

**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™ News, NASA Breaking News, The Weather Channel® 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. Keep in mind that's it another layer of login information and an additional step the participant will need to complete.

*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

GeneralAudioUserTyping

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:

Generate Password

OK

Cancel

Preferences

GeneralAudioUserTyping

Sounds Student

Audio Preferences:

Turn all sounds off

Allow student to set sounds

Set sounds for student now:

Background Music:

New age

Background music plays while the application is running. Some areas such as Games and Video Player have their own soundtracks.

Mavis Beacon Voiceover:

Turn On

With this option turned on, Mavis Beacon provides helpful coaching instructions.

Sound Effects:

Turn On

With this option turned on, sound effects are played in all games and whenever a typing mistake is made.

OK

Cancel

Preferences

GeneralAudioUserTyping

Personal Profile

User Type: 

Teacher

Student

Age Group: 

Kids (Up to 12)

Teens (13-19)

Adults (20 and up)

Typing Speed Goal: 

40

 WPM

Set the students goal in words per minute (WPM). They can reach their goal when they have learned all the characters and can use all the keys.

Lessons

Lesson Type: 

Standard

Dvorak

10-Key

123456

QWERTY

ASDFGH

ZXCVB

Lessons Taken as Games: 

Never

Sometimes

Often

OK

Cancel

Preferences

GeneralAudioUserTyping

Display

Show: 

Timer

Guide hands

antiquary

Font Size: 

Medium (16 pt)

Settings

Backspace Key: 

Enable Backspace key for correcting mistakes

Spacing After Period: 

1 space

2 spaces

Lesson Layout: 

Standard

Overstrike

The Standard layout leaves room under each line where typed characters will appear, while the Overstrike layout has no extra space between lines.

Carriage Return: 

Automatic

Manual

Specify whether you want your students to press the Return key to move to the next line.

OK

Cancel

**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)

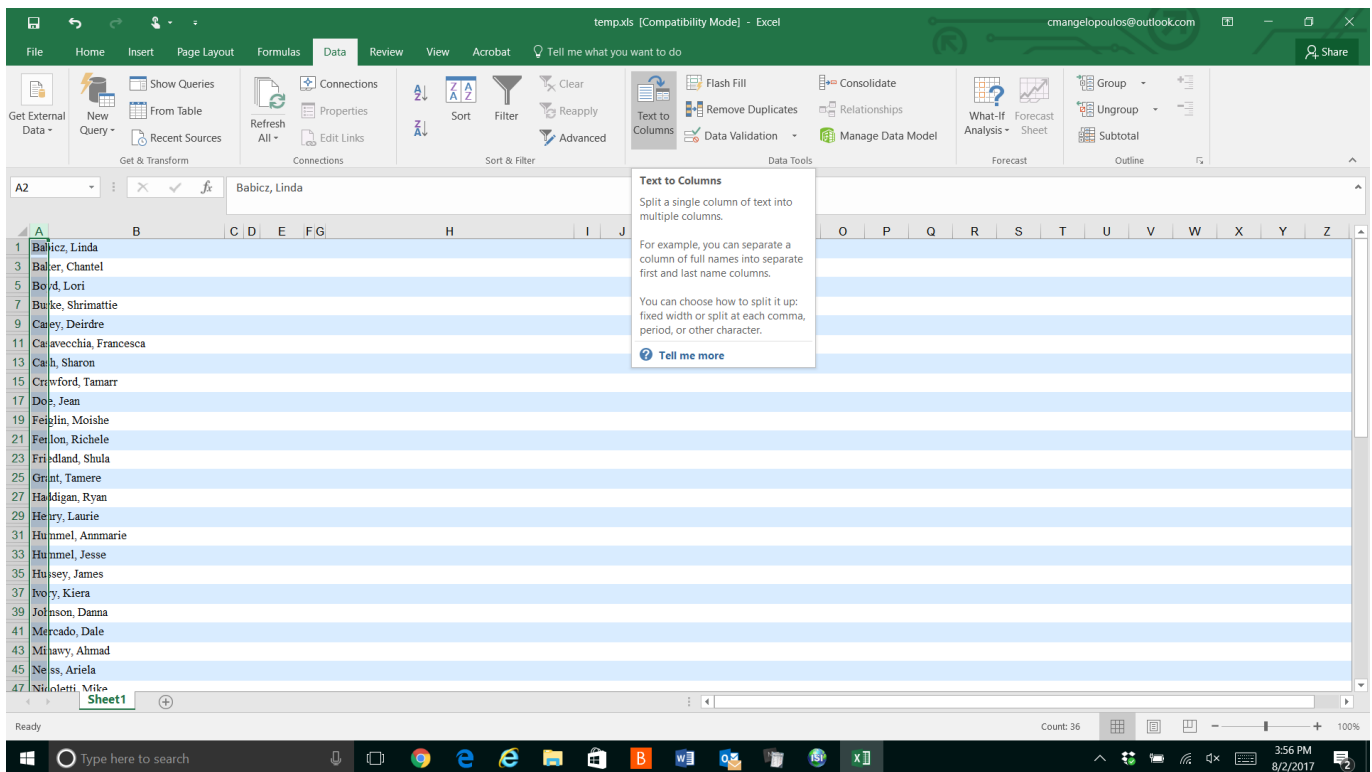
This process can be applied by running a list from the ISI Management System and exporting to Excel.

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.

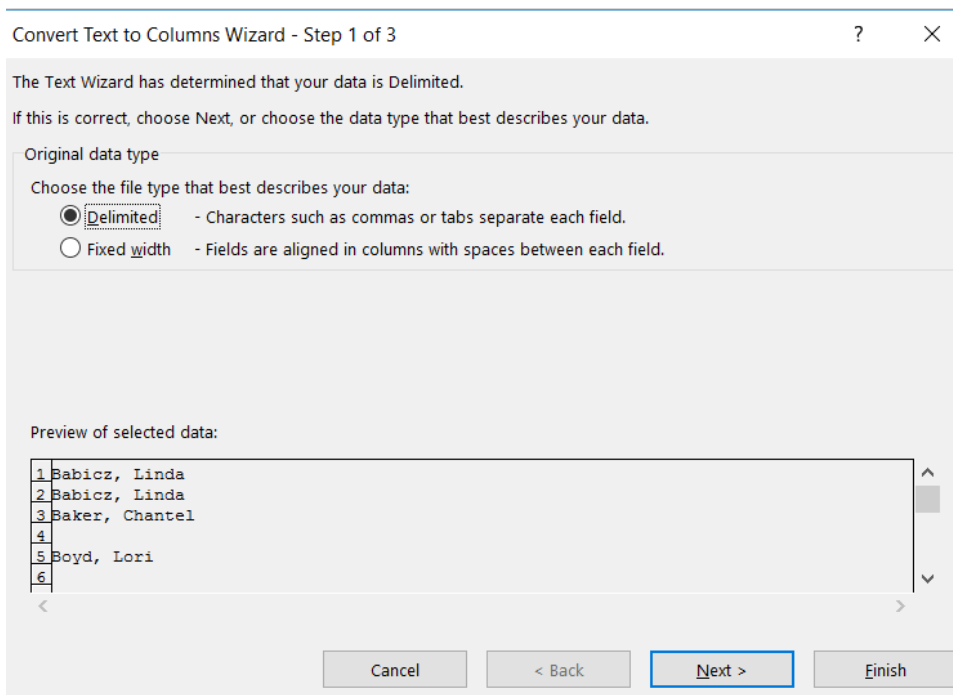
Clean up the list by removing header and footers and any unnecessary columns.

Student Enrollment List	
Report Date:	July 27, 2015
Student ID(s):	1.999999999
Enrolled:	6/1/2015 To 7/27/2015
Sort By:	Student Name
Student Name	
Babicz, Linda	
Baker, Chantel	
Boyd, Lori	
Burke, Shrimattie	
Carey, Deirdre	
Casavecchia, Francesca	
Cash, Sharon	
Crawford, Tammie	
Doe, Jean	
Faulon, Richele	
Friedland, Shula	
Grant, Tamere	
Henry, Laurie	
Hummel, Ammarie	
Hummel, Jesse	
Hussey, James	
Ivory, Kiera	

Select column containing participant names. Then select DATA/Text to Columns



Select DELIMITED, then NEXT



Select COMMA and SPACE as the Delimiters. Select FINISH.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☐ Tab

☐ Semicolon

☒ Comma

☒ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

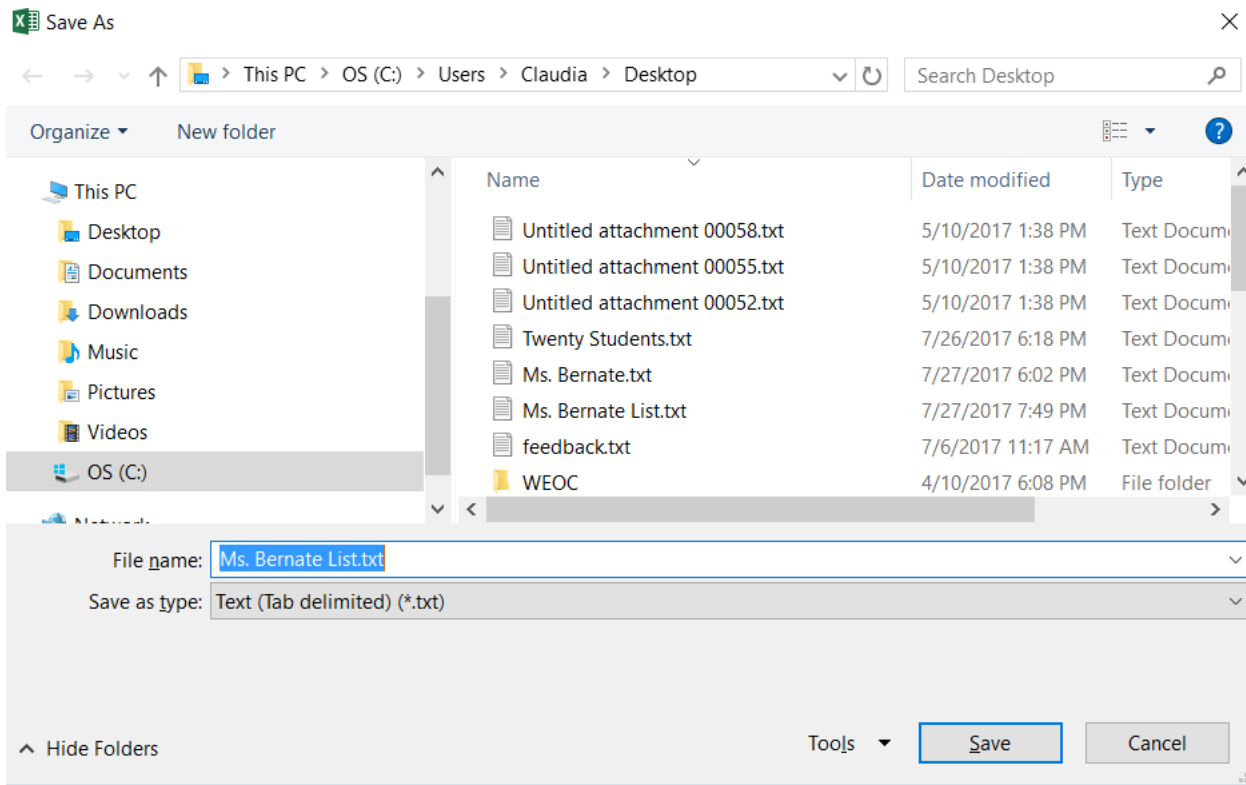
**Data preview**

Baker	Chantel
Carey	Deirdre
Casavecchia	Francesca

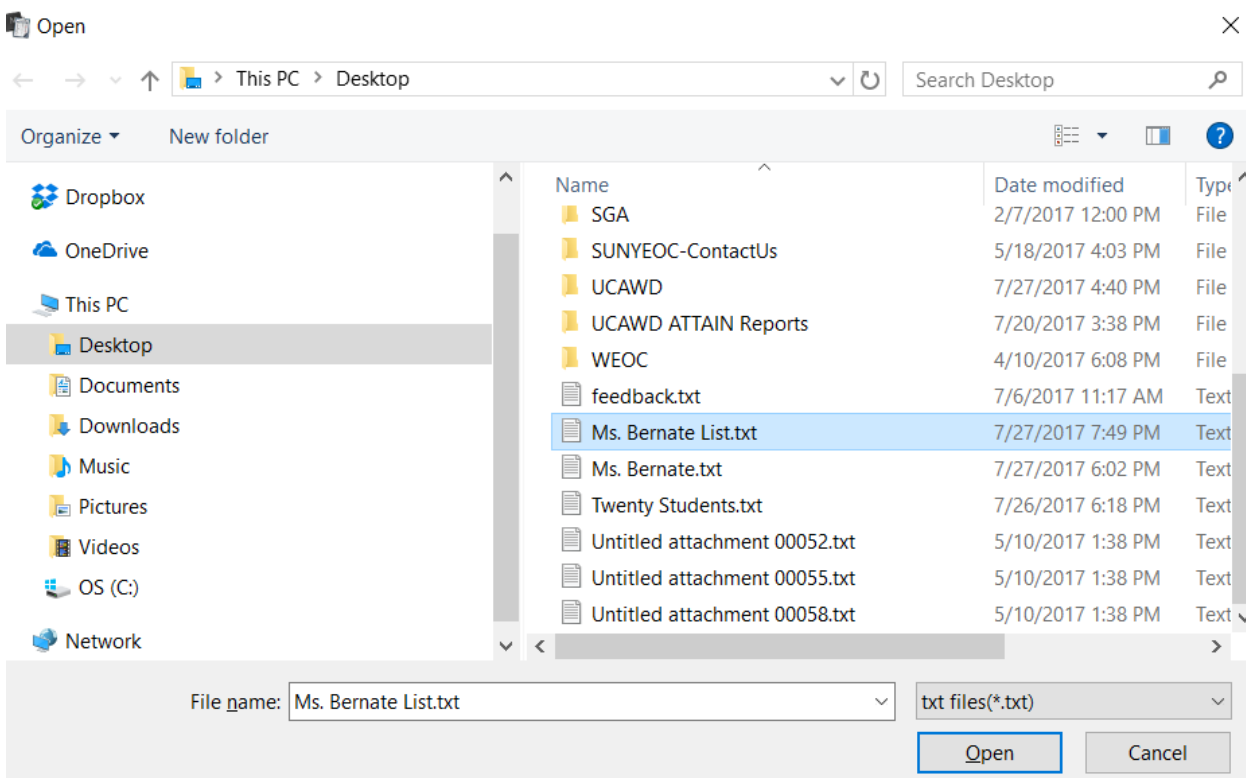
Delete column B and resize columns A & B. And SAVE AS a TEXT (Tab delimited).\*txt file.

The screenshot shows an Excel worksheet with the following data:

A	B
Babicz	Linda
Baker	Chantel
Boyd	Lori
Burke	Shrimattie
Carey	Deirdre
Casavecchia	Francesca
Cash	Sharon
Crawford	Tamarr
Doe	Jean
Feiglin	Moishe
Fenlon	Richele
Friedland	Shula
Grant	Tamere
Haddigan	Ryan
Henry	Laurie
Hummel	Annmarie
Hummel	Jesse
Hussey	James
Ivory	Kiera
Johnson	Danna
Mercado	Dale
Minawy	Ahmad
Neiss	Ariela
Nicoletti	Mike



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**.



Mavis Beacon Classroom Manager

Classroom Manager Edit View Security Help

**Classes**

- ATTAIN 2
- Ms. Angelo 1
- Ms. Bernate 29
- Twenty Students 1

**Class Results**

**Legend**

- Background Music
- Mavis Beacon Voiceover
- Sound Effects
- Timer
- Guide Hands
- Typing Utilities
- Backspace
- Menu Bar

**Student Progress**

First Name	Last Name	User Level	Goal	WPM	Adjusted WPM	Accuracy	Current Lesson	Quizzes	Speed Tests
Fenlon	Richele	Beginner	40	-	-	-	-	-	-
Friedland	Shula	Beginner	40	-	-	-	-	-	-
Grant	Tamere	Beginner	40	-	-	-	-	-	-
Henry	Laurie	Beginner	40	-	-	-	-	-	-
Hummel	Annmarie	Beginner	40	-	-	-	-	-	-
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	40	-	-	-	-	-	-
Olsen	Eric	Beginner	40	-	-	-	-	-	-
Ortiz	Doris	Beginner	40	-	-	-	-	-	-
Owens	Brenda	Beginner	40	-	-	-	-	-	-
Reuss	Debra	Beginner	40	-	-	-	-	-	-
Rosenholtz	Hermie	Beginner	40	-	-	-	-	-	-
Sauve	Casandra	Beginner	40	-	-	-	-	-	-
Suarez	Liseth	Beginner	40	-	-	-	-	-	-
Babicz	Linda	Beginner	40	-	-	-	-	-	-
Baker	Chantel	Beginner	40	-	-	-	-	-	-
Boyd	Lori	Beginner	40	-	-	-	-	-	-
Burke	Shrimattie	Beginner	40	-	-	-	-	-	-
Carey	Deirdre	Beginner	40	-	-	-	-	-	-
Casavecchia	Francesca	Beginner	40	-	-	-	-	-	-
Cash	Sharon	Beginner	40	-	-	-	-	-	-
Crawford	Tamarr	Beginner	40	-	-	-	-	-	-
Doe	Jean	Beginner	40	-	-	-	-	-	-

**Student Preferences**

**Student Login Info**

Refresh Unlock

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Once added to Classroom Manager select all participants before making your selections in within the PREFERENCES tabs.

Mavis Beacon Classroom Manager

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Grant	Tamere	Beginner	40	-	-	-	-	-	-
Henry	Laurie	Beginner	40	-	-	-	-	-	-
Hummel	Annmarie	Beginner	40	-	-	-	-	-	-
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	40	-	-	-	-	-	-
Olsen	Eric	Beginner	40	-	-	-	-	-	-
Ortiz	Doris	Beginner	40	-	-	-	-	-	-
Owens	Brenda	Beginner	40	-	-	-	-	-	-
Reuss	Debra	Beginner	40	-	-	-	-	-	-
Rosenholtz	Hermie	Beginner	40	-	-	-	-	-	-
Sauve	Casandra	Beginner	40	-	-	-	-	-	-
Suarez	Liseth	Beginner	40	-	-	-	-	-	-
Babicz	Linda	Beginner	40	-	-	-	-	-	-
Baker	Chantel	Beginner	40	-	-	-	-	-	-
Boyd	Lori	Beginner	40	-	-	-	-	-	-
Burke	Shrimattie	Beginner	40	-	-	-	-	-	-
Carey	Deirdre	Beginner	40	-	-	-	-	-	-
Casavecchia	Francesca	Beginner	40	-	-	-	-	-	-
Cash	Sharon	Beginner	40	-	-	-	-	-	-
Crawford	Tamarr	Beginner	40	-	-	-	-	-	-
Doe	Jean	Beginner	40	-	-	-	-	-	-

**Student Preferences**

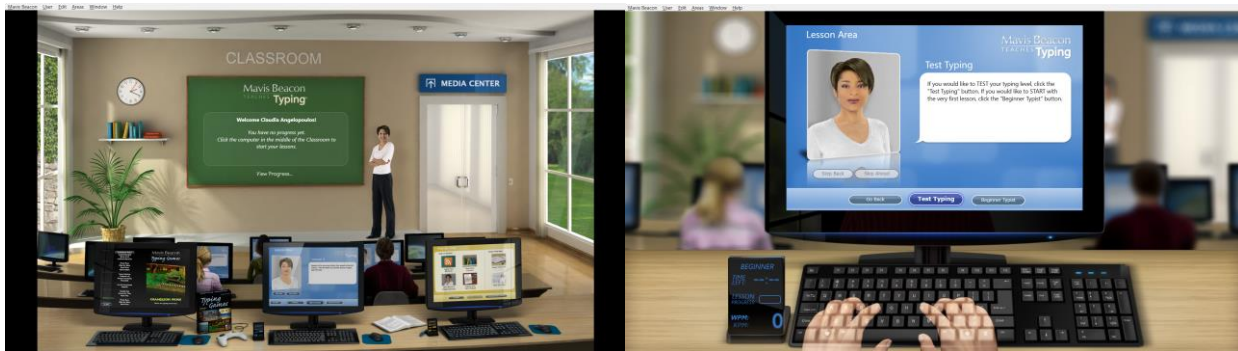
**Student Login Info**

Refresh Unlock

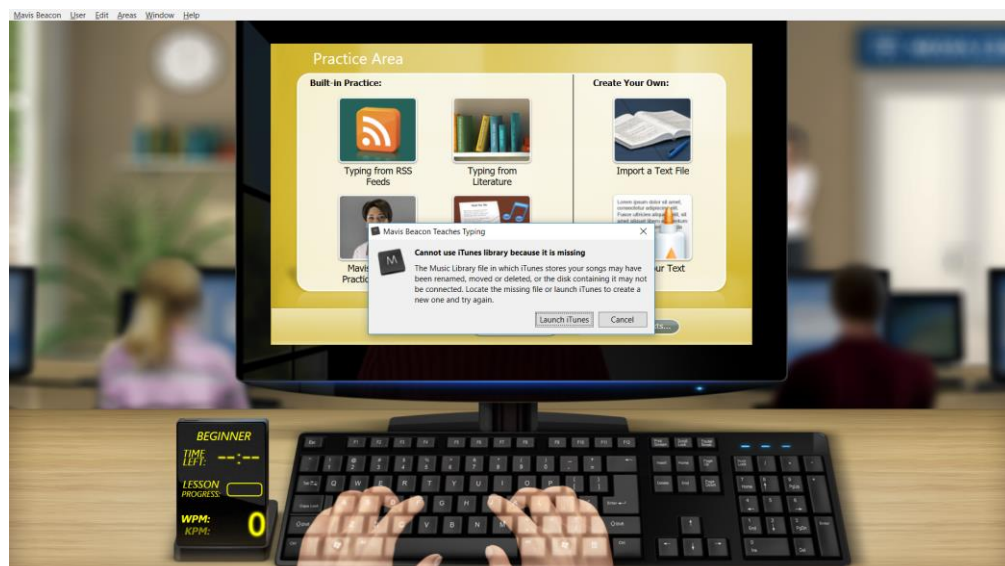
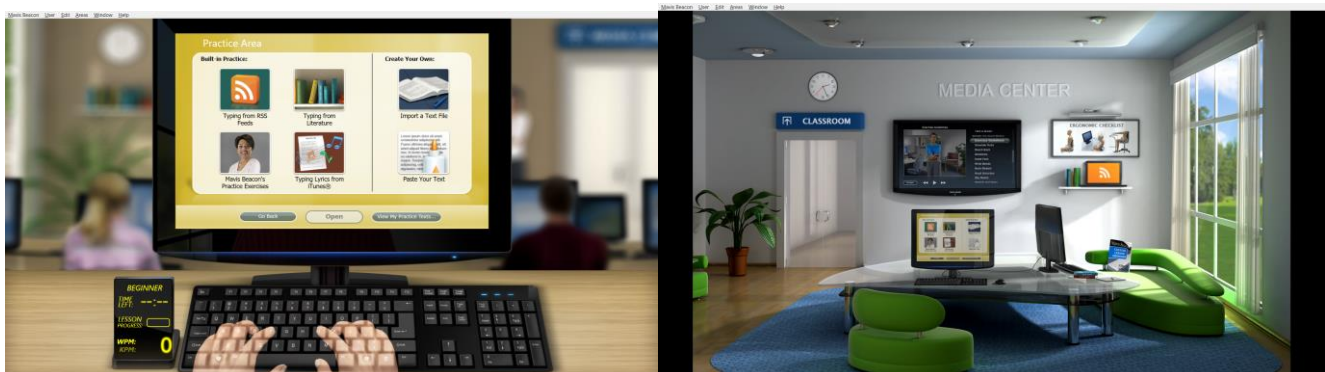
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Since participant records are not being imported, existing participants should begin Mavis Beacon Academics with a SPEED test (clock).

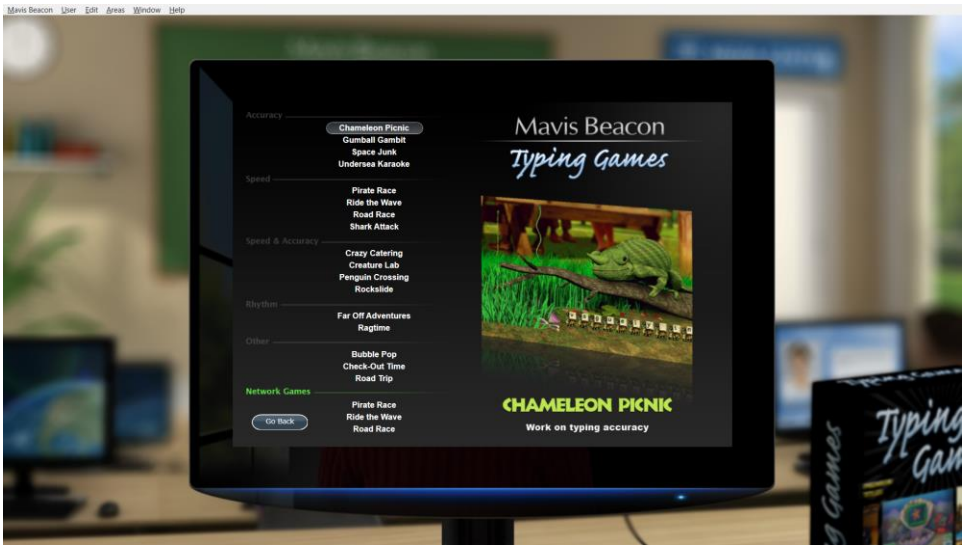


Please remember participants will not be able to utilize *Practice typing lyrics* from their iTunes account. This feature is located in the Practice Area located in the Classroom and Media Center. The option to select feature cannot be turned off nor removed from desktop. Please review with participants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





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

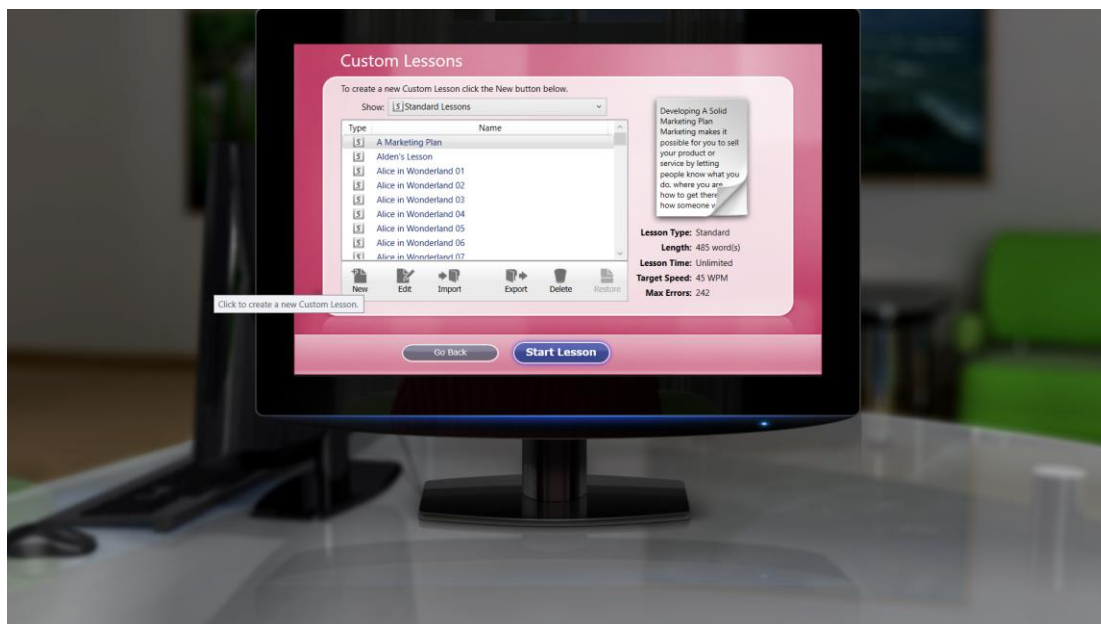


## Supplement to Chapter 4 (Pages 36-38)

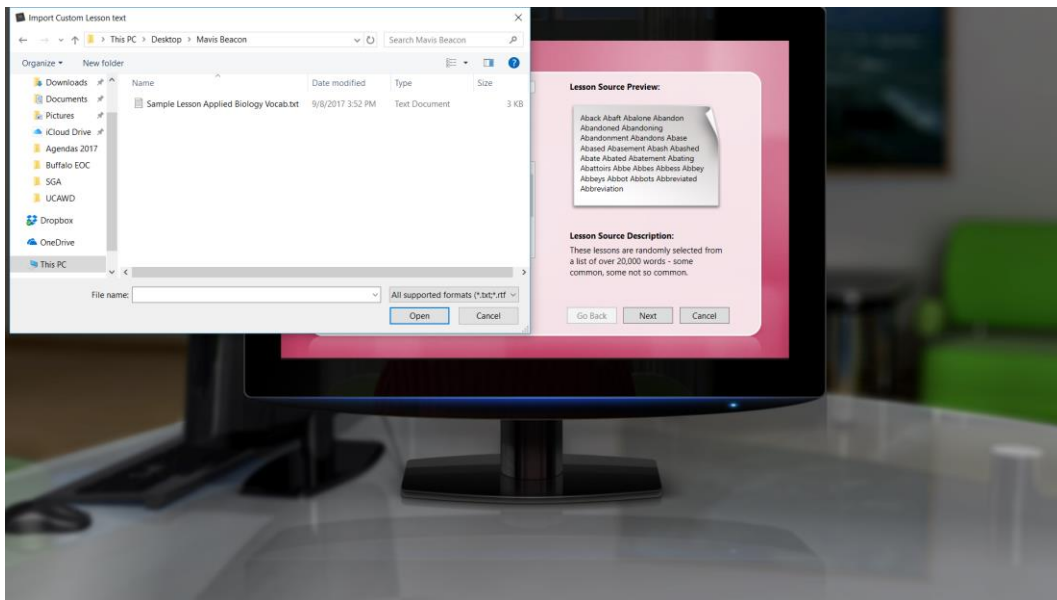
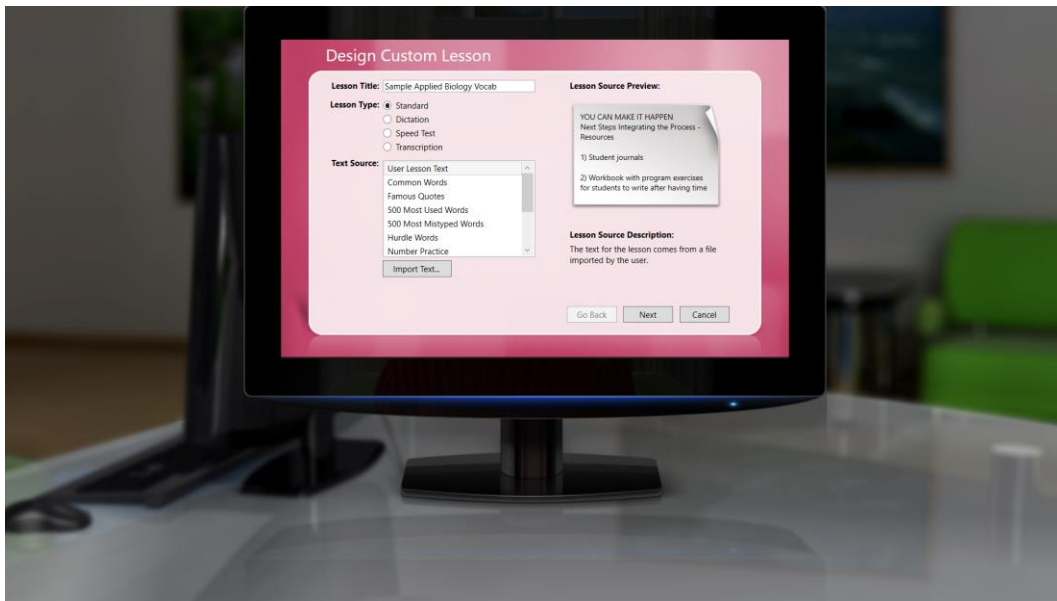
### Steps to Importing Your Own Text

#### by Creating a Custom Lesson

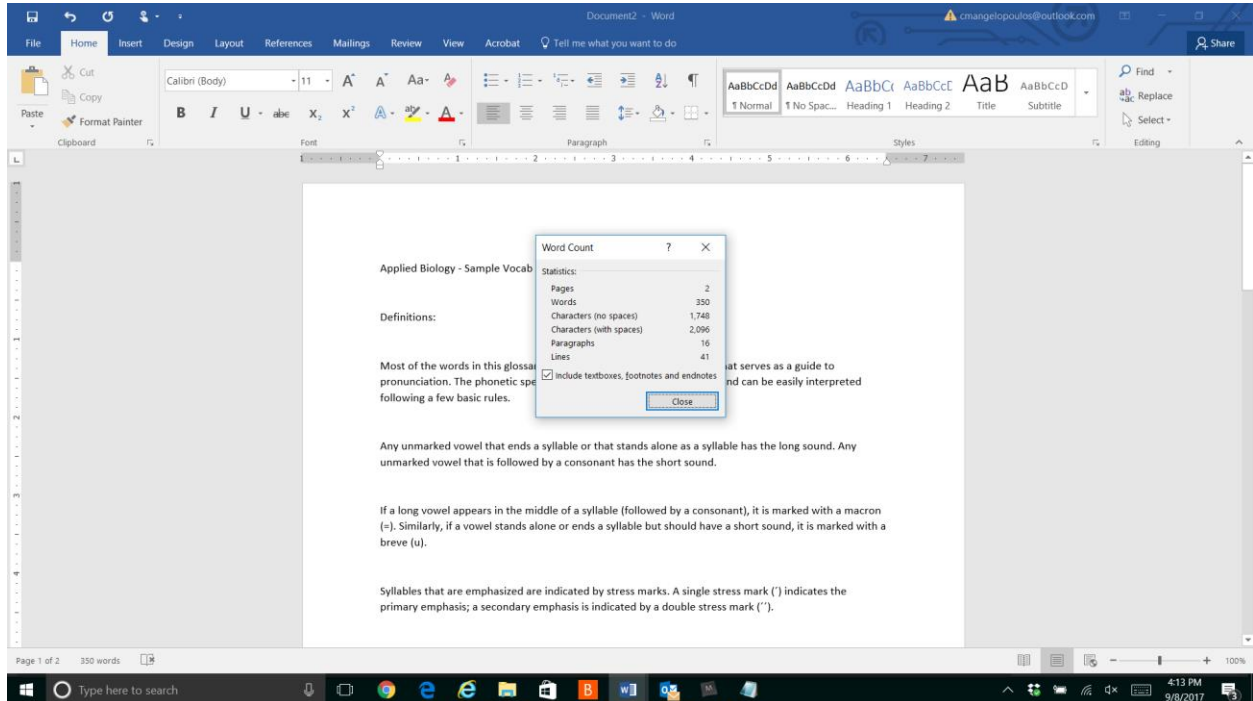
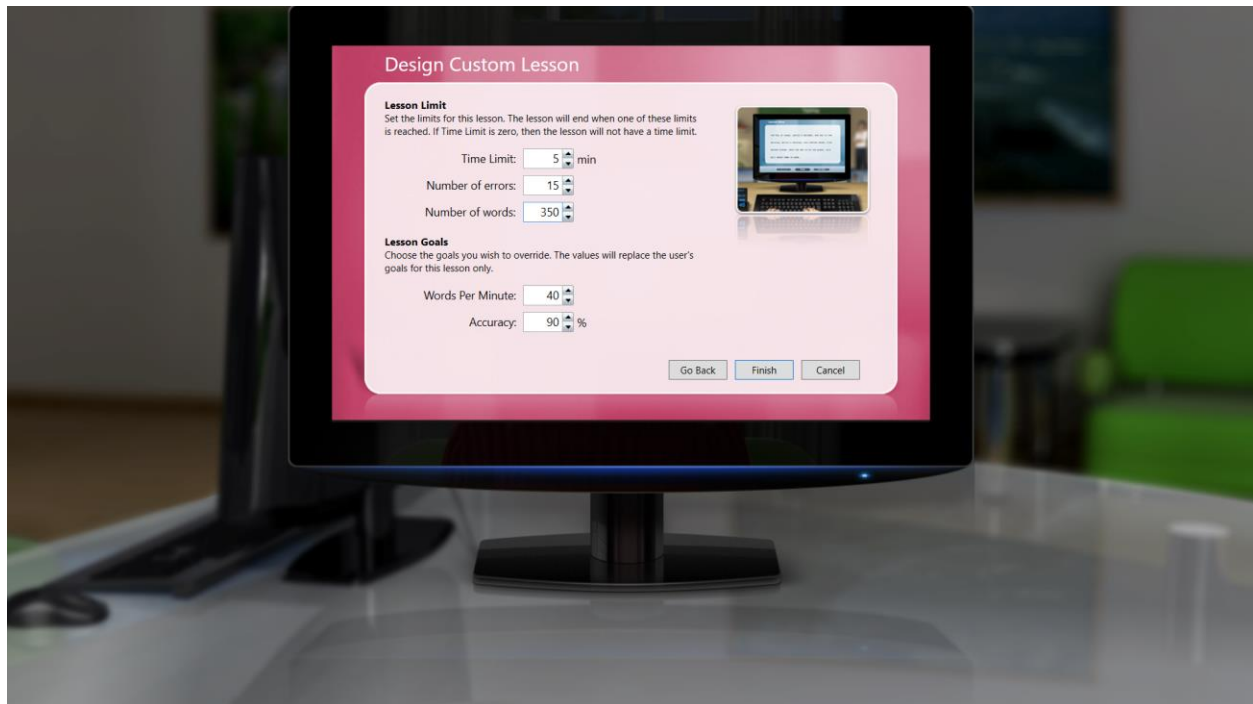
Designing Custom Lessons Using the Custom Lesson Designer you can customize an existing lesson or create a completely new lesson by importing your own text.



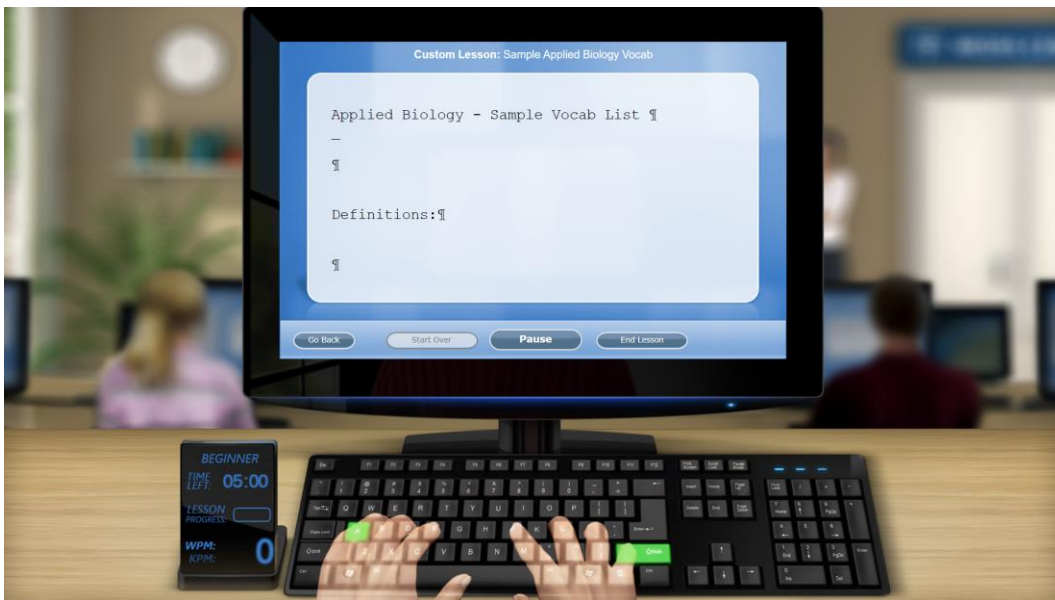
Select NEW and then type in the name of the text/lesson to be imported. Document must be saved in the supported formats: txt, rtf, htm or html.



**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.







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

**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 [Claudia@isinj.com](mailto:Claudia@isinj.com) and your SWC and include **Mavis Beacon** in the subject heading.