Typing Adventure Admin Guide

Step 1: Click on the Manage Users button

Step 2: Click on the Add User button at the top right and create your users. Give your students the account information and they are ready to login and type.

Manage Users

Start here to create users for Typing Adventure. You can add, edit, and delete users anytime.

All **usernames** must be unique. We suggest you use a prefix or suffix so that your names do not conflict with other schools. *Example:* If your school was named North Academy, you may want to use NA at the start or end of each username. Na-jsmith or jsmith_na.

What else can be done in the Manage Users section?

- Check the boxes of the students you want to delete and click the **delete button**.
- The **Move button** will allow you to move multiple students to a new group at once.
- The **View button** will allow you to see all of the student progress.
- The **Login button** will allow you to login as that student.
- The **Edit button** will allow you to edit accounts and reset passwords.
- There are **filters** to help you find a particular student or group fast.

Manage Groups

Groups are used to organize your users and to be able to customize. You can add, edit, and delete groups anytime.

Create Groups and Customize

Groups - 1 to 6 of 6

Show all records   Show filter

	No.	Name ▲	Description	Practice	Games	Messages		
☐	1	4th Grade	5th Grade	✔	🔒	✔	edit	Charts
☐	2	5th grade		✔	🔒	🚫	edit	Charts
☐	3	6th grade		✔	🔒	🚫	edit	Charts
☐	4	7th grade		✔	🔒	🚫	edit	Charts
☐	5	8th grade		✔	🔒	🚫	edit	Charts
☐	6	FrodoGroup	Hello	✔	🔒	✔	edit	Charts

edit   delete   1   add new

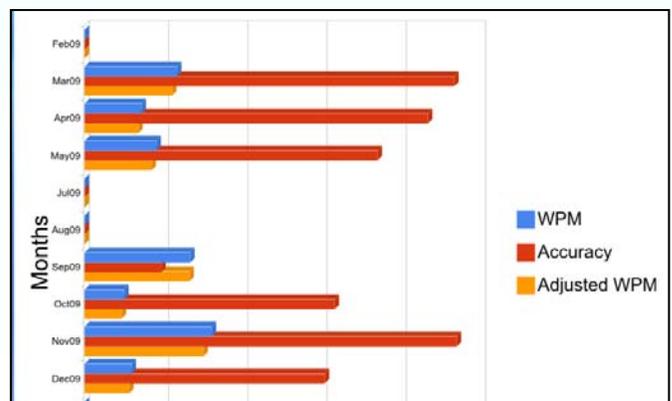**What else can be done in the Groups section?**

- **Customization** can be done under the list of groups.
- Click on the **Charts button** to view each group's progress
- The **Edit button** will allow you to edit groups and block the videogame hut games.
- You can view at a glance if a group has messages or custom practices.

Results: **Click on the Results button to view the statistics of all of the students for the year. Individual groups may also be viewed under the groups section.**

Results

All users progress chart. To see individual progress click on the Manage Users button.

Feb09
Mar09
Apr09
May09
Jul09
Aug09
Sep09
Oct09
Nov09
Dec09

Months

- WPM
- Accuracy
- Adjusted WPM

Import and Export: Click on the Import + Export button to import a CSV file of users. More information on this can be found under the Import and Export section.

Import + Export

Import and Export student data in CSV format.

>Import/Export Users

Export existing users in CSV format

OR

Import users with CSV:

CSV File [   ] Browse...

Import

Customize: Click on the Customize Lesson button to allow students to do the lessons in any order and to change the accuracy percentage needed to pass.

Customize

Add your own practices, send messages, and change user settings.

Customize Lessons

Change the Lessons for Typing Success accuracy to pass and lesson order.

TYPING LESSONS — The Map to Typing Success

Start: Typing Basics

Lesson 1: jf   Lesson 2: dk   Lesson 3: ls   Lesson 4: a;   Review 1-4

Lesson 5: gh   Lesson 6: ur   Lesson 7: ie   Lesson 8: ow   Review 1-7

Lesson 9: qp   Lesson 10: FfDd   Lesson 11: SsAa   Lesson 12: JjKk   Review 1-12

Lesson 13: Tt   Lesson 14: Yy   Lesson 15: Mm   Lesson 16: Nn   Lesson 17: Bb

Lesson 18: Vv   Lesson 19: Cc   Lesson 20: Xx   Lesson 21: Zz   Lesson 22: .,?

Review: The Gettysburg Address   Lesson 23: 1234567890   Lesson 24: !$- @%+='&()#   Review: Left Hand   Review: Right Hand

Customize: Click on the Customize Practices button to add your own text or RSS feed for students to type.   For more information on this look for the help file in the Customize section.
* You need at least one group to use this function

Customize

Add your own practices. send messages, and change user settings.

Customize Practices

Add your own lessons, tests, practices and feeds to the typing tutor.

Customize: Click on the Customize Messages button to send group messages and instructions.
* You need at least one group to use this function

Customize

Add your own practices. send messages, and change user settings.

Customize Messages

Send messages to student groups. Set messages to show for certain dates.