

NEO2™ SmartApplet

User Manual

Contact Information

The AlphaSmart Web site is a good source of information about products, sales, support, community forums, and the latest news. Visit the AlphaSmart Web site at

www.alphasmart.com (United States)

www.alphasmart.co.uk (United Kingdom)

www.alphasmart.com/international (all other countries)

If you can't find the information you're looking for on the Web site, use this contact information:

United States

Renaissance Learning

PO Box 8036

Wisconsin Rapids, WI 54495-8036

Technical questions or problems:

Phone: (888) 274-2720

Email: support@alphasmart.com

Web: www.alphasmart.com/support

Purchase AlphaSmart products, general information, or sales questions:

Online store: www.alphasmart.com

Phone: (888) 274-0680

Email: info@alphasmart.com

United Kingdom

Technical questions or problems:

Phone: 0870 120 0718

Email: UK-help@alphasmart.com

Latest support information:

Web: www.alphasmart.co.uk/support

Purchase AlphaSmart products:

Web: www.alphasmart.co.uk/ordering

(This URL also provides a list of resellers and AlphaSmart contacts.)

Europe, Middle East, and Africa

Technical questions or problems:

Phone: +44 870 120 0718

Email: UK-help@alphasmart.com

Latest support information:

Web: www.alphasmart.eu/support

Select your country or region.

Purchase AlphaSmart products:

Web: www.alphasmart.com/international

(This URL also provides a list of resellers and AlphaSmart contacts.)

Asia/Pacific, Canada, and Latin America

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Latest support information:

Web: www.alphasmart.com/support

Select your country or region.

Purchase AlphaSmart products:

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08/07 NEO2

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ABOUT SMARTAPPLETS

About this Manual

This manual explains what SmartApplets are and how you can install them on NEOs or remove them from your NEOs. It also explains how to use the SmartApplets that are installed when you receive your NEO(s).

What are SmartApplets?

SmartApplets are programs that are installed on your NEO. These programs allow you to write on the NEO, practice keyboarding skills, do calculations, change settings, administer quizzes to your students, or “beam” files from one NEO to another.

Which SmartApplets Are Installed?

All NEOs come with these SmartApplets installed. SmartApplets are listed in the order in which they appear on the NEO.

SmartApplet	What It Does	Where to Find More Information
AlphaWord Plus	This is the program that opens when you first turn on the NEO. The writing that you do on NEO in files 1-8 is done in AlphaWord Plus.	See Chapter 2.
Calculator	Allows you to do calculations right on your NEO. (It can be disabled using the Control Panel settings.)	See Chapter 3.
Control Panel	Allows you to change settings for the NEO and for some SmartApplets.	See Chapter 4.
KeyWords	Allows students to learn and practice keyboarding skills.	See Chapter 5.
Beamer	Allows files to be sent from one NEO to another without using cables (using infrared technology). You can disable this functionality if you wish on the AlphaSmart Manager Settings tab or in the Beamer settings on the NEO.	See Chapter 6.
AlphaQuiz	When used with QuizManager and QuizDesigner, AlphaQuiz allows you to administer quizzes to students on the NEO.	See Chapter 7.



Installing SmartApplets

To install SmartApplets that are not on your NEO, you'll need AlphaSmart Manager installed on your computer. For instructions, see the *AlphaSmart 2 User Manual*. Once you have AlphaSmart Manager installed, follow these steps.

1. If you have received a **new** SmartApplet, close AlphaSmart Manager if it is already running.
2. If you have a single NEO, use the USB cable that came with your NEO to connect it to your computer.

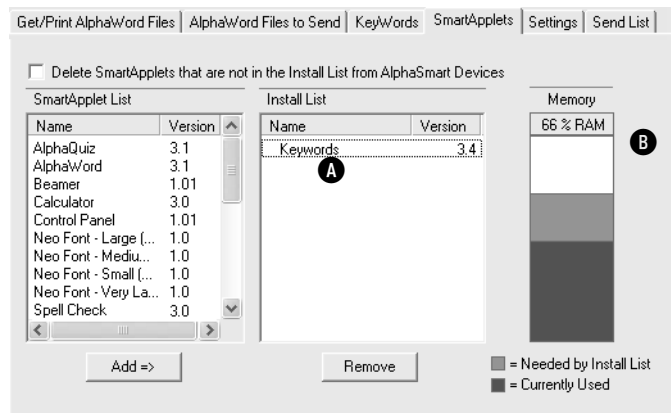
If you have a SmartOption Cart with several NEOs, connect the NEOs to the appropriate cables in your cart. (Your computer must be connected to the cart's AlphaHub.)

3. If you have received a **new** SmartApplet, on your computer, use Windows Explorer or Macintosh Finder to browse to the location where you unzipped or unstuffed the SmartApplet files. Double-click the file that ends with **.OS3KApp** (such as KeyWords.OS3KApp). AlphaSmart Manager will start and display the SmartApplets tab.

If you want to install a SmartApplet that you already have, start AlphaSmart Manager and click the **SmartApplets** tab.

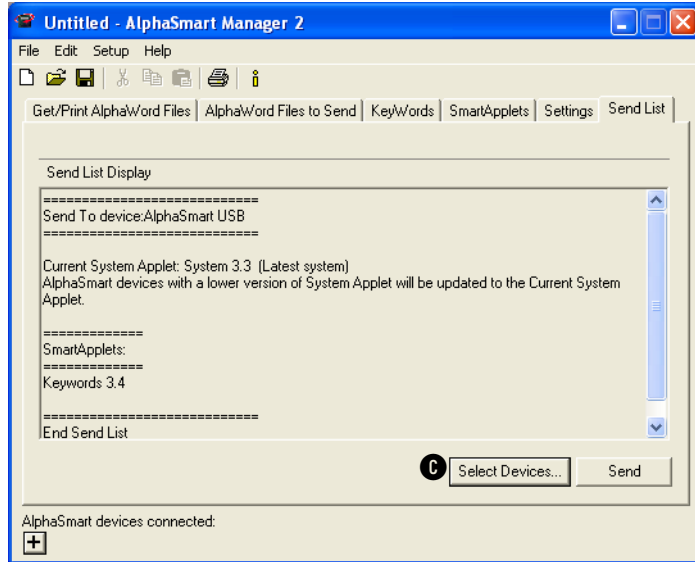
4. If the SmartApplet that you want to install is not already in the Install List **A**, click it in the SmartApplet list and click **Add =>** to add it to the list. (You can also drag the SmartApplets between lists.)

Make sure the Memory column **B** shows that there is enough space on the NEO(s) to install this SmartApplet.





5. Click the **Send List** tab and make sure the SmartApplet that you're installing is listed in the SmartApplets section of the list.



6. If you have a SmartOption Cart, and you don't want to send the SmartApplet to all NEOs, click **Select Devices** **C**, check the NEOs that you want to have the SmartApplet, and then click **OK**.
7. Click **Send** to send the SmartApplet to your NEO(s).

Disabling SmartApplets On NEOs

You can disable SmartApplets so that they cannot be used on your NEO(s). The SmartApplets are not deleted, but they are not available. (To delete SmartApplets, see page 1-5.)

There are two ways to disable SmartApplets: you can change the settings in AlphaSmart Manager, or you can disable SmartApplets on the NEO itself. You'll find both procedures below.



Disabling SmartApplets on the NEO Itself

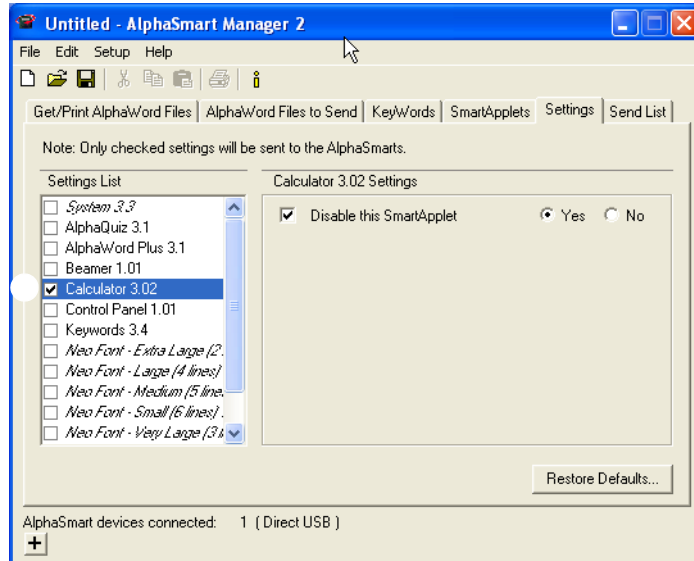
1. With the NEO on, press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to disable.
3. Press **ctrl-⌘-L**.
4. Enter the NEO's master password. (This password is set in AlphaSmart Manager in the System settings; for more information, see the *AlphaSmart Manager 2 User Manual*.)

Disabling SmartApplets within AlphaSmart Manager

You need AlphaSmart Manager installed on your computer to follow these steps.

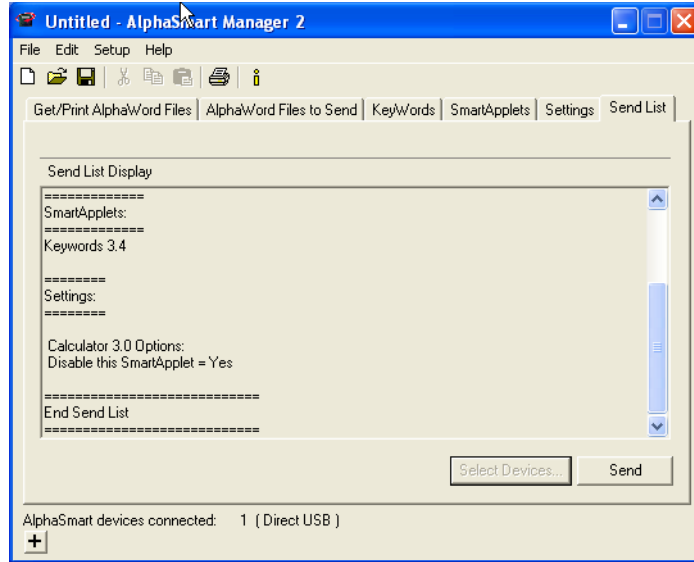
1. If you have a single NEO, use the USB cable that came with your NEO to connect it to your computer.

If you have a SmartOption Cart with several NEOs, connect the NEOs to the appropriate cables in your cart. (Your computer must be connected to the cart's AlphaHub.)
2. Start AlphaSmart Manager on your computer.
3. Click the **Settings** tab.
4. In the list on the left, click the SmartApplet that you want to disable.
5. Check the box labeled **Disable this SmartApplet**.





6. Click the **Send List** tab and make sure your setting change is in the list



7. If you have a SmartOption Cart, and you don't want to disable the SmartApplet on all NEOs, click **Select Devices**, check the NEOs on which you want to disable the SmartApplet, and then click **OK**.
8. Click **Send** to send the setting change to your NEO(s).

Deleting SmartApplets from NEOs

By following these steps, you can delete SmartApplets from NEOs. This is helpful if you want to free space on the NEO or if you don't plan to ever use a specific SmartApplet. However, if you're expecting to use the SmartApplet again in the future, it may be better to disable the SmartApplet instead as described on page 1-3.

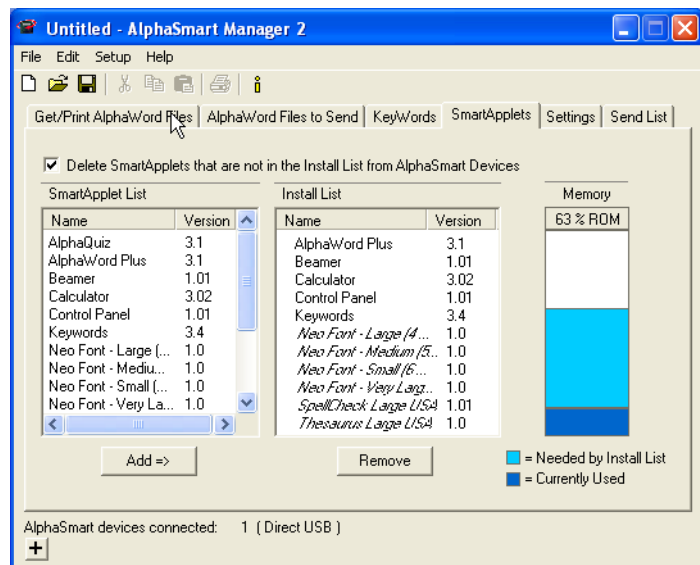
You need AlphaSmart Manager installed on your computer to follow these steps.

1. If you have a single NEO, use the USB cable that came with your NEO to connect it to your computer.

If you have a SmartOption Cart with several NEOs, connect the NEOs to the appropriate cables in your cart. (Your computer must be connected to the cart's AlphaHub.)

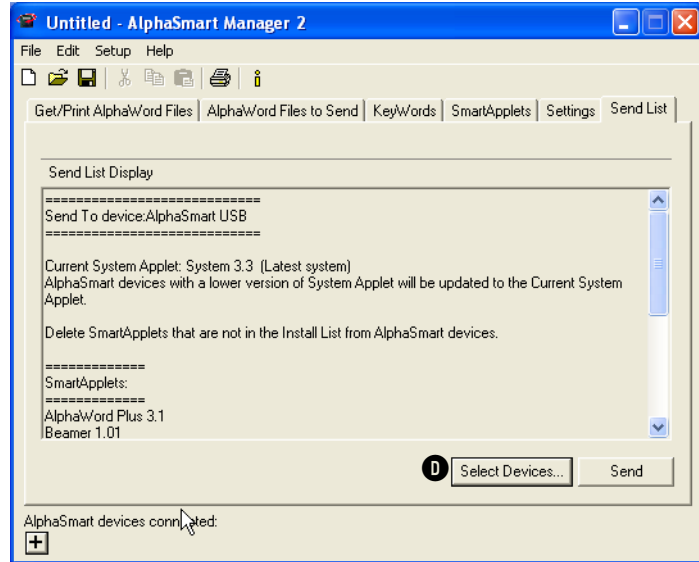


2. Start AlphaSmart Manager on your computer.
3. Click the **SmartApplets** tab.
4. In the SmartApplet List, select all the SmartApplets that you **do** want installed on your NEO(s) and click **Add =>** to add them to the Install List. You can add the SmartApplets one at a time, or you can select multiple SmartApplets by holding down the **Ctrl** key (Windows), the **⌘** key (Macintosh), or the **Shift** key as you click SmartApplets.
5. Check the **Delete** box. This ensures that any SmartApplet that is **not** in the Install List will be removed from the NEO(s).





6. Click the **Send List** tab to make sure that your SmartApplet selections will be send.



7. If you have a SmartOption Cart, and you don't want to delete the SmartApplet on all NEOs, click **Select Devices** **D**, check the NEOs on which you want to delete the SmartApplet, and then click **OK**.
8. Click **Send** to send the change to your NEO(s) and to delete the SmartApplets that were not selected.

Learning to Use Your SmartApplets

The rest of this manual explains how to use each of the SmartApplets that came installed on your NEO(s). You can use this manual to learn to use the SmartApplets, or you can use it as a reference as you use the SmartApplets on your NEO.



ALPHAWORD PLUS

When you start your NEO, AlphaWord Plus opens automatically (unless you've changed settings to have another SmartApplet open).

AlphaWord Plus is the program that lets you write in NEO. Simply press one of the **file** keys (file 1, file 2, etc.) to choose the file to write in and start typing. Characters are saved in that file as you type them; there's no need to worry about losing text if you accidentally shut off the NEO. The arrow keys, **backspace**, and **delete** all work as they do on a typical computer keyboard.

If you want to delete the text from one of the files, press **clear file**. Then, press **Y** for "yes" when the NEO ask if you're sure you want to clear the file.

If you want to name and save a file so you can use the file space for other text, press **ctrl** and **S** together. Then, type a name for the file and press **enter**. You can then clear the file space without losing the file you saved.

You'll find detailed instructions for using AlphaWord Plus in the *NEO User Manual* that you received with your NEO.

CALCULATOR

NEO includes a basic calculator that can perform addition, subtraction, multiplication, division, exponentiation, and scientific notation.

How to Use Calculator

1. Turn on your Neo and press **applets**.


```
Select a SmartApplet and press enter:  
-*AlphaWord Plus  
- Calculator  
↓ Control Panel
```

2. Press ↓ once so the cursor is next to “Calculator.” Then, press **enter**.
Note: The first time you use Calculator, a help screen may appear. Press **esc** to exit from it. You can press **⌘-H** to view it again when you want to see it.
3. Enter the formula you want to calculate. The table below shows you which characters to use for each type of calculation; it also provides examples of formulas.

Use these operands	To perform these tasks
+	Add Example: $89 + 91$ Example: $15 + 16 + 17$
-	Subtract Example: $9 - 2$ Example: $100 - 50 - 25$
* or x	Multiply Example: $2 * 5$ Example: $45 x 2 x 8$
/	Divide Example: $18 / 2$ Example: $100 / 2 / 10$



Use these operands	To perform these tasks
^	Exponentiate (raise the first number to the power of the second) Example: 3 ^ 2 Example: 2 ^ 2 ^ 2
e	Calculate scientific notation Example: 10e6 Example: 1.2e15
()	Construct more complex formulas Example: (15 *2) + 10 / 4 Example: (25*3) - (45/5)

 **If you begin the next formula with an operand (such as + or *), Calculator uses the result from your previous calculation as the first number in the next formula. (This doesn't apply to the e operand.)**

4. Press **=** or **enter** to calculate the result.

```
(15*2)+10/4 =          valid keys:
                        +-*/^(.)e
                        esc to exit
```

5. Press **esc** when you've finished.


The next time you use Calculator, your previous calculations appear. Press **clear file** to remove them.

Pasting Calculations into Other Programs (Paper Tape)

Calculator can record up to fourteen lines of calculations. Each new calculation is added to the bottom of the list, and when you reach the maximum number, older calculations are removed from the top of the list. This is called the paper tape feature.

If you would like to copy a series of calculations into another SmartApplet, such as AlphaWord Plus, follow these steps:

1. Press **applets**, move the cursor down to the Calculator in the list, and press **enter**.
2. Enter a series of calculations.
3. Press **shift-⌘-C** to copy all calculations in the list. You should see the calculations selected momentarily as they are copied. (If this does not happen, your caps lock may be selected. Press the caps lock and try again.)

 **If you prefer to copy just the result of one calculation, press **ctrl-C** or **⌘-C** instead.**

4. Press **applets** and select the SmartApplet that you want to paste the calculations into.
5. Place the cursor in the SmartApplet where you want to paste the calculations.
6. Press **ctrl-V** or **-V**.

You can also type a formula in AlphaWord Plus, copy it, then paste it into Calculator to obtain the result.

Turning off Calculator

There may be times when you don't want Calculator to be available, such as when students who have NEOs are doing math work. If you want to turn off Calculator on a single NEO, follow the instructions below. If you want to turn off Calculator for a group of NEOs using AlphaSmart Manager, see "Disabling SmartApplets within AlphaSmart Manager" on page 1-4. You can also turn off the Calculator on a NEO in the Control Panel (see page 4-8).

To turn off Calculator While Using AlphaWord Plus

1. Press **ctrl-⌘-C**.
2. Type the master password and press **enter**. (For more about the master password and how to set it, see the *AlphaSmart Manager User Manual*.)

To Turn Off Calculator from the SmartApplets menu

1. Press **applets**.
2. Move the cursor down next to Calculator.
3. Press **ctrl-⌘-L**. If the Calculator is on, this turns it off; if it is off, this turns it on again.

CALCULATOR
Turning off Calculator

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CONTROL PANEL



Control panel and the keyboard shortcuts are only available when the NEO is not connected to a computer.

Control Panel is a SmartApplet that lets you define settings for your NEO. You can also define many of these settings using keyboard shortcuts or through AlphaSmart Manager. (For more information about AlphaSmart Manager, see the *AlphaSmart Manager 2 User Manual*).

How to Change Settings Using Control Panel

1. Press **applets**.
2. Press ↓ twice to move the cursor next to Control Panel. Then, press **enter**.
3. Use the arrow keys to move the cursor next to the setting you want to view or change; then, press **enter**.

```
Select a Control Panel option:  
- SpellCheck Settings...  
- AlphaWord settings...  
↓ Change default SmartApplet font...
```

4. If you are changing spell check settings or disabling/enabling the calculator, you will be asked to enter the master password. Type the password and press **enter**. (This password is set in AlphaSmart Manager in the System settings; for more information, see the *AlphaSmart Manager 2 User Manual*.)
5. If you want to make changes, follow the instructions on the screen.
6. Press **esc** to return to the previous screen. You might need to press **esc** several times to return to Control Panel or the SmartApplets menu.



About the Settings in the Control Panel

You can change the following settings in Control Panel:

Control Panel setting	What You Can Do	Where to Find More Information
Spell Check settings	<ul style="list-style-type: none"> • Turn Spell Check on and off • Turn the ability to add words to the user dictionary on and off • Delete the user dictionary • Add a new word to the user dictionary 	page 4-3
AlphaWord settings	<ul style="list-style-type: none"> • Turn Show Marks on and off • Turn file passwords on and off • Change a specific file password • Reset all file passwords 	page 4-4
Change default SmartApplet font	<ul style="list-style-type: none"> • Sets the font size for SmartApplets on the NEO 	page 4-6
Turn Calculator on/off	<ul style="list-style-type: none"> • Turns Calculator on and off 	page 4-8
Two-button On	<ul style="list-style-type: none"> • Sets whether two buttons are required to turn on the NEO 	page 4-8
Set Screen Contrast	<ul style="list-style-type: none"> • Sets your screen lighter or darker 	page 4-9
Keyboard command reference list	<ul style="list-style-type: none"> • Lists keyboard commands for a variety of actions on the NEO 	page 4-9
View keyboard layout	<ul style="list-style-type: none"> • Displays a representation of the current keyboard layout 	page 4-11
Display battery status	<ul style="list-style-type: none"> • Shows how much battery power is left on the NEO 	page 4-12
Change keyboard settings	<ul style="list-style-type: none"> • Changes keyboard layout (QWERTY, Dvorak, Right, or Left) • Changes Slow Keys setting • Turns Sticky Keys on and off 	page 4-12

Spell Check Settings

To change Spell Check settings in Control Panel, you need to enter the master password, which you can set using AlphaSmart Manager.

You can change these spell check settings:

- **Turn Spell Check off and on.** To change this setting, move the cursor next to it and press **enter**. If spell check was on, it will turn off; if it was off, this will turn it on again. When spell check is off and you attempt to use it in AlphaWord Plus, the NEO will notify you that spell check is off.
- **Turn add words to user dictionary off and on.** The user dictionary is made up of words that the NEO user has added to a dictionary during a spell check. For example, if the spell check flagged the user's name as being misspelled, the user may have added his or her name to the dictionary so it won't be marked misspelled again. This setting controls whether users are allowed to add words to a user dictionary during the spell check. To change this from on to off or from off to on, move the cursor next to the setting and press **enter**.
- **Delete user dictionary.** This setting deletes the user dictionary. **Use caution** when selecting this setting; you can't recover a user dictionary that's been deleted. (You can, however, send a new user dictionary to devices by using AlphaSmart Manager. See the *AlphaSmart Manager 2 User Manual* for details.)
- **Add new word to user dictionary.** This setting lets you add words to the user dictionary, one word at a time. To use it, move the cursor next to the setting and press **enter**. Then, enter one word you want to add and press **enter**; the NEO will notify you that the word has been added. Press any key to leave the setting. Repeat these actions for each word you want to add.

Note: If you have a big list of words you want to add, it's more efficient to create a text file of words and send it to your NEO using AlphaSmart Manager.

AlphaWord Settings

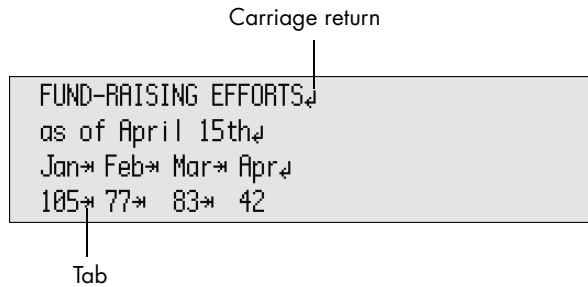
You can change the following AlphaWord settings:

Turn Show Marks in Files On or Off



When you send text to your computer and you have Show Marks on, the arrows won't transfer to your computer, but the tabs and returns will.

When “Show Marks” is on, as you write in AlphaWord Plus, you will see right arrows where you insert tabs, and you'll see return arrows when you press **enter**.



To change the setting, move the cursor next to the setting and press **enter** to switch from “On” to “Off” or from “Off” to “On.”

You can also set Show Marks from within AlphaWord Plus by pressing **option- -K**, pressing **3** when the instruction screen appears, and then pressing **esc** to exit the screen.

Turn File Passwords On or Off

When you first receive your NEO, you cannot set a password for each file until you turn file passwords on. You can do use this Control Panel setting or use AlphaSmart Manager (see the *AlphaSmart Manager 2 User Manual*.)

To turn file passwords on using the Control Panel AlphaWord settings, you need the master password. (You can set the master password for NEOs using AlphaSmart Manager. If you want to use the default master password, contact Technical Support to get the password.)

If you turn file passwords on, whenever you press one of the **file** keys or open a file, you will be asked to enter the file password. (If you don't know the individual file's password, you can enter the master password instead.)

To turn file passwords on, follow these steps:

1. From **Control Panel**, select **AlphaWord settings**, then select **Turn File Passwords On/Off**, OR

From AlphaWord Plus, press **ctrl-option-⌘-p**.
The following message appears.

```
File password protection is OFF
Type master password to turn on:

(Press esc key to exit)
```

2. Type the master password and press **enter**.

When you first turn file passwords on, the password for all files is **write**.

To change individual file passwords on the NEO, open a file and press **option- -p**. Then, type the current password for the file and enter the new password twice. Press **enter**. The NEO will tell you that the password has been changed. Press any key. You can also change file passwords in the Control panel as described below.

If you prefer all files to have the same password, you can use AlphaSmart Manager to set a password for all files on the NEO. Simply click the **Settings** tab in AlphaSmart Manager, click **AlphaWord Plus** in the list on the left, and enter the password you want to use in the **File passwords** field.

Passwords can be up to six characters long. They aren't case-sensitive and can contain letters, numbers, and symbols, but not spaces.

Change a Specific File Password

When you have turned file passwords on as described above, you can use this setting to change the password for an individual file. To start, move the cursor next to this setting and press **enter**. Then, follow these steps:

1. Use the arrow keys next to the file that needs its password changed; then, press **enter**. Files 1 through 8 are listed as F1, F2, and so on.
2. Type the current password for the file; then, type the new password twice.
3. Press **enter**. The NEO will notify you that the password has changed. Press any key.

Reset All File Passwords



You can set the master password for NEOs in AlphaSmart Manager by changing the system settings on the Settings tab.

When you have turned file passwords on as described on page 4-4, you can use this setting to reset the password to **write** for all AlphaWord Plus files. To start, move the cursor next to the setting and press **enter**. Then, enter the master password. When the NEO notifies you that the passwords have been reset, press any key.



Change Default SmartApplet Font

About Font Sizes

You can change the onscreen font size in AlphaWord Plus on your Neo. Changing the font size changes how text appears onscreen, letting you work at a screen size that suits your needs. It doesn't change font attributes associated with the text, so when you send text to your computer or printer, the text itself is plain text.

There are six font settings from which to choose:

- System (four lines per screen using a fixed width font)
- Small (six lines per screen)
- Medium (five lines per screen)
- Large (four lines per screen)
- Very large (three lines per screen)
- Extra large (two lines per screen)

When you change the font size, that change applies to all files and workspaces in AlphaWord Plus. Here are examples of the font sizes.



If some font sizes are removed from your NEO using AlphaSmart Manager, the NEO defaults to the four-line system font.

Extra large (two lines)

Tortoises, Turtles, and Terrapins

Very large (three lines)

Tortoises, Turtles, and Terrapins
Do you know the

Large (four lines)

Tortoises, Turtles, and Terrapins
Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and

Medium (five lines)


Tortoises, Turtles, and Terrapins
Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough

Small (six lines)

Tortoises, Turtles, and Terrapins
Do you know the differences between these three types of animals? Tortoises usually live on land, turtles live in the sea, and terrapins live in fresh water. All three types have tough bony shells and can be found in temperate and tropical lands and oceans.



Changing the Font Size

 **In AlphaSmart Manager, you can reset connected NEOs to the system font (four lines per screen). Click the **Settings** tab, click **System** on the left, and click **On** behind **Reset system font to default**.**

Follow these steps to change the font size:

1. Do one of the following:
 - Press **ctrl-option-⌘-F**.
 - In the Control Panel, move the cursor next to **Change default SmartApplet font** and press **enter**.
2. Use the arrow keys to move the cursor next to the font size you want to use; then, press **enter**.

```
Select a font, then press enter.  
- System  
- Large (4 lines)  
↓ Medium (5 lines)
```

If you changed the font size with the keyboard command, you're returned to the workspace where you were working previously. If you used Control Panel, you're returned to the list of settings; press **applets**, then select **AlphaWord Plus** to view the change in font size.

The System Font

The four-line System font is slightly different from the Large font, which also takes four lines per screen. The four-line System font is a "fixed-width" or "monospace" font, and the four-line large font is a proportional font. With fixed-width fonts, every character and space occupies the exact same width. With proportionally spaced fonts, each character occupies only the space it needs to display that particular character. So, for example, an **m** character takes up more space than an **i** character.

This illustration shows the difference between Neo's four-line fonts:

Large four-line font (proportional)	<pre>William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.</pre>
System four-line font (fixed width)	<pre>William licked a lollipop and became ill. His mother, Priscilla, called the doctor. The doctor advised William to refrain from eating any more lollipops.</pre>

Note the different widths of the words "William," "ill," and "lollipop" in each illustration



Turn Calculator Off or On

This setting allows you to disable or enable the calculator on NEOs. There may be times when you don't want Calculator to be available, such as when students who have NEOs are doing math work. If you want to turn off Calculator on just one NEO, follow the instructions below. If you want to turn off Calculator for a group of NEOs using AlphaSmart Manager, see "Disabling SmartApplets within AlphaSmart Manager" on page 1-4.



You need to enter the master password to turn the calculator off or on. To set the master password for NEOs, in AlphaSmart Manager, click the **Settings** tab and click **System** on the left. Enter a new master password in the field provided and send it to the NEOs.

To Turn Calculator Off or On in this Control Panel setting

1. In the list of Control Panel settings, move the cursor next to **Turn Calculator Off** (or **On**) and press **enter**.
2. Enter the master password and press **enter**.
3. Press any key.

To Turn Calculator Off or On in the SmartApplets Menu

1. Press **applets**.
2. Move the cursor down next to Calculator.
3. Press **ctrl-⌘-L**. If the Calculator is on, this turns it off; if the Calculator is off, this turns it on again.

To Turn Calculator Off or On While Using AlphaWord Plus

1. Press **ctrl-⌘-C**
2. Type the master password and press **enter**.

Two-button On Setting



You can also enable the Two-button on option in AlphaSmart Manager. To do this, click the **Settings** tab, click **System** on the left, scroll down through the list on the right to find "Two button on mode," and click the **On** option.

The Two-button On setting lets you control whether you turn your NEO on with one key press or two. NEO's default behavior is to turn on when you press **on/off**. However, if you often carry your Neo in a backpack or briefcase, you might want to change this behavior so that you don't accidentally turn the device on as you carry it and drain power from the NEO. When the Two-Button On setting is On, you must press and hold down **enter**, then press **on/off** to turn your Neo on.



Follow these steps to turn this option on or off:

1. In the list of Control Panel settings, use the arrow keys to move the cursor next to **Two-button On option**; then, press **enter**.
2. The next screen will tell you if the option is enabled (on) or disabled. If you want to change the setting, press **enter**. If not, press **esc**.

Set Screen Contrast Setting

The Set Screen Contrast setting lets you control how light and dark both the screen background and the onscreen characters appear. This lets you optimize the screen for your current lighting conditions.

To change the screen contrast, follow these steps:

1. In the list of Control Panel settings, use the arrow keys to move the cursor next to **Set screen contrast**; then, press **enter**.
2. Use the arrow keys to change the contrast. Pressing the \uparrow key increases the number and darkens the background; pressing the \downarrow key decreases the number and lightens both the background and the text. The setting ranges from 1 to 16.
3. Press **esc** when you're ready to exit the setting.

Keyboard Command Reference List

This Control Panel option is actually a table of the keyboard commands or shortcuts that you can use to perform actions on the NEO. Most commands can also be accessed elsewhere on the NEO, but the keyboard commands help you do the actions quickly. The table below lists the commands that you'll find in this menu.

Action	Keyboard Command
Open help.	⌘-H or ctrl-H
Print.	print or ⌘-P
Open Printer Selection menu.	option-print
View clipboard status (number of pages in clipboard and number available).	option-⌘-c

Action	Keyboard Command
View clipboard status (number of characters in clipboard and number available).	shift-ctrl-option-⌘-C
View clipboard contents.	ctrl-option-⌘-C
Copy selected text to clipboard.	⌘-C or ctrl-C
Paste text from clipboard.	⌘-V or ctrl-V
Set the amount of time the NEO must be idle before it automatically shuts down.	option-⌘-T
Choose a keyboard layout (QWERTY, Dvorak, right one-handed, or left one-handed). See page 4-11.	option-⌘-L (Then press 1 for QWERTY, 2 for Dvorak, 3 for Right, or 4 for Left.)
Set the cable transfer speed.	option-⌘-S (then choose the number next to the speed you want)
Set the infrared (IrDA) transfer speed.	ctrl-option-⌘-S (then choose 1 for the fastest speed or 2 for compatibility speed)
View the NEO system information and language, the current file number, the speed setting, the keyboard layout, and settings for auto repeat, sticky keys, and passwords.	option-⌘-V
Disable or enable spell check. See page 4-3.	option-⌘-spell check
View and set the auto repeat and sticky keys settings.	option-⌘-K
Disable or enable the calculator. See page 4-8.	ctrl-⌘-C
Disable or enable the slow keys setting.	ctrl-option-⌘-K
View battery charge/status.	ctrl-⌘-B
Lock or unlock the selected SmartApplet in the SmartApplets menu.	ctrl-⌘-L
In the SmartApplet menu, make the selected SmartApplet the one that starts when you turn the NEO on.	ctrl-applets
In the SmartApplet menu, view information about the selected SmartApplet.	option-applets



View Keyboard Layout Settings (Including Special Characters)

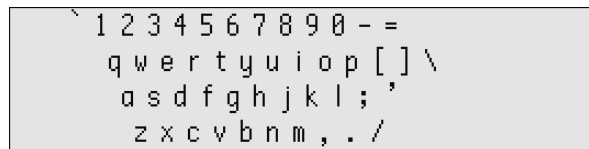
This option lets you view the keyboard layout that is currently selected. This can be useful if you've switched to a different layout from what you're used to and you're not quite sure of the new locations of keys.

You can also use this option to view a second screen on how to enter these commonly used special characters in AlphaWord Plus:

£ ¥ ® «
¶ μ φ ;
™ ~ ^ f
ß Ω
π Σ ÷
· ¨ § ´
∞ © ø æ
å ç

Note: ISO (European) keyboard layouts vary slightly from the following illustrations, which depict ANSI (US) keyboards.

1. In the Control Panel, use the arrow keys to move the cursor next to **View keyboard layout**; then, press **enter**. The layout appears onscreen. (The example shown is the standard QWERTY layout.)



2. To see the layout when the shift key is pressed, press and hold **shift**.
3. To view some of the special characters available, press and hold **option**. These are the keys you can type by holding the option key. Note their location on the keyboard. (For example, to type the ™ character in AlphaWord Plus, hold down **option** and press **2**.)



You can view a list of international characters and find out how to type them by pressing **ctrl-H in AlphaWord Plus.**



4. To view the remaining special characters, hold down both **option** and **shift**. (For example, to enter ζ in AlphaWord Plus, hold down the **option** and **shift** keys and press ζ .)

Display Battery Status Setting

To check the battery charge as a percentage, move the cursor next to **Display Battery Status** in the Control Panel list; then, press **enter**.

You can also press **ctrl-⌘-B** at any time to display the current battery charge.

Change Keyboard Settings



You can also change these settings in AlphaSmart

Manager. When you click the **Settings** tab and click **System** on the left, the available settings that you can change on the right will include **Sticky Keys**, **Keyboard Layout** and **Slow Keys**. It also includes **Auto Repeat**.

To choose the keyboard settings in the Control Panel, move the cursor next to **Change keyboard settings** and press **enter**. Then, move the cursor next to the option you want to change and press **enter**. You can change the following:

Option	Does this
Keyboard layouts	Sets alternate keyboard layouts (see below)
Slow Keys	Sets a time delay for holding down a key before the character appears onscreen
Sticky Keys	Sets whether you must hold keys down for keyboard commands or whether you can press them sequentially

Change Keyboard Layout

When you choose this setting, NEO gives you a choice of four different keyboard layouts to provide for special needs or preferences:

- QWERTY, the standard default layout of most keyboards and typewriters
- Dvorak, a scientifically-designed keyboard layout that requires much less finger reaching and stretching for the most commonly used keys, and results in faster and easier typing
- Right hand only, a layout that lets people with special needs type faster
- Left hand only, a layout that lets people with special needs type faster

When you switch keyboard layouts, all dialog boxes and keyboard commands conform to the new layout. The command keys (**ctrl**, **option**, **⌘**, for example) remain in the same location, but letter keys are derived from the new layout. For instance, to access the Speed menu, you still press **option-⌘-S**, but the S key is in a different location.

Important: When you send text to your computer from your NEO using a USB cable and **send**, the computer **must** use a QWERTY layout.

To change the keyboard layout, follow these steps:

1. Do one of the following:
 - From the Control Panel, select **Change Keyboard Settings**, then select **Change Keyboard layout**.
 - From within a SmartApplet, press **option-⌘-L**.
2. Select a keyboard layout from the following choices:
 - Press **1** to select the QWERTY layout.



The illustrations shown in these steps show ANSI

(US) keyboards. ISO (European) keyboard layouts vary slightly. If you have an ISO keyboard and you want to check key locations for different specialized layouts, use the Control Panel's View Keyboard Layout option (see page 4-11).



The standard QWERTY keyboard layout

- Press **2** to select the Dvorak layout.



The Dvorak keyboard layout



- Press **3** to select the right hand only layout.



The right one-handed keyboard layout

- Press **4** to select the left hand only layout.



The left one-handed keyboard layout

3. When the NEO notifies you that the keyboard layout has been changed, press any key to continue. If you chose a layout other than QWERTY, the next time you start the NEO, the startup screen will include the keyboard layout you've chosen.

Change Slow Keys Setting

The Slow Keys setting lets you decide how long you must hold down a key before the character appears onscreen. This setting is useful for someone who has unsteady hands or difficulty in targeting specific keys.

For example, if you set the Slow Keys option to one second, you would have to press and hold down a character key for one entire second before that character would appear. One second is probably too long a delay for many users, but some fraction of a second might help alleviate inadvertent typing for certain users.

To set the Slow Keys delay, follow these steps:

1. Do one of the following:
 - From the Control Panel, select **Change keyboard settings**, then select **Change slow keys setting**.
 - From within a SmartApplet, press **ctrl-option-⌘-K**.
2. To increase the delay, press **↑** to increase the amount of time you need to hold down keys in increments of a tenth of a second. Press **↓** to decrease the delay.
3. Press **enter** to accept the change or press **esc** to exit the screen.

If the Slow Keys delay is greater than one second, the delay before keystrokes is repeated (normally about one second) increases to match it. For example, if the Slow Keys delay is set to 1.5 seconds, the delay before keys are repeated increases to 1.5 seconds as well. This means that after pressing and holding a key down, 1.5 seconds pass before the character appears, and after an additional 1.5 seconds, the character begins to repeat.

Turn Sticky Keys On or Off

For some keyboard commands on NEO, you need to hold down several keys at the same time. This may be difficult for some users. For those users, NEO has a Sticky Keys setting that lets you type key combinations one key at a time without holding down all the keys at once. So you could, for instance, press **option**, then **⌘**, then **S** individually to get to the Send Speed menu, rather than pressing all three keys as a group.

Sticky Keys affects these four keys: **shift**, **option**, **⌘**, and **ctrl**. When Sticky Keys is on, pressing one of these keys effectively keeps that key pressed down for the next normal key press.

To turn the Sticky Keys option on or off in the Control Panel, select **Change keyboard settings**, then select **Turn sticky keys ON** or **Turn sticky keys OFF** and press **enter**.

You can also set Sticky Keys from within AlphaWord Plus by following these steps:

1. Press **option-⌘-K**.
2. Press **2** to turn Sticky Keys on or off.
3. Press **esc** to exit the screen and return to your work.

Auto Repeat and the Slow Keys Setting

Auto Repeat lets you set whether keys repeat when held down. Usually if you press and hold a character key for an extended period of time, the letter continually repeats itself across the screen. You can change this behavior so that keys won't repeat. This is helpful for beginning typists or for users who have difficulty typing. For example, if you're administering an activity to a group of users whose typing skills are at a beginning level, you can turn off Auto Repeat so they aren't penalized for holding down a key longer than normal.



You can also change the Auto Repeat setting in

AlphaSmart Manager. When you click the **Settings** tab and click **System** on the left, the available settings that you can change on the right will include Auto Repeat. Click **On** or **Off**.

When Auto Repeat is on (the default setting), a character repeats when a key is held down; when it's off, only one character appears per keystroke.

Though the Auto Repeat setting is related to the Slow Keys setting, this setting is not in the Control Panel. To turn Auto Repeat on or off while using AlphaWord Plus, follow these steps:

1. Press **option-⌘-K**.
2. Press **1** to turn auto repeat on or off.
3. Press **esc** to exit the screen and return to your work.

KEYWORDS

Welcome to KeyWords

The KeyWords SmartApplet develops basic keyboarding skills using fun and interesting lessons. Keyboarding is an essential skill for success, and good keyboarding skills allow you to write much more quickly than if you had to spend time hunting for each key.

KeyWords keeps learners interested as it teaches typing, employing a language-based system that entertains as it trains. It provides cumulative lessons that teach accuracy and speed a few keys at a time, and it offers encouragement with positive feedback and helpful hints. KeyWords also checks progress at each level with typing tests. You can then view progress reports on the NEO or by using the KeyWords program in Renaissance Place.

The KeyWords design is based on research about how people learn to type:

- Speed and typing fluency increase more readily if simple words are used and repeated. The KeyWords method follows this model of repetition, presenting diverse vocabulary, rhymes, and humor to keep lessons interesting.
- Typists learn patterns of keystrokes more quickly when they aren't interrupted by immediate corrections. The KeyWords error-checking method emphasizes the importance of words and phrases.
- Speed skills and accuracy are best developed independently. KeyWords provides separate lessons for these skills. You can set proficiency goals and view reports as learners test themselves.
- Speed increases with practice typing words and phrases instead of random letters. By practicing with words and phrases, new typists learn common letter patterns that are the building blocks for simple and complex words. This promotes the ability to quickly recognize and type letter combinations that occur frequently.

How the KeyWords SmartApplet Works



If you plan to use the KeyWords RP reports (within Renaissance Place), you'll need to perform some additional setup. See page 5-35.

1. Teachers add students, or learners add themselves as students.
2. The student selects a group of keys to learn.
3. The student works through the activity for learning the new keys.
4. The student uses the accuracy and speed builder activities.
5. The student takes an accuracy and speed test.
6. The student or teacher checks student progress using reports on the NEO, **or** the teacher synchronizes the KeyWords data with Renaissance Place and views reports in the KeyWords RP program.

Starting the KeyWords SmartApplet



If KeyWords is not installed on your NEO, see page 1-2 to install it.

KeyWords comes installed on each NEO. To start KeyWords, follow these steps:

1. After starting the NEO, press **applets**.

```
Select a SmartApplet and press enter:  
↑ Calculator 3.02  
- Control Panel 1.01  
↓ Keywords 3.4
```

2. Press the ↓ key to move the cursor down until it is next to **KeyWords**; then, press **enter**. You'll see this KeyWords startup screen:

```
Select your name or choose to add name:  
- Teacher options  
- Add a student
```

Adding a Student



These steps describe how to add a student to the

KeyWords SmartApplet. If you want to use KeyWords RP for reports, you'll need to add students in Renaissance Place as well; see page 5-35.



If you make a mistake, press backspace to erase and correct the error. If the error is on a different line, use the arrow keys to go to the error so you can correct it.

If you are a teacher using KeyWords in the classroom, you can follow the steps below to add a student. If you are the student or the person learning the keyboarding skills, you can follow these steps to add yourself as a student.

1. After starting KeyWords, press the ↓ key to move the cursor next to **Add a student**; then, press **enter**

Select your name or choose to add name:

- Teacher options
- Add a student

2. Enter the student's first name, press **enter**, and enter the student's last name. Then, press **enter**.

Enter your first and last name:

First Name:

Last Name:

Press enter after typing the names.

3. Enter a password for the student (two to six characters), press **enter**, and enter the password again. Then, press **enter**.
4. NEO will show you that the student is being added; then, it will return to the KeyWords start screen, which will now include the new student's name.

Select your name or choose to add name:

- Teacher options
- Add a student
- ↓ Luis Camacho

5. If you want to add more students, repeat the steps above. All students that you add will be listed alphabetically by last name.

Choosing Your Name and Starting Lessons

After you've been added as a student, you can begin working through the lessons. The first lesson is an introductory overview to teach you how to sit properly and where to place your hands on the keyboard. The other lessons help you learn new keys, build speed and accuracy, and test your proficiency.

Students can follow these steps to start work in the KeyWords SmartApplet.

1. After starting KeyWords, use the arrow keys to move the cursor down next to your name in the list. Then, press **enter**.

```
Select your name or choose to add name:
- Teacher options
- Add a student
↓ Luis Camacho
```

2. Type your password and press **enter**. (The password was assigned when you were added as a student.)
3. To start the first lesson, move the cursor next to **Start Here!** and press **enter**.

```
Select Lesson or Option:
- Student reports
- Start Here!
↓ A S K L Keys
```



The arrows on the screen show you that there are more options above or below the ones you're viewing.

4. Follow the instructions on the NEO screen to learn about the space bar and enter keys, how to sit properly, and where to put your hands on the keyboard.

Note: This lesson will refer you to the keyboard picture. You or your teacher can find this picture in the KeyWords Extras folder on the AlphaSmart Manager 2 CD. For more about the resources available to KeyWords teachers, see page 5-45.

5. After you complete this lesson, you will return to the lesson list. Notice that there is an asterisk (*) next to the lesson you've completed. The * will appear next to each lesson as you complete it. A + will appear next to each lesson that you have started, but not finished.

Select Lesson or Option:
↑*Start Here!
- A S K L Keys
↓ D J F Keys

6. Now, move the cursor next to another lesson you want to complete (such as **A S K L Keys**) and press **enter**. In each of the other lessons, you can choose one of three options:
 - **Learn new keys** helps you learn to type the keys. For more information about this, see the next section.
 - **Use accuracy and speed builders** helps you improve your accuracy and increase your speed while typing these keys. For more information, see page 5-6.
 - **Take accuracy and speed test** lets you test your proficiency using these keys. For more information, see page 5-8.

As you complete each task, you can choose another option within this lesson, or you can select another lesson. To go back to a previous screen (such as the lesson list or the list of names), press **esc** until you get to that screen.

Learning New Keys

When you choose the **Learn new keys** option within a lesson, KeyWords asks you to type the keys you're learning and to type combinations of the keys in different sequences.

If you type the wrong key, KeyWords will make corrections, but if you continue to type the wrong keys, KeyWords will give you a hint and show you the keyboard layout with the key highlighted to help you find it. You must press the correct key to go on.

You can find visual materials that help you learn keyboarding on the AlphaSmart Manager 2 CD. See page 5-45.



Building Accuracy and Speed



You can't skip forward or backward during a lesson. You must perform the activities as they are presented. However, you can stop a lesson by pressing **esc**.

When you choose **Use accuracy and speed builders** in a lesson, KeyWords helps train you to press keys correctly, which improves your accuracy and helps you build up speed. For each lesson, there are six practice passages in the accuracy and speed builders. The following example shows the practice passages for the ASKL keys. (On the NEO, you would typically only see three of these passages listed at one time.)

Select a passage:

- ALL ASK
- AS ALL ASK
- A LASS ASKS
- AS A LASS ASKS
- ASKS A LASS
- ALAS ALL ASK

To choose the passage you want to work on, move the cursor next to it and press **enter**.

Accuracy

During the accuracy portion of this activity, KeyWords will ask you to type each of the words and then give you the words in different sequences. The accuracy builder helps you practice your newly learned keystrokes with whole words and phrases. It emphasizes precision, not momentum. KeyWords presents passages of small words or letter patterns to type.

Type carefully:

tree frog free frog
tree fr_

When you complete all the lines in the passage, KeyWords displays the number of errors you made. Errors are the number of words you typed incorrectly; even if you make more than one mistake typing a word, it counts as only one error. Typing extra spaces between words also counts as one error.



KeyWords compares your accuracy (number of errors) to the passing criteria (see page 5-13). If you don't meet the passing criteria, a message will tell you to type more carefully so you make fewer mistakes, and you will not go to the speed builder. Instead, you will go back to the screen where you can select passages.

You had 20 errors. You will need 12 or fewer
to continue. Please type more carefully so you
make fewer mistakes.
(Press [SPACE BAR] to continue.)

If you meet the passing criteria, you will see a message like the one below, and when you press the space bar, you will go on to the speed builder.

Nice job! You only made 1 error.
You are now ready for Speed Builder.
(Press [SPACE BAR] to continue.)

Speed Builder

After you pass the accuracy activity, KeyWords gives you a speed builder activity. You cannot go straight to the speed builder activity; it always starts automatically after you pass the accuracy activity. Even if you've completed the accuracy activity before, you must go through it again before you can work on the speed builder.

KeyWords shows you your goal before the activity, and afterwards, it shows you whether you met the goal. (To set goals, see page 5-13.) Goals are based on the number of words you type per minute. Type the text on the screen and press the space bar when asked to do so.

When you finish the activity, a message will show you whether you met your goal. If you met your goal, you will see a message like this:

Way to go! Your typing rate was 20
words per minute. Your goal rate was
8 words per minute. You passed!
(Press [SPACE BAR] to continue.)

If not, you will see a message like the one below. Then, you will see a message asking if you want to try the speed builder again. Press **y** for yes or **n** for no.

```
Your typing rate was 5 words per
minute. You need to type 8 words per
minute or more.
(Press [SPACE BAR] to continue.)
```

Taking an Accuracy and Speed Test

The third option in each lesson, **Take accuracy and speed test**, lets you test your progress. Each lesson has four different tests that you can take. You can retake a test anytime. Your record shows only your best results.

When you choose this option, the NEO shows the goals you need to meet for accuracy and speed in order to pass the test.

```
Your goal for the Speed and Accuracy
Test is 12 Words Per Minute with
12 errors or fewer.
(Press [SPACE BAR] to continue.)
```

As in the accuracy builder, the number of errors is counted as the number of incorrectly typed words. Even if you make more than one mistake while typing a word, it counts as only one error. Typing extra spaces between words also counts as an error.

The top two lines on the screen show you the text to type and when to press **enter**. After you've typed the text, the screen shows your accuracy and speed scores, your goal, and whether you passed for accuracy and for speed. Note that you may pass either accuracy or speed without passing the other element. When you press the space bar after viewing the score, you'll return to the lesson screen.

```
Your score      Your goal      Passed
40 WPM         8 WPM         Yes
7 Errors       10 Errors     Yes
(Press [SPACE BAR] to continue.)
```


How Students Check Progress Using Reports

You can check your progress any time to see how well you're doing on your KeyWords lessons.



**Teachers can also
create a Group
Progress Report.**

See page 5-12. Reports are also available in KeyWords RP in Renaissance Place; see page 5-37.

The Student Progress Report includes all lessons you've worked on. It shows the keys you did each lesson for, your goals for words per minute (WPM) and accuracy, and your actual scores. It also shows whether you have passed the test, and it lists the accuracy and speed builders that you have done.

The Last Lesson Report shows the keys the lesson was for, your goal for words per minute (WPM), your actual words per minute, your goal for errors, your actual number of errors, and whether you passed.

When you choose a report, KeyWords can print it, send it directly to the computer, or send it to an AlphaWord Plus file. If you choose to send it to an AlphaWord Plus file, the report may wrap across several lines, making it difficult to read, but you can then transfer the file to a computer or printer and see the report with its proper formatting. Sending reports to AlphaWord Plus is also useful because if you are using several NEOs with AlphaSmart Manager, you can use that program to retrieve the files from multiple NEOs at the same time, and you can then view, save, or print the reports.

Follow these steps to create a report:

1. In KeyWords, select your name from the student list and press **enter**.
2. Type your password and press **enter**.
3. On the Select Lesson or Option screen, press \uparrow to move the cursor up next to **Student reports**, which is at the top of the list. Then, press **enter**.

```
Select Lesson or Option:  
- Student reports  
-*Start Here  
↓*A S K L Keys
```


4. You can choose a student progress report or a report on the last lesson. Move the cursor next to the report you want; then, press **enter**.

```
Student reports  
- Create Student Progress report  
- Create Last Lesson report
```




5. Select one of the options and press **enter**:

- **Print:** Choose this option if you want to print the report directly. Then, press **print**. (NEO must be connected to a printer with a USB cable or be able to send the file to a printer wirelessly.)
- **Send directly to computer:** Choose this option if you want to send the report to a file on your computer. Make sure AlphaSmart Manager is not running on the computer. Then, connect your NEO to the computer via USB cable (or AlphaHub) as directed by the NEO, open the file on the computer, and press **send** on the NEO. Disconnect the cable when the file has been sent. (If characters get jumbled in the computer file, you may need to change the transfer speed by pressing **option- -s**.)
- **Transfer to AlphaWord file:** Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO. Then, type the number of the file you want to send the report to. If the NEO warns you that the text that's already in the file will be deleted, press **y** for "yes" if you want to continue. In the SmartApplet list that appears next, you can select AlphaWord Plus, and the file that you sent the report to will open.

 **If file passwords are enabled for AlphaWord Plus (see page 3-4), you must enter the password for the file you've chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.**

```
Create Student Progress report
- Print
- Send directly to computer
- Transfer to AlphaWord file
```

Teacher Options

 **You can also change these settings in AlphaSmart Manager. Click the **Settings** tab, then click **KeyWords** on the left to see the settings you can change.**

The Teacher Options in KeyWords allow you to do the following:

- Delete one or more KeyWords students
- Control whether home row confirmation is required
- Control whether KeyWord reinforces use of the correct shift key
- Set whether one space or two spaces are required between sentences
- View student progress using various reports

The master password is required when you set teacher options.

You can use AlphaSmart Manager to set the master password for your NEOs. For instructions, see the *AlphaSmart Manager 2 User Manual*. You can find the CD on the AlphaSmart Manager CD or in the Start menu (Windows) or the program folder (Macintosh).



Follow these steps to change teacher options:

1. In KeyWords, use the arrow keys to move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**. The teacher options will be listed.

```
Select a Teacher Option:  
- Delete a student  
- Delete all students  
↓ Create group progress report
```

Deleting Students

Within the teacher options, you can choose to delete one or more KeyWords students. (This does not delete students from KeyWords RP.)


Important: After you delete a KeyWords student, there is no way to recover that student's work. Make sure you want to permanently delete the students work before following the steps below.

Follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. In the list of teacher options, do one of the following:
 - If you want to delete just one student, move the cursor next to **Delete a student** and press **enter**. Then, move the cursor next to the student's name, and press **enter**.
 - If you want to delete all KeyWords students, move the cursor next to **Delete all students** and press **enter**.

```
Select a Teacher Option:  
- Delete a student  
- Delete all students  
↓ Create group progress report
```

4. A message will warn you that the data for the student(s) is about to be erased. If you're sure you want to continue, press **y** for "yes." If not, press **n**.

 **You can also delete all KeyWords students using AlphaSmart Manager.** To do this, click **Settings**, click **KeyWords** on the left, and choose **Yes** for the **Delete all students** option. You cannot remove individual students in AlphaSmart Manager.

Creating a Group Progress Report



Students can also view Progress Reports and Last Lesson Reports. See page 5-9. Reports are also available in KeyWords in Renaissance Place; see page 5-37.

One of the teacher options is the ability to create a group progress report. This report provides information on each student's last lesson, including the student's goals and actual performance for speed and accuracy and whether the student passed. The report includes only those students who have used KeyWords on this NEO.

Follow these steps to create the report:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Create group progress report** and press **enter**.
4. Select one of the options and press **enter**:

Print

Choose this option if you want to print the report directly. Then, press **print**. (NEO must be connected to a printer or be able to send the file to a printer wirelessly.)

Send directly to computer

Choose this option if you want to send the report to a file on your computer.

- a. Make sure AlphaSmart Manager is **not** running on the computer.
- b. Connect your NEO to the computer via USB cable (or AlphaHub) as directed by the NEO.
- c. Open the file on the computer. (For best formatting results, use a monospace font like Courier for the report text.)
- d. Press **send** on the NEO.
- e. Disconnect the cable when the file has been sent.



If file passwords are enabled for AlphaWord Plus (see page 3-4), you must enter the password for the file you've chosen before the KeyWords report can be saved there. You can substitute the master password for the file password.

Transfer to AlphaWord file

Choose this option if you want to send the report to an AlphaWord Plus file in one of the eight file spaces on the NEO. On the NEO, the report may wrap across several lines, making it difficult to read, but you can then transfer the file to a computer or printer and see the report with its proper formatting. Sending reports to AlphaWord Plus is also useful because if you are using several NEOs with AlphaSmart Manager, you can use that program to retrieve the files from multiple NEOs at the same time, and you can then view, save, or print the reports.

Follow these steps to send the report to AlphaWord Plus:

- a. Type the number of the file you want to send the report to.
- b. When the NEO warns you that the text that's already in the file will be deleted, press **y** for "yes" if you want to continue. The file will open in AlphaWord Plus.

You will see a report like the one below, showing information for each student's latest KeyWords lesson:

KeyWords Group Progress Report

Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed
Luis Camacho	ASKL	8	77	12	2	Yes
Benjamin Donne	ASKL	8	48	12	19	No
Keisha Fuller	ASKL	8	5	12	24	No

Setting Speed and Accuracy Goals for KeyWords Students

In the Teacher Options, you can also set new speed (Words Per Minute or WPM) and accuracy (error) goals for students who use KeyWords on this NEO. As your students' typing improves, you may want to set a higher goal for words per minute and a lower goal for errors. Only teachers can set goals; students can't set their own goals.

When you set goals, you are setting them for all lessons and all students who use this NEO. You can't set different goals for different students who are using the NEO. The goals apply to all accuracy and speed builders and to tests.

Setting Goals Manually Changes How KeyWords Works

If you set goals using the teacher options, those goals will stay the same for all lessons and students until you change them.

If you do not set goals using the teacher options, KeyWords starts with easy goals for all students and gradually makes the goals more difficult as students progress through lessons. The following table shows how the goals progress as the student works through lessons.

Lesson	Accuracy/Error Goal (Maximum)	Words Per Minute (WPM) Goal (Minimum)
ASKL Keys	12	8
DJF Keys	12	10
TH Keys	12	12
GO Keys	10	14
EI Keys	10	16
PR Keys	10	16
QU Keys	8	16
WY Keys	8	18
Z? Keys	8	16
X. Keys	8	18
C, Keys	8	20
MV Keys	8	22
NB Keys	8	22
“ ‘ ! Keys	8	14
Number Keys	6	14

If you have set goals in the teacher options and you want to go back to the default automatic goals that are shown in the table, see the instructions on page 5-15.

How to Set Goals Manually in the Teacher Options



You can also set KeyWords goals in AlphaSmart

*Manager. With NEO connected, click the **Settings** tab in AlphaSmart Manager and click **Keywords** on the left. Then, check and change the WPM and error goals.*

Follow these steps to set new goals that are the same for all students and lesson activities:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Set custom WPM and error goals** and press **enter**.

4. To make the words per minute (WPM) goal higher, press the ↑ key. To decrease it, press the ↓ key.

Use the arrow keys to change the
words per minute:8

(Press [SPACE BAR] to continue.)

5. Press the space bar.
6. To increase the number of allowable errors, press the ↑ key. To decrease it, press the ↓ key.

Use the arrow keys to change the
Allowable errors:12

(Press [SPACE BAR] to continue.)

Resetting Goals to the Default



**You can also reset
KeyWords goals in
AlphaSmart**

Manager. With NEO connected, click the **Settings** tab in AlphaSmart Manager and click **Keywords** on the left. Then, choose **Yes** after **Reset WPM/error goals to default**.

Follow these steps to change back to the default goals, which change as students progress through the lessons. (See the table that starts on page 5-14.)

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Reset WPM and error goals to default** and press **enter**.
4. A message will tell you that the goals have been reset. Press the space bar.

Choosing Whether to Enforce Use of the Correct Shift Key



You can also change this setting in AlphaSmart

Manager. With NEO connected, click the **Settings** tab in AlphaSmart Manager, click **KeyWords** on the left, and choose **Yes** or **No** after **Turn Require correct shift key OFF** or **ON**.

For faster and more accurate touch typing, students should learn to type a capital letter by holding down the shift key with the opposite hand from the one that is typing the letter. For example, to type “A,” you should hold down the shift key using the little finger of the right hand while typing a with the little finger of the left hand.

If you choose to enforce this practice, in the teacher options, Correct Shift Key Enforcement should be “On” (as it is when you first receive the NEO). If it is on, when students are learning new keys in lessons that require them to type capital letters, NEO will notify them if they use the incorrect shift key. (See the sample message below.)

To type a capital A, press the right shift key.
(Hold down the right [shift] key and press A now.)

Follow these steps to turn this option on or off:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Turn require correct shift key ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether correct shift key enforcement is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **y** for “yes.”

Enforcing Use of the Home Row



You can also change this setting in AlphaSmart Manager. With NEO connected, click the **Settings** tab in AlphaSmart Manager, click **KeyWords** on the left, and choose **Yes** or **No** after **Turn Home Row Confirmation ON** or **OFF**.

Because returning your fingers to the home row is such an important concept in touch typing, you can choose to have KeyWords request that students press the home row keys (**a s d f j k l ;**) in sequence during lessons.

When this option is turned on, students see the message below at the beginning of each accuracy and speed builder activity and each test. They must then type the home row keys in order from left to right before they can exit the screen and go on to the lesson. If they type the keys incorrectly, KeyWords backspaces to where they made the error, and it won't let them continue until they press the correct letters in the correct order

Place your fingers on the Home Row now.
Type each Home Row key one at a time
from left to right.

This option is off by default. To turn it on or off again, follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.
3. Move the cursor down next to **Turn Home Row Confirmation ON** (or **OFF**) and press **enter**.
4. The next screen will show you whether home row confirmation is on or off; then, it will ask if you want to turn it on (if it's off) or off (if it's on). If you want to change the setting, press **y** for "yes."

Requiring One or Two Spaces Between Sentences



You can also change this setting in AlphaSmart Manager. With NEO connected, click the **Settings** tab in AlphaSmart Manager, click **KeyWords** on the left, and choose **1** or **2** after **Set Spaces between sentences**.

Traditional keyboarding classes taught with typewriters specified that typists should put two spaces after a period before starting a new sentence.

Typesetting, word processing, and web pages all use just one space between sentences.

In the teacher options, you can specify the number of spaces that you want your students to include between sentences. Follow these steps:

1. In KeyWords, move the cursor next to **Teacher options** and press **enter**.
2. Type the master password and press **enter**.

3. Move the cursor down next to **Set one/two spaces between sentences** and press **enter**.
4. Use the ↑ and ↓ keys to increase or decrease the number of spaces between sentences. You can specify either 1 or 2.
5. Press the space bar when you have finished making the change.

Using AlphaSmart Manager 2 with KeyWords

AlphaSmart Manager 2 comes with each NEO. When you're using KeyWords, this program can be useful in many ways:

- It lets you set all KeyWords options from one screen at your computer.
- If you have a SmartOption Cart with an AlphaHub, AlphaSmart Manager 2 lets you manage KeyWords options for up to thirty NEOs at the same time.
- In AlphaSmart Manger version 2.6 and higher, the program can retrieve KeyWords data from NEOs and create reports that you can print and save.
- AlphaSmart Manager version 2.6 and higher can also synchronize that data with the KeyWords program in Renaissance Place, allowing you to use that program to generate reports. (See page 5-23.)

The following procedures explain how to use some KeyWords features of AlphaSmart Manager 2. For complete instructions for AlphaSmart Manager, refer to the *AlphaSmart Manager User Manual* that is available on the program CD.


Setting KeyWords Options in AlphaSmart Manager


The KeyWords settings that you can change in AlphaSmart Manager are the same ones that you can change on the NEO itself in the Teacher Options. However, changing the settings is sometimes faster in AlphaSmart Manager because you can make all setting changes in one window, and you can change settings for all NEOs that are connected to your computer.

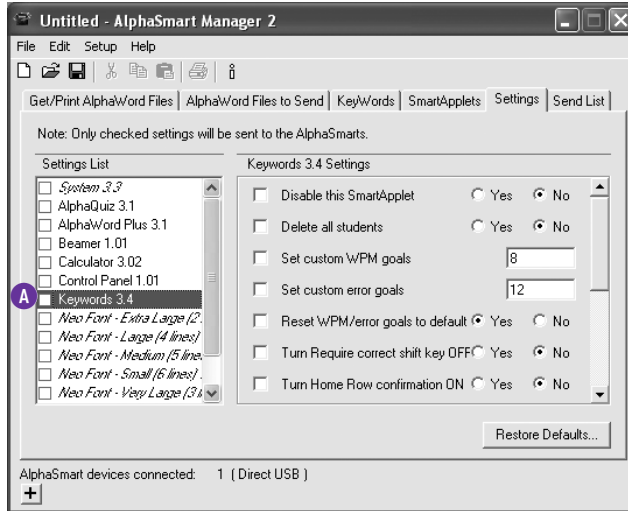
The table on the next page describes the KeyWords settings you can change and where to find the same settings on the NEO itself.


Setting	What It Does	Where to Find on the NEO
Disable this SmartApplet	Turns off access to KeyWords so it can't be used on the NEO(s). KeyWords is still installed, but if anyone tries to select it in the list of SmartApplets, they are notified that it is disabled. Users of NEO need the master password to enable it again. Click Yes or No .	Press applets , move the cursor down next to KeyWords , and press ctrl-⌘-L . Then, enter the master password and press enter . An open square with four corners will appear next to KeyWords in the list.
Delete all students	Deletes all students who have been added to KeyWords and their KeyWords data. Note: In AlphaSmart Manager, you can delete all students, but not individual students. To do that, use the KeyWords teacher options on the NEO. Click Yes or No .	You can delete students in the teacher options in KeyWords. (See page 5-11.)
Set custom WPM goals	Sets a specific words per minute (WPM) speed goal for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 5-13). Type the minimum words per minute you want students to achieve. (The default is 8.)	You can set goals in the teacher options in KeyWords. (See page 5-14.)
Set custom error goals	Sets a specific goal for maximum errors allowed per activity for all students and all lessons. This overrides the automatic progression of goals that KeyWords normally uses (see page 5-13). Type the maximum errors you want students to be allowed. (The default is 12.)	You can set goals in the teacher options in KeyWords. (See page 5-14.)
Reset WPM/error goals to default	Resets goals to the ones used by default in KeyWords (see page 5-13). Click Yes or No .	You can reset goals in the teacher options in KeyWords. (See page 5-15.)
Turn require correct shift key OFF	Determines whether KeyWords checks to make sure that students use the shift key opposite the letter they are typing to make that letter uppercase. If students use the wrong shift key, they will see a message asking them to use the other shift key. Click Yes or No .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 5-16.)
Turn Home Row confirmation ON	Determines whether KeyWords requires students to type the home row keys at the beginning of each accuracy and speed builder activity and the beginning of each test. This helps get students used to placing their hands on the home row. Click Yes or No .	You can turn this requirement on or off in the teacher options in KeyWords. (See page 5-17.)
Set spaces between sentences	Determines whether students are required to type one space or two between sentences. Click 1 or 2 .	You can change the spaces required between sentences in the teacher options in KeyWords. (See page 5-17.)

Follow these steps to change KeyWords options in AlphaSmart Manager. These steps assume that you have started the program and connected your NEO(s) as described in the *AlphaSmart Manager 2 User Manual*.

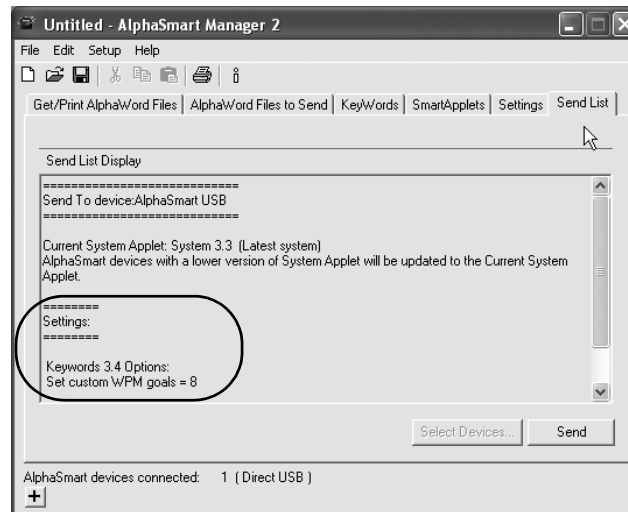
 **If KeyWords isn't in the Settings list, one or more of the NEOs doesn't have KeyWords installed. To install it on all connected NEOs, click the SmartApplets tab, click KeyWords in the list, and click Add. Then, send the SmartApplet to the NEOs. For instructions, see page 1-2.**

1. Click the **Settings** tab in AlphaSmart Manager.
2. Click **KeyWords**  in the list of SmartApplets on the left as shown.



 **To restore all KeyWords settings to the defaults, click Restore Defaults at the bottom of the window.**

3. Make changes as needed to the settings listed on the right. (Make sure the box is checked for each setting you're changing.)
4. Click the **Send List** tab and make sure that your changes are listed.



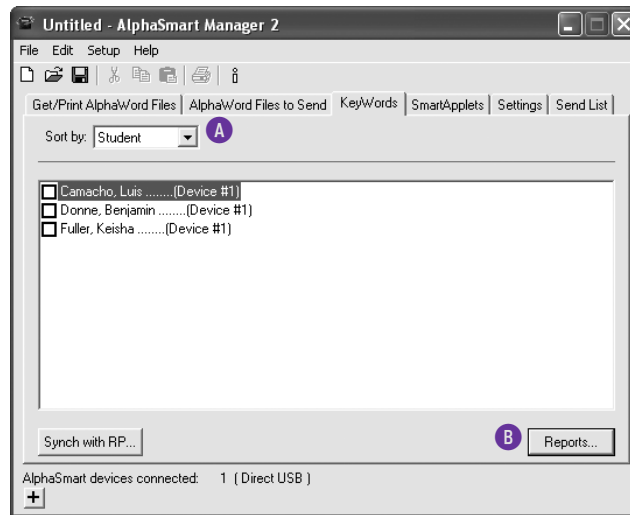


5. If you have multiple NEOs and you want to limit the changes to certain NEOs, click **Select Devices**, check the NEOs that should get the changes, and click **OK**.
6. Click **Send**.

Retrieving KeyWords Data and Generating Reports in AlphaSmart Manager

Follow the steps below to retrieve your students' KeyWords data from NEOs and view, save, or print reports. These steps assume that you have started the program and connected your NEO(s) as described in the *AlphaSmart Manager 2 User Manual*.

1. Click the **KeyWords** tab in AlphaSmart Manager. AlphaSmart Manager will retrieve students' KeyWords data from connected NEOs. You can use the drop-down list **A** to choose whether to list by student or to list students under the device (NEO) they've used.

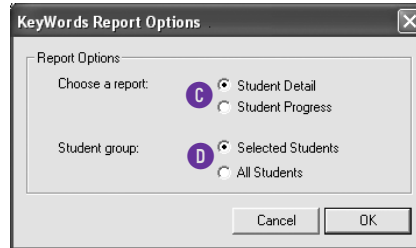


2. Check the boxes next to the students or devices (NEOs) you want to include in reports and click **Reports** **B**. (If you don't check any students, the program will assume you want to include all students listed.)
3. First, click the report you want to generate: Student Detail or Student Progress **C**. The Student Detail Report lists each student's information separately by lesson, including the goals, actual words per minute and errors, whether the lesson was passed, and the accuracy and speed builders completed. The Student Progress Report includes information on each student's latest lesson, including the goals, actual words per minute, actual errors, and whether the lesson has been passed.

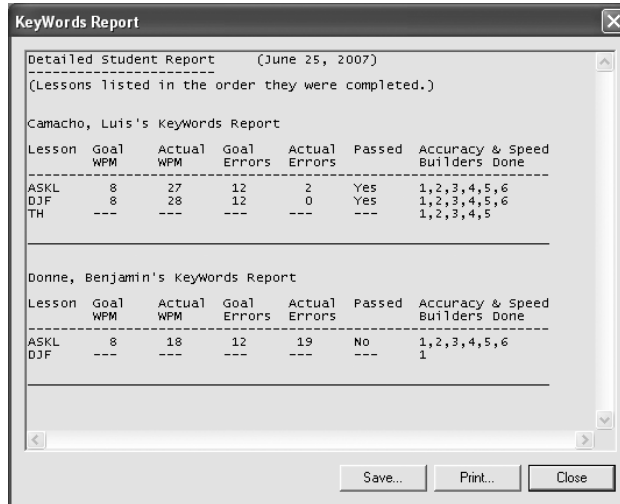


Next, click the group you want to include: the selected (checked) students or all students **D**.

Click **OK** to continue.



4. The report will open in a new window.



To save the report, click **Save**, type a name for the report and choose a location for the file, and click **Save**.

To print the report, click **Print**, choose your printer, and click **OK** (Windows) or **Print** (Macintosh).

To close the report window, click **Close**.

Synching KeyWords Data with KeyWords RP

By following these steps, you can synchronize your KeyWords data with the KeyWords program in Renaissance Place.

Renaissance Place is a web-based information system that brings together a wealth of student data, giving teacher, principals, and administrators the information they need in one place. You can use KeyWords in Renaissance Place if you own and have registered any other Renaissance Place product, such as Accelerated Reader, Accelerated Math, STAR Reading, or STAR Math.


Before you synchronize KeyWords data with KeyWords in Renaissance Place, you must do the following:

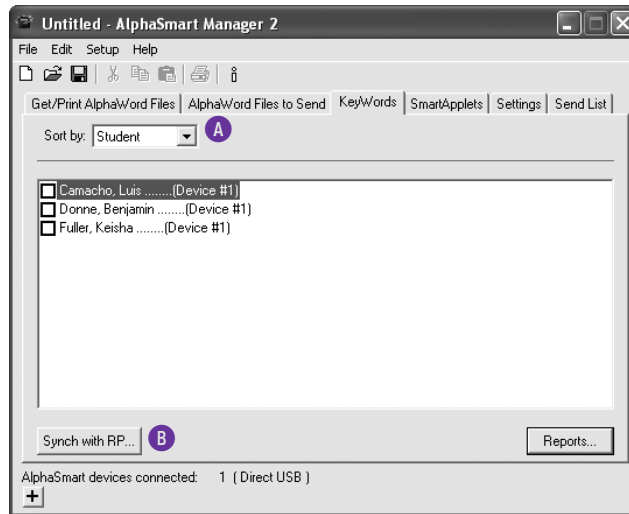
- Make sure KeyWords RP is installed on your server. (If you're using your own server, see the *Renaissance Place Installation Guide*.)
- Register at least one other Renaissance Place product.
- Activate your school(s) in Renaissance Place (see page 5-36).
- Decide which Renaissance Place account (user name and password) will be used to synchronize data since only one may do so.
- Add your KeyWords students to Renaissance Place (see the *Renaissance Place Software Manual*). Make sure that the first and last names are identical to the student names in KeyWords on the NEOs. This is important because students' KeyWords data is matched to their records in Renaissance Place. Data can only be synchronized for students who've been added to Renaissance Place.
- Make sure your KeyWords courses, classes, and teachers have been added to Renaissance Place. Teachers must be assigned to the classes with KeyWords RP checked for the teachers, and students must be enrolled in the classes. For instructions, see the *Renaissance Place Software Manual*.

Follow these steps to synchronize KeyWords data with RP. These steps assume you have already started AlphaSmart Manager and connected your NEO(s) as described in the *AlphaSmart Manager User Manual*.

1. Click the **KeyWords** tab in AlphaSmart Manager.

AlphaSmart Manager will retrieve students' KeyWords data from connected NEOs. You can use the drop-down list **A** to choose whether to list by student or to list students under the device (NEO) they've used.

 **To find manuals in Renaissance Place,** click the **Download Manuals** link in the top right corner of any page. Then, click **Download** next to the manual you want to open.



2. Click **Synch with RP** **B**.
3. Enter the web address that you use to access Renaissance Place **C**.

C

D


E

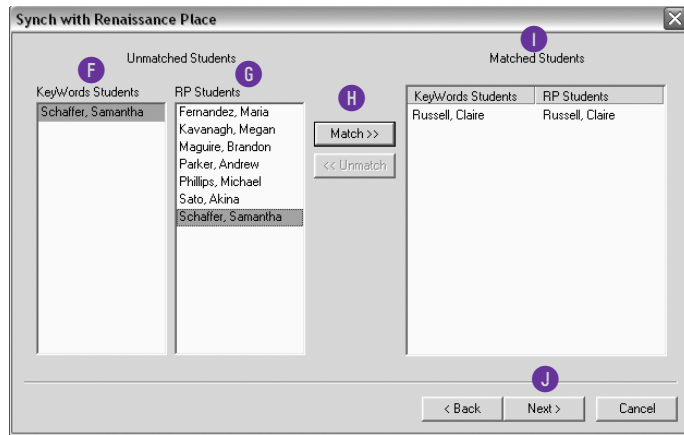
4. Enter the user name and password that you use to log in to Renaissance Place **D**.
5. If you have synchronized with RP before, you can choose to automatically synch students that have already been matched, or you can use the full wizard to change previous matches of KeyWords with RP **E**. Click an option.
6. Click **Next >**.

7. If this is your first time synchronizing, or if you chose to use the full wizard to change previous matches, select the school you want to use if necessary. Click **Next >**.

If you have synchronized before and chose to automatically synch students with Renaissance Place in the previous step, a message will appear telling you how many students were successfully imported into Renaissance Place. Click **Finish** and go to step 11.

8. Check the class(es) containing the students that you want to synchronize with Renaissance Place. Click **Next >**.
9. Match the KeyWords students with the Renaissance Place students as described below.

 **The first time you synchronize,**
AlphaSmart Manager performs a basic name match (auto-matching) between the list of Renaissance Place students and the KeyWords students on the NEOs.



- F** Click a KeyWords student name that you want to match to a Renaissance Place student. The list is based on the students entered into the NEO(s) connected to your computer.
- G** Click the Renaissance Place student name you want to match to the KeyWords student you selected. The list is based on Renaissance Place students already enrolled in the school and class you selected in the previous dialog boxes.
- H** Click **Match >>** to match the students and move them to the Matched Students area on the right.
- I** If you do not want to accept that match, click the student names in the Matched Students column and click **<< Unmatch** to separate the names and move them back to their respective columns on the left side.
- J** Click **Next >** when you have finished.

10. After the progress dialog box disappears, the program will show you how many students had data successfully imported into Renaissance Place. Click **Finish**.

11. Open your Web browser and go to the server address (URL) where Renaissance Place is installed.
12. Log in to Renaissance Place (see page 5-33).
13. View and/or print KeyWords RP reports in Renaissance Place (see page 5-37).

About KeyWords Reports

There are several different ways to get reports on student work in KeyWords:

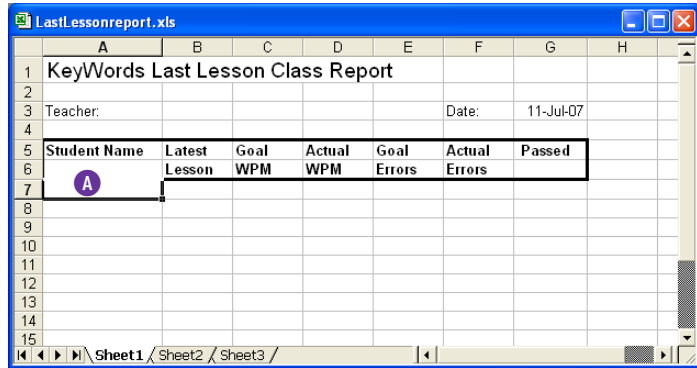
- Students can view a Student Progress Report that shows their work on all lessons, or they can choose a Last Lesson Report. See page 5-9.
- Teachers can create a Group Progress Report that includes information on each student's last lesson. See page 5-12.
- You can view a Student Detail Report or Group Student Progress Report within AlphaSmart Manager. See page 5-21.
- Teachers can use the templates that come with KeyWords to create a master class report. This report includes each student's Last Lesson Report. See the next section.
- Teachers can also view and print reports in KeyWords in Renaissance Place. See page 5-37.

Creating a Master Class Report

By following the steps below, you can create a master class report that includes the Last Lesson Reports from each of your students.

When you send a Last Lesson Report to a program on your computer instead of printing it or sending it to AlphaWord Plus, the column headers aren't included so that you can easily create a master classroom report. To create the master class report, you open a Microsoft Excel file that you want to put the data in; then, you have your students create a Last Lesson Report and send it to your computer into the file one at a time. Follow the steps on the next page.

1. Copy the LastLessonreport.xls file that is on the AlphaSmart Manager 2 CD in the KeyWords Extras folder. Paste the file onto your computer and open it. Click on the first cell under the heading as shown **A**.



2. Have your students create a Last Lesson Report on their devices. (See page 5-9.) Tell them to wait before choosing to print the report, send it to a computer, or send it to an AlphaWord Plus file.
3. Have a student connect his or her NEO to your computer using the USB cable. Then, ask the student to move the cursor next to **Send directly to computer** and press **enter**. After a moment, the student will be asked to press **send**. This will send the student's data into the first row below the column headings. When the data has been sent, have the student disconnect the NEO. Click in the first cell in the next row.
Repeat this step for each student.
4. Add any other information you want in the report, such as your name or the classroom, and then save or print the file for your records.

About the Options for Generating Reports on the NEO

When you create KeyWords reports on the NEO, you can choose one of three options:

- **Print** the report from the NEO directly to a printer, either by connecting the NEO to the printer with a USB cable or by using IR beaming to send the report wirelessly.
- **Send** the report to an open file on your computer via a USB cable connection.
- **Transfer** the report to one of the AlphaWord Plus file spaces (file 1—file 8).

Printing Reports

If you chose to print the report, follow these steps:

1. Connect the NEO to your printer using a USB cable, or put the NEO in range of an IR printer.
2. Press **print**. KeyWords will inform you that the NEO is connected to your printer; then, it will send the report and go back to the report options screen.
3. Press **esc** until you return to the KeyWords main screen.

Sending Reports

If you chose to send the report to your computer, follow these steps:

1. On your computer, open the program and file that you want to send the report to. Make sure your cursor is in the file so that it is active. For best formatting results, choose a fixed-width or monospace font like Courier; these fonts make the columns and header information line up correctly.
2. Using a USB cable, connect the NEO to your computer.
3. Press **send**. The text will appear in the file you had open.
4. Press **esc** until you return to the KeyWords main screen.

Transferring Reports to AlphaWord Plus


When you transfer a KeyWords report to AlphaWord Plus, you save it to one of the existing file spaces (file 1–file 8). Any text that is already in the file you choose will be overwritten.

This is a quick way to see reports right on the NEO. However, because the NEO screen is not as wide as a computer screen or printer page, the report will wrap across several lines, making it hard to read onscreen. If you transfer the file to a computer or printer, the report will return to its proper formatting.

If you have a SmartOption Cart with several NEOs connected, saving reports to an AlphaWord Plus file is also useful because you can use AlphaSmart Manager to retrieve the files from all connected NEOs at the same time. Then, you can view, save, or print the reports from your computer.

If you choose to transfer a report to an AlphaWord Plus file, follow these steps:

1. Type the file number that you want to send the report to.

 **If you notice missing characters or jumbled text, you might need to slow down the transfer speed for NEO. To change the speed for one NEO, press **option**-**⌘**-**S**. To change it for several NEOs, use AlphaSmart Manager 2.**

2. If the file is not empty, KeyWords will warn you that there is text in the file that will be deleted. To continue, press **y** for yes. (If you don't want to continue, press **n** for no. KeyWords will ask you to choose a different file.)
3. KeyWords will save the report in that file and open it in AlphaWord Plus.

Using KeyWords RP to View and Print Reports

KeyWords RP is a Renaissance Place program that allows you to generate reports about your students' work in KeyWords on NEOs. You do not have to purchase KeyWords RP separately. You can use it if you have another Renaissance Place program registered and if you are using KeyWords on NEOs.

KeyWords RP provides powerful and easy-to-use reports so teachers can see information for individual students, classes, and entire schools.

How KeyWords RP Works



To find the Renaissance Place Software Manual, click **Download Manuals** in the top right corner of any Renaissance Place page. Then, click **Download** next to the manual.

1. A Renaissance Place administrator activates the schools that will be using KeyWords. This registers KeyWords RP for those schools. (See page 5-36.)
2. The Renaissance Place administrator also adds the KeyWords students and their teachers, courses, and classes. Teachers must be assigned to the classes with KeyWords RP checked for each teacher, and students must be enrolled in those classes. To find out how to perform these tasks, refer to the *Renaissance Place Software Manual*. **The student names must exactly match the student names you've added in KeyWords on the NEOs.**
3. Students complete KeyWords lessons on their NEOs.
4. Teachers use AlphaSmart Manager to synchronize the KeyWords Data on the NEOs with the data in KeyWords RP. (See page 5-23.)
5. Teachers, principals, or administrators use a web browser to go to their Renaissance Place address. Then, they log in to Renaissance Place.
6. Users click **Reports** to choose the report they would like to generate. See page 5-37.

Programs You'll Use

KeyWords RP

The KeyWords RP reporting software—accessible from the Renaissance Place Home page—reports on students' performance on KeyWords lessons on NEOs. You'll need this program installed on your Renaissance Place server.

What You'll Use KeyWords RP to Do	See Page
Activate schools	5-36
Synchronize data with NEOs via AlphaSmart Manager	5-23
Print reports	5-37
Get software tips and manuals to help you use KeyWords RP in the classroom	5-31

Renaissance Place

Renaissance Place is the management program that comes with all RP products. It lets you view and manage district, school, student, teacher, parent, course, and class information, which is shared by all Renaissance Place software used in your district or school. The tasks that you can perform in this program depend on your user level. For example, district-level users have more management tasks available than school users or teachers. Sample tasks may include:

- Adding, editing, or deleting courses and classes, and assigning teachers and students to them
- Choosing a different school year to work in
- Viewing student information

KeyWords SmartApplet on the NEO

The KeyWords SmartApplet on the NEO is the program students use to work through their lessons. KeyWords RP is compatible with KeyWords 3.3 or higher.

AlphaSmart Manager

AlphaSmart Manager 2 is the link between the KeyWords SmartApplet on the NEO and KeyWords RP. AlphaSmart Manager helps you retrieve KeyWords data from NEOs and synchronize it with the data in KeyWords RP. You can also use AlphaSmart Manager to change KeyWords settings for all connected NEOs. KeyWords RP is compatible with AlphaSmart Manager versions 2.6 and higher.

Learning KeyWords RP

You'll find many tools in the software to help you learn to use KeyWords RP.



Do you have questions? Send general questions about KeyWords RP to answers@renlearn.com. Send technical questions to support@renlearn.com.

Online Manuals and Tips

On every page in Renaissance Place and KeyWords RP, you'll see a **Download Manuals** link. Click this link to see a list of the documents that are available; then, click **Download** next to the document you want to open. For KeyWords RP, you'll find these documents helpful:

Document	What It Gives You
<i>KeyWords User Manual</i> (this document)	<ul style="list-style-type: none"> • General information about the program • Step-by-step instructions for performing every function
<i>Tips for Getting Started with KeyWords</i>	<ul style="list-style-type: none"> • Helpful hints to get you started to using the program
<i>Renaissance Place Software Manual</i>	<ul style="list-style-type: none"> • Procedures for managing all school and district information, including students, teachers, courses, and classes

Online Help

To access the online help, click **Help** in the upper-right corner of any page. The help usually appears in a separate window to the right of the page, as shown below.



The **Help** link is on every page in the program. Click it to get more information about the page currently displayed in the software.

Use the links at the top of the Help page to navigate the help.

- Click **Contents** to display the table of contents for the help.
- Click **Index** to display an alphabetical list of topics.
- Click **Search** to find a word or ask a question.

- Click **Other Help** to see a list of the Renaissance Place software installed on your server and click one of those products to view its help.
- Click **Back** to view previously selected help pages.
- Click **Close Help** to close the help window.

This logo lets you know you're in the KeyWords RP Reports help. If you click **Other Help** at the top of the Help page and select another program's help, the logo for that program will appear.

Checking System Requirements

To use KeyWords RP, you must have Adobe Reader installed on your computer so you can view reports. If you want to see if a specific computer has the necessary software to run KeyWords RP, click **Check Software Requirements** on the Renaissance Place Welcome page before you log in.


For the most up-to-date hardware requirements for KeyWords RP, visit www.renlearn.com/requirements.

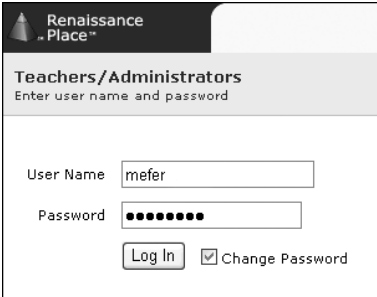
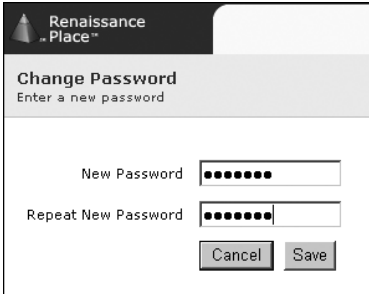
Logging in to Renaissance Place and Changing Your Password

Use these instructions to log in to Renaissance Place so you can access the KeyWords RP program. You can also change your password (either by choice or when the system requires it).

Only personnel who have been added to the program by the administrator can log in.

1. In your browser window, go to the Web address (URL) for Renaissance Place. Supported browsers include Internet Explorer, Netscape, Firefox, and Safari.
2. On the Welcome page, click **Teacher/Administrator**.
3. Enter your user name and password. To change your password, check the **Change Password** box.
4. Check **Log In**. If you're not changing your password, your Home page opens.
5. If you *are* changing your password, enter it now, type it again to verify it, and click **Save** to open your Home page.

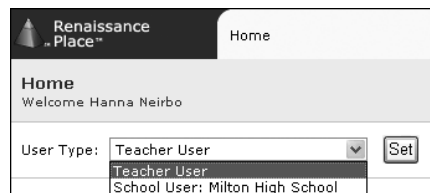
 **If the Change Password page appears and you didn't select it when logging in, one of two things has happened. Either your system administrator wants you to change it for security reasons or you haven't changed it in a year and the system requires it.**

Switching Roles in Renaissance Place

Some people in your district or school may be assigned more than one role, or they may be assigned to more than one school. For example, the librarian in the high school might also teach a reading class in one of the middle schools.

Renaissance Place keeps track of these multiple roles and school assignments. If you have more than one role or school assignment, choose the correct role or school from the drop-down list on the Home page when you log in to the software.



You can switch between roles or schools at any time from your Home page without having to log out of the software.

Navigating the KeyWords RP Software

The yellow navigation bar at the top of each page shows you where you are in the software.



If you need to go back to a previous page, use the links in the navigation bar rather than the browser's **Back** button, which can sometimes give you unexpected results. For example, if you're on the Reports page and want to display the Home page, click **Home** in the navigation bar.

Logging Out and Closing the Renaissance Place Software



Automatic logout after 20 minutes. If you don't use KeyWords RP for about 20 minutes, it automatically logs you out, and you'll have to log in again when you return to the software.

When you've finished working in KeyWords RP Reports, log out to keep your data secure.

1. Click **Log Out** in the upper-right corner of any page.
2. Close the software by closing your browser.

Setting Up the KeyWords RP Software

Much of the preliminary setup for your Renaissance Place programs occurs before you log in for the first time. For example, KeyWords RP should be installed by your program administrator, or it may be installed on a server hosted by Renaissance Learning.

The tasks listed below must be performed after KeyWords RP is installed and before you synchronize KeyWords data so you can view reports. You may or may not be the one required to perform these tasks.

Task	Usually Performed By					Where to Find Instructions
	District		School		Teacher	
	Admin.	Staff	Admin.	Staff		
Enter district information	✓					<i>Renaissance Place Software Manual</i>
Add school years	✓	✓				
Add school information	✓	✓				
Add school administrators and district staff	✓	✓				
Register at least one other Renaissance Place product	✓					
Activate schools for KeyWords RP Reports	✓					Page 5-36
Add teachers, school staff, and students (make sure student names match exactly what is entered in KeyWords on your NEOs)	✓	✓	✓			<i>Renaissance Place Software Manual</i>
Add school marking periods	✓		✓			
Add courses and classes, assign teachers— designate a lead teacher for each KeyWords RP class—and enroll students in classes	✓	✓	✓	✓		
Make sure teacher and student computers have the necessary software installed	✓		✓		✓	Page 5-33

Activating Schools

Who Can Do This?

- District Administrator
- District Staff
- School Administrator
- School Staff
- Teachers

To change, see page 5-45.



To deactivate a school, see "Removing Registration" in the Renaissance Place Software Manual.



After the schools have been activated, be sure to assign a Lead KeyWords RP teacher to the KeyWords RP classes you create. Check the KeyWords box and select **Lead from the role drop-down list when assigning personnel to a class.**

After KeyWords RP has been installed on your server, schools have been entered, and at least one other Renaissance Place product has been registered, a district or program administrator must activate the school that will be using KeyWords RP. KeyWords RP is automatically registered when you activate a school; it does not need to be registered separately.

Note: One other Renaissance Place product (such as Accelerated Reader or STAR Math) must be registered *before* you activate KeyWords schools. See the *Renaissance Place Software Manual* to register those products.

Follow these steps to activate schools for KeyWords RP:

1. Click **Activate Schools** in the list of KeyWords RP tasks on the Home page. If you don't see a list under KeyWords, click **Show Details**.
2. Click **Activate** by the school you want to activate **A** on the Activate Schools page. You can only activate one school at a time. Repeat this step for each school you want activated.

School	Action
Bethany	Activate A
East Elementary	Activated
Hillview School	Activated
Longfellow Elementary	Activate
Maple Academy	Activate
Martin Middle School	Activate
Roosevelt School	Activated B
South High School	Activate
Washington High School	Activate
Westfield Elementary	Activate

- B** After you click **Activate**, the software will enter the necessary codes for you and the link will change to Activated.
- C** Click **Previous** or **Next** to move back and forward through the list of schools if the list goes to more than one page.

3. Click **Done** when you have finished. The **Reports** link will now be available in the list of KeyWords RP tasks on the Home page.



Bringing KeyWords Data into KeyWords RP

To bring your KeyWords data from NEOs into KeyWords RP in Renaissance Place, you need to use AlphaSmart Manager to synchronize the KeyWords data from the NEOs with KeyWords RP. For instructions, see page 5-23.

Viewing KeyWords RP Reports

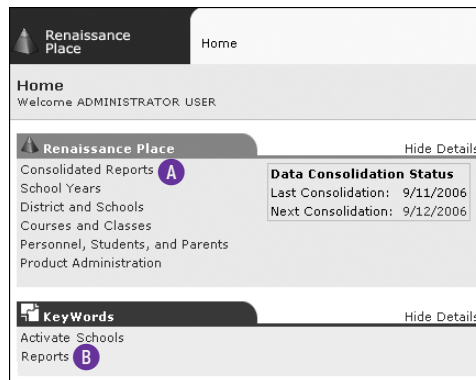
KeyWords RP reports give you more information about your students' progress and performance on KeyWords lessons and tests on the NEO. KeyWords RP reports also provide details about class performance, student and teacher information (including logins and passwords), and schoolwide performance in KeyWords.

Renaissance Place Reports vs. KeyWords RP Reports

On your Renaissance Place Home page, you will see a Consolidated Reports link under Renaissance Place in addition to the Reports link under KeyWords.

When you click **Consolidated Reports** **A** under the Renaissance Place tab, administrators and teachers can generate reports with data from more than one Renaissance Place product. However, KeyWords data does not appear on any Renaissance Place consolidated report.

When you click **Reports** **B** under the KeyWords tab, you can generate reports about your student's KeyWords lessons.





Check for Adobe Reader Before You Generate Reports

KeyWords RP reports are in PDF format. You will need Adobe Reader installed on your computer to view and print these reports. (On some Macintosh computers, you can use the Preview program that is already installed.) When you click **Reports** in the list of KeyWords tasks on the Renaissance Place Home page, KeyWords checks for this software. If your computer does not have the software, the Check Software Requirements page will open. To get the software you need, click **Update** in the Action column for Adobe Reader. You will go to a Web site where you can download Adobe Reader.

Renaissance Place			
Check Software Requirements			
Software / Primary Use	Hide Details	Status	Action
Adobe Reader Viewing and printing reports... as well as assessments and assignments Used by: KeyWords		Not Installed	Update to latest version

Creating and Printing KeyWords RP Reports


1. Click **Reports** in the KeyWords RP task list on the Home page. KeyWords RP will make sure that Adobe Reader is installed on this computer. (See the information above.)
2. Select your school from the **School** drop-down list if necessary.

Who Can Do This?

- District Administrator
- District Staff
- School Administrator
- School Staff
- Teachers

To change, see page 5-45.

3. Click the report name on the Reports page.


KeyWords

Home > Reports

[Download Manuals](#)
[Help](#) [Log Out](#)

Reports

Click on a report name to view the report with default settings

Year 2005-2006
ADMINISTRATOR USER, District


School:

Alexander Dawson School
Frequently Used Reports

Report	Description
Diagnostic	A class progress and summary.
Student Record	A summary of student's progress.

Other Reports

Report	Description
Certificate	A certificate for recognizing student progress.
Class	A list of classes detailing assigned teachers and enrolled students.
Enrollment	A list of student's detailing their enrollment in KeyWords
Schoolwide Summary	A summary of class and grade performance.
Student Detail	A list of all students and their personal identification information.
Student Information	Lists students and provides gender, ethnicity, characteristic, information, username, and password
Student Login	Lists students and provides gender, date of birth, grade, information, KeyWords username, and password
Teacher	A list of teachers detailing their KeyWords class assignments.





Custom report options. Each report has its own set of options. For more information about the custom options available for each type of report, see page 5-43.

- Select the options you want to customize for this report on the Report Options page. (If the report can't be customized, the report will be generated as described in step 5.) Click **View Report** when you've finished **C**.

The screenshot shows the 'Report Options' page in the KeyWords application. The page title is 'Report Options' and the subtitle is 'Select the options for this report'. The user is identified as 'ADMINISTRATOR USER, District' and the date is '06-07'. The school is 'Roosevelt School' and the report is 'Diagnostic Report'. There are 'Cancel' and 'View Report' buttons at the top. The 'Customization Options' section includes:

- Select Students:** A dropdown menu set to 'All Classes'. Below it, the text 'OR Select Individual Students, Select Multiple Classes' is followed by callout **A**.
- Reporting Parameter Group:** A dropdown menu set to 'All Demographics [Default]'. Below it, the text 'OR Create New or Edit Selected' is followed by callout **B**.
- Reporting Period:** Two radio buttons. The first is 'Predefined Date Range:' with a dropdown set to '06-07'. The second is 'Custom Dates:' with input fields for '9/1/2006' and '9/1/2007' and a 'SEARCH' button.
- Group By:** Two radio buttons: 'Class' (selected) and 'Do not group'.

At the bottom, there are 'Cancel' and 'View Report' buttons, with callout **C** pointing to the 'View Report' button.

- A** For many reports, you can choose students by name or class. To choose them by name, click **Select Individual Students**. To choose them by class, choose a class from the drop-down list or click **Select Multiple Classes**.

- B** Reporting parameter groups let you choose students with common traits. For more information, see page 5-41.



Don't use the browser's print function. If the report opens in a browser window, don't try to print it using the browser's buttons or menus because only the top of the page will print. Use the Adobe Reader buttons instead.



On Macintosh computers, the report may open in Preview. If so, click the **File** menu and choose **Print** to print it.

- KeyWords RP Reports will generate the report. When it's ready, the report will appear in the browser window or a separate window. To save or print it, use the Adobe Reader buttons, not the browser buttons.

Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print PDF Print PDF Print PDF Links

Address http://t... .. Go

KeyWords Home > Reports Help Log Out

Customize this Report | Select a Different Report

Save Print Preview Select 86%

Pages

KeyWords™ Class Report Page 1 of 1
Tuesday, September 12, 2006 12:32:59 PM

Roosevelt School

Class Name	Teacher	Student Name
G6 Keyboarding--Redmond	Redmond, Adele	Fernandez, Maria Maguire, Brandon Parker, Andrew Phillips, Michael Russell, Claire Sato, Akina

Use the save button to save the report.

Use the printer button to print the report.

These options let you customize a report or go back to choose a different one.

About Reporting Parameter Groups

Reporting parameter groups let you limit reports to students with common traits. When you choose custom options for some KeyWords RP reports, you can choose a reporting parameter group from a drop-down list. You can also create or change a group by clicking **Create New** or **Edit Selected**.

KeyWords
Home > Reports
Download Manuals
Help Log Out

Reporting Parameter Groups
Create a new reporting parameter group or edit an existing one

06-07
ADMINISTRATOR USER, District

Edit an Existing Reporting Parameter Group: --Create New Group--

Reporting Parameter Group (*Required Field)

Reporting Parameter Group Name*	<input type="text"/>
Enroll Date <small>Include students enrolled before this date.</small>	<input type="text"/>
Ethnicity <small>select all deselect all</small>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Specified
Gender <small>select all deselect all</small>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Not Specified
Language <small>select all deselect all</small>	<input type="checkbox"/> Arabic <input type="checkbox"/> Hmong <input type="checkbox"/> Portuguese <input type="checkbox"/> Chinese: Cantonese <input type="checkbox"/> Japanese <input type="checkbox"/> Russian <input type="checkbox"/> Chinese: Mandarin <input type="checkbox"/> Khmer <input type="checkbox"/> Serbo-Croatian <input type="checkbox"/> Chinese: unspecified <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> English <input type="checkbox"/> Lao <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Malay <input type="checkbox"/> Tagalog or Filipino <input type="checkbox"/> German <input type="checkbox"/> Navajo <input type="checkbox"/> Urdu <input type="checkbox"/> Gujarati <input type="checkbox"/> Other <input type="checkbox"/> Vietnamese <input type="checkbox"/> Haitian Creole <input type="checkbox"/> Polish <input type="checkbox"/> Not Specified
Characteristics <small>select all deselect all</small>	<input type="checkbox"/> Americans With Disabilities (ADA) <input type="checkbox"/> Gifted/Talented <input type="checkbox"/> Physically Disabled <input type="checkbox"/> At-Risk Students <input type="checkbox"/> Learning Disabled <input type="checkbox"/> Reduced-price Lunch Program <input type="checkbox"/> Bilingual Education <input type="checkbox"/> Limited English Proficiency (LEP) <input type="checkbox"/> Special Education <input type="checkbox"/> English as a Second Language (ESL) <input type="checkbox"/> Migrant <input type="checkbox"/> Title I <input type="checkbox"/> Free Lunch <input type="checkbox"/> Non-resident Alien <input type="checkbox"/> Not Specified
Grade <small>select all deselect all</small>	<input type="checkbox"/> Early Education <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Pre-Kindergarten <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 7 <input type="checkbox"/> 12+ <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 8 <input type="checkbox"/> None <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 9

By entering an Enroll date, you select students enrolled in the school before the date you specify.

You can specify each student's ethnicity, gender, language, and grade when you add the student or edit his or her information. See the *Renaissance Place Software Manual*. Then, you can check the groups that you want to include in the report on this page.

You can assign characteristics to students separately. You can also add your own custom characteristics and assign them to students. See the *Renaissance Place Software Manual*. When you check characteristics here, be sure to click an option on the left to choose whether to include students with "any" of the characteristics or only those with all checked characteristics.

Report Descriptions

This table lists the KeyWords RP reports with a description of why you would use it.

Report	Why You Would Use It	Things You Can Change
Certificate	Recognizes students who have successfully completed their goals for number of WPM (words per minute) and errors. Each certificate includes a title, the student name, the accomplishment, and two signature lines.	You may select: <ul style="list-style-type: none"> • classes or students to include • date range • text included • signature lines
Class	Lists your KeyWords classes, their teachers, and their students. Things to Note <ul style="list-style-type: none"> • Only KeyWords RP classes are included. To make a class a KeyWords RP class, check the KeyWords box when you assign a teacher. 	No custom options.
Diagnostic	Helps you monitor student work on keyboarding lessons in NEO KeyWords. It notes progress toward goals and alerts you to problems students are having. The report includes the number/percentage of completed lessons/total, the number/percentage of passed lessons/taken, diagnostic codes, and detailed information about the lessons completed (including the lesson names, goal WPM/error, actual WPM/error, and the date the data was imported into RP from AlphaSmart Manager). Things to Note <ul style="list-style-type: none"> • Diagnostic codes are defined on the report. They help you see potential problems. • Supports a direct discussion with an individual student's parents or guardians. • There is a page break after each group. 	You may select: <ul style="list-style-type: none"> • classes or students to include • date range • grouping used
Enrollment	Lists students in your classes and each student's ID, grade, class, and teacher.	No custom options.
Schoolwide Summary	Provides details from your students' most recent KeyWords tests. Shows averages of the all the lessons completed and the latest lesson completed by grade and class. Things to Note <ul style="list-style-type: none"> • Use this report to get a good overall picture of your students' keyboarding performance while using KeyWords on the NEO. 	You may select: <ul style="list-style-type: none"> • date range • grouping used

Report	Why You Would Use It	Things You Can Change
Student Detail	<p>Lists your students. Includes each student's ID, gender, date of birth, grade level, ethnicity, and characteristics.</p> <p>Things to Note</p> <ul style="list-style-type: none"> To find out how to set this information for each student, see the <i>Renaissance Place Software Manual</i>. If the administrator hasn't given you the capability to see ethnicity and characteristics, they won't appear on the report. 	No custom options.
Student Information	<p>Lists each student's name, ID, gender, date of birth, Renaissance Place user name, and Renaissance Place password.</p>	<p>You may select:</p> <ul style="list-style-type: none"> classes or students to include sorting used grouping used page break after each group (if grouping is used)
Student Login	<p>Lists each student's name, ID, gender, date of birth, KeyWords user name, and KeyWords password.</p> <p>Things to Note</p> <ul style="list-style-type: none"> Print this report before a KeyWords practice or test session and give your students their KeyWords user names and passwords. Students (and teachers) need this information to log in to KeyWords on NEOs so they can take lessons and tests. 	<p>You may select:</p> <ul style="list-style-type: none"> classes or students to include sorting used grouping used page break after each group (if grouping is used)
Student Record	<p>Provides information about student performance on their keyboarding lessons. Includes the lesson name, whether or not it was passed, the student's goal and actual WPM/Error, and the Accuracy and Speed Builders completed.</p>	<p>You may select:</p> <ul style="list-style-type: none"> classes or students to include date range page break after each student's information
Teacher	<p>Lists KeyWords RP teachers, their user names, classes, and class position.</p> <p>Things to Note</p> <ul style="list-style-type: none"> This report can help the administrator see which teachers are using KeyWords RP. When teachers print the report, it includes only their information. It doesn't include other teachers. Only teachers of KeyWords RP classes are included. To make a class a KeyWords RP class, check the KeyWords box when you assign a teacher. 	No custom options.

Capabilities in Renaissance Place Programs

Capabilities in Renaissance Place programs give users the right to perform specific tasks in the software. They are preassigned based on

- The user group you belong to and the position you hold in your district or school
- The tasks that group usually performs

KeyWords RP has no capabilities that are unique to that program, but you can find a table of Renaissance Place tasks and the standard set of capabilities in the *Renaissance Place Software Manual*. Within Renaissance Place, district or school administrators can change the capabilities assigned to:

- New users added to a specific group
- Groups of current users already in the database
- A specific person

To find out how to change capabilities, see the *Renaissance Place Software Manual*. That manual also includes a list of the user groups and the positions in each group.

KeyWords Resources for Teachers

This section gives teachers information about how to use KeyWords to teach your students touch-typing. It explains

- Reference materials provided with KeyWords that you can use to make handouts and transparencies
- A review of ergonomic typing posture and body placement
- A sample lesson plan for using KeyWords in a classroom with NEOs

Materials for handouts and transparencies



*You need Adobe
Reader to view and
print this file.*

In the KeyWords Extras folder on the AlphaSmart Manager CD (and in the AlphaSmart Manager download files), you'll find a file named **KeyWords SmartApplet Master.pdf**. This file contains helpful handouts and transparencies.



The handouts and transparency masters contained in the PDF file are described in the following table.

Name of handout	Description of master
<i>Prepare these masters before using KeyWords on NEOs:</i>	
Posture and Wrist Placement	This master shows a drawing of a student seated properly with good wrist and hand position. Use it to create an overhead transparency or a reference handout for students.
Key Strike	This master shows close-up sketches of correct finger strike positions. Use it to create an overhead transparency or a student handout.
Finger Zones	This master illustrates the keyboard divided into zones. A graphic shows the fingers that correspond to the zones on the keyboard on each hand.
Home Row Keys	This master shows Home Row positions for the left and right hands. Use this master as a handout or a poster.
<i>Use these masters while working with KeyWords on NEOs:</i>	
Finger Placement for Lesson 1: Start Here!	This master illustrates the right and left hands with fingers labeled, and shows those fingers in their home row positions. It also illustrates the finger reach to the enter key and the use of the thumb to strike the space bar . Use it to create handouts or posters.
Finger Placement for Lessons 2 through 16	These masters illustrate finger placement and reaches useful for student reference as they learn each level. Use the masters to create a handout for each lesson.
Progress Report	Use this master to create hardcopy reports for students to fill in so they can track their progress or hand in progress reports. This is the same information kept by the NEO in the students' records.

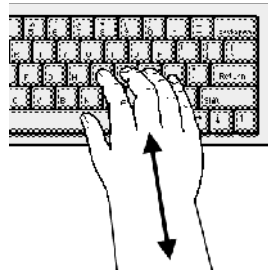
Name of handout	Description of master
<i>Use these masters as supplemental materials to KeyWords lessons on NEOs:</i>	
Sustained Practice for All Keys	These masters contain additional practice exercises for each lesson. Students can do the exercises by typing in AlphaWord Plus. Use these lesson-appropriate practice sheets as students pass each lesson.
Congratulations Certificate	Use this master to create certificates to reward students as they pass each KeyWords lesson.

Keyboarding ergonomics

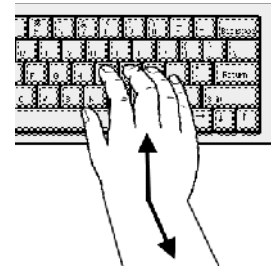
Teaching students about proper posture and physical setup can help them prevent health problems caused by typing.

Keep the following tips for wrists and hands in mind:

- Keep wrists aligned, straight, and level. (See the illustrations below.)
- Position chairs so students do not stretch to reach keys.
- Wrists should not rest on anything.
- Take periodic rest breaks.



Correct hand and wrist position



Incorrect hand and wrist position

Follow these guidelines to properly adjust equipment and posture:

- The keyboard should be just below elbow height so the elbows are bent at a 90° angle.
- The chair should adjust so it can fit the various sizes and shapes of your students.

- Forearms and thighs should be parallel to the floor when the student is seated at the computer.
- Feet should be flat or placed on a tilted footrest.
- Position devices so that light does not reflect off the screen. Light reflecting off the screen can cause eyestrain and frustration.

Sample lesson plan for getting started

This sample lesson plan teaches basic keyboarding information. You should present this lesson to students at the beginning of keyboarding instruction.

Students learn

- Correct typing posture
- Correct wrist placement
- Home row keys
- How to strike keys
- How to strike **space bar**
- How to strike **enter**

Preparation

Prepare the following overhead transparencies from the masters in the *KeyWords SmartApplet Master.pdf* file:

- Posture and Wrist Placement
- Key Strike
- Finger Zones
- Home Row Keys

Teaching the lesson

Explain to students that there are several basic practices that promote successful keyboarding. These practices include sitting with the proper posture, holding the wrists properly, striking the keys correctly, and returning the fingers to the home row keys. The following steps guide you through the lesson.



1. Use the Posture and Wrist Placement overhead transparency to show the correct typing posture and wrist placement. Have students sit at their desks with their NEOs and demonstrate the correct posture and wrist placement. Monitor students, helping them make needed adjustments.
2. Use the Key Strike overhead transparency to explain how to strike the keys. Have students demonstrate and practice striking the keys. (Students can use AlphaWord Plus on their NEOs to practice striking keys.) Monitor students, helping them make needed adjustments.
3. Use the Home Row Keys overhead transparency to show the home row keys. Have students place their fingers on the home row keys and practice typing *a s d f* and then *j k l ;*. Repeat several times until students can strike the home row keys correctly.
4. Use the Finger Zones overhead transparency to show students the keyboard zones for each finger. Have students practice striking another key with one finger and then returning that finger to the home row key. Practice with several fingers. Monitor students, helping them make needed adjustments.
5. Show students how to strike **enter** and **space bar**. The right little finger strikes **enter** and then returns to the home row key. Either thumb is used to strike **space bar**. Have students practice striking **enter** and **space bar** and returning to the correct home row key. Monitor students, helping them make needed adjustments.
6. Explain to students that **enter** moves the cursor to the beginning of the next line and that **space bar** inserts a space between words.
7. Review the basics of sitting properly, using correct wrist placement, striking the keys, and always returning to the home row keys.

Lessons in KeyWords

The following tables list the lessons provided in KeyWords. Each table shows the keys introduced in the lesson, the words and word patterns learned, and the passing criteria for testing (based on the default goals—see page 5-13).

Lesson 1: Start Here!		
Keys introduced	none	
Words learned	none	
Patterns	none	
Passing criteria	0 WPM	0 errors



Lesson 2: ASKL				
Keys introduced	A S K L			
Words learned	all alas	as	ask	lass
Patterns	sl ll	alk	as	ask
Passing criteria	8 WPM	12 errors		

Lesson 3: DJF				
Keys introduced	D J F			
Words learned	add lad jad	dad salad jasks	fall flask	sad jalls
Patterns	fl	ad	s (plural)	
Passing criteria	10 WPM	12 errors		

Lesson 4: TH				
Keys introduced	T H			
Words learned	sat that ash hash hall salt	flat has flash sash tall half	hat fast slash talk shall	slat last dash stalk stall
Patterns	th st	alt at	ast ash	sh
Passing criteria	12 WPM	12 errors		

Lesson 5: GO				
Keys introduced	G O			
Words learned	dog	hog	fog	log
	jog	look	took	hook
	shook	hag	sag	shag
	lag	got	shot	hot
	lot	old	told	gold
	sold	fold	soft	aloft
	of	off	stool	fool
	soot	tooth	toast	toad
	oat	goat	float	soak
	load	ghost	good	hood
	stood	flood		
Patterns	ood	old	ook	oa
	og	ot	ool	oat
	ost	oad	ag	oast
	gh			
Passing criteria	14 WPM	10 errors		

Lesson 6: EI				
Keys introduced	E I			
Words learned	eat	seal	flea	eagle
	tea	eel	feel	feed
	geese	goose	loose	lose
	the	these	did	lid
	solid	tie	lake	fake
	gate	skate	jade	like
	kite	ashes	flashes	glide
	slide	silk	jog	sigh
	high	tight	light	flight
	seaside	steak	fish	elfish
	shoes	headlight		



Lesson 6: EI				
Patterns	ee	ea	es	se
	ed	ake	ade	id
	ie	ish	ike	ite
	ide	ilk	igh	ight
	oe			
Passing criteria	16 WPM	10 errors		

Lesson 7: PR				
Keys introduced	P R			
Words learned	hop	stop	shop	flop
	slop	ear	hear	dear
	fear	pear	eager	read
	deer	free	tree	see
	red	fled	tire	fire
	tried	tar	jar	hard
	are	large	ark	park
	dark	lark	spark	star
	ill	shrill	starfish	earth
	thrill	dope	rope	hope
	girl	radishes	soap	horse
	reddish	apples	roses	spider
	pillar	fairies	parrot	strolled
	prettiest	sorriest	alligator	
	refrigerator			
Patterns	op	ear	er	es
	re	ee	ar	ard
	ark	ope	iest	or
	oll	ir	thr	shr
	str			
Passing criteria	16 WPM	10 errors		



Lesson 8: QU				
Keys introduced	Q U			
Words learned	rug	hug	jug	our
	hour	four	pour	flour
	out	shout	loud	house
	soup	gush	hush	just
	flush	trust	judge	fudge
	pure	suds	three	quit
	quiet	quake	quilt	quote
	quail	quarter	quart	equip
	quip	squirt	spirit	dollar
	said	heartful	stutter	sputter
Patterns	ug	ou	out	ouse
	ush	ust	udge	qu
Passing criteria	16 WPM	8 errors		

Lesson 9: WY				
Keys introduced	W Y			
Words learned	day	try	way	away
	play	playful	stay	joyful
	why	whole	where	flow
	flowers	pillow	yellow	plow
	washed	yaks	owls	hoot
	write	laws	you	furry
	hurry	story	followed	slowly
Patterns	ay	ow	wh	ly
	ory	urry	aw	wh
	wr			
Passing criteria	18 WPM	8 errors		

Lesson 10: Z?				
Keys introduced	Z ?			
Words learned	zip	zipper	pizazz	zeal
	zigzag	sizzle	puzzles	Zeus
	gazes	drizzle	zero	lazy
	jazz	zesty		
Patterns	azz	uz	ze	izz
	zz	zi		
Passing criteria	16 WPM	8 errors		

Lesson 11: X.				
Keys introduced	X .			
Words learned	expert	explode	extra	exit
	express	relax	reflex	exhale
	apex	explore	prefix	wax
	tax	ox	fox	duplex
	paradox	exasperate		
Patterns	ex	ox	ax	re
	pre			
Passing criteria	18 WPM	8 errors		



Lesson 12: C,				
Keys introduced	C ,			
Words learned	ace	face	race	circus
	circles	sticky	quick	pick
	chick	peck	chew	juice
	cupcake	cheetahs	duck	Chuck
	quack	call	cows	careless
	could	carrot	exactly	clothes
	deck	crawls	cards	choose
	chocolate			
Patterns	ace	circ	eck	ick
	uck	uice	ch	cr
Passing criteria	20 WPM	8 errors		

Lesson 13: MV				
Keys introduced	M V			
Words learned	love	dove	glove	move
	grove	am	my	five
	give	arrive	thrive	alive
	very	avoid	swerve	wave
	caramel	muddy	comics	slime
	scratch	pimples	rimful	whim
	pilgrim	shrimp	limp	mild
	might	church		
Patterns	ove	ive	av	ve
	im	ime		
Passing criteria	22 WPM	8 errors		



Lesson 14: NB				
Keys introduced	N B			
Words learned	big	bit	nibble	rabbit
	job	cob	hobby	blue
	wobbles	singing	dancing	bang
	beach	brown	building	brave
	balloons	blossom	bouquet	barley
	subway	caution	explosion	motion
	extinction			
Patterns	ob	ub	br	bl
	ld	bb	bbl	by
	in	ion	sion	
Passing criteria	22 WPM	8 errors		

Lesson 15: " ' !		
Keys introduced	" ' !	
Passing criteria	14 WPM	8 errors

Lesson 16: Numbers		
Keys introduced	1 2 3 4 5 6 7 8 9 0	
Passing criteria	14 WPM	6 errors

Frequently Asked Questions

Why can't I use the backspace key when using KeyWords?

Backspace is disabled because keyboarding research shows that students need to learn the patterns of keystrokes uninterrupted by immediate corrections. Disabling **backspace** benefits students because they can concentrate on speed, not on correcting errors.

Why is there so much repetition of words in the practice passages?

Research has shown that speed and confidence increase more readily if simple words are used and are repeated often. KeyWords offsets the repetition by providing text with humor, poetry, and rhythmic chants.

Why are the passages so easy?

Easy practice material develops speed and typing fluency more effectively, giving the student a feeling of confidence and a sense of success. Though the passages are easy, they provide practice in all the needed key patterns.

Why is the sequence of key introduction so different from what I am used to in other typing programs?

Many other typing programs are based on 1950s typing instruction. KeyWords designers sensed the need for a more language-based program, one that reinforces the development of a reading and writing vocabulary as it teaches typing.

The content of the passages is based on word list analysis. High frequency words that help develop reading and writing vocabulary and spelling skills were chosen for the practice material. KeyWords maximizes kinesthetic and linguistic patterns, which is why it is the most efficient and enjoyable way to learn to touch-type.

Why do the students learn the ASKL keys first?

Two design principles distinguish KeyWords from all other keyboarding programs: the application of kinesthetic (tactile, sensory) patterning and the application of linguistic (language) patterns in all skill-building activities.

When students are learning the home row keys in the first lesson, they type *as*. Students are typing enough on the left side of the home row keys to ensure that their fingers are where they belong. Students are also using two fingers

that are next to each other to press two keys that are next to each other in a left-to-right motion; this is a kinesthetic pattern. The action results in a word, *as*, which is also part of many other words, like *fast*; so *as* is also a linguistic pattern. Learning the kinesthetic pattern generates a linguistic pattern.

On the right side of the home row keys, there are no little words to teach. However, if a student types *as* on the left side and then adds a *k*, the student has typed *ask*: All flowing left to right—a kinesthetic pattern—and all forming a word—a linguistic pattern. Similarly, by typing *all*, the student is introduced to the second right side home row letter in a fully patterned manner.

Students learn the ASKL keys first because these letters are part of the home row *and* they can be combined to form words. When new letters are added, they are incorporated within kinesthetic and linguistic patterns. Such patterning makes learning to touch-type very efficient and enjoyable.

What is the rationale for how the practice passages are sequenced?

Practice passages adhere to two important principles:

- Patterned words are repeated enough times to build up a rhythm and fluency that then transfers to typing the word within a phrase or sentence where it is not repeated.
- Passages progress from simpler to more complex phrase and sentence patterns.

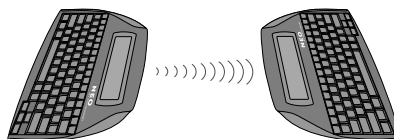
When the phrase and sentence patterning combines with the linguistic patterning, student typing develops in an almost effortless manner.

Why aren't my test scores updated when I retake an accuracy and speed builder test in KeyWords?

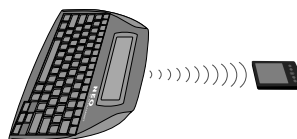
After you take an accuracy and speed builder test for the first time, the results of the test are logged automatically. The only way to replace a logged score is to get a higher word-per-minute score. Fewer errors do not constitute an improvement that causes the score to update; an improved word-per-minute score is required.

BEAMER

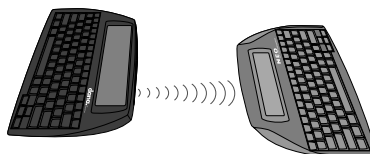
Beamer is a SmartApplet that lets NEO send text wirelessly to and from another NEO, a Dana, or a Palm OS device. Beamer uses IrDA technology to transfer information in seconds, without the use of cables, cords, or networks.



Beaming between NEOs




Beaming from a NEO to a Palm OS device



Beaming from a Dana to a NEO

The Beamer SmartApplet is installed on your NEO when you receive it.

Starting Beamer

 **If Beamer is not installed on your NEO, see page 1-2 to install it.**

Follow these steps to start the Beamer SmartApplet:

1. Press **on/off** to start your NEO, then press **applets**. The SmartApplets menu appears.
2. Press **↓** to scroll down until your cursor is next to **Beamer**. Then, press **enter**.

Finding the Infrared Ports

Beamer can be used with devices that have infrared capabilities. Before you begin, locate the infrared port on each device you'll be using. On NEO, the port is in the middle of the back of the device as shown below.



You'll need to know where the port is on each device you're using so that you can point the ports at each other when you beam.

On Palm OS devices such as the Dana, the port may be located along the side or top. Consult the documentation that accompanied your product for more information.

Beamer and the NEO Clipboard

Beamer uses the clipboard to receive data before placing it into a SmartApplet such as AlphaWord Plus. If you already have data in the clipboard, Beamer will warn you before receiving a beam. This gives you a chance to save the data on the clipboard in another file before you agree to receive the beam.

For example, text that you have copied from AlphaWord Plus may be in the clipboard, and you may not have copied it into another file yet. The warning gives you the chance to do this before overwriting the clipboard with the beamed information.

If you're beaming frequently, you might not want to be warned about clipboard data each time. In this case, you would turn this setting off in the Beamer settings (see page 6-12).

Beaming from One NEO to Another



Make sure you have used AlphaWord Plus at least once on the device that will be receiving the beam. This initializes the program.

You can beam AlphaWord or AlphaWord Plus files between two AlphaSmart devices as long as both devices have infrared ports and are within three feet of each other. You can send the files from NEO to NEO, NEO to AS3000, or AS3000 to NEO.

Follow the steps below to beam an AlphaWord or AlphaWord Plus file between NEOs. **Note:** If you are working in AlphaWord Plus, you can beam a file without leaving it; see page 6-6.

On the sending device:

1. Make sure you know which AlphaWord or AlphaWord Plus file contains the data you want to send.
2. Turn on the NEO by pressing **on/off**.
3. Press **applets** to view the SmartApplets menu.
4. Press ↓ to scroll down and move the cursor next to Beamer in the list; then, press **enter**. The Beamer screen appears.

```
Select a Beaming function:  
- Send  
- Receive  
- Settings
```

5. On the device from which you want to beam, move the cursor next to Send and press **enter**. (If Send is not available, the Beamer settings have been changed so that beaming is not allowed; see page 6-12.)

After you choose Send, files that contain data appear in a list.

```
Select the file you want to send:  
- File 1 (274 bytes)  
- File 2 (992 bytes)  
↓ File 6 (1433 bytes)
```

6. Select the file you want to send by doing one of the following:
 - Using the arrow keys, scroll through the list of files to move the cursor next to the one you want; then, press **enter**.
 - Press the appropriate **file #** key along the top of the keyboard on the device.



If you choose a file that is protected by an individual password, you will be asked to enter that password before you can send the file. You can enter the file password or the master password. For more on password protection, see page 4-4.

7. Make sure the receiving device is turned on, that it is within three feet of the beaming device, that it is ready to receive, and that both devices have their infrared ports pointing at each other.
8. Beam the file by pressing **send** on the beaming device. Beamer starts beaming the file to the receiving device.

On the receiving device:

1. Turn on the NEO by pressing **on/off**.
2. Press **applets** to view the SmartApplets menu.
3. Press ↓ to scroll down and move the cursor next to Beamer in the list; then, press **enter**. The Beamer screen appears.

```
Select a Beaming function:  
- Send  
- Receive  
- Settings
```

4. On the receiving device, move the cursor next to Receive and press **enter**.
5. If the receiving device contains data on the clipboard, the following screen appears:

```
There is data currently on the  
clipboard. Press the enter key to  
overwrite the data.  
  
                                (Press esc key to cancel)
```

If there's no data on the clipboard, or if device hasn't been set to warn about overwriting the clipboard (see "Beamer and the NEO Clipboard" on page 6-2), the following screen appears:

```
Ready to receive a file.  
  
                                (Press esc key to cancel)
```

6. Do one of the following to receive the file:
 - Press **enter** if your AlphaSmart device displayed the clipboard warning and you want to overwrite the data.
 - Press **esc** to cancel receiving the beam.
 - If your AlphaSmart device *didn't* display a clipboard warning, go on to step 7.



If you choose a file that is protected by an individual

password, you will be asked to enter that password before you can receive text into the file. You can enter the password for the file or the master password. For more on password protection, see page 4-4.

7. Select a file where you want to store the beamed file, either by scrolling the list and pressing **enter**, or by pressing one of the **file #** keys along the top of the keyboard.

If you're in AlphaWord Plus, you can save to named files that aren't in workspaces, or save to a new file. If you choose either of these options, when you start AlphaWord Plus on the receiving device, you'll have to open the file yourself. (AlphaWord Plus automatically opens a beamed file if it's stored in a workspace.)

```
Select a file to store the data to:  
- File 1 (27 bytes)  
- File 2 (667 bytes)  
↓ File 3 (empty)
```

8. If the file you selected was empty, Beamer places the beamed file in the empty file.

If the file wasn't empty, choose to overwrite the existing file or to append the new file to it.

```
File x is not empty. Choose one:  
- Overwrite the file?  
- Append to the file?  
  
(Press esc key to exit)
```

The beamed data should now be in the file you specified on the receiving device. To view it, press **applets** and select AlphaWord Plus. AlphaWord Plus automatically opens the file it received.

Beaming AlphaWord Plus files between devices

If you are working in AlphaWord Plus, you can beam a file without leaving the program. Both devices must have AlphaWord Plus installed. Follow these steps to beam a file within AlphaWord Plus:

1. On the sending device, start AlphaWord Plus and go to the file you want to send.
2. On the receiving device, start AlphaWord Plus and go to the file # that will receive the data.
3. Place the devices within three feet of each other and align their infrared ports.
4. On the sending device, press **ctrl-send**.
5. On the receiving device, press **ctrl-B**.
6. If the file was empty, the file will be received into it. If the file contained text, choose whether to overwrite the text or append the new data to the end of it.

Beaming from a NEO to a Palm OS Device

You can beam AlphaWord Plus files to Palm OS devices, such as Dana or Dana Wireless by AlphaSmart or typical hand-held Palm OS devices.

You can beam to AlphaWord on Dana or Dana Wireless, or you can beam AlphaWord files to the Memo Pad program. **Before following the step below, use the Beamer settings to set whether the file will be sent as an AlphaWord file or a Memo Pad file.** See page 6-12.

To beam between a NEO and a Palm OS device, both devices must have infrared ports and be within three feet of each other.

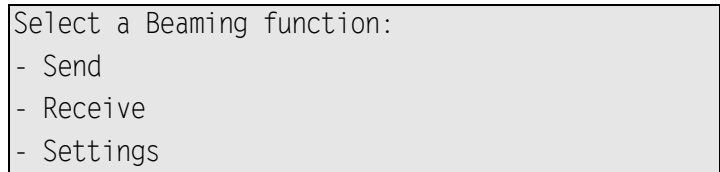
Follow the steps below to beam an AlphaWord file to a Palm OS device.

On the NEO (the sending device):

1. Make sure you know which AlphaWord file contains the data you want to send.
2. Turn on both the NEO and the Palm OS device.
3. On the NEO, press **applets** to view the SmartApplets menu.



4. Press ↓ to scroll down and move the cursor next to Beamer in the list; then, press **enter**. The Beamer screen appears.



5. Move the cursor next to Send and press **enter**. Files that contain data appear in a list.
6. Select the file you want to send by doing one of the following:
 - Using the arrow keys, scroll the list of files to select the one you want, then press **enter**.
 - Press the appropriate **file #** key along the top of the keyboard on the device.
7. Make sure the Palm OS device is turned on, that it is within three feet of the NEO, and that both devices have their infrared ports pointing at each other.
8. On the NEO, press **send** to start beaming. Beamer begins beaming the file to the Palm OS device.

On the Palm OS Device (Dana, Dana Wireless, or a Handheld Device):

To receive the beamed file on your Palm OS device:

1. Make sure your Palm OS device is turned on and is within three feet of the NEO, with its infrared port pointing at the NEO's port.
2. On your Palm OS device, tap **Yes** in the Beam Status dialog box that appears.



This message appears when you beam an AlphaWord file to a Palm OS device

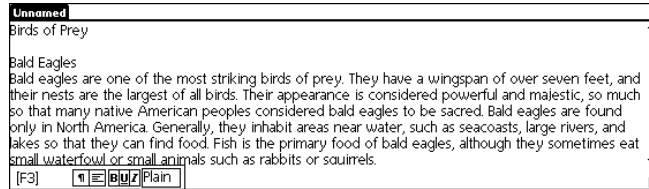


This message appears when you beam a Memo Pad file to a Palm OS device

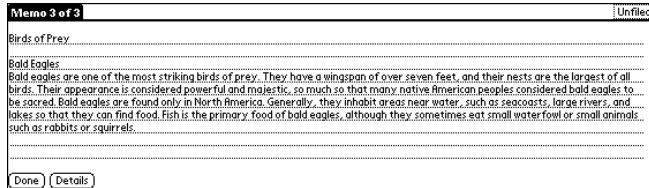


3. To view the transferred file, do one of the following, depending on the file format:

- For AlphaWord, tap the **Applications Launcher** icon, then tap **AlphaWord**. Tap the menu icon, then tap to select **File > Open**. A list of files appears. Tap the beamed file to open it in AlphaWord.



- For Memo Pad, beaming automatically launches Memo Pad and displays the transferred file on the screen.



Beaming from a Palm OS device to a NEO

You can beam particular text-based items from Palm OS devices to AlphaWord Plus on a NEO. The types of items you can beam are based on industry file formats. If the Palm OS application you want to beam from uses one of the following file formats, you'll be able to beam an item from it over to AlphaWord Plus:

- Note or memo-like items (vNote format), including AlphaWord for Palm OS devices
- Contact or address items (vCard 3.0)



- Event or date information (vCal 1.0 or iCalendar format)

The screenshot shows a memo titled "Memo 2 of 2" with the subject "STAFF MEETING 04 Mar 31". The memo content includes an agenda with items: "Welcome new hire Maya Blaine", "Budget report", "Report on action items from last staff meeting", "Status on review cycle", and "New business?". Below the memo is a "Done" button and a "Details" button. To the right, a grey box shows the beamed representation of the memo, which includes the title and the agenda items.

A memo item from a Palm OS device (Dana) beamed to a NEO

The screenshot shows an address card for "Maya Blaine", a "Research specialist" at "AlphaSmart, Inc.". It lists a work phone number "408-555-1234" and an email address "maya@mayablaine.com". Below the address card are "Done", "Edit", and "New" buttons. To the right, a grey box shows the beamed representation of the address card, which includes the name, title, company, phone number, and email address.

An address item from a Palm OS device beamed to a NEO

The screenshot shows a calendar view for "Apr 2, 04" with a time slot from 12:00 to 1:00. The event is titled "Lunch w/ team at Salads & Spuds". Below the calendar is a "Done" button and a "Details" button. To the right, a grey box shows the beamed representation of the event, which includes the event title, start and end date and time, and a note: "Bring conference photos to share".

An event item from a Palm OS device beamed to a NEO

Important: You should be familiar with how to beam items from your Palm OS device and its applications. Consult the documentation that came with your Palm OS device for complete information.



Follow these steps to beam from a Palm OS device to a NEO:

1. Turn on the Palm OS device and from the Applications Launcher, start the application that contains the item you want to send.
2. Turn on the NEO, press **applets**, then press ↓ to scroll down and move the cursor next to Beamer in the list. Press **enter**. The Beamer screen appears.

```
Select a Beaming function:  
- Send  
- Receive  
- Settings
```

3. On the NEO, move the cursor next to Receive and press **enter**.
4. Make sure both devices are within three feet of each other and that the infrared ports are facing each other.
5. On the Palm OS device, locate the item you want to send, tap the appropriate area on the screen to activate the menus, and choose the beaming option you want. The Palm OS device starts beaming the item you specified.
6. On the NEO, do one of the following, depending on its Beamer settings:
 - If the NEO has data on the clipboard, press **enter** to overwrite the clipboard, or press **esc** to cancel receiving the beam.

```
There is data currently on the  
clipboard. Press the enter key to  
overwrite the data.  
  
(Press esc key to cancel)
```

- If the NEO doesn't have data on the clipboard, or if the NEO hasn't been set to warn about overwriting the clipboard (and you see the screen pictured here), go on to the next step.

```
Ready to receive a file.  
  
(Press esc key to cancel)
```

7. Using the arrow keys, move the cursor next to the file you want to receive the data and press **enter**, or press one of the **file #** keys along the top of the NEO.

```
Select where you want to store the file:  
- File 1 (empty)  
- File 2 (1437 characters)  
↓ File 3 (empty)
```

8. If the file you selected is empty, Beamer places the beamed file in the empty file.

If the file isn't empty, choose whether to overwrite the existing file or to append the new file to it.

```
File x is not empty. Choose one:  
- Overwrite the file?  
- Append to the file?  
  
(Press esc key to exit)
```

The beamed data should now be in the file you specified on the NEO. To view it, press **applets** and select AlphaWord Plus, then press the appropriate **file #** key. AlphaWord Plus automatically opens the file you selected to receive the item.

Cancelling a Beam

At any time, from any device, you can press **esc** to cancel either beaming or receiving a file.

Changing Beamer Settings

The Beamer settings allow you to customize how the program works. You can change these settings:

- Choose whether to permit the NEO to send
- Choose whether NEO warns you if receiving data will overwrite what's on the clipboard
- Choose whether to send to Palm OS devices in AlphaWord or Memo Pad file format
- Choose whether to require a master password to change Beamer settings on this NEO

If you're an individual user using Beamer, you probably won't need to change your settings very often. If you're using several NEOs and Palm OS devices in a group setting such as a classroom, you might want more control over who can beam data and how.

Follow these steps to change Beamer settings:

1. On your NEO, press **applets**.
2. Press ↓ to scroll down and move the cursor next to Beamer in the list; then, press **enter**. The Beamer screen appears.

Select a Beaming function:


- Send
- Receive
- Settings

3. Move the cursor next to Settings and press **enter**.
4. Move the cursor next to the setting you want to change and press **enter**. Since each setting has only two options, pressing **enter** automatically chooses the option that isn't currently selected.

For example, if you move the cursor next to "Permit Send: YES" and press **enter**, the setting will change to "Permit Send: NO."

There are four Beamer settings:

- **Permit Send** determines whether this NEO is allowed to beam to other devices. You can choose "Yes" or "No." If you choose "No," the Send option is not available on the Beamer screen. This setting is useful if you don't want students to beam files to each other.

 **You can also change Beamer settings using AlphaSmart Manager.** Click the **Settings** tab and click **Beamer** in the list on the left; then, make your setting changes. Be sure to send them from the **Send List** tab. This is the most efficient way to change Beamer settings for several NEOs connected to your computer in a SmartOption Cart.



The master password can be set using AlphaSmart Manager. With your NEO(s) connected, simply click the **Settings** tab, click **System** on the left, and scroll down to find the master password setting. Then, enter a new password.

- **Warn if overwriting clipboard** affects what happens when you are receiving a file beamed from another device and you already have something in your NEO clipboard. If this is set to “Yes,” NEO will ask if you want to overwrite the clipboard before receiving the file.
- **Send to Palm device as ALPHAWORD file or MEMO file** determines the format in which AlphaWord Plus files are sent to Palm devices (such as Dana). You can send files in AlphaWord format or Memo Pad format. Most Palm OS devices have the Memo Pad program; AlphaWord is included on Dana and Dana Wireless devices.
- **Require master password** determines whether the NEO user must enter a master password after choosing “Settings” in Beamer. If this is set to No, a password is not required to change the settings. If it is set to Yes, you must enter the master password after you choose “Settings.” It is a good idea to require the master password if you have set Permit Send to “No” so that students can’t beam files to each other.

Troubleshooting

This chapter contains information about common Beamer issues.

I want to change a setting, but I don’t know the master password.

See the *AlphaSmart Manager User Manual* for information about changing the master password.

I don’t see the Send option on my Beamer screen.

If the device has been set to prohibit beaming (see page 6-12), the Send option won’t appear on the beaming screen.

My NEO says it can’t find a receiving device.

Bring the receiving device closer, make sure the infrared ports are pointing toward each other, and make sure the receiving device is in the proper mode to accept a beam. For Palm OS devices, you usually don’t have to do anything. For NEOs, you have to set up the device so that it’s ready to receive the beam; see page 6-4.

I received an error when I tried to beam or receive a file.

You might receive an error if the transfer process was interrupted. There are a few reasons why this might happen. For example, the person receiving the beam might have cancelled the transfer before the beam was complete. Or, users might have moved the devices being used, causing the infrared ports to move out of alignment before the beam was complete. Try beaming the file again.

I have data on the clipboard that I don't want to lose. What should I do?

If you're about to receive a beam, press **esc** to cancel receiving it. Then paste the data in the clipboard into an AlphaWord Plus file. When you're ready to receive the beam, press **enter** to overwrite the data on the clipboard. Be sure that you don't select the AlphaWord Plus file where you pasted the data as the file to receive the beam. Alternatively, you can choose to append the data rather than overwrite it. (Appending adds the data to the end of the file.)

I keep getting an invalid password message.

If the file you are sending is password-protected, you need to know the exact individual file password associated with that file in order to beam it. If you are receiving a file, and your NEO's files are password-protected, you must know the exact file password for the receiving file to receive it.

If you don't know the file password(s), you can enter the master password instead. You can find out more about file passwords (including disabling them for a NEO) and master passwords on page 4-4 or in the *AlphaSmart Manager User Manual*.

I beamed a file with a password, but now that file doesn't have a password on the receiving device.

If the sending device uses file passwords, but the receiving device doesn't, the password associated with the file being beamed isn't sent.

What does the message "could not find a sending device" mean?

It means that Beamer on the NEO is ready to receive a beam from another device, but it is not sensing any device that is sending anything.

What do I do if the file I'm receiving is too big?

The device receiving the beam will accept as much data as it can and truncate the file at the point where it can't receive any more. To work around this, the person beaming the file should break up the file into separate files and beam them separately.

My buddy beamed an AlphaWord Plus file to me, but Beamer didn't let me choose a file to put it in. It automatically put it in a new file. What happened?

What likely happened is that AlphaWord Plus on your AlphaSmart device hadn't been "initialized," meaning it hadn't set itself up yet to receive beamed files. This can happen if you have a brand new NEO, or if you have a new installation of AlphaWord Plus on a NEO, and you started Beamer before ever starting up AlphaWord Plus.

All you need to do to initialize AlphaWord Plus is to start it. Do this before you use Beamer again, and Beamer should give you the opportunity to choose a file the next time it's receiving a file.

ALPHAQUIZ

The AlphaQuiz SmartApplet allows students to take quizzes on their NEOs. You can use the QuizDesigner program on your computer to create the quiz; then, you can use the QuizManager program to send quizzes to NEOs and receive and score their answers for automatic grading and reporting.

Quizzes can include true/false, multiple-choice, short answer, and essay questions.

How AlphaQuiz Works

1. The teacher uses QuizDesigner to create a quiz on his or her computer.
2. The teacher connects the computer to NEOs using one of these methods:
 - Connect the computer to a SmartOption Cart so you can send the quiz to several NEOs at the same time.
 - Connect the computer to individual NEOs one by one using a USB cable.
3. The teacher sends the quiz to the student NEOs using QuizManager.
4. Students take the quiz on their NEOs in the AlphaQuiz SmartApplet.
5. Students connect their NEOs to the SmartOption cart, or they connect them to the computer one by one using a USB cable.
6. The teacher retrieves quiz responses into his or her computer using QuizManager, which automatically grades true/false, multiple-choice, and short answer questions. (Short Answer questions may not be graded automatically if you didn't enter answers when you created the quiz.)
7. The teacher grades any questions that were not graded automatically and enters scores for those questions in QuizManager.
8. The teacher prints a Corrected Quiz Report for each student. The teacher can also print a Quiz Summary and Statistics Report for his or her own records.



Programs You'll Use with AlphaQuiz

When you use AlphaQuiz, you actually use three programs:

Program	Purpose
AlphaQuiz SmartApplet	Students use this SmartApplet on the NEO to take the quizzes that you have created and sent to NEOs.
QuizDesigner	Teachers use this program on a computer to create quizzes that their students can take in AlphaQuiz. You must download and install this program; see the next section.
QuizManager	Teachers use this program on a computer to send quizzes to NEOs and to receive student responses for grading. You must download and install this program; see the next section.

Downloading and Installing QuizDesigner and QuizManager



If AlphaQuiz is not installed on your NEO, it may have been removed by another user. To install it again, see page 1-2.

The AlphaQuiz SmartApplet comes installed on your NEO, but to create and send quizzes and retrieve answers, you must download and install the QuizDesigner and QuizManager on your computer. Follow the steps for your operating system.

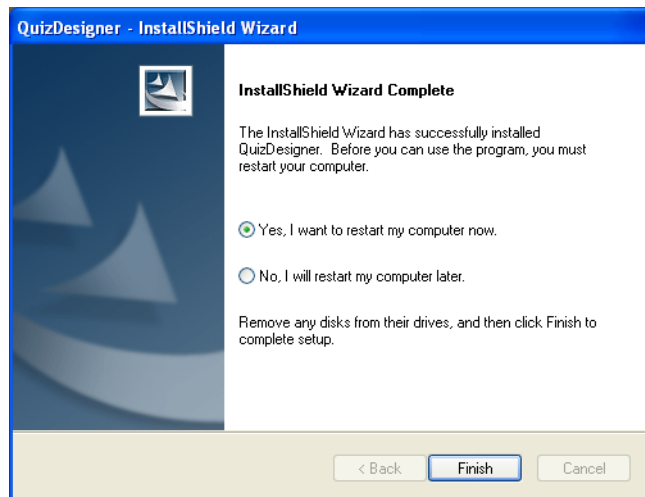
System Requirements for QuizManager and QuizDesigner

Before you download and install these programs, make sure your computer meets these system requirements:

- **Windows computers:** Windows 98 (Second Edition) or higher with a web browser for viewing help.
- **Macintosh computers:** OS 9.0 or higher with a web browser for viewing help.

Windows Instructions for Downloading and Installing QuizDesigner and QuizManager


1. Go to <http://www.alphasmart.com/support/downloads.html>.
2. Under the NEO downloads, next to "AlphaQuiz SmartApplet System," click **PC**. If your browser allows you to choose what to do with the file, choose to save it and choose a common location.
3. Open the .zip file and extract all files. By default, they will be extracted to a folder called AlphaQuiz3.x.
4. Open the AlphaQuiz folder.
5. Double-click **QuizDesigner Setup.exe**. After the setup has been prepared, the QuizDesigner installation Wizard will appear.
6. Click **Next** in the Welcome panel of the Wizard.
7. Read the license agreement. (If you prefer to read a printed copy, click **Print** to print it.) Then, click **I accept the terms of the license agreement** and click **Next >**.
8. After reviewing the installation location, click **Next >**.
9. Click **Install**. The program will be installed.
10. The computer needs to be restarted after installation. Decide whether to restart your computer now or later and click the corresponding option; then, click **Finish**.



11. Now that QuizDesigner is installed, you need to install QuizManager. Back in the AlphaQuiz3.x folder, double-click **QuizManager Setup.exe**.
12. When the installation Wizard appears, click **Next** in the Welcome panel.
13. Read the license. (If you prefer a printed copy, click **Print**.) Then, click **I accept the terms of the license agreement** and click **Next**.
14. Click **Install**. The program will be installed.
15. Click one of the restart options. Then, click **Finish**.

Macintosh Instructions for Downloading and Installing QuizDesigner and QuizManager


1. Go to <http://www.alphasmart.com/support/downloads.html>.
2. Under the NEO downloads, next to "AlphaQuiz SmartApplet System," click **Mac**. In most cases, the file will be downloaded to your desktop.
3. The .sit file that you downloaded should be automatically unstuffed into an AlphaQuiz3.x folder. If it is not unstuffed automatically, double-click the .sit file to do this.
4. Open the AlphaQuiz3.x folder.
5. Double-click **QuizManager Installer** first.
6. Click **Continue** in the QuizManager Installer screen.
7. Read the QuizManager license agreement. (If you prefer to print or save a copy, click **Print** or **Save As**.) Then, click **Accept**. The program will be installed.
8. Click **Quit** when the installation is finished.
9. Double-click **QuizDesigner Installer**.
10. Click **Continue** in the QuizDesigner Installer screen.
11. Read the license agreement. (If you prefer to print or save a copy, click **Print** or **Save As**.) Then, click **Accept**. The program will be installed.
12. Click **Quit** when the installation is finished.

 **If you install QuizDesigner first, the installer will notify you that QuizManager is not installed. You can still install QuizDesigner, but to avoid this message, you can install QuizManager first.**

Starting QuizDesigner

Once you've installed QuizDesigner, you can start the program so that you can begin creating quizzes.

On Windows Computers:

Click **Start** or  ▶ **Programs** (or **All Programs**) ▶ **AlphaSmart** ▶ **QuizDesigner** ▶ **QuizDesigner**.

On Macintosh Computers:

Open the Applications folder, then the QuizDesigner folder. Double-click **QuizDesigner**.

About the Options in QuizDesigner

QuizDesigner is the program you use to create the quizzes that students will take in AlphaQuiz on the NEO. Once you've installed QuizDesigner, you can use it to create or change quizzes and print them as needed.

You can create quizzes on almost any subject, and your quizzes can be short or long, simple or complex, for students at any level. You can reuse the quizzes you create for multiple classes, revise them, and share them with other teachers.

In QuizDesigner, you can create quizzes with these question types:

- True/false
- Multiple-choice
- Short answer (up to 18 characters)
- Essay (with the maximum number of words you set)


You can also place these restrictions on how students use their NEOs during a quiz:

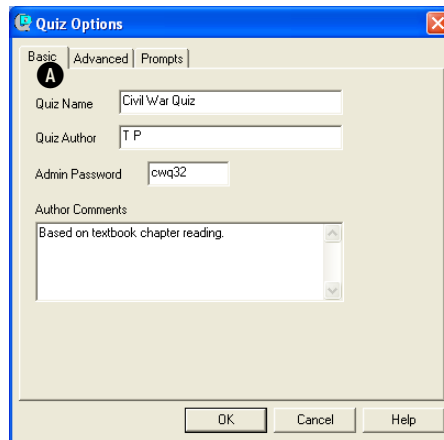
- Prevent students from using the Calculator SmartApplet.
- Prevent students from using the NEO's spell check feature.
- Require the use of an access password and student passwords to maintain test security and to make sure that only assigned students take the quiz.

Creating Quizzes in QuizDesigner

Follow these steps to create a quiz in QuizDesigner:

1. Start QuizDesigner (see page 7-5). The Quiz Options window will appear with the Basic tab selected.

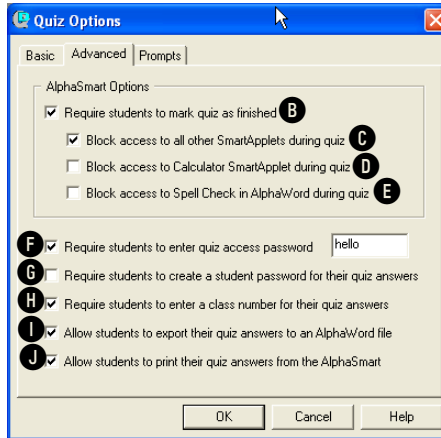
Note: If you are already in QuizDesigner and you want to start a new quiz, click  (Windows), or click the **File** menu and choose **New** (Windows) or **New Quiz** (Macintosh).



The Admin Password for the quiz helps make the quiz more secure by ensuring that only you can change the quiz or see the answers. It also prevents unauthorized removal of a quiz from a NEO. You can also substitute this password during student login.

2. On the Basic tab **A**, enter a name for the quiz, the author's name, a password for making changes to the quiz (1-6 characters), and any comments that may be helpful to you. Be sure to choose a quiz name that will make the quiz easy for students to identify.

3. Click the **Advanced** tab and make any changes as needed:



B This prevents students from using the NEO for other things until the quiz is finished. It also prevents students from changing their answers after they finish a quiz. The three boxes below this one are available only if you check this box.

C This prevents students from using anything other than AlphaQuiz on the NEO during a quiz.

D This prevents students from using the Calculator on NEO during a quiz.

E This prevents students from using NEO's spell check feature during a quiz.

F This requires students to enter the password that you specify at the beginning of a quiz. This ensures that only authorized

students can take the quiz and see the questions. The default password is "hello," but you should use a unique password for each quiz.

G This requires students to create their own passwords so that other students can't see their quiz answers.

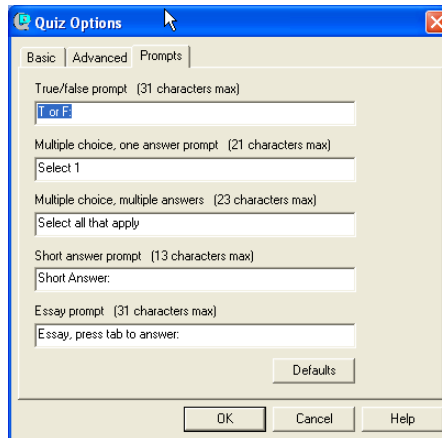
H This requires students to enter a class number so that QuizManager can group student responses by class.


I This lets students send the quiz to a read-only AlphaWord Plus file.

J This lets students print the quiz questions and answers.



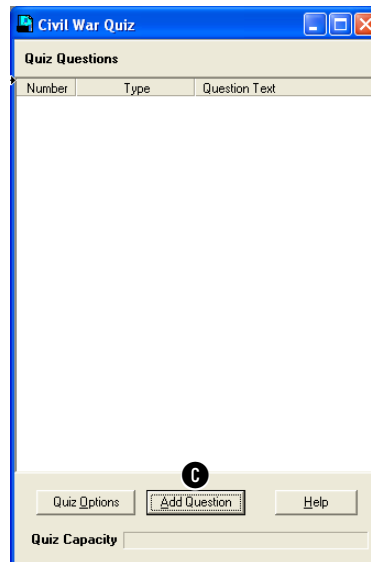
4. Click the **Prompts** tab and make changes to the instructions that appear on the quiz. You can change the prompt for each type of question, or click **Defaults** to go back to the default prompts shown here.



5. Click **OK** to save the quiz options. (If you decide to change them later, just click **Quiz Options** to see the options again.)
6. Next, you'll see an empty window that has the name of your quiz in the title bar. Click **Add Question** .



*On Windows computers, you can click the button for the question type (TF, M, SA, or E) on the toolbar instead of clicking **Add Question** and then choosing the question type.*






Remarks aren't visible to students during the quiz. You can use them for reminders, comments, or references that pertain to the question, and you can include them on students' Corrected Quiz Reports if the information may be useful to students (see page 7-43).

7. Click the type of question you want to add and click **OK**.

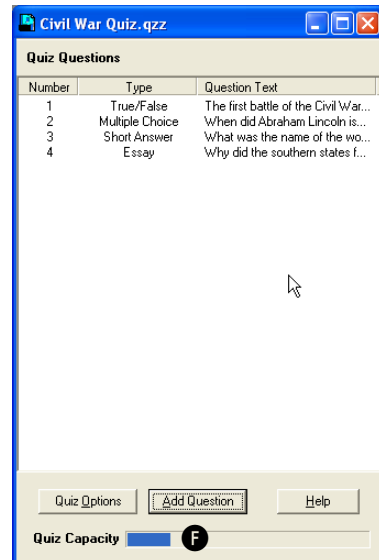
8. Enter the required information for the question:

- **True/False:** Enter the statement, click **True** or **False**, and enter any remarks.
- **Multiple Choice:** Enter the question and each possible answer, and check the box next to the correct answer(s). You can also enter remarks.
- **Short Answer:** Enter the question text. If you wish, you can also enter the correct answer or answers so that the computer can check the student's answer against yours **D**. If there is more than one correct answer, separate them with commas. Each answer can be up to 18 characters long. If you enter the correct answer, be sure to click one of the options to choose whether the answers are case sensitive or whether you would like to accept only numbers and a hyphen in student answers **E**. (If you choose "Case sensitive," student answers must match the case you used in order to be considered correct.) You can also enter remarks as needed.
- **Essay:** Enter the question text, the maximum number of words allowed, and any remarks.

9. Click **OK** to finish adding the question. As you add questions, watch the Quiz Capacity bar at the bottom of the window **F**. Since the file size of each quiz is limited, this shows how much is still available based on the questions you've entered so far.

10. When you've finished creating the quiz, click  in the toolbar (Windows) or click the **File** menu and choose **Save** (Windows or Macintosh). Then, do one of the following:

- If you haven't saved the quiz before, in the dialog box that appears, choose where to save the quiz and click **Save**.
- If you have saved the quiz before, click **Save** to save the new version.
- If you want to save the quiz under a new name (as a new version), click **Save As**, choose where to save the quiz, and click **Save**.



When you save a quiz you've saved before, the program may remind you that if the quiz has already been loaded on student NEOs, you should use Save As and use a new file name if you still want to retrieve students' answers to the original quiz. If you want to continue saving anyway, click Save. Then, click OK to verify that you want to overwrite the old quiz.

Opening and Changing Quizzes in QuizDesigner

Once you've created and saved a quiz, you can change it at any time. This is useful when you want to adapt quizzes for different classes.

Opening an Existing Quiz

Follow these steps to open a quiz that you have saved and closed.

Opening Quizzes on Windows Computers

Click  in the toolbar or click the **File** menu and choose **Open**. Then, go to the folder where you saved the quiz, click the quiz name, and click **Open**.

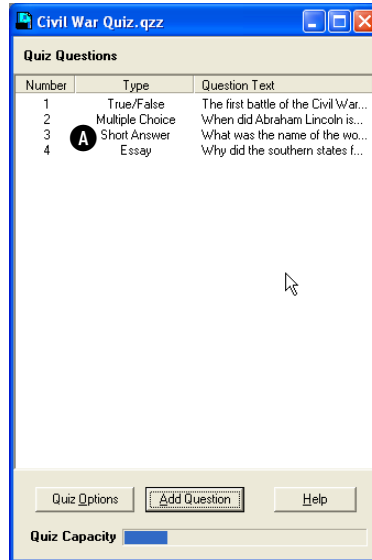
Opening Quizzes on Macintosh Computers

Click the **File** menu and choose **Open Quiz**. Then, go to the folder where you saved the quiz, click the quiz name, and click **Open**.

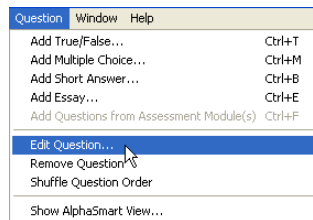


Changing an Existing Quiz's Questions

1. Open the quiz (see page 7-10).
2. Do one of the following:
 - Double-click the quiz question in the list **A**.



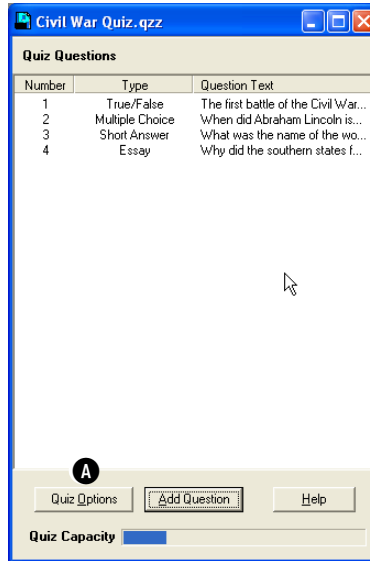
- Click the question once in the list **A**. Then, click the **Question** menu and choose **Edit Question**.



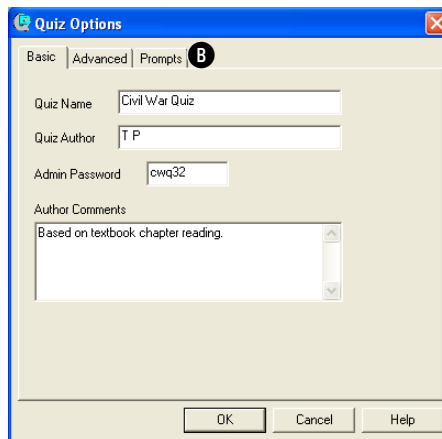
3. Make changes to the question as needed. When you've finished, click **OK**.
4. Save the quiz.

Changing Quiz Options for an Existing Quiz

1. Open the quiz (see page 7-10).
2. Click **Quiz Options** **A** toward the bottom of the quiz window.



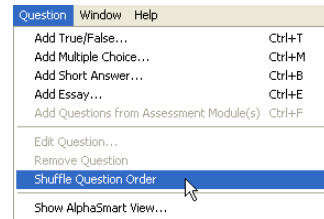
3. Click the tab where you want to make changes **B** (Basic, Advanced, or Prompts) and make changes as needed. Click **OK** when you've finished your changes.



4. Save the quiz.

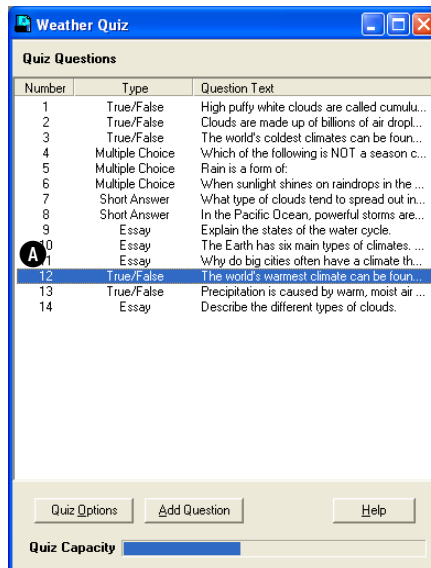
Rearranging Quiz Questions in QuizDesigner


1. Open the quiz (see page 7-10).
2. Do one of the following:
 - If you want to rearrange questions into a specific sequence, drag the questions one by one to the new position in the list. All questions will automatically be renumbered.
 - If you want QuizDesigner to randomly rearrange the questions, click the **Question** menu and choose **Shuffle Question Order**. If you change your mind after shuffling the questions, you can click the **Edit** menu and **Undo**, but this only undoes the change if you do it right after shuffling the order.
3. Save the quiz.



Deleting Quiz Questions

1. Open the quiz (see page 7-10).
2. Click the question that you want to delete so that it is highlighted **A**.



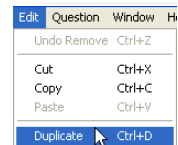
 **If you accidentally delete a question, press *ctrl-z* (Windows) or *⌘-z* (Macintosh) immediately to restore it.**

3. Do one of the following:
 - Press the **Delete** key on your computer keyboard, or
 - Click the **Question** menu and choose **Remove Question**.
4. Save the quiz.

Copying Questions in QuizDesigner

Copying Questions within a Quiz

To copy a question within a quiz, click the question in the quiz window. Then, click the **Edit** menu and choose **Duplicate**. This creates an exact copy of the question just below the original question. This command can help you save time if you have questions with similar wording—you can just edit the text of the copy to quickly create a new question.

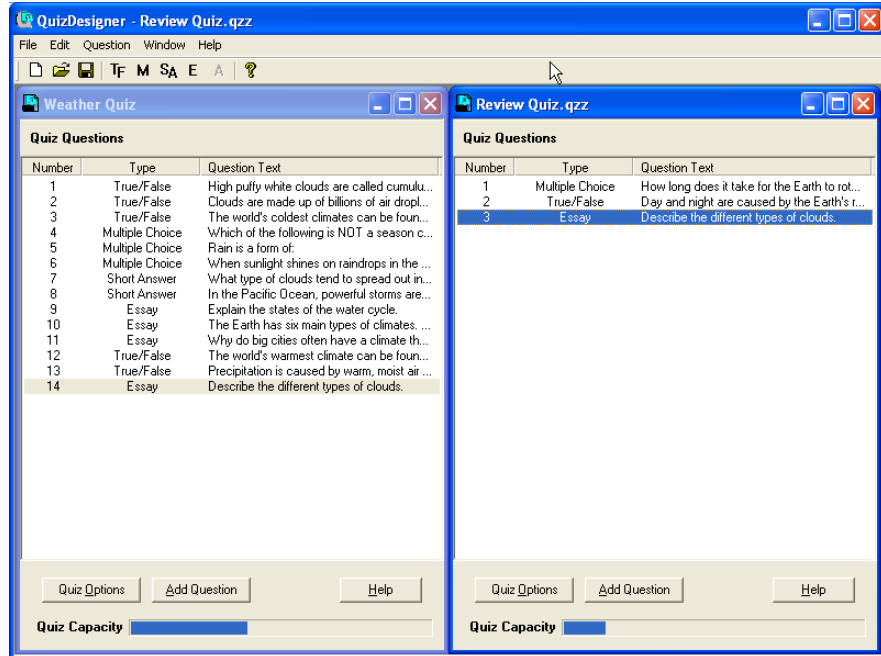


Copying Questions from One Quiz to Another

By following these steps, you can copy a question from one quiz into another. This can save you time if you use similar questions in different quizzes.

1. Open the two quizzes so that they are side by side in Quiz Designer. (On Windows computers only, you can click the **Window** menu and choose **Tile Quiz Windows** to line them up quickly.)

2. Drag the question from one quiz window to the other. The question will be copied into the new quiz, and it will remain in the original quiz.



3. Be sure to save the quiz that now has a new question when you have finished working on that quiz.





Password Requirements for Quizzes

In the Quiz Options for any quiz, on the Advanced tab, you can choose to require students to enter a quiz access password. You can also require them to create their own student password for quiz answers. The table below explains how each of these passwords is used.


Password Type	When the Student Enters or Creates the Password	Protection It Offers	How to Require This Password
Quiz Access Password	When a student first opens the quiz, the student must enter this password.	Only those students who have the quiz access password can open that quiz.	In the Advanced Quiz Options, check the box labeled Require students to enter quiz access password and type the password you want students to use.
Student password	After the student types in his or her first and last name, the student must create a password.	It prevents other students from seeing a student's quiz responses.	In the Advanced Quiz Options, check the box labeled Require students to create a student password for their quiz answers .

KeyBoard ShortCuts in QuizDesigner

The following keyboard shortcuts give you a quick way to perform many of the tasks in QuizDesigner. The table below also includes the equivalent menu commands.

Action	Keyboard Shortcut	Equivalent Menu Item
Start a new quiz.	Ctrl-N (Windows) ⌘-N (Macintosh)	File ▶ New (Windows)* File ▶ New Quiz (Macintosh) *On Windows computers, you can also click  in the toolbar.
Open a saved quiz.	Ctrl-O (Windows) ⌘-O (Macintosh)	File ▶ Open (Windows)* File ▶ Open Quiz (Macintosh) *On Windows computers, you can also click  in the toolbar.
Close a quiz.	None (Windows) ⌘-W (Macintosh)	File ▶ Close (both Windows and Macintosh)



Action	Keyboard Shortcut	Equivalent Menu Item
Save a file.	Ctrl-S (Windows) ⌘-S (Macintosh)	File ▶ Save (both Windows and Macintosh) On Windows computers, you can also click  in the toolbar.
Save As.	None	File ▶ Save As (both Windows and Macintosh) Macintosh also has a Save As Quiz Library item in this menu. On Windows computers, you can choose the quiz library file type after you choose Save As .
Open/edit Quiz Options.	Ctrl-I (Windows) ⌘-I (Macintosh)	File ▶ Quiz Options (both Windows and Macintosh)
Export a quiz in text format.	None	File ▶ Export (both Windows and Macintosh)
Set print or page setup.	None	File ▶ Print Setup (Windows) File ▶ Page Setup (Macintosh)
Print a quiz.	Ctrl-P (Windows) ⌘-P (Macintosh)	File ▶ Print (both Windows and Macintosh)
Close QuizDesigner.	None (Windows) ⌘-Q (Macintosh)	File ▶ Exit (Windows) File ▶ Quit (Macintosh OS 9) QuizDesigner ▶ Quit QuizDesigner (Macintosh OS 10)
Undo last action.	Ctrl-Z (Windows) ⌘-Z (Macintosh)	Edit ▶ Undo (both Windows and Macintosh). The menu item includes a description of what you can undo.
Cut selected text.	Ctrl-X (Windows) ⌘-X (Macintosh)	Edit ▶ Cut (both Windows and Macintosh)
Copy selected text.	Ctrl-C (Windows) ⌘-C (Macintosh)	Edit ▶ Copy (both Windows and Macintosh)
Paste text that you have cut or copied.	Ctrl-V (Windows) ⌘-V (Macintosh)	Edit ▶ Paste (both Windows and Macintosh)
Clear all text in the field your cursor is in (Macintosh computers only).	None	Edit ▶ Clear (Macintosh computers only)

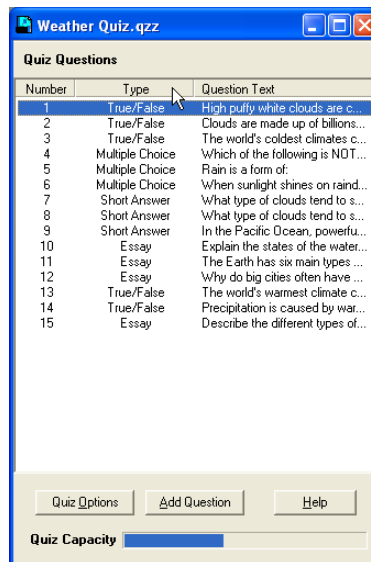


Action	Keyboard Shortcut	Equivalent Menu Item
Select all text in the field your cursor is in (Macintosh computers only)	None (Windows) ⌘-A (Macintosh)	Edit ▶ Select All (Macintosh computers only)
Duplicate a selected question.	Ctrl-D (Windows) ⌘-D (Macintosh)	Edit ▶ Duplicate (both Windows and Macintosh)
Add a true/false question to a quiz.	Ctrl-T (Windows) ⌘-T (Macintosh)	Question ▶ Add True/False (both Windows and Macintosh) On Windows computers, you can also click TF in the toolbar.
Add a multiple choice question.	Ctrl-M (Windows) ⌘-M (Macintosh)	Question ▶ Add Multiple Choice (both Windows and Macintosh) On Windows computers, you can also click M in the toolbar.
Add a short answer question.	Ctrl-B (Windows) ⌘-B (Macintosh)	Question ▶ Add Short Answer (both Windows and Macintosh) On Windows computers, you can also click SA in the toolbar.
Add an essay question.	Ctrl-E (Windows) ⌘-E (Macintosh)	Question ▶ Add Essay (both Windows and Macintosh) On Windows computers, you can also click E in the toolbar.
Edit a question.	None	Question ▶ Edit Question (both Windows and Macintosh)
Remove a question.	delete key (with the question highlighted)	Question ▶ Remove Question (both Windows and Macintosh)
Shuffle the question order in a quiz.	None	Question ▶ Shuffle Question Order (both Windows and Macintosh)
Show a preview of a question as it will appear on a NEO.	None	Question ▶ AlphaSmart View (both Windows and Macintosh)

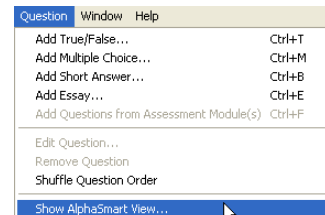
Previewing Questions in QuizDesigner (Seeing Questions as They Appear on NEO)

As you work on a quiz, it can be helpful to see how a question will look to students on the NEO. By following the steps below, you can preview the questions as they will look on a NEO. This shows you whether your questions flow well and scroll easily.

1. Open the quiz you want to preview (see page 7-10).
2. In the quiz window, click the first question or another question that you want to preview.



3. Click the **Question** menu and choose **Show AlphaSmart View**. A window will appear that shows a simulation of the NEO screen with the question displayed just as your students will see it.





4. In this window, you can use the key commands listed in the table below to move through your question.



Press These Keys...	...To Do This:
↑ (up arrow)	Scroll up in the question text.
↓ (down arrow)	Scroll down in the question text.
enter	Go to the next question
OR	
Ctrl -↓ (Windows)	
⌘-↓ (Macintosh)	
Ctrl -↑ (Windows)	Go to the previous question.
⌘-↑ (Macintosh)	

5. Click **Done** to finish previewing the quiz.

Printing a Quiz from QuizDesigner

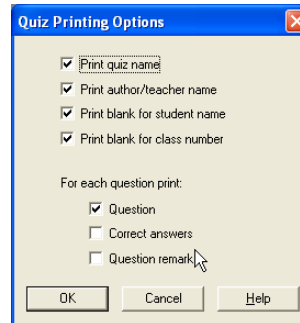
Follow these steps to print a quiz you've created in QuizDesigner. Printing a quiz can be helpful if you want to review it before sending it to NEOs or if you want to administer a paper quiz.

1. Open the quiz that you want to print (see page 7-10).
2. With the quiz open, click the **File** menu and choose **Print**, or press **Ctrl-P** (Windows) or **⌘-P** (Macintosh). The Quiz Printing Options window will open.



The blanks for student name and class number are useful if you are administering a paper quiz.

- Check each item that you want to be included on the printed quiz. If you are printing the quiz for students to take on paper, make sure that you don't check the correct answers box. Click **OK** after choosing the items to print.



- In your computer's print dialog box, click **OK** (Windows) or **Print** (Macintosh). The quiz will be printed.

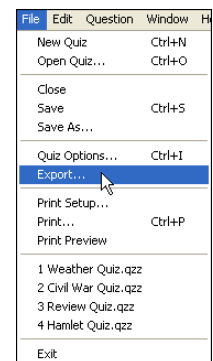
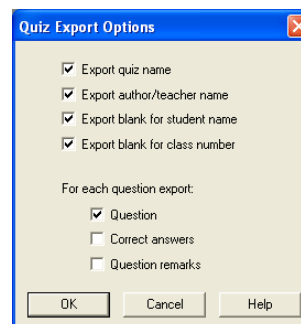
Exporting a Quiz from QuizDesigner to a Word Processing Program

By following the steps below, you can export a quiz in a format that you can use outside of AlphaQuiz, QuizDesigner, or QuizManager. The exported file will be a text (.txt) file that you can bring into word processing programs.

- Open the quiz that you want to export (see page 7-10).
- With the quiz open, click the **File** menu and choose **Export**. The Quiz Export Options window will open.
- Check the items that you want to include in the exported file. Then, click **OK**.



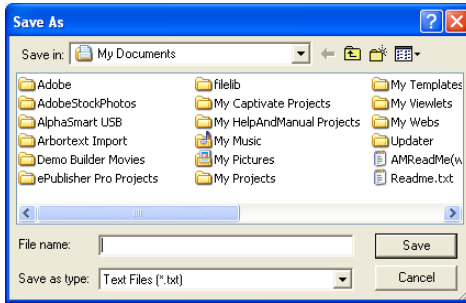
The export options are similar to the ones you have when you print a quiz. The blanks for the student name and class number are useful if you plan to use this file to develop a paper quiz. For paper quiz files, be sure to leave out the correct answers.



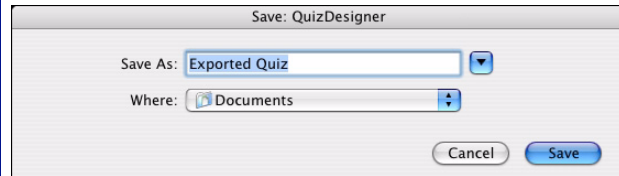


4. In the dialog box that opens, enter a name for the exported file and choose a location. (On Macintosh computers, you may need to click the down arrow to see the full dialog box that lets you choose any location.) Then, click **Save**.

Windows



Macintosh



Spell-checking a Quiz

QuizDesigner does not have a built-in spell check feature. However, you can export a file and use a word processing program to check a quiz. Follow these steps.

1. Export the quiz as described on page 7-21.
2. Start your word processing program and open the file that you just exported. When you choose the file in Windows, you may need to use a drop-down list to choose to view “All Files” instead of just files of a certain type.
3. Use the spell check feature in your word processing program to find each spelling error. You may also be able to check grammar. **Note any changes that need to be made.**
4. Return to QuizDesigner and type in the corrections where they are needed.

Deleting Quizzes

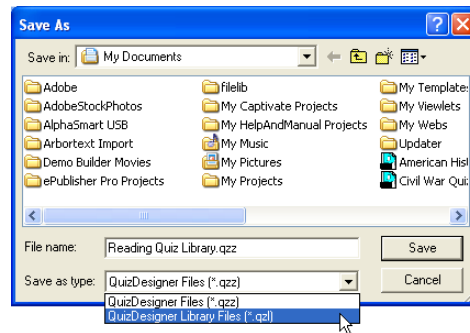
To delete a quiz that you have created, simply delete the file from the location where you’ve saved it. Before deleting a quiz, you should be sure that you will not use the quiz again.

Creating a Question Library in QuizDesigner

In QuizDesigner, you can create a question library for storing large numbers of questions. Unlike quizzes, a quiz library can include any number of questions. It has no capacity limit because a library is not intended to be sent to NEOs—the library is simply a place to store questions that you expect to use in quizzes.

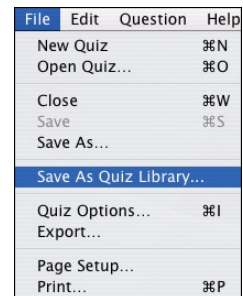
Windows Instructions for Creating Question Libraries

To create a question library, follow the same steps that you perform when you create a quiz. However, before you add the questions, click the **File** menu and choose **Save**, and choose **QuizDesigner Library Files (*.qzl)** in the Save As drop-down list in the dialog box. Once you do this, the Quiz Capacity bar will disappear since there is no capacity limit for libraries, and you can add as many questions as you'd like.



Macintosh Instructions for Creating Question Libraries

To create a question library, follow the same steps that you perform when you create a quiz. However, before you add the questions, click the **File** menu and choose **Save As Quiz Library** instead of choosing Save or Save As. Once you do this, the Quiz Capacity bar will disappear since there is no capacity limit for libraries, and you can add as many questions as you'd like.



Using Quiz Library Questions in a Quiz

To bring questions from a quiz library into a quiz, follow the instructions for copying a question from one quiz to another on page 7-14.

Starting QuizManager

QuizManager is the program you use to send quizzes to student NEOs, retrieve their responses, assign points to questions, grade quizzes, generate and print reports, compile statistics, and export scores.

To start QuizManager, follow the instructions for your type of computer.


On Windows Computers:

Click **Start** or  **Programs** (or **All Programs**) **AlphaSmart** **QuizManager** **Launch QuizManager**.

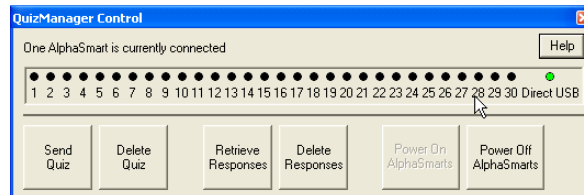
On Macintosh Computers:

Open the Applications folder, then the QuizManager folder. Double-click **QuizManager**.

About the QuizManager Control Bar

 **If you've closed the Control Bar on a Windows computer and you want to open it again, you can click the Window menu and choose View Control Bar. You cannot close the Control Bar separately on Macintosh computers.**

When you have started QuizManager, a status message across the top of the control bar lets you know how many NEOs are connected to your NEO (if any), either through a SmartOption cart or by a direct USB cable connection.



The numbered circles show you NEOs connected through a SmartOption Cart. The Direct USB circle shows you NEOs connected directly to the computer with a USB cable. The color of each circle shows you the status of each NEO:

- **Green** means a NEO is connected at this location, and the NEO has AlphaQuiz installed.
- **Black** means no NEO is connected in this location (or it is an older device with older software). If you have a NEO connected at this location and the circle is still black, disconnect the NEO and turn it on; then, reconnect it.


- **Yellow** means a NEO is connected, but it does not have the AlphaQuiz SmartApplet installed. To install the SmartApplet on that NEO, see page 1-2.
- **Red** means a NEO is connected but is not communicating properly.


The buttons in the control bar perform these functions:

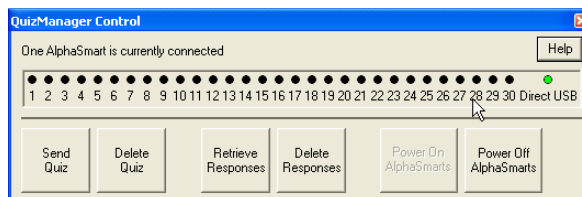
Control Bar Button	What It Does
Send Quiz	Sends a quiz to the connected NEOs.
Delete Quiz	Removes a quiz from connected NEOs, including all questions and student responses.
Retrieve Responses	Retrieves student responses to a quiz from NEOs without removing either the quiz or the responses from the NEOs.
Delete Responses	Removes all student responses for a quiz from NEOs.
Power On AlphaSmarts	Turns on all connected NEOs if they were shut down using QuizManager.
Power Off AlphaSmarts	Turns off all connected NEOs.

Sending Quizzes to NEOs Using QuizManager

By following the steps below, you can use QuizManager to send a quiz to NEOs. (The quiz itself must be created in QuizDesigner before you can send it; see page 7-6 to create quizzes.)

 **NEOs have space for up to four quizzes.**
You may need to delete a quiz before sending a new one. See page 7-27 to find out how to delete quizzes.

1. Connect your NEOs to the computer, either through a SmartOption Cart with an AlphaHub or directly with a USB cable. In QuizManager, make sure your NEOs are connected as shown by the indicators (see page 7-24).
2. Click **Send Quiz** on the control bar, or click the **Communication** menu and choose **Send Quiz**. On Windows computers, you can also click  in the toolbar in the QuizManager window.

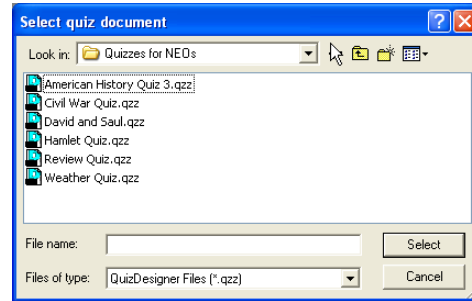




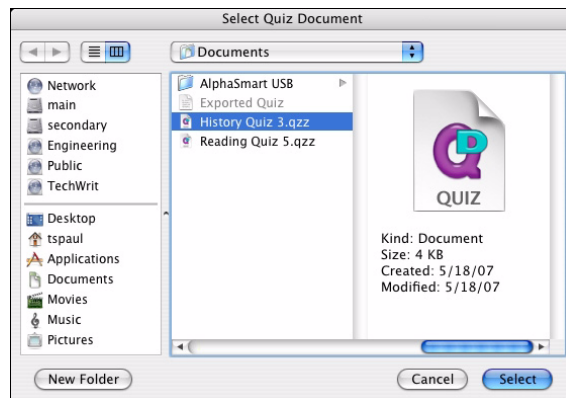
If you created the quiz on a Macintosh computer and you are sending it from a Windows computer, make sure the quiz name ends with ".qzz" so that the QuizManager program shows it in the list.

- Find the quiz that you want to send and click the quiz file to highlight it. Then, click **Select**. QuizManager will make sure there is enough space on the connected NEO(s) for this quiz.

Windows



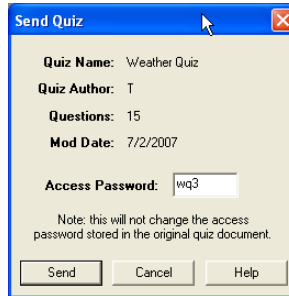
Macintosh



- If any connected NEOs do not have space for another quiz, the program will notify you. Click **Close** (Windows) or **OK** (Macintosh). You may need to delete quizzes from NEOs; see page 7-27.
- In the Send Quiz dialog box, you can decide whether to use a quiz access password and which password to use:
 - If you chose to require a quiz access password when you created the quiz**, the access password is filled in. You can leave it as is or change it, or you can remove the password and leave the field blank if you don't want students to have to enter it. Changing the password here will not change it in the original quiz file.



- **If you did NOT choose to require a quiz access password when you created a quiz**, you can enter one now that students must enter before taking the quiz, or you can leave the field blank so that students don't need to enter a quiz access password. Setting a password here will not change the options selected in the original quiz file.



6. Click **Send** to send the quiz to the connected NEOs. The program will show you messages as the quiz downloads.
7. Click **Close** (Windows) or **OK** (Macintosh) when the program notifies you that the quiz has been sent.
8. Disconnect your NEOs (or have your students disconnect them). Your students can now take the quiz.


Deleting Quizzes from NEOs

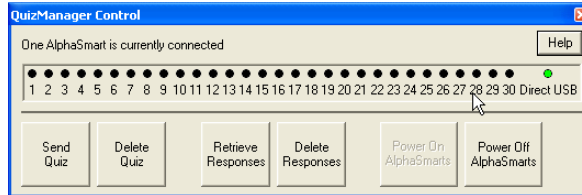
By following these steps, you can delete quizzes from connected NEOs. It's a good idea to delete older quizzes from NEOs before you send new ones since a NEO can only store up to four quizzes.


Be sure to retrieve student responses for a quiz before you delete it unless you do not want a record of the responses. To retrieve responses, see page 7-35.

You may also want to delete quizzes if you have a different quiz you want students to take instead. In that situation, you may not need to retrieve responses before deleting an old quiz.

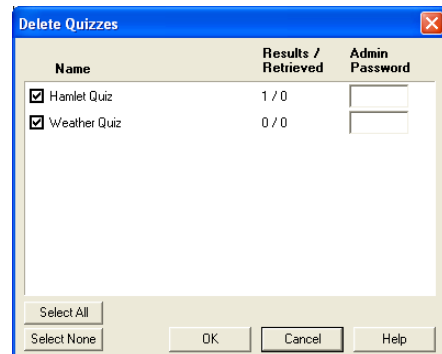
1. Connect your NEOs to the computer, either through a SmartOption Cart with an AlphaHub or directly with a USB cable. In QuizManager, make sure your NEOs are connected as shown by the indicators (see page 7-24).

- Click **Delete Quiz** in the QuizManager control bar, or click the **Communication** menu and choose **Delete Quiz**. On Windows computers, you can also click  in the toolbar in the QuizManager window.



 **If the connected NEOs have different quizzes on them, you may see more than four quizzes listed even though individual NEOs can only store four quizzes.**

- In the Delete Quizzes dialog box, check each quiz that you want to delete from the NEO(s).



The list shows you how many results were retrieved. For example, if the Results / Retrieved column shows 2/1, then two students have completed the quiz, but results have only been retrieved for one student so far.

You may want to retrieve the other student's results before deleting the quiz from the NEOs.

If the quiz has an administrative password, you must enter it before you can delete the quiz. (This is the password you enter on the Basic tab in the Quiz Options in QuizDesigner. It is different from the access password.)

- Click **OK** to delete the checked quizzes from the NEOs.
- If the quizzes have any unretrieved student responses, the program will notify you. If you want to continue anyway, click **Yes** (Windows) or **OK** (Macintosh).
- Click **Close** (Windows) or **OK** (Macintosh) when the program notifies you that the quizzes have been deleted.

How Students Take a Quiz Using the AlphaQuiz SmartApplet

Students follow the steps below to take a quiz that you have sent to their NEOs. (To send a quiz using QuizManager, see page 7-25. To create a quiz using QuizDesigner, see page 7-6.) Students use the AlphaQuiz SmartApplet on their NEOs to take the quiz.



If you see letters next to the quiz, some SmartApplets or functions are blocked because a student did not finish the quiz. S means spell check is blocked. C means Calculator is blocked. L means all SmartApplets are blocked. The blocks are based on what you chose in the Advanced Quiz Options when you created the quiz in QuizDesigner.

1. If students are not already seeing the AlphaQuiz menu on their NEOs, they must do the following:
 - a. Start the NEO.
 - b. Press **applets**.
 - c. Press the ↓ key to scroll down until the cursor is next to **AlphaQuiz**, which is at the bottom of the list of SmartApplets.
 - d. Press **enter** to select AlphaQuiz.
2. In the Select a Quiz menu, students use the arrow keys to move the cursor next to the quiz they want to take; then, they press **enter**.

```
Select a quiz:
- Multiplication Quiz
- American History Quiz 3          S C L
↓ Weather Quiz
```



The Advanced Quiz Options determine whether the quiz access password, a student password, and the class number are required. You set these options when you create a quiz. See page 7-7 for details. You can also set a quiz access password when you send a quiz; see page 7-26.

3. Next, students may be asked to enter a quiz access password. If so, they type the password and press **enter**.
4. Next, each student must enter his or her first and last name. The student must type the first name, presses **tab** or **enter**, type the last name, and press **enter**.

```
Enter your first and last name:
First Name:
Last Name:
Press Enter after typing the names.
```

5. Next, students may be asked to create a password to remember. This password is used to prevent other students from seeing this student's answers; the next time the student selects this quiz, the student must enter his or her password.

The student types a unique password, presses enter, types it again, and presses enter again.

6. Next students may be asked to enter their class number (two characters or less—letters and/or numbers). Each student types the number and presses **enter**.
7. Next, students press any key to start the quiz.
8. Students enter an answer for each question in the quiz and press **enter**. After they answer each question, the next one appears until the quiz is done. Students can also use these keys to move through the quiz or to find unanswered questions:

Press these keys...	...to do this:
esc	Exit the quiz (if marking the quiz “finished” is not required).
↑	Scroll up within this question.
↓	Scroll down within this question.
⌘-↓	Go to the next question.
⌘-↑	Go to the previous question.
enter	Go to the next question, except in the answers to essay questions. In those answers, enter inserts a line break so students can begin a new paragraph.
⌘-enter	Go to the next question from the essay question answer.
tab	In essay questions, switch between the question and the answer. If you go to the answer, the cursor returns to the student’s last location in the answer.
⌘-J	Go to any question in the quiz. After you press this key combination, the NEO will ask you to enter the question number. Type the number and press enter .
⌘-B	Check for unanswered questions. After you press these keys, the NEO will show you which questions you have not answered. Type the question number that you want to go to and press enter .

Students may also be allowed to print their answers (see page 7-31) or save their quiz to an AlphaWord file (see page 7-32).

9. After students answer the last question, students see a screen like the one below. They can then use the keys listed go back to the quiz or a specific question, find unanswered questions, or mark the quiz finished.

```
End of the quiz. Esc to return to the quiz.  
Cmd-J to jump to any question.  
Cmd-B to find any unanswered questions.  
Cmd-F if you are finished.
```



When a quiz is marked finished, students can select the quiz and see their answers, but they are not allowed to change their answers. You can choose whether students are required to mark a quiz finished in the Advanced Quiz Options when you create a quiz (see page 7-6).

If students are within the quiz and have answered all questions, they can then press **esc** to finish the quiz. If you did not choose to require students to mark the quiz finished, they will exit the quiz. If you did require this, students will see the screen shown below. The student has these choices:

- Pressing **R** takes the student back to the last question he or she saw.
- Pressing **E** allows the student to go back to the list of available quizzes. The student can select the quiz again later and see or change his or her answers until the quiz is marked finished. The letters "S C L" may appear to the right of the quiz name in the list of available quizzes.
- Pressing **F** marks the quiz as finished, meaning the student cannot change his or her quiz answers.

```
The quiz has not been marked finished.  
Press F if you are finished.  
Press E to exit the quiz.  
Press R to return to the quiz.
```

10. If the student chooses to finish a quiz, the program will remind the student that he or she cannot change responses once the quiz has been marked finished. If any questions were not answered, the program notifies the student of that as well. Students press **y** for "yes" to continue.

How Students Print Quizzes

When you create a quiz, in the Advanced Quiz Options, you can choose whether to allow students to print their quiz answers. If you allow this, students can press **print** on their NEOs before exiting the quiz to print their answers.

On NEOs, you can print using a cable connection to a printer or using infrared beaming. For more information, see the *NEO User Manual*.

How Students Save Quizzes to an AlphaWord File

When you create a quiz, in the Advanced Quiz Options, you can choose whether to allow students to save their quiz to an AlphaWord file. If you allow this, students can follow these steps to save the quiz:

1. Before exiting the quiz, the student must press **send**.
2. The NEO asks the student to choose a file. The student presses the file number he or she wants to save the quiz in; then, the student presses **enter**.
3. If the file isn't empty, the NEO warns the student that the quiz will delete any text that is in the file now. If the student wants to continue, he or she presses **y** for "yes." If not, the student presses **n** for "no" and then presses a different file number. The NEO will automatically exit AlphaQuiz and open the AlphaWord file (unless the quiz needs to be marked finished).

Teacher Options in for Quizzes in AlphaQuiz

For most teacher tasks, you'll use QuizDesigner and QuizManager on your computer to create quizzes, send them, and retrieve responses. However, the AlphaQuiz SmartApplet also includes a few teacher options that you can use right on the NEO. These options let you do the following:

- Check a student's password so you can give it to a student who has forgotten the password and needs it to finish a quiz.
- Delete a student's answers.
- Change the finished status of a quiz. For example, if a student leaves a class without marking a quiz finished, and you want to use the NEO for other functions, you may want to mark it finished yourself.
- Viewing a student's responses before they are sent to QuizManager.

Follow these steps to use the teacher options:

1. Start the NEO and press **applets**.
2. Press the ↓ key to scroll down until the cursor is next to **AlphaQuiz**, which is at the bottom of the list of SmartApplets. Then, press **enter** to select AlphaQuiz.

3. In the Select a Quiz menu, use the arrow keys to move the cursor next to a specific quiz that you want to work with; then, press **enter**.

```
Select a quiz:
- Multiplication Quiz
- American History Quiz 3
↓ Weather Quiz
```

4. If an access password is required for this quiz, NEO will ask for that password. Enter the password and press **enter**.
5. When the NEO asks you to enter your name, enter **teacher** for the first name and **options** for the last name. Then, press **enter**. This tells AlphaQuiz that you are a teacher who wants to access the teacher options.

```
Enter your first and last name:
First Name: teacher
Last Name: options
Press Enter after typing the names.
```



If you don't remember the quiz admin password, open the quiz in QuizDesigner, click **Quiz Options**, and view the password on the Basic tab.

6. Next, you must enter the admin password that you set when you created the quiz. If you did not enter an administrative password when you created the quiz, you can enter the NEO's master password. (For more about the master password and how to set it, refer to the *AlphaSmart Manager 2 User Manual*.)
7. Next, the teachers who have started the quiz on this NEO will be listed.

```
Student Response List:
- Johanna Espinosa           A F
- Jessica Knutson            A F
- Anna Martin                 U N
```

The letters to the right of each student's name tell you whether the student has answered all questions and whether the student has marked the quiz as finished. This is what each letter means:

Letter	What It Means
A	Student has answered all questions
U	Student has not answered all questions
F	Student has marked test finished
N	Student has not marked test finished



If you see U and F together, the student may have run out of time. The student may have had to mark the quiz finished even though he or she did not answer all the questions. If you see neither **F** nor **N**, students aren't required to mark the quiz finished.



From this screen, you can do the following:

What You Can Do	How to Do It
View a student's responses	Use the arrow keys to move the cursor next to a student's name. Then, press enter . You can now move through the questions as the student does (see the table that starts on page 7-30), viewing the student's answer to each question. When you have finished, press esc to exit the quiz.
View a student's password	Use the arrow keys to move the cursor next to the student's name. Then, press ⌘-P to see the student's password. (If nothing happens, no student password was required for this quiz.) To leave the screen, press any key.
Mark a student's test finished	This is only necessary if you require students to mark a quiz finished and a student has not marked a quiz finished (perhaps because the student became ill or had to leave the room). To mark the student's quiz finished, use the arrow keys to move the cursor next to the student's name. Then, press ⌘-F . You will see the second letter behind the student's name change from N (not finished) to F (finished). (If nothing happens, students weren't required to mark this quiz finished.) You can press ⌘-F again to change the status back.
Delete a student's responses to all questions.	When you delete a student's responses, they cannot be recovered. To do this, use the arrow keys to move the cursor next to the student's name. Then, press ⌘-D . When NEO warns you that all quiz responses for this student will be deleted, press y for "yes" if you want to continue. The student's responses will be deleted, and the student's name will no longer be in the student response list.
View the quiz access password (if one was set for the quiz)	While viewing the student response list, press ⌘-A . The screen will show the access password. To leave the screen, press any key.




If a student's quiz is not marked finished, access to some SmartApplets may be blocked on the NEO until the quiz is finished. The blocks are based on the Advanced Quiz Options you chose when you created the quiz in QuizDesigner. They will remain in place until the student finishes the quiz or until you delete the student's responses.

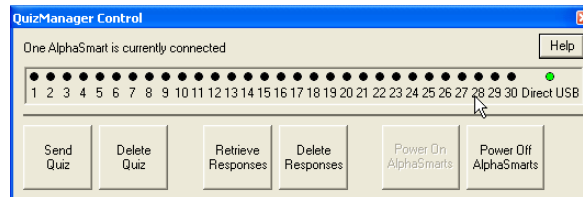
- To leave the teacher options, press **esc** in the Student Response List. You'll return to the quiz list.

Retrieving Students' Responses from NEOs Using QuizManager

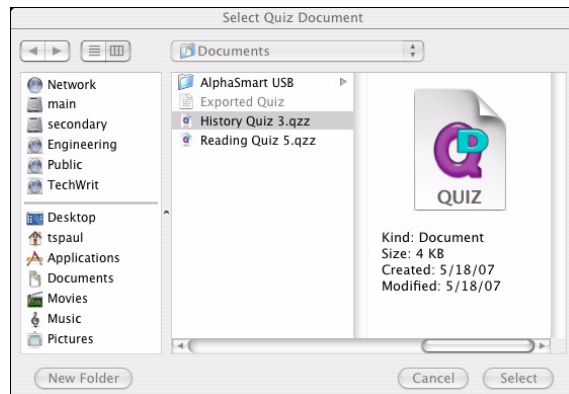
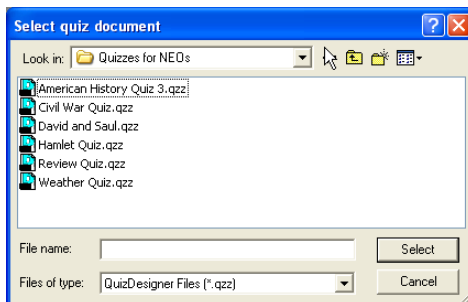
QuizManager makes it easy for you to retrieve students' responses to quizzes from the NEOs they used to take the quizzes. You can then grade the quiz responses in QuizManager.

You can retrieve quiz responses more than once for the same quiz if necessary. This is helpful if some students did not complete a quiz before the end of class and they need to continue it another time.

1. Connect your NEOs to the computer, either through a SmartOption Cart with an AlphaHub or directly with a USB cable. In QuizManager, make sure your NEOs are connected as shown by the indicators (see page 7-24).
2. Click **Retrieve Responses** in the QuizManager control bar, or click the **Communication** menu and choose **Retrieve Responses**. On Windows computers, you can also click  in the toolbar in the QuizManager window.



3. Find the quiz that you want to retrieve responses for and click the quiz file to highlight it. Then, click **Select**. You need to select the quiz file because QuizManager uses some information in this file to organize the data from the NEOs. The Retrieve Responses window will appear.



4. Check the box next to each student whose responses you want to retrieve . You can click them one by one, click **Select All**, or click **Select None** and then check the boxes for the students whose responses you want. As you select students, note the status for each one ; **R** means you've already retrieved the responses. **F** means the student's quiz has been marked finished (if you required them to mark it finished).

Retrieve Responses

Quiz Name: Civil War Quiz
 Quiz Author: T
 Questions: 4

5 Student Responses Found

Status	Name	Class
<input checked="" type="checkbox"/> F	Camacho, Luis	32
<input checked="" type="checkbox"/> F	Espinosa, Johanna	32
<input checked="" type="checkbox"/> F	Khang, Bao	32
<input checked="" type="checkbox"/> F	Knutson, Jessica	32
<input checked="" type="checkbox"/> F	Martin, Anna	32

R = previously retrieved
 F = marked finished

Select All Select None

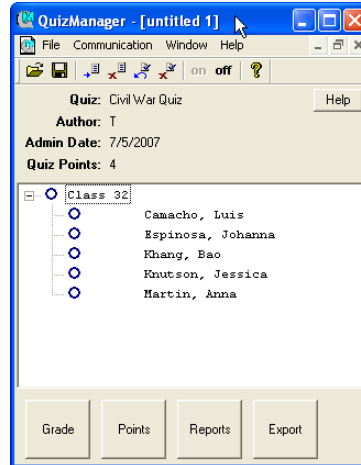
Date Quiz Was Administered
 7/ 5/2007

Student Response Document
 Create a new document
 Merge into an existing document


OK Cancel Help

5. Choose the date the quiz was administered:
 - **Windows computers:** Choose the date from the drop-down list .
 - **Macintosh computers:** Click each portion of the date and click the arrows to increase or decrease the number.
6. Click one of the Student Response Options :
 - **Create a new document:** Choose this if you have never retrieved responses for this quiz before of if you are starting over.
 - **Merge into an existing document:** Choose this if you have retrieved and saved some students' responses from this quiz, but you have more student responses to merge in to that document. Be sure that you save the document before merging responses into it.
7. Click **OK**. Student responses will be retrieved. If you chose to merge responses into an existing document, you'll be asked to select that document and click **Open**.

When the process is done, the students will be listed under the class in the QuizManager window.



To grade the responses, see page 7-41.


To save the responses, click the **File** menu, choose **Save**, and choose a name and location for the saved responses. Then, click **Save**. (On Windows computers, you also can click  in the QuizManager toolbar.)

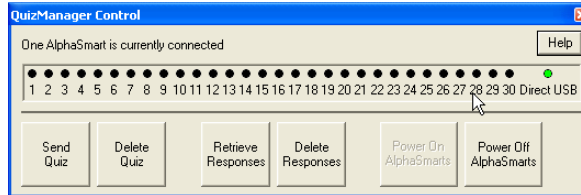
To delete the responses from NEOs after you have saved them in QuizManager, see the next section of this manual.

Deleting Students' Responses to Quizzes Using QuizManager

Once you have retrieved and saved students' responses to a quiz, you can use QuizManager to remove them from NEOs by following the steps below. The quiz itself will remain on the NEO until you delete it so that other students can take the quiz, but the responses of students who have already taken the quiz will be deleted.

1. Connect your NEOs to the computer, either through a SmartOption Cart with an AlphaHub or directly with a USB cable. In QuizManager, make sure your NEOs are connected as shown by the indicators (see page 7-24).

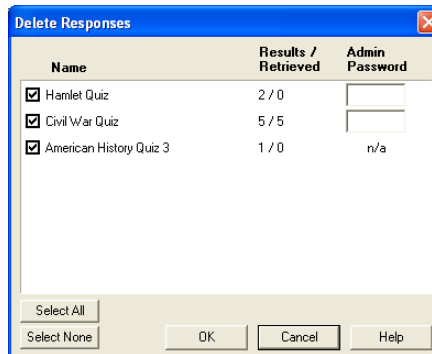
- Click **Delete Responses** in the QuizManager control bar, or click the **Communication** menu and choose **Delete Responses**. On Windows computers, you can also click  in the toolbar in the QuizManager window.



- Check the quizzes for which you want to delete responses on the NEO(s). As you select quizzes, note the information in the Results/Retrieved column. The first number (Results) shows how many students have taken the quiz. The second (Retrieved) shows how many students you've retrieved responses for. Make sure you've retrieved student responses for the quiz before you delete those responses unless you want students to start over or you want to discard student work on this quiz.



You can use Select All to quickly check all boxes. Click Select None if you want to remove all check marks before checking the quizzes you want.



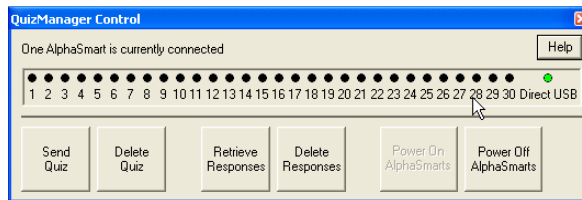
The administrative password can be set when you create a quiz. To find it for an existing quiz, open the quiz in QuizDesigner, click Quiz Options, and look in the Admin Password field.

- If an administrative password was set for the quiz, you must enter it in the blank field after the quiz.
- Click **OK**. The student responses for the quiz will be deleted from the connected NEO(s).
- Click **Close** (Windows) or **OK** (Macintosh) when the program notifies you that the responses have been deleted.

Turning NEOs On or Off Using QuizManager

When you exit QuizManager with NEOs connected, the NEOs are automatically turned off. If you want to turn off all NEOs while QuizManager is still open, do one of the following:

- Click **Power Off AlphaSmarts** on the Control Bar .
- Click the **Communication** menu and choose **Power Off AlphaSmarts**.
- On Windows computers only, click **off** in the toolbar in the QuizManager window.





To turn the AlphaSmarts on again through QuizManager, do one of the following:

- Click **Power On AlphaSmarts** on the Control Bar.
- Click the **Communication** menu and choose **Power On AlphaSmarts**.
- On Windows computers only, click **on** in the toolbar in the QuizManager window.

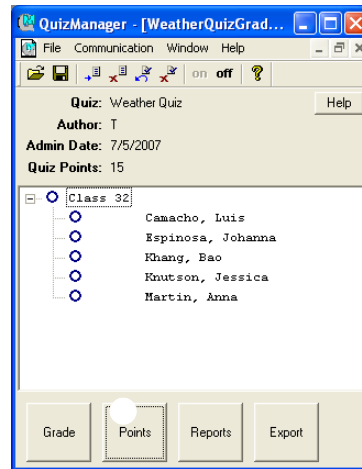
Assigning Points (Weights) to Quiz Questions in QuizManager

By default, each question in a quiz is worth one point. In QuizManager, you can assign different points (weights) to each question by following the steps below. You can either change points after grading based on how difficult the questions seemed for students, or you can change them before grading the quiz. However, you must retrieve student responses before you can assign points to questions.

 **On Windows computers, you can click  on the QuizManager toolbar to open a student response document instead of choosing **Open** from the **File** menu.**

1. Make sure you have retrieved student responses from the quiz (see page 7-35) and that you are viewing the student response document. If you closed the document, click the **File** menu, click **Open**, and select and open the document.

- Click **Points** at the bottom of the window.

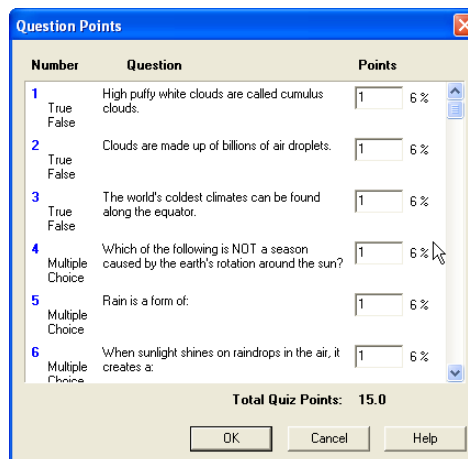


- In the Question Points window, you can change the points for each question by clicking in the field and changing the number. The percentage next to each question will adjust automatically.

If you want to enter fractional points, use a decimal point. You can enter one digit after the decimal point.

If you decide to throw out a question so it does not count for any student, enter "0" for that question.

You can press the **tab** key to move from the points for one question to the next question.



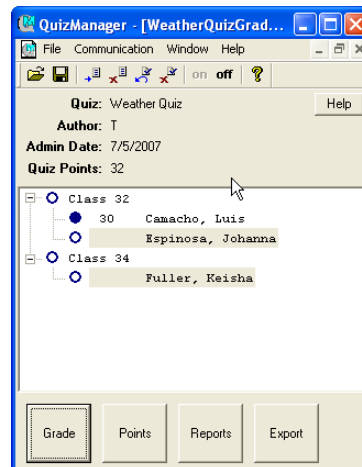
- Click **OK** to save your changes to points.

Grading Quizzes in QuizManager

After you've retrieved student responses for a quiz (see page 7-35), you can grade the quiz by following the steps below. You may also want to assign different points to questions (see page 7-39) before grading the quiz.

Some questions can be graded automatically by QuizManager, such as multiple choice questions, true/false questions, and short answer questions for which you've entered an answer that QuizManager can match to student answers.

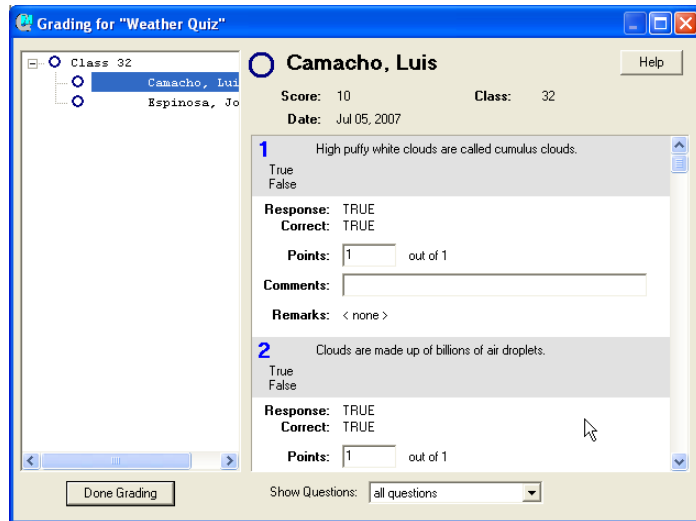
1. Select the students whose quizzes you want to grade:
 - To select all students in a class (if classes are listed), click the class name.
 - To select one student, click the student's name to highlight it.
 - To select more than one, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click student names. To select a group of students, click the first name in the group, hold down the **Shift** key, and click the last name in the group. You can select students from more than one class.
 - Click **-** to collapse a class so you don't see its students, or click **+** to see the students in a class again.
 - If the circle next to a name is filled in, that student's quiz has already been graded. (See the circle next to Luis Camacho in the example below.) The student's score is shown after the circle.
2. Click **Grade** at the bottom of the window.





You can't change the correct answer or the remarks in QuizManager. Those were set when you created or edited the quiz in QuizDesigner.

3. In the grading window, adjust the student's points for each question as needed. For essay questions and short answer questions, QuizManager does not award points automatically, so you must award them yourself.



The name of the student whose quiz you're grading.

The gray bar includes the question number, the question, and the question type.

The Response is the student's answer. The correct answer is shown below it.

Change the points earned as needed. For true/false, multiple-choice, and some short answer questions, QuizManager awards points automatically. For essay questions and some short answer questions, you must award points yourself. You can't enter more points than the question is worth. To set points, see page 7-39.

Comments may help explain to the student why he or she did not receive full credit. They

may also provide extra information or encouragement. You can include comments in the Corrected Quiz Report.

Remarks were entered when you created the quiz. They may include references to the textbook or other information that will help students. You can include remarks in the Corrected Quiz Report.

You can view all questions, just those that weren't automatically graded, or just those that need grading because no points have been awarded.

If you selected multiple students, after you finish grading one student's quiz, you can click the next student's name to grade his or her quiz.



4. When you've finished grading this quiz for this student, you can click the next student's name **1** if you chose more than one student.
5. Click **Done Grading** when you've finished grading the quiz for all the students you selected. If necessary, select other students and click **Grade** to grade their quizzes.

Printing Reports in QuizManager

About the Reports in QuizManager

In QuizManager, you can print reports that provide more information about your students' work on a quiz. You can print four reports, which are described in the table below. The table also shows which information you can choose to include when you print the report. In addition to these options, you can choose whether to use tabs in the report so it's easy to export to a spreadsheet.

Report	When to Use It	Information You Can Choose to Include
Grading Sheet	A printed grading sheet for a quiz. This can be helpful if your quiz contains questions that can't be automatically scored, such as essay questions. The printout lets you grade the quiz away from the computer and enter the points into QuizManager later.	<ul style="list-style-type: none"> • Quiz name • Class number • Date the quiz was taken • The questions and answer choices • Student responses (answers) • Blanks for scores for each question • Blanks for comments for each question • All questions or only those that weren't automatically graded
Corrected Quiz Report	A graded quiz report that you can hand back to students to show them how they did on the quiz. Each student's report prints on a separate page.	<ul style="list-style-type: none"> • Quiz name • Student name • Class number • Date quiz was taken • Score • The questions and answer choices • Student responses (answers) • The correct answers • Teacher comments from grading • The question remarks you added when creating the quiz

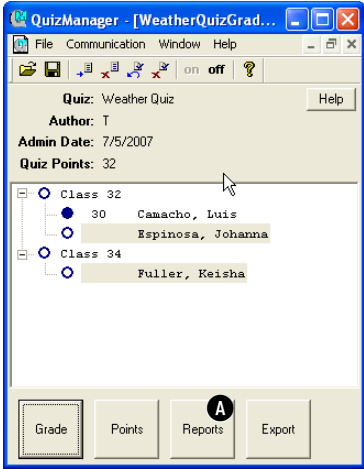


Report	When to Use It	Information You Can Choose to Include
Quiz Summary Report	A tab-delimited list of student names and grades for a quiz. This report is intended for teachers only.	<ul style="list-style-type: none"> • Quiz name • Class number • Date the quiz was taken • Student names • Student scores
Statistical Report	A report that provides statistics such as class averages, medians, and score distributions as well with the frequency of missed questions.	<ul style="list-style-type: none"> • Average score • Median score • High and low scores • Score distribution • Missed question summary

How to Print Reports

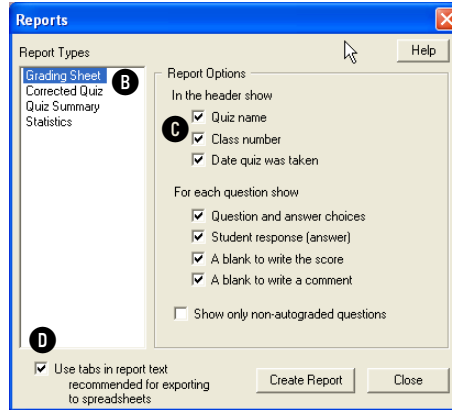
To print reports in QuizManager, follow these steps:

1. Make sure you have retrieved student responses from the quiz (see page 7-35) and that you are viewing the student response document. If you closed the document, click the **File** menu, click **Open**, and select and open the document.
2. Click **Reports** **A** at the bottom of the window.






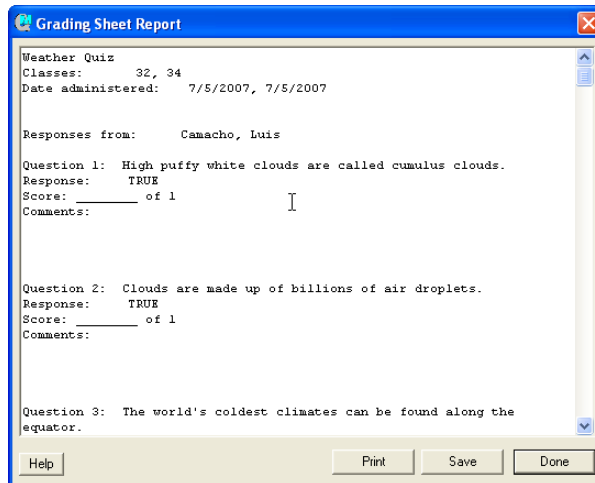
- On the left side of the window, click the name of the report you want to print **B**.



- On the right side of the window, check the boxes for the information you want to include **C**. If you want tabs in the report text, check that box **D**.
- Click **Create Report**. The report will appear in a window like the one shown below.
- Use the buttons in the window to print or save the report:

- To print the report, click **Print**. In the print dialog box, click **OK** (Windows) or **Print** (Macintosh).
- To save the report as a text file, click **Save**. Then, choose a location for the report file and enter a name; then, click **Save**.

 **On Macintosh computers only, you can also choose whether to view the report for all selected students or just one student. Click the drop-down list at the bottom of the window to choose a student name or All Students.**



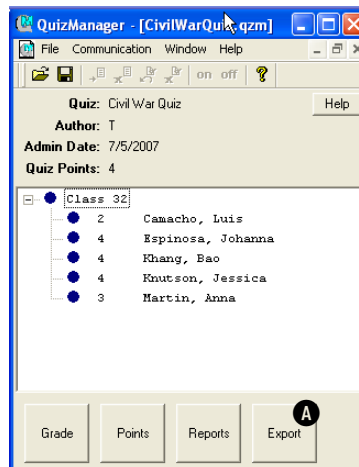


7. Click **Done** to close the report window.
8. Click **Close** to close the Reports window.

Exporting Student Quiz Scores

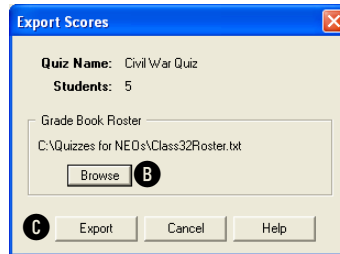
By following the steps below, you can export student quiz scores so that you can bring them into a computerized gradebook program. If you want QuizManager to match the students' quiz scores to their names in the gradebook program, the gradebook program must be able to 1) export a text file roster of student names, and 2) import a text file of names and scores.

1. In your gradebook program, export a student roster and save it as a text file if you'd like QuizManager to match the student scores to these names. Make sure you enter the last name, a comma and space, and then the first name (as in Smith, John).
2. Make sure you are viewing the student response document. If you closed the document, click the **File** menu, click **Open**, and select and open the document.
3. Click **Export** **A** at the bottom of the window.





- If you exported a text file of student names from your gradebook program, click **Browse** **B** to select the file. In the dialog box that opens find the file, click it once, and click **Select** (Windows) or **Choose** (Macintosh). The path to the file will be shown.

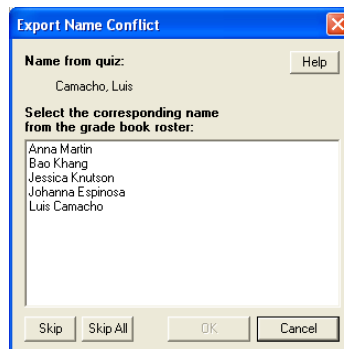


- Click **Export**.
- If you are using a roster file, QuizManager compares the students who responded to the quiz to those in the text file you exported from your gradebook program.

If QuizManager can't match a name, you'll see the Export Name Conflict window. If the correct name is in the list, click it and click **OK**. If not, click **Skip** (or **Skip All** to skip all non-matching names). Skipped students won't be in the exported file.



QuizManager can't match names if they're not in the last name, first name format.
Different formats will cause the Export Name Conflict window to appear.





- In the Save As dialog box, choose a location for the exported file and enter a name. Then, click **Save**.
- In your gradebook program, import the file that you exported.







KeyBoard ShortCuts in QuizManager

The following keyboard shortcuts give you a quick way to perform many of the tasks in QuizManager. The table below also includes the equivalent menu commands.

Action	Keyboard Shortcut	Equivalent Menu Item
Open a file of retrieved (and possibly graded) quiz responses.	Ctrl-O (Windows) -O (Macintosh)	File ▶ Open (both Windows and Macintosh)* *On Windows computers, you can also click  in the toolbar.
Close a student response file for a quiz.	None (Windows) -W (Macintosh)	File ▶ Close (both Windows and Macintosh)
Save a file.	Ctrl-S (Windows) -S (Macintosh)	File ▶ Save (both Windows and Macintosh) On Windows computers, you can also click  in the toolbar.
Save As.	None	File ▶ Save As (both Windows and Macintosh)
Set print or page setup (Macintosh only).	None	File ▶ Page Setup (Macintosh only)
Print the student response set you're viewing (Macintosh only).	None	File ▶ Print (Macintosh only)
Close QuizManager.	None (Windows) -Q (Macintosh)	File ▶ Exit (Windows) File ▶ Quit (Macintosh OS 9) QuizManager ▶ Quit QuizManager (Macintosh OS 10)
Undo last action.	Ctrl-Z (Windows) -Z (Macintosh)	Edit ▶ Undo (Macintosh only)
Cut selected text.	Ctrl-X (Windows) -X (Macintosh)	Edit ▶ Cut (Macintosh only)
Copy selected text.	Ctrl-C (Windows) -C (Macintosh)	Edit ▶ Copy (Macintosh only)
Paste text that you have cut or copied.	Ctrl-V (Windows) -V (Macintosh)	Edit ▶ Paste (Macintosh only)



Action	Keyboard Shortcut	Equivalent Menu Item
Clear all text in the field your cursor is in (Macintosh computers only).	None	Edit ▶ Clear (Macintosh only)
Select all text in the field your cursor is in (Macintosh computers only)	Ctrl-A (Windows) -A (Macintosh)	Edit ▶ Select All (Macintosh only)
Go to the next student's responses.	Ctrl-] (Windows) -] (Macintosh)	Edit ▶ Next Student (Macintosh only)
Go to the previous student's responses.	Ctrl-[(Windows) -[(Macintosh)	Edit ▶ Previous Student (Macintosh only)
Send a quiz to NEOs.	None	Communication ▶ Send Quiz (Windows) Communications ▶ Send Quiz (Macintosh) On Windows computers, you can also click  in the toolbar.
Delete a quiz from NEOs.	None	Communication ▶ Delete Quiz (Windows) Communications ▶ Delete Quiz (Macintosh) On Windows computers, you can also click  in the toolbar.
Retrieve student responses to quizzes from NEOs.	None	Communication ▶ Retrieve Responses (Windows) Communications ▶ Retrieve Responses (Macintosh) On Windows computers, you can also click  in the toolbar.
Delete student quiz responses from NEOs.	None	Communication ▶ Delete Responses (Windows) Communications ▶ Delete Responses (Macintosh) On Windows computers, you can also click  in the toolbar.



Action	Keyboard Shortcut	Equivalent Menu Item
Turn connected NEOs on (after having turned them off through QuizManager).	None	Communication ▶ Power On AlphaSmarts (Windows) Communications ▶ Power On AlphaSmarts (Macintosh) On Windows computers, you can also click on in the toolbar.
Turn connected NEOs off.	None	Communication ▶ Power Off AlphaSmarts (Windows) Communications ▶ Power Off AlphaSmarts (Macintosh) On Windows computers, you can also click off in the toolbar.
View or turn off toolbar in QuizManager student response window (Windows only). The toolbar is visible when the menu item is checked.	None	Window ▶ View Toolbar (Windows only)
View or close the Control Bar (Windows only). The Control Bar is visible when the menu item is checked.	None	Window ▶ View Control Bar (Windows only)
Tile windows for open student response files. This allows you to arrange the windows so you can view both at the same time.	None	Window ▶ Tile Windows (Windows only)

Frequently Asked Questions

How many students can take a quiz on one NEO?

The AlphaQuiz SmartApplet can hold responses for up to eight students for all quizzes combined. For example, if two quizzes have been sent to AlphaQuiz on the NEO, and two students have taken one of the quizzes, six can take the other quiz.

How many different quizzes can be loaded onto a NEO?

Up to four different quizzes can be on the NEO at the same time.

Does the student response to a short answer question have to be spelled correctly? Is it case-sensitive?

If you have entered answers for short answer questions when you created the quiz in QuizDesigner, QuizManager can only match student responses that use the exact same spelling. To help QuizManager match student answers, you can enter more than one correct answer in QuizDesigner with variations in spelling, or you can enter multiple forms of the word (such as “rain” and “raindrops”). When you create the quiz in QuizDesigner, you can turn on case sensitivity. You can also restrict answers to numbers only.

What happens if a student skips a question?

AlphaQuiz allows students to answer questions in any order they like. They can skip any question and return to it later. At the end of the quiz, students can choose to view a list of questions with blank answers by pressing **-B**; then, they can jump directly to one of those questions by pressing **-J** and entering the question number. When you create the quiz in QuizDesigner, you can choose whether students can exit the quiz and enter it later to update responses, or whether students must mark the quiz finished so they can no longer change their responses.

If I'm using an AlphaHub (SmartOption Cart), and I also have an open USB port on my computer, can I use both methods of communication between QuizManager and NEOs at the same time?

Yes. QuizManager supports AlphaHub communication and a direct USB connection simultaneously. This allows you to work with up to 31 NEOs at once with QuizManager.

Can a student spell check an essay question?

Spell check can't be used directly within AlphaQuiz, although it can be used in other SmartApplets, such as AlphaWord Plus. In QuizDesigner, the author of a quiz can choose whether to allow use of spell check during the quiz. When use of spell check is allowed, the student can copy text from an essay answer, switch to AlphaWord on the NEO, and spell check the text there. When spell check is disabled, the student cannot spell check the text in any SmartApplet.

By default, spell check is enabled unless you do the following on the Advanced tab in the Quiz Options in QuizDesigner:

- Check **Require students to mark quiz as finished.**
- Do not check **Enable AlphaSmart Spell Checker when taking the quiz.**
- Do not check **Enable other AlphaSmart SmartApplets when taking the quiz** so that students can't use spell check in other SmartApplets.

What do students do when they complete a quiz?

Press **-F** (for “finished”) to return to the quiz menu. At this point, the NEOs can be connected to your computer so you can retrieve quiz responses.

Can a student take a quiz twice?

Yes. This can be done in one of two ways:

- Delete the responses for the quiz from the NEO (see page 7-37) and have the student take the quiz again.
- When the student enters his or her name at the beginning of the quiz, have the student use a different form of his or her name (such as Olivia Smith-2). If the student tries to use the same name used for the first quiz, AlphaQuiz will simply open the students' first set of responses again.

Is it possible to print a quiz from the teacher's computer?

The QuizManager reports let you choose to print elements of a quiz. The Grading Sheet and Corrected Quiz Reports allow you to include the questions on the quiz and the students answers, and the Corrected Quiz Report also allows you to include the correct answers and teacher comments. All QuizManager reports can be printed directly or saved to text files. To print reports, see page 7-43.

You can also print the original quiz (without any student responses) in QuizDesigner (see page 7-20).

Once an essay question is graded, what capabilities are there to make notes on the student response in QuizManager?

When you grade the quiz in QuizManager, you can enter comments for each of the student's responses, and you can include these comments when you print the student's Corrected Quiz Report.

How and when do I assign the point values for each question?

You can assign point values to each question any time after you retrieve the student responses for a quiz. For instructions, see page 7-39.

When you first write a quiz in QuizDesigner, all questions have the same weight/point value—one point. You can click **Points** in QuizManager to change the point values for each question. QuizManager will calculate the weight (in %) for each question based on the point values you enter.

Can the grades from quizzes be saved as a spreadsheet file or be copied and pasted directly into a tab-delimited grading program?

Yes, When you export the student quiz scores from QuizManager (see page 7-46), you are creating a tab-delimited file that you can open with a spreadsheet program or import into a gradebook program. QuizManager can also match student scores to a student roster exported from a gradebook program, and it allows you to manually match names that QuizManager could not match.

In essay responses, will AlphaQuiz or QuizManager highlight or underline key words that were defined when creating the question?

No, this feature is not available.

What happens if the NEO is turned off before a quiz is completed? What appears on the screen when the NEO is turned back on? How does a student continue the quiz?

All the student's responses are saved when the NEO is turned off. When it is turned back on, the NEO starts its default SmartApplet, which is usually AlphaWord Plus. The student can press **applets**, select **AlphaQuiz**, and then select the quiz again. All responses are preserved and displayed as if the student had never exited the quiz.

If you chose to require students to mark the quiz as finished, and if you chose to block access to other SmartApplets during the quiz, when the NEO starts, you will see this message: "The other applets, including AlphaWord, cannot be used because a quiz has not been marked as finished. Press any key to continue." After the student presses a key, the student can log in to the quiz again.

Troubleshooting

The QuizManager control bar shows a yellow indicator.

A yellow indicator means that this connected NEO does not have the AlphaQuiz SmartApplet installed. Send any files that you want to save from the NEO to your computer, and use AlphaSmart Manager to install AlphaQuiz on that NEO (see page 1-2).

The QuizManager control bar shows a black indicator, but a NEO is connected to that location on the Cart or to the USB port on the computer.

There are a few reasons why this might happen:

- That NEO may be off, or it may have a version of AlphaWord earlier than v1.4 installed. Make sure the AlphaSmart device is on, and check the version number that appears when the device starts up.
- Some older AlphaSmart 3000s need to be powered on before they are connected to either the hub or the computer. If the device is connected but the indicator is black, disconnect the device, turn it on, and then reconnect it.
- Make sure that QuizManager was properly installed. When installed correctly, the installer loads drivers (required software) for AlphaHub and USB communications. On the Macintosh, you can use the System Profiler to check whether the system software detects the AlphaHub.

I have a quiz installed on some NEOs, and I have student responses that I have not yet retrieved, but I've accidentally erased the quiz document from my computer. Now I can't retrieve, or even remove, the responses.

To recover the responses, press **send** on the NEOs from within the quiz to create a copy of the quiz and responses in an AlphaWord file, or directly print the responses. Once you have recovered all responses, use QuizManager's Delete Quiz function to clear the quiz from the NEOs (see page 7-27). You can then create a new version of the quiz for future use.

I have a quiz installed on some NEOs, but I have accidentally erased the quiz document from my computer and I don't remember the Admin Password. Now I am unable to remove the quiz from the NEOs.

If there are any responses for other quizzes stored on the NEOs, use QuizManager to retrieve them. Then, print any response sets for the "lost" quiz on each NEO (see page 7-31), or save each one as an AlphaWord file and transfer it to your computer for archival (see page 7-32). You can now delete and reinstall AlphaQuiz using AlphaSmart Manager; this will remove all quizzes, including the "lost" one.

Follow these steps:

1. On the **SmartApplets** tab in AlphaSmart Manager, select all the SmartApplets you want to keep on the NEOs except for AlphaQuiz and click **Add**. Check the **Delete SmartApplets that are not in the Install List** box. Click the **Send List** tab and click **Send**.
2. When AlphaSmart Manager finishes sending the SmartApplets to the NEOs, open a new send list by choosing **File ▶ New Send List**. On the **SmartApplets** tab, select **AlphaQuiz** and click **Add**, and uncheck the **Delete SmartApplets** box. Click the **Send List** tab and click **Send**.



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