



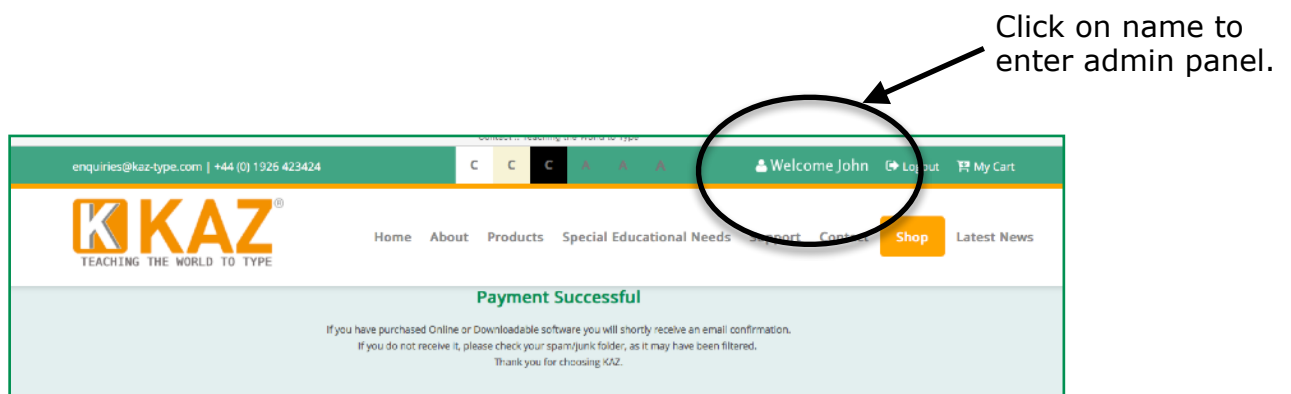
KEYBOARD A-Z TEACHING TYPING SINCE 1995

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KAZ Online Administrator Access and Back Office Guide

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.



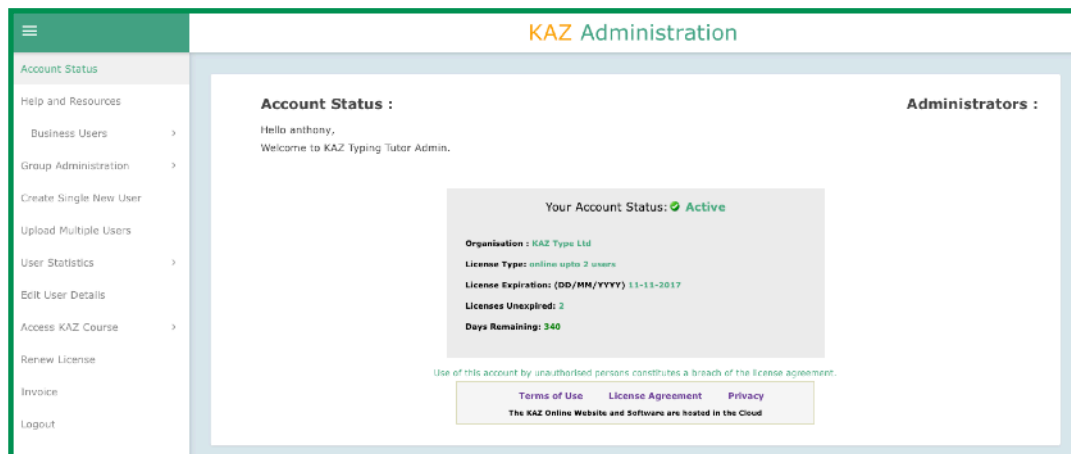
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

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.

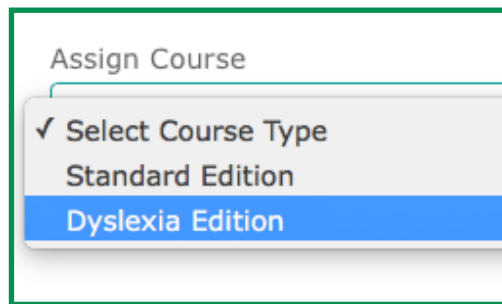
Administrators, this screen is your 'home' page and from here you will be able to obtain all the resources you may need and view the progress of **ALL** users currently in your enterprise. You can create, edit and delete users - individually or by group and upload databases in .xls format.



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.



To issue our **Standard KAZ License** select 'Standard Edition' in Assign Course.

To issue our new **SEN/Dyslexia License** select 'Dyslexia Edition' - our new SEN/Dyslexia edition has our unique 'Preference Screen', developed with the help and guidance of the Dyslexia Research Trust.

(It is not yet possible to upload multiple users to just the Dyslexia course but our developers are working on finding a solution.)

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 of our SEN/Dyslexia version will either have to be entered individually through 'Create Single New User' or simply put all students in a 'Dyslexia Edition Group' and then change each license manually in the 'User List' tab.

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 and should only take 5-10 minutes to upload, whether it be 100 or 2500 students. If you have all the student/user information on a database i.e. email address etc. copy and sort in a simple list format and arrange into 5 fields in the correct order:

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

First Name	Last Name	Email Address	Password	Group	Version	Email Y/N
John	Smith	johnsmith@kaz-type.com	john	Year 1	S	Y
Peter	Jones	PeterJ@kaz-type.com	peter	Year 1	S	Y
Tom	Tudor	pseudo@exampleschool.com	tom	Year 2	D	N
Janet	Briggs	pseudo@exampleschool.com	janet	Year 2	D	N
Peter	Taylor	pseudo@exampleschool.com	peter	Year 3	D	N
Johnson	Taylor	pseudo@exampleschool.com	johnson	Year 3	S	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 student(s)/user(s) will be saved in a long list under NO group - which is fine for a small number of users but not for the whole school roll !

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:

KAZ USER LIST

Clear Filter Export Print

Search: Data: 50

User Name	Email	Group	Password	Date started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Tony Jones	[REDACTED]		75042019	28/12/2016	28/12/2016	[Pencil] [X]
Charlotte Jones	[REDACTED]		61820972	28/12/2016	28/12/2016	[Pencil] [X]
Sherry Jones	[REDACTED]		325228294	28/12/2016	28/12/2016	[Pencil] [X]
Jordan Jones	[REDACTED]		1518990144	28/12/2016	28/12/2016	[Pencil] [X]
Ryan Jones	[REDACTED]		127838032	28/12/2016	28/12/2016	[Pencil] [X]

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.

KAZ USER STATISTICS

Clear Filter Export

Performance Figures
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.

Course Progress
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.

Search: Data: 50

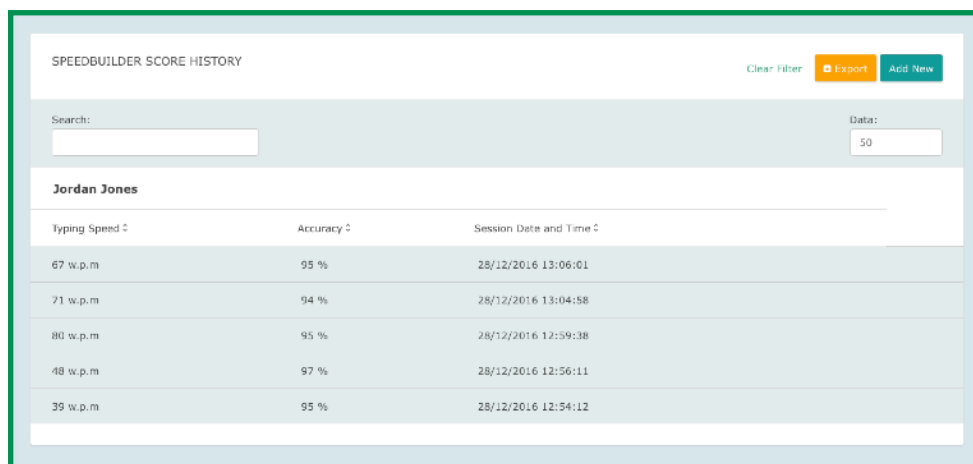
User Name	Group	Last Speed	Last Accuracy	Last Bookmark	KAZ Version	Date Started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Jordan Jones		39 w.p.m	95 %	Speed Builder	Adult	28/12/2016	28/12/2016	[Pencil]
Tony Jones		86 w.p.m	95 %		Junior	28/12/2016	28/12/2016	[Pencil]

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.

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.



SPEEDBUILDER SCORE HISTORY		
Clear Filter		
Search:		Data:
Jordan Jones		
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

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

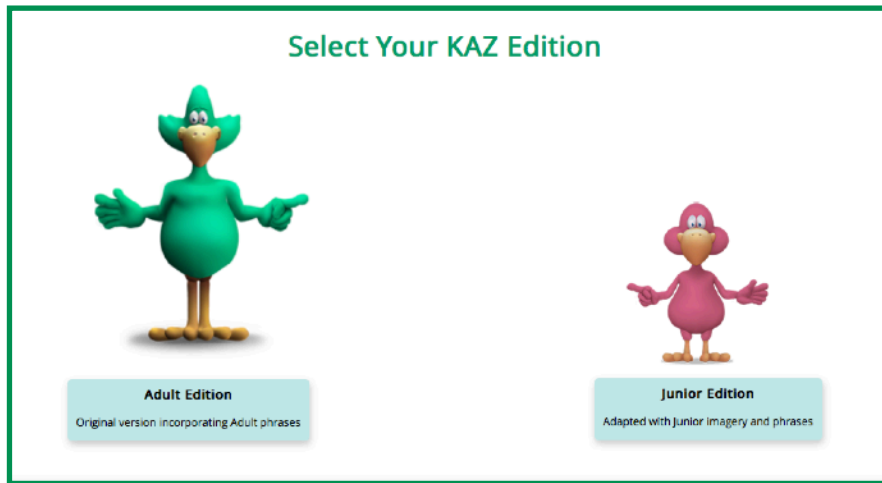
j. **Invoice** - View and print your Invoice.

Use of the Course:

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

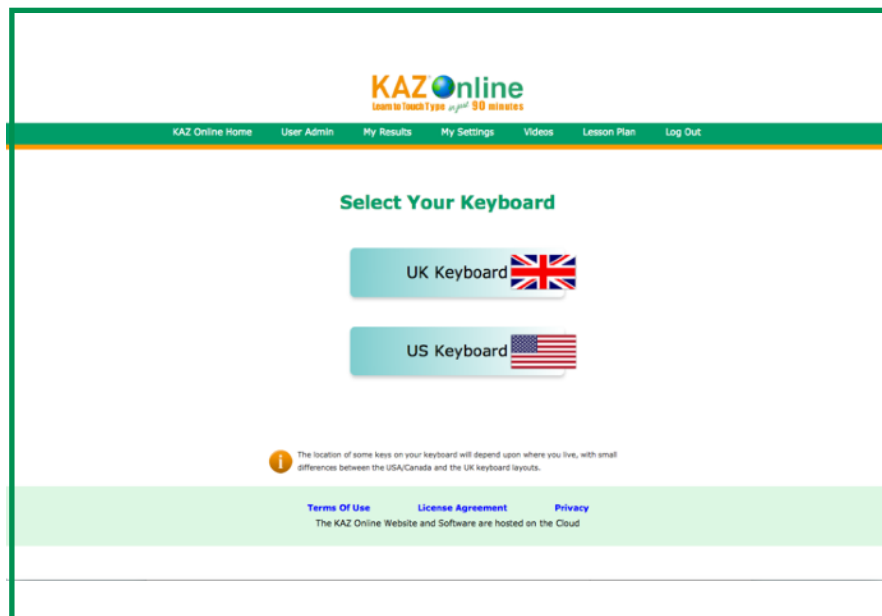


a. Enter your credentials via our 'Course Login' button on our website or by clicking on the following link: <http://kaz.kaz-type.com/kazLogOn.aspx>



b. Select your preferred edition - KAZ or Junior Edition. (Education only)

c. Select your preferred Keyboard - UK or US. The chosen version will contain appropriate accents and vocabulary.



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

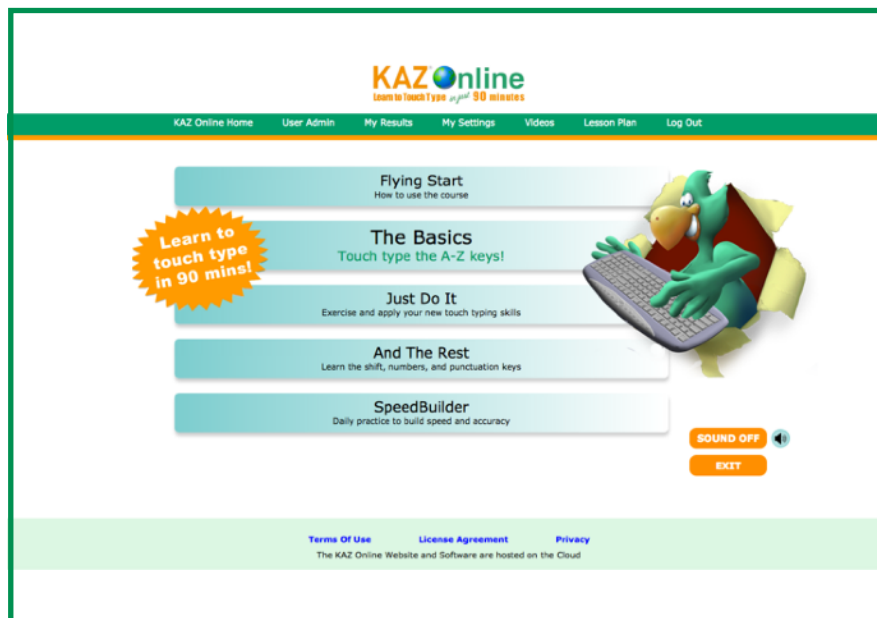
Choose: KAZ WITH SOUND if your computer has a sound card and speakers / headphones, or

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.



The Course - You will initially 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.



a. Flying Start - is a short introductory module giving a brief overview on how to use the course, introducing KAZ bird (our navigation tool) and covering the important topic of correct posture. It is very important that you finish this module before returning back to the main menu.

Flying Start

How KAZ Works

The secrets of KAZ

Using KAZ

How to use the course

Bare Essentials

Your posture at the keyboard



SOUND ON

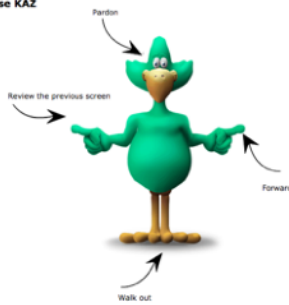
EXIT

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The KAZ Online Website and Software are hosted on the Cloud

Using KAZ

A reminder of how to use KAZ



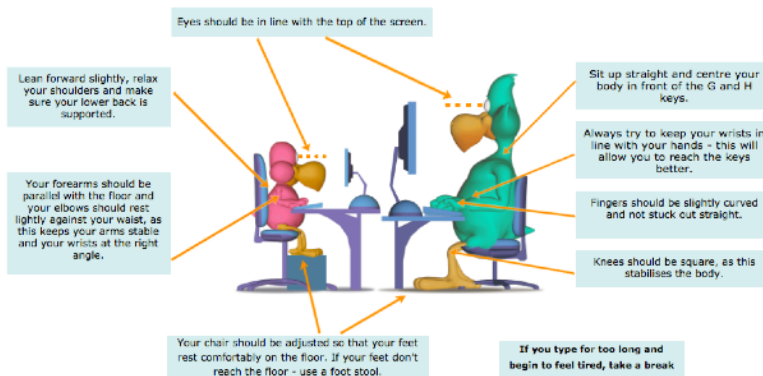
SOUND OFF

EXIT

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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!



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, shoulders and neck. To prevent RSI when using a computer, you must ensure correct posture, take regular breaks and carry out passive exercises.

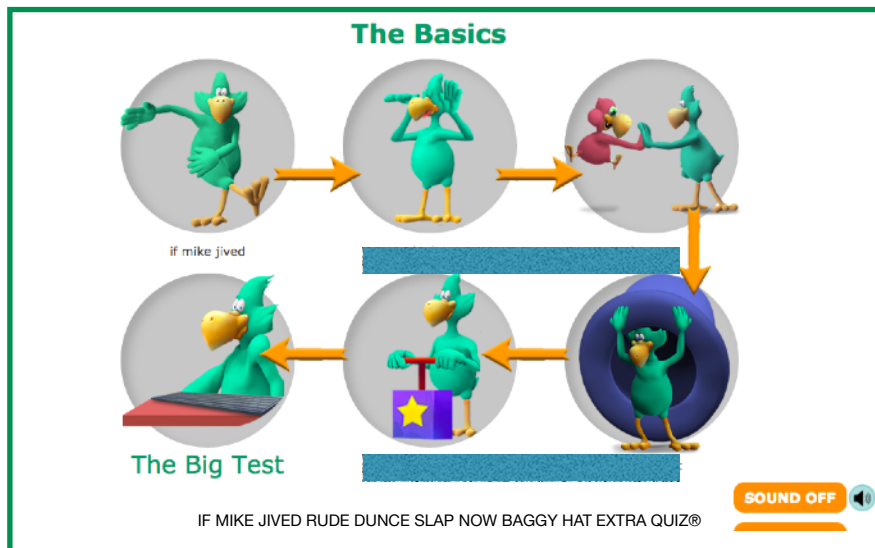
SOUND OFF



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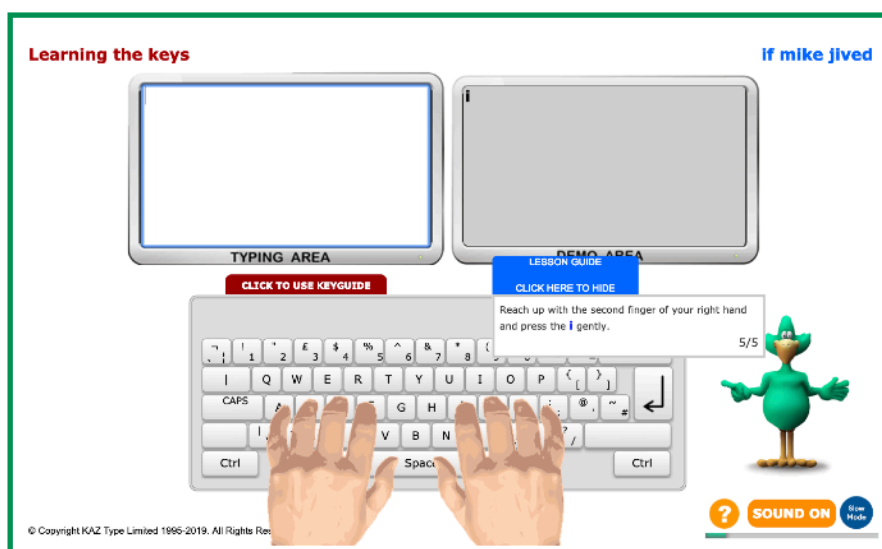
Once you have returned to the main menu - choose The Basics:-

b. 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.



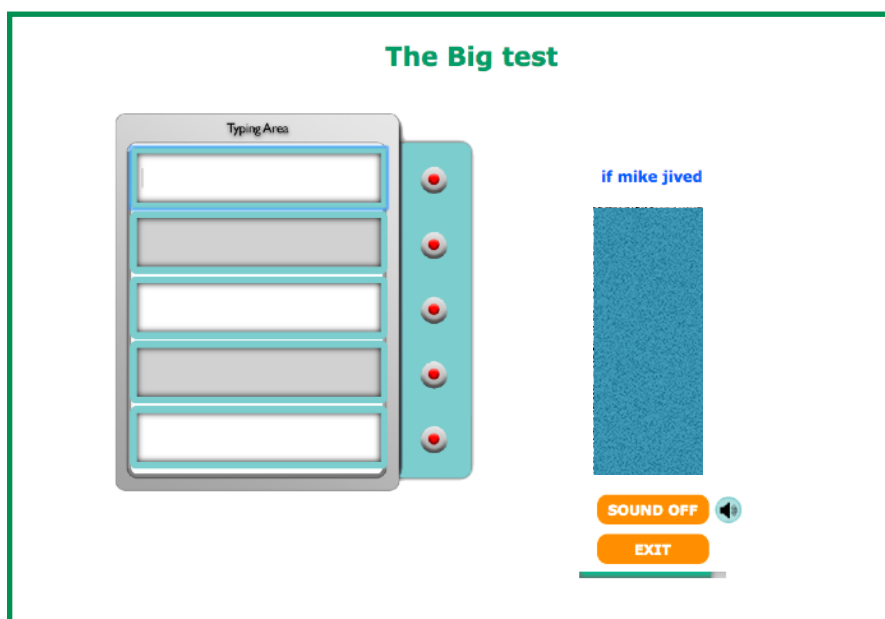
Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases. Remember, though some may sound a little bizarre, they have been scientifically structured and specifically designed to teach the fingers of both hands to work symmetrically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

Below 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.

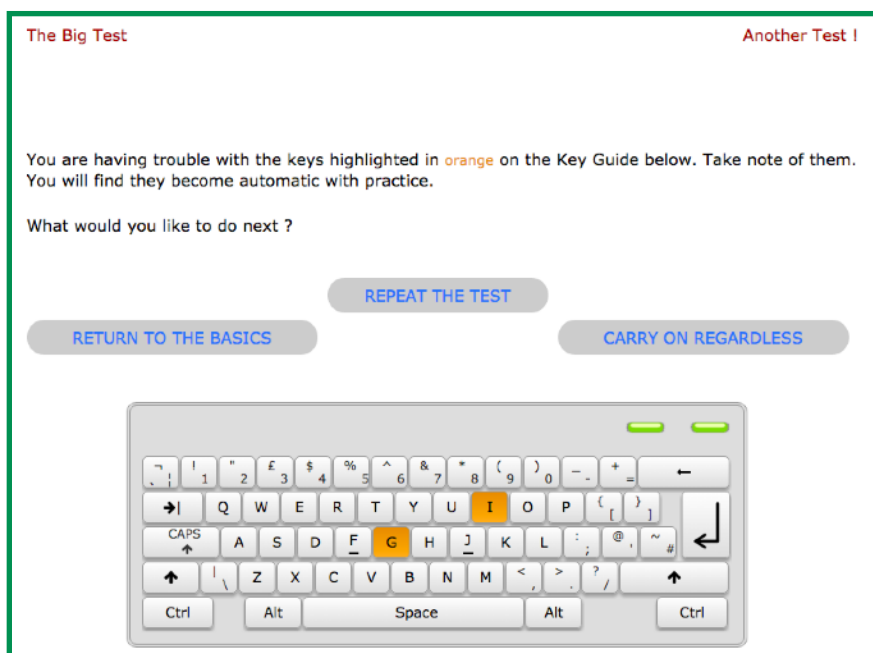


If at any time you forget which finger to use for a key, you can place your cursor anywhere on the keyboard (on the screen) and click with your left mouse button and you will see the Key Guide. Then, on **YOUR** keyboard, press the key you are unsure about and you will be shown which finger to use. To exit the Key Guide simply put your cursor anywhere on the screen and left click 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.

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 the keys again.

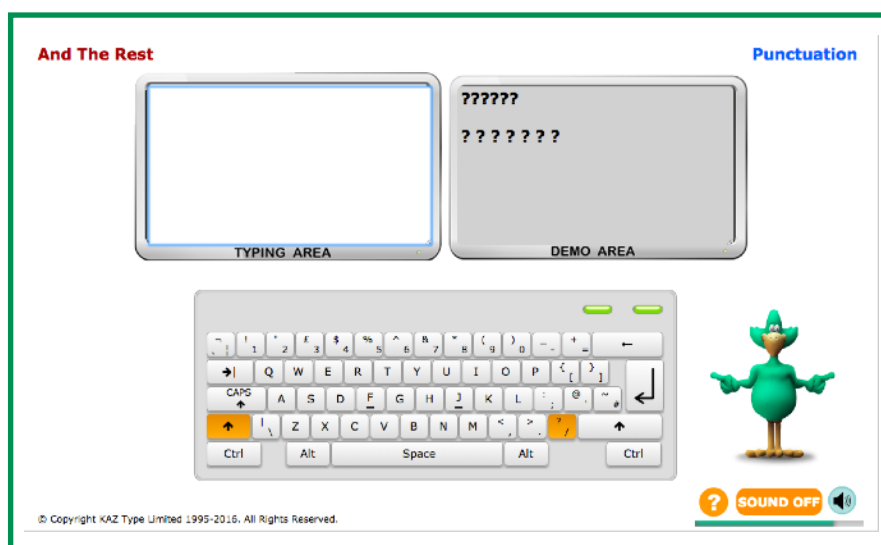


c. Just do it - reinforces what you have just learned and builds upon that foundation, introducing you to new words, whilst improving and honing **your** newly found skill.

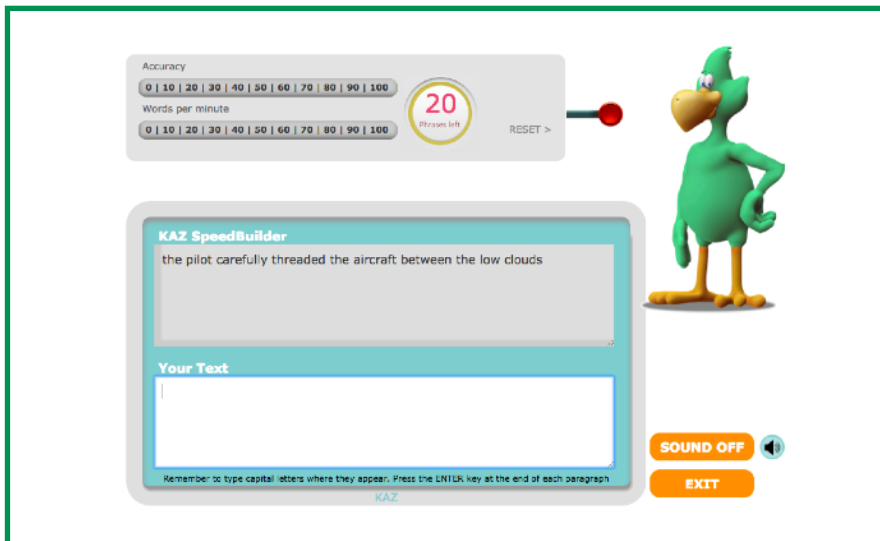
At the end of this section, you will be presented with another test which will prove that you can now touch type anything, **not** just the five phrases.



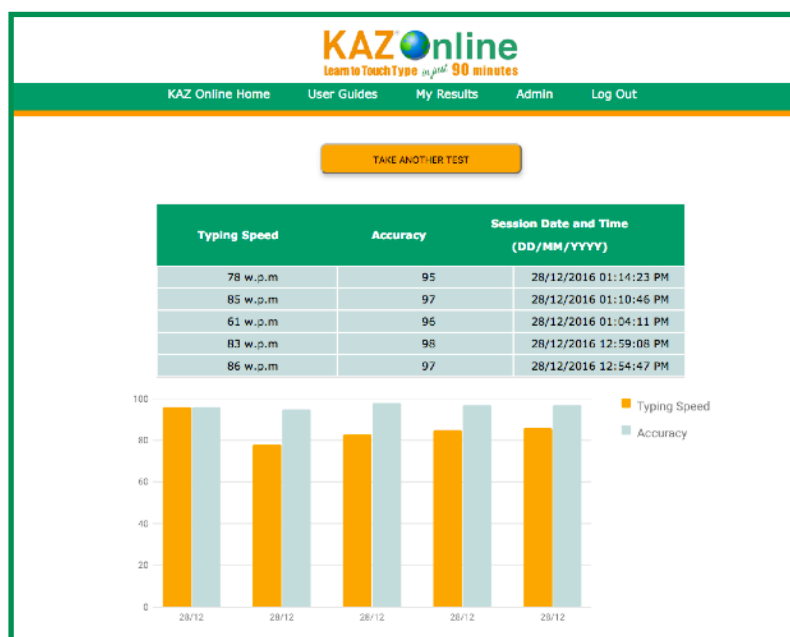
d. And the rest - is where you complete the keyboard - learning the punctuation keys.



e. 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 press the 'Reset' lever. Once you have typed 20 phrases your score will be logged into 'History' and you will be able to monitor your progress as you continue to practise.



Tip: If you wish to monitor your students complete progress i.e. novice to typist - use the SpeedBuilder module first before you start the course. A record of your first typing skill will be kept and as you progress you will be able to see your improvement. However, please do remember that we sometimes to move forward we have to take a step back - firstly, let KAZ remove all your bad habits and then re-train you to type properly.

The key is to just get going! Once you start using KAZ you will realise just how simple and easy it really is.

We are so confident in the benefits of our Typing Tutor that we are certain that when you see the results and progress of your students/users, you will implement KAZ touch typing software year after year - like so many of our established users.

... and it's as simple as that!

For an in-depth and detailed report on all Administrator functions please see the User Manual.



TEACHING THE WORLD TO TYPE