



Mavis Beacon

TEACHES *Typing*®

ACADEMIC EDITION

TEACHER USER GUIDE

Mavis Beacon

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Mavis Beacon Teaches Typing

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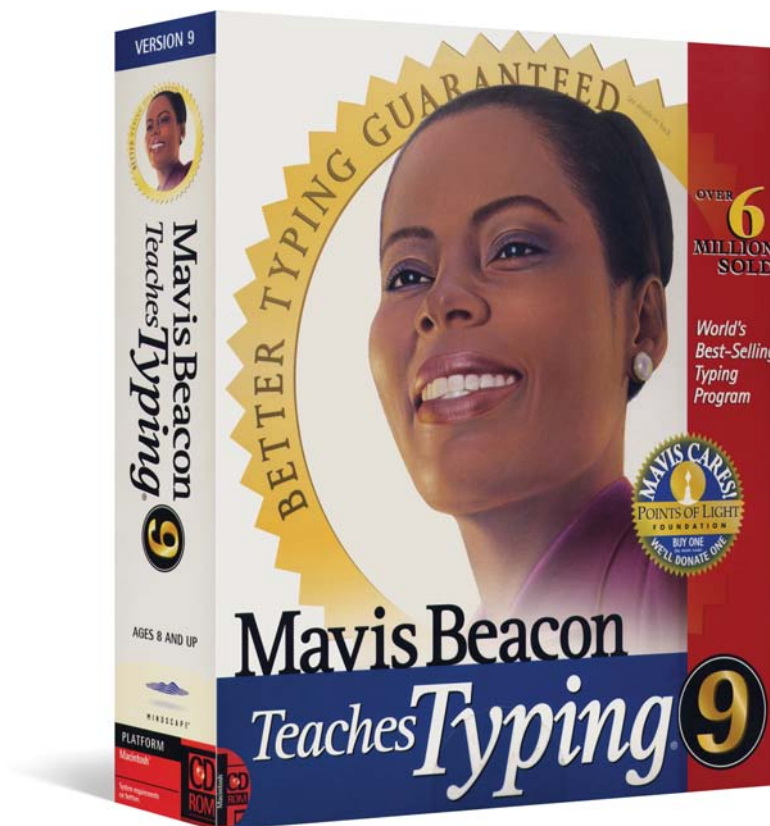
Introduction

Welcome to Mavis Beacon
Teaches Typing

About Mavis Beacon Teaches Typing

Mavis Beacon Teaches Typing is the best-selling typing tutor of all time. Mavis Beacon has taught millions to type for more than twenty-five years. What's the secret of her success? Mavis Beacon offers dynamic personal instruction. She places your students in lessons based on their current skill level and then adjusts their path as their typing improves. So they are always being challenged to do their best, spending time on the keys that need the most work rather than the ones they already know well.

Mavis Beacon Teaches Typing was created more than twenty-five years ago, and was first published in 1987. Software MacKiev's involvement goes back to 1998 when our company developed version 9 for the Macintosh® — both the US and UK editions. Then, a decade later, we had the opportunity to get involved with Mavis Beacon again — this time as the developer and publisher of a new generation of Mavis Beacon software for Mac OS® X. Now we are very pleased and proud to be bringing the kind of quality you've come to expect from the creative labs of Software MacKiev to this edition — Mavis Beacon Teaches Typing for Windows®!



Software MacKiev developed version 9 for Mac in 1998.

The Best Mavis Beacon Yet

Recently a user wrote that she found it strange that Mavis seemed to like all the same music as she did — until she discovered that our new iTunes® integration meant she was actually listening to her own playlists while practicing her typing! But that's just the start of what's new. We've created a Practice Center where your students can work on their skills by typing RSS feeds, entire classic novels and lyrics to songs in their iTunes playlists! We've also brought back the Dvorak keyboard, last seen in Mavis Beacon in version 5 (published in 1995), and used by the world's fastest typists.

Mavis Beacon has come a long way since the first edition, which featured just two simple typing games. This new Software MacKiev edition comes with 17 challenging arcade-style games, all with gorgeous high-resolution graphics and animation. But that's not all. Today's Mavis Beacon now comes with more than a thousand practice texts, a custom lesson creator, a video instruction center, and ergonomics lessons to help your students avoid typing injuries. All in all, we think you'll agree that this is the very best Mavis Beacon yet.

She's not getting older. She's getting better.

Mavis Beacon's style has been closely watched over the years as you'd expect for one of the most recognizable teachers in the world.

Mavis Beacon



What's New

Here's just a few of the many ways we've improved on a classic. This Mavis Beacon edition for Windows is the most advanced and complete edition ever made.



RSS feeds

Your students will get even smarter while they practice typing with up-to-the-minute news feeds from BBC™ News, NASA Breaking News, The Weather Channel® and more. They can type today's weather forecast, the latest science report, or the top news stories, and they will be smarter and wiser typists for it!

Type an entire novel

Now your students can catch up on their classics while they practice. We've added the full text of dozens of classic novels, from *Treasure Island* to Victor Hugo's *Les Miserables*. Bookmarks are placed automatically as students pause or stop the lesson, allowing them to go to the exact place in the novel that they left off.



Mavis has an avatar

The world's number one typing instructor comes alive in this new edition when she speaks to your students as an avatar during their typing lessons. She looks so real, they'll think she's inside their computers, cheering them on! They might even find themselves answering her out loud when she compliments them on their progress!



Typing for little fingers

Mavis Beacon is ready to tutor students young and old, from ages 6 to adult, with typing goals as low as 10 words per minute as well as lessons and games that are tuned for very young students and other beginning typists!

Even more games

Don't let practice time become a chore. With the most typing games of any edition of Mavis Beacon ever published, your students will hardly notice they're practicing as they build their typing speed and accuracy, and the ability to maintain a steady typing rhythm. And that's the name of the game with the gorgeous new Ragtime game, complete with antique metronome, where sure and steady wins the race! Your students can also compete in typing races against their friends and family over their home or school network.



Larger lesson text

Mavis Beacon is even easier on users eyes with an extra-large type option for typists young and old. Three levels of font size are available for all lessons, ranging from Medium (16 pt) to Extra Large (24 pt) and thus giving an option in Mavis Beacon preferences to make the text up to 50% larger than the previous edition.

Dvorak keyboard: The world's fastest

We think August Dvorak would be mighty pleased that the keyboard he patented in 1936 would be used by the world's fastest typists. Now your students can try out the Dvorak keyboard too, as an option to the traditional QWERTY keyboard in this new edition.



August Dvorak, 1932

Teacher-controlled preferences

You can set preferences for your students using the Classroom Manager if you want, or leave certain preferences unlocked so that students can make their own settings — such as the kind of music they would like to listen to while they practice typing.



Competitive typing

Let your students compete in typing races using two computers. Speed and accuracy both count as they steer racing cars, Spanish galleons, and water scooters in a dash to the finish line!

Enhanced Classroom Manager

This control center for teachers is even easier to use and provides more in-depth information about your students. New in this edition are Student Preferences and Student Progress information windows that show current progress, login information, and the preferences set for student in a selected class.

Curriculum Map

Now it's easy for your students to see where they are in the overall training program. The at-a-glance curriculum map lets them know what they've already covered and what's coming up, and gives them the opportunity to print certificates as they complete each level. Using the Classroom Manager, you can see how your students make their way through the curriculum too.



Practice typing lyrics

Your students can now practice by typing the lyrics to all their favorite songs. As soon as the lyrics are added to iTunes, they become available directly from the Practice Area of Mavis Beacon Teaches Typing.

Password Protection

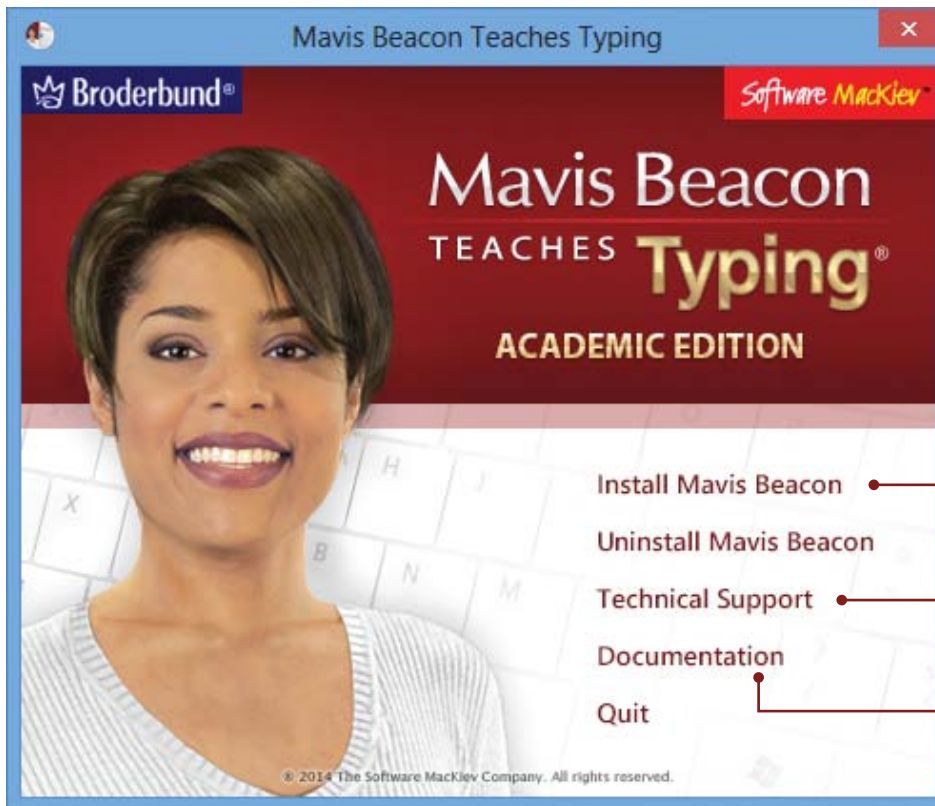
A new option allows you to protect student accounts with passwords. You can have the application generate the passwords or enter your own. We've even made it possible to create password identification cards that can be printed on Avery business card stock and handed out to the students.

Chapter 1

Installation and Support

Welcome to Mavis Beacon

It's easy to get started with Mavis Beacon. Just insert the disc in your drive and the disc window automatically opens. From here you can install the application and the Classroom Manager, contact technical support, or reopen this user guide.



The Mavis Beacon window that appears when you insert the disc.

Installer

Use to install or reinstall the application, including the Classroom Manager (page 13).

Technical Support

Use to contact the Software MacKiev technical support team.

Documentation

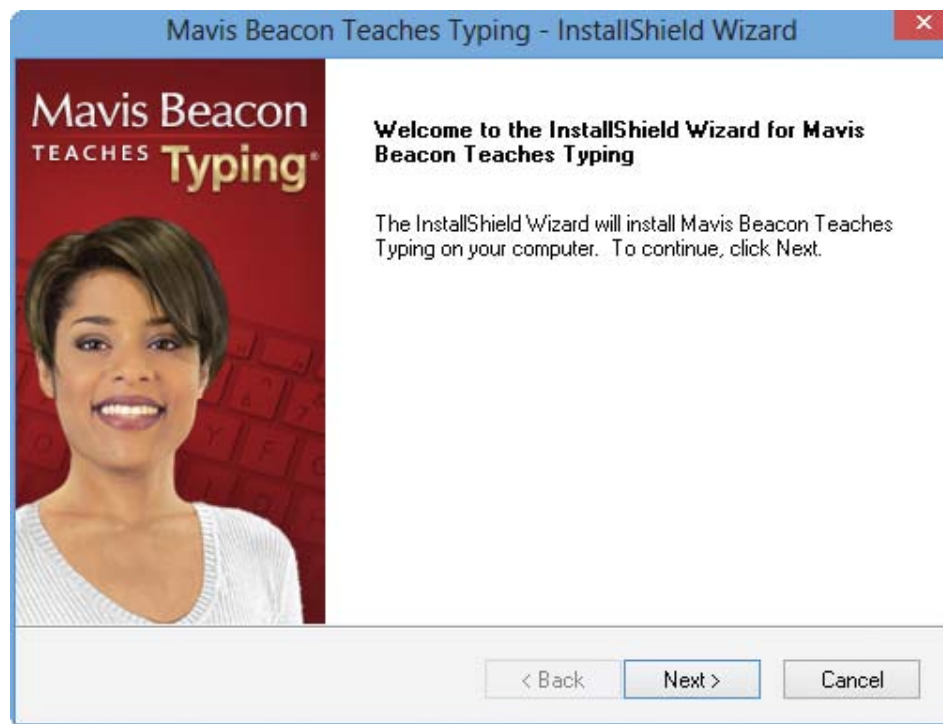
Opens the Documentation folder which contains a copy of this User Guide with Windows Explorer.

Installation

Note: The exact installation procedure depends upon the version of the application and licence that you have. For detailed installation steps, please see the Installation Instructions that came with your copy of the application.

To install Mavis Beacon:

1. Insert the Mavis Beacon disc in the CD/DVD-ROM drive. The Mavis Beacon window appears.
2. Click **Install Mavis Beacon** and follow the onscreen instructions.
3. Wait until installation is complete. Then, if you are online, click Register to register your copy of Mavis Beacon.



The First Screen of the Mavis Beacon Installer

Registration

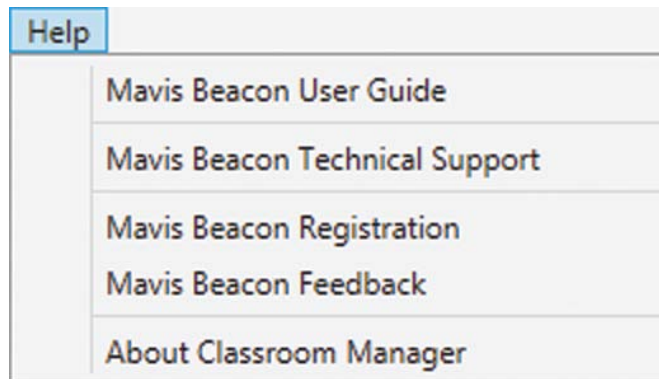
Why Register?

At Software MacKiev, you'll find that we like to keep our products up to date. When you register, you can sign up for email notifications so you'll always be notified whenever we post a free update. You can also sign up for our free email newsletter, with the latest information on Mavis Beacon editions and other new products from Software MacKiev.

How to Register Your Copy

There are two ways you can register your copy of Mavis Beacon Teaches Typing:

- **Using the Online Registration Form After Installation:** You will be given a chance to register your copy of Mavis Beacon right after completing installation if you are online.
- **Using the Registration Menu:** Choose **Mavis Beacon Registration** from the **Help** menu. Then just follow the onscreen instructions that appear.



Updates

From time to time, Software MacKiev posts free product updates for Mavis Beacon Teaches Typing. These updates provide additional functionality and compatibility with new developments in hardware and operating systems.

Checking for Free Updates

There are three ways to check for product updates using the Mavis Beacon application when logged in as a teacher. You can also check for updates using the Classroom Manager:

- **Method 1: Use the Help menu.** Choose **Mavis Beacon Updates** from the **Help** application menu. A Web page with links to all available Mavis Beacon updates opens in your default Web browser. This method is also available when you are logged in as a student.
- **Method 2: Use the Software MacKiev site.** To see if there are any free updates available, just go to the main Software MacKiev site (www.mackiev.com) and follow the link to Support. There you'll see the Mavis Beacon icon — click that to get a list of the latest updates. See Getting Technical Support on page 16 for more information.
- **Method 3: Use the Classroom Manager.** You can set Mavis Beacon to check for updates automatically each time it is launched by choosing **Check for Updates** from the **Classroom Manager** application menu.

Requirements, Support, and Feedback

Getting Technical Support

If you experience any problems using Mavis Beacon, first check that your computers meet the minimum system requirements for this product.

If your computers meet all requirements, choose **Mavis Beacon Technical Support** from the **Help** menu to go to the Mavis Beacon Technical Support Web site. If you cannot launch Mavis Beacon, please visit the Software MacKiev Web site by going to www.mackiev.com and following the links to Support. You can also contact the support team by sending an email with a description of your problem to mavis@mackiev.com.

Providing Feedback

We'd love to hear from you! If you would like to share your thoughts about **Mavis Beacon** with us, including any suggestions you have for future editions, choose **Mavis Beacon Feedback** from the **Help** menu and fill in the Mavis Beacon Feedback form on the Web page that appears.

Minimum System Requirements

- Microsoft® Windows® XP SP3 or later, including Windows 8 and Windows 8 Pro
- Processor: 1.5 GHz Intel® or equivalent
- Memory: 512 MB RAM
- Display: 1024x768, 32 bit color depth
- Free hard disk space: 800 MB
- DirectX 9
- Microsoft .NET Framework 4.0 or later
- Windows Media Player 10
- Bonjour for Windows
- Internet (optional – for registration, technical support, providing feedback, getting updates, and for typing news from popular feeds)
- Printer (optional – for printing Certificates and Progress Reports)



Mavis Beacon Technical Support
Click the Mavis Beacon icon to learn about free updates and to get technical support.

Chapter 2

Classroom Manager

Launching the Classroom Manager



The Classroom Manager is an advanced utility that allows teachers to set up classes and then closely monitor student progress. It allows you to manage student records and entire classes, and set the utility that allows you to master and monitor typing progress for your class in general and for certain students, and set the preferences you consider the most beneficial for your students.

To launch the Classroom Manager, double-click the Mavis Beacon Classroom Manager icon. Type your teacher's password (the password is **admin**).

Overview of the Classroom Manager

When you launch the Classroom Manager for the first time, it does not contain any information. You need to enter class and user information so that your students can sign in and start working with Mavis Beacon.

Renaming Classes

To rename a class, double-click the class name in the list, type a new name, and then click outside the class name field or press **Return** or **Enter**.

Student Record

Click to select a student record. See the next page for details on working with student records.

Viewing Class Results

To see or hide overall results for a class, select the class in the list and click this button.

Adding Classes

Click this button to add a new class. The new class appears in the Classes list. Type a name for the class.

Removing Classes

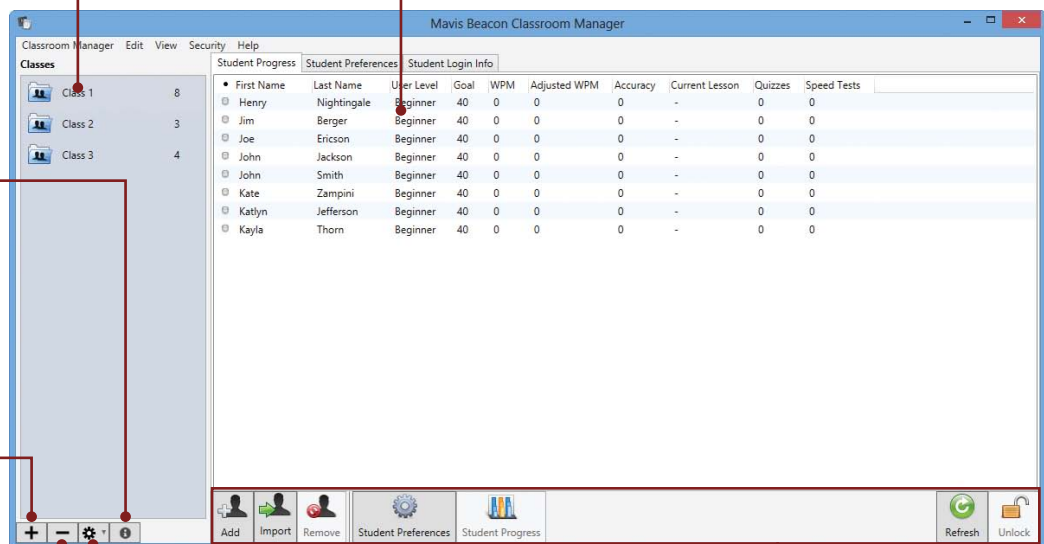
To remove a class, select it in the list and click this button.

Working with Class Records

Use this button to export or import class records. See the pages that follow for more details.

Working with Student Records

Use these buttons to manage student records. See the next page for details.



Importing Student Lists



To expedite the process of populating classes, you can import student lists that are saved in a text or ASCII format with the .txt extension. Each text file should contain one student name per line. Student names must be tab-delimited. (For example, type a student's first name, Tab, and their last name. Then press Enter and move onto the next student.) When naming text files, it is a good idea to choose a name that you can easily find later (e.g., 2ndgrade.txt). Default user settings will be assigned to imported student lists. These settings can be changed in the Classroom Manager later.

After creating a text file, open the Classroom Manager, select the class you want to import student names into, click the **Gear** button under the Classes list in the bottom-left part of the Classroom Manager window, and then choose **Import**. In the dialog that appears, navigate to the file you want to import and click **Import**.

Managing Student Records

The icons at the bottom of the Classroom Manager window allow you to add and remove student records, set preferences for individual students, and view their progress. You can also refresh the current class information and unlock student records.

Adding Records

Within any class, click this icon to add a student or teacher record to the class. See details below.

Importing Records

Click to import student records to the selected class. See details below.

Refresh

Click to update the records. See page 26 for details.



Removing Records

Click to remove a selected record.

Changing Preferences

Click to change preferences for a selected student. See page 27.

Viewing Progress Details

Click to see the progress of a selected student. See pages 22–25 for details.

Unlocking Records

Click to unlock a selected record. See page 26 for details.

Importing Student Records



Import

If you have used any Software MacKiev Mac OS X edition of Mavis Beacon Teaches Typing, it is possible to import student progress from that edition into their accounts for the Academic Edition. To do so, select a class to which you want to import user records and click **Import**. In the dialog that appears, navigate to the location where the user records are stored. Select the record or records you require and click **Import**. User records have the .rec or .usr extension depending on the version of the Mavis Beacon application that was used to create them.

Creating Records

In the Create New User dialog, you can choose from a variety of options to personalize each student's typing experience. Once you have typed a student's first or last name in the First Name or Last Name fields respectively, you can click either **Finish** or **Add Another Student**. This applies the program's default settings for that student. (The default values are: student user type, adult age, standard keys, and 40 WPM goal.)

Creating Records, Cont.

User Type

Select the Student option to create a record for a student. Select the Teacher option to add a user with teacher's rights. This user will be able to manage custom lessons.

First Name

Enter the user's first name.

Last Name

Enter the user's last name.

Age Group

Select an age group. Mavis will tailor the lesson content accordingly.

Lesson Type

Select the standard or Dvorak keys, or the 10-key numeric keypad for the lesson type.

Require Password

Turn on password protection for the user.

Typing Speed Goal

Set each student's initial typing speed goal here. If you are not sure what a student's goal should be, accept the default for his or her age group. You can change the typing speed goals later in Student Preferences.

Modifying Student Records

Using the Classroom Manager you can easily modify records and their settings any time you need.

Note: You cannot edit the settings of currently signed-in users. To edit their settings, ask them to sign out first.

Renaming Students or Teachers

To set a new user name for a student or teacher that you have created, select the current name in the list by clicking it, and then click it again and type a new name. Click outside the name field or press **Return** or **Enter** to keep the new name.

Removing Records



Remove

To remove a record, select it in the list and click the **Remove** button.

To remove several records from a class, select the names in the list and click **Remove**. You can select more than one name, by pressing the Shift or Ctrl keys while clicking the names in the list.

You can move records from one class to another by selecting names and dragging them to the class you want.

Password Protection

You can protect student accounts with passwords. If you choose to do so, students will have to enter their passwords to sign in to Mavis Beacon.

To turn password protection for a student on or off, open the student's preferences and, in the **General** pane, select or deselect the **Require password on login** checkbox.

To create new passwords, select a student or students, and then choose **Generate New Passwords** from the **Security** menu. You also can create a new password for a student by typing it in the **General** pane of the student's preferences.

To turn off password protection for several students, select the student records, and then choose **Clear Passwords** from the **Security** menu.

To issue students with their passwords, you can create personalized cards printed on Avery business card stock. To do this, follow these steps:

1. Select a student or students for whose records you want to create and print password cards.
2. Choose **Print Personal Cards** from the **Security** menu.
3. In the **Select a Layout** dialog, choose either **8 cards per page** or **10 cards per page** option depending on the card stock you are going to use, and then click **OK**.
4. In the **Print** dialog that appears, select a printer that you have loaded with card stock and then click **Print**.

To change a student's password, open the **Student Login Info** pane, click the **Password** field, and then type the new password.

Student Information

The student records area provides a convenient way to follow student progress through the program and also to see their preferences settings and login information. You can view this information for all students in a class at once. You can export the student records to a tab-delimited text file for use with a spreadsheet program.

Student Progress

Here you can see summarized information on each student's progress.

Student Preferences

Here you can see the preferences set for each student.

Student Login Info

Here you can see details on each student's login and change the student's password.

First Name	Last Name	User Level	Goal	WPM	Adjusted WPM	Accuracy	Current Lesson	Quizzes	Speed Tests
Henry	Nightingale	Beginner	40	0	0	0	-	0	0
Jim	Berger	Beginner	40	0	0	0	-	0	0
Joe	Ericson	Beginner	40	0	0	0	-	0	0
John	Jackson	Beginner	40	0	0	0	-	0	0
John	Smith	Beginner	40	0	0	0	-	0	0
Kate	Zampini	Beginner	40	0	0	0	-	0	0
Katlyn	Jefferson	Beginner	40	0	0	0	-	0	0
Kayla	Thorn	Beginner	40	0	0	0	-	0	0

Student Records

Viewing Details of Student Progress

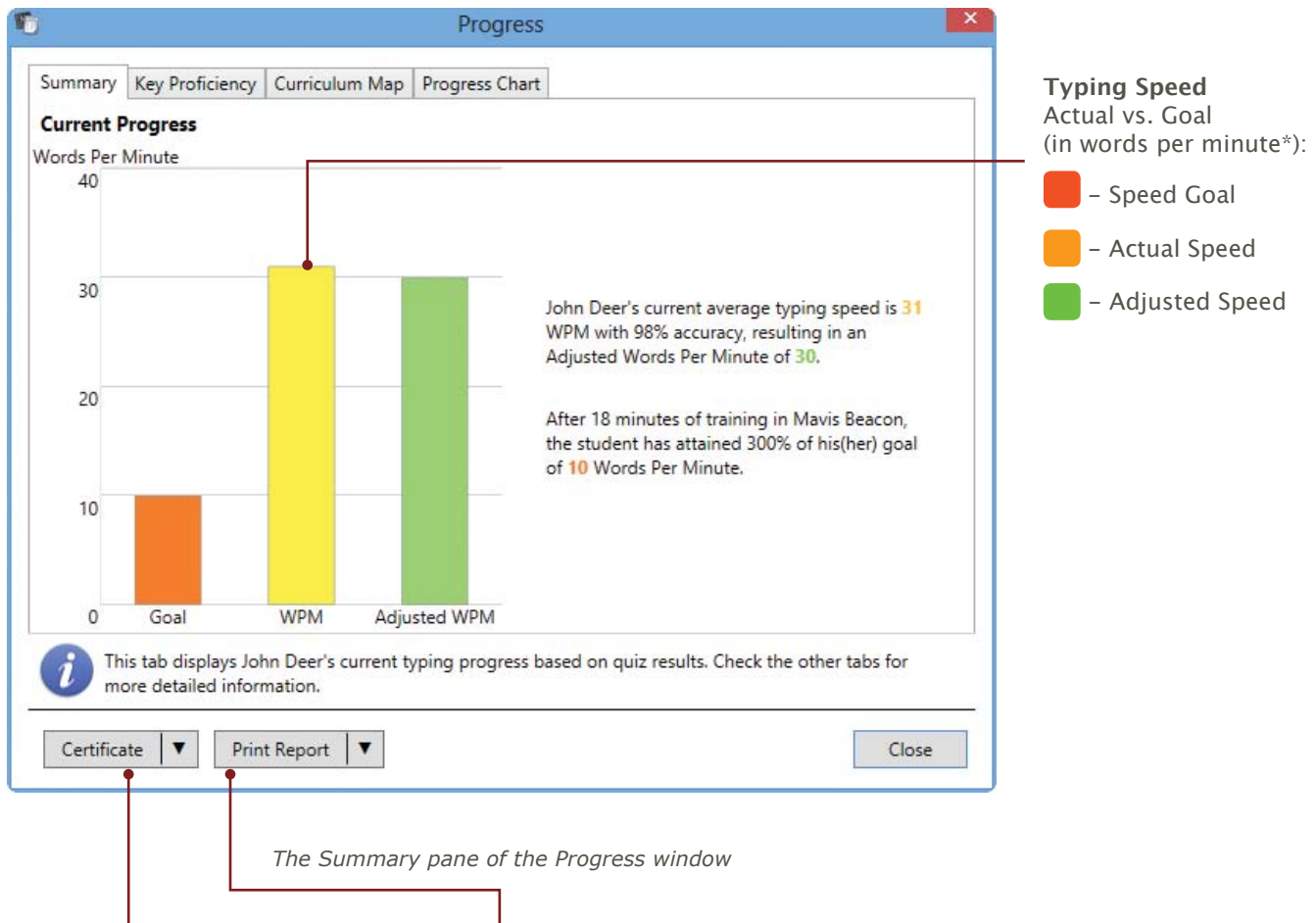
From the very beginning, Mavis Beacon continuously monitors the progress your students are making during their lessons.



To view detailed information on an individual student, select the student in the list and click the **Student Progress** icon at the bottom of the Classroom Manager window. The window opens with the Summary, Key Proficiency, Curriculum Map, and Progress Chart tabs.

Summary

The Summary pane displays typing progress of your student based on quiz results. The results are based on student's conjoined previous achievements and the current session of Mavis Beacon Teaches Typing.



Print or Email Certificate

Click to print a Certificate of Accomplishment or to send one by email.

Print Report

Click to print the information in the current pane or the whole Progress report including the Summary, Key Proficiency, Curriculum Map, and Progress Chart panes.

* Keys per minute for the 10-key numeric keypad

Key Proficiency

As your students are taking typing lessons, Mavis Beacon keeps track of which keys they've mastered and which still need some work. On the Key Proficiency pane of the Progress window you will see a color-coded chart that makes it easy to see the student's progress by the growing number of green keys — those that they know well. And Mavis will tailor lessons to give your student more practice on the red keys that he or she needs to concentrate on.

Key Details

Click a key to view detailed information on student's progress or problems with that particular key. The information is shown in the info area at the bottom of the window.

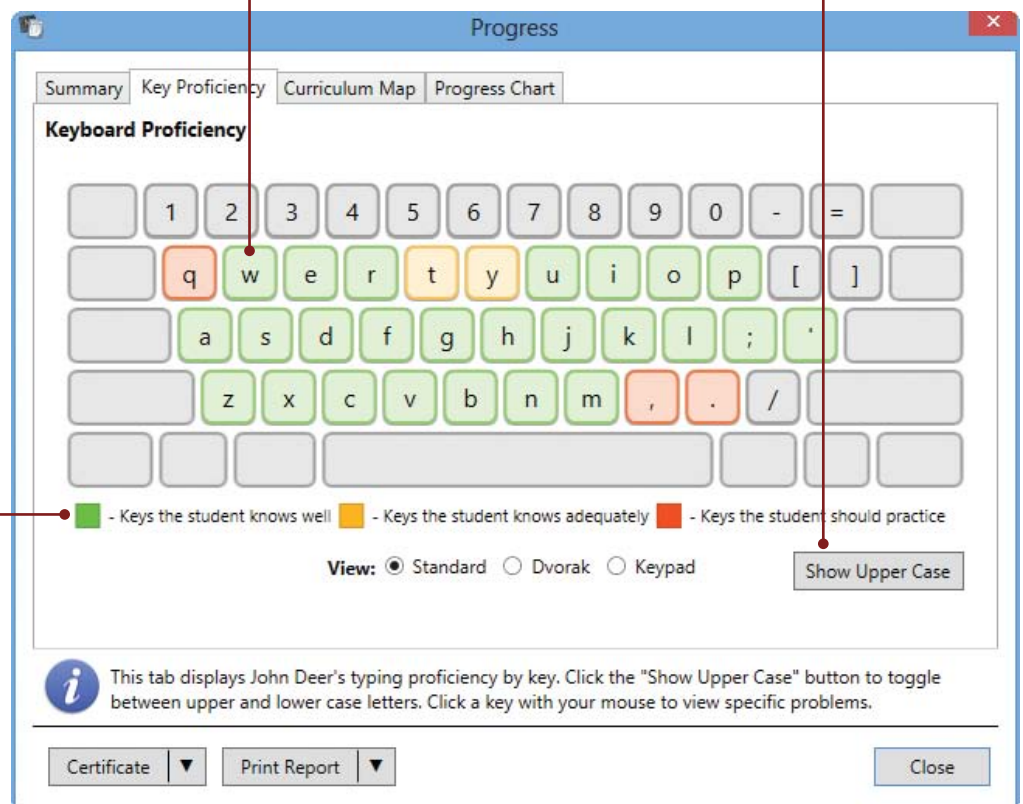
Upper/Lower Cases

Click to switch between upper and lower case keys.

Color Coding

The key color shows proficiency level:

- Keys student knows well
- Keys student knows adequately
- Keys student should practice

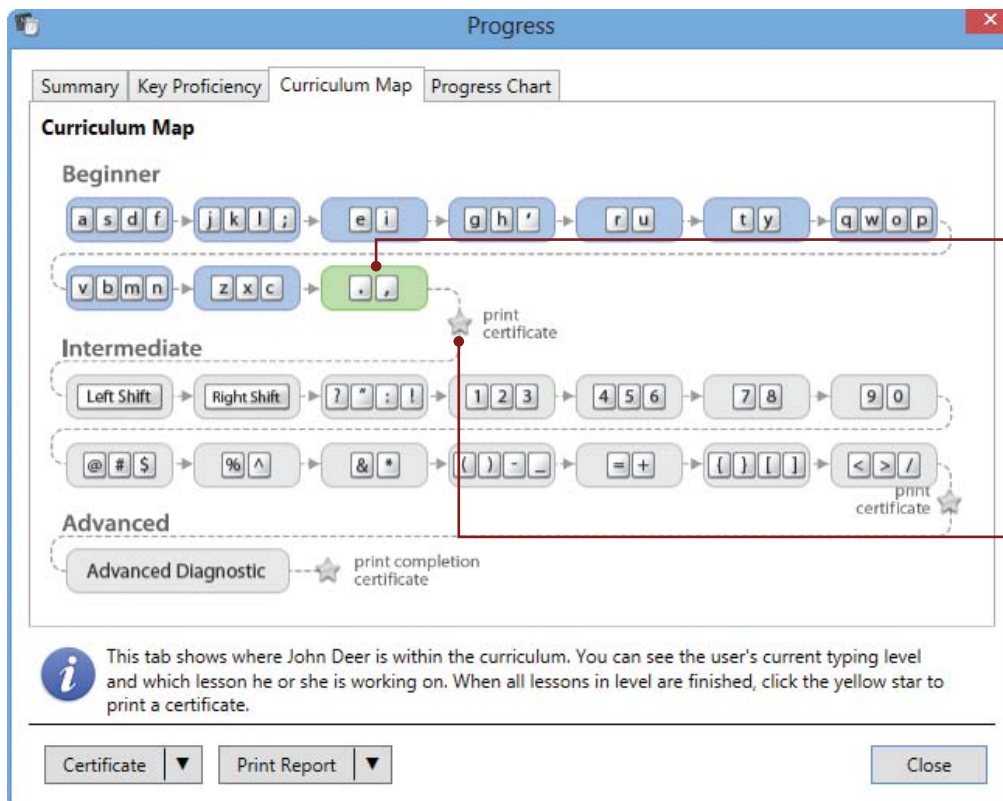


The Key Proficiency pane of the Progress window

Checking Progress, Cont.

Curriculum Map

To find out where your student is in the Mavis Beacon curriculum, visit the Curriculum Map pane of the Progress window which displays a schematic of all the lessons in the program. You will see marked in green the lesson that the student is currently taking. Once student successfully completes all the lessons in a level, you can print a Certificate of Accomplishment for that level by clicking the yellow star that appears.



The Curriculum Map pane of the Progress window

Progress Chart

For a visual representation of your student's progress over time, you can go to the Progress Chart pane of the Progress window which shows how your student's speed is improving as he or she takes each lesson's quiz. If the student has taken any speed tests, the progress in words per minute vs. his or her speed goal is shown as well.

Test or Quiz Details

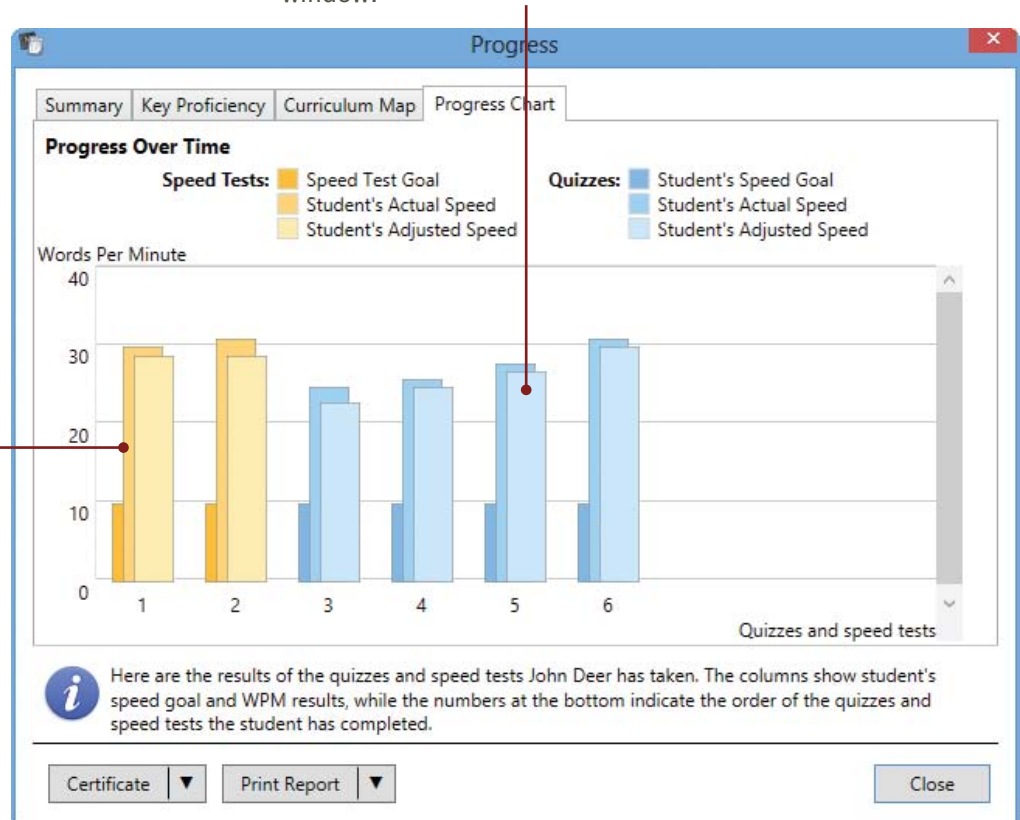
Click a column in the chart to view detailed information on your student's progress in the particular quiz or test. The information is shown in the info area at the bottom of the window.

Colored Bars

The colored bars represent information from different areas:

- – Speed tests
- – Lesson area quizzes and key proficiency tests

The three different shades of color correspond to your student's speed goal and actual and adjusted typing speed in words per minute (WPM) or keys per minute (KPM).



The Progress Chart pane of the Progress window

Updating Records



Students who are signed in have a green indicator next to their names. Click the **Refresh** button to view the most current student progress information.

Unlocking Student Records



A student record is locked when the student signs in to a class and a green indicator appears next to his or her name in the Classroom Manager students list. Nobody else can sign in under this name at this time and the record cannot be edited. The record becomes unlocked when the student signs out.

However, student records may sometimes become locked even when the students are not signed in. This can happen when students quit Mavis Beacon incorrectly (for example, if they use Task Manager to close the program) or the network connection between a student's computer and the server has dropped and the student has signed out after that. In this case, the green indicator still appears next to the student's name in the Mavis Beacon Classroom Manager (as if the student were still connected and signed in). To solve this problem, the student can try signing in again from the same computer he or she was working on when the problem occurred. If this does not help, you will have to unlock the student's record manually.

To unlock a student's record, select it in the list and click the **Unlock** button in the bottom-right corner of the Classroom Manager. You can select several records by holding down the Ctrl key and clicking the records you want to unlock.

Exporting Student Records



Student records can also be exported as tab-delimited text. To export a file, select a class, click the **Gear** button under the Classes list in the left-bottom part of the Classroom Manager window, and then choose **Export**. In the dialog that appears, specify a name, select a location for the file, and click **Export**.

Changing Preferences for Students



To change preferences, select a record or records, and then click the **Student Preferences** button or choose **Edit Student Preferences** from the **Edit** menu. Make changes on the **General**, **Audio**, **User**, and **Typing** panes of the **Preferences** dialog. Click **OK** to apply the changes or **Cancel** to leave without changing any settings.

General Preferences

On the **General** pane you can set preferences for displaying the Mavis Beacon Typing Utilities, for hiding or showing the menu bar, and for password protection.

Show Typing Utilities Icon

Select to have the Mavis Beacon Typing Utilities icon shown in the notification area. To hide the icon, just deselect this checkbox.

Hide Menu Bar

Select to hide the menu bar in full-screen view. The menu bar will reappear whenever the pointer is moved to the top of the screen. Leave the box unchecked to keep the menu bar always visible.

Require password on login

Select to protect the selected student's account with password.

Typing Utilities

☐ Show Typing Utilities icon in taskbar
Select this option to add the Mavis Beacon Typing Utilities icon to the right side of the taskbar on students' computers. This will allow students to use the Typing Speed Gauge and Keyboard Viewer when they work in other applications.

Menu Bar

☐ Hide menu bar
Select this option if you want to hide the menu bar on students' computers when Mavis Beacon is working in full-screen view. The menu bar will reappear when students move the mouse pointer to the top of the screen or switch to window view.

Security

☐ Require password on login

General Preferences

Assigned password

Password that the student has to enter to log in to the class.

Generate Password

Click to have Classroom Manager create a new password.

Changing Preferences for Students, Cont.

Audio Preferences

On the **Audio** pane you can change settings for background music and other sounds, including spoken instructions from Mavis.

Audio Settings

Click a button to turn off sounds for the selected student, allow the student to set the sounds, or set the sounds for the student yourself.

Background Music

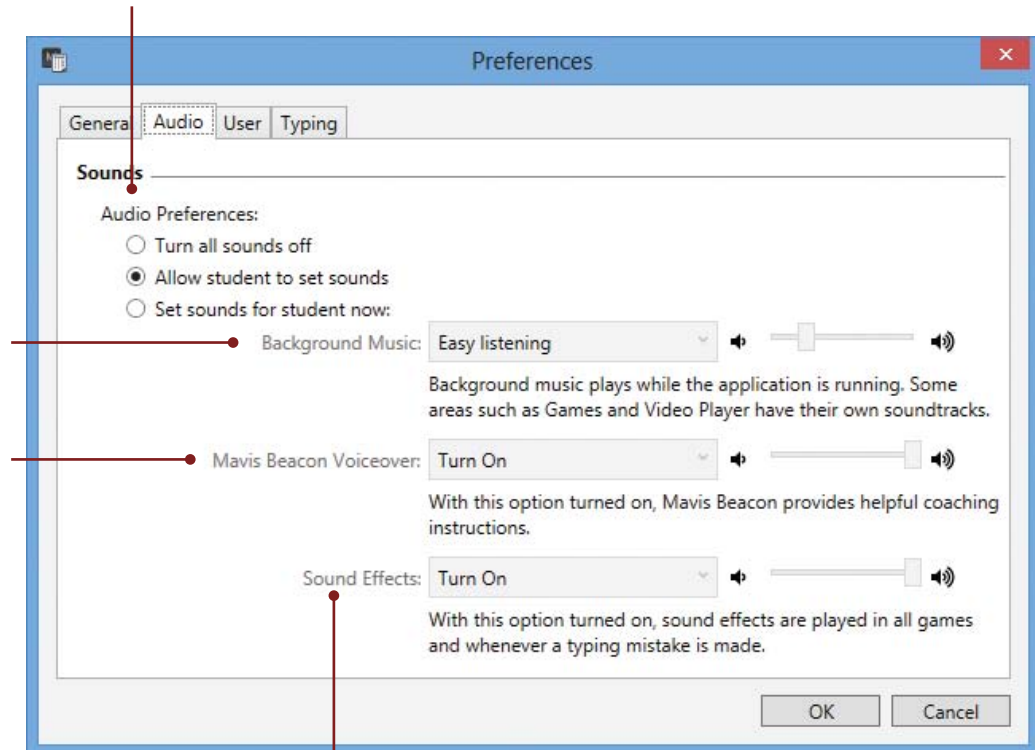
Select to have music playing while students learn to type. Music will play except in areas that have their own sounds such as the video viewer, ergonomic checklist, and games.

Mavis Beacon Voiceover

Choose **Turn On** to allow students to hear helpful tips and encouragement from Mavis Beacon.

Sound Effects

Choose **Turn On** to allow students to hear sound effects in games, and in lessons when you make a typing mistake.



Audio Preferences

User Preferences

On the **User** pane you can change User Profile settings, as well as the frequency with which games are presented as exercises.

Age Group

Select age group for a user. Mavis will tailor your lessons accordingly.

Typing Speed Goal

Adjust typing speed goal for a user. If you are not sure what a goal should be, accept the default for the specified age group.

Lesson Type

Select the Standard or Dvorak lesson type to teach the full keyboard (letters, numbers and punctuation), or 10-Key to practice only the 10-key numeric keypad.

Lessons Taken as Games

Determine the frequency with which Mavis Beacon will present typing games as exercises during lessons.

The screenshot shows the 'Preferences' dialog box with the 'User' tab selected. The 'Personal Profile' section includes 'User Type' (Teacher, Student) and 'Age Group' (Kids (Up to 12), Teens (13-19), Adults (20 and up)). The 'Typing Speed Goal' is set to 40 WPM. The 'Lessons' section includes 'Lesson Type' (Standard, Dvorak, 10-Key) and 'Lessons Taken as Games' (Never, Sometimes, Often). A keyboard diagram is shown next to the lesson type options.

User Preferences

Changing Preferences for Students, Cont.

Typing Preferences

On the **Typing** pane you can control what is displayed during typing lessons, make carriage returns automatic, and disable the backspace key.

Display Settings

You can turn off two of the elements that appear by default during typing lessons:

- **Timer:** Shows the time remaining in each exercise. Deselecting this checkbox turns off the timer, allowing your students to take lessons without time limits.
- **Guide Hands:** Show the correct position for fingers on the keyboard.

Backspace Key

With this option selected, the Backspace key can be used to delete characters for retyping.

Spacing After Period

Set the number of spaces that appear after each period in lesson and practice texts.

Lesson Layout

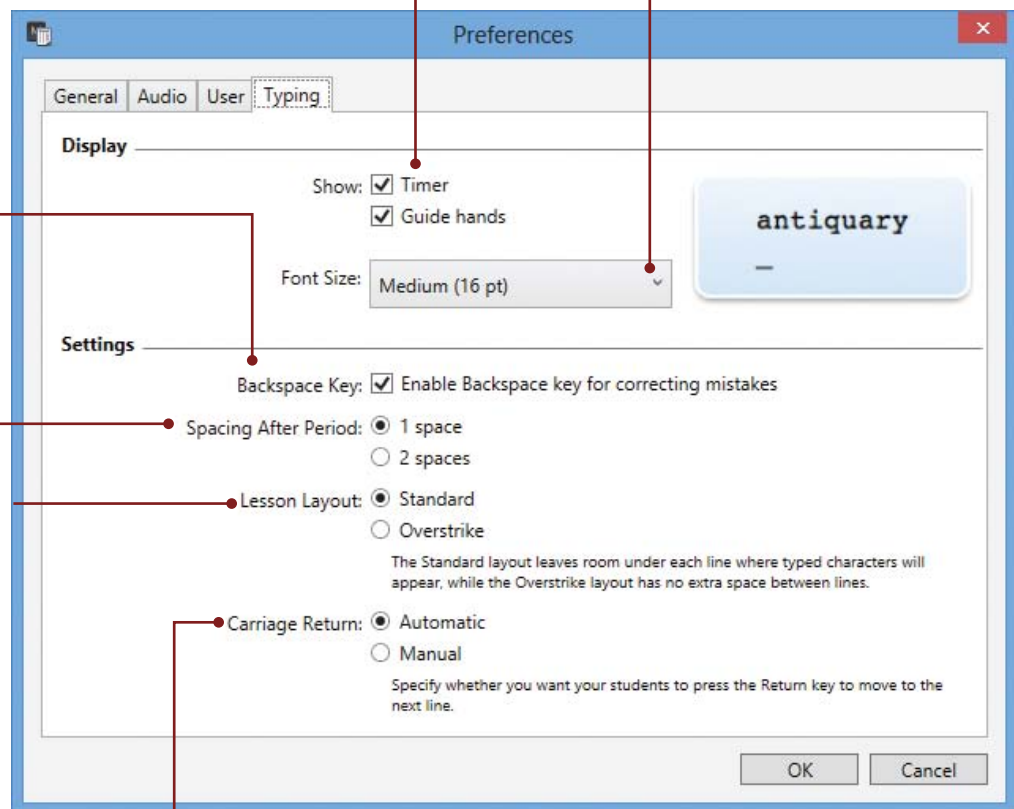
The standard layout is to have the letters typed by the students appear directly under the ones in the lesson, but you can select the overstrike layout, where letters are typed right on top of those in the lesson.

Carriage Return

Determines whether students need to press the Return key to get to the next line of text or whether that happens automatically.

Font Size

Select the font size your students will practice with.



Typing Preferences

Leaving the Classroom Manager

To leave the Classroom Manager, choose **Exit** from the **Classroom Manager** menu or press **Alt+F4** on the keyboard.

Chapter 3

Getting Started

Starting Work in Class



The Mavis Beacon Classroom Manager icon

Before launching Mavis Beacon for the first time, you need to launch the Mavis Beacon Classroom Manager, which you can find in the same location as the Mavis Beacon Teaches Typing application, and create class rosters. See pages 18–19 for details.

Launching Mavis Beacon



The Mavis Beacon Application icon

To launch the application, students need to navigate to the location where Mavis Beacon Teaches Typing is installed and double-click the Mavis Beacon Teaches Typing icon.

Signing In to Mavis Beacon

When students launch the Mavis Beacon Teaches Typing application, they see the Sign In screen. Assuming that you have already set up class rosters, the students should choose their class from the **Class** pop-up menu, select their name in the list of students, and click **Begin**.

You can also allow your students to modify their audio settings and you can turn on the Mavis Beacon Typing Utilities for them. In this case, students will see a series of Welcome screens before they log in for the first time. These screens allow them to set up their audio preferences and will instruct them on how to use the Typing Utilities.

Mavis Beacon Teaches Typing

Mavis Beacon
TEACHES Typing®

Select User
Class: **Class 1**

User Name	Status
Henry Nightingale	●
Jim Berger	●
Joe Ericson	●
John Jackson	●
John Smith	●
Kate Zampini	●
Katlyn Jefferson	●
Kayla Thorn	●

Click to turn off Mavis Beacon voiceover.

Exit Refresh Begin

Students choose their class from the Class menu.

A student selects his or her name and clicks Begin.

The Sign In screen

Signing In as a Teacher

To sign in as a teacher, select the class you want, select a user who was assigned the Teacher type when the class was set up (for details on user types, see page 20), and click **Begin**.

Importing Student Records

After student records are created in the Classroom Manager, your students can import their progress from their local accounts if they have used any Software MacKiev Mac OS X edition of Mavis Beacon Teaches Typing in their classes before. You can then add this progress information to the Classroom Manager records.

To upload a student's information to a class, the student should choose a class, select his or her name and click **Begin**. A dialog appears asking if he or she wants to upload the information of local users saved on his or her computer to his or her class. The student should select his or her user name and click **OK**.

Chapter 4

Custom Lessons

Custom Lesson Designer

To create your own typing lessons, click the Custom Lesson Designer computer or magazine near the window in the Media Center. Note that only a teacher can create new custom lessons and edit existing ones. Alternatively, you can choose **Custom Lesson Designer** from the **Areas** menu.

Creating New Custom Lessons

Click the **New** button to create a new custom lesson. The lessons you create are stored in the database on the server.

Editing Custom Lessons

Select a lesson in the list and click the **Edit** button to modify it. In the next screens that appear, choose the settings you want. For details on each screen, see the “Designing Custom Lessons” section that follows.

Deleting Custom Lessons

To delete a custom lesson that you no longer need, select it in the list and click the **Delete** button.

Importing Custom Lessons

Click the **Import** button to import a lesson that was created previously in the Custom Lesson Designer. You can import files created by other users and from different locations. This feature makes it easy to exchange custom lessons.

Exporting Custom Lessons

To export a custom lesson, select it in the list and click the **Export** button. Use this feature to share your lessons with other Mavis Beacon Teaches Typing users or to move them from one computer to another.

Restoring Custom Lessons

Click the **Restore** button to restore custom lessons that you have deleted by mistake. You can only restore lessons that you have deleted during your current session with Mavis Beacon.

Go Back

Click this button to go back to where you were previously in the program.

Start Lesson

Students click this button to start taking a custom lesson.



The Custom Lessons screen

Designing Custom Lessons

Using the Custom Lesson Designer you can customize an existing lesson or create a completely new lesson by importing your own text.

How to design your own custom lesson:

1. Open the Custom Lesson Designer and click the **New** button on the Custom Lessons screen. That opens the first Design Custom Lesson screen.
2. Give your lesson a title, select a lesson type and text source, and then click **Next**.

Text Source

Select the lesson text to be used from the list.

Lesson Title

Type a title for your custom lesson. To avoid confusion, make sure you name each lesson differently.



Lesson Type

Select one:

1. **Standard:** Text is presented for the user to type. You can import your own text only for this type.
2. **Dictation:** Mavis reads set phrases out loud.
3. **Speed test:** A random selection from a set list of 20,000 words is presented.
4. **Transcription:** The user types onto a blank screen from a printed page.

Import Text

To use your own text, click **Import Text** and browse to the text file you want to import. Select the file and click **Import**. Your text appears in the Lesson Source Preview.

Creating a Custom Lesson: First screen

3. If you chose the Standard Lesson Type in step 2, the second screen allows you to choose an environment for your lesson. Your custom lesson can appear either as a traditional typing lesson similar to the kind found in the Lesson Area, or as one of the typing games found in the Games Area — but with your own text. Click **Next** to proceed after making your selection.
4. In the third screen, you can set limits and goals for your lesson. Click **Finish** to save your custom lesson. **Note:** Lesson limit settings may not be available for lessons created as games that teach accuracy or rhythm.

Lesson Environment
Select the appearance for the lesson.

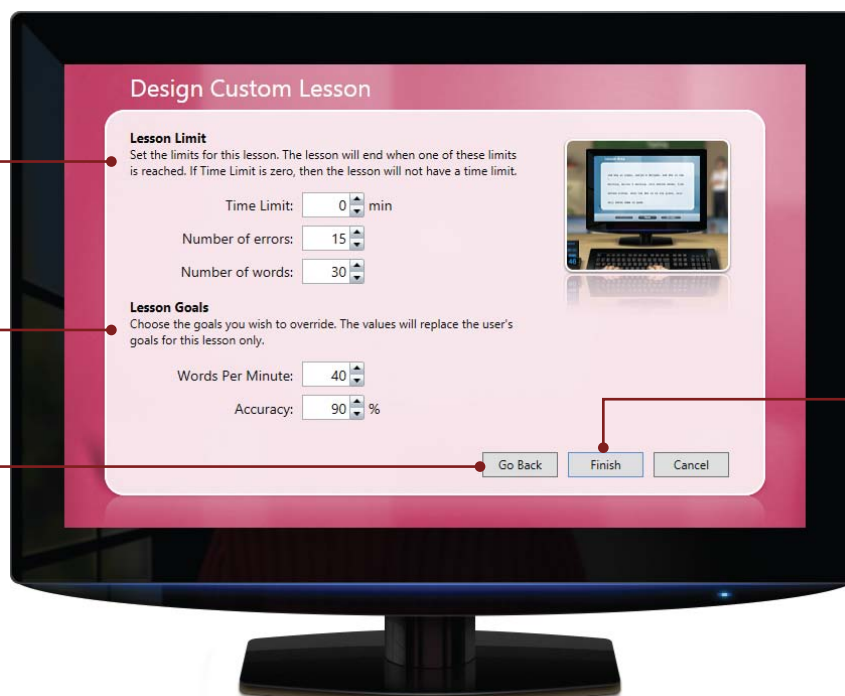


Creating a Custom Lesson: Second screen

Lesson Limit
You can set your lesson's time limit, number of allowed errors, and number of words to type.

Lesson Goals
Set goals for your lesson.

Go Back
Click to return to the previous screen and modify any of the settings you made.



Finish
Click to save the lesson and return to the lesson selection screen.

Creating a Custom Lesson: Third screen

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