



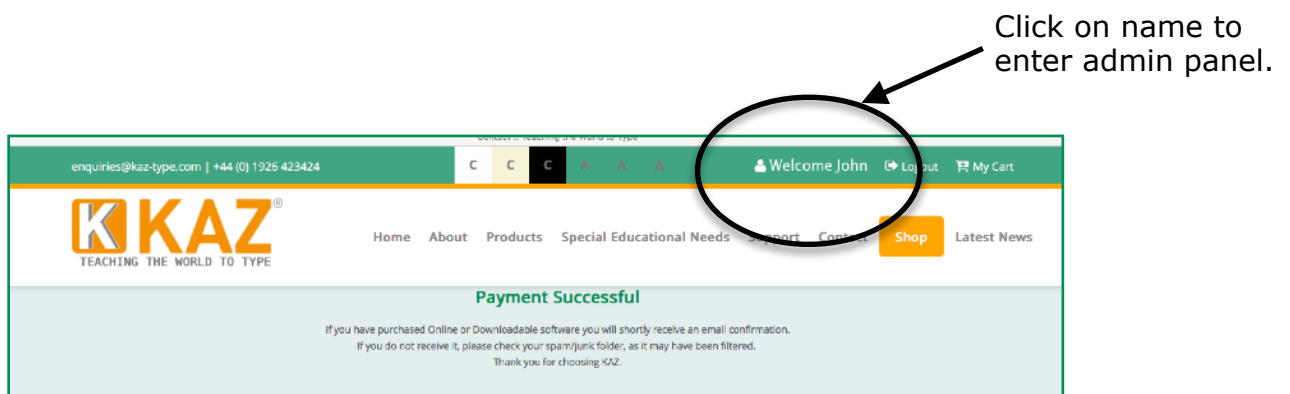
KEYBOARD A-Z TEACHING TYPING SINCE 1995

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

## KAZ Online Administrator Access and Back Office Guide

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.



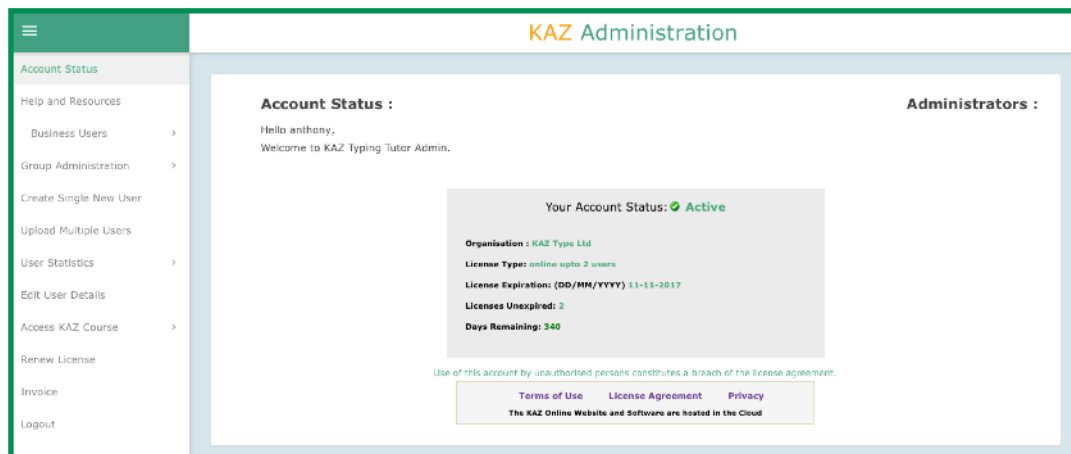
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

**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.

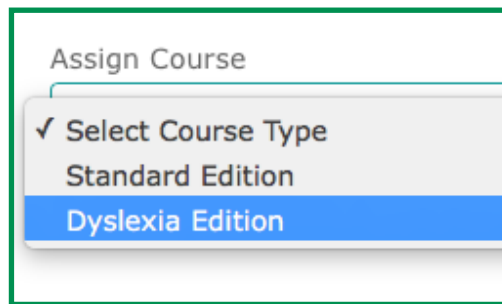
Administrators, this screen is your 'home' page and from here you will be able to obtain all the resources you may need and view the progress of **ALL** users currently in your enterprise. You can create, edit and delete users - individually or by group and upload databases in .xls format.



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

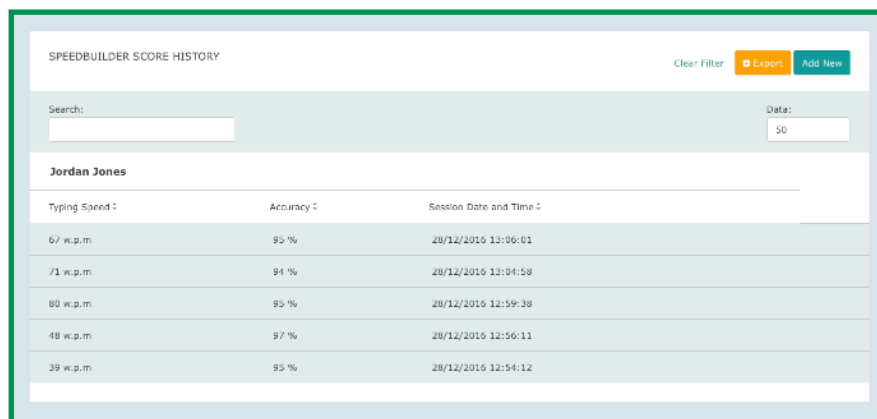
User Name	Group	Last Speed	Last Accuracy	Last Bookmark	KAZ Version	Date Started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Jordan Jones		39 w.p.m	95 %	Speed Builder	Adult	28/12/2016	28/12/2016	[Pencil]
Tony Jones		86 w.p.m	95 %		Junior	28/12/2016	28/12/2016	[Pencil]

**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.

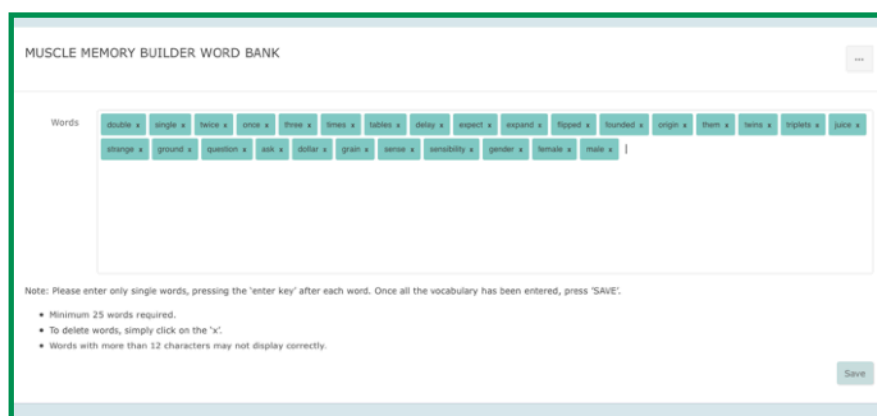


The screenshot shows a table titled 'SPEEDBUILDER SCORE HISTORY' for user 'Jordan Jones'. The table has three columns: 'Typing Speed', 'Accuracy', and 'Session Date and Time'. There are five rows of data.

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. **Muscle Builder Word Bank** - add vocabulary such as spellings of the week 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 your student, tell them to 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.**



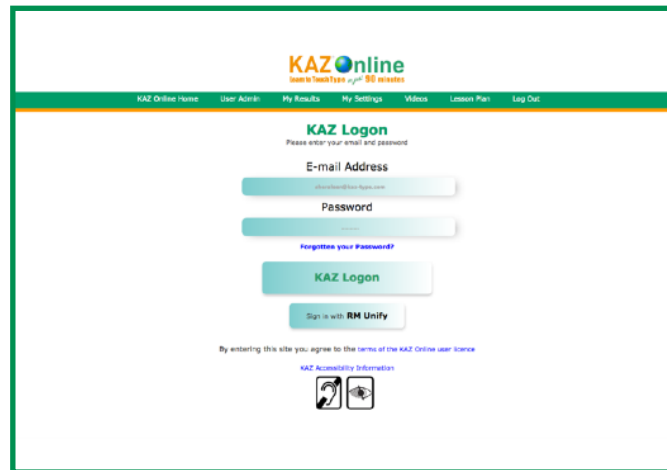
The screenshot shows the 'MUSCLE MEMORY BUILDER WORD BANK' interface. It features a 'Words' input area with a list of words: double, single, twice, once, three, times, tables, delay, expect, expand, flipped, founded, origin, them, him, typists, juice, strange, ground, question, ask, dollar, grain, same, variability, gender, female, male. Below the input area is a 'Save' button and a note: 'Note: Please enter only single words, pressing the "enter key" after each word. Once all the vocabulary has been entered, press "SAVE".' There are also three bullet points: '• Minimum 25 words required.', '• To delete words, simply click on the "x".', and '• Words with more than 32 characters may not display correctly.'

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

k. **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.**



The screenshot shows the KAZ Online login interface. At the top, there is a navigation bar with links for 'KAZ Online Home', 'User Admin', 'My Results', 'My Settings', 'Videos', 'Lesson Plan', and 'Log Out'. Below the navigation bar, the main heading is 'KAZ Logon' with the instruction 'Please enter your email and password'. There are two input fields: 'E-mail Address' and 'Password'. Below the password field is a link for 'Forgotten your Password?'. A large green button labeled 'KAZ Logon' is positioned below the input fields. Underneath is a button for 'Sign in with RM Unify'. At the bottom, there is a small disclaimer: 'By entering this site you agree to the terms of the KAZ Online user license' and a link for 'KAZ Accessibility Information' with icons for accessibility.

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



The screenshot displays the 'Select Your KAZ Edition' page. It features two cartoon characters: a green one on the left and a pink one on the right. Below the green character is a button labeled 'Adult Edition' with the text 'Original version incorporating Adult phrases'. Below the pink character is a button labeled 'Junior Edition' with the text 'Adapted with Junior imagery and phrases'.

**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.



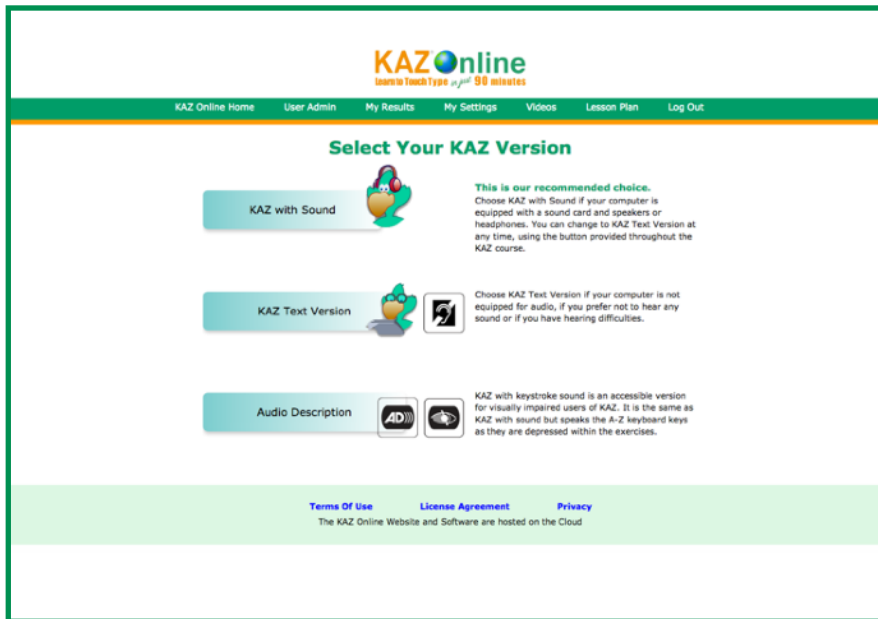
The screenshot shows the 'Select Your Keyboard' page. It has a navigation bar at the top with links for 'KAZ Online Home', 'User Admin', 'My Results', 'My Settings', 'Videos', 'Lesson Plan', and 'Log Out'. The main heading is 'Select Your Keyboard'. There are two buttons: 'UK Keyboard' with a UK flag icon and 'US Keyboard' with a US flag icon. Below the buttons, there is a small information icon and text: 'The location of some keys on your keyboard will depend upon which version you find, with small differences between the UK/Canada and the US keyboard layouts.' At the bottom, there are links for 'Terms Of Use', 'License Agreement', and 'Privacy', and a note: 'The KAZ Online Website and Software are hosted on the Cloud'.

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

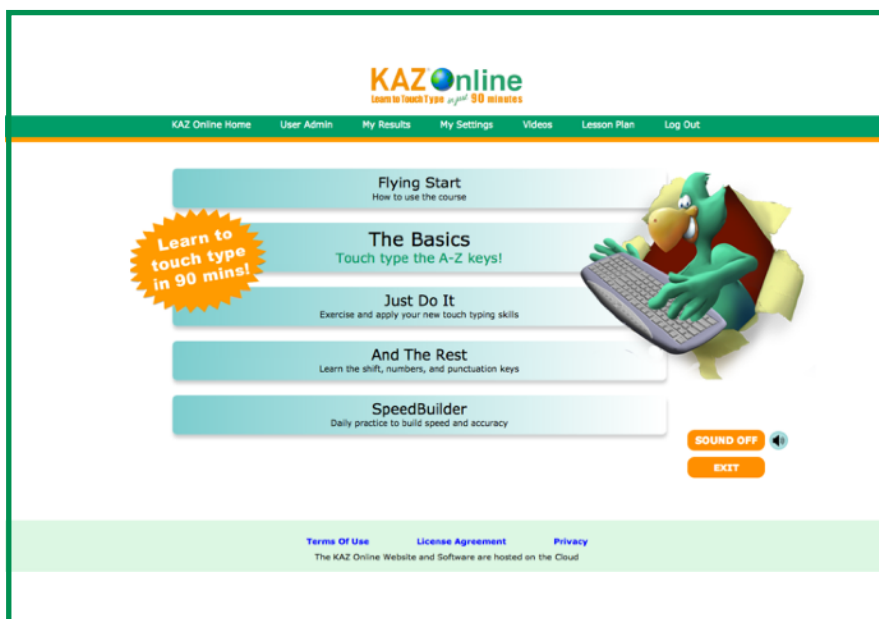
Choose: KAZ WITH SOUND if your computer has a sound card and speakers / headphones, or

Choose: KAZ TEXT VERSION if you want to work quietly or if your internet access tends to be slow. Alternatively,

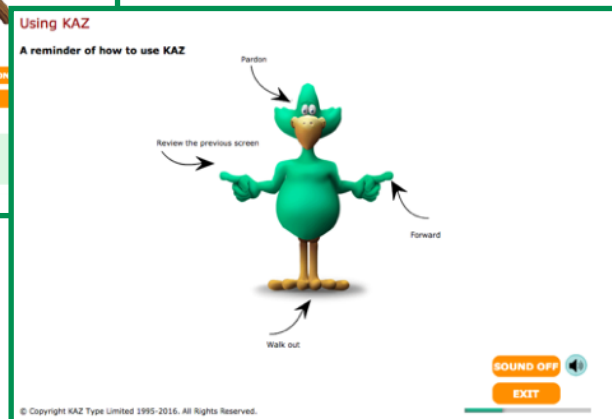
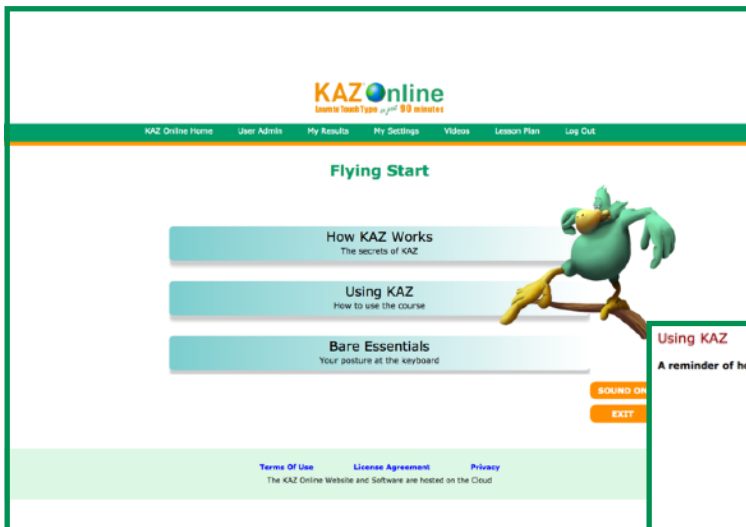
Choose: the AD ( AUDIO DESCRIPTIVE VERSION) if visually impaired.



**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.



### 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!

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

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.

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.

The diagram shows a person sitting at a computer desk. Arrows point from text boxes to specific posture points: eyes level with the top of the screen, leaning slightly forward, forearms parallel to the floor, feet on the floor or a stool, sitting straight and centered, wrists in line with hands, fingers slightly curved, and knees square.

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

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

Fingers should be slightly curved and not stuck out straight.

Knees should be square, as this stabilises the body.

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, shoulders and neck.

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

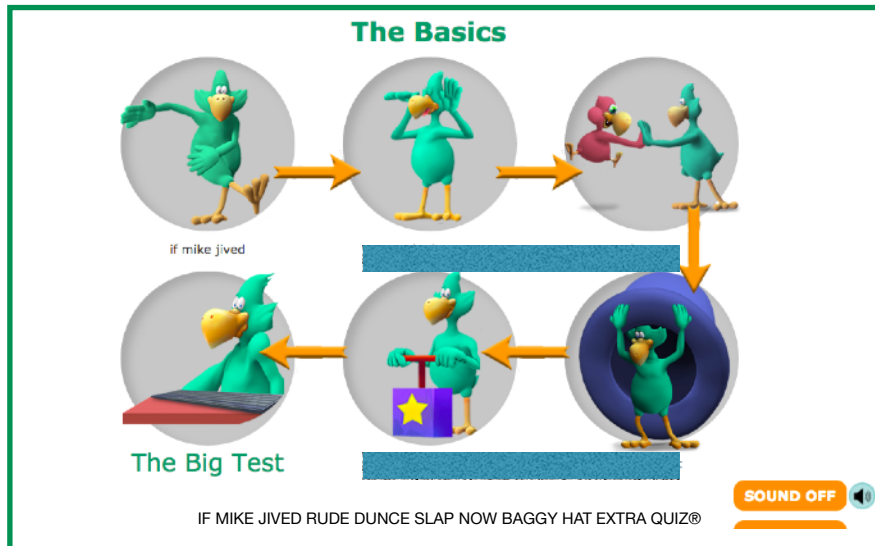
**SOUND OFF**

© Copyright KAZ Type Limited 1995-2016. All Rights Reserved.



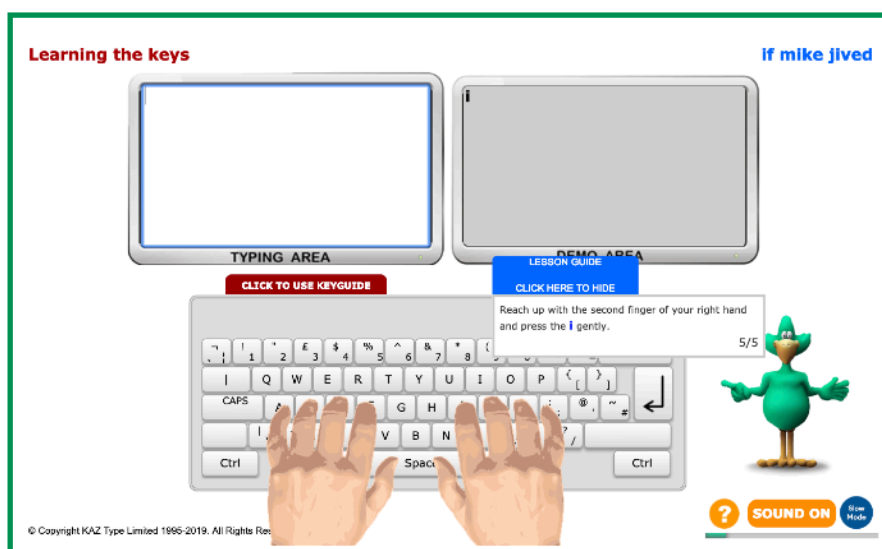
Once you have returned to the main menu - choose The Basics:-

**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.



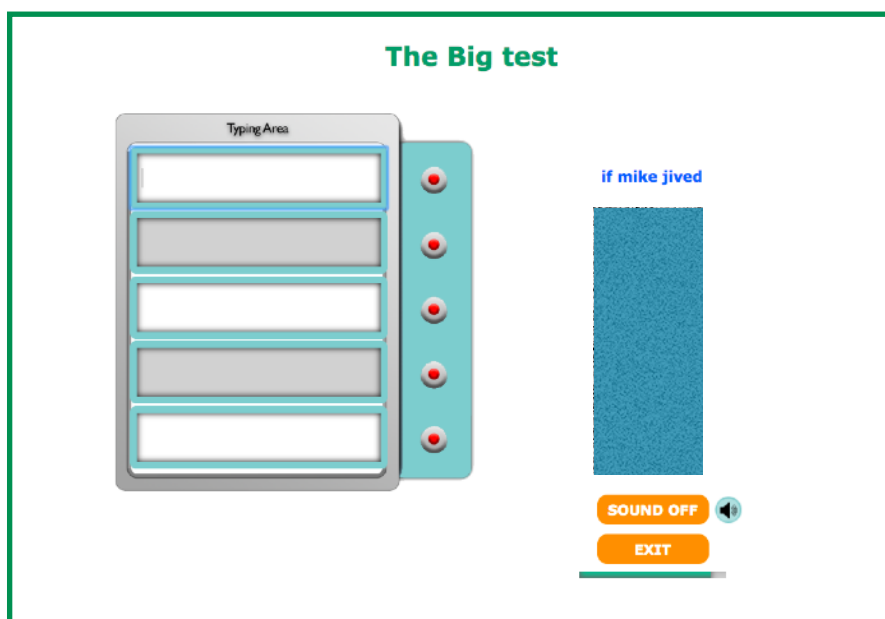
Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases. Remember, though some may sound a little bizarre, they have been scientifically structured and specifically designed to teach the fingers of both hands to work symmetrically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

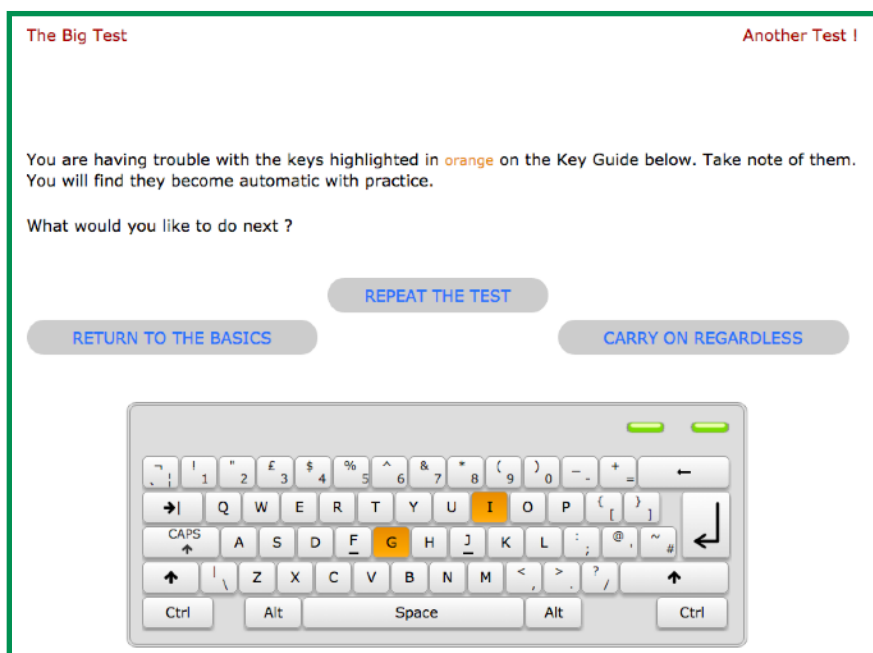


If at any time you forget which finger to use for a key, you can place your cursor anywhere on the keyboard (on the screen) and click with your left mouse button and you will see the Key Guide. Then, on **YOUR** keyboard, press the key you are unsure about and you will be shown which finger to use. To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

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



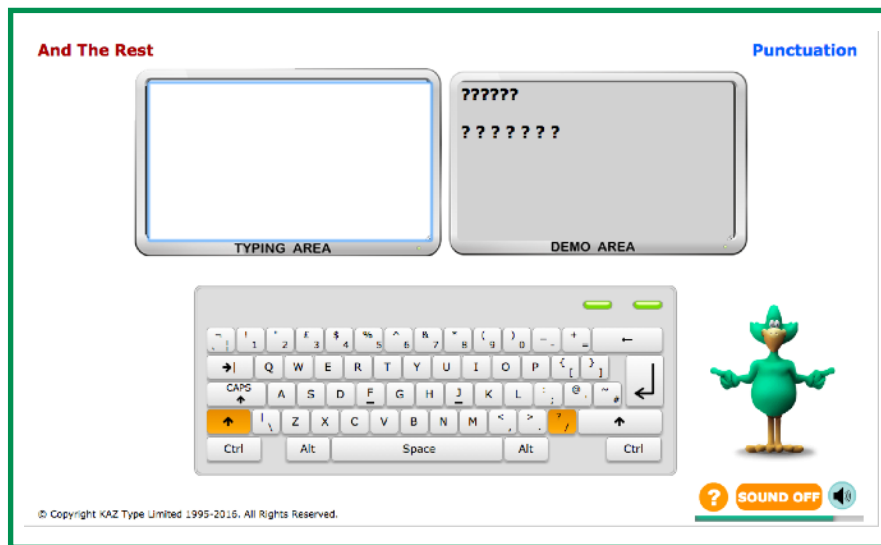
Each challenge is designed to gradually ingrain spelling through muscle memory, starting with the most dextrous fingers, then progressing to the rest. Start with Module 1 and progress through each in order.

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.

**\*Schools and Family editions only** - there is a 4th 'customisable module' where teachers and parents can add additional vocabulary, such as spellings of the week or problematic words via their admin panel. **However, this module will only appear if vocabulary is added.**

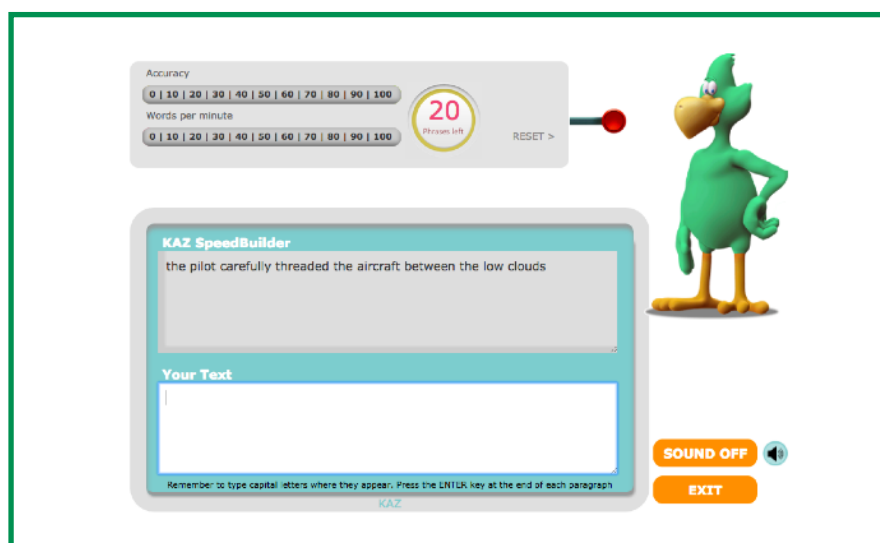


**d. And the rest** - is where you complete the keyboard - learning the punctuation keys.

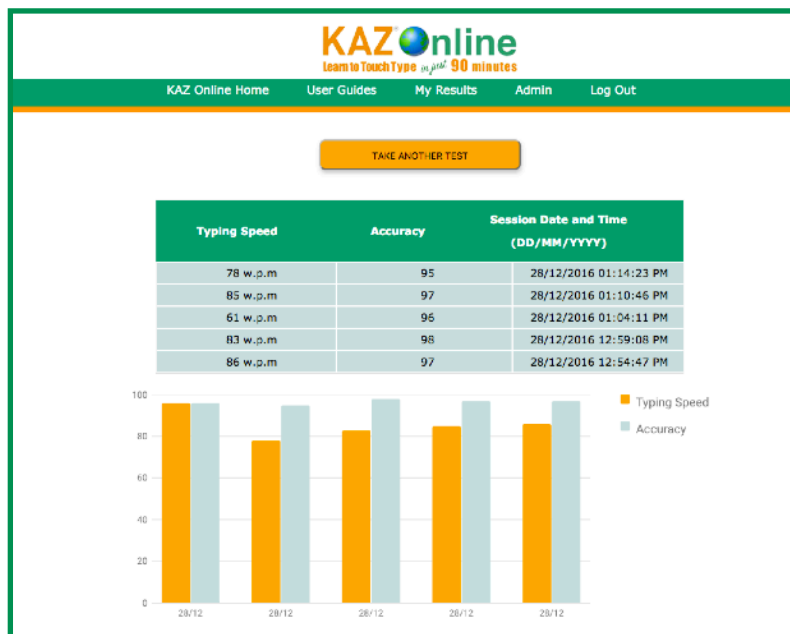


**e. Finally, SpeedBuilder** - is designed for frequent use throughout the day. It helps improve your typing speed, your accuracy and develops your typing rhythm.

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