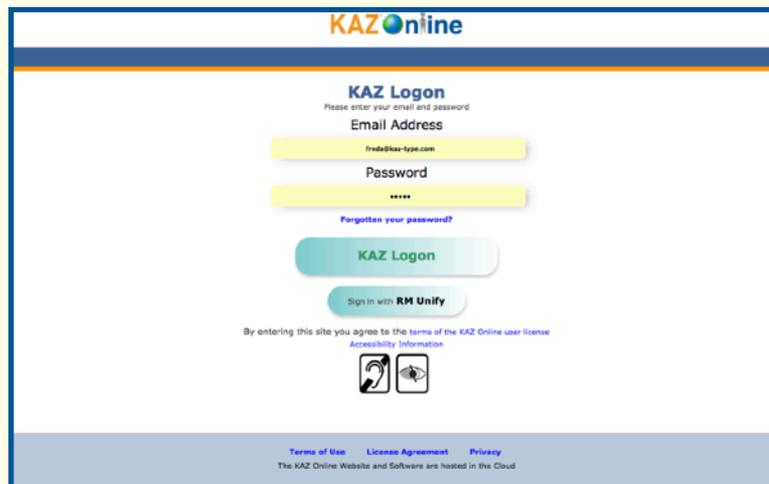




IF MIKE JIVED RUDE DUNCE SLAP NOW BAGGY HAT EXTRA QUIZ®

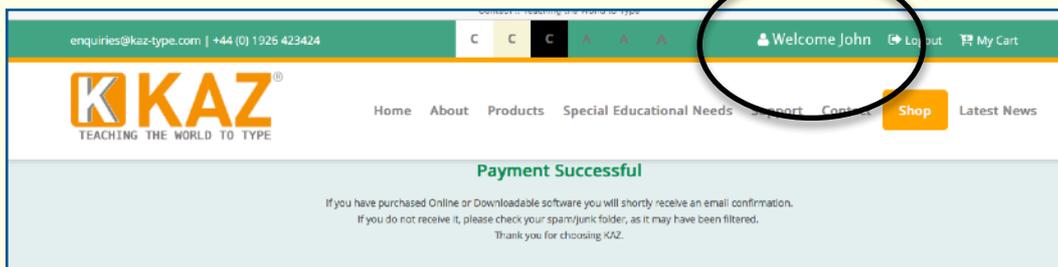
## KAZ Online - Quick Start Guide for Administrators FE/HE



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

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

Click on name to enter admin panel.

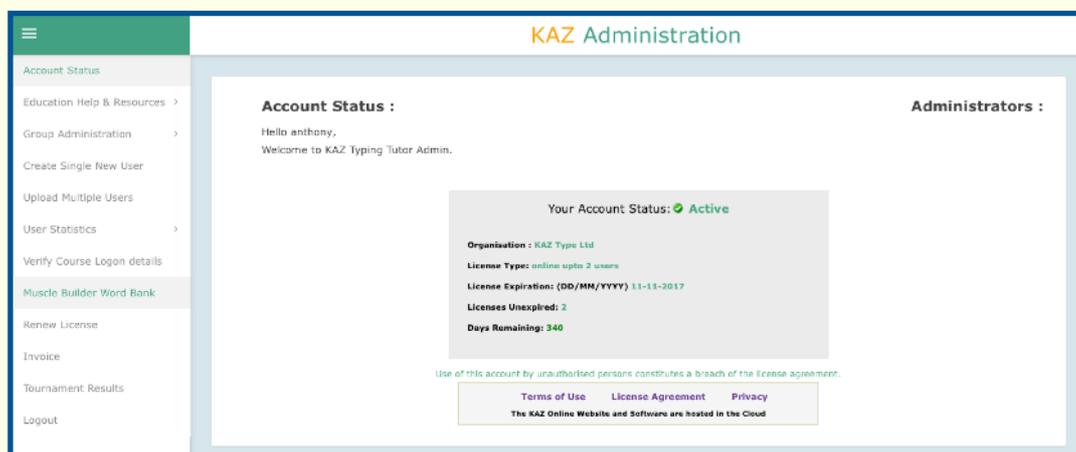


Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

**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. 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 the Group is 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.

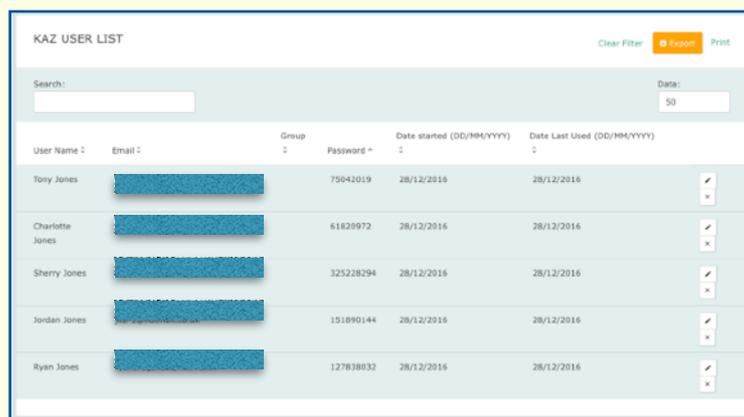
**Note 3:** The sheet must be saved to 'enable editing' otherwise the information will be locked and unreadable.

**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 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 user data. View your full 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:

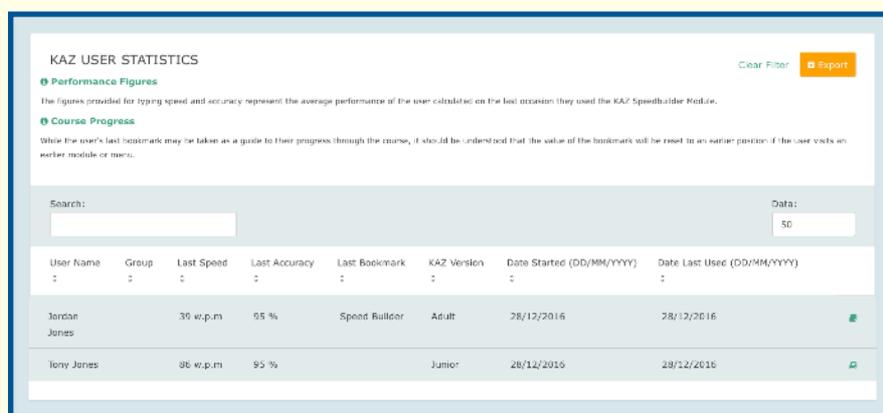


| User Name       | Email      | Group | Password  | Date started (DD/MM/YYYY) | Date Last Used (DD/MM/YYYY) |              |
|-----------------|------------|-------|-----------|---------------------------|-----------------------------|--------------|
| Tony Jones      | [REDACTED] |       | 75942019  | 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] |       | 151890144 | 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 user and clicking on the pencil symbol will allow you to edit and update the users information.

**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.



| User Name    | Group | Last Speed | Last Accuracy | Last Bookmark | KAZ Version | Date Started (DD/MM/YYYY) | Date Last Used (DD/MM/YYYY) |        |
|--------------|-------|------------|---------------|---------------|-------------|---------------------------|-----------------------------|--------|
| Jordan Jones |       | 35 w.p.m   | 95 %          | Speed Builder | Adult       | 28/12/2016                | 28/12/2016                  | [Book] |
| Tony Jones   |       | 86 w.p.m   | 95 %          |               | Junior      | 28/12/2016                | 28/12/2016                  | [Book] |

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.

| SPEEDBUILDER SCORE HISTORY |          |                       |
|----------------------------|----------|-----------------------|
| 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   |
| 35 w.p.m                   | 95 %     | 28/12/2016 12:54:12   |

h. **Final Assessment** - Once your candidates start this module, their names will appear here. A record of all their attempts will be kept and you will be notified here once they have passed both the Multiple Choice Questions and the Typing Test. The pass mark is 12/15 for the MCQ and 35wpm and 80% Accuracy for the Typing test.

Final Assessment

- In Assessment
- Successfully Passed

A **CPD Standards Certificate** will be issued immediately once your candidate has passed both modules. A link to this certificate will be noted in your admin panel.

|                        |    |    |    |    |                              |      |
|------------------------|----|----|----|----|------------------------------|------|
| sheraleen@kaz-type.com | 87 | 41 | 15 | 15 | user-34959-KAZ-496126615.pdf | View |
|------------------------|----|----|----|----|------------------------------|------|

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

j. **Muscle Builder Word Bank** - add vocabulary such as spellings particular to a course or problematic words to ingrain spelling through muscle memory.

All challenges are set against the clock. However, if you feel that typing against the clock does not suit any particular student, tell them to just stay with the first 'Just do it' module, where the same exercises can be practised in their own time.

**Please note: this 4th module will only appear if vocabulary is added.**

MUSCLE MEMORY BUILDER WORD BANK

Words

double x single x twice x once x three x times x tables x delay x expect x expand x flipped x founded x origin x tram x twins x triplets x juke x  
strange x ground x question x ask x collar x grain x sense x sensitivity x gender x female x male x

Note: Please enter only single words, pressing the 'enter' key' after each word. Once all the vocabulary has been entered, press 'SAVE'.

- Minimum 25 words required.
- To delete words, simply click on the 'x'.
- Words with more than 12 characters may not display correctly.

Save

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

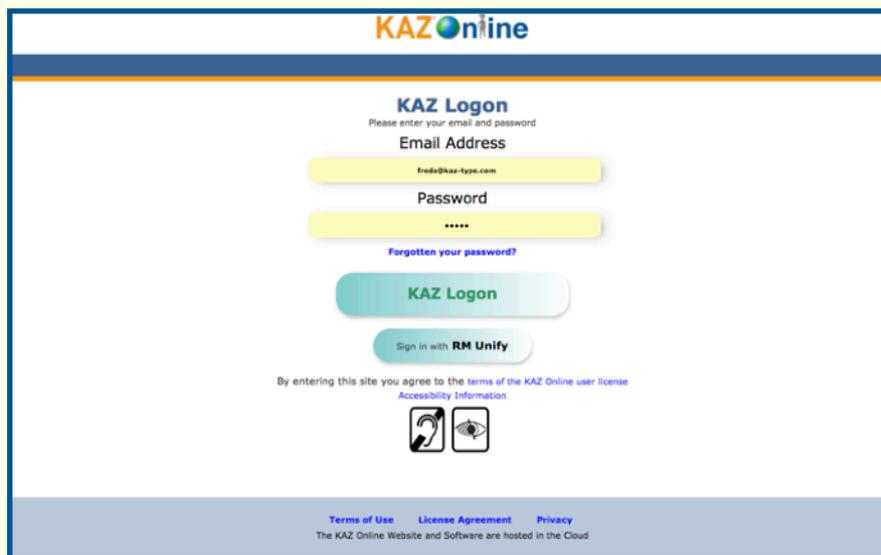
l. **Invoice** - View and print your Invoice.

## Use of the Course:

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

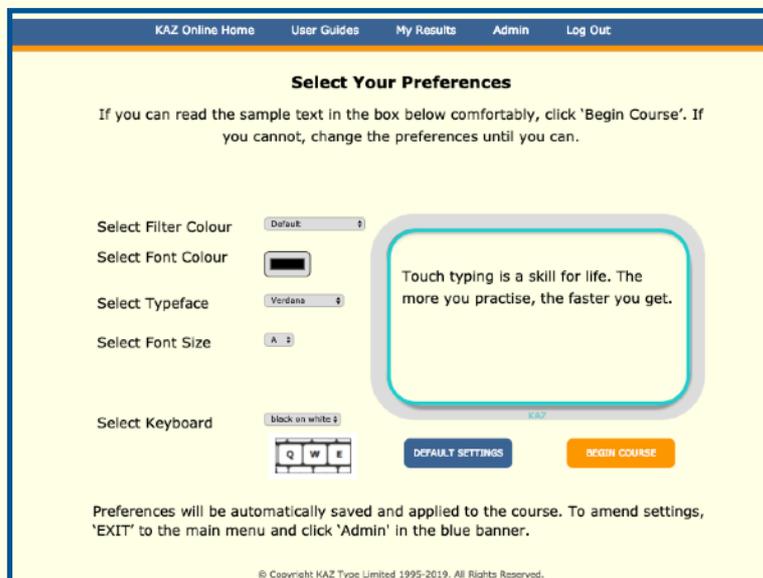
**1.** Enter your credentials via our 'Course Login' button on our website or by clicking on the following link:

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



The screenshot shows the KAZ Online login interface. At the top, the KAZ Online logo is displayed. Below it, the heading 'KAZ Logon' is followed by the instruction 'Please enter your email and password'. There are two input fields: 'Email Address' with the value 'fred@kaz-type.com' and 'Password' with masked characters '\*\*\*\*\*'. A link for 'Forgotten your password?' is located below the password field. A large green 'KAZ Logon' button is centered below the fields. Below this is a 'Sign in with RM Unify' button. At the bottom of the form, there is a disclaimer: 'By entering this site you agree to the terms of the KAZ Online user license' and 'Accessibility Information' with icons for a telephone and a person. The footer contains links for 'Terms of Use', 'License Agreement', and 'Privacy', along with the text 'The KAZ Online Website and Software are hosted in the Cloud'.

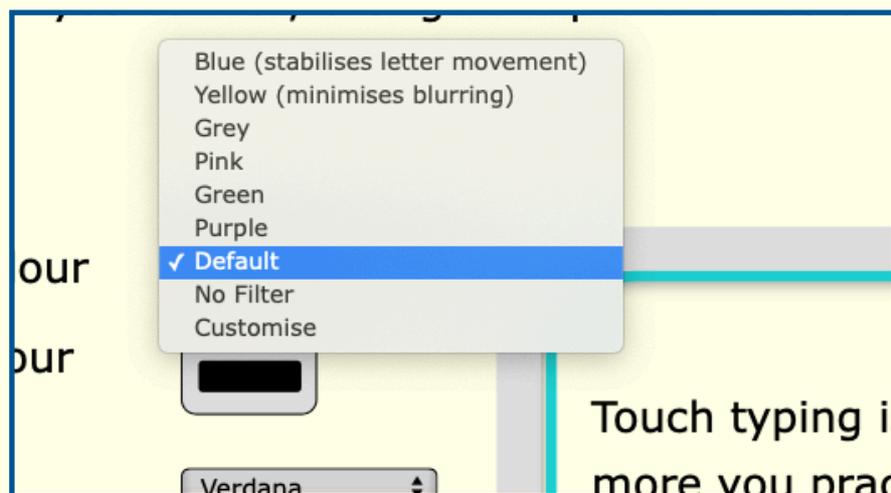
**2.** Once logged in you will be presented with the KAZ Preference Screen©.



The screenshot displays the 'Select Your Preferences' screen. At the top, a navigation bar includes 'KAZ Online Home', 'User Guides', 'My Results', 'Admin', and 'Log Out'. The main heading is 'Select Your Preferences', followed by the instruction: 'If you can read the sample text in the box below comfortably, click 'Begin Course'. If you cannot, change the preferences until you can.' Below this, there are several settings: 'Select Filter Colour' (Default), 'Select Font Colour' (black), 'Select Typeface' (Verdana), 'Select Font Size' (A), and 'Select Keyboard' (black on white). A large text box on the right contains the sample text: 'Touch typing is a skill for life. The more you practise, the faster you get.' At the bottom of the settings are 'DEFAULT SETTINGS' and 'BEGIN COURSE' buttons. A note at the bottom states: 'Preferences will be automatically saved and applied to the course. To amend settings, 'EXIT' to the main menu and click 'Admin' in the blue banner.'

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.

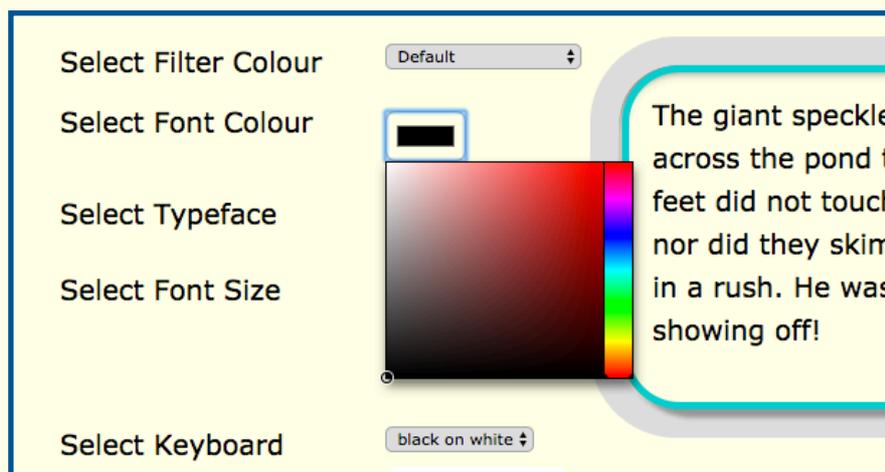
Once you begin the course you can always return to the 'Preference Screen' page by simply returning to the main menu, clicking on 'Admin' in your top blue tab bar and selecting 'Change Preferences'. The 'Preference Screen' offers a selection of options to choose from in order to tailor make the course.



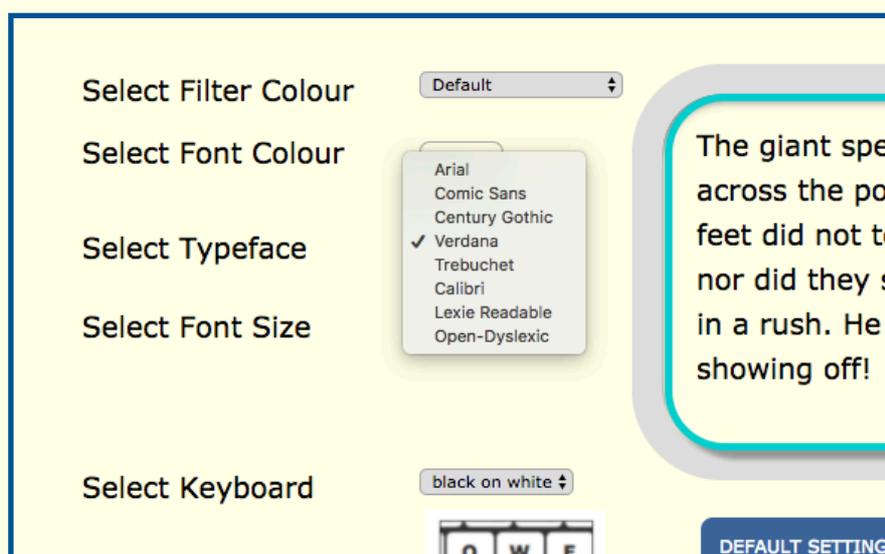
The first choice offered are 'filter colours'. Selecting one of the bottom 4 filter colours will simply help minimise glare. Selecting 'No Filter' will provide the user with a white background. This option is here should the user rely on one of the specially selected Dyslexia typefaces. Selecting the 'Customise' option will allow the user to key in their RGB reference number if they have been diagnosed with Irlen Syndrome. On Macs simply choose your filter from the colour palette presented.

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.

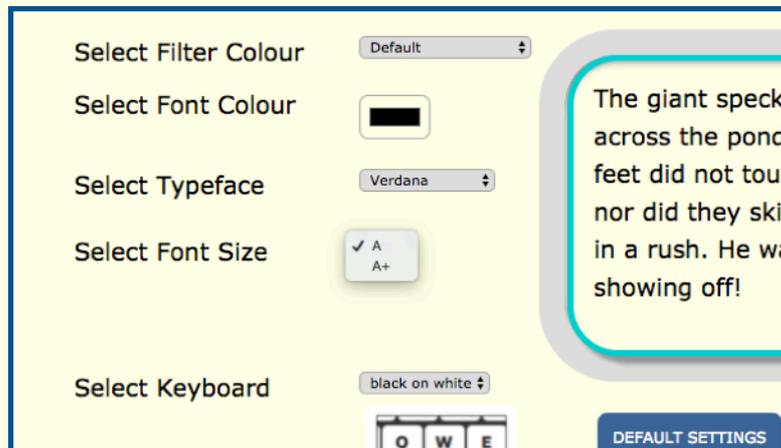
Font colour can be selected here by simply clicking on the guide and selecting the colour best suited.



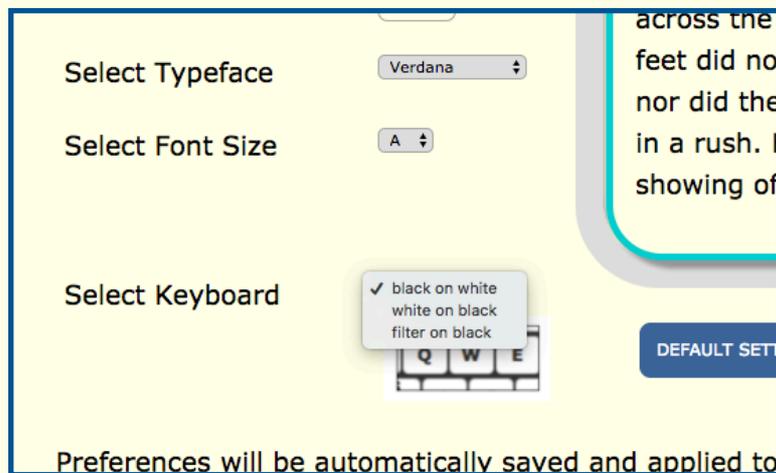
and typeface can be selected from this drop down menu. Simply select and view.



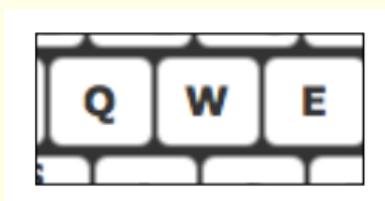
A choice of font sizes are available of either A or A+. The standard default of A is 19pt and A+ 20pt.



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.



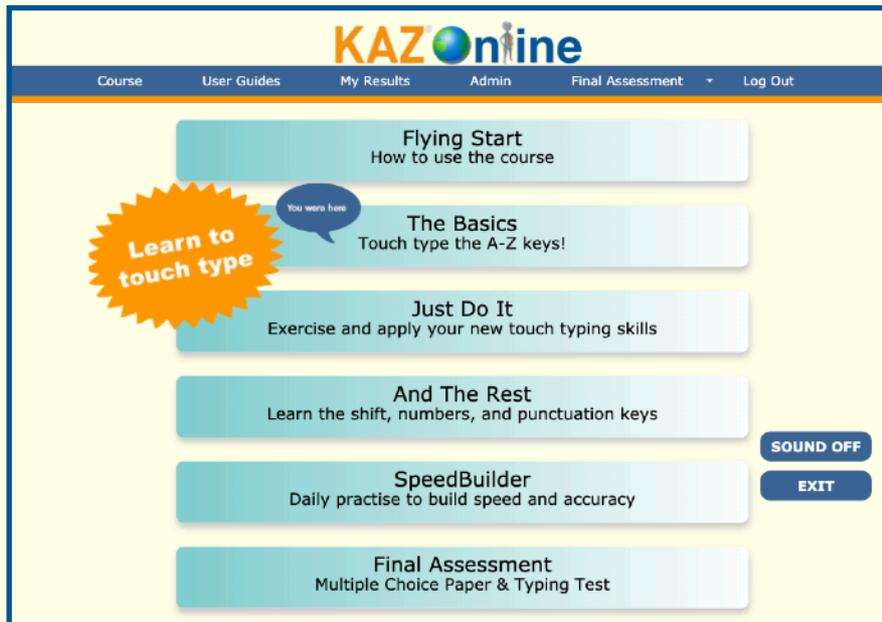
**4.** Select between a choice of the available versions of KAZ.



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. This is the main menu which comprises of 6 modules..

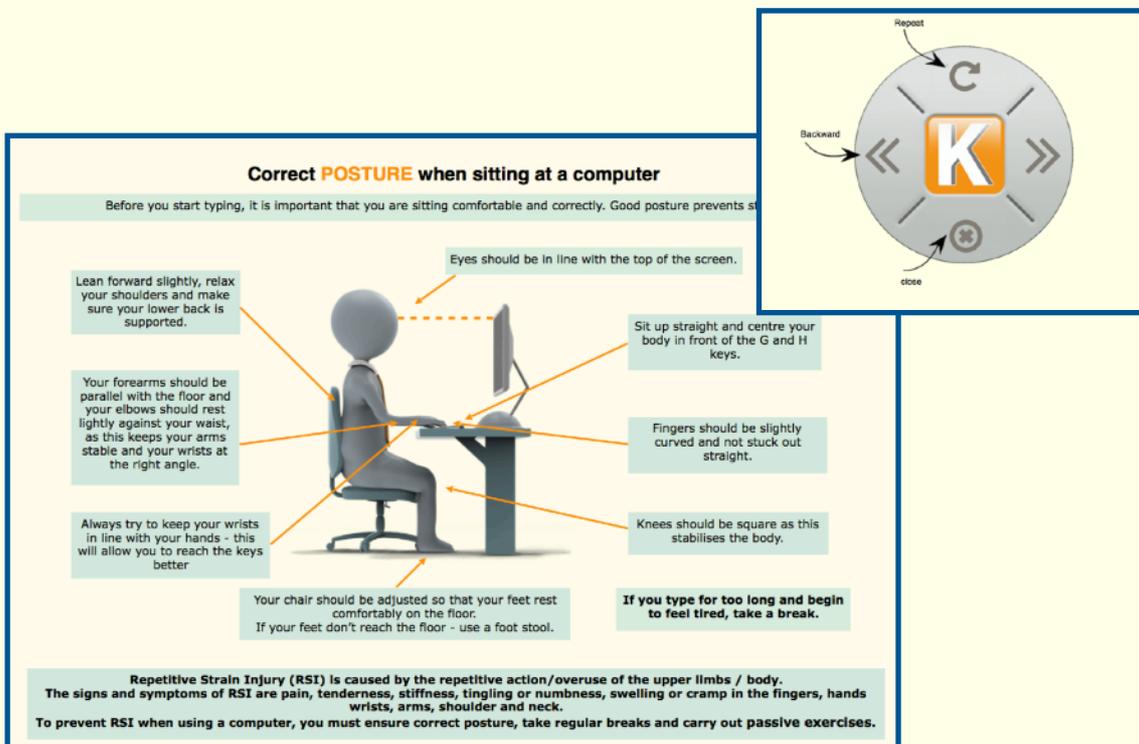


We suggest you work through these modules progressively, in order to gain maximum benefit from the course.

**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.

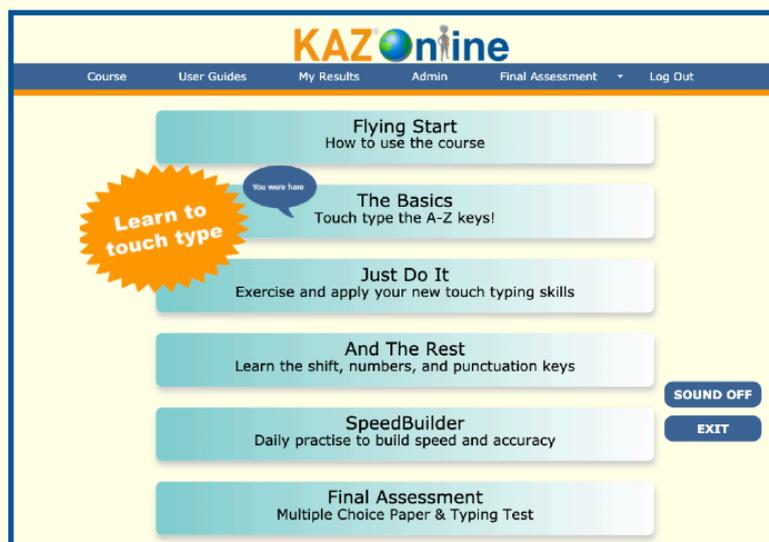


It is very important that you finish this module before returning back to the main menu.



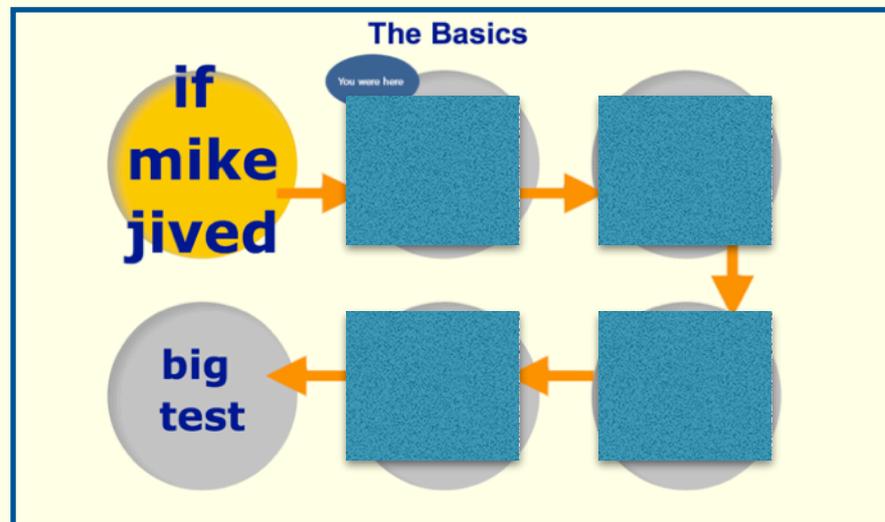
Once you have returned to the main menu - choose 'The Basics':-

**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.

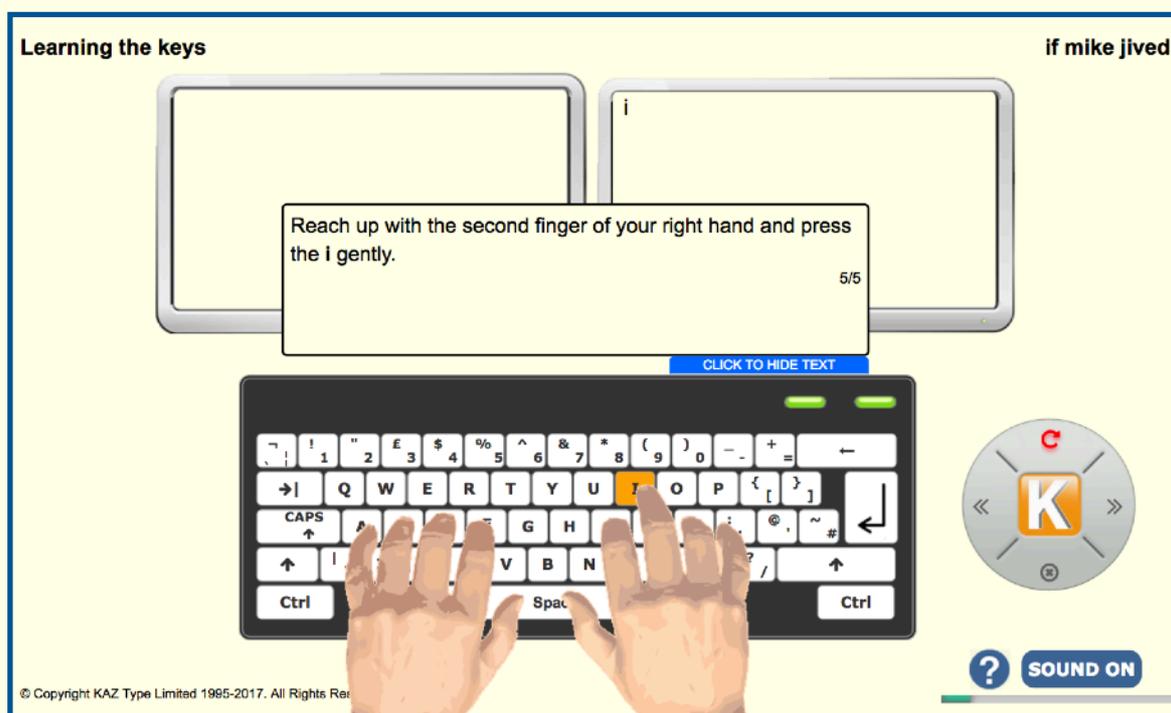


Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases.

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.





## **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.

### The Big test

Typing Area

if mike |

if mike jived

rude dunce

slap now

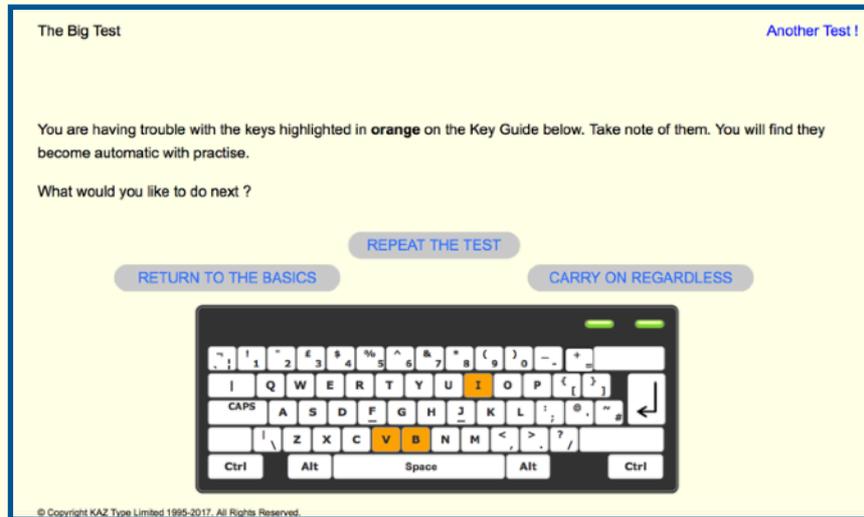
baggy hat

extra quiz

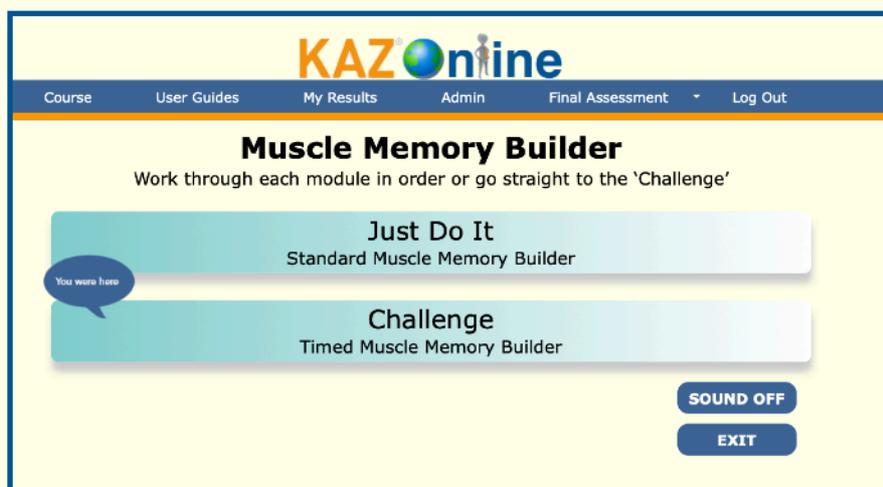
SOUND OFFEXIT

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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.

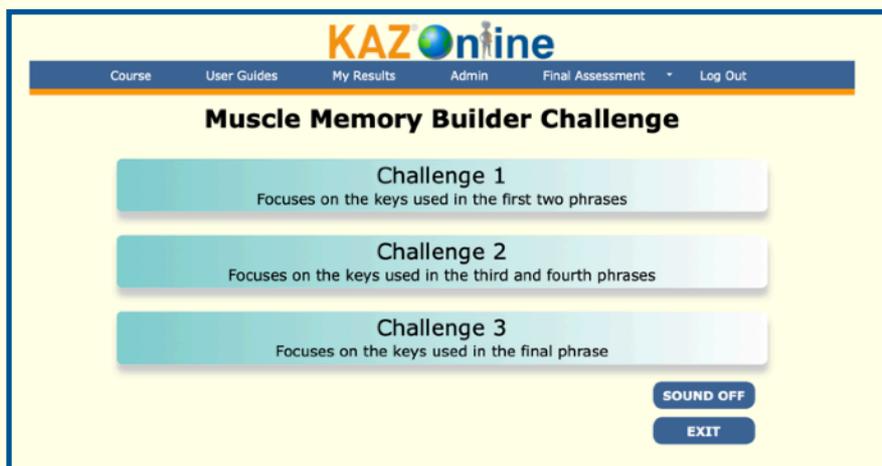


**8. Just do it** - reinforces what you have just learned and builds upon that foundation, introducing you to new words, whilst improving and honing **your** newly found skill.



This section consists of 2 modules. Either work through each module in order or go directly to the 'Challenge' module.

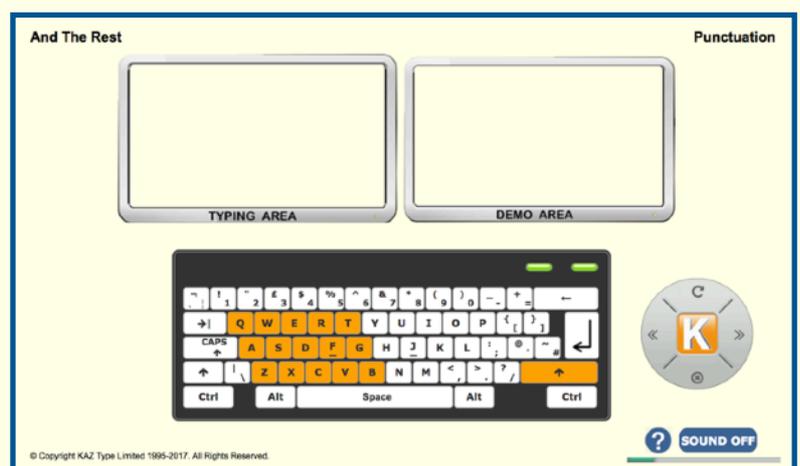
Each challenge is designed to gradually ingrain spelling through muscle memory, starting with the most dextrous fingers, then progressing to the rest. Start with Module 1 and progress through each in order. All challenges are set against the clock. However, if you do not wish to type against the clock, please stay with the first 'Just Do It' module, where the same exercises can be practised in your own time.



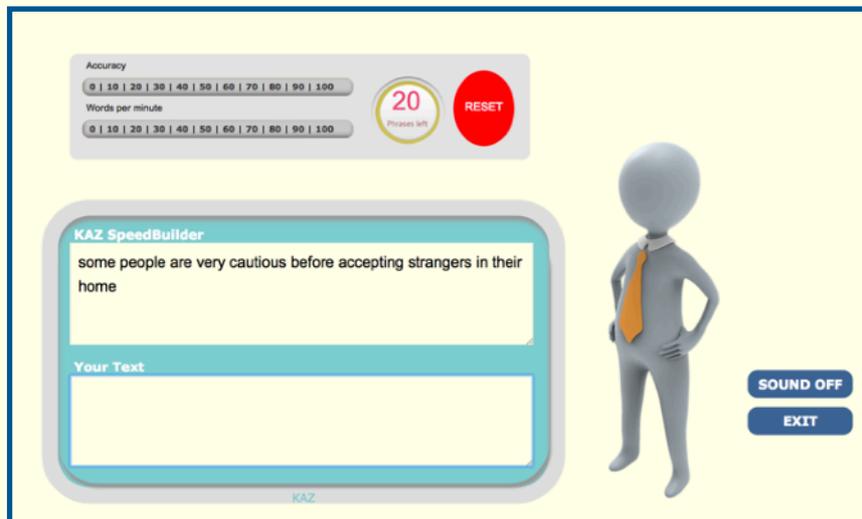
**\*FE/HE editions** - there is a 4th 'customisable module' where administrators can add additional vocabulary, such as spellings particular to the course or problematic words via their admin panel.

**However, this module will only appear if vocabulary is added.**

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



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



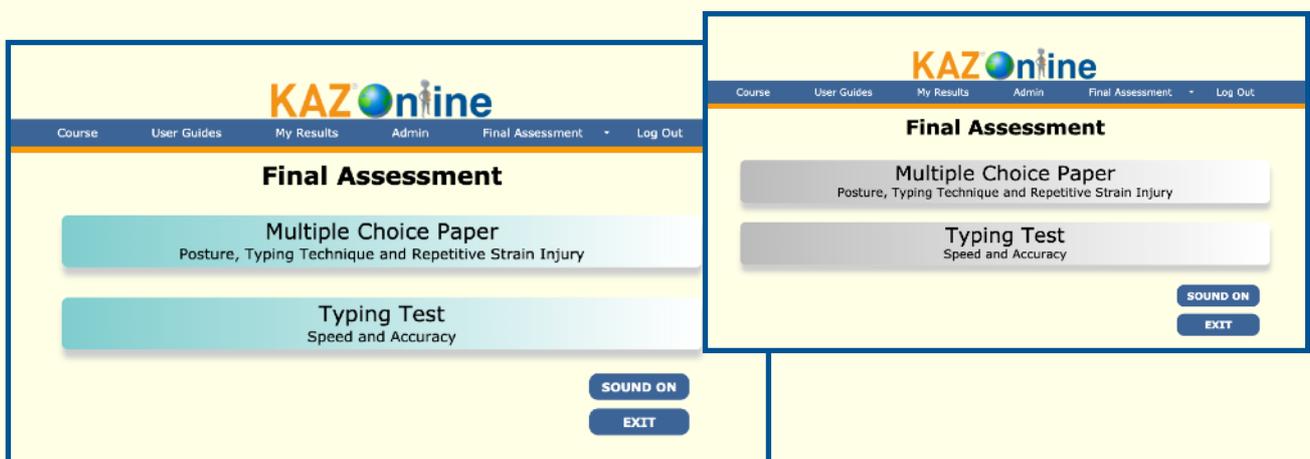
You will be given the option of practising either short phrases or paragraphs and the choice of using just the A-Z keys or the whole keyboard including punctuation. Once started, 20 phrases will consecutively appear on the top screen and what you type will appear on the bottom. The scale at the top will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

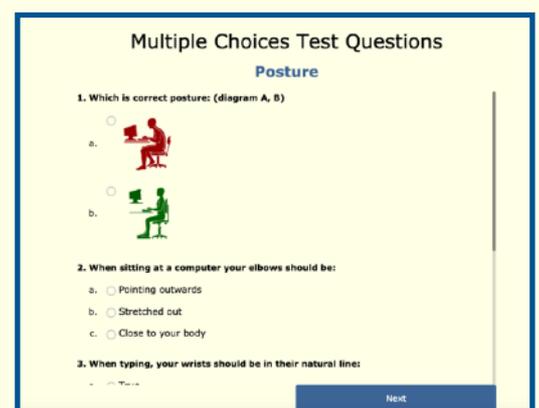
**Tip:** If you wish to monitor your complete progress i.e. novice to typist - use the SpeedBuilder module first before you start the course. A record of your first typing score will be kept and as you progress you will be able to see your improvement. However,

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.

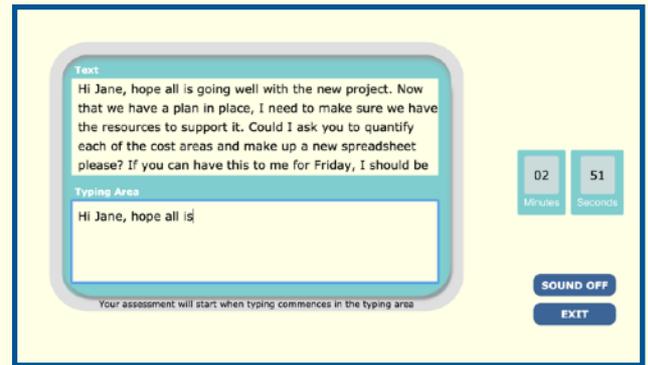
**11. Final Assessment** - Click this module when you feel you are ready to take the KAZ Final Assessment. Once you have successfully passed the module, it will 'grey out' - signifying that you have passed. All results will be kept in the 'Final Assessment' tab in the top menu bar. **You will be notified by email when you have successfully passed and your certificate automatically generated.** You will also be able to view your certificate by clicking the link in your 'Admin', 'My Results' and within each Testing module panel under the congratulatory message.



The **First module** is a Multiple Choice Paper and you will be presented with 15 questions covering; Typing Technique, Posture and Repetitive Strain Injury. A score of 12 correct answers from 15 will pass this module.



The **Second module** is the Typing Test. You will be presented with a continuous, random phrase. The test will last 3 minutes and will only begin once typing starts. To pass this module the candidate will need 35 wpm and an accuracy of 80%.



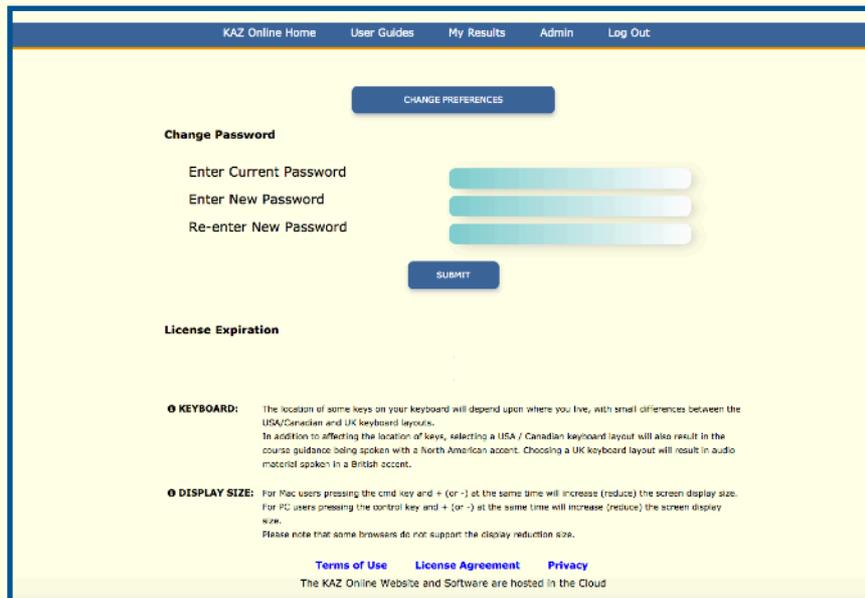
**11. User functions** - Click on any of the tabs in the header bar under the KAZ Online logo to access further functions such as: 'My Results', 'My Settings' and 'User Guides'.



**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.

**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!

