

# KeyWords 3.1 Addendum

---

This addendum includes updates to your original KeyWords documentation and information about new features for KeyWords 3.1.

Topics described in this addendum:

<b>Home row confirmation</b>	page 1
<b>Correct shift key enforcement</b>	page 3
<b>Teacher-managed goals for words per minute and errors</b>	page 4
<b>Enhanced reporting capabilities</b>	page 6
<b>Using AlphaSmart Manager to set KeyWords options</b>	page 15

**Note:** Most of the features described in this addendum require that you enter the master password on your AlphaSmart device before accessing the feature. You can set your own master password using AlphaSmart Manager. See the *AlphaSmart Manager User's Guide* (in .pdf format), located on the AlphaSmart Manager 2 CD, for more information about AlphaSmart Manager and the master password.

## Home row confirmation

Because returning your fingers to the home row is such an important concept in touch typing, KeyWords now contains an option you can set that requests you press the home row keys (**a s d f j k l ;**) in sequence during lessons. When this option is turned on, you'll see the following screen at the beginning of each accuracy and speed builder and test:

```
Place your fingers on the Home Row now.  
Type each Home Row key one at a time  
from left to right.
```

You must type the correct keys in order—**a s d f j k l ;**—before you can exit the screen and go on to the lesson. If you type the keys incorrectly, KeyWords backspaces to where you made the error and won't let you continue until you press the correct letter in the correct order.

This option is off by default. When turned on, KeyWords requests home row confirmation at the start of every accuracy and speed builder and accuracy and speed test.

### To turn home row confirmation on:

1. On your AlphaSmart device, start KeyWords and select Teacher options.
2. Type the master password.
3. Use the arrow keys to scroll down the list of options and select Turn Home Row Confirmation ON, then press **enter**.
4. Confirm that you want to turn this option on.
5. Press **esc** to return to the KeyWords startup screen.

This setting is a toggle; repeat these steps to turn the option off. You can also set this option for an entire group of AlphaSmart devices simultaneously using AlphaSmart Manager. See “Using AlphaSmart Manager to set KeyWords options” on page 15 for instructions.

## **Correct shift key enforcement**

To type a capital letter, you press and hold a **shift** key before pressing a letter. For speedier and more accurate touch typing, typically you press and hold the **shift** key using the opposite hand from the letter you intend to type. KeyWords contains an option you can set that requires you to press the correct **shift** key (right or left) when typing a capital letter.

When you turn this option on, to type a capital letter **Z**, you need to press and hold the right **shift** key with your right little finger before pressing **Z** with your left little finger. During a Learn New Keys session, if you press the left **shift** key instead, you’ll see the following message:

```
To type a capital Z, press the right
shift key.
(Hold down the right [shift] key and
press Z now.)
```

You’ll need to press and hold the right **shift** key, then press **Z** to continue. If you’re in the middle of an accuracy and speed builder or test and press the wrong **shift** key, KeyWords automatically backspaces the cursor and won’t let you proceed until you press the correct **shift** key.

This option is on by default.

**To turn correct shift key enforcement off:**

1. Start KeyWords and select Teacher options.
2. Type the master password.
3. Use the arrow keys to scroll down the list of options and select Turn require correct shift key OFF, then press **enter**.
4. Confirm that you want to turn this option off.
5. Press **esc** to return to the KeyWords startup screen.

This setting is a toggle; repeat these steps to turn the option on. You can also set this option simultaneously for an entire group of AlphaSmart devices using AlphaSmart Manager. See “Using AlphaSmart Manager to set KeyWords options” on page 15 for instructions.

**Note:** In KeyWords, the **shift** key isn’t introduced until the Z? lesson (Lesson 10). If this option is on, you won’t be required to press the correct **shift** key until you reach that lesson.

## **Teacher-managed words per minute and error goals**

KeyWords contains a feature that lets teachers set their own targets for words per minute (WPM) and for allowable errors. As your students’ typing improves, you may want to set a higher goal for words per minute, and a lower goal for errors.

When you set your own targets, you set them for all lessons and all students who use the device. The targets apply to all accuracy and speed builders and tests. This is somewhat different from the way KeyWords manages WPM and error goals. KeyWords gradually increases the WPM goals and decreases the error goals as students progress through lessons. Teacher-managed goals stay constant throughout all lessons until you change them again.

**To set your own goals for words per minute and errors:**

1. On your AlphaSmart device, start KeyWords and select Teacher options.
2. Type the master password.
3. Use the arrow keys to scroll down the list of options and select Set custom WPM and error goals, then press **enter**. The following screen appears.

```
Use the arrow keys to change the
words per minute:10

Press [SPACE BAR] to continue.
```

4. Press the right or up arrow to increase the words per minute; press the left or down arrow to decrease the words per minute.
5. Press the **space bar** when you're satisfied with the words per minute number. The following screen appears.

```
Use the arrow keys to change the
allowable errors:8

Press [SPACE BAR] to continue.
```

6. Use the arrow keys in the same fashion to set the number of allowable errors.
7. Press the **space bar** when you're satisfied with the number of allowable errors. KeyWords returns you to the Teacher options screen.
8. Press **esc** to return to the KeyWords startup screen.

**Important:** Earlier versions of KeyWords let students challenge themselves by setting their own word per minute goals in speed builders. This feature has been removed. You can set customized words per minute goals in Teacher options only.

---

## Enhanced reporting capabilities

KeyWords 3.1 gives you more variety in its reports. You can choose between three types of reports:

- **Student progress report.** From within a student record, you can create a progress report that lists details about each lesson the student has worked on.

Alison weydin's Keywords Progress Report						
Lessons listed in the order they were completed.						
Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed	Accuracy&Speed Builders Done
-----	-----	-----	-----	-----	-----	-----
ASKL	12	14	8	5	Yes	1,2,3,4,5,6
DJF	12	22	8	3	Yes	1,2,3

- **Student last lesson report.** From within a student record, you can create a last lesson report that lists details only about the student's latest lesson.

Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed
-----	-----	-----	-----	-----	-----	-----
Alison weydin	DJF	12	22	8	3	Yes

- **Teacher's group progress report.** From within Teacher options, you can create a group progress report which lists last lesson details for each student using KeyWords on the device.

Keywords Group Progress Report						
Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed
Bena Caden	GO	14	14	10	8	Yes
Dana Gale	DJF	12	18	8	9	Yes
Morgan Hunter	PR	16	20	10	7	Yes

**Note:** When viewing or printing reports from your computer, reports appear best when formatted in a fixed-width or monospace font such as Courier.

### Creating a student progress report

A student progress report shows you a single line for each lesson a student has started. The fields included for each lesson are

Lesson name	Accuracy and speed builders completed
Student's WPM goal	Whether the student passed the accuracy and speed test for the lesson or not
Student's actual WPM	
Student's error goal	
Student's actual errors	

#### To create a student progress report:

1. On your AlphaSmart device, start KeyWords, select a student from the list, and press **enter**.
2. Type the student password or master password.
3. Use the arrow keys to scroll up and select the Student Reports option, then press **enter**.
4. Select Create Student Progress report and press **enter**.

5. Choose whether to print the report, send it to an application on your computer, or transfer the report to AlphaWord. Refer to “Using report information” on page 12 for more information about these choices.

### **Creating a last lesson report**

A last lesson report displays the following fields on a single line:

Student’s name	Student’s error goal
Latest lesson started	Student’s actual errors
Student’s WPM goal	Whether the student passed the accuracy and speed test for the lesson or not
Student’s actual WPM	

#### **To create a last lesson report:**

1. On your AlphaSmart device, start KeyWords, select a student from the list, and press **enter**.
2. Type the student password or master password.
3. Use the arrow keys to scroll up and select the Student Reports option, then press **enter**.
4. Select Create Last Lesson report and press **enter**.
5. Choose whether to print the report, send it to an application on your computer, or transfer the report to AlphaWord. Refer to “Using report information” on page 12 for more information about these choices.

### **Creating a master class report**

A master class report is a report containing all the last lesson reports of your students. When you send (as opposed to print or transfer to AlphaWord) a last lesson report to an application on your computer, column headers for the fields *aren’t* included. This lets you create a

master class report more easily because it frees you from having to format the master class report excessively.

You simply have each student send their last lesson report to an open application on your computer; you don't need to delete duplicate column header text. (Column header text *is* included if you print or transfer the report to AlphaWord.)

**Tip!** The KeyWords 3.1 CD contains an Excel spreadsheet file (LastLessonreport.xls) and an AppleWorks spreadsheet file (LastLessonreport.cwk) you can use as templates for creating a master class report.

**Note:** If you're sending reports to an AppleWorks spreadsheet, you must move the cursor manually to the appropriate cell before each student sends their report. You can avoid these extra steps by sending the reports to a word processing application first, then copying and pasting the report into an AppleWorks spreadsheet.

**To create a last lesson master class report:**

1. In your classroom, have your students create a last lesson report on their devices.
2. On your computer, start an application (such as Excel or Word or AppleWorks) and open a file to receive the text.

## Enhanced reporting capabilities

---

3. Make sure your cursor or active cell is in the location where you want the first report to start.

	A	B	C	D	E	F	G	H	
1	<b>KeyWords Last Lesson Class Report</b>								
2									
3	Teacher:					Date:	4-Aug-05		
4									
5	<b>Student Name</b>	<b>Latest</b>	<b>Goal</b>	<b>Actual</b>	<b>Goal</b>	<b>Actual</b>	<b>Passed</b>		
6		<b>Lesson</b>	<b>WPM</b>	<b>WPM</b>	<b>Errors</b>	<b>Errors</b>			
7									
8									
9									
10									

In this Excel file, the active cell is placed where the text for the report should begin.

4. Have your first student connect the device to your computer with the USB cable, then press **send**. Once the device is through sending the report, have your student disconnect the USB cable from the device.
5. Continue having the rest of your students send their reports to your computer.
6. Add any other information to the master class report that you want (such as your name, classroom, and so on), then save or print the file for your records.

	A	B	C	D	E	F	G		
1	<b>KeyWords Last Lesson Class Report</b>								
2									
3	Teacher:	Campbell				Date:	16-Nov-04		
4									
5	<b>Student Name</b>	<b>Latest</b>	<b>Goal</b>	<b>Actual</b>	<b>Goal</b>	<b>Actual</b>	<b>Passed</b>		
6		<b>Lesson</b>	<b>WPM</b>	<b>WPM</b>	<b>Errors</b>	<b>Errors</b>			
7	Bena Caden	GO	14	14	10	8	Yes		
8	Dana Gale	DJF	12	18	8	9	Yes		
9	Morgan Hunter	PR	16	20	10	7	Yes		
10	Alison Weydin	DJF	12	22	8	3	Yes		
11									

A last lesson master class report created in Excel

## **Creating a group progress report**

A group progress report displays the same information as a last lesson report, but contains entries for each student using the device.

With a last lesson master class report, you can collect information from an entire classroom, and students participate in creating the collective report. A group progress report, however, collects information from a single device only, and must be done by a teacher.

### **To create a group progress report:**

1. On your AlphaSmart device, start KeyWords, select Teacher options and press **enter**.
2. Type the master password.
3. Use the arrow keys to scroll up and select the Student Reports option, then press **enter**.
4. Scroll down the screen to select Create group progress report and press **enter**.
5. Select whether to print the report, send it to an application on your computer, or transfer the report to AlphaWord. Refer to “Using report information” on page 12 for more information about these choices.

## Using report information

When you create any of the KeyWords reports, you can do three things with the information:

- Print the report from the device directly to a USB or IR-capable printer using a USB cable or IR beaming.
- Send the report from the device to your computer using a USB cable. On your computer, you send the text to an application that can accept text, such as a word processing or spreadsheet application.
- Transfer the progress report to one of the AlphaWord workspaces (**file 1–file 8**) on the device.

There are advantages to each method.

### Printing reports

You can print your KeyWords reports directly to your USB printer or IR-capable printer without leaving KeyWords. Refer to the *User's Guide* that came with your device for specific details about printing.

#### To print a report:

1. From within KeyWords, create a report.
2. Choose Print.
3. Connect your device to your printer with a USB cable, or put your device within range of your IR printer, then press **print**. KeyWords informs you the device is connected to your printer, sends the report to the printer, and returns you to the report options screen.
4. Press **esc** repeatedly until you return to the KeyWords main screen.

## **Sending reports**

You can send KeyWords reports from your AlphaSmart device to your computer using a USB cable. You can send text to any application that accepts text.

From there, you can save the report or print it from your computer. You can save reports periodically to collect cumulative information on how lessons are progressing.

### **To send a report:**

1. On your computer, open the application to which you want to send the report.
2. From within KeyWords on your device, create a report.
3. Choose Send directly to computer.
4. Connect your device to your computer with the cable, then press **send**. KeyWords sends the text to the active application on your computer.

**Tip!** Format the text in a fixed-width or monospace font such as Courier to make the columns and header information line up correctly.

5. Press **esc** repeatedly until you return to the KeyWords main screen.

**Note:** If you notice missing characters or jumbled text when you send a report to your computer, you might need to slow down the transfer speed on your device. You can change the transfer speed with a keyboard command on each device (**option-#-S**) or for a group of devices using AlphaSmart Manager. See your device's *User's Guide* for detailed information.

### **Transferring reports to AlphaWord**

When you transfer a KeyWords report to AlphaWord, you save it to one of the AlphaWord workspaces (**file 1–file 8**), overwriting any existing text in the workspace you selected.

Saving reports to AlphaWord is a quick way to see the reports on the device itself, which can be useful if you don't have a computer or printer handy. Because a device's screen is narrower than a monitor or printer page, the reports wrap across several lines, making them difficult to read onscreen. However, if you transfer the AlphaWord files to a computer or printer, the reports return to their proper formatting.

Saving reports to AlphaWord is also useful if you're using AlphaSmart Manager and an AlphaHub because you can retrieve multiple AlphaWord files from multiple AlphaSmart devices simultaneously. Once you retrieve them in AlphaSmart Manager, you can view, save, or print them from your computer.

#### **To transfer a report to AlphaWord:**

1. From within KeyWords, create a report.
2. Choose Transfer to AlphaWord file.
3. Type a number for the workspace to which you want to send the file. One of two things happens:
  - If the workspace is empty, KeyWords saves the report in that workspace, then opens the file in AlphaWord.
  - If the workspace isn't empty, KeyWords warns you that the text in that workspace will be deleted. Press **Y** for yes to continue, or **N** for no to cancel. If you choose yes, KeyWords saves the report in the workspace, then opens the file in AlphaWord. If you choose no to cancel, KeyWords prompts you to choose a workspace file again.

Once you transfer the report to AlphaWord, you can view it on the device, send it to your computer, print it, or use AlphaSmart Manager to retrieve it.

## **Using AlphaSmart Manager to set KeyWords options**

AlphaSmart Manager is a convenient tool for setting all KeyWords options from your computer because it lets you control multiple options at once for up to thirty AlphaSmart devices.

With AlphaSmart Manager (and an AlphaHub), you can set all options from one screen on your computer, which frees you from setting each option individually on each device.

Complete information about AlphaSmart Manager is described in the *AlphaSmart Manager 2 User's Guide*, available in .pdf format on the AlphaSmart Manager 2 CD.

## Using AlphaSmart Manager to set KeyWords

---

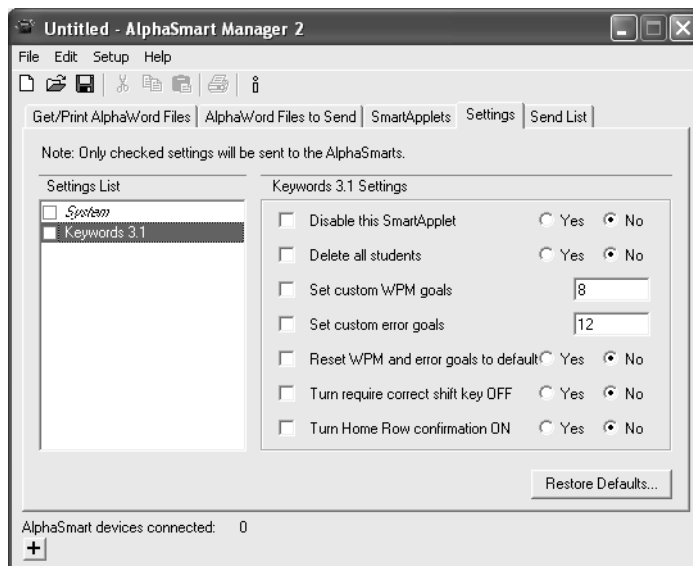
The following table lists the KeyWords options you can set with AlphaSmart Manager.

Option	Explanation
Disable this SmartApplet	Lets you turn off access to KeyWords. It doesn't remove KeyWords from the device, but merely prevents its use, which can be useful in a classroom situation when you want students to focus on another SmartApplet, such as Alphaword.
Delete all students	Quickly deletes all KeyWords students and student records from the device.
Set custom WPM goals	Lets you set your own target for words per minute. The default for this setting is 12.
Set custom error goals	Lets you set your own goal for allowable errors. The default for this setting is 8.
Reset WPM and error goals to default (yes/no)	Quickly restores custom words per minute and error settings to their defaults.
Turn require correct shift key off (yes/no)	Lets you specify whether or not you must type capital letters using the correct <b>shift</b> key.
Turn Home row confirmation on (yes/no)	Lets you specify whether or not you must type the home row keys in sequence at the beginning of accuracy and speed builders and tests.

In AlphaSmart Manager, you can return all KeyWords options to their defaults by pressing the Restore Defaults button.

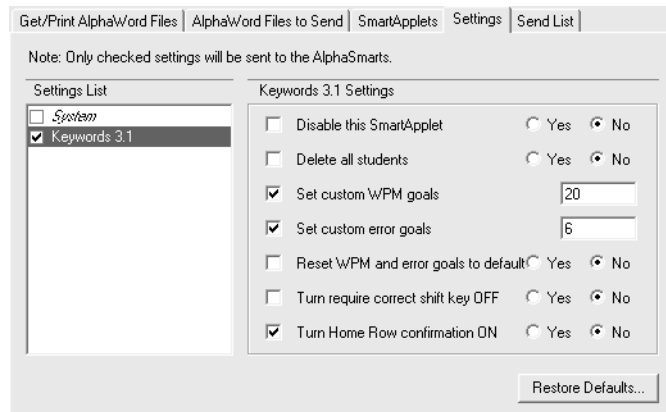
**To set KeyWords options using AlphaSmart Manager:**

1. On your computer, start AlphaSmart Manager.
2. If you plan to connect a single AlphaSmart device using a USB cable, first press the **applets** key on the device so that it can communicate with AlphaSmart Manager 2. Skip this step if you plan to connect multiple devices to an AlphaHub.
3. Connect your AlphaSmart device(s) to your computer using one of the following methods:
  - For a single device, connect the device to your computer using a USB cable.
  - For multiple devices, connect the devices to your AlphaHub, then connect the AlphaHub to your computer. Make sure the AlphaHub is turned on.
4. Click the Settings tab and select KeyWords in the Settings List.



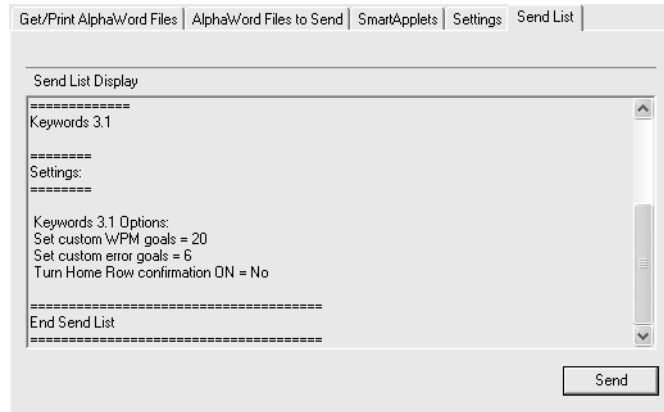
**Note:** If KeyWords doesn't appear in the Settings List, it means that one or more of the connected devices doesn't have KeyWords installed on it yet. If this is the case, click the SmartApplets tab, select KeyWords in the SmartApplets list, then click Add. Once you've done so, when you click the Settings tab, KeyWords will appear in the list.

5. Check the settings you want to change, specifying additional information as appropriate.



**Tip!** If you want to return the options to their defaults and start over, click the Restore Defaults button.

6. Click the Send List tab and verify that the settings you changed appear in the Send List Display.



7. Click Send.

AlphaSmart Manager sends the settings to the connected device(s).

