

## Keyboard Mastery Setup/Management

Canyons School District  
Information Technology Department  
9361 S. 300 E.  
Sandy, UT 84070  
801-501-1040

### **URL**

<http://keyboardonline.com/>

Username:

Password:

Admin Username:

Admin Password:

### **Admin Login**

- Click on the “LOGIN NOW” button.



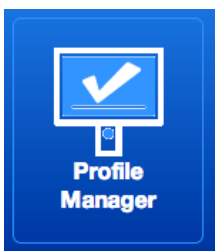
- Type in the admin username and password.
- Click “Sign In”.
  
- Click “Teacher Manager”.

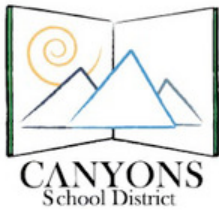


Teacher Manager

### **Create Grading Profiles**

- Click on “Profile Manager”.





- Click “+Create New Profile” to create a new profile.

+ Create New Profile

📄 Rename Profile

✎ Edit Profile

🔄 Copy Profile

✕ Delete Profile

- Name the new profile, and click “Save”.
- In the “Options” tab you can set the number of errors allowed for various timings as well as correction blocking, blackout timing view, and timer timeout options. Since the Utah state core requires timings without using the delete/backspace key, it is recommended you check the Correction Blocked setting. It is also recommended that the number of errors for a one-minute timed test be set to 2. Other setting changes are optional.

Options | Weights | Sections | Grading Scale

These are the options set for the different timing lengths. Use **Blackout Timing View** AND **Timer Timeout** to **BREAK hunting and pecking**. For more information about a feature, hover over the title.

Timing Length	Errors Allowed	Correction Blocked	Blackout Timing View
15-Second	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30-Second	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1-Minute	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2-Minute	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3-Minute	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4-Minute	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5-Minute	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Timer timeout (seconds): Disabled

Advanced Options



- The “Weights” and “Sections” tabs can be adjusted according to instructor preference.
- In the “Grading Scale” tab teachers can set the required WPM for reaching grade marks. Since the Utah State Core says that 27 WPM is mastery for 6th-grade students, instructors may want to set the grading scale as follows:

Options Weights Sections **Grading Scale**

This is measured in Words Per Minute (WPM). This will be used for both the current grade report and final grade report. The best timing for every lesson/line will be used for calculating the grade.

Grading Scale	
A	<input type="text" value="27"/>
B	<input type="text" value="22"/>
C	<input type="text" value="17"/>
D	<input type="text" value="12"/>

- Keep in mind that students are likely to earn higher WPM scores on the 15 second timings in their lessons than on the 30-second and one-minute timings.
- When the profile setup is complete, click “Save and Close Profile”.

Save and Close Profile

- You may rename, edit, copy, or delete a profile any time.

+ Create New Profile

Rename Profile

Edit Profile

Copy Profile

Delete Profile

- Click on the “Home” button in the black menu bar to return to the menu of instructor options.

Home



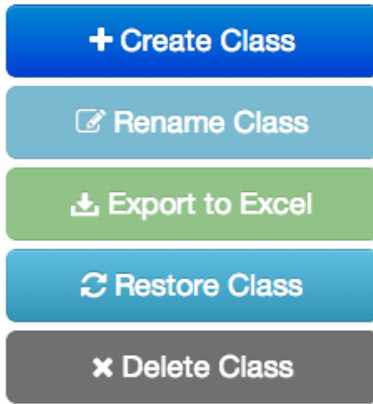
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### **Create a Class**

- Click “Class Manager”.



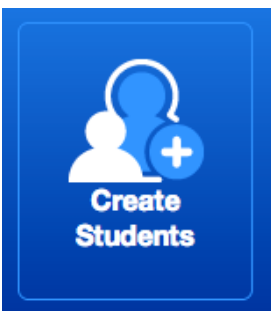
- Click “+Create Class”.



- Type in a name for the class, then click “Save”.
- You may rename, export, restore, or delete a class any time.

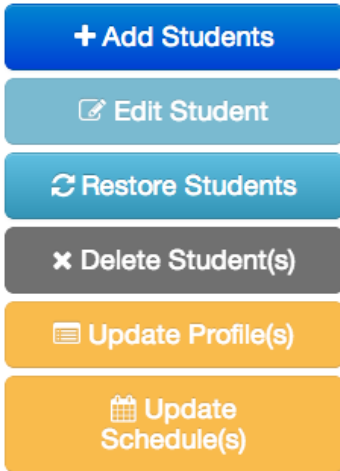
### **Create Student Files**

- Click “Create Students” on the home screen





- OR add students within the Class Manager by clicking on the “+Add Students” button.



- Select the desired class and profile for this student using the drop-down menus.

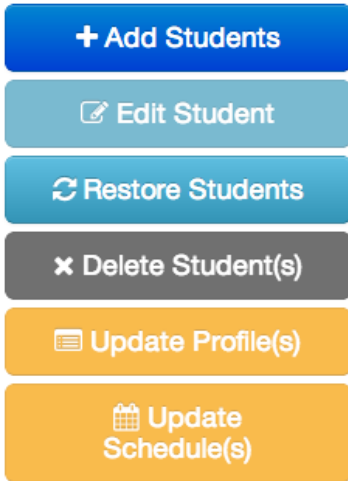
Class

Profile

- Next to “Student Name” type the first and last name of the student you are adding. Keep in mind that the students will be listed in alphabetical order once they are all entered. You may enter student names First Last or Last, First.
- Next to “Student Password/ID” type the student password. It is recommended to use the student’s school ID number since this is already their password to log onto school computers.
- Click “Create Student”.
- You may continue to add as many students to the selected class as desired.
- Notice that next to “Last Added” is listed the last student name that was entered. This is helpful in case you lose your place on your class list.
- Also notice that next to “Licenses in Use” is the number of students accounts already used. You may not exceed the number of student licenses your school has purchased. If you run out of licenses, you either need to purchase more or go through the student files and delete students who have moved.



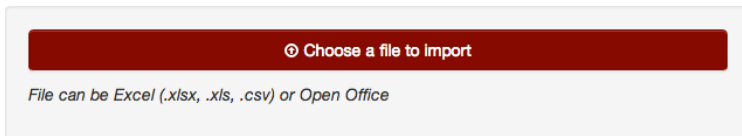
- You may edit, restore, delete, and update student profiles any time:



- You may also mass add students by clicking on the “Import from file” tab. This allows you to import a list of students from an Excel file, like a class list downloaded from Skyward.

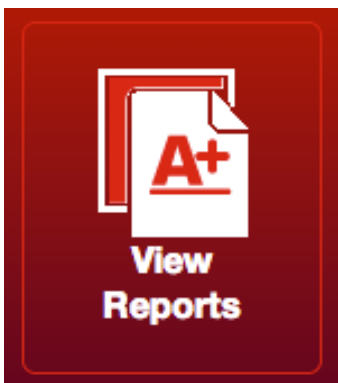
One-by-One Import from file

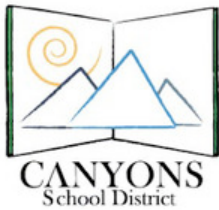
### Import Students From File



### View/Print Reports

- Click “View Reports”.





- Click on the desired class.
- Class reports are available as soon as the class name is selected:

#### Class Reports

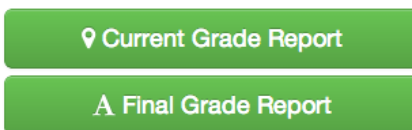


- Individual student reports are available as soon as you click on a student name:

#### Student Progress Reports



#### Student Grade Reports



#### Student Effort Reports



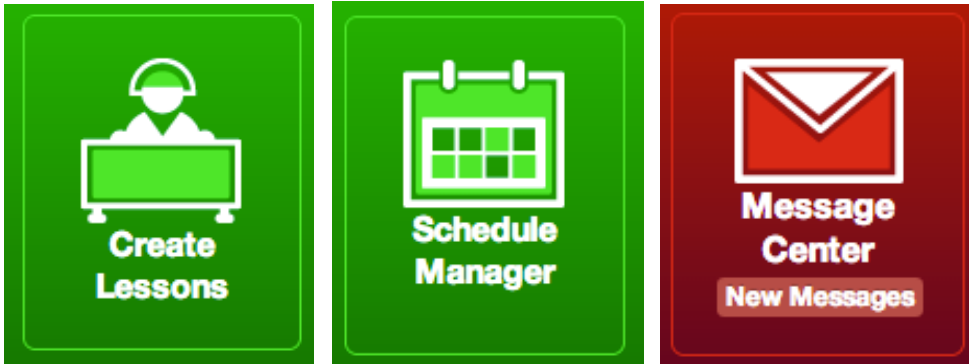
- Once a report has loaded, you have the option to download it or print it:





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KBM also gives instructors the ability to create their own lessons, schedule lessons, and message students.



The black toolbar across the top of the KBM screen offers another way to access all the tools mentioned in this documentation.

