



All The Right Type 3 Plus

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UNDERSTANDING THROUGH INVOLVEMENT

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Section 1

Introduction to All The Right Type 3 Plus

1.1 Welcome to All The Right Type 3 Plus

- This program is specifically designed for classroom use. *All The Right Type 3 Plus* teaches keyboarding (typing) in a logical and straightforward way. The program contains all the features that classroom teachers require to help students learn proper keyboarding techniques.

All the Right Type 3 Plus School Version Features	
Posture review - Proper technique and posture reduces possible injury.	✓
Hand position review - homerow key review important for touch typing	✓
Narrated Posture review -To address younger children, narration support the text as well as to meet the needs of auditory learners and non readers. Proper technique and posture reduces possible injury.	✓
Keyboarding lessons support patterning	✓
Numeric keypad lessons	✓
Mouse review exercise - eye hand coordination	✓
Friendly user interface and self paced to meet any keyboarding level	✓
Optimal learning methodology to promote automaticity and touch typing	✓
Sequencing option - optimal learning sequence for touch typing, students can continue where they left off for consistency	✓
Learning Lab - animated hands showing appropriate finger reach and introduction of new keys	✓
Skip button to bypass finger reach review and proceed directly to lesson	✓
Practice pavilion with keyboarding game or lesson option	✓
5 motivating and engaging keyboarding games	✓
music and sounds in games with on/off toggle	✓
Skill building - progressively more complicated from isolated words, sentences and paragraphs	✓
Animation and puzzles for reinforcement	✓
Error Analysis view - for immediate feedback and opportunity to redo lesson	✓
Detailed finger error displays for analysis	✓
Increase font size - for younger children and visually challenged	✓
Testing center - records WPM in records library for assessment	✓
Timed and Speed Writings	✓
Display clock for timed and speed writings in testing building	✓
Records library - students can review their own records and in the network version teachers can review individual student records and class records	✓
print results for session	✓
Word processing plaza- link to notepad or wordprocessor on your computer for consistency	✓
in program help for quick reference	✓
Maintenance Center:	
Class/Student management option - create classes and add students for recordkeeping	✓
Password protected teacher and/or students	✓

All The Right Type 3 Plus

Spaces after period option (one or two)	✓
Backspace key option - disable backspace key to focus of accuracy and finger reach	✓
Use WAM option verses WPM (Words per Minute)	✓
editable error threshold for accuracy	✓
adjustable penalty for errors	✓
tool to move students records from one class to another for scheduling changes	✓
tool to delete student records while leaving the student intact for the next term	✓
Class/Student message	✓
Import student names into classes	✓
3 keyboard style	✓
Display lines option - transcribing from paper option	✓
Create custom drillfile lessons eg. Spelling list, current events etc.	✓
Additional lessons - fun facts -additional content for students who have completed all the lessons and still require more practice.	✓
Custom drillfiles for pre & post-tests	✓
Advance Reports for students & classes - print or export	✓
Reports display in detail or graphs	✓
Print customized award certificates	✓
Technical Benefits:	
Quick and simple to install on standalone or network	✓
full screen display option for students- reduces desktop distraction yet provides the option for the teacher application to show the desktop for ease of importing student names, and copying and pasting custom lessons.	✓
Advanced logarithm to calculated WPM and error checking	✓
Number of users per unit - unlimited	✓
Wide/Local Area Network (Uses TCP/IP) - fast, secure networking	✓
Graphical User interface for mini-db	✓
mini-db - ATRT database, no other application required	✓
Database runs as a service	✓
Thin-client install option	✓
Installs "database location" file in ATRT program folder instead of windows directory for easier deployment to client machines	✓
Supports networks, Widows 95 - XP, Vista and OSX 8.6 - OSX native/Intel	✓

"Keyboarding Skills are a Necessity in Our Computer Literate Society!"

Keyboarding is as essential as printing skills! It is necessary in all subject areas—since computer technology can be integrated in all subject areas. Thus, the educational purpose of this software is it teaches students to become more adept at imputing and retrieving information using the computer. Efficiency in keyboarding will allow students to work more efficiently on the computer. They will key assignments in more quickly, research more quickly, communicate with others through email more quickly, and more! " Pina Sersanti de Rocha Ernest Public School

"Teachers of all students need to be aware of the advantages of teaching efficient touch-typing skills. Just as learning the alphabet and basic arithmetic facts can be considered basic skills, typing is a fundamental skill that is no longer reserved for secretaries. It is the preferred method for most written communication in the electronic age." Rosemary Oakley-Law, University of Phoenix, 2005

All The Right Type 3 Plus

"All in all, All The Right Type accomplishes its educational objectives teaching typing skills successfully, and is fun to play too.

In my opinion, the program is recommended for developing typing skills for children from grades 2 to adulthood, and I recommend it to teachers looking for a good typing resource for students with typing and typing speed problems." New Mexico Educational Software Clearing House

All the Right Type 3 - RECOMMENDED PRIMARY- Elementary Keyboarding — Instructional materials that are in alignment with content, philosophy and instructional strategies of the Core; may be used by students as principle sources of study; provide comprehensive coverage of course content; and support U-PASS requirements. Utah State Approval 2006 - 2010

"Students must learn to key properly at the time they begin to use PCs. Bad habits are hard to break. With so many jobs and personal-use activities involving keyboarding input, a person who doesn't have these skills is at a distinct disadvantage. Look for a greater emphasis in developing the ability to think and key (compose) at all levels of keyboarding instruction. With appropriate skill levels, individuals can prepare material two to three times faster than they can handwrite." Dr. Bill Mitchell

1.2 Your Role as Teacher

It is important to read the section "Understanding the Learning Sequence" in Section 5.3 in this manual. It explains the three-step learning sequence used by *All The Right Type 3* to present each lesson and how tests are taken after every third lesson. Teachers play a vital role in helping students learn. By using *All The Right Type 3 Plus* in the classroom, teachers are needed to assist students in:

- Developing correct posture for keyboarding
- Correct finger placement
- Proper key reaches
- Offering encouragement
- Using *All The Right Type 3 Plus* to get the best out of the students

1.3 Understanding the Learning Sequence

It is important for the students and teachers to understand the recommended learning sequence.

If the teacher has selected the Sequence option, when students sign-on they must enter the building that is flashing. The drill they select will be the first lesson in the lesson list shown in gray print. The red lessons are completed lessons.

The order of entering the learning buildings is Learning Lab, Practice Pavilion then Skill Builder. Students complete one lesson in each of these buildings and repeat this cycle three times. When three lessons (in each of the learning buildings) are complete, students can enter the Test Center to begin the first test.

When Test 1 is complete, the Learning Lab again flashes to direct students to enter this building and start the cycle over with the next lessons.

Note: In the Standard Drillfile that comes with *All The Right Type*, Test 1 has 3 parts (a,b and c). Tests 2 through 6 have six parts each per test (a,b,c,d,e and f). Please read sections 3.3 and 5.3 in this manual for more information on Drillfiles and the Learning Sequence.

1.4 About This Manual

- Section 2 contains all the technical requirements and detailed installation instructions to get the program running with your system. Network installers will be most interested in this section.
- Section 3 has been designed for evaluators and teachers with limited time. It enables them to evaluate only the main features of *All the Right Type 3 Plus*.
- Section 4 Documents the steps necessary to configure your database files prior to students starting their classes. This section is provided especially for instructors getting ready for their classes.
- Section 5 provides detail and instructions for all other aspects of ATRT. Instructors and occasionally network installers will find this section useful.
- Section 6 contains instructions for operating the ATRT Administration Utility. This section tends to have a more technical approach.
- Section 7 is the place to look if you cannot resolve problems by reading the other sections.

Section 2

System Requirements and Installations

2.1 Minimum System Requirements

Student and Teacher Workstations

PC

- ☐ PC with Pentium 75 MHz processor (133 MHz recommended)
- ☐ 32MB RAM (64MB recommended)
- ☐ Super VGA graphics monitor
- ☐ 256 color display (high-colour 16-bit recommended)
- ☐ 640 X 480 resolution display or better
- ☐ CD-ROM drive
- ☐ Sound Blaster Compatible sound card
- ☐ Windows 95, 98, Me, 2000, XP or NT4.0 and later

Macintosh

- ☐ OS 8.6 - OSX 4.x and later
- ☐ Power Macintosh with a 66 MHz processor (Recommended 133 MHz)
- ☐ 16 MB free RAM
- ☐ 256 color display (thousands recommended)
- ☐ 640 X 480 resolution display or better
- ☐ CD-ROM drive

Database Server (for Network/Site License Edition only)

- ☐ Mac OS 8.6 – OSX 4.x or higher, or Windows 95 or higher (NT, 2000 recommended)
- ☐ Fixed IP address
- ☐ ATRT Database Server Application always running
- ☐ Sufficient free RAM for the number of students: 4MB for up to 100 students, 8MB for up to 400 students, 16MB for up to 1000 students

2.2 Installation Overview – detailed instructions on the Quickstart document

There are three types of Installation available on the CDROM: Single, Lab Pack, and Network. While the choice you make is largely dependent on the Edition of *All The Right Type* you have purchased, there are some other factors to be considered.

There are 3 types of files which can be installed onto your computer(s) in varying combinations:

- the Database,
- the Teacher program files (which allows data file maintenance and class/student reporting in addition to all student functions),
- the Student program files (which allows students to perform lessons, tests, and review their own results). If you have purchased a **Single User Edition**, you can install on one computer only. The installation is very simple, and will automatically install all the files you need in one step. Please go to the Single Install section. This installation will give you the Teacher program files and a database.

If you have purchased a **Lab Pack Edition**, you can install on up to 5 computers. Your license allows any combination of Teachers program files and Students program files on those 5 computers. Perhaps the most common combination is to install the Teacher program files on one computer, and the Student program files on 4 others. Each computer will have it's own copy of the database. In this configuration, the Teacher can create a database of student names, and then copy the database to all the other computers. Then, at the end of each lesson students can export their results to diskette for import into the teachers computer for convenience. You may also want to install the Student program files on the same computer where the Teachers program is installed, so that a student can use this computer during class without seeing the teacher's maintenance functions on the menu. If centralized data gathering is not important, it might prove easier to have the Teacher program files installed on all 5 computers, allowing for file maintenance on any computer. With Lab Pack installations, it is usually important that students always use the same computer each time they come to class. Just make sure that you have created a password to limit access to the maintenance building. Students log into the program through the top menu bar under "file".

The School Edition

can be installed on one computer only; however, tracks unlimited number of users records

The Lab Pack Edition

can be installed on up to 5 computers, but does not allow for shared access to data files across a network.

The Network/Site License Edition

allows for installation on any number of computers within the same building. Shared network access is allowed.

For those schools with a **Network/Site License Edition**, there are even more options. In most cases, the best advantage of the program is the centralized network database. In this setup, the Database files are installed onto a central file server for shared access from all computers. System requirements for the database are minimal; therefore, a teacher workstation can be used to store the database. The Teachers program files are then installed on a small number of teachers' computers, and the Student program files are installed on all the students' computers. All computers have access to one data file on the server, and centralized records are always available for the teacher. Follow the instructions in the Network Installation section if this is the type of installation you want. There are cases, however, where a network installation is either not viable, or not desirable. In these situations, an installation as described in the Lab Pack section or even a series of many Single installations is sometimes desired. Please follow the Lab Pack or Single Install instructions in these cases.

Section 3

A Tour of All The Right Type 3 Plus

Introduction

All The Right Type 3 Plus is an interactive program designed to teach keyboarding. It consists of two modules:

- a) Learning buildings for students called the Learning Lab, Practice Pavilion, Skill Builder and the Testing Center. There is also the Records Library where students can review their scores, and a Word Processing Plaza for practicing with a word processing program.
- b) Maintenance Building for teachers is used to manage the student records and set the Options for classes and students. Only the Teacher's program has the Maintenance Building.

All The Right Type 3 Plus comes with a default "drillfile" (a set of lessons, skill builders and tests) called the *ATRT Standard Drillfile*.

3.1 Starting the Program



Start the program on the teachers computer by double-clicking on the *All The Right Type 3* icon on the desktop. The shortcut/alias icon was automatically created during installation.



Figure 3.1 When the *All The Right Type 3 Plus* "Start-up" screen is finished loading files, click anywhere to continue.



Figure 3.2 The Teacher's Campus.

All The Right Type 3 Plus

When the *All the Right Type 3 Plus* Start-up screen is finished loading files, click anywhere to continue. (Figure 3.1)

The campus is the first screen that displays. The manual section Campus Orientation describes the Campus Buildings and their functions. (Figure 3.2)

3.2 Signing On

Teachers Program

The Teacher's Program provides four possible ways to sign on.

As a (Student) Guest

Generally students choose the appropriate student name from the class records and open it to sign-on. *All the Right Type 3 Plus* loads and configures the proper options for the students and keeps progress records automatically updated in the system.

If the teacher or student does not want records to be kept from one session to another or if student records have not been set up, users can sign-on as a Student Guest.

To sign on as a Guest:

1. In the campus, click **File** from the menu bar (top of screen) and select **Sign-On** from the drop down menu. (Figure 3.3)
2. Click **Guest**. There are two types of Guest - Student and Evaluator. (Figure 3.4)
3. Students select **Student Guest** which presents the available drillfiles, including ATRT standard and any custom drillfiles added by teachers. The program uses only the default student options that teachers have selected in the Maintenance Building (Option screens).



Figure 3.4 There are two types of 'Guest' – 'Student' and 'Evaluator'



Figure 3.3 Accessing the **File** menu from the Campus screen.

Note: Records for Guests are maintained for the current session only. They are cleared out when the leaving the campus. User record functions are enabled in licensed copies of All The Right Type.

As a Teacher Evaluator

Before continuing, or while assessing the program prior to purchase, teachers may want to sign on to *All the Right Type 3 Plus* as a Teacher Evaluator Guest to discover how the program behaves when various student options are changed.

To do this:

1. In the campus, click **File** from the menu bar (top of screen) and select **Sign-On** from the drop down menu. (Figure 3.5)
2. Click **Guest**. There are two types of Guest - Student and Evaluator. (Figure 3.6)
3. Teachers select **Evaluator**. As an evaluator, teachers become acquainted with all aspects of *All the Right Type 3 Plus* by trying out the student options. This is done without running the separate Maintenance Building program that is normally used to assign these options to students. Students are not affected by changes made here.
4. A dialog box will appear describing the Evaluator mode. Click **Edit** to proceed to setup your desired option.
5. The Options dialog box will appear, allowing the user to change any of the settings. Click **OK** when you have made the desired adjustments.

This mode provides teachers with a way to try all lessons and to change any options without affecting the program students are using. Try changing the various options and seeing the effect it has on the student lessons. When signed on as an Evaluator, you can always select Options from the top menu bar.



Figure 3.5 Accessing the **File** menu from the Campus screen.



Figure 3.6 To sign on as a teacher evaluator choose Evaluator.

As a Teacher

It is not normally necessary for the teacher to actually Sign on as Teacher as the Teachers Program will always start with the Teacher already signed in. If, however, the program has been signed in as Guest or Student, there will be a Sign on as Teacher caption on the Title Bar. Just click on that caption to return to Teacher sign on status.

Teachers Signing-On to Student Records

Teachers can sign-on to student records from the teachers campus using the same procedure as the students although there is not usually any need to do this. A student is not able to sign-on to a lesson until the teacher has exited from his/her student record.

To sign on :

1. From the campus, click **File** from the menu bar (top of screen) and select **Sign-On** from the drop down menu. (Figure 3.7)

The Maintenance Building is the management utility provided to teachers to view and print student progress and to set options that control how the program reacts. It is not displayed while signed in as a student.



Figure 3.7 Accessing the **File** menu from the Campus screen.

Student Program

The Student Program provides the same capability to sign on as a Guest or Evaluator, but most commonly students will sign on using their own name records.

Students Signing-On to Student Records

Once Student Records have been created by teachers, students can sign-on to the lesson and start having their progress recorded.

To sign-on to the students campus:

1. Select the appropriate class name from the Sign-On dialog box and click **Open**. (Figure 3.7)
2. Select the student name from the **Student Selection** dialog box and click **Select**. Students names display in the top menu bar both in the campus and during the lesson.
3. The Learning Lab building flashes to indicate to students that this is the building to enter for the first lesson. (This occurs when the Sequence option is selected.)



Figure 3.8 Select the appropriate class name from the Sign-On dialog box.

Note: If teachers have entered a message into the Class Option or Student Option dialog box, the message displays to students before they begin their lessons.

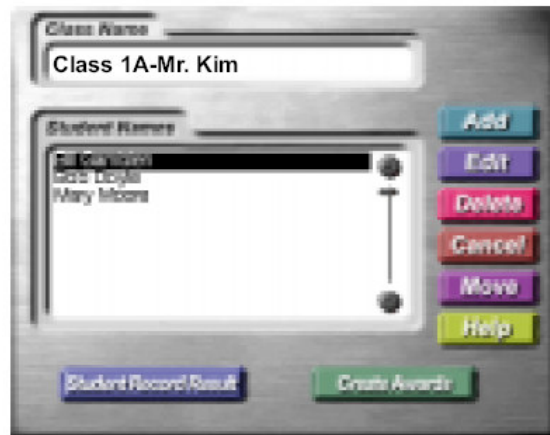


Figure 3.9 Select the student name from the Student Selection dialog box.

All The Right Type 3 Plus

Maintenance Building

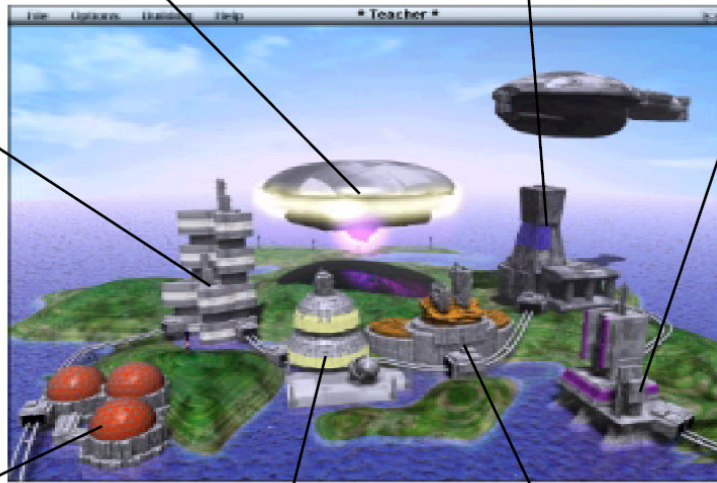
Teachers can set up student records, create custom lessons, skill builders and tests, and control program options to suit individual teaching preferences.

Word Processing Plaza

This option links you to a favorite word processing program.

Practice Pavilion

Uses the same drill material as Learning Lab but with a speed goal. The method of practice can be set by the teacher to standard lines and reports or an animated race using the 'Game' option.



Records Library

Students can view and print the progress of their work at any time. Each building has recorded results of completed lessons.

Learning Lab

Teaches proper posture and hand position. New keys are taught with the focus on correct finger reach without measuring speed.

Skill Building

Students improve skills with a series of graduated drills containing words, sentences and short paragraphs.

Testing Centre

Tests are marked in accordance with the standards used by leading typing authorities. Testing method, goals and time can be controlled by the teacher.

Figure 3.8 Teachers' Campus Overview

3.3 Campus Orientation

Start the program on the teacher's computer by double clicking on the *All the Right Type 3 Plus* icon on the desktop. The shortcut/alias icon was automatically created when the installation was performed.

When the *All the Right Type 3 Plus* Start-up screen is finished loading files, it indicates to "click anywhere to continue".

The campus is the first screen that displays and by running the mouse over the buildings the names of the buildings become visible.

Maintenance Building

The Maintenance Building is only present on the Teacher's Campus, and users running the Student program should never see this building. The presence of this building is the major distinguishing feature between the two programs.

Class and Student Records

A database is a collection of records, in this case storing Student Records and individual program options for each student. Student Records contain the student name, class name, options selected, progress records and scores. There is no limit (other than hard drive space) to the number of Student Records that can be created.

All The Right Type has the Student Records organized within Classes. The Teacher can create a record for each Class, and associate default options with the Class record. Then, as Student records are created within each class, they will take on the default class option. Of course, these options can be over-ridden for individual students as desired.

The Maintenance Building is the utility teachers use to:
Manage student records by:

- Creating and naming student records
- Importing lists of student names
- Customizing and setting student options

Evaluate student results by:

- Monitoring progress for Learning Lab, Practice Pavilion, Skill Builders and Tests
- Printing results either graphically or in text format
- Presenting Award Certificates
- Monitoring progress through the entire course

Drillfiles

A Drillfile is a set of Lessons, Skill Builders and Tests for use with *All the Right Type 3 Plus*. Think of drillfiles simply as typing exercises for each specific building. There is no limit (other than hard drive space) to the number of custom drillfiles that can be created and stored.

When working with Drillfiles, teachers use the Maintenance Building utility to:

- Create a custom drillfile (Lessons, Skill Builders, and Tests)
- Edit the custom material
- Cut and paste drills from another source (such as a word processor)
- Print the custom lessons, skill builders and tests

Learning Lab - for New Key Lessons

In the Learning Lab, students learn proper posture, hand positioning and mouse control. The first time students enter the Learning Lab, the Posture Review and Hand Position Review tutorials automatically play. When these Reviews are complete, lesson 1 from the Learning Lab lessons begins.

When students enter the Learning Lab again, the Review tutorials do not play, but they are available optionally. Students can select the appropriate button on the Learning Lab dialog box and run either one as required. It is important that students review these segments at the beginning of the first few lessons.

1. Click on the Learning Lab building on the Campus.
2. Select the first lesson and click Select. The first lesson students choose is the first lesson shown in gray print. (Red lines indicate that the lessons have been completed.)

Students follow the instructions at the bottom of the screen, working their way through the lesson. If an error is made in the sections "Let's learn new keys", the program displays the correct reach and finger positions and pauses until the correct character is typed. These lessons are not timed.

When the lesson is completed, a fireworks display appears on the screen. Students can check their results by clicking Show Results from the menu bar.

Results are recorded in the Records Library.



Figure 3.9 In the Learning Lab, students learn proper posture, hand positioning and mouse control.

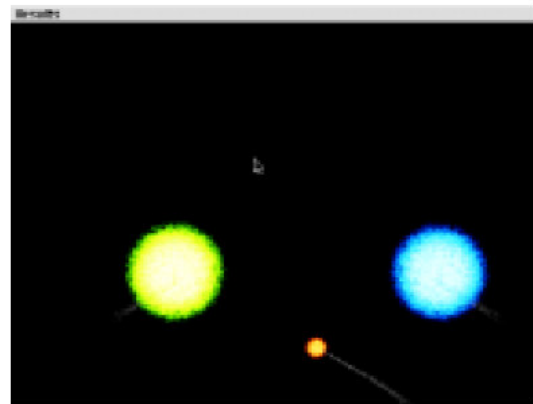


Figure 3.10 When the lesson is completed in the Learning Lab, a fireworks display appears on the screen

Note: The Keypad Review can be run at any time. It provides a tutorial for learning numbers on the keypad. Results are not recorded for these lessons.

Note: The Mouse Review is a way to teach students dexterity and accuracy when using the mouse. It provides a fun way to practice mouse skills. Results are not recorded.

Practice Pavilion - for Developing Speed and Reinforcement

The Practice Pavilion uses the same drill material as Learning Lab, but with a speed goal. The presentation method is preset by teachers (in the Options screens) to be Standard lines, (the default) or an animated Game.

1. Click on Practice Pavilion building on the Campus.
 2. Select the first lesson in gray print and this should also be the same lesson number as completed in the Learning Lab. Click **Select**.
 3. Students click on any of the pre-selected speed buttons or click Set my own speed and enter a WPM speed. Click **OK**. (Figure 3.11)
 4. When a lesson is complete in the Practice Pavilion, a Congratulations screen displays. Click **Show Results** from the menu bar and a Results Report is displayed on the screen. (Figure 3.12)
- Click **Error Details** to review the lesson just typed to see where the errors occurred. This helps students understand where they need more practice. (Figure 3.13)

Results are recorded in the Records Library when a lesson is completed.

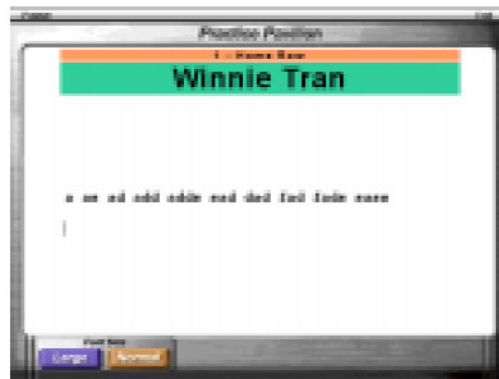


Figure 3.11 Students practice their skills in the practice Pavilion.



Figure 3.12 When a lesson is complete in the Practice Pavilion, a 'Congratulations' screen displays.

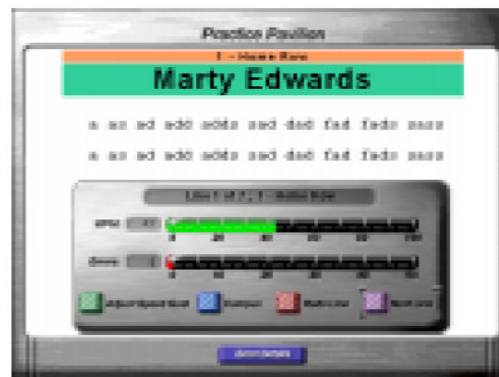


Figure 3.13 Error Details helps students understand where they need more practice.

Skill Building - for Building Skills

In the Skill Builder building, students build speed and accuracy with a series of graduated drills containing three sections - isolated words, sentences, and a short paragraph.

1. Click on the Skill Building on the Campus.
2. Select the next lesson, which will be the first line in gray print. (Figures 3.14) (Lesson lines printed in red are completed lessons.) It will be the same lesson number that was completed in the Learning Lab and the Practice Pavilion. (Figure 3.15)
3. Upon completion of the "Isolated Words" section, an Isolated Words-Results Report displays to allow students to review speed and accuracy accomplished in this lesson. Select **Next Section**.
4. The "Sentences" section displays an exercise and when students have completed this section, clicking **Next Section** starts the "Paragraph" section.

When all three sections are complete, the first 2 portions of a puzzle are uncovered revealing a small portion of a picture. As each of the Skill Builder lessons are completed 2 more portions are uncovered until the last lesson completed reveals the entire picture. (Figure 3.16)

Results of the Skill builder lessons are recorded in the Records Library.



Figure 3.14 Selecting a Skill Builder lesson.



Figure 3.15 Students develop skills in the Skill Building.

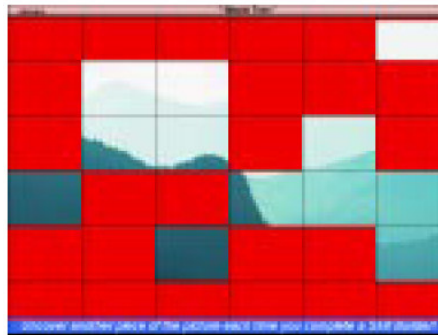


Figure 3.16 As students complete the skill builder lessons, the puzzle picture is gradually revealed.

Testing Center - for Testing Progress

Tests are marked in accordance with rules used by leading typing authorities. Testing methods, goals and time limits can be configured by teachers. See Section 4-Getting Ready for Class-Options and Their implications. Notice that test lesson 1 has only three tests to complete, but all subsequent lessons have six tests each.

1. Click on the Testing Center building on the Campus.
2. Select the first lesson in gray print in the lesson list. (The lessons in red and blue indicate completed lessons.) Click Select. (**Figure 3.17**)

If Speed Goal mode and a goal value were selected by the teacher on the Options screen, the program displays this goal in a message box when the test is selected. It should be noted that the goal, if selected, is just a goal. The program will not treat it as a minimum threshold.

When **OK** is clicked to start the selected lesson, the program calculates the one-minute mark and highlights the target word. This is the word the students need to be at to accomplish meeting the words per minute goal in the 1 minute time period. There is a warning sound when the time is up. Students need to finish the test, even after the warning sound, to have scores recorded. (Figure 3.18)

Results of Tests are recorded in the Records Library.



Figure 3.17 Select the first lesson in gray print in the lesson list.

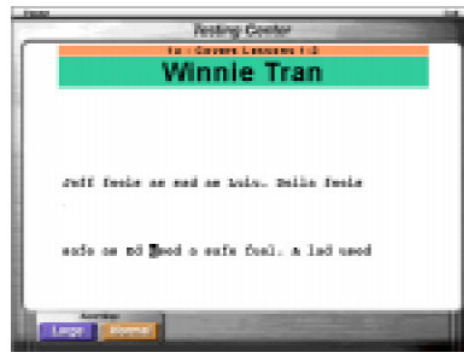


Figure 3.18 Testing in progress. The test and practice environments are similar, so students can focus on demonstrating their ability.

Important: In the Testing Center, students take tests after three lessons are complete in all three of the learning buildings. (Learning buildings are the Learning Lab, practice Pavilion and Skill Builder.)

Important: The time does not begin until the first letter of the exercise is typed. This gives students time to get ready.

Word-Processing Plaza

1. Click on the Word-Processing Plaza.

A blank word-processing document opens on screen. Students can learn to use a word-processing document as an additional skill or teachers can prepare exercises as added practice. This is an optional building and not part of the learning sequence.

Progress and scores are not recorded for the Word-Processing Plaza.

If you want to change the default word processor setting, refer to Section 5.6- Ongoing Operation-Changing the Default Word-Processor, for details on how to change the default setting to access another word processor application.

Records Library - for Reports

Click on the Records Library.

Students can examine their own progress records at any time by clicking on the Records Library. (Figure 3.19)

If students have signed-on by selecting their class and student name, all lessons they have complete in the Learning Lab, Practice Pavilion, Skill Builder and Test Center are available for review or print.

When they sign-on as a **Student Guest**, the results for the current session only will be recorded. Once they sign off the marks are cleared out.

By default, reports display in text format. Students can also view the reports in a bar graph format by clicking **Graphics**. (Figure 3.20)

Students move through the different pages of the report by clicking **Next** and **Previous** and they print their record by clicking **Print**.

Note: By default, the Word-Processing Plaza uses the built-in Macintosh word processor SimpleText, and WordPad is used for Windows. (Windows NT systems default to Note Pad.)

Tip: It is recommended to use the default word-processors.

Tip: If changing the default word processor, it is recommended that teachers agree on one word-processor application to use for all classes. Otherwise, each teacher will need to reset this each time, prior to the class starting the lesson.

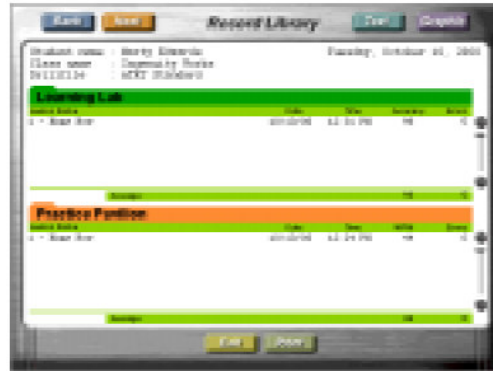


Figure 3.19 Students can examine their own progress records at any time by clicking on the Records Library.

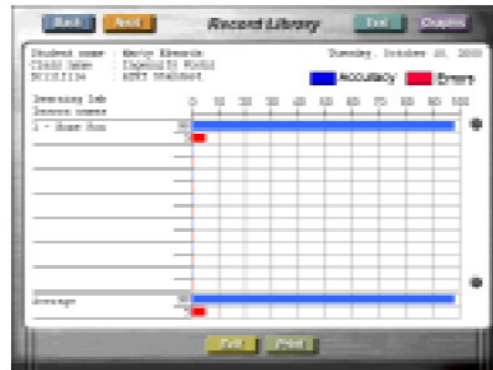


Figure 3.20 Students can also view the reports in a bar graph format by clicking Graphics.

Section 4

Getting Started

This section is intended primarily for the teacher(s) responsible for preparing *All The Right Type 3 Plus* for use by students. We will cover most of the functions that must be considered before students start using the program.

Throughout this section, it is assumed that the user is already signed on to the Teachers Program.

4.1 Teacher's Password

To create the Teacher's password:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.1)
2. A **Teacher Password** dialog box opens. Click Change. (Figure 4.2)
3. If a password has not yet been created, use the Tab key to by-pass the **Old Password** and to move to the next field.
4. In the **New Password** field, type a password. This password will apply to all teachers entering the Maintenance Building.
5. Press the Tab key again to move to the **Confirm Password** field and re-type the new password. This confirms that it was typed in correctly the first time.
6. Click **OK**.

Note: To access the Maintenance Building it is recommended that teachers be assigned a password. This is to prevent students from accessing the Maintenance Building and potentially deleting records or drills.



Figure 4.1 To add students, start in the Maintenance Building.

Tip: Launching *All the Right Type 3 Plus* on the teacher's computer will display the teacher's campus. The Maintenance Building is included as one of the buildings on the screen whereas on the students' campus, the Maintenance Building is not displayed.



Figure 4.2 Enter your teacher's password. If you are not using one yet, click OK.

4.2 Classes and Student Names

All The Right Type 3 Plus stores records in a hierarchical database of Student Names stored within Classes. The first step in setting up your system for use is to create the list of Classes, and then record the individual Student Names within those Classes.

Whenever a new Class is created, you have the option to establish the default options that will be used by Students within that class. The Class Options (and Student Options) control the way lessons are presented to students.

Before creating classes, teachers should be aware of the options and their effects.

Tip: In the teachers' campus, teachers can enter the buildings and try the features to discover how the program is organized. Options set here do not affect the students. Marks are recorded only for the current session and when the program is exited the recorded marks are removed.



Figure 4.3 The Class Options dialog box.

Options and Their Implications

Class Name

Class names must be unique and can be a maximum of 30 characters long. It is helpful to give the class names a meaningful name. An example would be Mr. Jones class 1A-Grd 5.

Student Name

Student Names must be unique within each class but a student name can be repeated in any number of classes. The name entered is displayed at the top of the program at all times while the student is signed on.

Import Student Names

If you have a list of student names that you want to import into a Class, use this button to import a list of student names in text format. Only student names can be imported, not passwords. If teachers choose to have the password option turned on, then the student can create their own password the first time they log on to the program.

Drillfile

Drillfile option specifies which drillfile students use when they run *All the Right Type 3 Plus*. The default built-in drillfile is called *ATRT Standard Drillfile*. Additional drillfiles which are entered by teachers are called custom drillfiles. (See Section 4.3 D Adding Custom Drillfiles.) To change the drillfile, click on **Drillfile** and select a new one from the list of available drillfiles. The program contains three custom drill files already created for you. Fun Facts, Pre and Post-tests and Keypad reviews. Fun Facts and Pre and Post tests are "test" type lessons only and Keypad reviews should be used within the "Learning Lab" only. Keypad drill files are only to keep track of accuracy and record into the database. The animation for numbers does not correspond with the keypad review.

Lesson Error Threshold

Lesson Error Threshold sets the accuracy needed to automatically proceed to the next line by activating the default button to be Next Line. Pressing the Enter/Return key will display the next line to be typed in the current lesson. Depending on the percentage of errors set, this number of errors is accepted before changing the Redo button becomes the default (this line). This option controls the Learning Lab and Skill Building in *All The Right Type 3 Plus*.

All The Right Type 3 Plus

Penalty

Penalty option specifies the WPM deducted for each error in a Skill Builder or Test. You may select an error penalty between 1 and 10. For beginning students, we recommend leaving the error penalty at "1". Words Per Minute (WPM) are calculated as follows:

$$\text{WPM} = \frac{(\text{keystrokes}/5) - (\text{errors} \times \text{penalty})}{\text{Time in minutes}}$$

Lesson Error Event

Lesson Error Event option controls whether a sound or a title bar flash will occur when a student makes an error in the Learning Lab. The continual beeps may be disruptive to some classes. Some students may feel uncomfortable if everyone knows when they are making mistakes. To substitute the beeping sounds, select Caption Flash.

Keyboard Style

Keyboard Style option sets the type of keyboard being used at the workstation. The choices are Mini, Standard or Ergonomic.

Practice Mode

Practice Mode refers to the way drills are presented in the Practice Pavilion. The teacher sets whether a student will use the Standard method or the animated Games exercises. This depends on the age and motivation level of students. The program defaults in the Game mode.

Standard mode - Students are presented with text lines to type until the drill is completed. The students select the speed-goal needed to proceed automatically to the next line. Since this section is for practice, students can set their own speed to challenge themselves in a non-threatening environment.

Game mode - Unlike games in other keyboarding programs, the Games mode does not distract students with falling letters or random letters popping up on the screen. Nonetheless it is highly motivating and helps increase the attention span of students.

Test Mode

Test Mode refers to the method of testing in the Testing Center. There are two options. For each of these options the teacher can preset the Speed Goal (words per minute) or the Timed Writing time limit. The teacher can also allow the students to make the choice by specifying User Prompt.

Speed Goal mode requires that students complete all the text presented in the test. It is recommended that the teacher choose User Prompt. This permits students to set their own speed goal. The tests are automatically and accurately marked. Failure to meet a goal will not stop the student from completing the test. The goal is only used as a way to provide positive encouragement for the attainment of the goal.

Timed Writing mode requires that students type for a specific period of time. This system was designed for a time when there were rooms full of typewriters and there were few computers. The only way to mark fairly was to stop everyone at the same time, collect papers and mark them manually. Some teachers prefer this more traditional system. A display clock will appear when the students start typing.

Word Wrap

If Word Wrap is selected, text is automatically wrapped at the end of a line in the Skill Builder and Testing Center. The text functions the same as a word processor, moving the student to the next line automatically. Some teachers may prefer to simulate the old fashioned typewriters which required the carriage having to be pulled back between each line.

Backspace Key

If Backspace Key is selected it will allow users to correct errors using the Backspace key. If not selected corrections will not be allowed.

Tip: It is recommended that the Backspace option be unselected so students can concentrate on their typing speed and not be slowed down by the backspace corrections.

Tip: Speed Goal mode is the preferred method of doing tests.

Tip: Most people are most comfortable with the Word Wrap option enabled. Once the end of a line is reached, Word Wrap moves the cursor to the next line automatically, just as word processors do.

Display Lines

If Display Lines is not selected, the drill material will not be displayed on the screen during a Skill Builder or Test. A printed copy of the drill material will need to be provided to each student to complete the test.

Use WAM

If Use WAM is selected, the program will replace the WPM (Words Per Minute) abbreviation with WAM (Words a Minute) on printed reports and on screen messages.

Sequence

If the Sequence option is selected students will be allowed to enter the buildings only in order of the Flashing buildings. The program will not allow students to enter buildings at random.

Password

If the Password option is selected, a password will be required when the students sign on to any student name. If it is not checked students can sign on to any of the student records.

Space After Period: One/Two

Space After Period option determines the number of spaces between sentences in the built-in *ATRT Standard* drill material. This is for sentences that are not at the end of a paragraph. Here students should be pressing the Enter/Return key.

Messages to Students

In the Class Options dialog box, this field is for teachers wanting to type a message that will display to *all* students in a specific class. The message appears when students sign on to *All the Right Type 3 Plus*.

Messages can be entered that will display to *specific* students only. These are entered into the Student Option

Tip: It is recommended that one space after a period be used. This is the standard.

The story behind one or two spaces after a period:

There was a time when you could identify a professionally typed page by simply checking to see if it had two spaces after periods. Mechanical typewriters allotted the same space for every letter, whether it was a wide **m** or a narrow **i**. The period, being narrow, looked out of place if only one space was typed at ends of sentences, therefore typing tests recommended two spaces.

On today's computers unless a mono spaced font is used, such as Courier to replicate the look of mechanical typewritten work, the characters are proportional. This means the letter **m** takes up more space than the letter **i**. With proportionally spaced letters, one space after a period is now the accepted rule.

Creating Classes

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.4)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.5)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.6)
4. A **Class Records** box displays. Click **Add**. (Figure 4.7)
5. The **Class Options** dialog box opens. Type a class name. (Figure 4.8)

Tip: It is best to create a name that easily identifies a class such as Mr. Smith, Period 1A so students can locate their names faster.



Figure 4.4 To add students, start in the Maintenance Building.



Figure 4.5 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.6 When entering student names, click Student Records.



Figure 4.8 The Class Options dialog box. Type in a class name, Click Save.

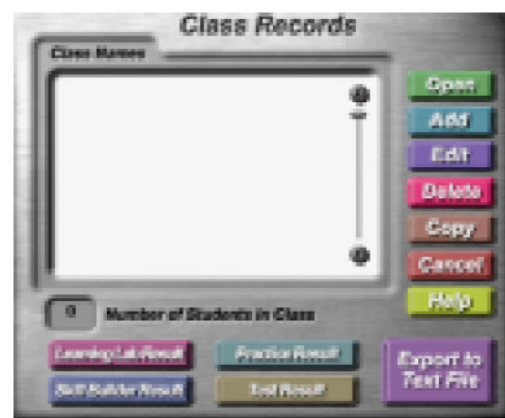


Figure 4.7 The Class Records dialog box displays. Click Add.

6. Most schools use the suggested options, however all options can be changed. Whatever values you set on this screen will be used as the default values for each student added into this Class.
7. Click **Save**.
8. The class name that was just entered will be listed in the **Class Records** dialog box (Figure 4.9).

Creating Class and Student Records (for non-networked computers)

Teachers create Student Records on their computer for all students.

1. Copy the database file (data.v12) to a floppy disk and go to each individual student workstation.
2. Using the standard method for Windows or Macintosh computers, copy the data.v12 file to each student workstation's hard drive into the Database folder. It will overwrite the existing file. The student database is now copied to each of the workstations and can be used to sign-on.

Tip: It is best to create a name that easily identifies a class such as 'Mr. Smith, Period 1A in order that students can locate their names faster.

Note: The default options are recommended for setting up your actual classes and student names.

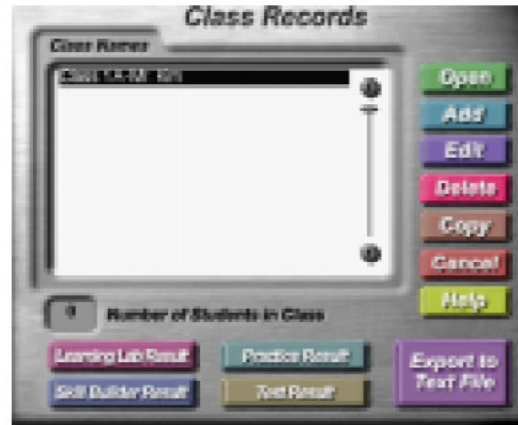


Figure 4.9 The Class Records dialog box.

Note: For a discussion of the Class Options, see Options and Their Implications at the beginning of Section 4.2, or click Help.

Deleting Classes

To delete a Class Record:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.10)
2. Enter the Teacher's Password (If you are not using a password yet, just click **OK**). (Figure 4.11)
3. A dialog box opens, asking you to select an Option. Click **Student Records**. (Figure 4.12)
4. The Class Records Dialog opens. Select a class name from the list and click **Delete**. (Figure 4.13)
5. A message box opens indicating that a Class Record is about to be deleted.
Important: All progress records and student marks for this class will be deleted.
6. Click **Delete** to continue or click **Cancel** to stop the delete.



Figure 4.10 To add students, start in the Maintenance Building.



Figure 4.12 To access Class Records, click Student Records.



Figure 4.11 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.13 Select a class name to delete.

Copying Classes

There may be a group of student names that teachers want to copy to another class record. To do this:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.14)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.15)
3. A dialog box opens, asking you to select an Option. Click **Student Records**. (Figure 4.16)
4. The **Class Records** dialog box opens. Select a class name with the student names to be copied. Click **Copy**. (Figure 4.17)
5. The **Class Options** dialog box opens with the class names from the selected class listed. Enter a new Class Name. (Figure 4.18)
6. Click **Save**
7. The original class is duplicated under the new name.



Figure 4.17 Select a class, Click Copy.



Figure 4.15 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.14 Start in the Maintenance Building.



Figure 4.16 When entering student names, click Student Records.



Figure 4.18 Copying a class. Enter a new Class Name and click Save.

Creating Student Records

Adding students one at a time

This section describes how to add individual students to your class.

To add students to a class, you need an existing class. If you need to create a new class, first go to Creating Classes.

To Add a Student to a Class

1. Enter the Maintenance Building by clicking on its image on the Campus screen. (Figure 4.19)
2. Type in the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.20)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.21)
4. The **Class Records** dialog opens. Select your class by name and click Open.(Figure 4.22)
5. The **Class Name/Student Name** dialog box opens with the Class Name at the top and the Student Name section in the lower window. (Figure 4.23)
6. Click **Add**.



Figure 4.19 Start in the Maintenance Building.



Figure 4.20 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.21 When entering student names, click Student Records.



Figure 4.23 Click Add to add students to a class.



Figure 4.22 Select a class, Click Copy.

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7. The **Student Options** dialog box opens. Type the Student Name into the appropriate field. (Figure 4.24)
8. Click **OK**. The student name entered is now listed in the Class Name dialog box. (Figure 4.25)
9. To return to the Campus, click File on the menu bar and select Return to Campus from the drop-down menu. Or click Exit or Cancel to back out of each screen.

Options

The options control the way the *All the Right Type 3 Plus* lessons are presented to students. See Section 4.2-**Getting Started-Options and Their Implications**, or click **Help**.



Figure 4.24 Type a student name and click OK. If you are adding more students, Click Multi-Add.

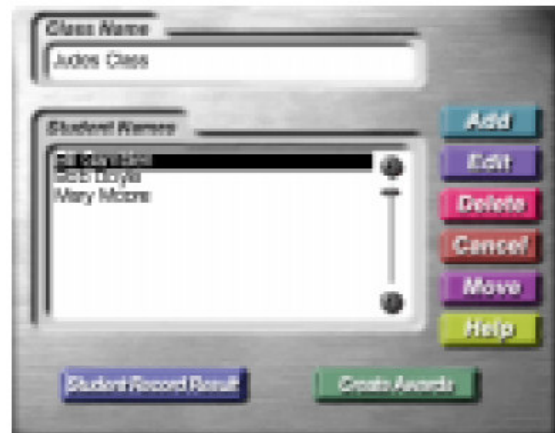


Figure 4.25 The student name you added appears in the list.

Tip: If you have a group of students to be added to the same class, see **Using Multi-Add to Speed Entry** in the following section.

Using Multi-Add to speed entry

Where a large list of student names need to be added, All the Right Type 3 Plus provides a capability to quickly enter all the names, with reduced waiting for processing.

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.26)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.27)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.28)
4. A **Class Records** box displays. The class names that have been entered will be listed in the Class Records dialog box. Select the class name for the students to be added, and click **Open**. (Figure 4.29)



Figure 4.26 To add students, start in the Maintenance Building.



Figure 4.27 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.28 To access Class Records, click Student Records.



Figure 4.29 Select a class name to delete.

5. The Class Name/Student Name dialog box appears with the class name at the top and an empty Student Name section. Click Add. (Figure 4.30)
6. The Student Options dialog box opens. Type the first student name into the appropriate field. Click **Multi-Add**. (Figure 4.31)
7. You will now be ready to add another student name. Continue typing names and after each student name is added click **Multi-Add**. When all names are entered, click **OK**.
8. There will be a short delay while the program processes your list of names. All the names entered will then appear under Student Names in the **Class Name/Student Name** dialog box.
9. Click **Exit** to back out of each screen to get back to the campus or click **Return** on the menu bar and select **Return to Campus** from the drop-down menu.

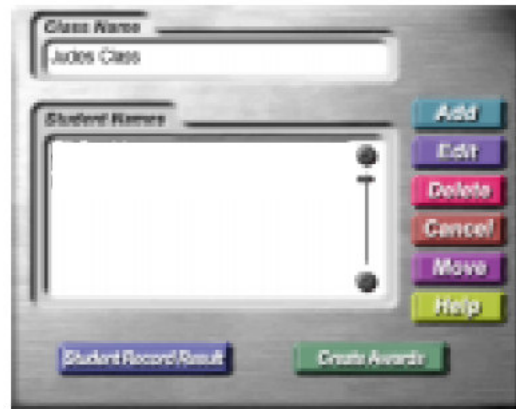


Figure 4.30 Click Add to add students to a class.

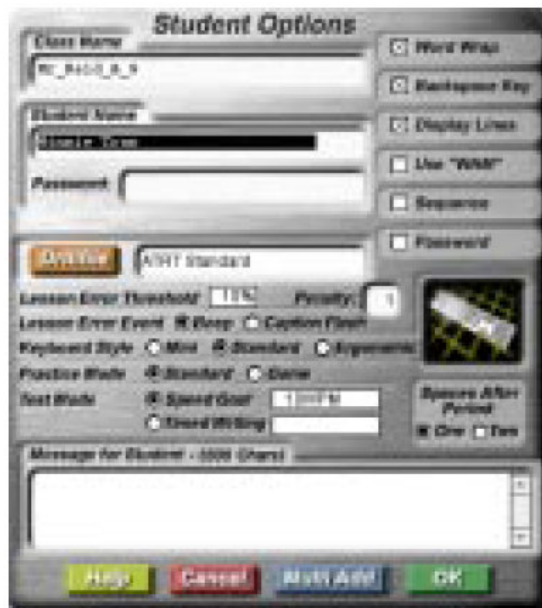


Figure 4.31 Type a student name and click OK. If you are adding more students, Click Multi-Add. When all names have been added, Click OK.

Importing student lists from a text file

If teachers have an existing list of student names stored in another document, it is possible to import all the names at one time. The document must be in text format and should be formatted with each student's name on a separate line followed by a carriage return <enter key>.

Example class files in the correct format for importing are included on the *All the Right Type 3 Plus* CD-ROM. The files are called <mac_Import_Ex_Class.txt> and <pc_Import_Ex_Class.txt> You can open a copy of one of these files and follow its example to format your own class files for importing.

Student name lists throughout *All The Right Type 3 Plus* will be sorted alphabetically by the names you provide, so to sort by the students' given name (first name), record names with the students' given name (first name) first, followed by the surname (family name). If you prefer, though, names can be entered with the surname first, in which case, lists will be sorted by the students' family names. Names can include a limited amount of other information (such as student numbers) if necessary. A maximum of 30 characters is allowed for each student name.

Each Class must be imported from a separate text file, and the text files should not contain any extra records, such as blank lines or 'comment' lines, as these extra lines will result in extra student name records being created in the Class list.

To import the student names:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.32)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.33)
3. A dialog box opens, asking you to select an Option. Click **Student Records**. (Figure 4.34)
4. The **Class Records** dialog box opens. Click **Add**. (Figure 4.35)



Figure 4.32 To add students, start in the Maintenance Building.



Figure 4.34 To access Class Records, click Student Records.



Figure 4.33 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.35 Click Add.

5. In the Class Options dialog box, enter a class name.
6. Click **Import Student Name** and a Windows or Mac dialog box opens to browse to the student name document. Select your text file and click **Open** (Windows: Figure 4.36, Macintosh, Figure 4.37).
7. There will be a short delay while the program processes your list of names. All the names entered will then appear under Student Names in the **Class Name/Student Name** dialog box (Figure 4.38).
8. Click **Save**.

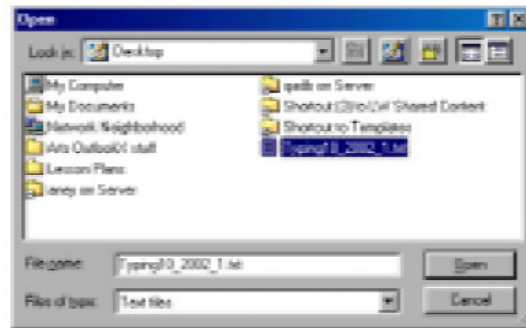


Figure 4.36 Browse to the text file containing the class list and click Open.

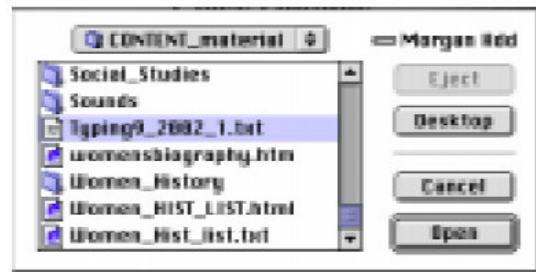


Figure 4.37 Browse to the text file containing the class list and click Open.



Figure 4.38 Importing a class list. Click Import Student Name to browse to the text file containing your class list.

Deleting Student Records

To delete an individual student record:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.39)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.40)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.41)
4. The Class Records dialog box opens. Select a class name from the list and click **Open** (Figure 4.42).



Figure 4.39 To add students, start in the Maintenance Building.



Figure 4.41 To access Class Records, click Student Records.



Figure 4.40 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.42 Select a class name to delete, and click Open.

5. The **Class Name/Student Name** dialog box opens. Select a Student Name(s) from the list of students and click **Delete** (Figure 4.43).
6. A message box opens indicating that a Student Record is about to be deleted and to advise that all progress records and student marks will be deleted.
7. Click **Delete** to continue or click **Cancel** to stop the delete process.

Changing Class Options

It is sometimes desirable to change all of the options for every member of the class so that all students will be set the same.

To change all options globally for an entire class of students:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.44)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.45)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.46)

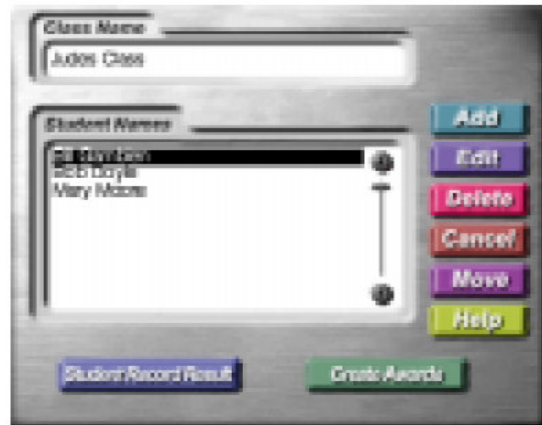


Figure 4.43 Select a Student Name(s) from the list of students and click Delete.



Figure 4.44 To add students, start in the Maintenance Building.



Figure 4.46 To access Class Records, click Student Records.



Figure 4.45 Enter your teacher's password. If you are not using one yet, click OK.

4. The Class Records dialog box opens. Select a Class Name from the list and click Edit (Figure 4.47).
5. The Class Options dialog box opens. Make changes as needed and click Save (Figure 4.48).



Figure 4.48 Changing Class Options. Make Changes as needed and click Save.

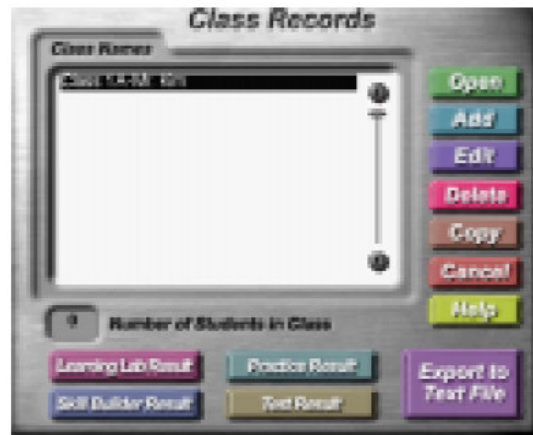


Figure 4.47 Select a class name to delete.

Note: Changes made here are 'global' and automatically change the options for all students in the selected class. See Section 4-Getting Ready for Class-Options and Their Implications.

Important: By using this function, all options for all students in the class will be set to the values on the Class Options screen.

Changing Student Options

To change the options for a single student within a class:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.49)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.50)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**. (Figure 4.51)
4. In the **Class Records** dialog box select a class name from the list and click **Open** (Figure 4.52).



Figure 4.49 To change options, start in the Maintenance Building.



Figure 4.51 To access Class Records, click Student Records.



Figure 4.50 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.52 Select a class name to delete.

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5. Select a student name from the **Class Name/Student Names** dialog box and click **Edit** (Figure 4.53)
6. The **Student Options** dialog box opens. Make changes as needed and click **Save** (Figure 4.54).

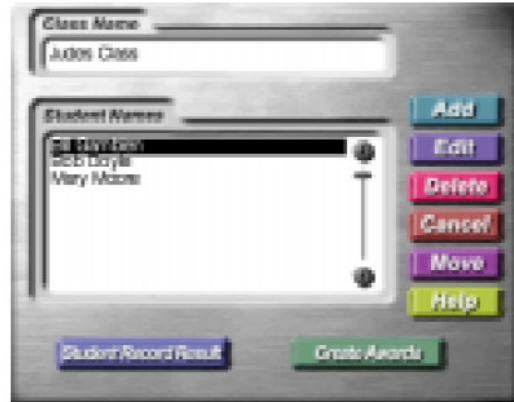


Figure 4.53 Select a student name from the Class Name dialog box and click Edit.

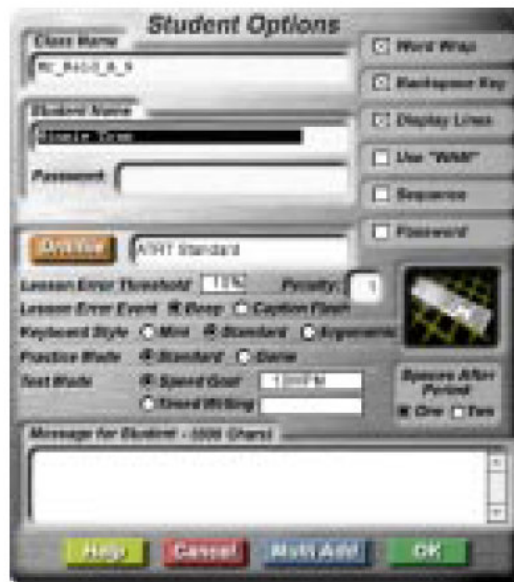


Figure 4.54 The Student Options dialog box. Make changes as needed and click Save.

Note: The changes made here will affect only the selected students.

Moving Student Names

If students are to be moved to another class, teachers can easily move the student name(s) accordingly. To do so:

1. Enter the Maintenance Building by clicking on its image on the Campus screen.
2. Enter the Teacher's Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. In the **Class Records** dialog box select one of the class names that the students are being moved from or to, and click **Open**. (Figure 4.55)
5. Click **Move** from the Class Name/Student Names dialog box. (Figure 4.56)
6. In the **Transfer Class** dialog box, class and student names will display in the left column. (Figure 4.57)
7. At the top of the right column, select the destination class name. The destination class list displays.
9. Select student name(s) from one of the two columns (selected names will turn red) and click on the > or the < button to move the highlighted students over.
10. Click **Close** when done.



Figure 4.55 Select a class name to move students to or from.

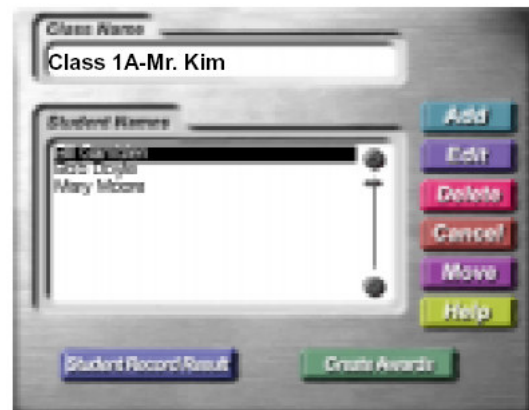


Figure 4.56 Click Move from the class Name dialog box.

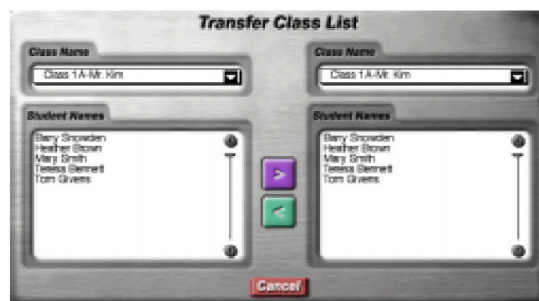


Figure 4.57 The Transfer Class dialog box provides a way to move students from one class to another.

4.3 Custom Drillfiles

Teachers can create custom drillfiles for use with *All the Right Type 3 Plus*. A drillfile is a collection of lessons, skill building exercises and/or tests.

Using the Sequence Option

The Sequence option is a valuable tool for guiding students through the process of learning skills. Drillfiles that are used with the Sequence option turned on must conform to specific structure. The ATRT Standard Drillfile follows the structure for Sequencing.

You can create Custom Drillfiles with the structure to enable Sequencing. If you want students to follow the Learning Sequence with your custom drillfiles, the custom drillfiles must conform to the structure described in this section.

NOTE: If the custom Drillfiles do not follow the rules for Sequencing, the Sequence option will be automatically turned off.

The rules for Sequenced Custom Drillfiles require that a set of Learning Lab, Practice Pavilion, and Skill Builder Exercises be matched to tests in specific ways. Exercises and tests must be set in specific ratios. In addition, exercises and tests should be labeled carefully to keep them organized and working together.

First, there must be three Learning Lab Exercises, three Practice Pavilion Exercises, and three Skill Builder Exercises. This 3:3:3 set of exercises is the exercise sequence. Keep in mind that the exercises you create through the Lesson(Practice) mode are used as both Learning lab Exercises and as Practice Pavilion Exercises.

Then, a minimum of one test and a maximum of twenty-six tests can be set to follow the exercise sequence in that drillfile. ATRT automatically labels the first test 1a. When the first test has been entered, you can enter more tests to work in sequence as part of the same custom drillfile. To do so, override the automatic labeling for the second and subsequent tests by typing 1b, 1c, 1c, ... 1z as you create each test. In this way, the digit 1 associates the test with the custom drillfile, and allows sequencing to remain on while students complete all the tests in the 1a-1z set.

Note: The *All the Right Type 3 Plus Standard* drillfile that is included with the program cannot be edited. It can be opened, copied and saved with a new file name.

This new drillfile can then be edited as required. *All the Right Type 3 Plus* uses drillfiles located in the Databases folder.

Note: There is no limit other than hard drive space, to the number of drillfiles that can be created.

Note: If the lessons are not in Sets of 3,3,3,1, then the Sequence option will be turned off automatically by the program. You may fill in any combination of isolated words, sentences or paragraphs but in order for sequence to work there must be 3 Skill Building exercises.

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Important: There are a small number of non alphabetical characters that are not accepted in drillfiles. A warning will appear if any of these are entered.

A Custom Drillfile that does not comply to these rules will still work, but Sequencing will not be allowed. For example, if three Lesson(Practice) exercises are created, but only two Skill Builders, you will not be able to activate Sequencing for that drillfile. When Sequencing is off, students are not guided through the sequence of flashing buildings.

There are limits on the number of custom drillfiles. If all custom drillfiles were structured for sequencing, (in the 3:3:3:1a-1z ratio), and all custom drillfiles used twenty-six tests, then a maximum of nine custom drillfiles could be created, for a total of 234 tests labeled 1a, 1b, 1c,...1z, 2a..2z, and so on through to 9z. The numerical digit keeps the tests with their own drillfile. The letter following allows you to add additional tests to the same drillfile while using Sequencing.

Learning Lab	Practice Pavilion	Skill Builder	Test
1 - Jones LL1 lesson	1- Jones PP1 lesson	1- Jones SB1 lesson	1a - Test
2 - Jones LL2 lesson	2- Jones PP2 lesson	2- Jones SB2 lesson	1b - Test
3 - Jones LL3 lesson	3- Jones PP3 lesson	3- Jones SB3 lesson	1c - Test
			1d - Test
			1e - Test
4 - Smith LL1 lesson	4- Smith PP1 lesson	4- Smith SB1 lesson	2a - Test
5 - Smith LL2 lesson	5- Smith PP2 lesson	5- Smith SB2 lesson	
6 - Smith LL3 lesson	6- Smith PP3 lesson	6- Smith SB3 lesson	

Table 4.1 Above shows two sets of custom drillfiles, created by Mr. Jones and Mrs. Smith. Mr. Jones has five tests for students to complete in his set. Mrs. Smith, however, chose to add one test.

Creating Custom Drillfiles

To create a custom drillfile:

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Drillfiles**. (Figure 4.58)
4. The **Drillfiles** dialog box opens. Click **Add**.
5. **New Drillfile** dialog box opens. Enter a unique name for this drillfile. An example might be Mrs.Jones-Gr5 The name can be 1 - 30 characters long. (Figure 4.59)
6. Click **Save** to continue.
7. In the **Drillfiles** dialog box select the new drillfile name and click **Edit**. The file name entered is now recorded on the Drillfile Maintenance screen.
8. To create a new Lesson, click **Lesson**. Type the text for the custom drillfile. Each line will stop at 40 characters and the <enter> or <return> key will be required to continue to the next line. Lessons are used in the Learning Lab and Practice Pavilion.
9. To enter a new Skill Builder, click on **Skill Builder** and then select the type of Skill Builder being entered. There are three choices: Isolated Words, Sentences, or Paragraph. Select one and enter the appropriate text. The words at the end of the line will automatically wrap.
10. To enter a new Test, click on **Test** and type in the text. The words at the end of the line will automatically wrap.
11. Click on **Save**.



Figure 4.58 To access Class Records, click Student Records.



Figure 4.59 Enter a unique name for your new drillfile



Figure 4.60 Select the new drillfile name and click Edit.

Drillfile Rules

- There are maximum lines and maximum characters that can be added to a custom drillfile. These are shown on the dialog boxes for each Lesson, skill Builder, or Test being created.
- Lesson exercises are limited to 20 lines with a maximum of 40 characters per line. The Enter key must be pressed at the end of each line. There can be 800 characters total. The exercise can contain no blank lines in the text added. The program will automatically remove all blank lines when saving.
- Skill Builder exercises + (Isolated Words) are limited to 6 lines of words and 240 characters total. Words will wrap to the next line.
- Skill Builder exercises + (Sentences) and (Paragraph) are limited to 6 lines of sentences or 240 characters total. Words will wrap to the next line.
- Test exercises are limited to 50 lines or 2000 characters.

Important: The document being copied must conform to the Drill Rules (see above) or they will cause error messages.

Note: *Lessons* must be given a number from 1 to 27, and a name up to 30 characters long.

Note: *Skill Builders* must be given a number from 1 to 27, and a name up to 30 characters long.

Note: *Tests* must be given a number-letter label, with a digit from 1 to 9 in the first position, and a letter from a-z in the second position, as well as a name up to 30 characters long.

Creating Custom Drillfiles from a Word Processor Document

If specific text is already saved in a word processor file, teachers can use this text as a custom drillfile. The document must be in text format and conform to the drillfile maximum character rules listed above.

To copy text:

1. Open the document in the application in which it was created.
2. Copy the text to the clipboard. (Ctrl-C on Windows, Command-C on Mac)
3. Open the Maintenance drill file dialog box to where the text will be copied.
4. Paste it into the appropriate Drillfile Maintenance field. (Ctrl-V on Windows, Command-V on Mac)

Using Custom Drillfiles

Students and Evaluators can choose any Drillfile when they sign on as a Guest. When students sign on using their student records, a drillfile is automatically selected. Teachers will already have selected the drillfile in the Class Options or Student Options dialog box. (See Section 4.2 - Classes and Student Records). When students sign on and use the specified drillfile it is marked and recorded in the same way as the ATRT 3 Standard drillfile.

Student Record Considerations

A student can only be set to use one drillfile at any one time. If the teacher switches a student from one drillfile to another, the student's results will be retained on file for both drillfiles. Reports, however, will only show the results for the drillfile the student is current set to use.

Note: Student Records are protected when changing drillfiles. Previous versions of *All the Right Type* required special measures to protect student records when changing drill files in mid session. *All the Right Type 3 Plus* allows students to change drill files in mid session while still preserving records for the abandoned drill file. A student may return to the abandoned drill file any time and resume the previous session with the record intact.

Tip: There is no procedure required to protect student records when changing drill files. Records are protected automatically when changing drill files.

Editing Drillfiles

Note: If major changes are made to a drillfile, significant confusion can result for students who are already using that drillfile. For this reason, it is not recommended that you make major changes except between school terms. Minor changes should not cause any difficulty.

Teachers can edit lessons, skill builders and tests of a custom drillfile.

To do this:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.61)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.62)
3. A dialog box opens, asking you to Select an Option. Click **Drillfiles**. (Figure 4.63)
4. In the **Drillfile** dialog box, select the drillfile name to be edited and click **Edit**. (Figure 4.64)
5. The **Drillfile Maintenance** dialog box opens. Click on the type of drill to be changed, (Lesson, Skill Builder or Test) and select the exercise from the list that displays in the list. (Figure 4.65)
6. Click **Edit** to display the text and make the changes as needed.
7. Click **Save** to continue.



Figure 4.61 To add students, start in the Maintenance Building.



Figure 4.62 Enter your teacher's password. If you are not using one yet, click OK.

Note: If Skill Builder is selected, click on the type of Skill Builder from the Skill Builder Maintenance dialog box (Isolated Word, Sentences or Paragraph).



Figure 4.63 To access Class Records, click Student Records.



Figure 4.65 Select the type of drill name to be changed, and select the exercise from the list, then click Edit



Figure 4.64 Click Edit in the Drillfiles dialog box.

Deleting Custom Drillfiles

Important: If a custom drillfile is selected for deletion, associated student scores and records are also deleted. Make a hard copy of the scores you want to save and then proceed to delete the drillfile.

To delete a custom drillfile:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.66)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.67)
3. A dialog box opens, asking you to **Select an Option**. Click **Drillfiles**. (Figure 4.68)
4. In the **Drillfiles** dialog box, select the drillfile name to be deleted and click **Delete** to remove the entire drillfile and all lessons. (Figure 4.69)
5. A message will appear to confirm that you want to delete the drillfile, scores and student records. Click

Delete.

Copying Custom Drillfiles

To create a new drillfile, it is often much easier to start by copying any existing drillfile.

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.66)
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.67)
3. A dialog box opens, asking you to Select an Option. Click **Drillfiles**. (Figure 4.68)
4. In the **Drillfiles** dialog box, select the drillfile name to be copied and click **Copy**. (Figure 4.69)



Figure 4.66 To add students, start in the Maintenance Building.



Figure 4.67 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.68 To access Class Records, click Student Records.



Figure 4.69 The Drillfiles dialog box.

5. A **New Drillfile** dialog box will display. Enter a unique name for this drillfile. An example might be Mrs. ones-Gr5 The name can be 1 - 30 characters long. Click **Save**. (Figure 4.70)
6. There will be a short delay while the program processes your new drillfile. The new name entered will then appear in the Drillfiles dialog box.



Figure 4.70 Enter a unique, meaningful name for the new Drillfile and click Save.

Note: Exercises exist within Drillfiles. You can delete an Exercise without deleting the whole Drillfile.

Note: If major changes are made to a drillfile, significant confusion can result for students who are already using that drillfile. For this reason, it is not recommended that you make major changes except between school terms. Minor changes should not cause any difficulty.

Deleting a Custom Drillfile Exercise

To select a specific exercise within a custom drillfile to delete:

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 4.71)
3. A dialog box opens, asking you to Select an Option. Click **Drillfiles**. (Figure 4.72)
4. In the Drillfiles dialog box, select the drillfile from which exercises are to be deleted and click **Edit**. (Figure 4.73)
5. Click on the type of drill to be edited (Lesson, Skill Builder or Test).
6. Select the exercise name from the list that appears in the Drillfile Maintenance dialog box. (Figure 4.74)
7. Click **Delete**. A message displays indicating that you will also delete any reference to this lesson, including student scores.
8. Click **Delete**.
9. Click **Save** to continue.



Figure 4.71 Enter your teacher's password. If you are not using one yet, click OK.



Figure 4.72 To access Class Records, click Student Records.



Figure 4.73 The Drillfiles dialog box.



Figure 4.74 Select the drillfile name from which exercises are to be deleted and click Edit.

Section 5

Ongoing Operation

5.1 Security

All The Right Type 3 Plus provides security on several levels to protect the integrity of the records. Of course, as always, the best security system is a good backup. For instructions on backing up your data files, see Section 5.9 - Backing Up the Database.

Security on Non-networked Computers

On non-networked computers, the best way to deal with security is to prevent access to the Maintenance Building. We recommend not installing the Teacher Program on student workstations. Have students hand in their Student Record files to the teacher on floppy disks. The Teachers Program (which is the only one which contains the Maintenance Building) should only be installed on the teachers computer. See the discussion of Lab Pack installation in Section 2.4 - Installation.

We also recommend the use of the built-in Teacher's password system to set the Teacher's password. See the discussions of teacher's passwords in this section.

If you are running on a single workstation, or a series of stand-alone workstations, backup should be performed on each workstation on a regular basis. If you are running in a Lab-Pack type of installation, the backup of the teachers workstation is the most important, as a copy of the database from that workstation can always be used to refresh a damaged database on a student's workstation. For instructions on backing up your data files, see Section 5.9 - Backing Up the Database.

Security on Networked Computers

Networked computers present special security concerns. As the networked version of All The Right Type uses TCP/IP for communication between student workstations and the database (via the database server application running on the server), is it not necessary for students or teachers to have any access rights to the actual database files. We strongly recommend that NO rights be given to the database folder, except for the administrator ID that runs the database server.

It is also important to ensure that students are not given access to the Maintenance Building. The best way to ensure this is to install only the student program on student workstations. Further, by using a Teachers password on the teachers workstation, access can be further controlled in situations where students might be able to gain physical access to the teacher's workstation.

As no data is stored on student workstations, backup is not necessary at the student workstation level. However, as all data for a great number of students is stored in the one central database, backup of that data is more important than ever. For instructions on backing up your data files, see Section 5.9 D Backing Up the Database.

Setting/Changing Teachers Password

To set the password for all teachers in order to limit entry into the Maintenance Center:

1. Enter the Maintenance Building by clicking on its image on the Campus screen.
2. A **Teacher Password** dialog box opens. Click **Change**. (Figure 5.1)
3. The **Change Teacher Password** dialog box opens. Enter the Current Password. (Figure 5.2)
If one has not yet been created press the Tab key to move forward to the next field.



Figure 5.1 The Teacher Password dialog box.



Figure 5.2 Changing the Teacher Password.

4. Enter a New Password.
5. Enter the Password again to confirm in the Confirmed Password field.
6. Click **OK**.

Setting Student Passwords

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**). (Figure 5.2, previous page)
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. The Class Records dialog box opens. Select a class name and click **Open**.
5. The Class Name/Student Names dialog box opens. Select a student name and click **Edit**.
6. Turn the Password Option on by clicking on the Password box, so there is an x in the box. (Figure 5.3)
7. Type a Student Password for this student and click **OK**.

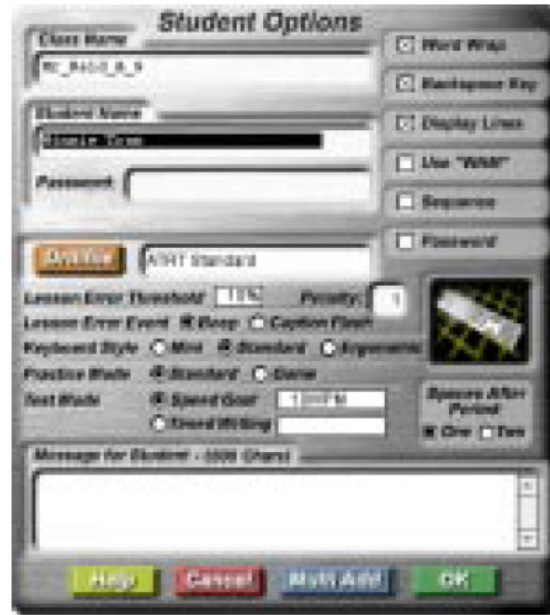


Figure 5.3 Setting Student Passwords.

5.2 Student Records (for Teachers)

Teachers can view and print records for entire classes or for individual students.

Viewing and Printing Class Records

Teachers can see how an entire class is performing in any of the buildings for any lesson. To view results in a specific building:

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. The **Class Records** dialog box opens. Select a class name and click on one of the Results buttons-**Learning Lab Results, Practice Pavilion Results, Skill Building Results, or Test Results**. (Figure 5.4)
5. Select the lesson to be reviewed and click **OK**.
6. A report will be displayed on-screen in text format for the student requested. Click **Print** to print a copy or click **Graphic** to see the results in a bar chart format. (Figures 5.6 and 5.6)
7. Repeat this process to view reports for the other learning buildings (Learning Lab, Practice Pavilion and Skill Building) by selecting the appropriate button from the Class Records dialog box.
8. Click **Exit** to return to the Learning Lab Results dialog box and click **Cancel** to return to the Class Name dialog box or select another lesson to review.
9. To back out of the dialog boxes click **Cancel** or select **Return to Campus** to go directly to the campus.

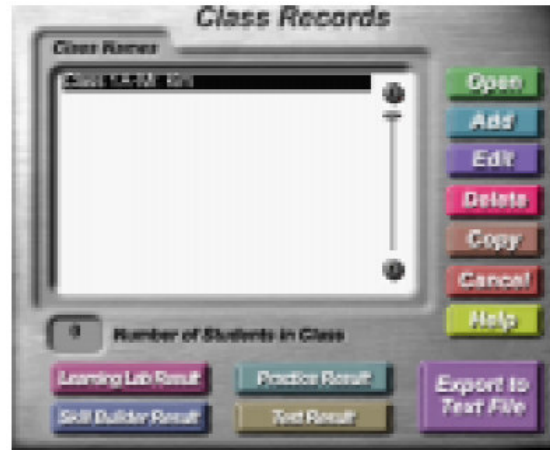


Figure 5.5 The Graphic button creates a bar chart of class progress.

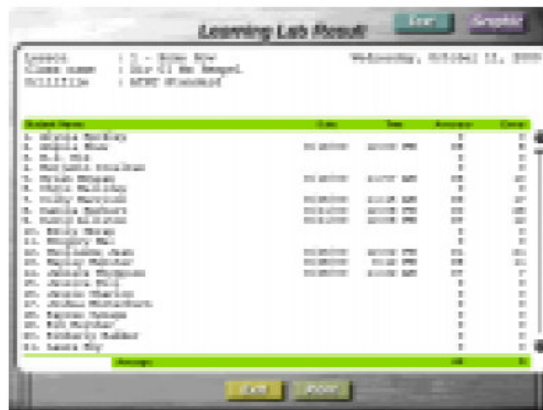


Figure 5.5 Teachers can view or print results for a class.

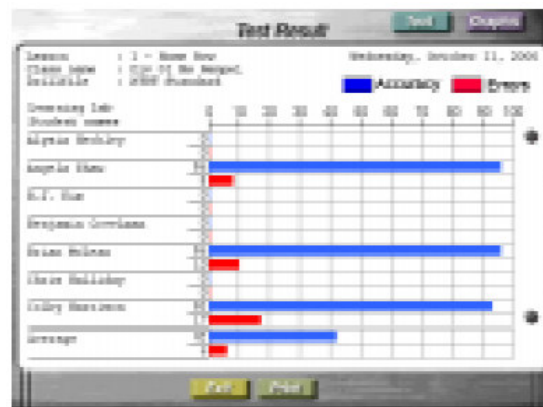


Figure 5.4 Click on any of the Results buttons to see how the class is performing.

Viewing and Printing Student Records

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. The **Class Records** dialog box opens. Select a class name and click **Open**.
5. The **Class Name/Student Names** dialog box opens. Select a student name and click **Student Record Result**.
6. A report will be displayed on-screen in text format for the student requested. Select **Print** to print a copy or, click **Graphic** to see the results on a bar graph. (Figures 5.7 and 5.8)
7. Click Exit to back out of the reports screen. Click Cancel to back out of each screen or click Return on the menubar and select Return to Campus.

Award Certificates

Award Certificates may be printed for a class, or for a student, or for a selected group. Blank background or framed design styles are available. **To display or print an Award Certificate:**

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. The **Class Records** dialog box opens. Select a class name and click **Open**.

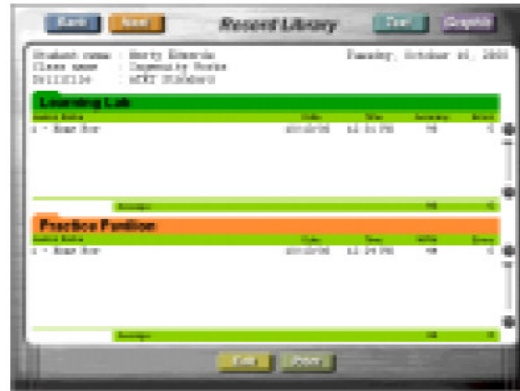


Figure 5.7 Individual Student Records in text format.

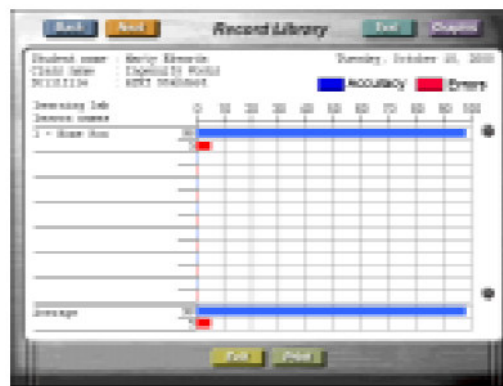


Figure 5.8 Clicking Graphic in the Results screen produces a bar graph of student results.

Tip: Teachers can select a list of award recipients from the class list. Follow the Create Awards procedure as described in the manual, but use the list windows to Add Students to Print.

5. The **Class Name/Student Names** dialog box opens. Select a student name and click **Create Awards**.
6. The **Awards** dialog box opens. Select recipients from the upper window and click **Add** for each. Awards will print for all students in the lower list.
7. Select the Frame Style: **Classic**, **Key**, or **None**. (Figure 5.9)
8. Enter the information into the Date, Title of the Award, Person Signing the Award and Additional Text fields.
9. Click **OK** to preview the document on screen.
10. Click **Print** to print awards for the list of students.



Figure 5.9 Creating Award Certificates.



Figure 5.10 Deleting a lesson from a student's record.

Deleting a Student Lesson

You might need to remove the record of a particular lesson for a student. Perhaps a student scored an unrealistically high WPM score, but with too many errors. In such cases, it can be difficult for the student to attain a higher WPM score to cause an update of the records.

1. Enter the Maintenance Building.
2. Enter the Teachers Password (If you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. The **Class Records** dialog box opens. Select a class name and click **Open**.
5. The **Class Name/Student Names** dialog box opens. Select a student name and click **Student Record Result**.
6. Click **Delete** in the **Student Records** dialog box.
7. The **Delete Records** dialog box opens. Select the drillfile, building and lesson to be removed. (Figure 5.10)
8. Click **Delete**. The lesson is now removed records. Click **Exit** to leave this screen.

Tip: If you want a preview of an award, hold down CTRL-K when you click Print. The image will print to the screen. (Mac and Windows)

5.3 Understanding The Learning Sequence

It is important for the students and teachers to understand the recommended learning sequence.

If the Sequence option is turned on in the Student Options Dialog Box, when students sign-on and enter the campus they will have to enter the building that is flashing. In this building, the drill they select will be the first lesson in the lesson list shown in gray print. The red lessons are completed lessons.

The order of entering the buildings is Learning Lab, Practice Pavilion then Skill Building. Students complete one lesson in each of these buildings and repeat this cycle three times. When three lessons (in each of the learning buildings) are complete, students can enter the Test Center to begin the first test.

Once Test 1 is complete, the Learning Lab again flashes to direct students to enter this building and start the cycle over.

The *All the Right Type 3 Plus* Campus Buildings

Learning Lab

In the Learning Lab, the goal is to practice correct posture, hand and finger positions and the proper finger reaches used in keyboarding. Time is not an issue for lessons in the Learning Lab. It is important for the teacher to encourage students to work carefully, ensuring they always use the correct finger placement and posture techniques. Progress in the Learning Lab is based only on accuracy, not on typing speed.

The first time students enter the Learning Lab, the Posture Review and Hand Position Review tutorials automatically play. The first lesson in the list of lessons begins after these 1-2 minute reviews.

When students enter the Learning Lab the second time these tutorials do not come up but are available, optionally, by selecting the appropriate button on the Learning Lab menu. (Figure 5.11)

Note: In the ATRT Standard drillfile, test 1 has 3 parts (a, b, and c). Tests 2 through 6 have six parts each per test (a, b, c, d, e, and f).



Figure 5.11 The Learning Lab menu.

Note: The first time students enter the Learning Lab, the Posture Review and Hand Position Review play automatically. Later, students can select these reviews any time from the Learning Lab menu.

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Students follow the instructions at the bottom of the screen, working their way through the lesson. If an error is made in the "**Lets Learn New Keys**" section, the program shows the correct reach and finger movement and pauses until the correct character is typed. (Figure 5.12)

See Section 5.4-Reviews for information on all the Reviews available in *All the Right Type 3 Plus*.

When a lesson is completed, the student sees a fireworks display. (Figure 5.13)

Certain Class Options and Student Options affect certain buildings. The options that affect the Learning Lab are:

- Lesson Error Effect
- Lesson Error Threshold
- Space after period

Tip: It is important that students review this segment at the beginning of the first few lessons. Instruct students to periodically look at the Posture Review and the Hand Position Review to ensure that they are sitting properly and holding their hands in the correct fashion.

Note: The Number Keypad Review can be included at any time in the course. This feature provides a tutorial for learning numbers on the keypad.

Note: The Mouse Review teaches students dexterity and accuracy using the mouse. It provides a fun way to practice mouse skills.



Figure 5.12 A Learning Lab exercise in progress.

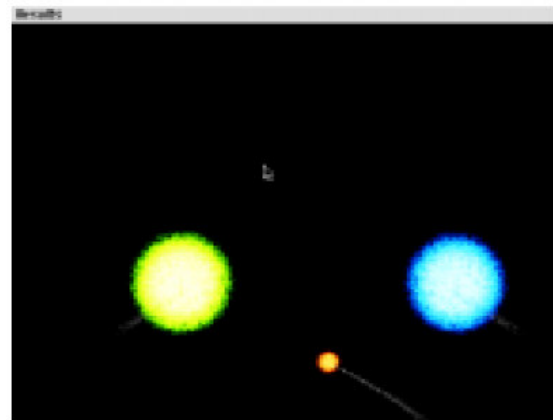


Figure 5.13 When a lesson is completed, the student sees a fireworks display.

Practice Pavilion

When students enter the Practice Pavilion, the next lesson in the recommended learning sequence is the first lesson in gray print. The red lessons indicate completed lessons. (Figure 5.14)

Students select the same lesson number as completed in the Learning Lab and click **OK**. They can choose one of the optional speed buttons, or choose their own speed.

The Practice Pavilion uses the same drill material as the Learning Lab but with a speed goal. There are two methods of practice that can be preset by teachers, but regardless of the mode selected, the same exercises are presented to the students, and scores are kept in the same way.

a) **Standard Mode** prompts students for a minimum speed goal that will automatically highlight Next Line as the default if the goal is met. Students can press the enter key to automatically continue to the next line. If they type less than this speed the Redo button becomes the default when the enter/return key is pressed. (Figure 5.15)

Standard Mode displays regular lines of text to be typed. The practice lines appear one at a time. After each line students get an on-screen results report showing their speed and number of errors for the line. (Figure 5.16)

Note: All the Right Type 3 Plus plans to have other games available on our website in the near future. Check <http://www.ingenuityworks.com>.



Figure 5.14 Entering the Practice Pavilion.

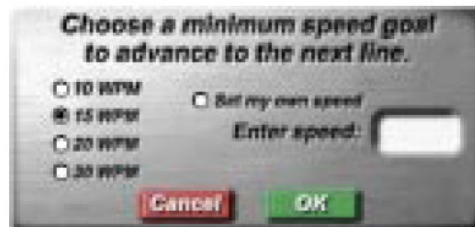


Figure 5.15 Setting the Practice Pavilion speed goal.

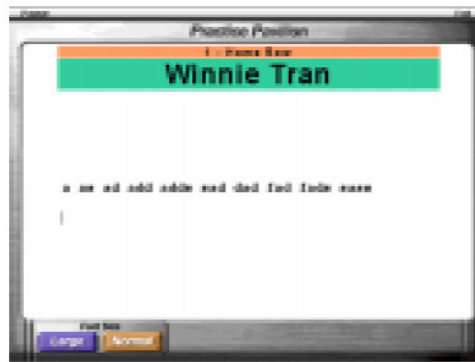


Figure 5.16 Working in the Practice Pavilion in Standard Mode.

b) **Game Mode** will display a menu of four possible games for the student to play. There are no falling letters or random letters popping on the screen to distract the students. These games are highly motivating and help increase attention span.

- The **Racing Sculls** game displays two sculls, the upper one representing the student. Text appears in a panel on-screen, and is eaten up as the student types. There is a visual indicator of the student and the opponent's relative positions at the bottom of the screen.
- In the **Space Race** game, two racing spaceships appear on-screen, and again, the upper one represents the student. Text appears just ahead of the student's spaceship and is eaten up as the student types. (Figure 5.17)
- The **Space Crisis** game shows a space ship in urgent need of repair. Only by typing the words displayed on the panel within time limits can the student save the ship from crashing into the surface of a planet. By meeting the challenge, the student will pilot the ship safely back into space.
- Finally, the **Cargo Loader Challenge** shows a remote cargo loading station. Data is scanned from the parcels moving along the conveyor, and by typing the data in time, the student prevents the cargo from being 'zapped' on it's way to the cargo hold of the space ship. If the student gets all the packages loaded into the hold, the cargo carrier lifts off.

As students complete the lessons, a Congratulations screen displays and an option is available to Show Results. A Results Report is displayed on the screen. Click **Details** to see what has been typed. (Figures 5.18, 5.19)

Completed lessons are recorded in the Records Library. Certain Class Options and Student Options affect certain buildings. The options that affect the Practice Pavilion are:

- Practice Mode (Standard or Game)
- Backspace Key
- Space after period
- Penalty



Figure 5.17 Space Race, One of the learning games in the Practice Pavilion.



Figure 5.18 When a lesson is complete in the Practice Pavilion, a 'Congratulations' screen displays.



Figure 5.19 Error Details shows students where they need more practice.

Skill Building

The goal in the Skill Building is to build speed and accuracy.

Each Skill Building consists of three sections: Isolated Words, Sentences and Paragraphs. Students choose their own speed goal and work through the material. (Figure 5.20)

Students select the first lesson in gray print from the list of lessons. Completed lessons are shown in red. Typing exercises are presented in two or three lines, with the student's work appearing below the first line. As each line is completed, the lines scroll up. (Figure 5.21)

Students are first presented with Isolated Words containing the letters being learned. Upon completion of the Isolated Words section, an on-screen report appears. Students can check speed and errors and proceed to the Next Section.

The Sentences section appears and finally the Paragraph section displays.

The results of the Skill Building lessons showing words per minute and errors, are recorded in the Records Library building.

When the first lesson is completed, the first 2 portions of a puzzle are uncovered. When the final Skill Building lesson is finished, the last 2 portions are uncovered revealing the picture. (Figure 5.22)

Class Options and Student Options that affect the Skill Building are:

- Penalty
- Word Wrap
- Backspace Key
- Display Lines
- Space after period



Figure 5.20 Entering the Skill Building.

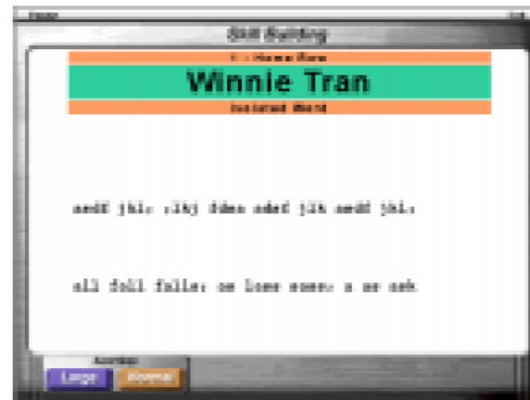


Figure 5.21 Working in the Skill Building.

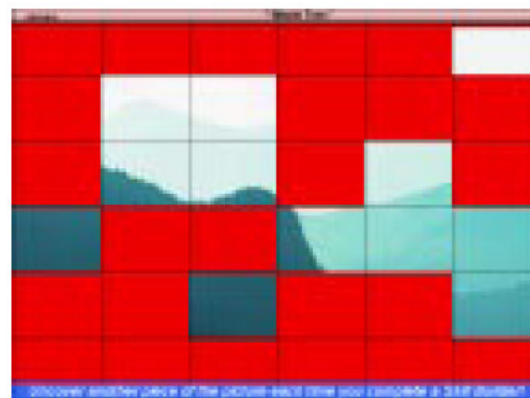


Figure 5.22 Parts of the puzzle are revealed as the Skill Builder lessons are completed.

Testing Center

All the Right Type 3 Plus has built-in tests that come with the program referred to as the ATRT Standard drillfile. When using this drillfile, the Testing Center runs a selection of tests to be used after three lessons are completed in all three of the Learning Lab, Practice Pavilion and Skill Building.

Students select the first lesson in gray print from the list of lessons. (Figure 5.23) The lessons in red are completed lessons. Notice that for Test 1 there are three sections (a, b, and c) to complete, but the remaining Lessons each have six sections (a-f).

Tests are presented in two or three lines, with the student's work appearing below the first line. As each line is completed, the lines scroll up. (Figure 5.24)

If Speed Goal mode and a goal of 10 WPM were selected on the Options screen, the program reminds the students of that goal when they begin the lesson. When the test first displays, the program calculates where students should be in exactly one minute. A sound occurs at that time to give warning that the time is up. Students should finish the test, even if they get the warning sound.

Results of Tests are recorded in the Record file and can be viewed in the Records Library.

Class Options and Student Options that control the Testing Center are:

- Test Mode Speed Goal (Standard or Timed Writing)
- Penalty
- Word Wrap
- Backspace Key
- Display lines
- Space after period

Note: The Speed Goal will only be used as a goal, to provide positive feedback to the student when the goal is met. It is not treated as a minimum speed that must be attained before progressing to the next lesson or test.



Figure 5.23 Entering the Center.

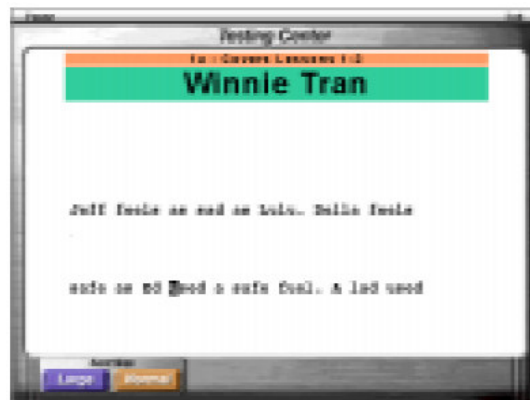


Figure 5.24 A test in progress.

Word-Processing Plaza

The Word-Processing Plaza, opens a blank document from a word processing application. The default application for Windows is WordPad, for Macintosh it is SimpleText and for Windows NT the default is NotePad.

When students click on the Word-Processing Plaza, *All the Right Type 3 Plus* opens the default word processor. unless the teacher previously chose a different one.

Records Library

The Records Library contains students' progress data. Signed-on students who have their Student Records set up can obtain their records by clicking on the Records Library. The records are viewable in a text or graphics format. Students can also print a record at any time.

If teachers wish to see the student or class progress, the records and marks can be obtained through the Maintenance Building in the teacher's program. See Section 5.2-Ongoing Operation-Student Records (Teachers)

Viewing and Printing Student Records (Students)

Students can review their own results and progress in any building:

1. Students Sign-On to their student records.
2. Click the **Records Library**.

A report opens on screen allowing students to review their marks from any building. It also shows which lessons they have completed.

On initial entry, the display will show the Learning Lab and the Practice Pavilion in text mode. (Figure 5.25) By clicking **Next**, the student can view the Skill Building and Testing Center. There is also a **Graphic** button to view the results as a bar graph (Figure 5.26), and a **Print** button to print the results.

Important: Teachers should agree on a default word processor to be used for all classes. See Section 5.6-Ongoing Operation-Changing the Default Word Processor.

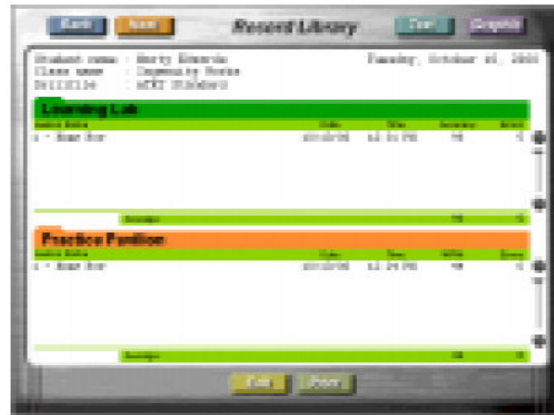


Figure 5.25 Students can examine their own progress records at any time by clicking on the Records Library. Clicking *Graphics* displays a bar graph of the record.

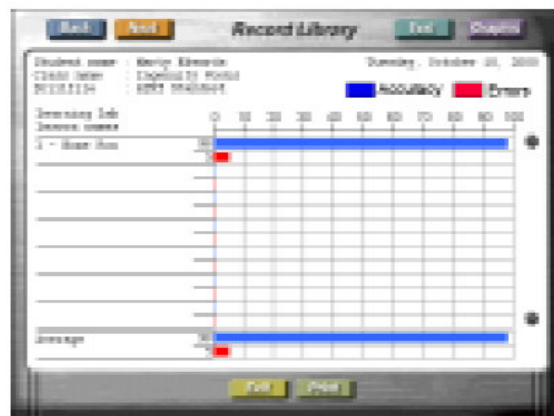


Figure 5.26 Students can also view the reports in a bar graph format by clicking *Graphics*.

5.4 Reviews

Reviews are optional and provide either review or extra practice, depending on the level of the students. No results are retained in the student records for any of the reviews. (Figure 5.27)

Hand Position Review

The Hand Position Review automatically runs the first time students enter the Learning Lab. After this, it becomes an optional review as needed. It is recommended that students run this program frequently during the first several lessons as confirmation that they are using the correct technique. (Figure 5.28)

To start the review, enter the Learning Lab and click on Hand Position Review on the dialog box that displays.

Posture Review

The Posture Review automatically runs the first time students enter the Learning Lab. After this, it becomes an optional review as needed. It is recommended that students run this program frequently during the first several lessons as confirmation that they are using the correct technique. (Figure 5.29)

To start the review, enter the Learning Lab and click on Posture Review on the dialog box that displays.

Mouse Review

The Mouse Review is an optional lesson for students who have not used a mouse previously or are not at ease using one. It is designed as a game. There are 3 levels of mouse exercises available but if a student can achieve a comfort level at the first or second levels of the program, it will be sufficient. (Figure 5.30)

To start the review, enter the Learning Lab and click on Mouse Review on the dialog box that displays.

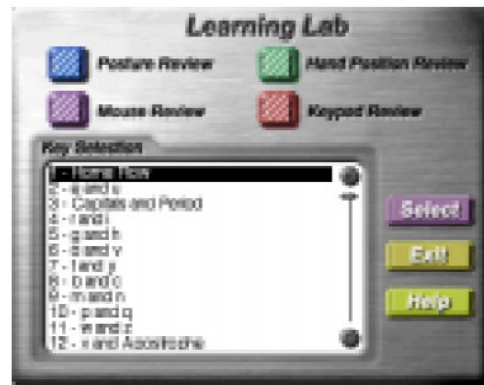


Figure 5.27 Students access optional Reviews in the Learning Lab.



Figure 5.28 The Hand Position Review



Figure 5.29 The Posture Review.



Figure 5.30 The Mouse Review.

Number Keypad Review

The Keypad Review is an optional lesson for students to learn the proper technique for using the keypad. When the program is started, it will run through a short graphical display of how to position the fingers on the Home Row keys. (Figure 5.31)

There are 4 lessons available for developing skill using a keypad. Students follow instructions on the screen and type what is displayed.

5.5 Large Font

In each building of the campus, there is an option where students can choose to use the large font.

In the Learning Lab in the section Now, Lets Practice there is dialog box that opens allowing students to select the large font. (Figure 5.32)

In the Skill Building, Practice Pavilion and Test Center, the large font selection button is at the bottom left of each of the screens. (Figure 5.33)

5.6 Changing the Default Word-Processor

To change the Default Word-Processor:

1. Enter the teacher campus, click on File in the top menu bar and select Word-Processing from the drop-down menu.
2. A dialog box appears to allow teachers to browse to the preferred Word Processing application.
3. When the selection is made and saved the selected Word Processor application will be the default until another one is selected by another teacher.

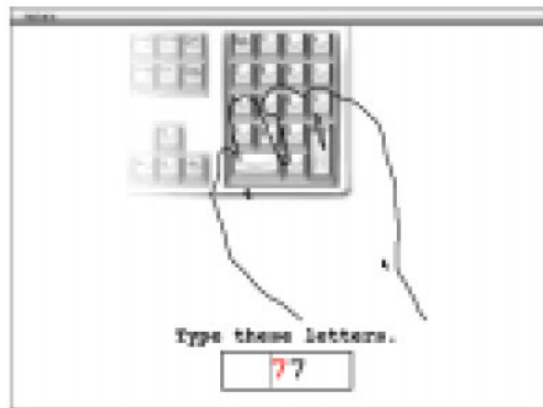


Figure 5.31 The Number Keypad Review.



Figure 5.32 Students can choose to use the large font.

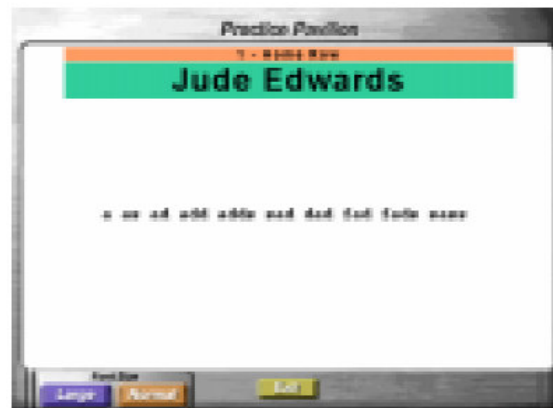


Figure 5.33 The large font selection button is at the bottom left of each screen.

Important: Teachers should agree on the Word-Processor to use as the default. We recommend leaving the default as is. (Windows defaults to WordPad, Macintosh defaults to SimpleText and Windows NT defaults to NotePad.) Once changed, the new word processor will continue to be the default for all classes until changed to another.

5.7 Floppy Disks-Centralizing Student Records

If *All the Right Type 3 Plus* is installed on a non-networked system where there is not a centralized database of records and drill material, teachers may want to use floppy disks to move record files to one database.

When *All the Right Type 3 Plus* is launched it looks for the database folder that contains the Student Records. If the program was installed using the Lab Pack installation, there will be a database on each of the teachers and students computers. See Section 2.3-Installation for a discussion of the various installation methods.

To have the records centralized on one computer:

1. Teachers create Student Records on their computer for all students as normal.
2. Copy the data.v12 file to a floppy disk and go to each individual student workstation. Using the standard method for Windows or Macintosh computers, copy the data.v12 file to each workstations hard drive. The data.v12 file belongs in the Database folder within the All The Right Type program folder.
3. Students use the program as they normally would, except at the end of the class they will save their results on the floppy disk. Students do this by clicking **File** on the menu bar and selecting **Export Student Records** from the drop-down menu.
4. On the Mac, the save program will ask the student for a name for the file. They will accept the default filename (*studentname.v12*) and save to the 'floppy disk'. (*Student name* being the name that the student has signed on as).

5. On the PC, the program will save automatically to the floppy disk with the filename (*studentname.v12*). (*Studentname* being the name that the student has signed on as).
6. Students hand the floppy disks back to the teacher at the end of the class.
7. Teachers click **File** on the menu bar and click **Import Student Records** from the drop-down menu.
8. The Student Record (*studentname.v12*) is copied to the centralized database on the teachers computer.

Important: Mac users should not change the filename. If it is changed, it must end with the .v12 extension.

Important: New picture(s) should be added to the folder at the beginning of the term before the students have started their first Skill Builder lesson. If the pictures are added after this, the students will have already been assigned one of the three built-in pictures.

Tip: Puzzles are randomly assigned by the program when students start the first Skill Builder lesson. If a picture is replaced, *using the same file name* as the one students are currently assigned, the new picture will be substituted for the old one and will show the same number of pieces as the old picture at the time of replacement.

The file (*studentname.v12*), is changed to *studentname.bak* on the floppy disk to indicate that the file has been imported to the centralized database. At any time, the teacher may delete the filenames ending with .bak, to free up space on the floppy diskette.

5.8 Skill Building Puzzles

At the end of a Skill Building lesson, two portions of a picture puzzle are revealed. The pictures are randomly assigned when a student first enters the "Skill Building" building. All The Right Type 3 Plus has three built-in pictures included with the program.

Adding Skill Building Puzzles

You can add your own picture puzzles. The pictures must be in .jpg or .bmp formats. They must be 72 dpi and 640 x 480 resolution. The pictures must be 256 colors.

To add a custom picture:

1. Copy a picture to the clipboard or desktop.
2. Copy or move it into the Puzzles directory/folder within the All The Right Type v3 directory/folder.

When *All the Right Type 3 Plus* chooses a picture, it will choose randomly from one of the pictures found in the Puzzles directory folder.

Viewing Skill Building Puzzles

To examine pictures from the puzzle database:

1. Select a picture file from the Puzzles directory/folder, located in the All The Right Type V3 directory/folder.
2. Make a copy on the desktop and double-click on the icon to open it.

Important: If a picture is removed, make sure it is at the beginning of a term. Removing a picture while it is assigned to a student will generate an error message.

Important: The contents of the Puzzles directory/folder should only be changed at the beginning or end of the year or semester.

Removing Skill Building Puzzles

To remove a picture from the Puzzle database:

1. Select the picture from the Puzzles directory/folder, located in the All The Right Type v3 directory/folder.
2. Drag the picture to the desktop.
3. The picture can then be dragged to trash or moved into another directory/folder for future use.

5.9 Backing Up the Database

The best security is a good back up. Student Records should be backed up regularly. Files can be damaged by power failures, system crashes, improperly configured desktop security programs or by improper exits from the program (turning the power off without exiting the program).

There is no built-in backup facility within *All the Right Type 3 Plus*. Rather, it is assumed that the files will be backed up by your own normal backup programs and procedures.

For Single and Lab-Pack installations, all of the data records are kept in a file called data.v12 located in the Database folder within the *All the Right Type 3 Plus* program folder.

In network installations, the records are kept in a series of files on the server. The required files are all named with ".dat" extensions. The files are located in a folder (or series of folders) named after the school(s) installed. These folders are all located within the Database folder on the server.

5.10 Creating Custom Student Reports- Exporting Student Records

The teacher can create custom reports by using the Export Student Records feature now included with *All the Right Type 3 Plus*.

1. Enter the Maintenance Building by clicking on its image on the Campus screen.
2. Enter the Teachers Password (if you are not using a password yet, just click **OK**).
3. A dialog box opens, asking you to Select an Option. Click **Student Records**.
4. A **Class Records** dialog displays. Select the class to be exported, and click **Export to Text File**. (Figure 5.34)
5. A dialog box displays to allow you to name the file and point to where you want to save it. (Figure 5.35a Mac, Figure 5.35b Windows)
6. Once data is exported, the teacher can create custom documents in Excel, Word, etc. In most spreadsheet programs, open the text file from within the spreadsheet application. Field names are provided in the first line of the exported file to describe the data contained in the file.



Figure 5.34 Exporting Student Records to a text file.

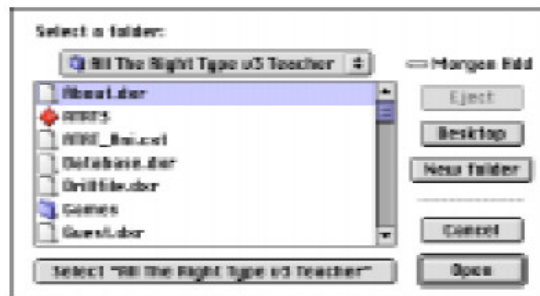


Figure 5.35a (Mac) Selecting a destination for the exported student records text file.

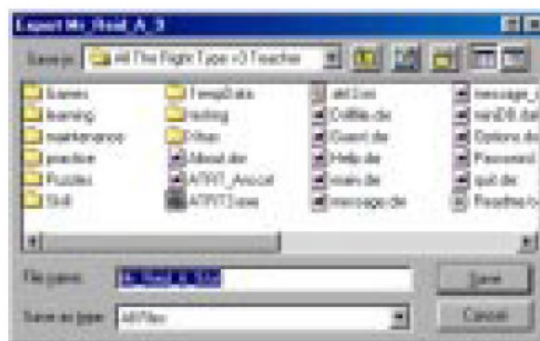


Figure 5.35b (Windows) Selecting a destination for the exported student records text file.

Section 7

Technical Support

To obtain Customer Support from Ingenuity Works, please complete the Registration process when installing the program. Check the **Support** section of our website at www.ingenuityworks.com to find posted problems reported to us by our customers as well as FAQs. It may save you time if a Technical Support person is not available immediately to answer your questions.

If you cannot find a solution in the manual or on the website, you can call Tech Support at:

Phone: 1-800-665-0667

E-mail to: support@ingenuityworks.com

Platform Changes or Server upgrades

In some cases, a classroom may switch from Macintosh computers to PCs or visa versa. The steps to do this are:

1. Create a backup copy of your database. (See Section 4-Advanced Features/Creating a Backup.)
2. On the new server, follow the steps to performing an 'install' per Section 1 - Getting Started.
3. Drag the folder named after the school (contains 7 .dat files) found in the atrtdatabase folder from the old system and move it into the new system atrtdatabase folder. Then launch the atrtserv application and click the start button.

The original database (student records) has now been installed on the new machine.

6.1 Troubleshooting

PROBLEM: When I type a line and leave a character out or a word out of the sentence, the Results screen does not automatically display when I finish the line.

This is not a bug. It is in the design of the program. You will need to either press the space bar to make up to 40 characters on that line or press the 'Enter' key to make it return to the next line immediately. The results report will then display.

PROBLEM: When I type an error at the end of a line, sometimes the program will let me type past the line without changing to the new line.

This is not a bug. It is in the design of the program. You will need to either press the 'Enter' key to move to the next line or type several characters to make up to 40 characters on that line. It will then move down.

All The Right Type 3 Plus

PROBLEM: *I cannot remember the Teachers' Password to enter the Maintenance Building.*

The teachers' password is stored in a file called Teacher.iw in the All the Right Type 3 Plus teacher program folder. If you delete this file, the password will be reset to the default (blank field). When you launch the program for the first time, on a network, you will be asked to enter in the IP address of where the server is located. If you don't know this, please open the teacher.iw file using notepad and record the IP address on the second line on a piece of paper. Then delete the teacher.iw file and launch the teacher application.

If every time you launch the teacher application, you need to enter the IP address, that usually means that you do not have permissions to write to the All the Right Type teacher program folder.

PROBLEM: *Students cannot remember their passwords.*

The students' passwords are stored in the Student Options dialog box. Enter the Maintenance Building, select Student Records, select a class name and click Open, select the student name. The password is listed there.