Top Ten List
Nov. 29, 20—

Student		Date	Score	Average Speed (gwam)	Fastest Speed (gwam)	Game Goal (gwam)	Drill Lines Keyed
1	Beth Hoffert	11/27/—	266	38	45	35	6
2	Lisa Wallace	11/22/—	254	38	42	35	6
3	Juan Martinez	11/28/—	252	37	42	34	6
4	Marcus Johnson	11/25/—	206	35	38	30	6
5	Mark Faber	11/29/—	188	33	38	30	6
6							
7							
8							
9							
10							

Figure 11-4 Sample Top Ten List (Key-A-Shot)
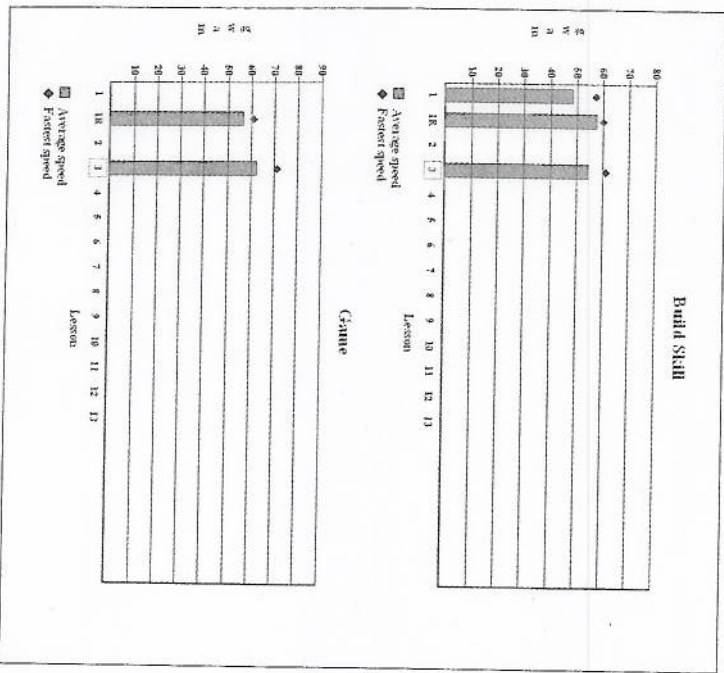

Figure 11-5 Sample Performance Graph

The teacher utilities provide several options that let you customize the *MicroType 3.0* keyboarding software. For example, you can change a particular student's information (name, Class ID, password, and preferences) or you can change the Preferences for the entire class. The teacher utilities also provide the capability to prepare a Class Summary Report, review student progress, create diagnostic writings, create keypad timed writings, set data locations, and change your password.

Access the teacher utilities through the Student Log In dialog box. Hold down the ALT key (Windows) or OPTION key (Macintosh) and click the OK button. Enter **mtype3** for the password to display the options shown in Figure 12-1.
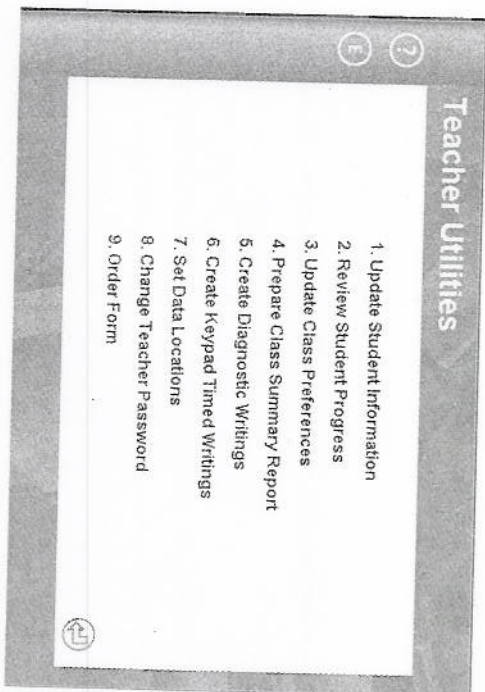

Figure 12-1 Teacher Utilities Main Menu

Teacher Utilities

1. Update Student Information
2. Review Student Progress
3. Update Class Preferences
4. Prepare Class Summary Report
5. Create Diagnostic Writings
6. Create Keypad Timed Writings
7. Set Data Locations
8. Change Teacher Password
9. Order Form

Update Student Information

Use the Update Student Information option to add a new student, edit student information (name, password, Class ID, and preferences), delete student files, and import/export student records. When you choose this option, the dialog box shown in Figure 12-2 appears on your screen.

IMPORTANT: If the program is installed on a network, you must have write-access privileges to the program directory. *MicroType 3.0* saves the data location, teacher password, default Preferences, and other information in the program directory. If you don't have read/write access, you may not be able to update this information.

Edit a Student Record

When students first use the *MicroType 3.0* software, they must enter their names, Class IDs, and passwords. Once entered, students cannot change their names or Class IDs. However, you, the teacher, can edit any of this information. (See Figure 12-3.)

1. Choose the Update Student Information option from the Teacher Utilities menu.
2. Highlight the student name in the list. You can narrow down the search list by changing the Class ID to display only those students in a particular class.
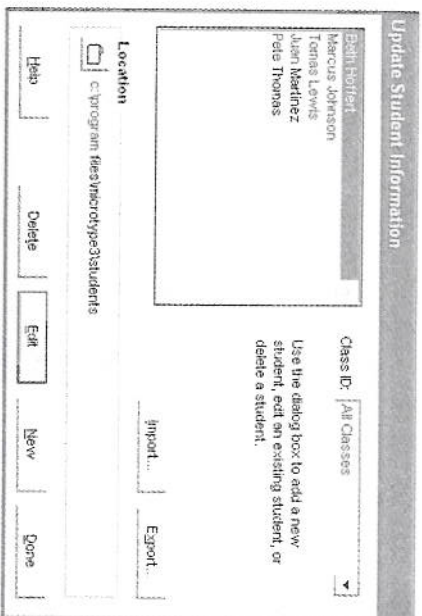
Beth Hoffert
Marcus Johnson
Tomas Lewis
Juan Martinez
Pete Thomas

Class ID: All Classes

Use the dialog box to add a new student, edit an existing student, or delete a student.

Location
c:\program files\microtype3\students

Help   Delete   Edit   New   Done
Import...   Export...

Figure 12-2   Teacher Utilities (Update Student Information)

Edit Student

First name: Beth
Last name: Hoffert
Class ID: No Class Assigned
Password: password

Data Path
c:\program files\microtype3\students\Beth ...\Beth Hoffert.swk

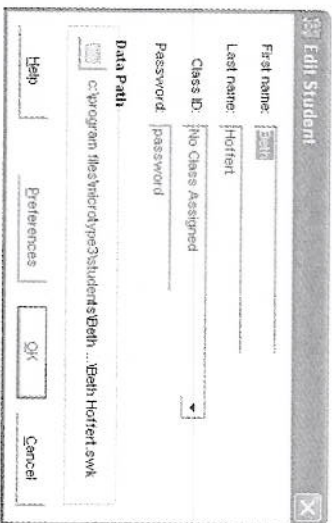Help   Preferences   OK   Cancel

Figure 12-3   Edit Student Dialog Box

If your students store their performance data on a network server, you can access all students' record from any computer. Otherwise, you must use the computer on which the student's record is stored. If your students save their work on a floppy disk, insert the student's disk into the drive and use the **Folder** button to choose the floppy drive.

3. Click the **Edit** button.

4. Change the student's name, Class ID, or password.

5. If you want to change the student's preferences, click the **Preferences** button as shown in Figure 12-3.

6. Select the **Override class preferences** radio button, then select the preferences settings. Click the **Lock** button to lock/unlock the corresponding preferences category. Click **OK** to accept the new preferences.

7. Click the **OK** button in the Edit Student dialog box to accept all of the changes.

NOTE: You cannot change the location of a student's record with the Edit option. If your student specified the wrong data location when he/she logged in for the first time, simply copy the student's performance record to the correct location.

Add a New Student Record

If you prefer, you can enter all of the student records instead of having your students perform these steps.

1. Choose the *Update Student Information* option from the Teacher Utilities menu.

2. Click the **New** button in the Edit Student dialog box.

3. Enter the student's name (first name, last name).

4. Record a Class ID.

5. Enter the student's password.

6. Specify the data location if necessary.

If you created a separate folder for each student, set the path accordingly. You can click on the **Folder** icon to browse through the folders. If you want the student to save his/her work on a floppy disk, insert a blank formatted disk into the drive now.

7. If necessary, click the **Preferences** button and update the required information.

8. Click the **OK** button to create the new student record.

Delete a Student Record

If you want to delete numerous student records, the best way is to simply delete the files using the operating system utilities. However, you can delete student records one at a time by following these steps.

1. Choose the *Update Student Information* option from the **Teacher Utilities** menu.

2. Highlight the student whose record you want to delete.

If your students store their performance data on a network server, you can access all of the students' records from any computer. Otherwise, you must use the computer on which the student's record is stored. If your students save their work on a floppy disk, insert the student's disk into the drive and use the Locate feature to choose the floppy drive.

3. Click the **Delete** button and respond to the prompt that you want to delete the student record.

Import/Export Student Records

MicroType 3.0 provides an option for you to import and export existing student records. The import and export features in MicroType 3.0 allow you to import an existing class list or export your MicroType 3.0 class list to a text (.txt) document. Class lists that you import must be in text (.txt) file format. If you already have a class list as a text (.txt) file, using the import feature can be more efficient than creating new student records manually.

NOTE: Word processing documents can be easily converted to .txt files and then imported into *MicroType 3.0*. Consult your word processing documentation for instructions on saving files in .txt file format.

Follow the steps below to import/export class lists:

Importing a Class List

1. Choose the *Update Student Information* option from the **Teacher Utilities** menu.

2. Click the **Folder** icon to set the location where you would like the student records imported.

3. Click the **Import** button.

4. Locate and select the text (.txt) file that contains your class list and click **Open.**

NOTE: If a student record already exists in *MicroType 3.0,* that student's information will not be imported.

IMPORTANT: The text file that contains the class list must be formatted using the list of rules/guidelines below. Failure to follow the guidelines will result in an error when importing your class list text file.

1. Each student name must be formatted as follows:

   <last name>,<first name>,<class name>,<password>

   Example:

   Lopez,Tina,Class A,password

   Smith,James,Class A,password

2. All four fields are required for each student name. If students are not assigned to a class, leave the class field empty.

   Example:

   Lopez,Tina,,password

3. Each field length must not exceed the maximum number of characters, listed below. Exceeding the required field length will cause the student's name to be skipped during import.

   Last name   20 characters

   First name   20 characters

   Class name   25 characters

   Password   15 characters

4. In a case where a student's name, class, or password includes a comma (","), the comma must be preceded by a backslash ("\").

   Example:

   Smith\,Jr.,James,Class A,password

Exporting a Class List

1. Choose *the Update Student Information* option from the **Teacher Utilities** menu.

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2. Select a class from the **Class ID** drop-down menu. (Choose *No Class Assigned* if you'd like to export all of the students.)

3. Click the **Export** button.

4. Select the location where you would like to save the class list text (.txt) file and create a filename. (MicroType 3.0 will automatically add a filename extension (.txt) to the end of the filename.)

5. Click **Save.**

Review Student Progress

Using the *Review Student Progress* option you can check the progress for any of your students. Simply select a student and choose a report to review. You can choose any of the reports that students may access in the tutorial. Click the **OK** button to display the report. Close the report window and select another student and/or report.

Update Class Preferences

Use the *Update Class Preferences* option to change the preferences for all of your students or only the students in a pre-defined class.

NOTE: Using the Update Class Preferences feature is not recommended if your students save their work on floppy disks. Rather, use the *Update Student Information* option to make changes to individual records.

The Preferences are presented in Figure 12-4. While you have access to all the options listed here, your students see only some of these option. Only those options marked by an asterisk in the following list are accessible to your students.

Update Class Preferences

Class Name: Class A

General | Alphabetic | Numeric | Skill Builder | Keypad | Quick Review | Open Screen | Skill Analysis

General Preferences

Audio/Video

☑ Show lesson movies
☑ Play movie audio
☑ Play narration/effects audio
☑ Use bookmark
☑ Allow game access
☑ Allow students to change password
☐ Two spaces after end punctuation
☑ Create sub-folder for each student

Language
◉ English
○ Spanish

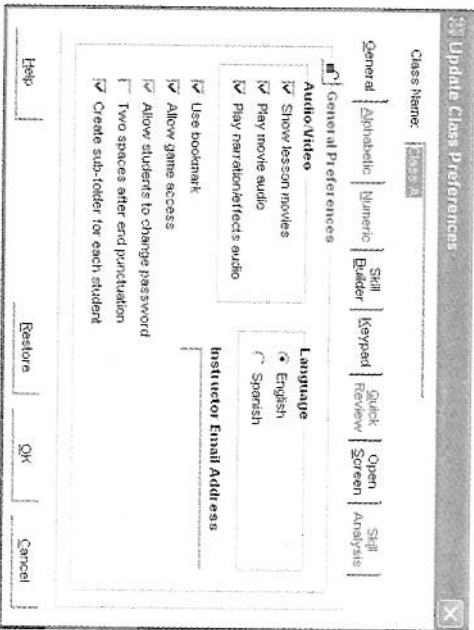Instructor Email Address

Help   Restore   OK   Cancel

Figure 12-4   Teacher Utilities   (Preferences)

A brief explanation of the Preferences options and the default settings are presented here.