



Teacher's Guide



About the Teacher's Guide

This Tour guide will help you to get up and running with [Typing Tournament Online](#) as soon as possible.

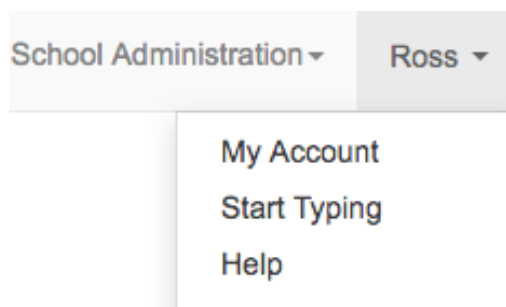
This Tour Guide is not designed to be a full manual. For full detail login to [Typing Tournament Online](#) and select “Help” from the “You Name Menu” at the top right of your screen.

Resources and navigating

Accessing Help

To access the built in Help:

1. Login
2. Select “Help” from your “You Name Menu” at the top right of the screen.

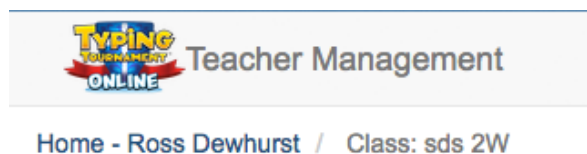


3. Here you will find printable resources, training videos and answers to Frequently Asked Questions (FAQs).

Navigating

Navigating within Typing Tournament Online is easy.

1. To go back either press the browser's back button or
2. Click in the Bread Crumbs line located at the top of the page.



Establishing your account

Start your 14 day Free Trial

To get started simply go to www.typingtournament.com/go and follow the prompts.

3. Enter your First Name, Last Name, Country and Email Address.
4. Then enter a password that is at least 6 characters long.
5. Select the option “I am a Teacher and I wish to manage my classes” and then press “Next”.
6. At the top of the screen you will see confirmation of your Free Trial and its expiry date.

Link to your school

Now you have started your Typing Tournament Online account we need to link it to your school.

1. Click on the green “Identifying Your School” button and then enter the details of your school.
2. Go to the bottom of the screen and tick the “I declare I am employed at this school” box and then click the blue “Search for School” button.

Path A - Use if your school appears

If an entry for your school already exists in Typing Tournament Online it will appear as a result of the search above.

1. A list of matching schools will appear. If your school is one of them, click the blue “Join this school” button beside it.
2. A series of Administrator related dialogue boxes will appear. Ensure you read them. Click OK for them all.
3. By you joining an existing school your account status will be that of a teacher at that school and not the Administrator.
4. The last dialogue box will inform you of the name of your school’s Typing Tournament Administrator.

Path B - Use if your school does not appear



Use this option if no entry for your school already exists in Typing Tournament Online.

1. Double check that your school details are correct.
2. Click the blue “Create a New School Using the Details Above” button.
3. You will be the first teacher at that new school and will be automatically allocated “Administrator” status.

Administrator status

The Administrator can access the options in the “School Administrator” menu at the top of the screen. If you are not the Administrator you can discover the name of your Administrator by clicking on the School Administrator menu.

Create your class

1. To create your first class click on “+ Create Class”.
2. Click on the created class to enter it.
3. To name your class click on the  and then type the name of your class.
4. Click the  to accept the name of your class.

Add students to your class

1. Enter the student’s details in the form at the bottom of the screen and click “Add”.
2. The First Name is required. The Last Name is optional and may be omitted for privacy purposes.
3. Use the student’s unique ID number as allocated by the school to ensure that student records are not doubled up and to simplify the administration of Typing Tournament.
4. Once a student has been created you can edit any of the details except their username by clicking on the field.
5. It is also possible to add the same child to multiple classes by following the same process in the student’s other class and using the same name and Student ID.

Importing a whole class or school

Use the powerful, flexible import functions to add a whole class or even the whole school. The import functions also make it easy to roll over and rearrange classes at the end of the school year.

1. To set up your whole school go to the “Administrator” menu at the top right of the screen and choose the “Import Students” option.
2. Obtain a list of all of the students you wish to import with the ID number your school uses to identify each student and save it as a CSV file.
3. Arrange your CSV file as shown in this snapshot.

	A	B	C	D	E
1	First Name	Last Name	Student Id	Class	Password
2	Oscar	Tame	10001	3/4G	
3	Will	S	10002	3/4G	
4	Melody	Jones	SS191MJ	Class 2W	letmein
5	Alexandra		QBC928NNAO	Class 2W	letmein
6	Maxwell	Smart	AGNT86	Class 2W	letmein

4. You can use this CSV file process to set the passwords for all the students and allocate them to classes.
5. Hint: If you want all the students to have the same password in the younger grades, you can set this up here.

Try out the Import option

To see how the Whole School Import option works follow the steps below:

1. Go to the “Administrator” menu at the top right of the screen and choose the “Import Students” option.
2. Click on the green “Download a Sample CSV File” button. It will be saved in your Downloads folder. The file is labeled “school-import-sample.scv”
3. Click on the blue “Select CSV File to Import” button and load the sample file that was saved to your Downloads folder.
4. Once complete you will be taken to the “My Classes Screen” where the imported classes with student records are displayed.

Management overview

Working with your Classes

Once you have added students to your class either one at a time or by importing them you can then work with these records.

To work with your class choose “My Classes” from the menu at the top of your screen and click on one of your classes to enter it. Whilst in the Class view you can

- » Import students directly into the class
- » Export a student list to a CSV file for external modification
- » Print a list of students with their usernames and passwords
- » Print individual student login cards
- » Print a letter to send home to parents inviting them to use Typing Tournament Online at home with their children.

Creating new Teachers

Choose “Manage Teachers” from the “School Administration” menu at the top of your screen.

1. Create new teachers. Their usernames and passwords will be emailed to them.

Changing Administrator

Choose “Manage Teachers” from the “School Administration” menu at the top of your screen.

1. Allocate the role of Administrator to another teacher at the school using the “Set as Administrator” option.

Allocating classes to teachers

Choose “Manage Classes” from the “School Administration” menu at the top of your screen.

1. To edit a Class Name: Double click on the Class Name, make the changes and press Enter.
2. To allocate a class to a teacher: Double click on the Teacher, select the new teacher from the drop down list and press Enter.

Reporting

There are a number of incisive ways you can see how individual students and the class as a whole are progressing.

1. Click on “My Classes” from the menu at the top of your screen and then click on a class.
2. The “Last Login” column shows the time and date of each student’s last login. This is helpful if you are monitoring homework use or want to see which children haven’t used the system for a while.
3. The circle graph shows the average progress of the class through levels 1 – 16. If you click on the name of a student, their progress will be shown and if you select a number of students their average progress displays. It’s really nifty!
4. View the Weekly Report by clicking on the button on the right. The Weekly Report shows each student’s best test result in Words Per Minute week by week. Hover over each entry to see the details of their performance including Words Per Minute, Accuracy and Duration.
5. View the Progress Report by clicking the button on the right. The Progress Report shows each student’s progress through the 16 levels, again in Words Per Minute. Hover over each entry to see the details of their performance including Words Per Minute, Accuracy and Duration.

Resetting a student’s account

Our research shows that in the early stages of use many students use the wrong fingers on the wrong keys. If this is the case it is advisable to reset the student’s account. To reset a student’s account:

1. Click on “My Classes” from the menu at the top of the screen and then click on a class.
2. Select the student whose account is to be reset.
3. Click the “Reset Student Results” button on the right.

Experiencing Typing Tournament Online

Teacher Access

You can access a special version of Typing Tournament Online from within the Teacher Management section. This special version allows teachers to experiment with Typing Tournament without the need for a separate login. To access the special copy:

1. Choose “Start Typing” from the “Your Name” Menu in the top right hand corner of the Teacher Management screen.
2. You will then enter a fully functional version of Typing Tournament Online.

Go back to Teacher Management

You can navigate back to the Teacher Management section.

1. Select “Teacher Management” from the “Your Name” menu that displays towards the top right of most screens in the Teacher Version

The Home Screen

The Home Screen gives access to a number of core functions.

Unlock Levels

To enable you to readily access all sections of the program we have created a special “Unlock Levels” button. Once unlocked you can access all Levels and Activities within them without having to type your way through all the material.

To unlock Levels:

1. From the Home Screen click “Play”
2. Click on “Unlock Levels” at the bottom right of the Map Screen

The Map Screens

During your typing quest you will progress through 16 levels over 3 different maps. If you have never learned any typing skills before, it is best to start at the beginning and visit all the different levels in order.

The Maps

There are three different maps:

- » Map 1 “The Shire”
- » Map 2 “The Village”
- » Map 3 “The Castle”

Note: **To advance to a typing lesson that you have not yet reached, you will need to pass a test to make sure the lesson is appropriate for your typing ability.*

To change from one map to another, simply click the appropriate map icon.



You can review or advance to any typing lessons at any time.*

The Levels

The levels and focus keys for each map are listed below.

Map 1 “The Shire”

- » Level 1 “Mountains” - a s d f <space>
- » Level 2 “Dragon’s Cave” - ; l k j <right-shift> <left-shift>
- » Level 3 “Peddler” - h e i t
- » Level 4 “Weapons Yard” - c o r n
- » Level 5 “Tournament” - y w p g

Tip: *there is a special Bonus Reward at the end of the Quest if you complete every drill at each level.*



Map 1 "The Shire"

Map 2 "The Village"

- » Level 6 "Typeshire Inn" - u q . b
- » Level 7 "Blacksmith" - m x v ,
- » Level 8 "Tailor" - z ? ' 1
- » Level 9 "The Stocks" - 5 + b g t 5 path
- » Level 10 "Puppet Show" - 4 + v f r 4 path



Map 2 "The Village"

Map 3 “The Castle”

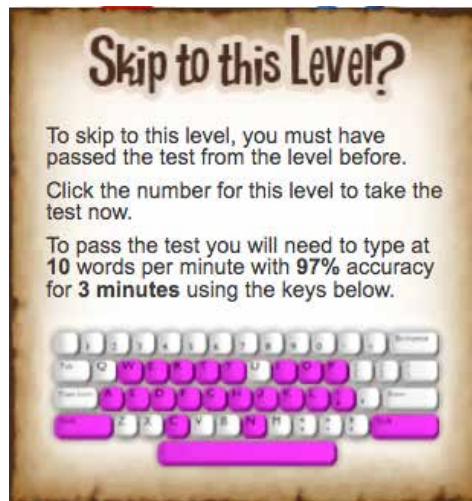
- » Level 11 “Drawbridge” - 6 + n h y 6 path
- » Level 12 “Armoury” - 7 + m j u 7 path
- » Level 13 “Dungeon” - 3 + c d e 3 path
- » Level 14 “Banquet” - 8 + , k i 8 path
- » Level 15 “Library” - 2 + x s w 2 path
- » Level 16 “Throne Room” - 9 0 + 1 o 9 path



Map 3 “The Castle”

Skipping to New Lessons

If you have done some typing before and don't want to start again at the beginning, you can choose to advance to a later lesson. In order to advance to the later lesson, you will need to possess a certain skill level (measured by a typing test) to ensure that the typing level is appropriate. You can view the typing skills required by hovering the mouse over the new level.



Advancing to New Levels

Note: If you choose to enter the program at one of the later levels, the pictures for earlier levels will **not** appear. The pictures are only revealed when the Drills and the Test for each level are completed.

In the image above, a skill level of 9 WPM with 93% accuracy over 3 minutes is required to advance to the selected level.


The Level Screen

Tip: You will get the best results from *Typing Tournament Online* if you start with the lesson, then work through the drills and games in order.

The *Level* screen shows the activities available at each level.

- » A lesson
- » Three types of drills
- » Three games
- » A test

Each of the activities within a level target the focus keys for that level.



To practice the focus keys for this level, click the PRACTISE FOCUS KEYS button.

To learn how to type using the focus keys for this level, click the LESSON button.

To practice the focus keys using the drills, click the appropriate drill button.

To play a typing game, click the appropriate button.

To take the test so that you can advance to the next level, click the DO TEST NOW button.

To view your progress on the Progress screen, click the VIEW PROGRESS button.

After you complete the test and each of the drills, an icon will appear here.

Lessons

Each Lesson is in three parts, and focuses on four keys (occasionally five).

Lesson Information

The first part of the lesson sets out the focus keys, and give you other information about hand and finger positions as well as other useful tips.



Lesson Information

Lesson Demonstration

The second part of the lesson is a demonstration of how to type correctly using the focus keys. Click the START DEMO button when you are ready to watch.



Lesson Demonstration

Lesson Exercise

The final part of the lesson is an interactive exercise where you can get to know the focus keys. Type each line of the exercise as it appears.



Lesson Exercise

Drills

Drills are designed to train you to type the correct key at the first attempt. If you type an incorrect key, your keystroke will not show on the screen; only the letters that you type correctly will show.

Drill Types

There are 3 different types of Drill.

- » Drill 1 is a single line of content that you must copy by typing into the space below.
- » Drill 2 has 4 lines of content that you must copy by typing into the space below.
- » Drill 3 is 10 lines of text that you must type directly over the given content.



Drill 1



Drill 2



Drill 3

Drill Duration

Each drill is 3 minutes long, but does not start until the countdown timer finishes. This is to give you enough time to get comfortable and ready to type. After the 3 minute timer starts, type as much (and as accurately) as you can until the timer stops.

Tip: You can exit a drill at any time by clicking the END button.

As you finishing typing each section of content, new content will appear on the screen.

If you hesitate for more than 2 seconds, the animation at the bottom of the screen will show you the next key and its correct finger.



Level 1 “Mountains” Drill 1

Reports

At the end of each drill you will be given a report showing your speed and the number of incorrect keystrokes made. Unlike the tests, there is no report about errors uncorrected, because no incorrect letters can display in the drills.

Rewards

- » After each Drill is completed for the first time, the icon for that Drill appears in full on the *Main Menu* screen for that level.
- » When all the Drills and the Test are completed for the level, the picture for that level appears on the *Map* screen.
- » Finally, because practice is so important in building proficient typing skills, there is a Bonus Reward at the end of the Quest for players who have completed all 3 Drills in all 16 levels.

Games

In addition to lessons, drills and tests, Typing Tournament also provides three games:

- » Castle Siege!
- » Powder Keg!
- » Dragon Chase!

Target Score

Before you start playing, each of the games will calculate your target score. If you can reach the target score for the game, you are ready to attempt the test. Your target score is calculated with reference to the speed and accuracy level. You are also allowed a small number of “lives” in proportion to these requirements.

Castle Siege!

Your castle is being attacked! Type the words correctly to bombard the invaders with barrels and prevent them from reaching the top of the castle wall!



Siege

- » Points are scored in Castle Siege by correctly typing the words that appear on the screen. You must press the Space Bar after you have finished typing each word to enter your answer.
- » If you type an incorrect letter you can change it using the Backspace key on Windows keyboards or the Delete key on Macintosh keyboards.
- » You will lose a life if you spell a word incorrectly, or a word reaches the top of the castle wall.

Powder Keg!

A fun-loving dragon has found your store of gunpowder and is lighting fuses with his fiery breath! Each powder keg has its own keyboard letter. Hit the correct keys to aim your water bombs and put out the fuses before it's too late!



Powder Key

- » Points are scored in this game by correctly typing each key as the letter or symbol appears on a powder keg.
- » As soon as you type the correct key, the fuse on the powder keg stops burning, a water bomb is launched and the letter is greyed out.
- » If you do not type the correct letter within a certain time, the letter explodes and you lose a life. You will also lose a life if you hit an incorrect key.

Tests

Progressing Through The Quest

Tests enable you to move from one level to another, until you finally finish your Quest. Each time you pass a test in a different level, the *Pass Test* screen shows you another part of a picture that is gradually being revealed as you advance through the Quest. Passing the test at the end of level 16 completes the picture and allows you to access *Typing Tournament: The Movie*.

Time, Speed and Accuracy

Tests are 3 minutes long. During this 3 minutes, you must type each line of text. A new paragraph will appear when the last character of the previous paragraph is typed.

Tests report on both your typing speed and your level of accuracy. Unlike drills, the test will allow you to type incorrect letters and leave them on the screen if you choose. There is an alert noise to warn you if you have made a mistake during a test. You can fix your mistakes using the Backspace key on Windows keyboards or the Delete key on Macintosh keyboards.

Test Reporting

At the end of the test, you will be told how many characters you typed in the time period, how many times you typed an incorrect key and how many of these incorrect keystrokes you did not fix.

Passing the Test

If you pass the test, a results screen will show your typing speed, typing accuracy and a new piece of the puzzle picture.

When you have passed a test, you can choose to:

1. move on to the next level by clicking the END button; or
2. see and/or print your test certificate by clicking THE VIEW/PRINT CERTIFICATE button.

Note: If you fail to reach the required speed and accuracy targets for the test, you will be shown your results and advised to try some more drills and games before taking the test again.



To print the certificate, click "Print".

To save the certificate, click "Save".

Typing Certificate for Passing Level 1 "Mountains"

Student's reports and Results

Progress Overview Report

Tip: Another good way of seeing overall progress is by looking at the *Map* screens. You can also look at the number of puzzle pieces collected.

Tip: You can save results as either a plain text file (.txt) or as a portable document format file (.pdf).

To view your progress from the *Main Menu* screen, click THE VIEW PROGRESS button. The PROGRESS OVERVIEW REPORT allows you to see:

- » the names of all the levels you have visited;
- » whether or not you have completed all the drills and the test for each level;
- » the focus keys for the levels you have visited;
- » your latest test results for each level; and
- » the achievement level you are working on.

To view detailed test results for a particular level, click the appropriate RESULTS button. Note that the results on both the PROGRESS OVERVIEW REPORT and the DETAILED TEST RESULT include only the latest results. If you attempt the test in any level more than once, your results screen will be updated with each new attempt. In other words, *Typing Tournament Online* stores information about how well you are currently typing, whether or not that is your best performance. If you want to keep a record of test results that you think are particularly good, either print the certificate at the conclusion of the test, or print the test results screen.

Detailed Test Results

The detailed test results screen displays all the statistical information that Typing Tournament Online has used to calculate your test results.

The user and WPM level for which the current report is showing.

The icons show the results for the drills and tests at each level.

To view the detailed results for a particular level, click the appropriate RESULTS button.

Level	Drill	Test	WPM	Accuracy	Goal	Results
1 Mountains	✓	✓	16 wpm	100% Accuracy	Goal A	results
2 Dragon's Cave	✓	✓	33 wpm	100% Accuracy	Goal A	results
3 Peddler	✓	✓	60 wpm	93.5% Accuracy	Goal E	results
4 Weapons Yard	✓	✓	80 wpm	100% Accuracy	Goal E	results
5 Tournament	✓	✓	79 wpm	100% Accuracy	Goal D	results
6 Typeshare Inn	✓	✓	82 wpm	100% Accuracy	Goal A	results
7 Blacksmith	✓	✓	72 wpm	100% Accuracy	Goal D	results
8 Tailor	✓	✓	43 wpm	100% Accuracy	Goal E	results
9 The Goblet	✓	✓				results
10 Puppet Show	✓	✓	40 wpm	100% Accuracy	Goal A	results
11 Drawbridge	✓	✓	50 wpm	100% Accuracy	Goal D	results
12 Armoury	✓	✓	45 wpm	100% Accuracy	Goal D	results
13 Dungeon	✓	✓	55 wpm	100% Accuracy	Goal D	results
14 Banquet	✓	✓	82 wpm	100% Accuracy	Goal D	results
15 Library	✓	✓	43 wpm	100% Accuracy	Goal D	results
16 Throne Room	✓	✓	62 wpm	100% Accuracy	Goal D	results

The detailed test results also give an overall speed and accuracy rating.

The yellow boxes indicate the percent accuracy for each key for this level.

Graham - Goal E

Test Results: Peddler (3), Goal E

Overall speed: 46 wpm
Overall accuracy: 99.4%

Characters Typed: 731 Errors Typed: 28 Errors Unconnected: 4

Test Duration: 3 minutes

- Focus keys for this level
- Keys already mastered
- Individual key accuracy %

Detailed Progress Report

To print the details test results, click the PRINT button.

To save the detailed test results, click the SAVE button.

Rewards

If you successfully complete one of each type of Drill in all 16 levels, you will qualify to receive a Bonus Reward after you have accessed the End Movie.

If you successfully complete the Test in level 16 but have not completed all the Drills you can go back and do the Drills, then re-take the Test in level 16 in order to access the Bonus Reward.

Typing Tournament Totally Transformed

Built on the CD version

The new Typing Tournament Online retains all the power and flexibility of the multi-award-winning CD version but has been massively enhanced by the addition of over 100 improvements resulting from our extensive classroom testing and research. For children it is more engaging and actively ensures that they use the right fingers on the right keys. For teachers it is more capable and easier to administer.

A total transformation of the old:

1. Home and School Access. Gives children access from home and school instead of just at school.
2. Compatible with all devices. Works on Mac and Windows computers, iPads and Android and Surface tablets, enabling children to use any of the devices in a school to learn typing.
3. Works with physical keyboards and virtual mobile keyboards. Helps children to build flexible typing skills on both PC keyboards with physical keys and mobiles with virtual keyboards. This crucial skill is not learned unless practised in context on both kinds of devices.
4. Promotes the correct use of all 10 fingers. A multitude of inbuilt features promote the use of all ten fingers to ensure that the children are using the right fingers on the right keys.
5. Reduces the one-on-one supervision load. Inbuilt voice support now reads the instructions to the children ensuring that each child understands the typing process thus reducing the teacher's load.
6. Research based. Our in-class research indicates that most children persist with established poor typing habits when using online typing tutors. Typing Tournament Online has been redesigned to address this tendency.
7. Actively guides children for optimal learning. Children must now progress orderly through all the learning elements in each Level. This ensures that they efficiently build muscle memory as they complete the elements in each Level including the Lesson, Practise of Focus Keys and Drills.
8. Success through contextual speed goals. Children now commence with an exit speed goal of 22 words per minute

(WPM) for Level 16 and a starting speed of 6 WPM for Level 1. Higher speeds are recognised and rewarded. Home users are still able to choose their starting speed.

9. Active practice options. Once passed, users have the freedom to repeat any Lesson, Drill or Game from any active Level to strengthen their typing skill. With the old CD version users could pick and choose in no specific order within a Level.
10. Eliminates cheating. Requires users to complete every element of the learning process correctly and blocks children from simply letting the Drills run out of time or succeed by randomly and rapidly pressing the keys.
11. Solves Caps Lock related errors. Automatically senses when a user has enabled the Caps Lock key and prompts them to turn it off saving much frustration.
12. Saves teachers time. Time saving administrative enhancements put teachers in control. They include the ability for children to concurrently be in multiple classes, import and export of class lists and a unique ID for each child
13. Incisive reporting. Powerful reports measure each child's progress week by week and Level by Level.
14. Simplified sign on. Allows the use of "Google Single Sign On" and even uses Class Codes to allow teachers to efficiently group children into classes.
15. Enhanced student motivation. More clearly shows the link between the completion of Lessons, Practise Keys and Drills, the playing of the Bonus Movie and, upon completion of the last Level, the Reward Movie.
16. Optimised game play boosts engagement. The game "Siege" has been optimised to better approximate the typing speed of the Level.

Freed from old CD technology

Although the original Typing Tournament CD edition was an outstanding product it was subject to the limitations of CD technology. Now, using Internet delivery we have been able to migrate the strengths of the original product to the new online version and then through multiple cycles of development, in-class testing and modification, to greatly enhance the capacities and effectiveness of the entire solution. The opportunities afforded by the new technology and ongoing development have transformed Typing Tournament from outstanding to truly incredible.

Comparison with old school CD - network version		Old Version	New Online Version
Use on any device	Macintosh PC	✓	✓
	Windows PC	✓	✓
	All iPads		✓
	Chromebook		✓
	Android Tablet		✓
	Surface Tablet		✓
	Windows Tablet		✓
	Virtual keyboard for mobiles		✓
Where	Home		✓
	School	✓	✓
	Home and school		✓
Lessons, Drills, Games & Tests	Home Row Drill Trigger		✓
	Home Row Test Trigger		✓
	Guided progress through locations		✓
	Auditory support for lessons		✓
	Optimised Lesson Progression		✓
	Typing Speed Test		✓
	Postural and fingering reminders		✓
	Unique User ID to save duplication		✓
	Caps Lock error trapping		✓
	Clear link with Bonus Movies		✓
	Cheat blocks		✓
	Fine tuning of Siege Game		✓
	Context variable Speed Goal		✓
	Printables	Printable reports	✓
Comprehensive class reports			✓
Individual Sign In cards			✓
Home notification letters			✓
Export class lists			✓
Other	Quick Sign Out		✓
	Smart import of class lists & students		✓
	Easy for teacher or class to join		✓
	Advanced administration system		✓
	Reset children's progress scores		✓
	Google Single Sign On		✓
	Quick class linking		✓
	Students in multiple classes		✓
	Over 100 changes & enhancements		✓