**Keyboard Mastery
Using the Program**

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Introduction:

- URL: http://keyboardingonline.com
- Set up teacher accounts and class lists before student use. (See "Keyboard Mastery Setup/ Management" documentation.)
- See "Keyboard Mastery Login Instructions" to remember how to log in. It's a good idea to print copies of these instructions to post in the lab to help students remember the steps.

Once students are logged in, they will see the following screen:
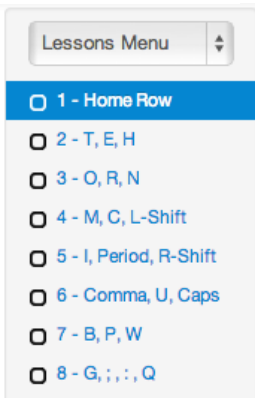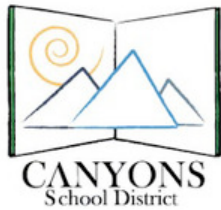

Recommended Use:

- In the center of the screen are some brief student instructions and a reminder of the requirements for each lesson. (See "Keyboard Mastery Setup/Management" documentation to set these requirements.)

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

- Lessons are listed by number and key on the left hand side of the screen.

Lessons Menu

- ⬚ 1 - Home Row
- ⬚ 2 - T, E, H
- ⬚ 3 - O, R, N
- ⬚ 4 - M, C, L-Shift
- ⬚ 5 - I, Period, R-Shift
- ⬚ 6 - Comma, U, Caps
- ⬚ 7 - B, P, W
- ⬚ 8 - G, ;, :, Q

- Students should progress through the lessons in order, paying attention to the hints and instructions on their screen regarding finger placement.
- Each lesson has multiple lines to complete, listed at the top of the window.

Ln: ⬚ 1 ⬚ 2 ⬚ 3 ⬚ 4 ⬚ 5 ⬚ 6 ⬚ 7 ⬚ 8 ⬚ 9 ⬚ 10 ⬚ 11 ⬚ 12 ⬚ 13 ⬚ 14 ⬚ 15

- Students should practice each line until they have three speeds recorded in the "Best Scores" section.

Best Scores: / / /

- Speeds will not be recorded until the line has been completed without any errors.
- For beginners, the speed recorded should not be the main focus. Instead, the "Best Scores" section is used as an indicator of perfect accuracy. Encourage students to focus on accuracy rather than speed. Once a student is typing with good accuracy, they may return to older lessons to work on improving speed.
- Once a student has completed a line perfectly at least three times, they may move on to the next line.
- Once a student has completed all lines in a lesson, they may move on to the next lesson.
- If students skip any lesson or any line in a lesson, reports will not show the lesson as completed.
- To start a lesson, students click on the desired lesson and line, then begin typing. The timer at the bottom of the screen will automatically start when typing begins.

Time Remaining: 0:10

- When the allotted time is over, the student will no longer be able to type and their score will show.

- The screen will display the student's WPM (Words Per Minute) and number of errors. If there were zero errors, the WPM will also be recorded in "Best Three Speeds".

Timing Score: 0 WPM 1 Errors

- The program will also highlight the errors made in yellow so students can see where mistakes were made.
- To repeat the same line again, students click the "Try Again" button. The timer will reset to 15 seconds and students may begin again.

Try Again

- If a student is fast enough to finish a line with time remaining, they should type the "return" key and type the same line over again to record a faster WPM.
- One skill students should learn is to type with consistent rhythm. They should not stop and start to correct errors. **If errors are made, they should continue on and complete the line, look over their errors, then try the line again. They should not use the delete key, nor should they restart the timer ever time they make a mistake.**
- Proper posture, body positioning, and finger placement are very important for accurate and efficient typing. Teachers should continue to monitor students for posture, position, and fingering, as this is something the computer program cannot monitor. Following is a reminder of key things to look for (taken from the 5th grade Keyboarding Assessment Technique Checklist):
  - Feet placed for balance
  - Body centered to the 'h' key with elbows at sides
  - Sit up straight
  - Curved fingers over the home row keys
  - Wrists off the keyboard
  - Eyes on the printed copy
  - Key by touch with correct fingering
  - Key with a smooth rhythm