



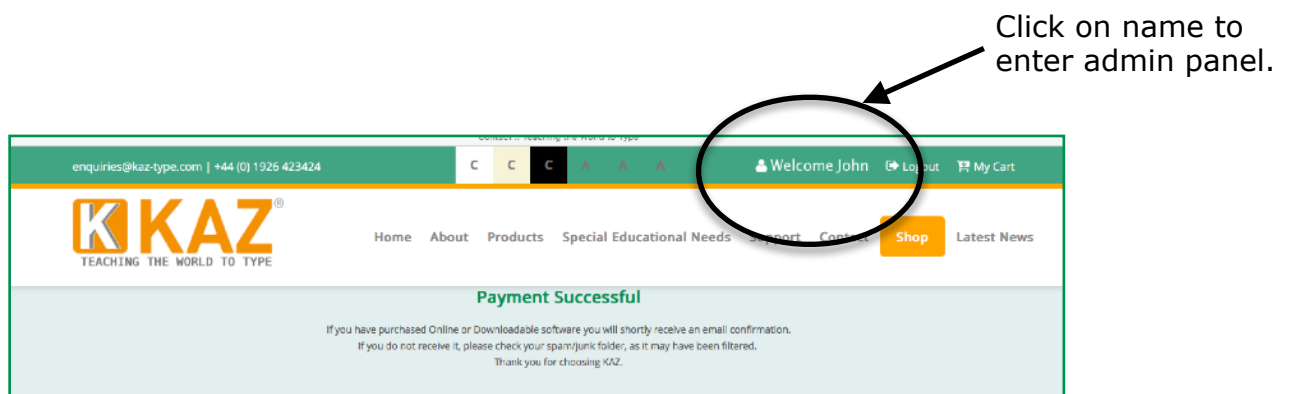
KEYBOARD A-Z TEACHING TYPING SINCE 1995

IF MIKE JIVED RUDE DUNCE SLAP NOW BAGGY HAT EXTRA QUIZ®

## KAZ Online Administrator Access and Back Office Guide - FE & HE

1. Go to: <http://kaz.kaz-type.com/kazLogOn.aspx>

or login via 'shop login' at the top of our website and then click on your name.



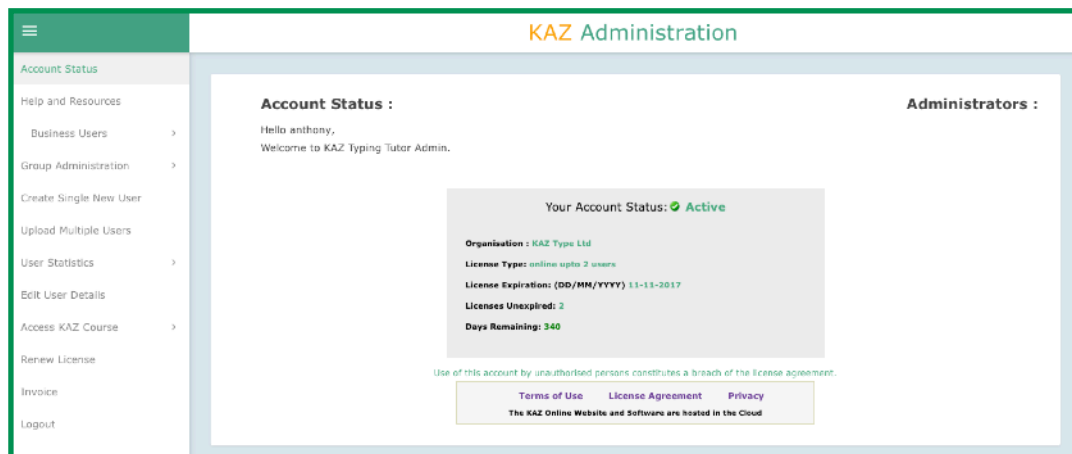
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

**Please note:** Administrators **only** have access to the Admin Panel and will need to create a license to use the course themselves.

2. Once logged in, you will be presented with the following administration panel which confirms the details and validity of your account and is **only** seen

by the Administrator(s). **Designated Tutors will be have a much reduced back office panel.** They will not have access to other group information or be able to create new tutors or administrators. In effect they will only have the course resources and the information of all students allocated to their group.

Administrators, this screen is your 'home' page and from here you will be able to obtain all the resources you may need and view the progress of **ALL** users currently in your enterprise. You can create, edit and delete users - individually or by group and upload databases in .xls format.



For a more detailed guide as to how to use these functions, please consult the full Online User Manual - which will give you a more comprehensive explanation of each section, or alternatively just click on each tab and follow the on screen instructions.

### **KAZ USER Administration Screen:**

- a. **Account Status-** Displays your account details.
- b. **Help and Resources** - Includes all documentation needed to implement KAZ within your environment - Videos, Screen shot tutorials, Copy certificate(s) and Deployment notes, as well as a Quick Start Guide and the User Manual.
- c. **Group Administration** - Sorts KAZ user groups into classes or departments, creates user groups, assigns a group tutor, moves students/ users from one group to another and deletes the whole group! - ideal for quick housekeeping.
- d. **Create Single New User** - Create or set up an individual new user(s). 'Group' and 'password' fields are optional. Leaving the 'Password' field blank will result in a system generated password being generated. If you are using a pseudo email id, click on 'Save'. If the email id is 'real', click on 'Save and Send Email', and the email will automatically be sent to the student/user.

e. **Upload Multiple Users** - Use this section to upload a complete database i.e. school roll, class by group or department. Perfect for the quick implementation of KAZ Typing software. **All users automatically receive the fully inclusive version of KAZ.**

All files uploaded must be in .xls format. Complete notes are given in the main user manual. Please note: this is really not as intimidating as it sounds. If you have all the user information on a database i.e. email address etc. copy and sort in a simple list format and arrange into 6 fields in the correct order:

**First Name, Last Name, Email address, Password, KAZ Group, Email Y/N**

First Name	Last Name	Email Address	Password	Group	Email Y/N
John	Smith	johnsmith@kaz-type.com	john	Accounts	Y
Peter	Jones	PeterJ@kaz-type.com	peter	Sales	Y
Tom	Tudor	pseudo@exampleschool.com	tom	Admin	N
Janet	Briggs	pseudo@exampleschool.com	janet	Admin	N
Peter	Taylor	pseudo@exampleschool.com	peter	Admin	N
Johnson	Taylor	pseudo@exampleschool.com	johnson	Admin	N

**Note 1:** you need to incorporate the 'header' field. (First name, Last name...ie. exactly as above).

**Make sure all the Group(s) are already created prior to uploading - otherwise the user will be saved as an individual user and in a potentially long list - under NO group - Fine for a few but not if you're uploading 2500 !**

**Note 2:** There must be no symbols or non-characters in the sheet name as these will create a system malfunction.

**Note 3:** The sheet must be saved to 'enable editing' otherwise the information will be locked and unreadable.

**Note 4:** Finally, please make sure you have quit the spreadsheet ie Excel when trying to upload - as this also affects the uploading of the document. If you don't have an email address for your students/users, generate a pseudo email. **Leaving the password field blank will generate a system password** - which they can later change themselves, but remember you always have the ability to check/verify their information in the 'Edit User' section.

f. **User Statistics** - allows you access to all students/user data. View your full student/user list, monitor progress, usage and statistics - which can be sorted by the fields listed i.e. User name or Date last used.

## User List:

<div>Clear Filter</div> <div>Export</div> <div>Print</div>					
Search:					Date:
					50
User Name	Email	Group	Password	Date started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)
Tony Jones	[REDACTED]	[REDACTED]	75042019	28/12/2016	28/12/2016
Charlotte Jones	[REDACTED]	[REDACTED]	61820972	28/12/2016	28/12/2016
Sherry Jones	[REDACTED]	[REDACTED]	325228294	28/12/2016	28/12/2016
Jordan Jones	[REDACTED]	[REDACTED]	151890144	28/12/2016	28/12/2016
Ryan Jones	[REDACTED]	[REDACTED]	127838032	28/12/2016	28/12/2016

Clicking on the 'X' will delete the student/user and clicking on the pencil symbol will allow you to edit and update the student's/users information - such as names (mis-spelt), group, password changes, course selection - i.e. if you wish to change them to the new SEN/Dyslexia edition.

Stats for all users - displays a full list of all users with their last SpeedBuilder results.

Clicking on the 'book' icon will display all the individual User's statistics.

<div>Clear Filter</div> <div>Export</div>							
<b>Performance Figures</b> The figures provided for typing speed and accuracy represent the average performance of the user calculated on the last occasion they used the KAZ Speedbuilder Module.							
<b>Course Progress</b> While the user's last bookmark may be taken as a guide to their progress through the course, it should be understood that the value of the bookmark will be reset to an earlier position if the user visits an earlier module or menu.							
<div>Search:</div> <div>Date:</div> <div>50</div>							
User Name	Group	Last Speed	Last Accuracy	Last Bookmark	KAZ Version	Date Started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)
Jordan Jones		39 w.p.m	95 %	Speed Builder	Adult	28/12/2016	28/12/2016
Tony Jones		86 w.p.m	95 %		Junior	28/12/2016	28/12/2016

<div>Clear Filter</div> <div>Export</div> <div>Add New</div>		
<div>Search:</div> <div>Date:</div> <div>50</div>		
<b>Jordan Jones</b>		
Typing Speed	Accuracy	Session Date and Time
67 w.p.m	95 %	28/12/2016 13:06:01
71 w.p.m	94 %	28/12/2016 13:04:58
80 w.p.m	95 %	28/12/2016 12:59:38
48 w.p.m	97 %	28/12/2016 12:56:11
39 w.p.m	95 %	28/12/2016 12:54:12

g. **Search User Details** - Search here when 'Password' or 'Email Login' information has been lost or needs amending. By leaving this field blank, the user list will be displayed.

h. **Verify Course Logon details** - Enter system generated license details here to verify student/user access. Please note: Administrators will need a license to access the course.

i. **Renew Licence** - Allows you to easily renew your KAZ Annual License by simply clicking in box provided.

j. **Invoice** - View and print your Invoice.

### Use of the Course:

**Please note: this information is available to all students/users taking the course and is located in their admin panel.**

1. Enter your credentials via our 'Course Login' button on our website or by clicking on the following link: <http://kaz.kaz-type.com/kazLogOn.aspx>

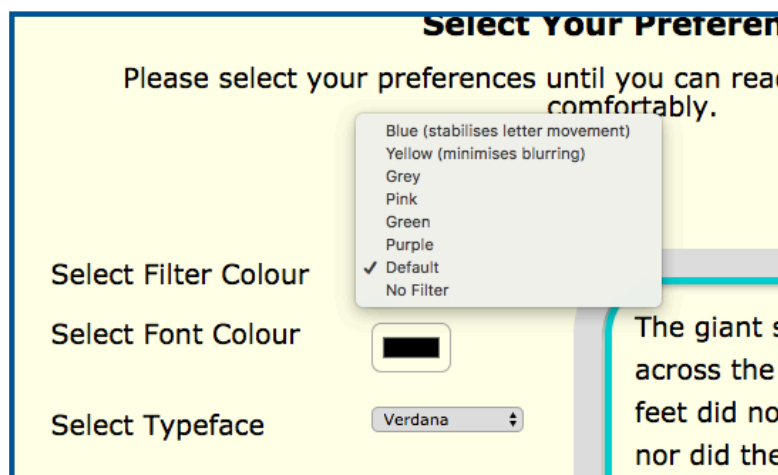
2. Once logged in you will be presented with the KAZ Preference Screen©.

The screen will be set with our Default settings - arrived at through testing and research. However, if you cannot read the sample text in the box clearly and comfortably, select alternate settings until you can. You can always click on 'Default' to restore factory settings.

Once you begin the course you can always return to the 'Preference Screen' page by simply returning to the main menu, clicking on 'Admin' in your top blue tab bar and selecting 'Change Preferences'.

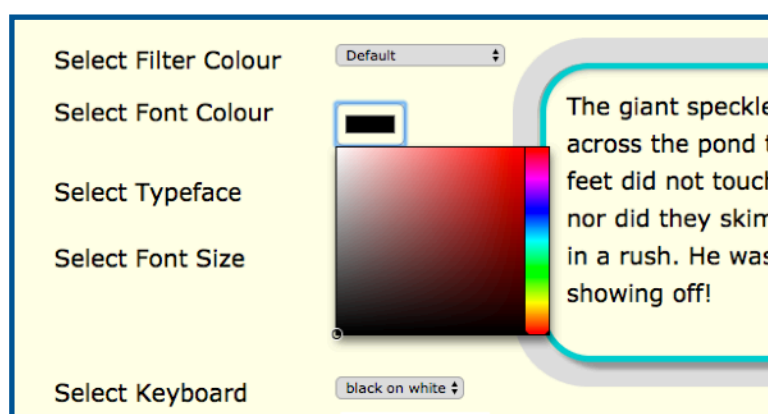
The 'Preference Screen' offers a selection of options to choose from in order to tailor make the course.

The first choice offered are 'filter colours'. Selecting one of the bottom 4 filter colours will simply help minimise glare. Selecting 'No Filter' will provide the user with a white background. This option is here should the user rely on one of the specially selected Dyslexia typefaces.

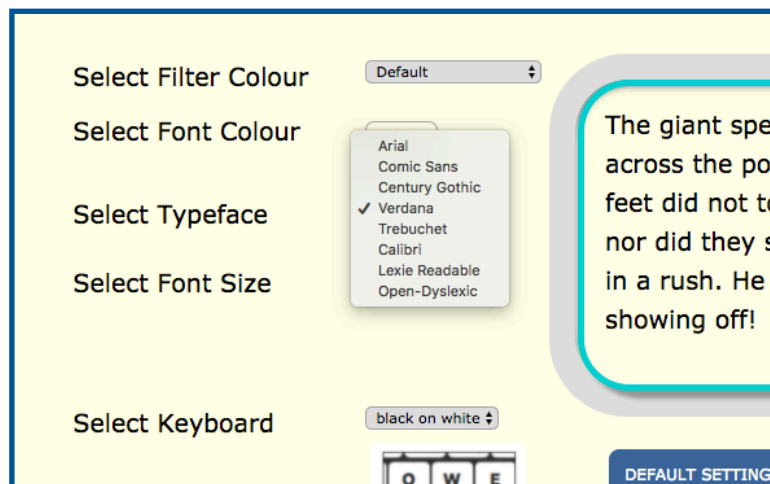


Selecting the specific shade of blue filter will aid in steadying letter movement and selecting the specific shade of yellow filter will help minimise blurring.

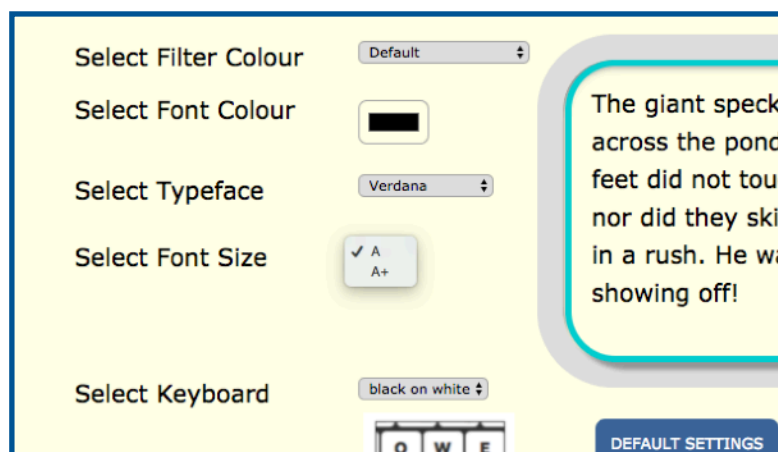
Font colour can be selected here by simply clicking on the guide and selecting the colour best suited.



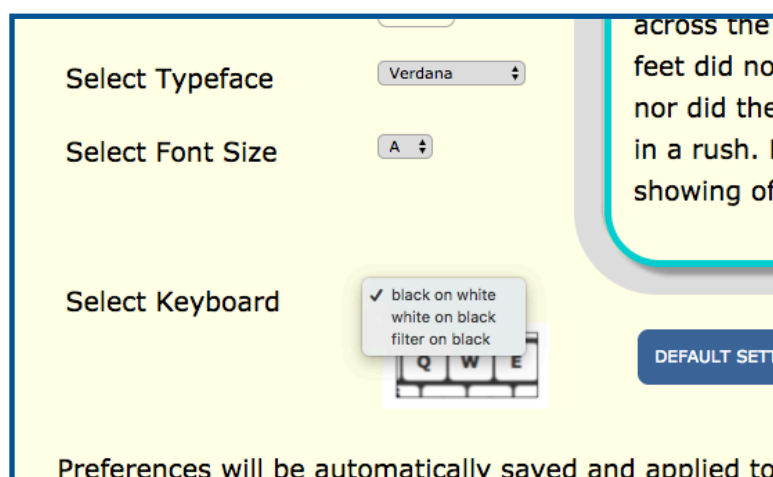
and typeface can be selected from this drop down menu. Simply select and view.



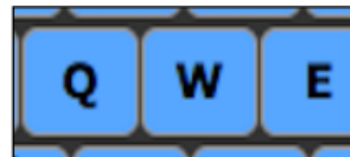
A choice of font sizes are available of either A or A+. The standard default of A is 19pt and A+ 20pt.



Finally, the users preferred choice of keyboard can be selected by clicking on either of the images –



black keys on a white keyboard, white keys on a black keyboard or the filter colour selected as the background of the keys.



Once the user has selected their preferences and can read the sample text comfortably, all they have to do is click 'save', the selected options will be applied throughout the course and they can then click 'Begin Course' and navigate their way through the course, working through each module in order.

**3.** You will be offered a choice between a UK or US keyboard layout, accompanied with appropriate accents.



**4.** You will then be asked to select between a choice of the available versions of KAZ.



Choose: KAZ WITH SOUND if your computer has a sound card and speakers / headphones, or choose KAZ TEXT VERSION if you want to work quietly or if your internet access tends to be slow. Alternatively, choose the AD ( AUDIO DESCRIPTIVE VERSION) if visually impaired.

5. You will then be presented with the main menu, comprising of 5 modules.

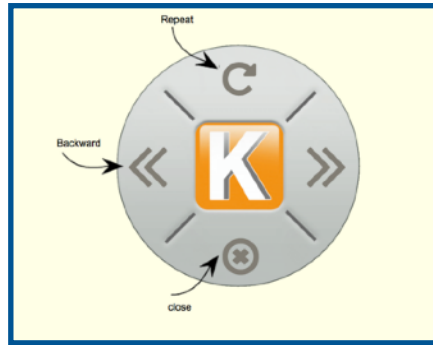


We suggest you work through these modules progressively, in order to gain maximum benefit from the course.

6. **Flying Start** - is a short introductory module giving a brief overview on how to use the course, introduces KAZ (our navigation tool) and covers the important topic of correct posture.



It is very important that you finish this module before returning back to the main menu.



### Correct **POSTURE** when sitting at a computer

Before you start typing, it is important that you are sitting comfortable and correctly. Good posture prevents strain!

Lean forward slightly, relax your shoulders and make sure your lower back is supported.

Your forearms should be parallel with the floor and your elbows should rest lightly against your waist, as this keeps your arms stable and your wrists at the right angle.

Always try to keep your wrists in line with your hands - this will allow you to reach the keys better

Eyes should be in line with the top of the screen.

Sit up straight and centre your body in front of the G and H keys.

Fingers should be slightly curved and not stuck out straight.

Knees should be square as this stabilises the body.

Your chair should be adjusted so that your feet rest comfortably on the floor.  
If your feet don't reach the floor - use a foot stool.

**If you type for too long and begin to feel tired, take a break.**

**Repetitive Strain Injury (RSI)** is caused by the repetitive action/overuse of the upper limbs / body.  
The signs and symptoms of RSI are pain, tenderness, stiffness, tingling or numbness, swelling or cramp in the fingers, hands, wrists, arms, shoulder and neck.  
To prevent RSI when using a computer, you must ensure correct posture, take regular breaks and carry out passive exercises.

Once you have returned to the main menu - choose 'The Basics':-

## KAZonline

KAZ Online Home   User Guides   My Results   Admin   Log Out

**Learn to touch type**

**Flying Start**  
How to use the course

**The Basics**  
Touch type the A-Z keys!

**Just Do It**  
Exercise and apply your new touch typing skills

**And The Rest**  
Learn the shift, numbers, and punctuation keys

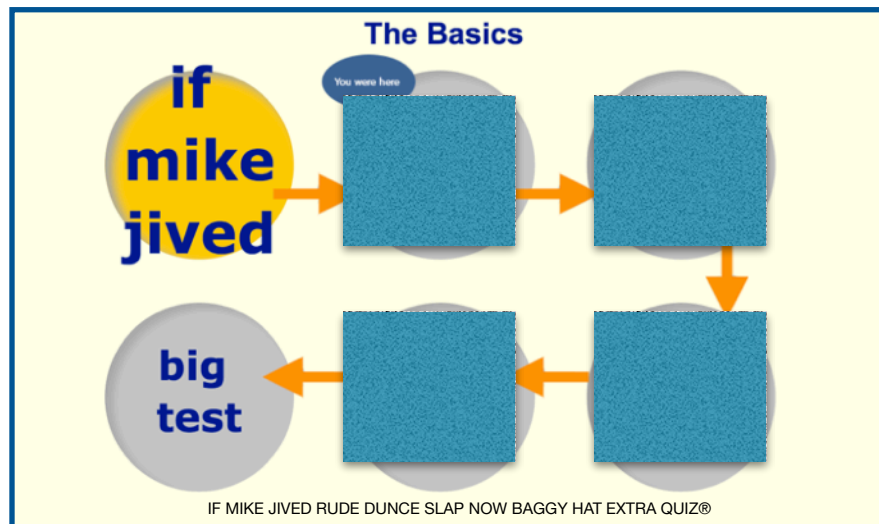
**SpeedBuilder**  
Daily practise to build speed and accuracy

**SOUND OFF**

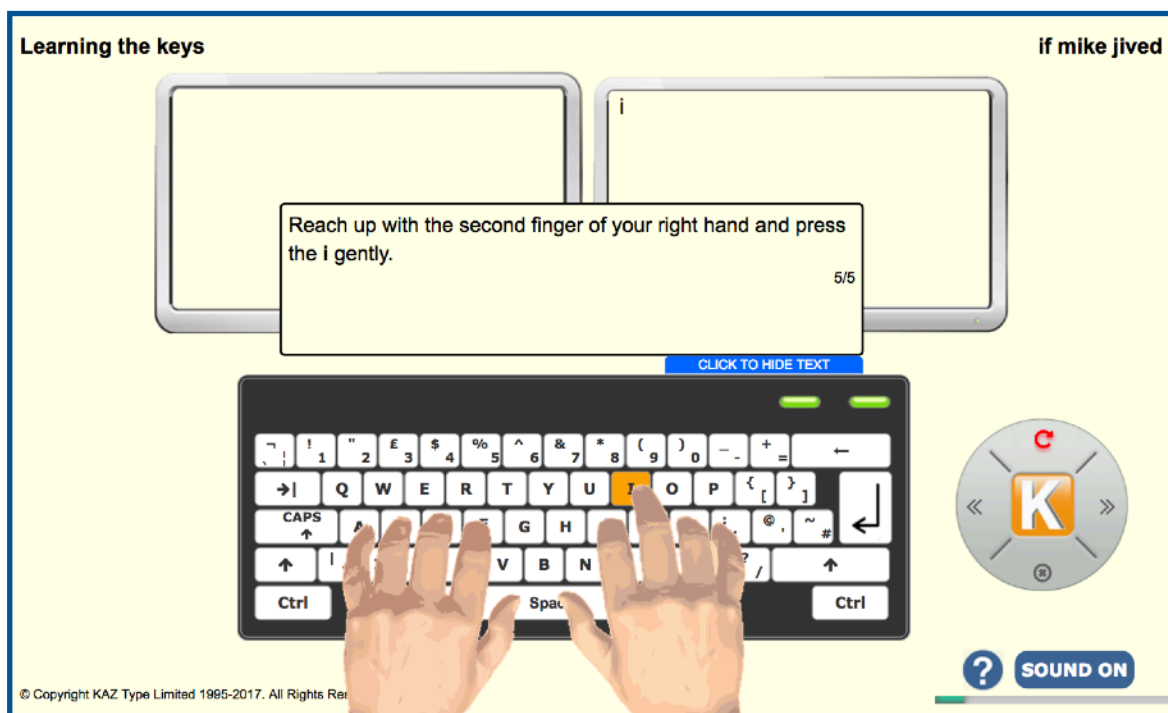
**EXIT**

**7. The Basics** - is the most important section of the course and using KAZ's scientifically developed phrases and method, teaches the A-Z keys in an average of just 90 minutes.

Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases. Remember, though some may sound a little bizarre, they have been scientifically structured and specifically designed to teach the fingers of both hands to work symmetrically and simultaneously.



This is the standard KAZ interface you will see throughout the entire course. At the bottom is the keyboard (or key guide) which demonstrates the correct fingers to use for each letter and above it sit two screens. The right demo screen displays the text you need to type and the left screen displays what you type in.

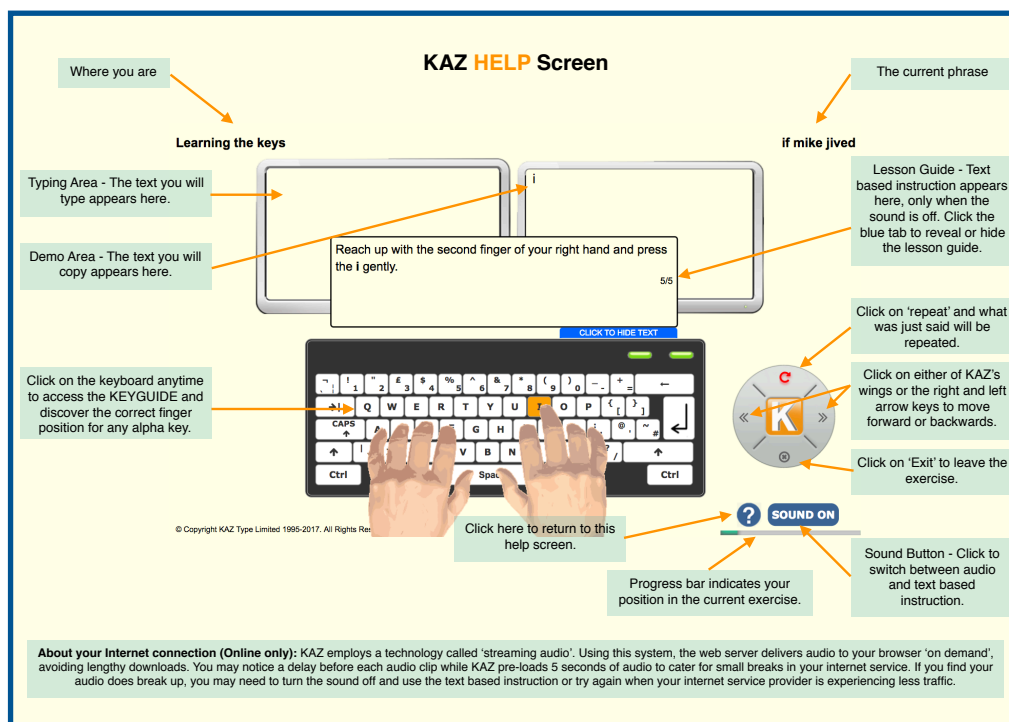


If at any time you forget which finger to use for a key, place your cursor anywhere on the keyboard (on the screen), click with your left 'mouse' button and the 'Keyguide' sign will appear. Then, on **YOUR** keyboard, press the key you are unsure about and you will be shown which finger to use. To exit the 'Keyguide' simply place your cursor anywhere on the screen and click with your mouse and you will return to where you were in the course.

**Remember, you can switch from 'Audio' to 'Text only' by simply clicking the 'SOUND ON/OFF' button.**

Additionally, by clicking on the **?**, the following help screen will appear. This will give you an overview of the whole interface but don't worry about losing your place in the program, as once you close the tab or return to the program, you will automatically resume the course at the point you left.

This 'Interface Guide' is also available in the 'User Guides' section tab in the top menu bar.



### **Important Notes:**

1. KAZ Navigational tool - used for navigation around the course. However, you can also use the forward and backward arrow keys on your keyboard.

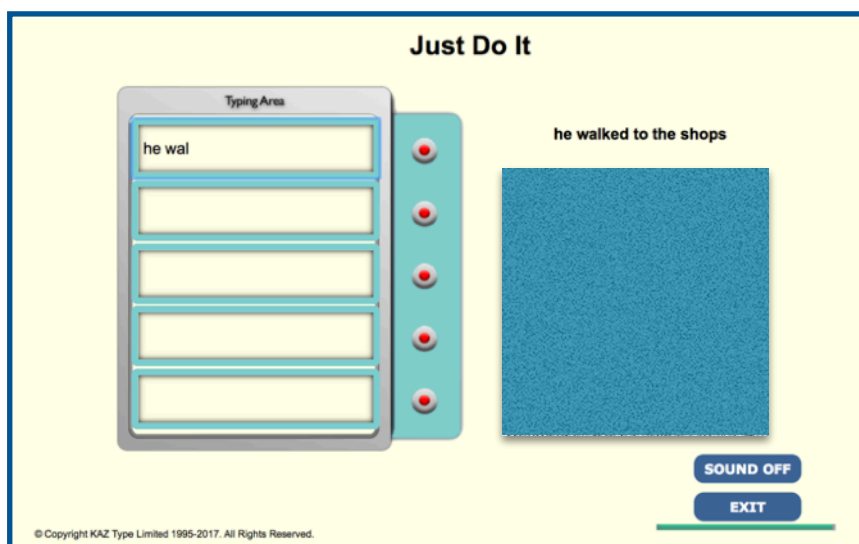
2. Keyguide - demonstrates the correct finger to use for each key - click anywhere on the keyboard (on the screen) with your mouse

and then press the key you wish to see demonstrated on **your** keyboard. The demonstration will follow.

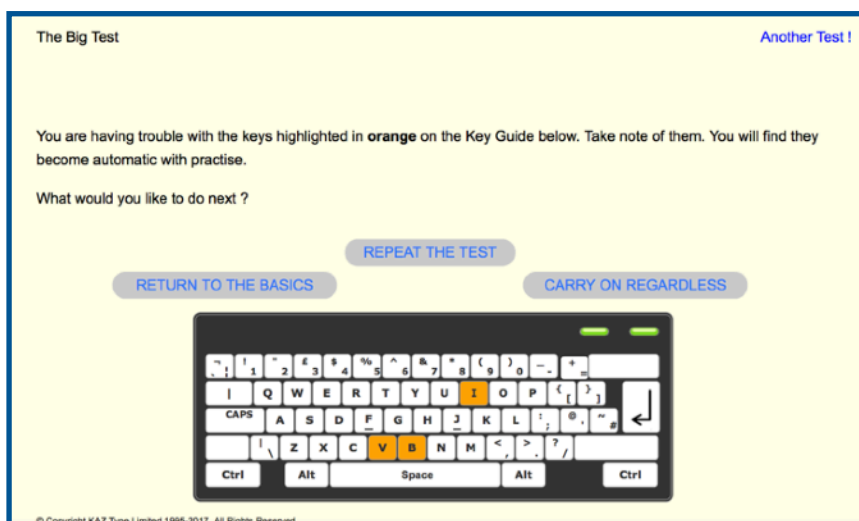
3. Clicking on the Sound ON/OFF button will alternate between the 'Audio' version and the 'Text only' version.

4. Remember, you can simply press on 'repeat' to repeat what was just said!

At end of 'The Basics' you will be presented with a simple test but don't worry, this is just intended to show you the progress you have made and prove that you really can now touch type the five phrases you have learnt.



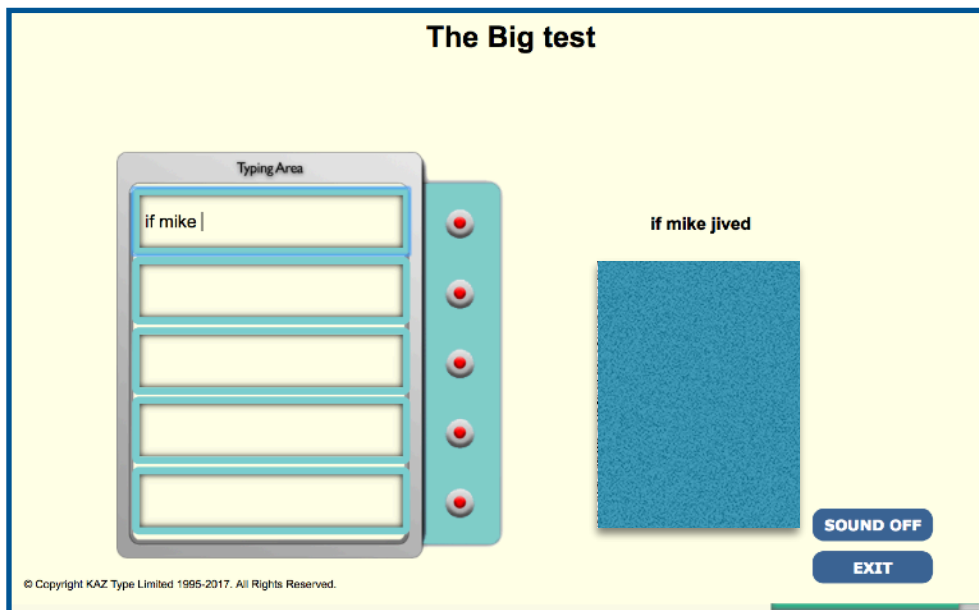
If however, you do make mistakes, the characters you are having problems with will be highlighted to you in orange and you will be given the option to repeat the test and practise these keys again.



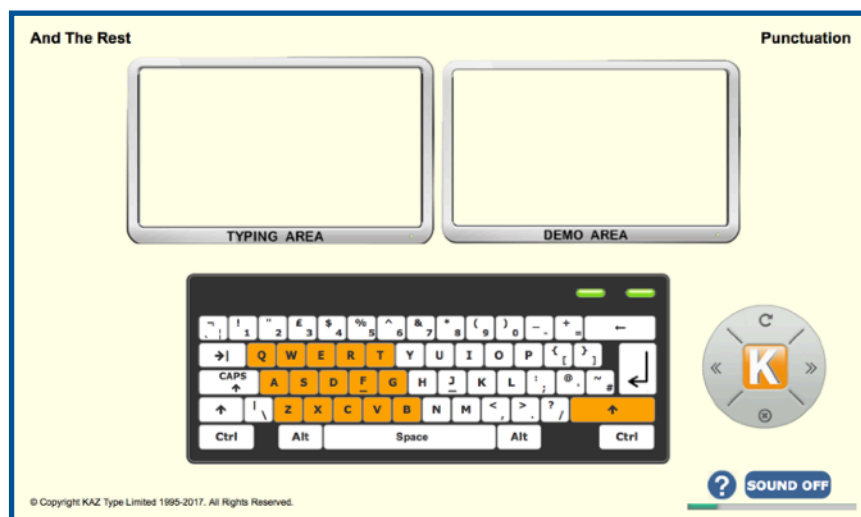
**8. Just do it** - reinforces what you have just learned and builds upon that foundation, introducing you to new words, whilst improving and honing **your** newly found skill.

At the end of this section, you will be presented with another test

which will prove that you can now touch type anything, **not** just the five phrases.

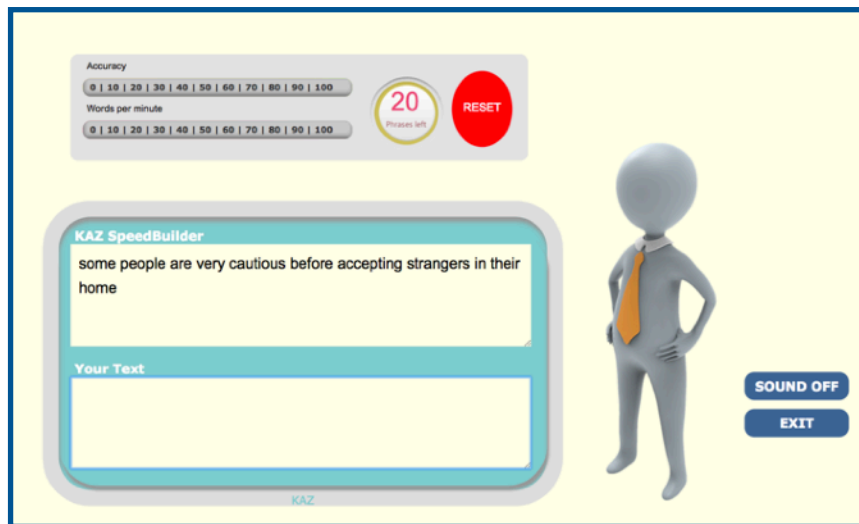


**9. And the rest** - is where you complete the keyboard, learning the punctuation keys.



**10. Finally, SpeedBuilder** - is designed for frequent use throughout the day. It helps improve your typing speed, your accuracy and develops your typing rhythm.

You will be given the option of practising either short phrases or paragraphs and the choice of using just the A-Z keys or the whole keyboard including punctuation. Once started, 20 phrases will consecutively appear on the top screen and what you type will appear on the bottom. The scale at the top will



display your accuracy and words per minute. Should you wish to reset the counter at any time, you just need to click on 'Reset'.

SpeedBuilder keeps a record of your progress and speed by date. Look over the results and see your improvement.

**Tip:** If you wish to monitor your complete progress i.e. novice to typist - use the SpeedBuilder module first before you start the course. A record of your first typing score will be kept and as you progress you will be able to see your improvement. However, please do remember that sometimes in order to move forward, we may have to take two steps back. Let KAZ remove all your bad habits and re-train your fingers to type properly.

**11. User functions** - Click on any of the tabs in the header bar under the KAZ Online logo to access further functions such as: 'My Results', 'My Settings' and 'User Guides'.



**My Results** - Allows you to view your Speed and Accuracy scores to date.



**Admin** - Allows you to change your Preferences, password, view your invoice, renew your license and offers a few helpful tips should you wish to increase or reduce the 'program/screen' display size.

KAZ Online Home User Guides My Results Admin Log Out

CHANGE PREFERENCES

**Change Password**

Enter Current Password

Enter New Password

Re-enter New Password

SUBMIT

**License Expiration**

**KEYBOARD:** The location of some keys on your keyboard will depend upon where you live, with small differences between the USA/Canadian and UK keyboard layouts. In addition to affecting the location of keys, selecting a USA / Canadian keyboard layout will also result in the course guidance being spoken with a North American accent. Choosing a UK keyboard layout will result in audio material spoken in a British accent.

**DISPLAY SIZE:** For Mac users pressing the cmd key and + (or -) at the same time will increase (reduce) the screen display size. For PC users pressing the control key and + (or -) at the same time will increase (reduce) the screen display size. Please note that some browsers do not support the display reduction size.

[Terms of Use](#) [License Agreement](#) [Privacy](#)  
The KAZ Online Website and Software are hosted in the Cloud

**User Guides** - Includes course guides and information to help you get the best out of your KAZ Typing Tutor software.



It's as simple as that!

