Totally Online—Web-Based Keyboarding and Ten Key Data Entry
For Grades 1-6, Middle, High, and College

By
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Mesa Community College, Mesa, AZ
Ellsworth Publishing Company

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 for complete course descriptions.
Students Can Work Anywhere

Classroom or Lab

Home

Library

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
Teachers have the option to turn off the timing screen!

- If students look down at the keys, they lose their place
Practice Timings Must Meet Teacher’s Accuracy Standards

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!

At the end of the 15-seconds, the speed and accuracy appear.

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!

Timing Score: 31 WPM  1 Errors

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

she held a solo; the odd lad has to sell shoes;
Practice Timings Are Repeated Until The Skill Is Learned

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

NO ERRORS!!  SPEED RECORDED!!

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

Do you want to take this timing again?  Yes  No
Scores that meet the accuracy standard are automatically saved to student’s Progress Report
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

Adjusts size of letters
Click Timer to Restart
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)
### Keyboard Mastery - Progress Report

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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”
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)
Final Grade appears automatically according to grading scale teacher set.

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<table>
<thead>
<tr>
<th>Name</th>
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<th>Student Effort</th>
<th>UnWeighted WPM</th>
<th>Grade / Weighted</th>
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Send/Receive Messages
(between teacher & students only)

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

[Image of message window with subject: Mid-term grade and message: Carol, you need to get caught up by Friday, which is mid-term.]

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)

Class Report

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

- For Grades 1-6
- Practice exercises by reading level
- Most schools begin in 2nd or 3rd grade
Reward for Achieving Goals

- Animated Mongo appears to give ‘thumbs up’ sign when speed/accuracy goals are achieved:
Features of Keyboarding for Kids

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

  ![Message Window]

  Subject:
  Good Job!

  Message:
  Way to go, I am so proud of you.
This is a 2nd grade class—wpm/0 errors.

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 4th Grade Report by Lesson Averages—wpm/0 errors

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

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

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</tbody>
</table>

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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)
Online Author’s Demos
(Let us demo the course to your students--with voice and animation)

• 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; 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
Pricing & Policies
Retail – Serial Codes for College Students
Education & Non-Profit – K-12
Email us at
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 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
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.
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.
Setup

- Single click to select “Setup”.

![Diagram of software interface with 'Setup' highlighted]
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.
Introduction

- Single click to select “Introduction”. 
Introduction

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

The S.E.C.R.E.T. to successful keyboarding skills:

S - Keep your arms and wrists STRAIGHT.

E - Keep your EYES on the copy.

C - Use CORRECT fingers:
  Always press the keys with the correct finger.
  Keep your 'J' finger on the 'J' key when you depress the 'enter' key.

R - Keep a steady RHYTHM, no pauses.

E - Eliminate ERRORS properly:
  If your teacher allows error correction, keep your 'J' finger on the 'J' key
  while your little finger depresses the 'backspace' key.

T - TAP your keys as if they were hot.
Lessons Menu

• Single click “Lessons Menu” to see all the lessons.
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!
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!
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...

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.
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.
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.
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”.

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

![Diagram showing how to view teacher messages](image-url)
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; Mac OS10+ already have it in their operating system.)
Email us at  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
Launch your browser

• In the URL type: 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.
Select (Click) Teacher Manager for Keyboarding for Kids
Profile Manager is where you set up your course standards.

- Click on Profile Manager.
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 3rd grade (a good beginning is: 2nd grade = 24 wpm, 3rd = 26 wpm, 4th = 28 wpm, 5th = 30 wpm, and 6th = 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”.

![Image of software interface showing goal setting and report options]
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.

<table>
<thead>
<tr>
<th></th>
<th>Timings</th>
<th>Errors Allowed (0-10)</th>
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<th>Blackout Timing View</th>
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<tr>
<td>15-Second</td>
<td></td>
<td>3</td>
<td>✓</td>
<td>✓</td>
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<td>30-Second</td>
<td></td>
<td>1</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>1 Minute</td>
<td></td>
<td>1</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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

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).
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 an “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).
Progress
First Report—Simple Report

- Select “View Student Progress” in main menu.
- Select a class.
- Select a Student.
- Select “Simple Report” (lower left).
- Click on “Get Report” to see the student’s individual scores.
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.

```
<table>
<thead>
<tr>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
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<tr>
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<td>Avg</td>
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<td>0/0</td>
<td>0/0</td>
<td>0/0</td>
</tr>
</tbody>
</table>
```
Viewing Student Progress
Second Report—Class Progress Report

- Select “View Student Progress” again from the main menu.
- Select a Class.
- Select “Class Progress Report” on bottom center.
- Click “Get Report”.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>ID/Password</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
<th>L4</th>
<th>L5</th>
<th>L6</th>
<th>L7</th>
<th>L8</th>
<th>L9</th>
<th>L10</th>
<th>L11</th>
<th>L12</th>
<th>L13</th>
<th>L14</th>
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<tr>
<td>Ellsworth, Barbara</td>
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<tr>
<td>Stark, Joe</td>
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<td>0</td>
</tr>
</tbody>
</table>
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”.

![Diagram of EPC Teacher Manager - Keyboard Short Course interface showing View Student Progress & Grade Reports with options for classes and reports.](Diagram)
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.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Lessons Completed</th>
<th>Student Effort</th>
<th>Last Worked</th>
<th>UnWeighted WPM</th>
<th>Grade / Weighted</th>
<th>Profile Name</th>
<th>Schedule Name</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>0h 1m</td>
<td>08/20/2009</td>
<td>34</td>
<td></td>
<td>26 wpm (Ellsworth)</td>
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</tr>
<tr>
<td>Ellsworth, Barbara</td>
<td>0</td>
<td>0h 0m</td>
<td></td>
<td>0</td>
<td></td>
<td>26 wpm (Ellsworth)</td>
<td></td>
</tr>
<tr>
<td>Stark, Joe</td>
<td>0</td>
<td>0h 0m</td>
<td></td>
<td>0</td>
<td></td>
<td>26 wpm (Ellsworth)</td>
<td></td>
</tr>
</tbody>
</table>
Viewing Student 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Lessons Completed</th>
<th>Student Effort</th>
<th>Last Worked</th>
<th>UnWeighted WPM</th>
<th>Grade / Weighted</th>
<th>Profile Name</th>
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<tr>
<td>Biggs, Connor</td>
<td>1</td>
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<td>0</td>
<td>0h 0m</td>
<td></td>
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<tr>
<td>Stark, Joe</td>
<td>0</td>
<td>0h 0m</td>
<td></td>
<td>0</td>
<td></td>
<td>26 wpm (Ellsworth)</td>
<td></td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Lessons Completed</th>
<th>Student Effort</th>
<th>Last Worked</th>
<th>UnWeighted WPM</th>
<th>Grade / Weighted</th>
<th>Profile Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biggs, Connor</td>
<td>1</td>
<td>0h 1m</td>
<td>08/20/2009</td>
<td>34</td>
<td>26 wpm (Ellsworth)</td>
<td></td>
</tr>
<tr>
<td>Ellsworth, Barbara</td>
<td>0</td>
<td>0h 0m</td>
<td>0</td>
<td>0</td>
<td>26 wpm (Ellsworth)</td>
<td></td>
</tr>
<tr>
<td>Stark, Joe</td>
<td>0</td>
<td>0h 0m</td>
<td>0</td>
<td>0</td>
<td>sn 15 wpm (Ellsworth)</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
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.
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.)
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!)

![Schedule Manager interface]

- **Schedule Name:** Daily 8:30-9:20
- **Check 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.

- **Time Allowed**
  - Enable 08:30 AM to 09:20 AM
  - Days Allowed: Sun, Mon, Tue, Wed, Thu, Fri, Sat

- **Days Allowed**
  - Enable 02:56 AM to 02:56 AM
  - Sun: Off, Mon: Off, Tue: Off, Wed: Off, Thu: Off, Fri: Off, Sat: Off

- **Enable Start/End Date**
  - Enable Start Date: 07/17/2009
  - Enable End Date: 11/17/2009

**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.
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.
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.