also change your ID/Password for opening your file.

**Email:**

**Phone:**

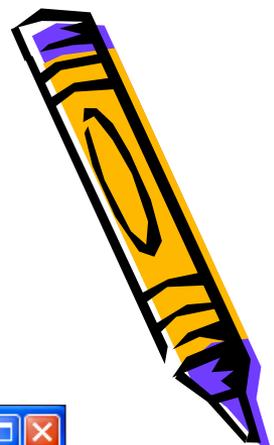
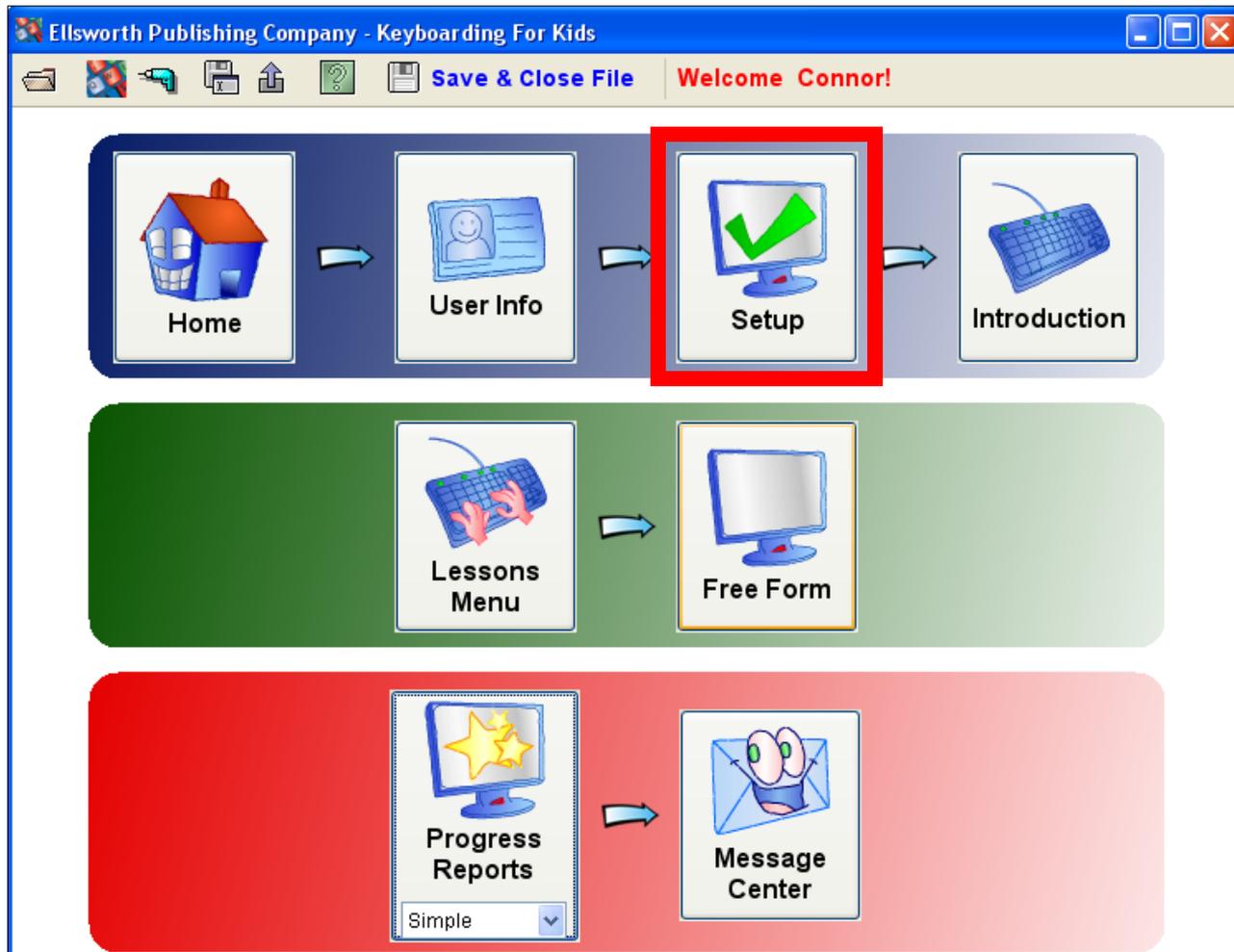
**ID/Password:**

**Confirm ID/Pwd:**



# Setup

- Single click to select "Setup".

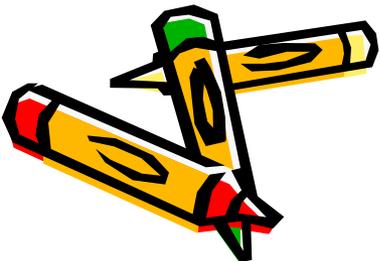


# Setup

- The purpose of the Setup is to show students and interested parents what the standards of the course are, but they are dimmed and cannot be changed.
- Click on each tab to see the standards of the course.
- After viewing the tabs, click "Finish" in the "Next Step" tab, or click on the close button.

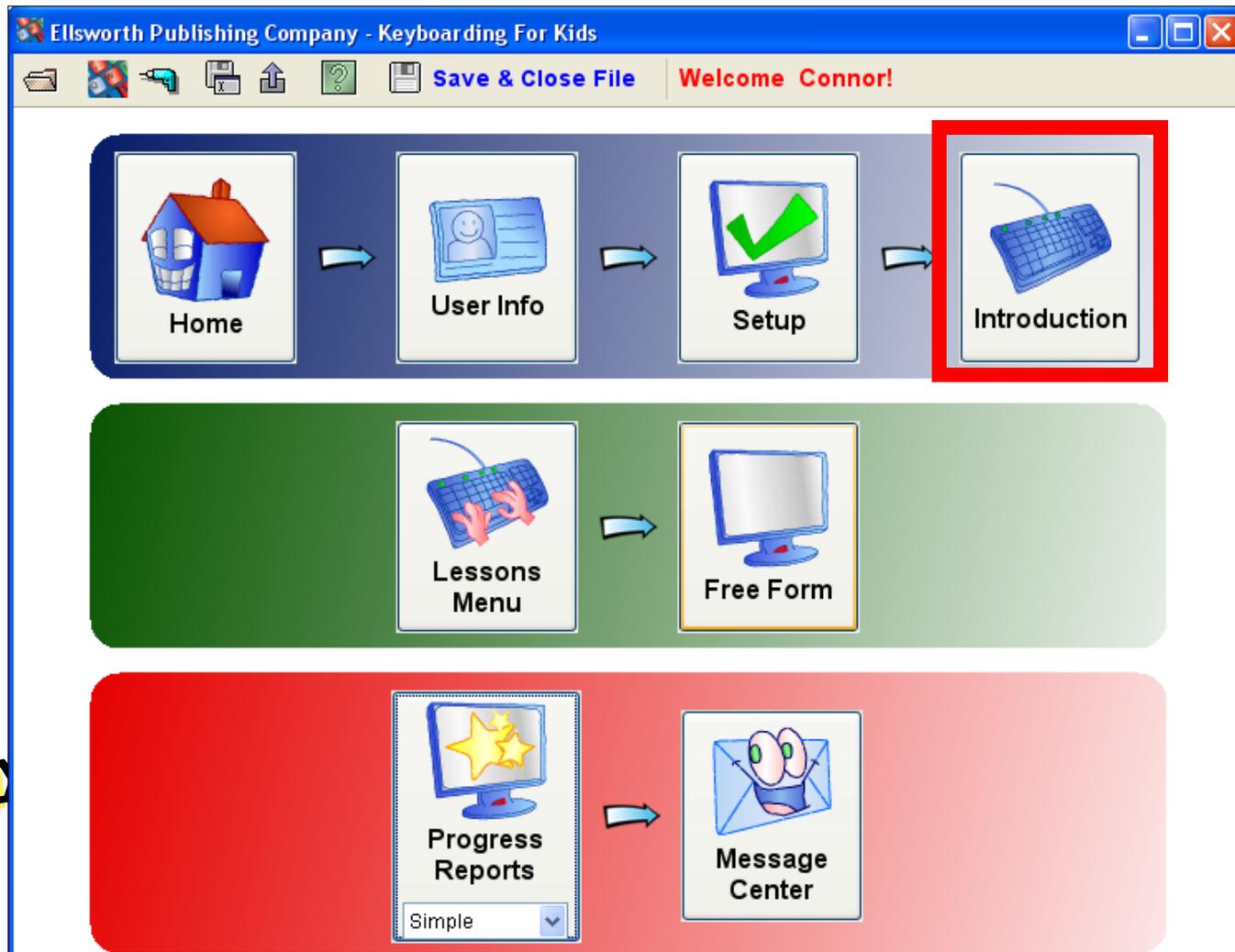


The screenshot shows a software setup window with a blue title bar. A red rectangular box highlights the navigation tabs: "Name & ID", "Goal & Reports", "Options", "Recap", and "Next Step". The "Name & ID" tab is currently selected. Below the tabs, the window is divided into two sections. The first section is titled "Enter Your Name" and contains the text: "Hi! This is going to be fun! Please enter your first and last name. This will be used to label your work." Below this text is a text input field containing "Ellsworth, Barbara" and the text "press enter". The second section is titled "ID Number/Phrase" and contains the text: "Enter your ID number/phrase. This will also be used to label your work. You will need to know this number/phrase to open your data file." Below this text is a text input field containing "54321". A red arrow points to the close button (an 'X' in a square) in the top right corner of the window.



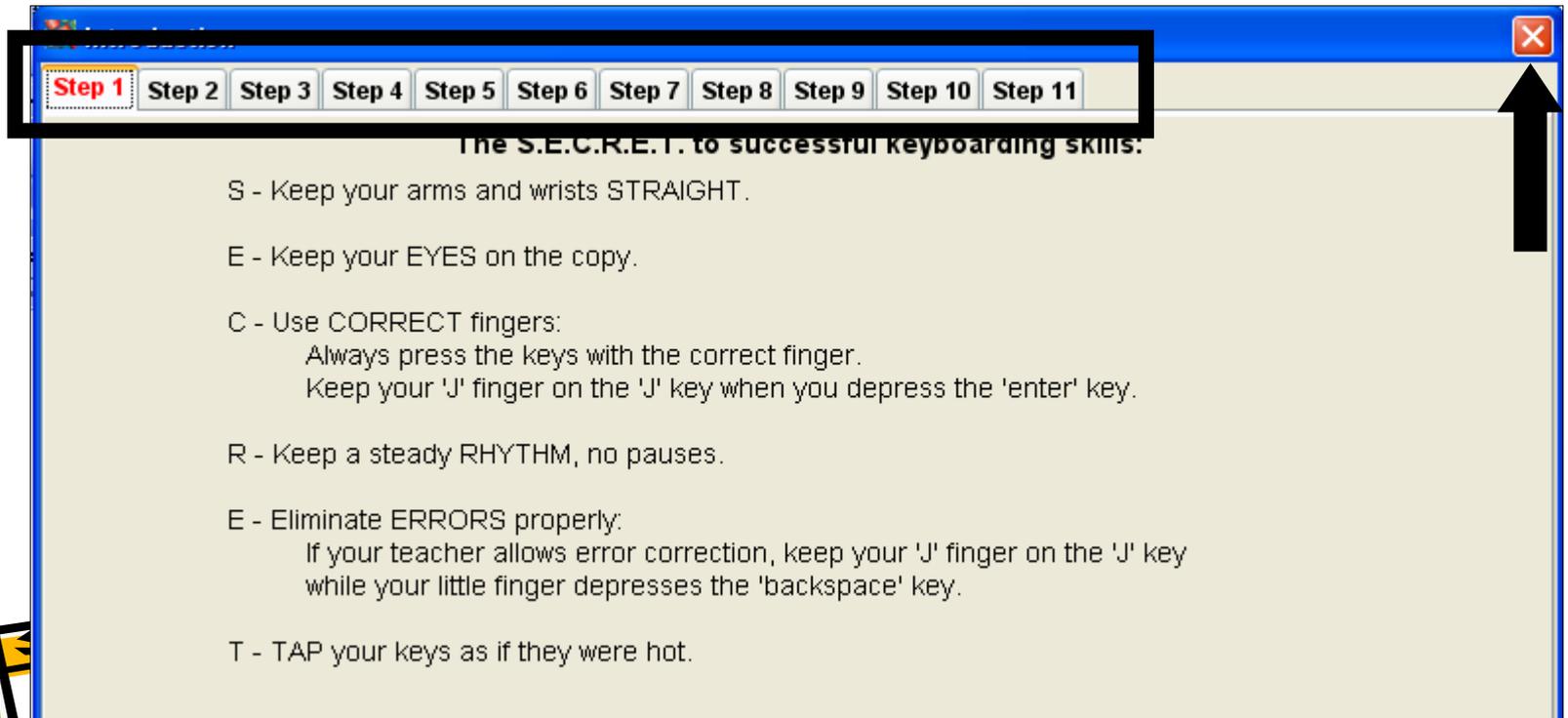
# Introduction

- Single click to select "Introduction".



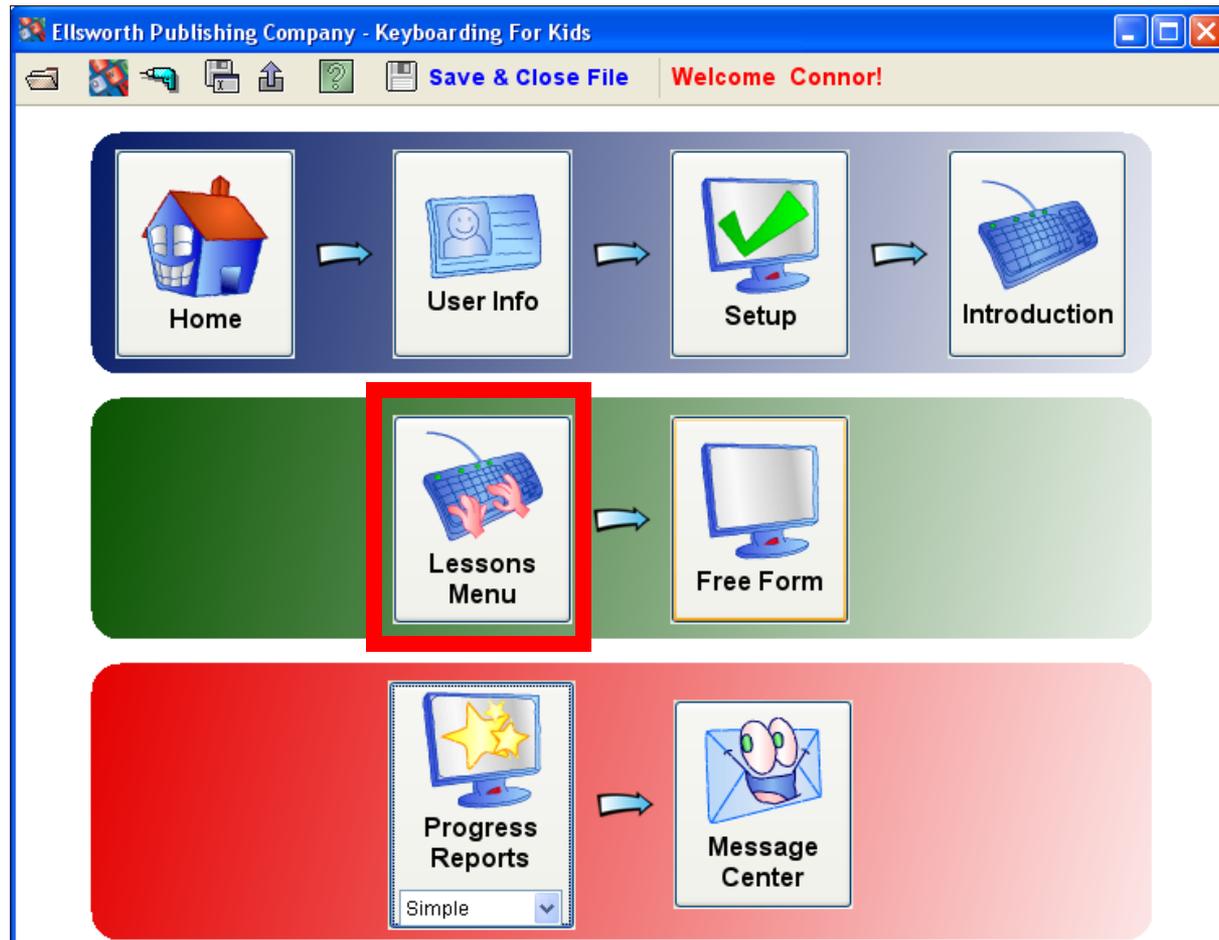
# Introduction

- Select each tab to go through the Introduction.
- Click the close button to close this window.

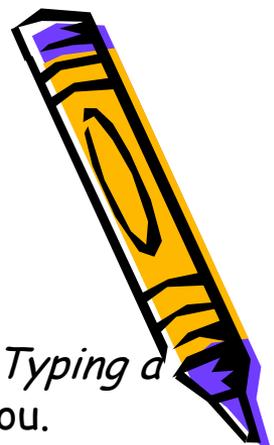


# Lessons Menu

- Single click "Lessons Menu" to see all the lessons.



# Lessons Menu—Get Ready



- Lesson 1 - Home Row is selected. Line 1 (in red) is selected.

At the end of the line, after you type "fff", press the Enter key—no space. (*Typing a space counts as an error.*) Begin again and keep typing until the timer stops you.

The **Timer** button indicates that this is a 15-second practice timing.

Slide the "**Adjust Font**" button to the right to make the letters easier to read. Try it!

The screenshot shows the '1 - Home Row' software interface. On the left is a 'CourseEntry' list with 10-11 items, including '1 - Home Row' which is selected. The main area has a title bar '1 - Home Row' and a sub-header with '★ Line1', '★ Line2', '★ Line3', and '★ Line4'. Below this, it shows 'Name: Biggs, Connor', 'Date: 08/22/2009 11:45 PM', and 'Timing Length: 15-Second'. A lesson description reads 'Lesson #: 1 - Home Row, Line 1 ▶ Left Hand on keys: A S D F -- Right Hand on keys: J K L ;'. A keyboard layout is shown with keys: Caps Lock, A (blue), S (red), D (green), F (yellow), G (grey), H (grey), J (yellow), K (green), L (red), ; (blue), " (grey), and Enter. The text input field contains 'aaa sss ddd fff jjj kkk lll ;;; aaa sss ddd fff'. At the bottom, there is a 'Timer: 00:15' button and an 'Adjust Font' slider. Red arrows point to 'Line1', the 'Adjust Font' slider, and the 'Enter' key.

# Lessons Menu—Get Set

- When you type Line 1, notice that the timing screen doesn't show what you are typing—it just reads "Timing in progress...". *Students have to keep their eyes on the copy or they lose their place and make an error.* In the Profile Manager (of the Teacher Manager), the accuracy rate was set at 0 errors for the score to record to the Progress Report.



*Look at fingers, lose place, make error, take timing over!*



The screenshot shows a software interface for a typing lesson. On the left is a vertical menu titled "CourseEntry" with a list of lesson options from "1 - Home Row" to "35 - W,X,Y,Z". The main window displays the following information:

- Name: Biggs, Connor
- Date: 08/22/2009 11:45 PM
- Timing Length: 15-Second
- Lesson #: 1 - Home Row, Line 1
- Left Hand on keys: A S D F -- Right Hand on keys: J K L ;

Below this information is a keyboard layout with keys labeled: Caps Lock, A, S, D, F, G, H, J, K, L, ;, ", and Enter. The text "aaa sss ddd fff jjj kkk lll ;;; aaa sss ddd fff" is shown in the typing area. A "Show Reach" button is in the top right, and a "How to Scroll" button is on the right side.

A summary box contains the following data:

- Errors Allowed: 0
- Minimum WPM: 1
- Scores Required: 1

Below this box, a message states: "Scores not meeting the 'Errors Allowed' & 'Minimum WPM' will not be saved. Your goal should be at least 26 WPM or more. You need 1 score(s) of 1+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing."

At the bottom right, it shows "Best Three Speeds: 34/0 0/0 0/0".

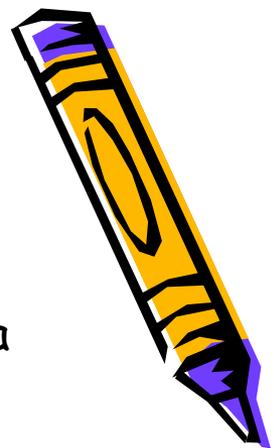
The main display area shows a large red arrow pointing down to the text "Timing in progress...". At the bottom, there is a "Timer: 00:07" and an "Adjust Font" slider.

# Lessons Menu—GO!

- Lesson 1- Home Row. *Practice Lines 1-4 now.*

You may take the practice timing as many times as necessary to get a speed recorded in the "Best Three Speeds". What happens when you achieve your goal?

When you reach your goal—26 wpm, click "No" to the question at the bottom—"Do you want to take this timing again?" It will automatically advance you to the next practice—Line 2.



Notice the drill Lines...



Name: Biggs, Connor      Date: 08/22/2009 11:45 PM      Timing Length: 15-Second

Lesson #: 1 - Home Row, Line 1    ▶ Left Hand on keys: A S D F -- Right Hand on keys: J K L ;

Caps Lock   A   S   D   F   G   H   J   K   L   ;   '   Enter

aaa sss ddd fff jjj kkk lll ;;; aaa sss ddd fff↵

Errors Allowed: 0      Minimum WPM: 1      Scores required: 1

Scores not meeting the 'Errors Allowed' & 'Minimum WPM' will not be saved. Your goal should be at least 26 WPM or more. You need 1 score(s) of 1+ WPM saved for each line in this lesson to be considered complete. If desired, click the printer icon to print the completed timing.

Timing Score: 34 WPM   0 Errors      **Best Three Speeds: 34/0 34/0 12/0**

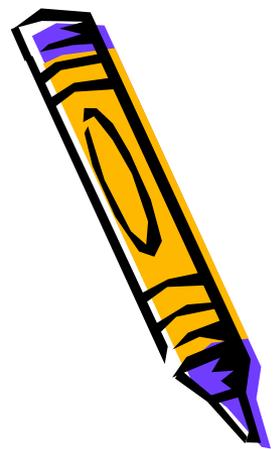
aaa sss ddd fff jjj kkk lll ;;; aaa sss ddd

Your goal is given on the second line...



# Lessons Menu

## The Show Reach Button



- Select "Lesson 3—T Key" Line 1.

This lesson presents a new key—the "T" key. See blue lettering at the top.

Click the "Show Reach" button to see a visual of which finger depresses the "T" key. The blinking yellow "T" means that you use the yellow "F" finger to make the reach.

Click on the close button to return to the Main Menu.

3 - T Key

Line1 Line2 Line3 Line4

Name: Biggs, Connor Date: 08/23/2009 12:25 AM Timing Length: 15-Second

Lesson #: 3 - T Key, Line 1 ▶ The F finger presses the T Key

Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	
Caps Lock	A	S	D	F	G	H	J	K	L	:	"	Enter	

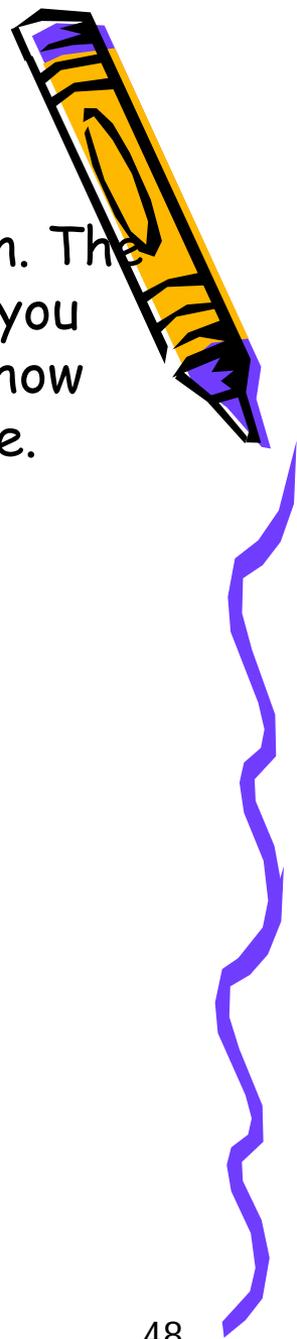
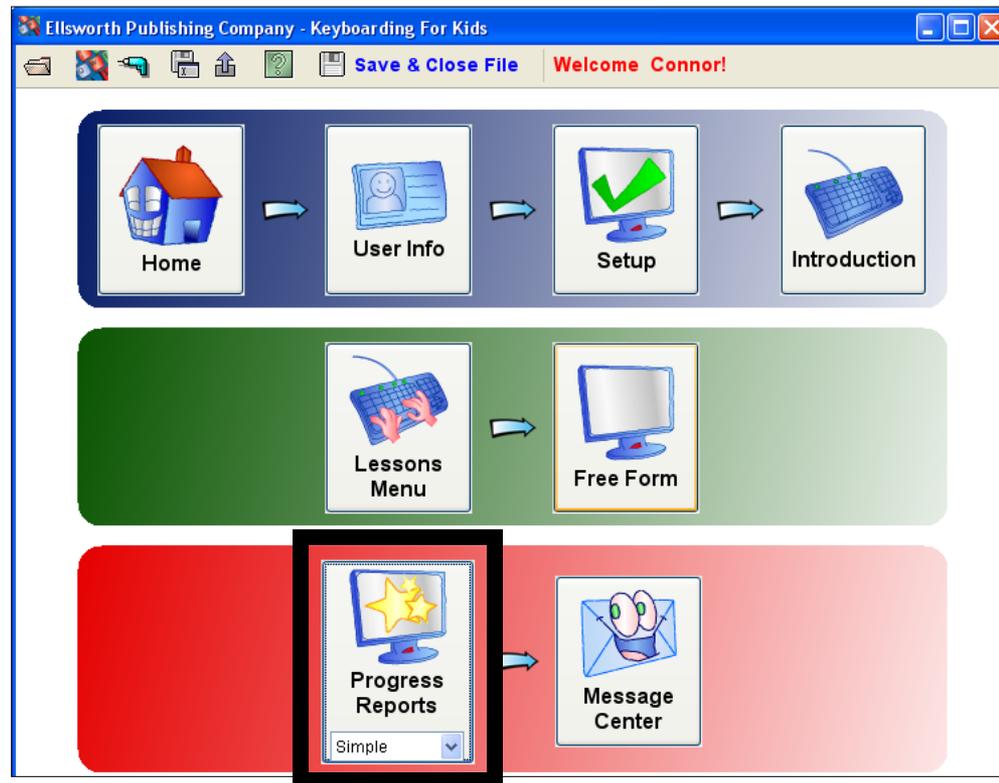
fff ttt fff ttt ftf ftf fat fat sat sat tal tal

Show Reach

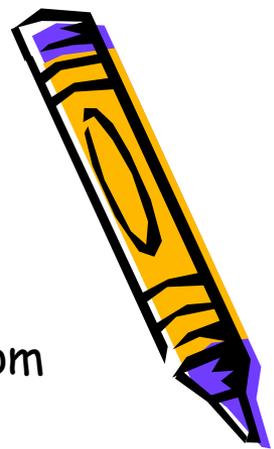
How to Scroll

# Progress Reports

- Notice that "Simple" is showing on the Progress Report icon. The Simple report shows the **one** best timing in each lesson. If you clicked the arrow and selected "Comprehensive", it would show the **best three speeds** of all the practice for each exercise.
- Single click on the Simple Progress Reports icon.



# Progress Reports

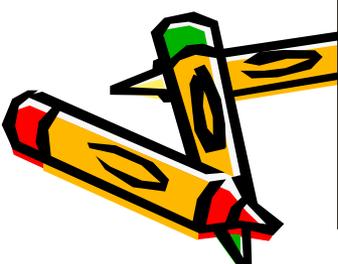


- The Progress Report below shows:

The Goal: 26 wpm and Average for all completed lessons: 34 wpm  
Easy to see if student is meeting goal.

- Click on the Close button to return to the main menu.

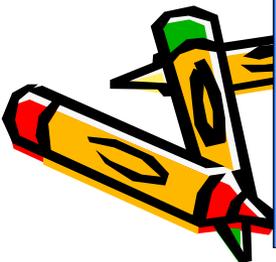
Keyboarding For Kids - Progress Report										
Name: Biggs, Connor ID#: * Date: 08/23/2009 Time: 12:39 AM										
Goal: 26 wpm Average for all completed lessons: 34 wpm										
<b>Lesson#</b>	1	2	3	4	5	6	7	8	9	10
<b>Line   Avg</b>	34	0	0	0	0	0	0	0	0	0
1	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
3	37/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
4	32/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
<b>Lesson#</b>	11	12	13	14	15	16	17	18	19	20
<b>Line   Avg</b>	0	0	0	0	0	0	0	0	0	0
1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0



# Save & Close File

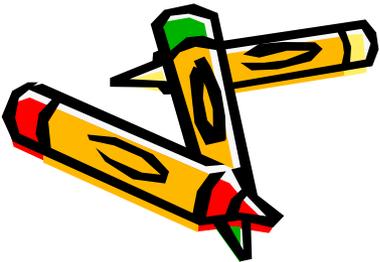


- Click on "Save & Close File" button.
- Every 12 minutes students' scores go seamlessly back to the servers at Ellsworth Publishing Company. Students should always end a keyboarding session by clicking on "Save & Close File" to insure that all practice is recorded. (If a student should [x] out of the internet and run to the next class, and the 12-minute cycle has not arrived again, several minutes of practice could be lost. By clicking on "Save & Close File", nothing is lost!)



# Viewing Student Scores in the Teacher Manager

- Your students never have to print anything and turn it in because you can see their scores in the Teacher Manager.
- Click on the back arrow on your browser to return to the web site of your school.
- Click on the Teacher Manager link for Keyboarding for Kids.



File Edit View History Bookmarks Tools Help

http://keyboardingonline.com/epco/schoolInfo.do

Most Visited eBay EBAY Ellsworth Publishing W... Keyboarding Online - I... Google

Keyboarding Online - Powered by Ells...

Ellsworth PUBLISHING CO.

Products Tutorials

Keyboarding

Licensed School: Ellsworth Private School

Need D

Screen Based:

Keyboarding for Kids

Keyboard Short Course

Teacher Manager Teacher Manager

# Viewing Student Scores in the Teacher Manager

- Click on "View Student Progress".
- Select your Class.
- Select your student—notice the last practice date by the name.
- Click on "Simple Report". Click on "Get Report".

**EPC Teacher Manager - Keyboarding For Kids**

**View Student Progress & Grade Reports**

**Classes**

- Ellsworth Sem 1 Per 1 09-10
- Ellsworth Sem 1 Per 3 09-10

**Students (3)**

1. Biggs, Connor 08/23/2009
2. Ellsworth, Barbara
3. Stark, Joe

**Progress Reports**

- Simple Report
- Comprehensive Report

**\*\*Class Reports**

- Class Progress Report
- Class Summary Report

**Grade Reports**

- Current Grade Report
- Final Grade Report

**Get Report**

\*\*Depending on class size, this may take up to 5-10 seconds.

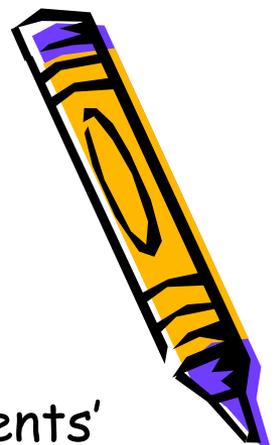
**Keyboarding For Kids**

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress**
- Move Student(s)
- Message Center
- Schedule Manager

**Directions/Explanations**

- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.
- ✓ To "loop" through all

# Viewing Student Scores in the Teacher Manager



- Notice your scores! Whenever you want to see your students' scores, just go into the Teacher Manager, View Student Progress, and see them—no need to print anything!

EPC Teacher Manager - Keyboarding For Kids

Choose another student's report: Choose another student...

Keyboarding For Kids

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager

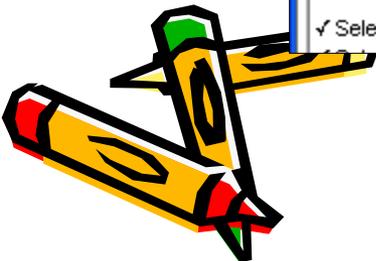
Directions/Explanations

✓ Select your class.

### Keyboarding For Kids - Progress Report

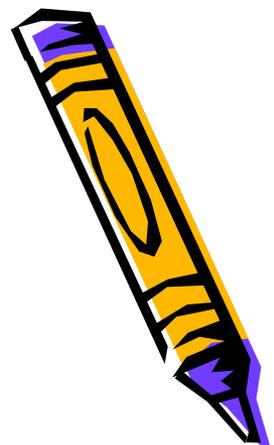
Name: Biggs, Connor ID#: 1 Date: 08/23/2009 Time: 1:29 AM  
Goal: 26 wpm Average for all completed lessons: 34 wpm

Lesson#	1	2	3	4	5	6	7	8	9	10
Line   Avg	34	0	0	0	0	0	0	0	0	0
1	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
3	37/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
4	32/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0



# Viewing Teacher Messages

- Click on Message Center.
- Click on Message Inbox.
- Select Your Class (click on the arrow to the right)
- Click on one of your classes.



**EPC Teacher Manager** | **Message Center**

Select Your Class [v] Message Inbox

**Message Inbox**

Select Your Class [v]

Select Your Class  
Ellsworth Sem 1 Per 1 09-10  
Ellsworth Sem 1 Per 3 09-10

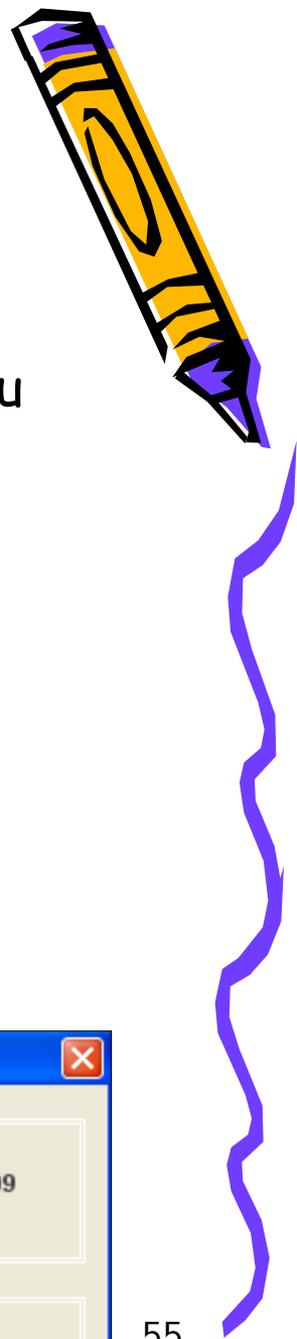
**Messages**

New	From	Subject	Date
-----	------	---------	------

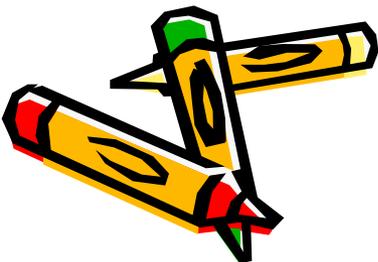
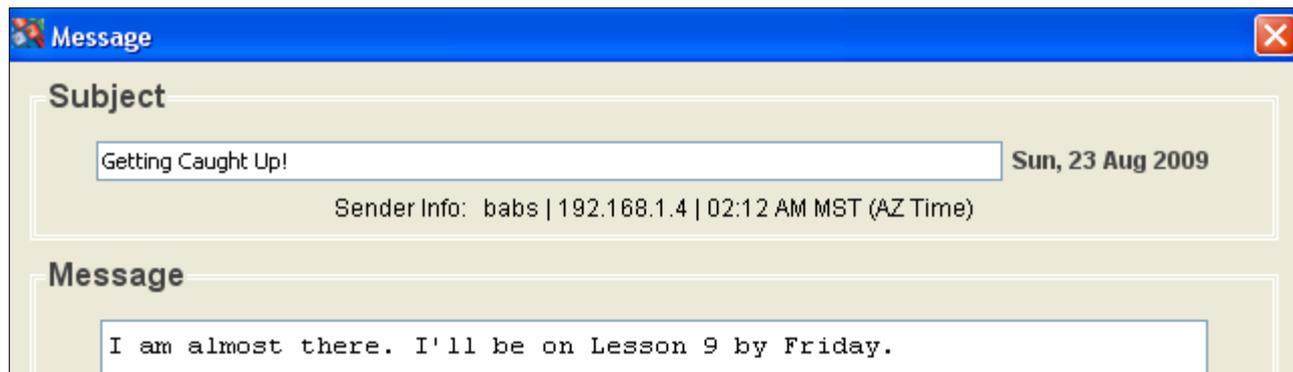
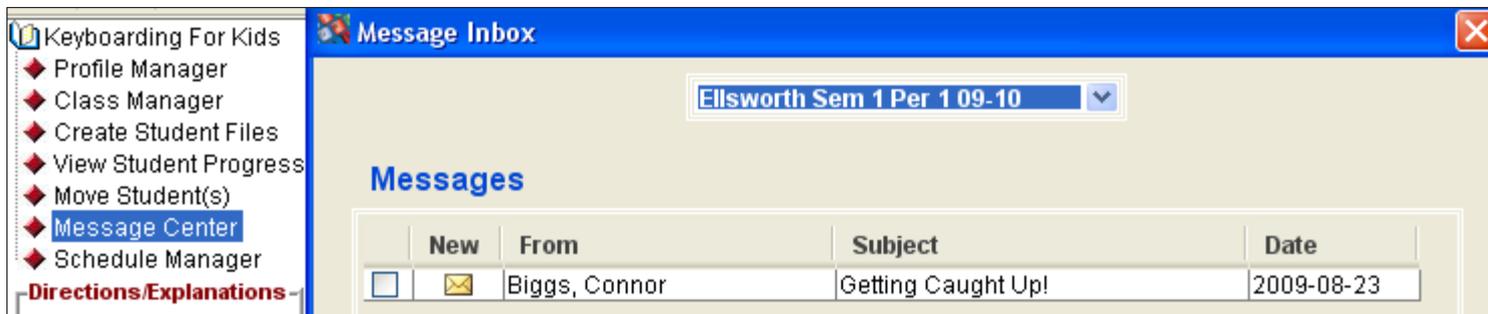
**Directions/Explanations**

- ✓ Select the down arrow on the drop down box.
- ✓ Select your class.

# Viewing Teacher Messages

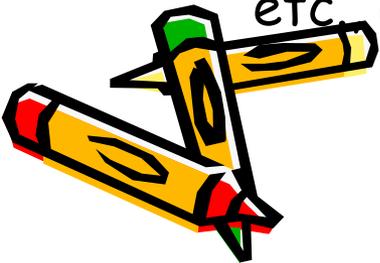


- There is a message from Biggs, Connor in my Inbox.
- Double click anywhere on that line to see the message. You can reply to this message, or delete it.



# Tips for Getting Great Results

- Students should practice each exercise until they reach their goal before continuing.
- Praise goes a long way! Use the *Message Manager*!
- You can individualize for the special needs student so he/she experiences success too.
- You can individualize for the talented student that needs a little challenge.
- Since students will be practicing at their own pace (within the limits set by the teacher of course), and will need little direction from the teacher, use this free time to “small talk” with the students. Small talk is talking to individual students about whatever interests them: “I saw you play ball at recess; you are good. Do you play other sports?” etc. etc. It will make your class their favorite class!



# Technical Information

- Designed for efficient use of bandwidth –
  - It is NOT streaming Internet
    - Once a student downloads the program, it is stored in the cache
    - Scores go to Ellsworth's server every 12 minutes automatically, with no disruption noticed
    - If students select Save and Close File at the end of the class, the program remains open to the next class without logging in again.
- Student data is backed up nightly at Ellsworth Publishing Company.
- All you need is an internet connection and the Java plug-in (For PCs it is a free download from [www.Java.com](http://www.Java.com); Mac OS10+ already have it in their operating system.)

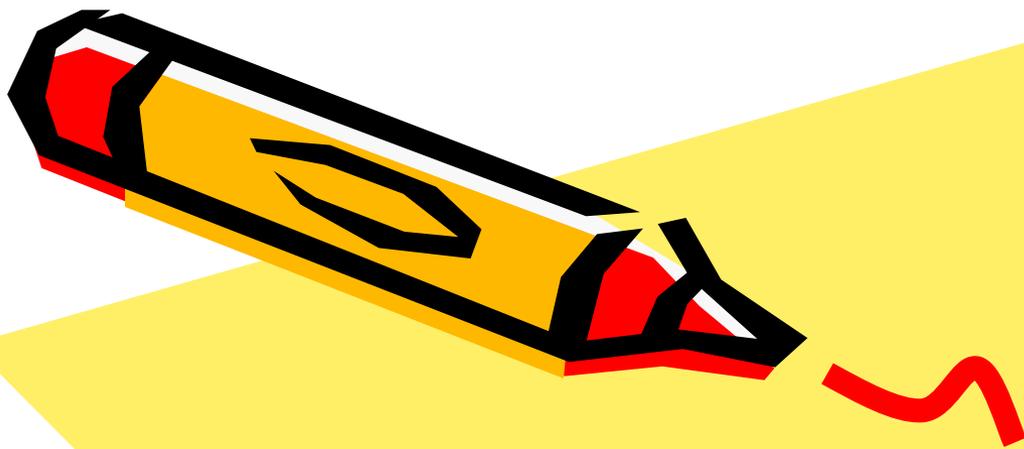




Email us at [Sales@EllsworthPublishing.com](mailto:Sales@EllsworthPublishing.com)  
Phone us at: 888-963-4817

- To set up a phone demo/webinar with you and/or some of your other keyboarding teachers.
  - FREE TRAINING! We'll go through the whole course setup with you—how to set up your course standards, create your class, enter students, view student progress and grades, delete students, individualize standards, see how long students have been practicing, etc. Usually takes about 30-45 minutes—somewhat longer if a larger group due to questions.
- To receive a free complimentary copy of a textbook.
- To receive a 2-month FREE trial (using the screen-based version).





# TEACHER MANAGER

## Keyboarding for Kids (Grades 1-6) (Screen Based)

Step-by-step Directions



Part 1 of 2-hour workshop

Ellsworth Publishing Company  
(888) 963-4817

# Launch your browser

- In the URL type:  
[keyboardingonline.com](http://keyboardingonline.com) (www in front not necessary).
- Press Enter.



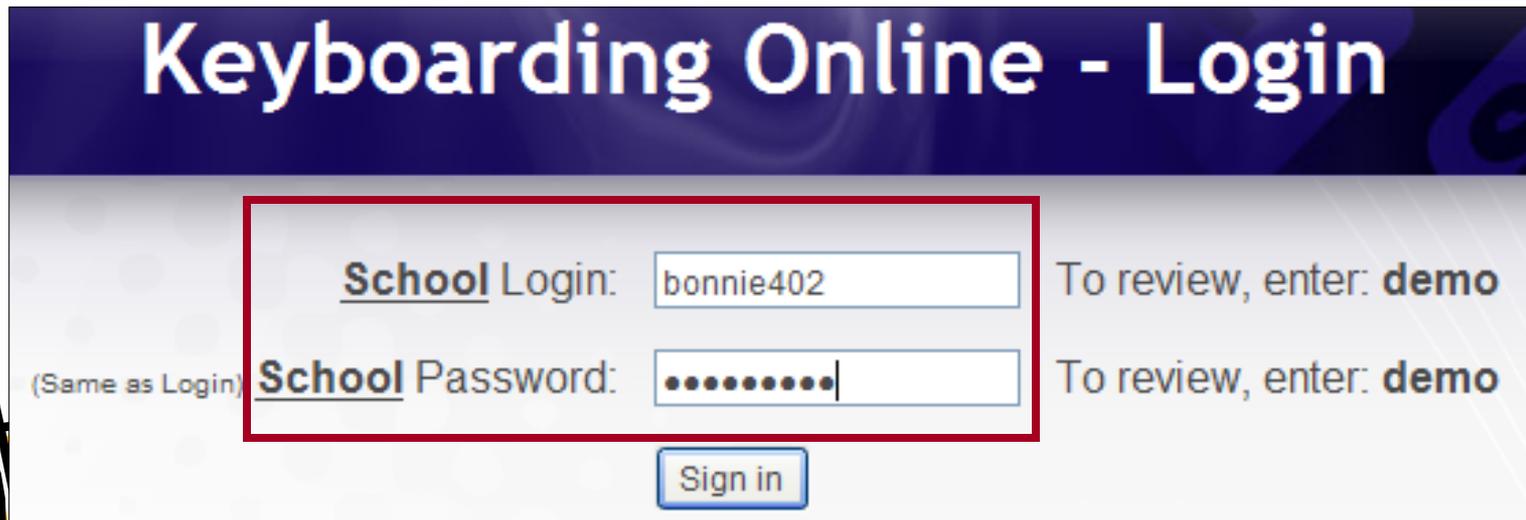
# Login with Teacher Login

- On both lines, type "bonnie402" or whatever Teacher Login has been assigned to your school (lower case). The Teacher Login gives Teacher Manager privileges; If students should find out your Teacher Login, we are happy to change it for you.

School Login: bonnie402

School Password: bonnie402

- Click on "Sign in" or press the Enter key.

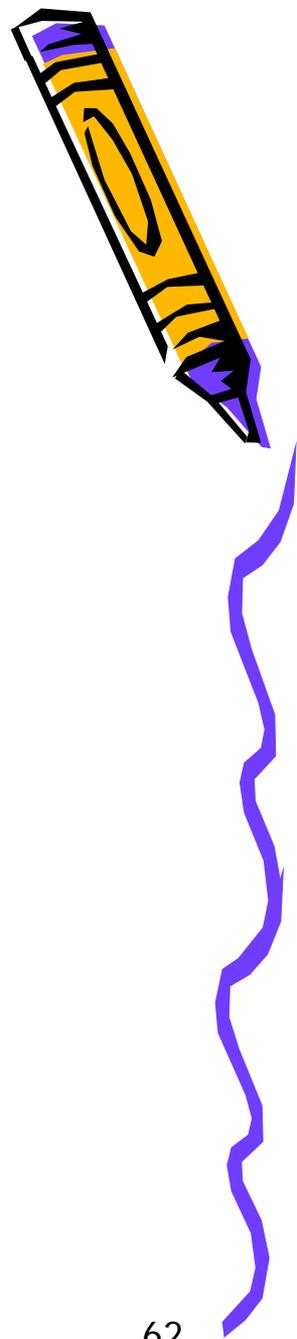


**Keyboarding Online - Login**

School Login:  To review, enter: **demo**

(Same as Login) School Password:  To review, enter: **demo**

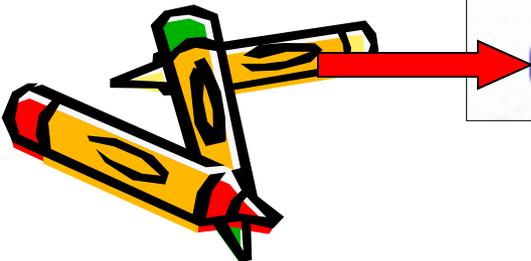
# Select (Click) Teacher Manager for Keyboarding for Kids



Licensed School: Nebraska Office of Ed--Bonnie Sibert

**Screen Based:**

<p><b>Keyboarding for Kids</b></p> 	<p><b>Keyboard Mastery</b></p> 
 	



# you set up your course standards



- Click on Profile Manager.

**EPC Teacher Manager - Keyboarding For Kids**

Keyboarding For Kids

- ◆ Profile Manager
- ◆ Class Manager
- ◆ Create Student Files
- ◆ View Student Progress
- ◆ Move Student(s)
- ◆ Message Center
- ◆ Schedule Manager

**Directions/Explanations**

✓ Click on "Profile Manager" to set up your course standards.

This Teacher Manager software is used for creating, monitoring, and analyzing student data; and will generally make your teaching life much happier and enjoy your sanity level safely where it needs to be!

**Teacher Manager software for Keyboarding For Kids**

Software License Expires: 08/30/2010

Keyboarding For Kids  
Elementary  
Grades 1-4  
By Denise K. Glavin

Internet, Disked, Keyboarding  
Phonics Based • Self-Paced • Reading Levels  
Progress & Grade Reports

Ellsworth  
Publishing  
Company



# Creating Course Standards

- Tab 1-Profile List shows all the course standards created so far. They are available for all teachers in this school to use. (In a workshop several people may create the same profile. Putting your name in parenthesis is just to avoid confusion.)
- It is desirable to have several profiles so you can individualize to slow/fast students.
- Click on the "Create Setup Profile" button.



# Tab 2—Goal & Reports

- Enter 26 wpm as the goal for 3<sup>rd</sup> grade (a good beginning is: 2<sup>nd</sup> grade = 24 wpm, 3<sup>rd</sup> = 26 wpm, 4<sup>th</sup> = 28 wpm, 5<sup>th</sup> = 30 wpm, and 6<sup>th</sup> = 32 wpm).
- Select "No" for Grade Reports, for this demo. You will be able to see everything on the Progress Report anyway.
- Click on tab "3-Options".

Keyboarding For Kids

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager

**Directions/Explanations**

- ✓ Enter your desired end-of-course goal, and press the "Enter/Return" key.
- ✓ If you do not need a grade report click "no" (you can still see all students scores in the Progress Reports).
- ✓ Press the "Enter/Return" key.

Manage Setup Profiles -- Create, Edit, and Delete Setup Profiles

1-Profile List 2-Goal & Reports 3-Options Save Profile

**Keyboarding Goal**

The Goal appears on the Progress Report. Each exercise should be practiced until the goal is reached. See the beginning pages in the textbook for suggested speed goals by grade level.

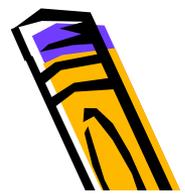
Enter a goal for the Progress Report: 26

**Grade Reports**

Do you want a letter grade calculated? Choosing 'yes' will also produce a Grade Report.

Yes  No

# Tab 3--Options



- Accept Errors Allowed, for this Demo. (0 errors for 15-sec. drills)
- Put a check mark in each Block Correction and Blackout Timing View.
- Select One Space or Two Spaces after punctuation.

Manage Setup Profiles -- Create, Edit, and Delete Setup Profiles

1-Profile List 2-Goal & Reports **3-Options** Save Profile

Errors Allowed: The acceptable number of errors allowed for the timings.  
Block Correction: Blocks Backspace, Delete, Arrow Keys & Mouse insert/highlight correction.  
Blackout Timing View: Colors the timing screen so students cannot see the text being typed.

Timings	Errors Allowed (0-10)	Block Correction	Blackout Timing View
15-Second	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30-Second	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 Minute	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

One Space  Two Space (after punctuation . : ! ?)

Advanced Options

Omit for now. Advanced Options is where you can lock a student password from being changed.



# Save Profile

- Click tab "Save Profile".
- For Profile Name: Enter the wpm goal, and your last name in parenthesis—example: 26 wpm (Your last name). Note: *only in a workshop do you need to enter your name because all the teachers in a school can use the same profiles*.
- Click "Save Profile".
- Go back to the "1-Profile List" tab and create another profile for sn 15 wpm or sn 20 wpm (for a special needs student).



Manage Setup Profiles -- Create, Edit, and Delete Setup Profiles

1-Profile List 2-Goal & Reports 3-Options Save Profile

You must give this profile a name (i.e. 'Wilson School Grade\_') and then click save to create this profile. This profile will then be added to your profile list and can be used with student data files.

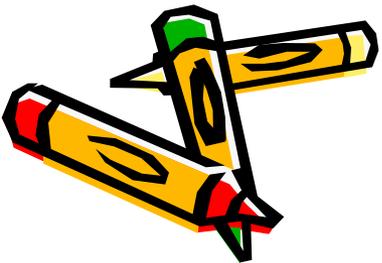
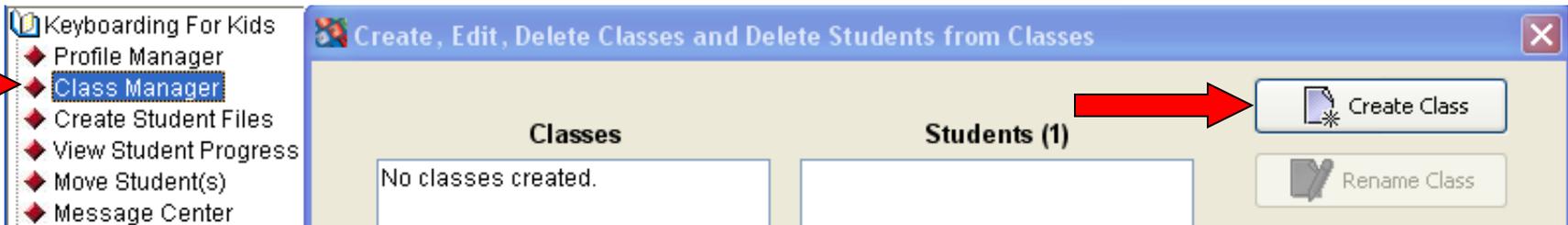
Profile Name: 26 wpm (Ellsworth)

Save Profile Cancel

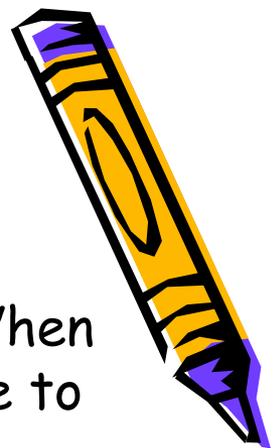
# Creating Your Classes



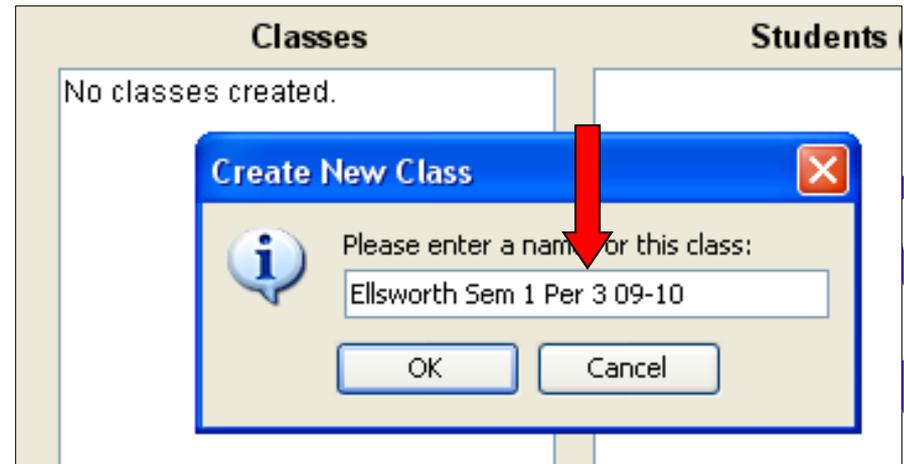
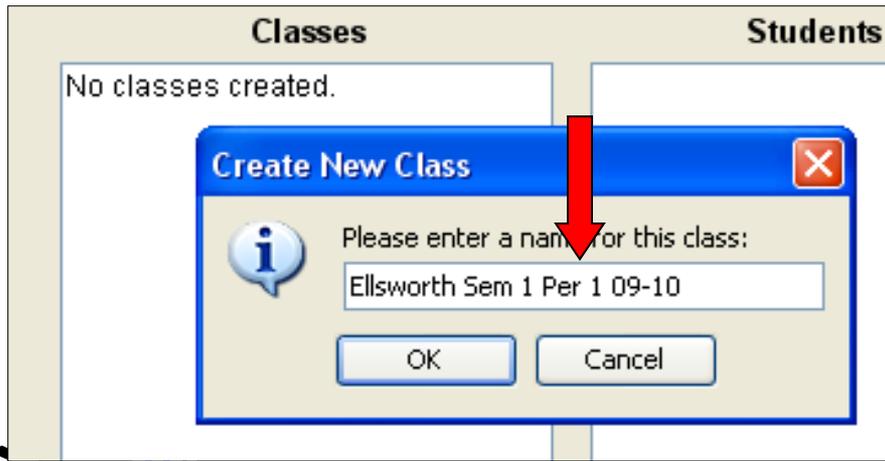
- Click on Class Manager in the main menu.
- Click on the Create Class button.



# Creating Your Classes



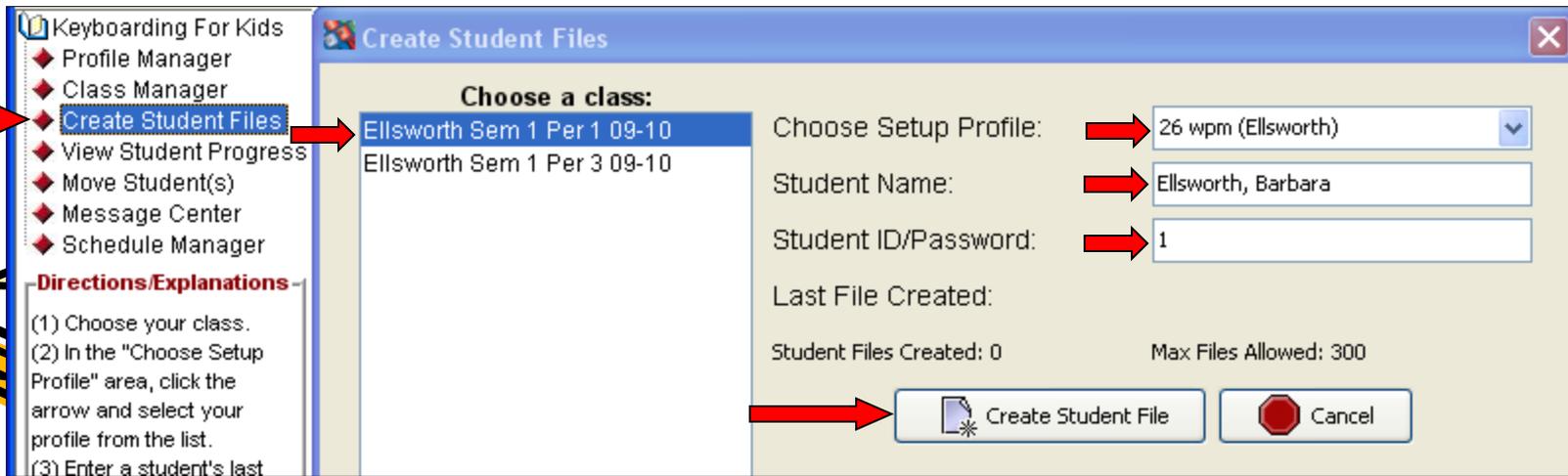
- Enter a descriptive name for your class with a date. (When the time comes to delete a class, you don't want to have to open them all up to find the old ones!) Click OK.
- Create two classes. (I created a Per-1 and a Per-3)



# Files



- Select "Create Student Files" in the main menu.
- Under "Choose a Class" select the first class to put students in it.
- Be sure your "Choose Setup Profile" shows the correct profile (for a "A" grade). Click the arrow to change it if necessary.
- Enter your last name, first name. Press the Tab key.
- For this demo, give all the students in your class a Student ID/Password of "1" (just to make it easy; they can change it later in their data file).
- Click the "Create Student File" button.
- Create three student files (and assign a "1" as the Password for each).

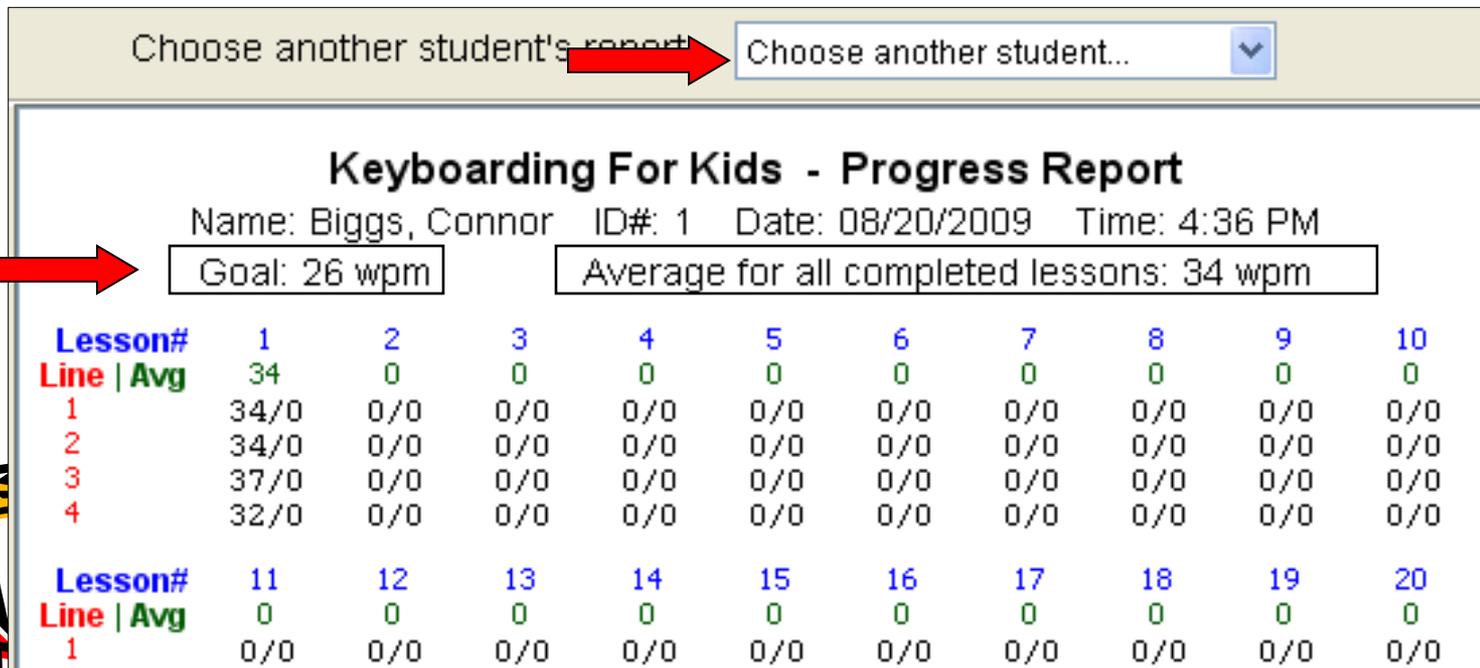




# Viewing Student Progress

## First Report—Simple Report

- Name: Biggs, Connor. His Lesson 1 average is 34. Notice how easy it is to compare his goal (26) to his current average (34).
- If you have a parent/teacher conference, you might want to print this to give to Connor's parents.
- In the "Choose another student..." area, click the arrow to select the next students and see/print their Progress Reports.



The screenshot shows a web-based progress report interface. At the top, there is a dropdown menu labeled "Choose another student's report" with a red arrow pointing to it. Below this, the report title "Keyboarding For Kids - Progress Report" is displayed, followed by student information: "Name: Biggs, Connor ID#: 1 Date: 08/20/2009 Time: 4:36 PM". A red arrow points to a box containing "Goal: 26 wpm" and another box containing "Average for all completed lessons: 34 wpm". The main part of the report is a table with two sections of lessons. The first section shows lessons 1 through 10, and the second section shows lessons 11 through 20. Each lesson row includes a "Lesson#" and a "Line | Avg" column, followed by 10 columns representing individual lines of progress. Lesson 1 has an average of 34 and a goal of 26. All other lines and lessons have a goal of 0 and an average of 0.

Lesson#	1	2	3	4	5	6	7	8	9	10
Line   Avg	34	0	0	0	0	0	0	0	0	0
1	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
2	34/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
3	37/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
4	32/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Lesson#	11	12	13	14	15	16	17	18	19	20
Line   Avg	0	0	0	0	0	0	0	0	0	0
1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0



# Progress

## Second Report—Class Progress Report

- First column is the Student Names.
- Second column has the students' personal passwords. If they change their password from a "1" to something else and forget it, you can check to see what it is here.
- L1, L2, etc., columns are the Lesson Averages. This is just a temperature gauge of how your class is doing—are they keeping up with assignments, who is behind, are they meeting their goals, etc.

Choose another class:

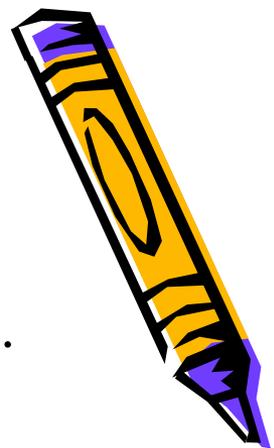
**Class Progress: Ellsworth Sem 1 Per 1 09-10-- Average 'L' for all lessons**

Name	ID/Password	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14
Biggs, Connor	1	34	0	0	0	0	0	0	0	0	0	0	0	0	0
Ellsworth, Barbara	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stark, Joe	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Viewing Student Progress

## Third Report—Class Progress Report

- Select "View Student Progress" again from the main menu.
- Select a class.
- Select "Class Summary Report".
- Click on "Get Report".



EPC Teacher Manager - Keyboard Short Course

Keyboard Short Course

- ◆ Profile Manager
- ◆ Class Manager
- ◆ Create Student Files
- ◆ View Student Progress
- ◆ Move Student(s)
- ◆ Message Center
- ◆ Schedule Manager

**Directions/Explanations**

- ✓ Select your class.
- ✓ Select a student for individual reports.
- ✓ Find the report you need and select the button associated with it.
- ✓ Click the "Get Report" button.
- ✓ The report will show.

**View Student Progress & Grade Reports**

Classes	Students (3)
Ellsworth Per-3 Sem-1 2009-10	1. Ellsworth, Barbara
Ellsworth Per-5 Sem-1 2009-10	2. Smith, Sarah
	3. Thompson, Gable

**Progress Reports**

- Simple Report
- Comprehensive

**\*\*Class Reports**

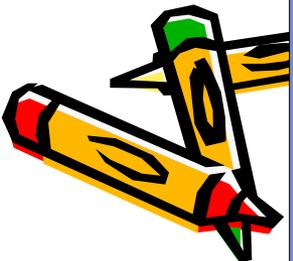
- Class Progress Report
- Class Summary Report

**Grade Reports**

- Current Grade Report
- Final Grade Report

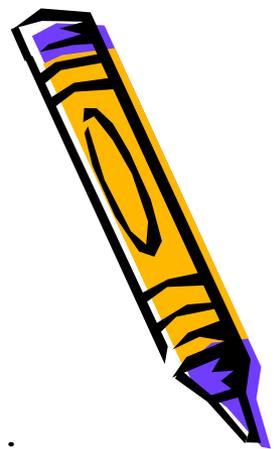
**Get Report**

**\*\*Depending on class size, this may take up to 5-10 seconds.**



# Progress

## Third Report—Class Progress Report



- First column has student names.
- Second column is the number of Lessons Completed.
- Third column is Student Effort—how much time they have spent in actual practice. It records the amount of time the timer is going—but they can't start a timing and then talk to their neighbor or get a drink because if they don't get a certain percentage of the timing correct it assumes they are playing around and doesn't record the time.
- Last Date Worked column.
- UnWeighted WPM—overall simple average useful in determining Mid-Term grades.
- *Continue explanation on next slide.*

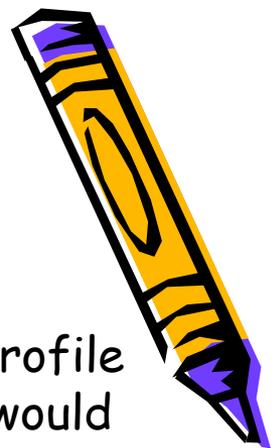


**Class Summary: Ellsworth Sem 1 Per 1 09-10**

Name	Lessons Completed	Student Effort	Last Worked	UnWeighted WPM	Grade / Weighted	Profile Name	Schedule Name
Biggs, Connor	1	0h 1m	08/20/2009	34		26 wpm (Ellsworth)	
Ellsworth, Barbara	0	0h 0m		0		26 wpm (Ellsworth)	
Stark, Joe	0	0h 0m		0		26 wpm (Ellsworth)	

## Progress

### Third Report—Class Progress Report



- **Grade/Weighted column**—If a grading scale was entered in the Profile Manager, and the number of lessons to be completed, the grade would automatically appear in this column when all assigned lessons were completed. (First time through if you don't know how many lessons you can cover, better to go "No Grade Report" in Tab 2 of Profile Manager.)
- **Profile Name**—These are the course standards assigned to the students.
- **Schedule Name**—Not usually applied to younger elementary students. (If cheating were discovered, i.e., someone else doing the typing for the student, you could apply a schedule for when the student's data file can be opened for practice.)

#### Class Summary: Ellsworth Sem 1 Per 1 09-10



Name	Lessons Completed	Student Effort	Last Worked	UnWeighted WPM	Grade / Weighted	Profile Name	Schedule Name
Biggs, Connor	1	0h 1m	08/20/2009	34		26 wpm (Ellsworth)	
Ellsworth, Barbara	0	0h 0m		0		26 wpm (Ellsworth)	
Stark, Joe	0	0h 0m		0		26 wpm (Ellsworth)	

# Individualizing to Students

(Example: Joe Stark was found out to be a special needs [sn] student)

- Select "Class Manager" on the main menu.
- Select the class your special needs student is in.
- Select the student (Stark, Joe in this case).
- Find the Change Profile box (lower right), click on the arrow and select the profile you want to assign to him—sn 15 wpm in this case. If you have any special needs children, be sure to create a profile for them.
- Click "Update Profile" button. Click OK to dialog box question.

Keyboarding For Kids

- Profile Manager
- Class Manager**
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager

**Directions/Explanations**

- ✓ Click on the "Create Class" button.
- ✓ Since this is your class, enter your last name and a section number or hour and click "OK".
- ✓ If you have more than one class, click on the "Create Class" button again.
- ✓ To select more than one student, hold down the "Ctrl" key.
- ✓ To change student profile after it was created: (1) Select student(s). (2)

**Create, Edit, Delete Classes and Delete Students from Classes**

Classes	Students (3)
Ellsworth Sem 1 Per 1 09-10	1. Biggs, Connor 08/20/2009
Ellsworth Sem 1 Per 3 09-10	2. Ellsworth, Barbara
	3. Stark, Joe

Buttons: Create Class, Rename Class, Delete Class, Rename Student, Delete Student(s), Export Class, Restore Files, Change Profile (sn 15 wpm (Ellswo...)), Update Profile

# Individualizing to Students



- Select "View Student Progress" from the main menu.
- Select your class.
- Select "Class Summary Report" if necessary.
- Click on "Get Report".
- Notice in the Profile Name that Stark, Joe has a different goal than the rest of the students in the class. He will feel a sense of accomplishment because he can meet this goal, won't feel like a failure and will less likely be a discipline problem in the class. This is how you individualize to the fast/slow learners.

## Class Summary: Ellsworth Sem 1 Per 1 09-10

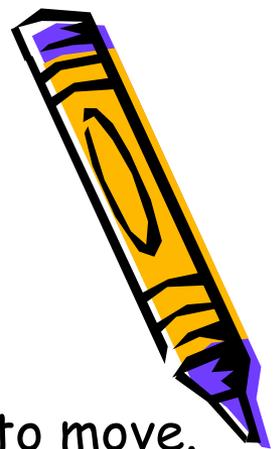
Name	Lessons Completed	Student Effort	Last Worked	UnWeighted WPM	Grade / Weighted	Profile Name
Biggs, Connor	1	0h 1m	08/20/2009	34		26 wpm (Ellsworth)
Ellsworth, Barbara	0	0h 0m		0		26 wpm (Ellsworth)
Stark, Joe	0	0h 0m		0		sn 15 wpm (Ellsworth)



# Moving Students

(Usually due to a schedule change)

- Select "Move Students" in the main menu.
- Below the "Current Class" heading, select the class.
- Below the "Students" heading, select the student you want to move.
- Below the "New Class", select the class the student will be going into.
- Click "Move Student" button. The student data file with all the scores will appear in new class and will be sorted in alphabetical order with the rest of the students in the new class.



Keyboarding For Kids

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)**
- Message Center
- Schedule Manager

**Directions/Explanations**

- ✓ To the move a student (or several students) from one class into another class:
- ✓ Select the Current Class.
- ✓ Select the student(s) to be moved (hold down the Ctrl key to select more than one).
- ✓ Select the New Class you wish to move the

**Move Students**

Current Class	Students
Ellsworth Sem 1 Per 1 09-10	Biggs, Connor
Ellsworth Sem 1 Per 3 09-10	Ellsworth, Barbara
	Stark, Joe

**New Class**

Students
Ellsworth Sem 1 Per 1 09-10
Ellsworth Sem 1 Per 3 09-10

**Move Student**

# Moving Student Back

(Wrong student was moved accidentally?)

- Select the new "Current Class" student is now in.
- In "Students" column, select the student you want to move back.
- Select the "New Class" you want to put student back into.
- Click "Move Student" button. Student is now back into original class and will be alphabetized with the rest of the students.



**Move Students**

Current Class	Students
Ellsworth Sem 1 Per 1 09-10 Ellsworth Sem 1 Per 3 09-10	Ellsworth, Barbara

**New Class** **Students**

Ellsworth Sem 1 Per 1 09-10 Ellsworth Sem 1 Per 3 09-10	Biggs, Connor Stark, Joe
--	-----------------------------

**Move Student**



# Using Message Center

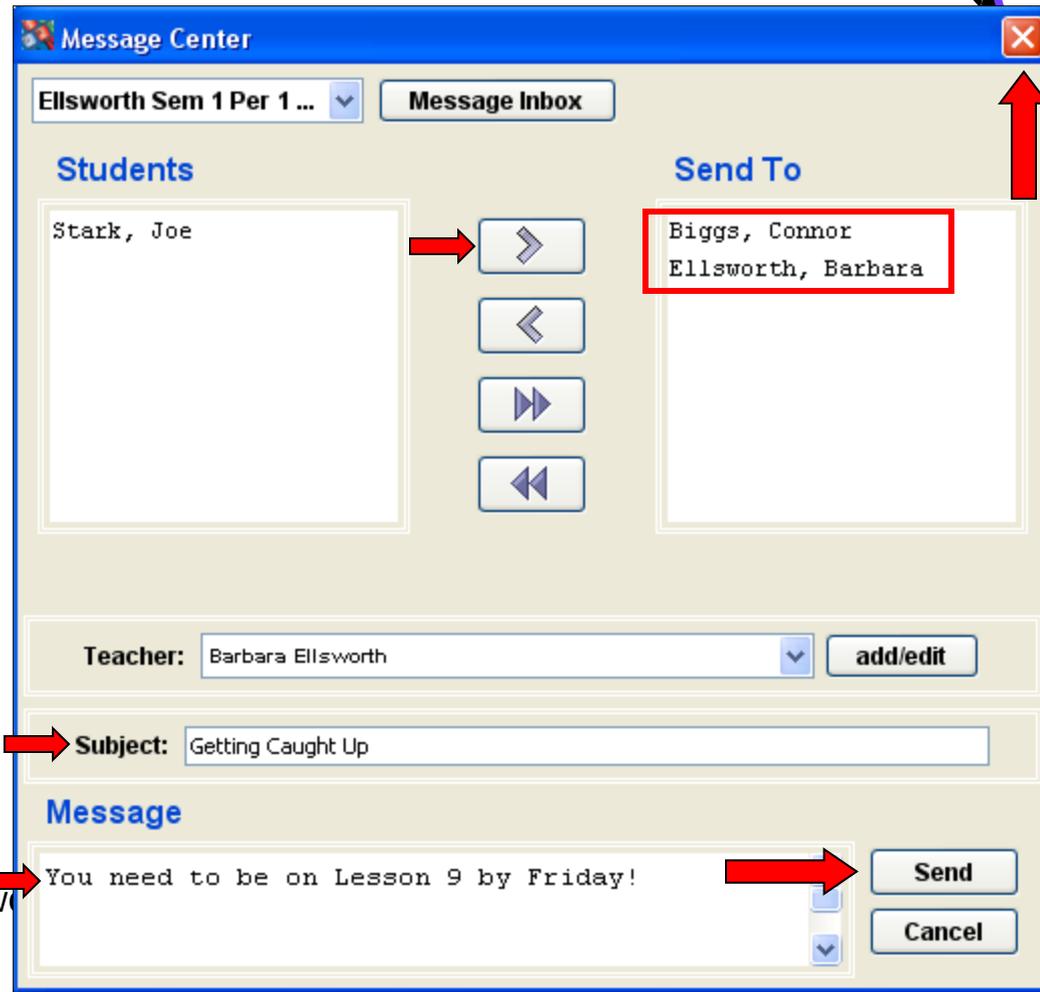
- Select "Message Center" in the main menu
- Click arrow to "Select Your Class". A drop-down menu of classes will appear.
- Click on your class.



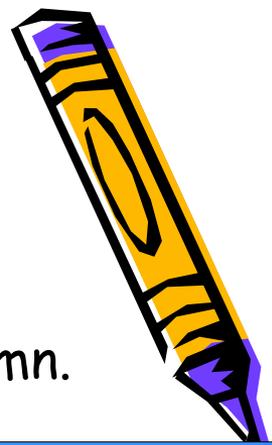
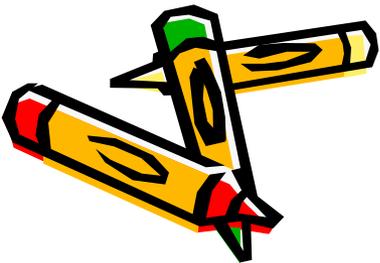
# Center

- Hold down the Ctrl key and click to select two students.
- Click on the first arrow. They appear in the "Send To" column.
- Enter a Subject:
- Enter a Message.
- Click the "Send" button.
- Close "Message Center"  
By clicking on [x].

*(When we go to the student side, you will see the message.)*



The screenshot shows the "Message Center" window. At the top right, a red arrow points to the close button (X). Below the window title, there is a dropdown menu for "Ellsworth Sem 1 Per 1 ..." and a "Message Inbox" button. The interface is divided into two main columns: "Students" on the left and "Send To" on the right. In the "Students" column, "Stark, Joe" is listed. A red arrow points from "Stark, Joe" to the right-pointing arrow button. In the "Send To" column, "Biggs, Connor" and "Ellsworth, Barbara" are listed, and a red box highlights this list. Below these columns are four navigation buttons: a left-pointing arrow, a right-pointing arrow, a double right-pointing arrow, and a double left-pointing arrow. At the bottom, there is a "Teacher:" dropdown menu set to "Barbara Ellsworth" with an "add/edit" button. Below that is a "Subject:" text box containing "Getting Caught Up", with a red arrow pointing to it. The "Message" section contains a text box with "You need to be on Lesson 9 by Friday!" and "Ellsw" visible on the left. A red arrow points from the text box to the "Send" button. A "Cancel" button is located below the "Send" button.



# Assigning a Schedule

(used mainly to prevent cheating)

- Assigning a schedule permits opening the data file only during stated times. In the example below, this schedule is Daily from 8:30 - 9:20 am. By assigning this schedule in Class Manager on the main menu, the student's data file will open only during these times. (Friends outside of class can't help your student!)

Keyboard Short Course

- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager**

**Directions/Explanations**

✓ (1) Enter a name for this schedule (required).

✓ (2) Start/End Date:  
Prevent usage before/after these dates.

✓ (3) Verify the correct time zone and time.

✓ (4) Select the times & days that usage is allowed.

✓ (5) Click Save or Cancel.

✓ \*\*NOTE: You may disable the effects of a schedule by unchecking (disabling) any of the settings (start/end date, times/days, etc.)

✓ Schedules are assigned to student(s) in the 'Class Manager' screen.

**Schedule Manager -- Select the days & times to allow student access**

1-Schedule List 2-Schedule Settings

**Schedule Name**

Schedule: Dly 8:30-9:20

**Check Time Zone**

Time Zone: Etc/GMT+12

\*\*Current Date/Time: 7/17/09 3:02 AM

\*\*If the current date & time is not correct (+/- 5 min.), please choose the correct time zone until the current time is correct for your location.

**Set Start/End Date**

Enable Start Date: 07/17/2009

Enable End Date: 11/17/2009

**Time Allowed**

<input checked="" type="checkbox"/> Enable	08:30 AM	to	09:20 AM	<input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thu	<input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Enable	02:56 AM	to	02:56 AM	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Enable	02:56 AM	to	02:56 AM	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Enable	02:56 AM	to	02:56 AM	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat

**Days Allowed**

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Save Schedule** **Cancel**

# Deleting a Student



- Click on Class Manager.
- Select the class.
- Select the student.
- Notice the options available.
- Instead of clicking on "Delete Student", click on "Delete Class" (by accident).
- Click OK. *Notice class is gone!*
- Click on "Restore Files" button.

EPC Teacher Manager - Keyboarding For Kids

Create, Edit, Delete Classes and Delete Students from Classes

Classes

Students (3)

1. Biggs, Connor 08/20/2009  
2. Ellsworth, Barbara  
3. Stark, Joe

Create Class  
Rename Class  
Delete Class  
Rename Student  
Delete Student(s)  
Export Class  
Restore Files

Keyboarding For Kids

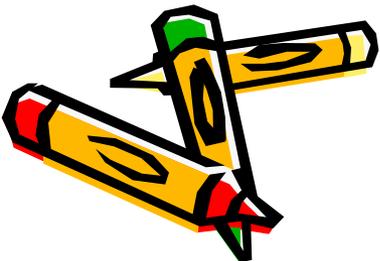
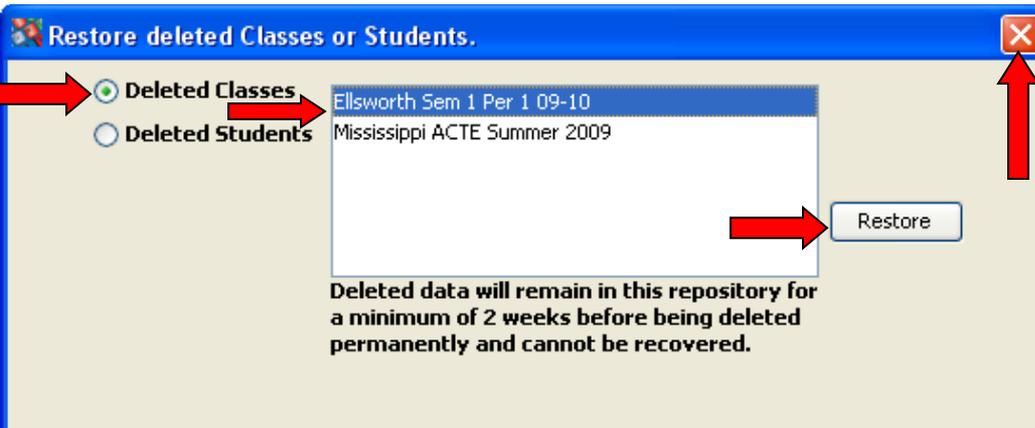
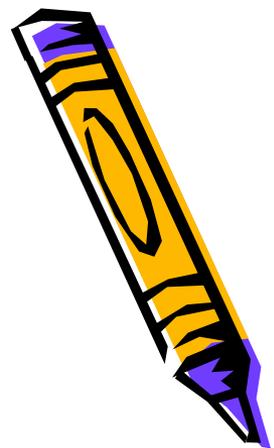
- Profile Manager
- Class Manager
- Create Student Files
- View Student Progress
- Move Student(s)
- Message Center
- Schedule Manager

Directions/Explanations

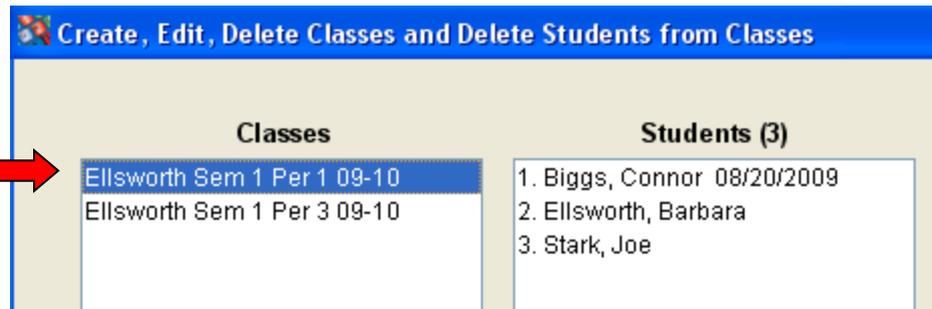
- ✓ Click on the "Create Class" button.
- ✓ Since this is your class, enter your last name and a section number or hour and click "OK".
- ✓ If you have more than one class, click on the "Create Class" button again.

# Restoring a Class

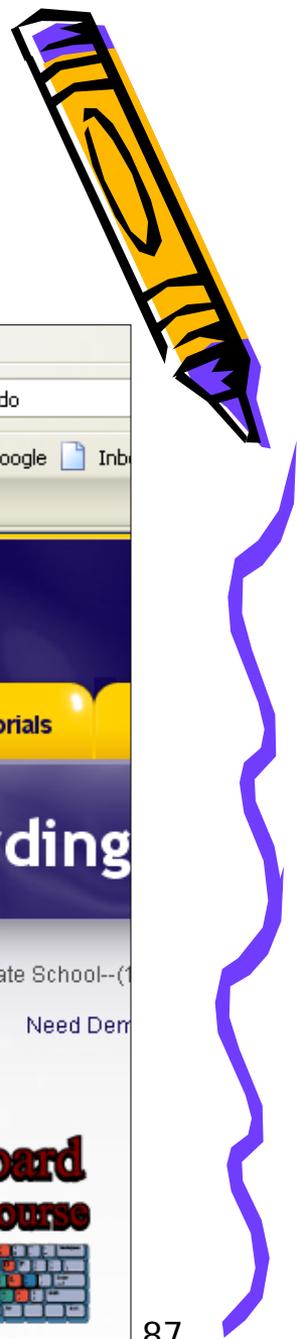
- Select "Deleted Classes".
- Click on the class you want restored.
- Click the Restore button.
- Close the Restore window.
- Click on your restored class--notice class and students are restored.



*Your class and students are restored.*



# To Continue As A Student



- The Teacher Manager has the flexibility of switching back and forth from the Teacher Manager to the student side.
- Click on the back arrow of your browser to return to Ellsworth Publishing web site where you see your courses.
- Go to Handout Part 2 to continue as a student.