## Mavis Beacon Academics Mavis Beacon Academics Guide Edited for ATTAIN LTCs

### What's NEW

**RSS feeds:** Participants practice typing with up-to-the minute news feeds from BBC<sup>™</sup> News, NASA Breaking News, The Weather Channel<sup>®</sup> and more.

**Full text of classic novels:** Bookmarks are placed automatically as participants pause or stop the lesson, allowing them to go to the exact place in the novel at they left off.

**Youth to adult activities**: with typing goals as low as 10 words per minute as well as lessons and games that are tuned for very young participants and other beginning typists!

**More games than ever:** Currently there are 17 games available to participants. ATTAIN participants will not be able to access NETWORK games initially (3).

**Larger lesson text:** 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.

**Enhanced Classroom Manager**: This control center for teachers is even easier to use and provides more in-depth information about your participants. New in this edition are Participant Preferences and Participant Progress information windows that show current progress, login information, and the preferences set for participant in a selected class.

The **Classroom Manager** can be accessed from the Start Menu under the Global account. The password is: admin. Not available from Admin account initially.

**Teacher-Controlled Preferences – Items to keep in mind and recommended settings:** *Curriculum Map* - Now it's easy for your participants 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. Note: Please review usage of certificates with SWC.

*Password Protection:* A new option allows you to protect participant accounts with passwords. You can have the application generate the passwords or enter your own. <u>Keep in mind that's it</u> <u>another layer of login information and an additional step the participant will need to complete.</u>

*Practice typing lyrics:* from their iTunes account. Will not be available for ATTAIN participants. Option to select feature cannot be turned off or removed from desktop so please review with participants.

# Preferences: Recommended Settings below

Preferences     X	Preferences >
	General Audio User Typing
General Audio User Typing	Sounds Student
Typing Utilities	Audio Preferences:
Show Typing Utilities icon in taskbar	Turn all sounds off
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	Allow student to set sounds
when they work in other applications.	Set sounds for student now:     Background Music: New age
Menu Bar	Background music. The age Background music plays while the application is running. Some
✓ Hide menu bar	areas such as Games and Video Player have their own soundtracks.
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	Mavis Beacon Voiceover: Turn On 🗸 🔹 🚽
top of the screen or switch to window view.	
Security	With this option turned on, Mavis Beacon provides helpful coaching instructions.
Require password on login:	Sound Effects: Turn On 🗸 🔶 🕠
Generate Password	With this option turned on, sound effects are played in all games and whenever a typing mistake is made.
OK Cancel	OK Cancel
	Preferences >>
Preferences X	
General Audio User Typing	General Audio User Typing
Personal Profile	Display
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Age Group: O Kids (Up to 12)	✓ Guide hands antiquary
Age Group: ○ Kids (0p to 12) ○ Teens (13-19)	-
Adults (20 and up)	Font Size: Medium (16 pt)
Typing Speed Goal: 40 🚔 WPM	
Typing Speed Goal: 40 🔍 WPM Set the students goal in words per minute (WPM). They can reach their goal when they	Settings Backspace Key: I Enable Backspace key for correcting mistakes
have learned all the characters and can use all the keys.	
Lessons	Spacing After Period: 2 spaces
Lesson Type:  Standard	Lesson Layout:    Standard
O Dvorak	Overstrike
○ 10-Key Z X C V B	The Standard layout leaves room under each line where typed characters will appear, while the Overstrike layout has no extra space between lines.
Lessons Taken as Games: O Never	Carriage Return:   Automatic
Sometimes	Manual     Specify whether you want your students to press the Patium key to move to the
O ften	Specify whether you want your students to press the Return key to move to the next line.
OK Cancel	OK Cancel
	OK Current

**Importing Participant Lists:** To expedite the process of populating classes, you can import participant lists that are saved in a text or ASCII format with the .txt extension. Each text file should contain one participant name per line. Participant names must be tab-delimited. (For example, type a participant's first name, Tab, and their last name. Then press Enter and move onto the next participant.) 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 participant 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 participant 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. (Page 19 from Teacher's Guide)

This process can be applied by running a list from the ISI Management System and exporting to Excel.

Begin by identifying the list of participants to be imported: Example below is based on enrollment date and More> Courses enrolled in: Mavis Beacon Teaches Typing 16. Only import newly enrolled participants and those currently using Mavis Beacon. Select PARTICIPANT NAME to be displayed and sort by PARTICIPANT NAME. Select EXPORT to EXCEL.

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Student Management - Enrollment Information	Student Management - Enrollment Information
Student ID(s)	Student ID(s)         Rest         Student TD(s)           Group ID(s)
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Check All	Check All
□ Student ID □ Course Code(s)	☐ Student ID ☐ Course Code(s)
✓ Student Name	Image: Fourse Title(s) Image: Course Title(s) Image: Course Title(s)
□ Usemame □ Account Type ○ Account Type	□ Usemame □ Account Type □ ○ Account Type
□ Group ID □ Comments □ Student Auxiliary ID	□ Group ID □ Comments □ C Student Auxiliary ID
Group Name     Test Information     C Group ID     C Student ID     Enrollment Date     Initial and Target Grades     C Group Name     C Student Name	□ Group Name □ Test Information □ C Group ID □ C Student ID
- Group Mane - Sudent Mane	Enrollment Date  Initial and Target Grades  Group Name  Student Name
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Clean up the list by removing header and footers and any unnecessary columns.

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Name								
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	Baker, Chantel							
	Boyd, Lori							
	Burke, Shrimattie							
	Carey, Deirdre							
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	Cash, Sharon Crawford, Tamarr							
	Crawford, Tamarr Doe, Jean							
	Fenlon, Richele							
	Friedland, Shula							
	Grant, Tamere							
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Select column containing participant names. Then select DATA/Text to Columns

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7 Burke, Shrimattie 9 Carey, Deirdre		You can choose how to split it up: fixed width or split at each comma, period, or other character.		
11 Ca: avecchia, Francesca 13 Ca:h, Sharon		7 Tell me more		
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31     Hunmel, Annmarie       33     Hunmel, Jesse				
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### Select DELIMITED, then NEXT

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#### Select COMMA and SPACE as the Delimiters. Select FINISH.

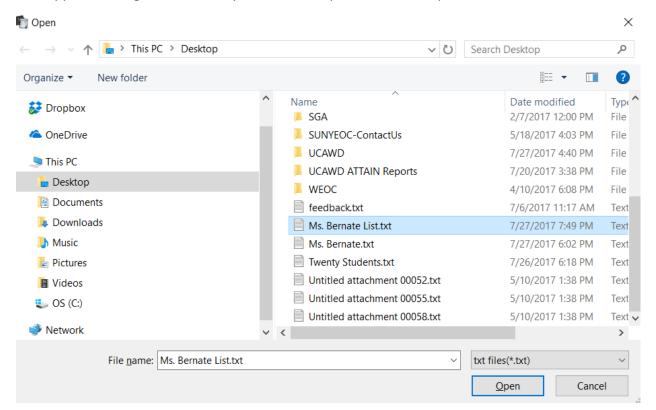
Convert Text to Columns Wizard - Step 2 of 3	?	×
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Delete column B and resize columns A & B. And SAVE AS a TEXT (Tab delimited).\*txt file.

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After creating a text file, open the **Classroom Manager**. Select the class you want to import participant names into. Click the **Gear** button (under the Classes list, bottom-left) and select IMPORT. In the dialog that appears, navigate to the file you want to import and click Import.



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	2	<ul> <li>First Name</li> </ul>	Last Name	User Level	Goal	WPM	Adjusted WPM	Accuracy	Current Lesson	Quizzes	Speed Tests		
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		Owens	Brenda	Beginner	40	-	-	-	-	-	-		
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		Rosenholtz	Hermie	Beginner	40	-	-	-	-	-	-		
		Sauve	Casandra	Beginner	40	-	-	-	-	-	-		
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		Babicz	Linda	Beginner	40	-	-	-	-	-			
		Baker	Chantel	Beginner	40	-	-	-	-	-	-		
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Once added to Classroom Manager select all participants before making your selections in within the PREFERENCES tabs.

lasses		Student Progress	Student Prefere	ences Student	Login Ir	nfo							
	2	First Name	Last Name	User Level	Goal	WPM	Adjusted WPM	Accuracy	Current Lesson	Quizzes	Speed Tests		Î
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Ms. Angelo	1	Friedland	Shula	Beginner	40								
		Grant	Tamere	Beginner									
Ms. Bernate	29	Henry	Laurie	Beginner	40								
		Hummel	Annmarie	Beginner	40								
1 Twenty Students	1	Hummel	Jesse	Beginner	40								
		Hussey	James	Beginner	40								
		Ivory	Kiera	Beginner	40								
		Johnson	Danna	Beginner	40								
		Mercado	Dale	Beginner	40								
		Neiss	Ariela	Beginner	40								
		Nicoletti	Mike	Beginner	40								
		O'Connor	Barbara	Beginner									
		Olsen	Eric	Beginner	40								
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		Owens	Brenda	Beginner	40								
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		Rosenholtz	Hermie	Beginner									
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		Suarez	Lisseth	Beginner	40								
		Babicz	Linda	Beginner	40								
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Since participant records are not being imported, existing participants should begin Mavis Beacon Academics with a SPEED test (clock).



Please remember participants will not be able to utilize *Practice typing lyrics* from their iTunes account. This feature is located in the Practice Area located in the Classroom and Media Center. The option to select feature cannot be turned off nor removed from desktop. Please review with participants during product orientation.





Remember ATTAIN participants will not be able to access NETWORK games initially (3).

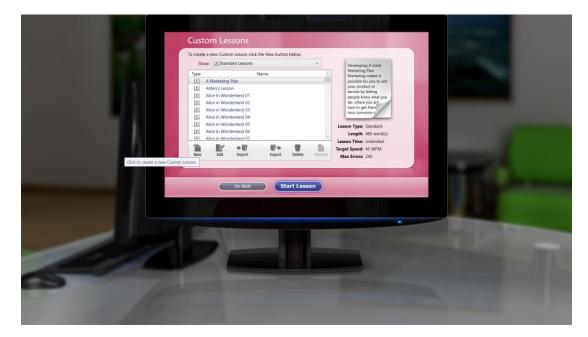


## Supplement to Chapter 4 (Pages 36-38) Steps to Importing Your Own Text

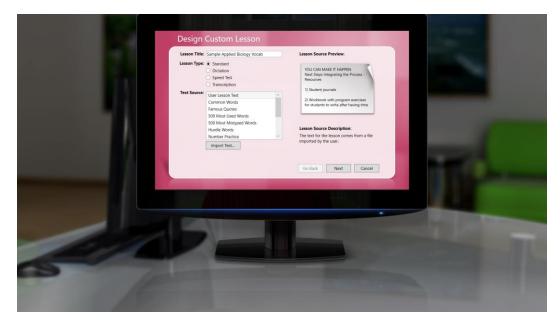
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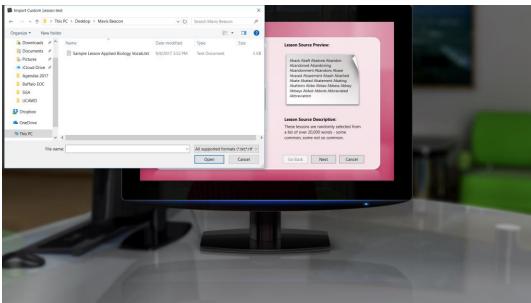
Designing Custom Lessons Using the Custom Lesson Designer you can customize an existing lesson or create a completely new lesson by importing your own text.





Select NEW and then type in the name of the text/lesson to be imported. Document must be saved in the supported formats: txt, rtf, htm or html.





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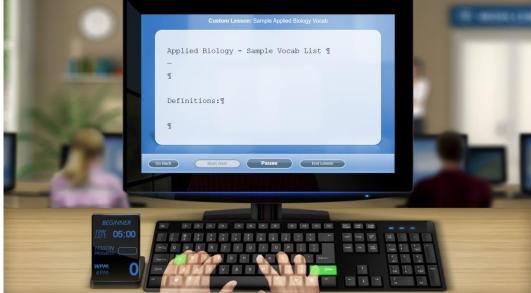
Lesson Limit: You can set your lesson's time limit, number of allowed errors, and number of words to type. The system will automatically do a word count if you set TIME LIMIT and/or ERRORS. You'll need to use MS Word if you are setting the lesson limit to the NUMBER OF WORDS.

	Design Custom Lesson	
	Lesson Limit Set the limits for this lesson. The lesson will end when one of these limits is reached. If time Limit is zero, then the lesson will not have a time limit.	
	Time Limit: 5 🖢 min	
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	Number of words: 350	and the second se
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Custom Lessons		
To create a new Custom Lesson click the New button below.		
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### **Technical and Product Support**

**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. <u>Please don't apply any updates without direction from UCAWD and/or ISI.</u> If you become <u>aware of an update and have not received any notification, please open up a ticket and alert us. We will review</u> <u>and follow up with you.</u>

**Technical Support:** Please do not open up support tickets directly to MacKiev unless directed by UCAWD or ISI. Continue to direct all technical support issues through the ATTAIN HelpDesk system.

**Product Support:** If you have a question about the product or need assistance applying any of the features, please e-mail <u>Claudia@isinj.com</u> and your SWC and include **Mavis Beacon** in the subject heading.