

Talking Typer (iOS) User Guide

Introduction

About Talking Typer™ (iOS)

Talking Typer (iOS) is an accessible typing and computer keyboard training app and is designed for use by an individual or by multiple students in a training environment. It comes with several editable lessons, and offers lots of options for teachers and parents, including editing existing lessons, creating new lessons, forming student groups, and so on. It also includes the fun, fast-paced game Hurry Scurry.

The app includes 35 default lessons that are grouped into two degrees of difficulty: Beginner and Advanced.

The only requirement for the Talking Typer app is an Apple® device running version iOS® 8 or higher.

The Talking Typer app for iOS is one of three versions of Talking Typer that will be available through the American Printing House for the Blind (APH) in 2016/2017.

- [Talking Typer for Windows](#) — available now
- Talking Typer (iOS) — available February 2017
- Talking Typer (online) — coming soon

Download the App

Go to Apple's App Store through the icon on your device or from iTunes® online store. Search for Talking Typer or browse in the Education and Games categories. Select the app and click download. You are prompted to enter your iTunes password. Once the app is downloaded, it is ready for immediate use.

Connect a Keyboard

Talking Typer works with the onscreen keyboard of your Apple device, but is intended primarily for use with an external keyboard. For help with connecting an external keyboard, consult the keyboard maker's user guide for instructions.

Using VoiceOver

You may opt to use VoiceOver with the Talking Typer app for iOS. If so, please be aware of the following conditions:

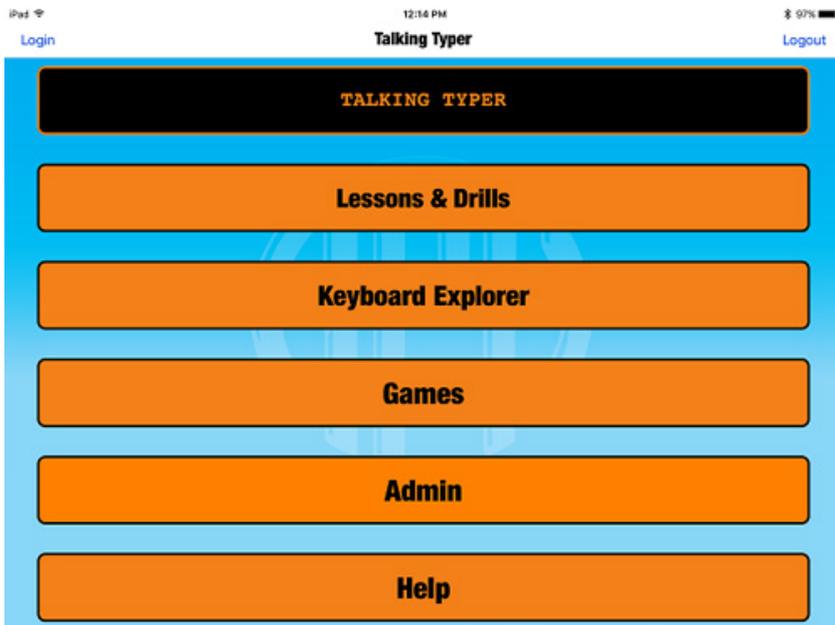
- To delete a lesson or drill, you must use the rotor picker list to access the minus button.
- To avoid hearing repeated prompts when using VoiceOver, turn off the Echo Keys setting in the Talking Typer settings: Admin>App Preferences>Echo Correct Keys (On/Off).

For information about VoiceOver commands for keyboards and refreshable braille displays, check out this website: [Quick reference guide for voiceover on iOS](#).

How to Navigate Within the App

When you open the app for the first time, it opens to the Home screen. From the Home screen you can go to any page in the app. The Home screen is where most of the tasks begin. It includes buttons that comprise the major sections of the app.

- Lessons & Drills
- Keyboard Explorer
- Games
- Admin
- Help



You can move forward (or drill down) to the screen of your choice by selecting a button on the screen or the plus symbol (+) right-top corner of the screen. The back button (<) in the top-left corner takes you back to the previous screen. You can move back as far as the Home screen.

About Logins and Passwords

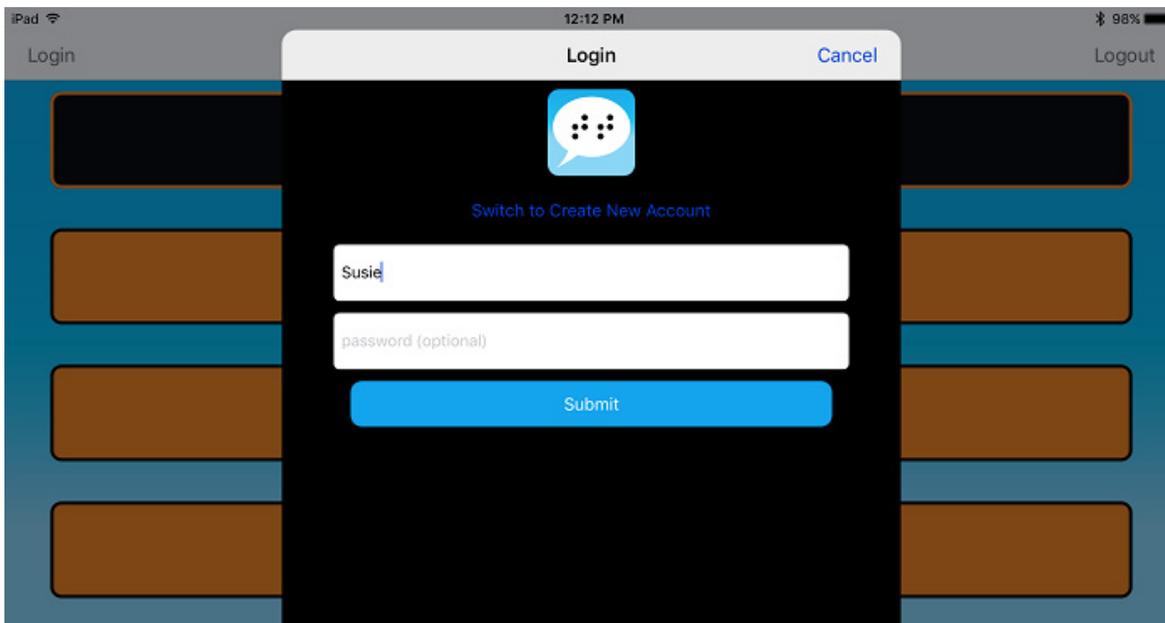
Creating a Login is not a requirement to begin using the app. Students and administrators may begin using the app immediately.

While Talking Typer does not require an administrator password to perform any of the functions within the app, the advantage to setting a password through the creation of a login is the additional security protocol. Passwords can be changed in the Settings. See [Setting Admin Preferences](#) to learn more.

Admin logins – associate student accounts created by that Admin to the login information. If multiple Administrators use the same device, the login allows access only to the students created by that individual administrator. Administrators can also create students (new accounts) through the login. See [Create a Student Account](#) for more information.

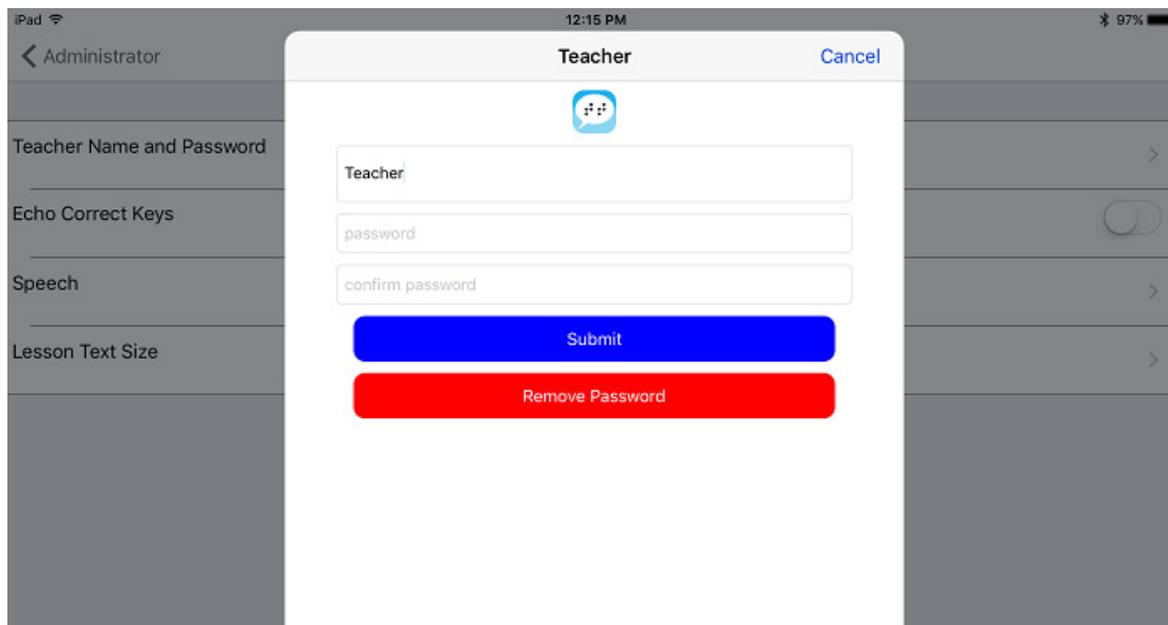
Student logins – allow access only to the individual student's information. Students are not able to access the information of another student through the use of logins. When a student logs in, the student's dashboard is available. Lessons assigned to the student can be viewed from the student's dashboard. See [Login to a Student Account](#) for more information.

Independent learner logins – offer the ability to monitor personal progress through the lessons. Independent learners are administrators of their own account.



Passwords are required for certain functions by default. These include access to the Admin Settings and editing or deleting lessons, students, or groups. To disable the password requirement, the Admin can remove it in the Settings menu.

1. Tap the Admin button on the Home screen.
2. Tap the App Preferences button on the Administrator screen.
3. Select Teacher Name and Password.
4. Tap the Remove Password button.



Administrators and Independent Learners

About Administrators

Administrators are the managers of the app. A manager might be a teacher, a parent, or an independent learner. The Administrator performs most of the managerial tasks.

Admin tasks include:

- add, edit, and delete students
- add, edit, and delete groups
- set preferences for the administrator, student, and/or program
- create, assign, edit, and delete lessons
- follow student progress

About Independent Learners

Independent Learners are students who can manage their own accounts and are learning to type on their own, outside of a classroom setting. Independent Learners have the same level of access as Administrators and can do the same tasks as both Administrators and Students.

Suggested Sequence of Tasks

This sequence of tasks is intended for first-time use or until you are familiar with the app. It is not the only method to operate or navigate the app and is intended to act merely as a guide or suggestion. It is not imperative that you follow this sequence.

Many of the tasks for first-time use are optional. You may elect to use default settings or change them at a later time.

1. Download the app from the App Store
2. Connect an external keyboard
3. Set an Administrator password
4. Set or change default preferences if necessary
5. Add student(s)
6. Create groups
7. Assign students to a group
8. Create lessons

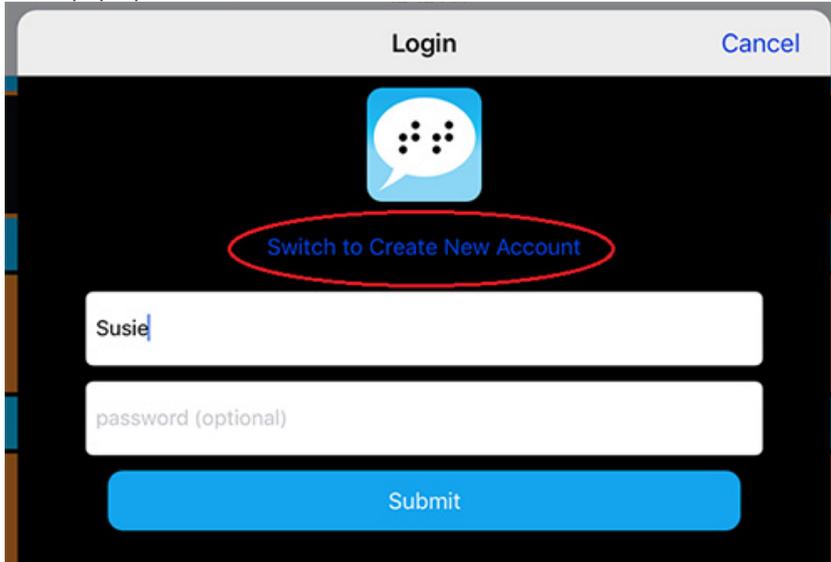
9. Assign lessons

Create an Admin/Independent Learner Account

It is not necessary to create an account to start using Talking Typer right away. However, creating an account allows multiple administrators/independent learners to use the same app without being able to access other user's information. Passwords are optional, but setting the password keeps your information, and the information of the students tied to your account, private and inaccessible.

An administrator must create an Admin account in order to set up student accounts and groups that are tied to that account. An independent learner must create an account in order to follow their individual progress.

1. Select the word "Login" at the top-left corner of the Home screen.
2. In the pop-up window, select the words "Switch to Create New Account."

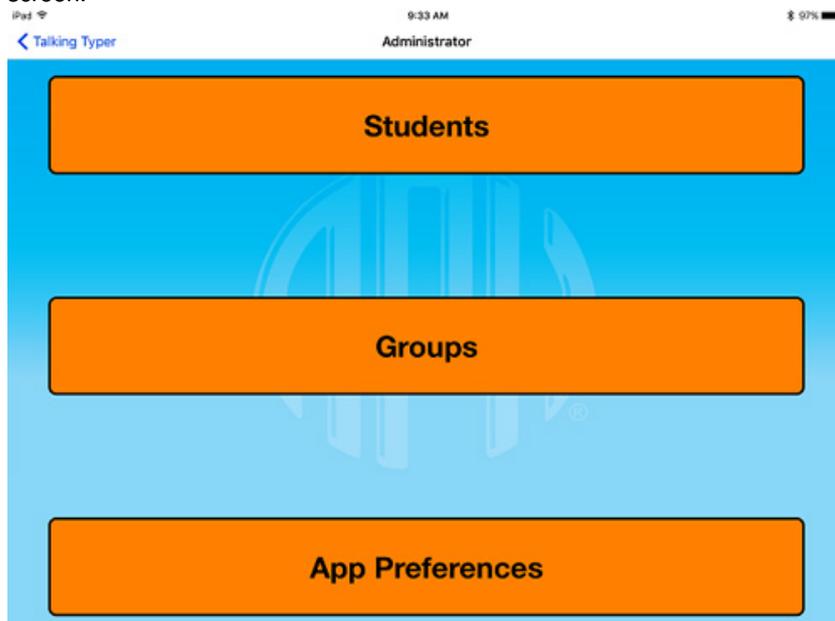


3. Type the user name in the Name field.
4. Type the password in the Password field. (optional)
5. Select the blue Submit button when finished.

Setting Admin Preferences

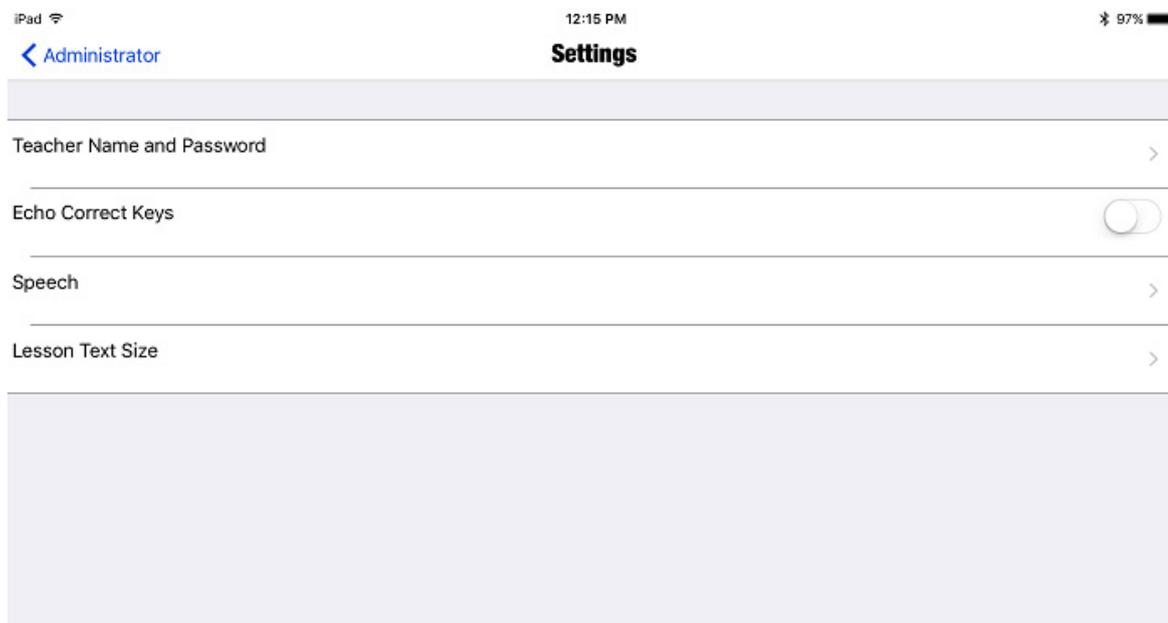
There are several default settings for Talking Typer. To meet your the needs and those of your students, you can change the default settings in the Settings screen.

To access the App Preferences, tap the Admin button on the Home screen, then tap the App Preferences button on the Administrator screen.



In Settings screen you can make or set changes for the several items.

- Teacher Name and Password
- Echo Correct Keys
- Speech
- Lesson Text Size



After reviewing/changing the settings, tap Done in the upper-right corner to save the settings and return to the Administrator screen.

Preferences Options

The Settings screen contains general default settings with different controller mechanisms.

Preferences Table

Setting	Controller	Result/Action to take	Default Setting
Teacher Name and Password	>	Pop-up window with text entry field to enter new password or delete password	N/A
Echo Correct Keys	On/Off button	Off (white button is on the left and clear on right) On (white button is on the right and yellow on the left)	Off
Speech	>	Opens page with Rate slide bar, Pitch slide bar, Change Voice picker, Test Speech button, and Restore Defaults button	Rate: 0.5; Pitch 1.0; Voice: Samantha (Enhanced)
Lesson Text Size	>	Slide bar	iPad: 42; iPhone/iPod Touch: 32

Create, Edit, and Delete a Student Account

Student accounts are for individuals using the app to learn to type. A student may also be an administrator of the app.

As the administrator of the Talking Typer app, you can create student accounts and then edit or delete them as necessary. Student accounts help you keep track of an individual's level of improvement, which in turn, assists you in the management of assigning appropriate lessons.

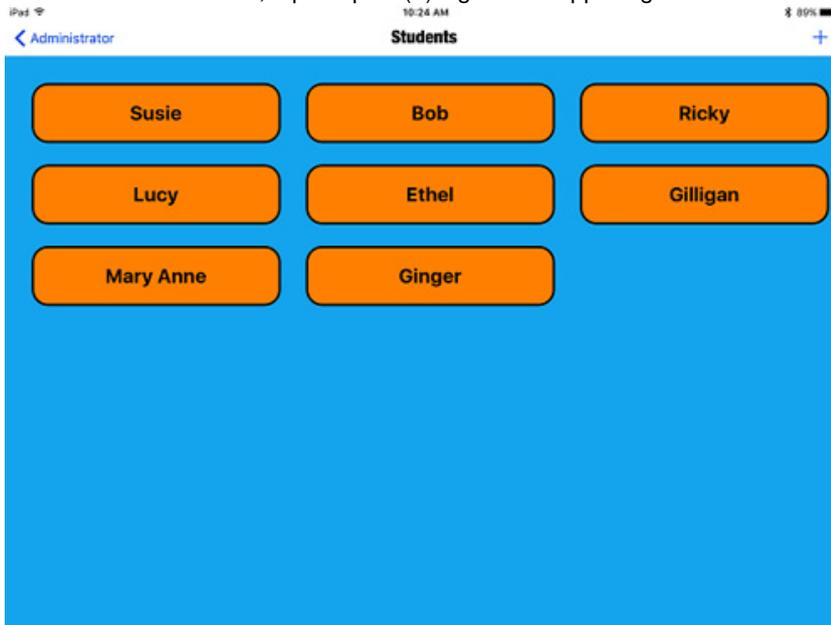
Create a Student Account

Creating student accounts allows you to monitor the improvement in speed and accuracy of individual students. It also allows the student to monitor their improvement independently.

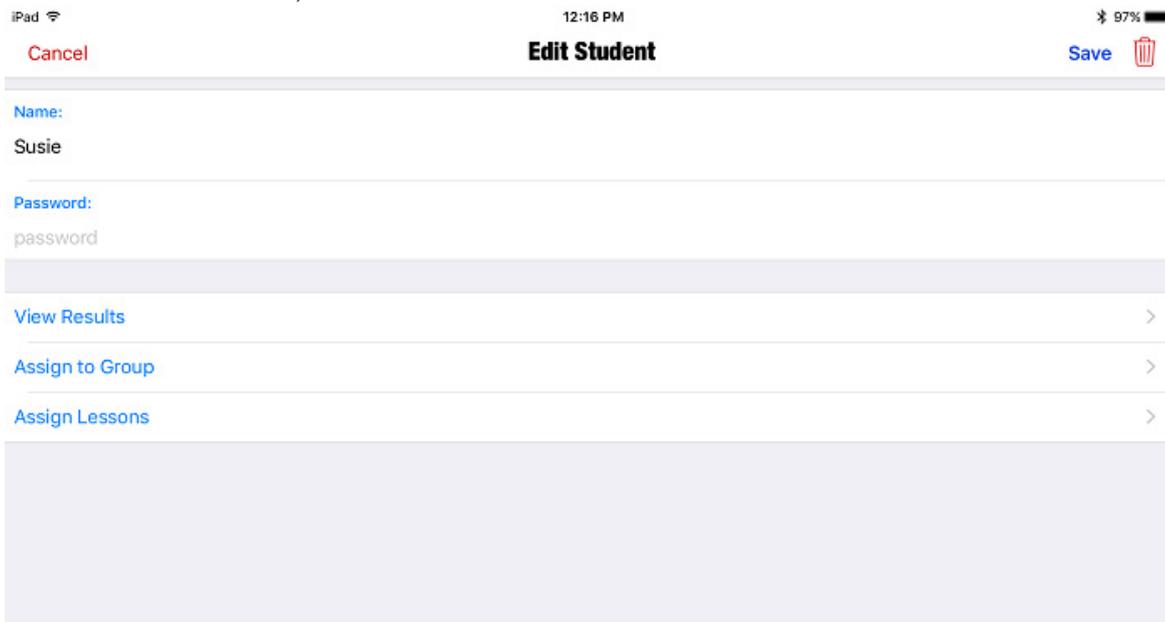
There are two ways to create a student account: through the Admin screen or through the Login.

Create a student account through the Admin screen:

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Students button.
3. On the Students screen, tap the plus (+) sign in the upper-right corner of the screen.



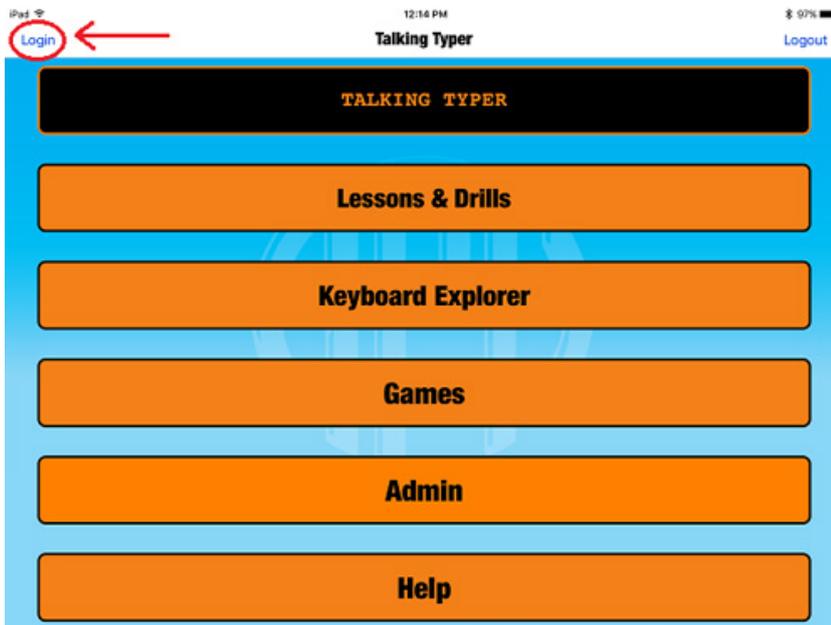
4. On the Edit Student screen, enter the student's name in the Name field.



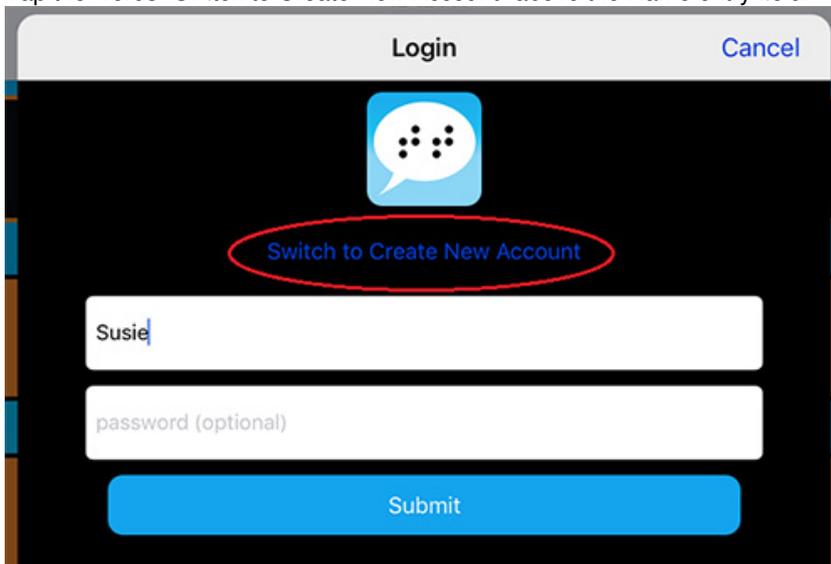
5. Enter a password in the Password field or leave it blank.
Note: It is not necessary to enter a password for each (or any) student to create a student account. If you have a lot of students and want to ensure they are logged into the proper account, you may require that they use a password. If it is too difficult for students to remember the password or you do not wish to maintain a list, you may elect to have students log in without a password.
6. Tap the word "Save" in the upper-right corner.
7. To add another student, repeat the process starting from the Students screen.

Create a student account through the Login:

1. Tap the word "Login" in the upper-left corner of the Home screen.



2. Tap the words "Switch to Create New Account" above the Name entry field.



3. Type the user name in the Name field.
4. Type the password in the Password field. (optional)
5. Select the blue Submit button when finished.

Optional steps: You may elect to add the student to a group or assign lessons at this time. See [Assign to Group](#) or [Assign Lessons](#) for more information.

Edit a Student Account

Occasionally, you may need to edit a student account for any number of reasons. This task is accomplished from the Edit Student screen.

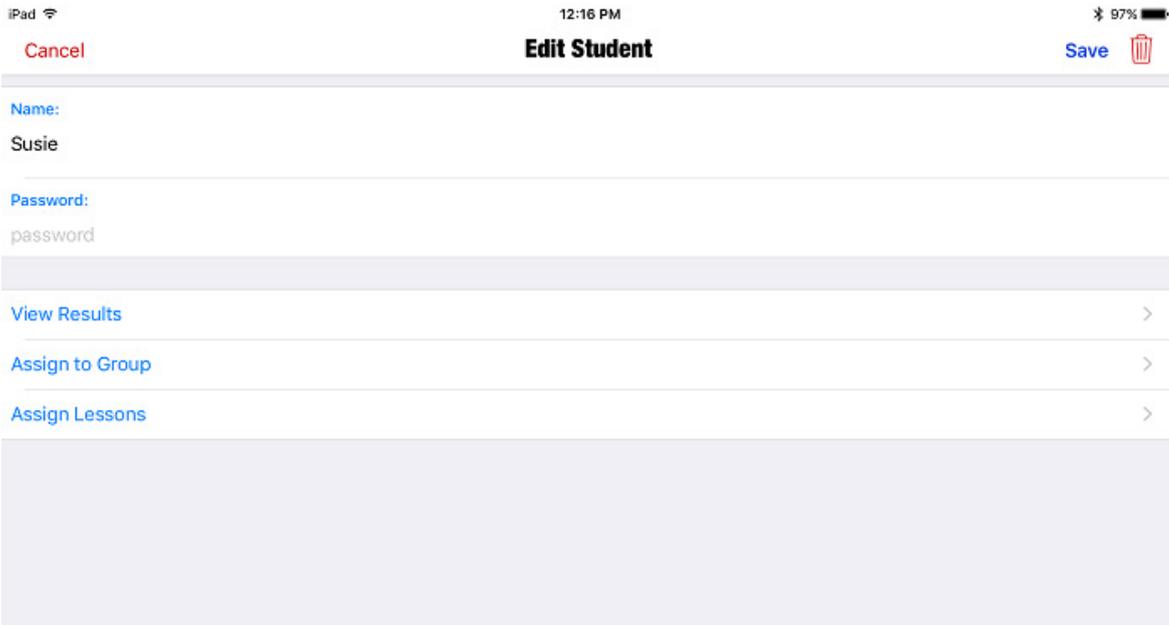
Because each student is different, you may want to set different targets for them. These targets can be adjusted through the Students page of the app.

For example, student "Susie" may have a high accuracy rate, but her speed is a little slow. You can change the default settings to set a lower target rate of speed and increase the accuracy rate, to adjust to Susie's individualized needs.

Note: Edits are made by typing in the text field below the item to be edited or choosing a selection from a picker or list.

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Students button.
3. Select the student account you wish to edit by tapping the name on the Students screen.
4. On the Edit Student screen, make the necessary changes to the following options:
 - Name
 - Password

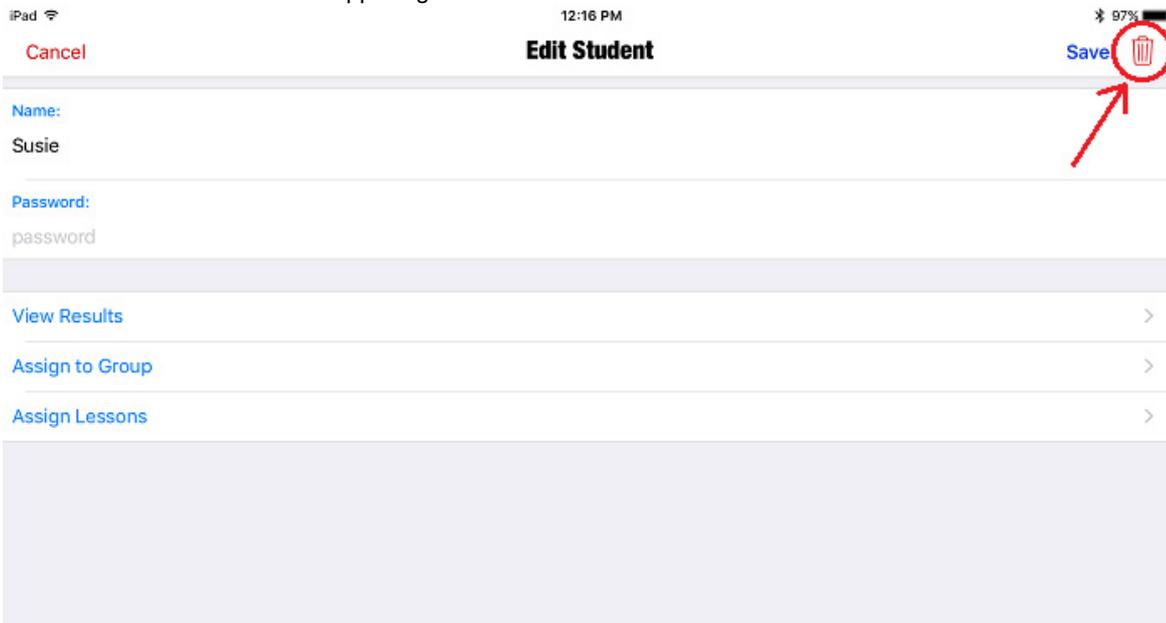
- View Results
- Assign to Group
- Assign Lessons



Delete a Student Account

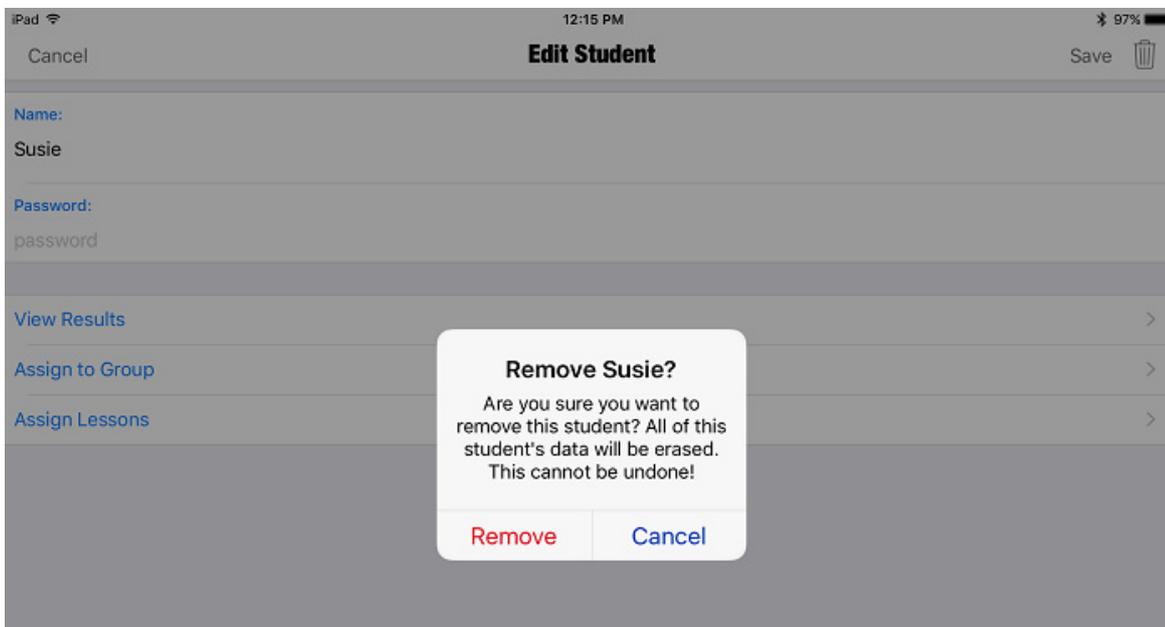
To keep from developing a long/outdated list of students, it is good practice to delete student accounts for students who are no longer taking the course. This can be done from the Edit Student screen of the app.

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Students button.
3. Select the student account you wish to delete by tapping the name on the Students screen.
4. Select the trashcan icon in the upper-right corner of the Edit Student screen.



A pop-up window appears with the following message:

Remove "student name"? Are you sure you want to remove this student? All of this student's data will be erased. This cannot be undone!



The warning message is a fail-safe for unintended deleting of student accounts. Make sure you read the message to determine if you want to continue with the action.

5. Select Remove or Cancel.

Edit Student Page Options

The Edit Student page contains general default settings with different controller mechanisms.

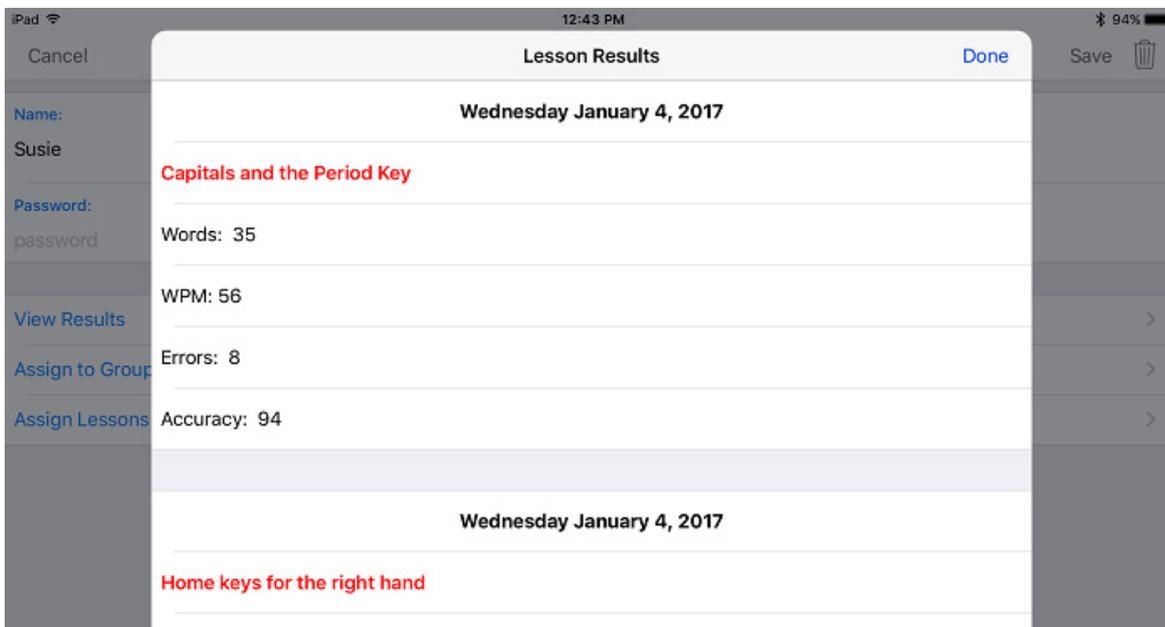
Edit Student Table

Setting	Controller	Result/Action to take	Default Setting
Name	Edit field	Pop-up keyboard to type entry	Blank
Password	Edit field	Pop-up keyboard to type entry	Blank
View Results	>	Opens pop-up window with a history student's lesson results by date (current at the top)	N/A
Assign to group	>	Opens pop-up window with a picker list to select from	N/A
Assign Lessons	>	Opens pop-up window with list of lessons to select (or deselect)	N/A

Review Student Progress

Student lesson scores are stored in the Talking Typer app by date with the most current lesson taken at the top of the list. A history of scores allows administrators to review, follow, and access student progress, thus making lesson assignment easier.

1. Tap the Admin button on the Home screen.
2. Tap the Students button on the Administrator screen.
3. Select the Student you wish to review on the Students screen.
4. Tap the words "View Results" on the Edit Student screen.
A Lesson Results pop-up window opens with a history of the lessons attempted by date, starting with the most current.



5. Tap Done.
6. Tap the word "Cancel" in the upper-left corner to exit the Edit Student screen and return to the Students screen.

Create, Assign, Edit, and Delete Groups

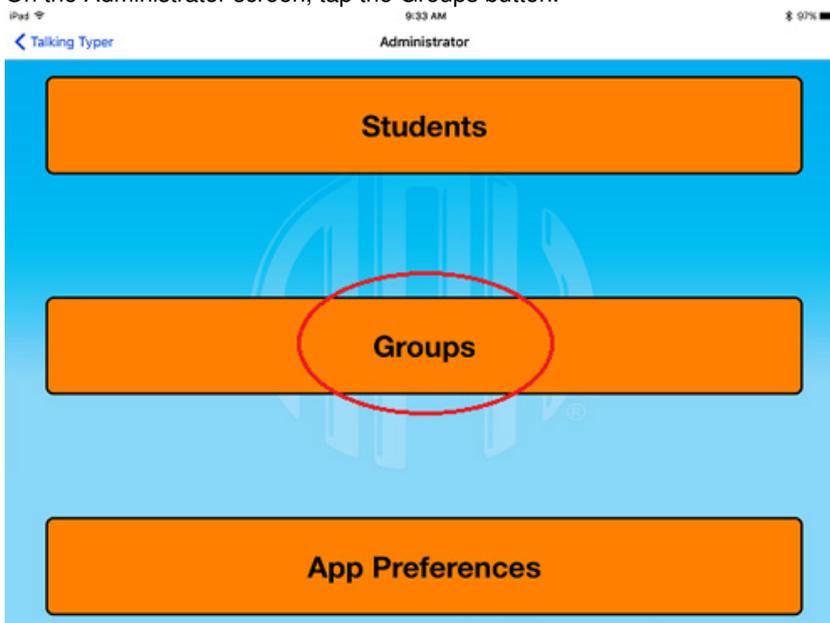
Creating, editing, and deleting groups is very similar to the same processes for individual students. Groups must be named, provided a password (optional), and allotted certain settings, just like students.

Administrators of the Talking Typer app can create student groups and then edit or delete them as necessary. Assigning students to groups makes it easy for teachers to assign lessons to several students at once.

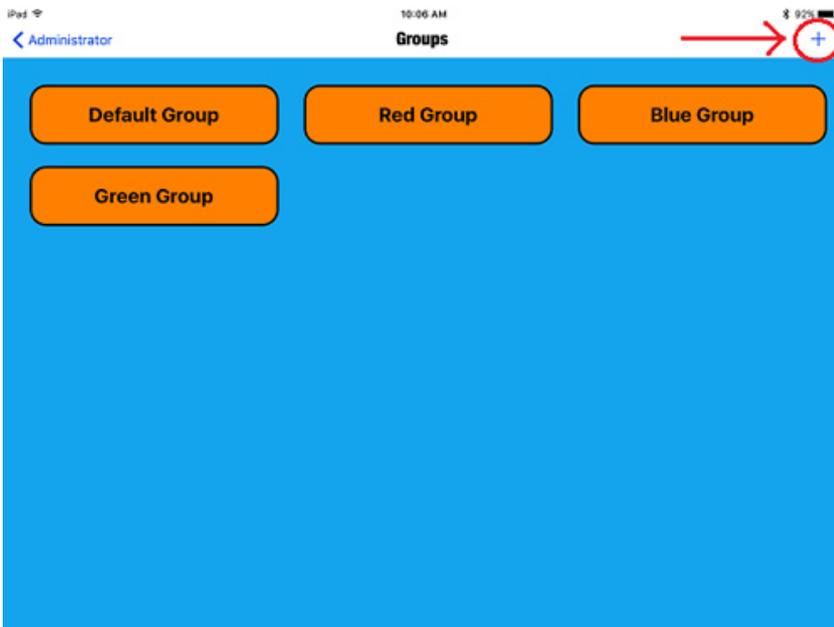
Create a Group

Assigning students to groups saves time and helps with organization. It makes it easy for teachers to assign lessons to several students at once. By default, all new students are assigned to the default group.

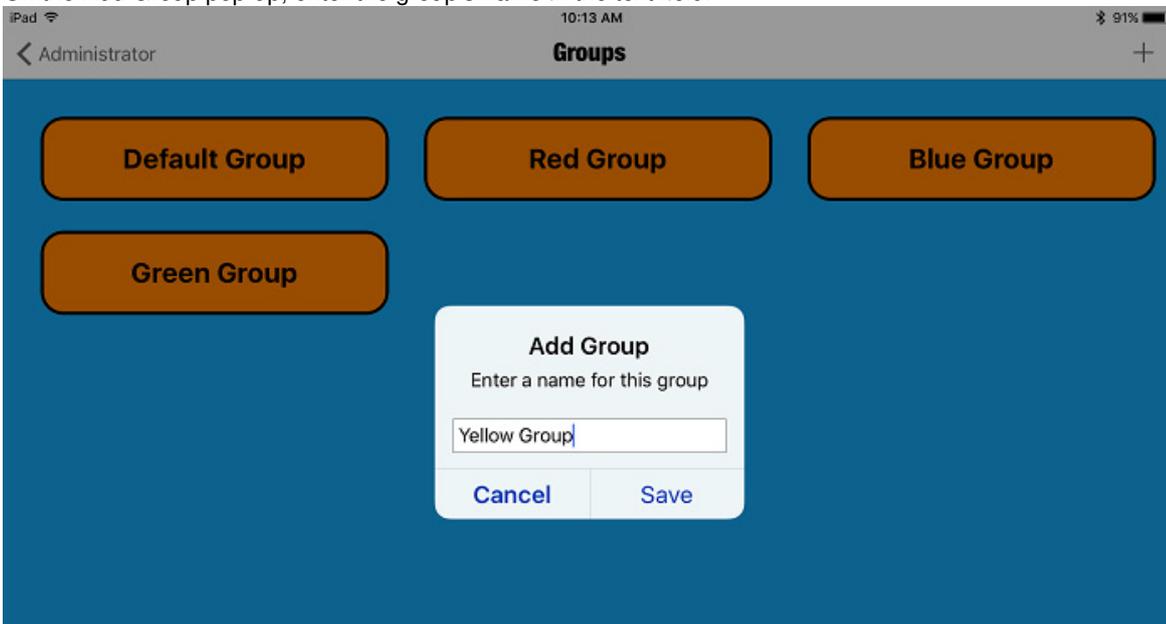
1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Groups button.



3. On the Groups screen, tap the plus (+) sign in the upper-right corner of the screen.



4. On the Add Group pop-up, enter the group's name in the text field.



5. Select Save. The group appears in the Groups list.

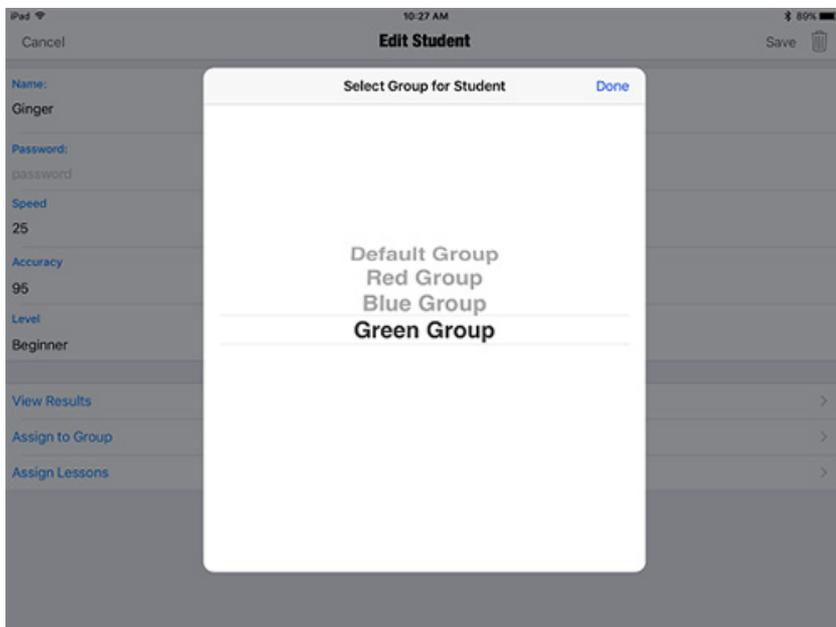
6. To add another group, repeat the process starting from the Groups screen.

Assign to a Group

By default, all new students are assigned to the Default group. Students can be added to a group from the Edit Group screen or the Edit Student screen.

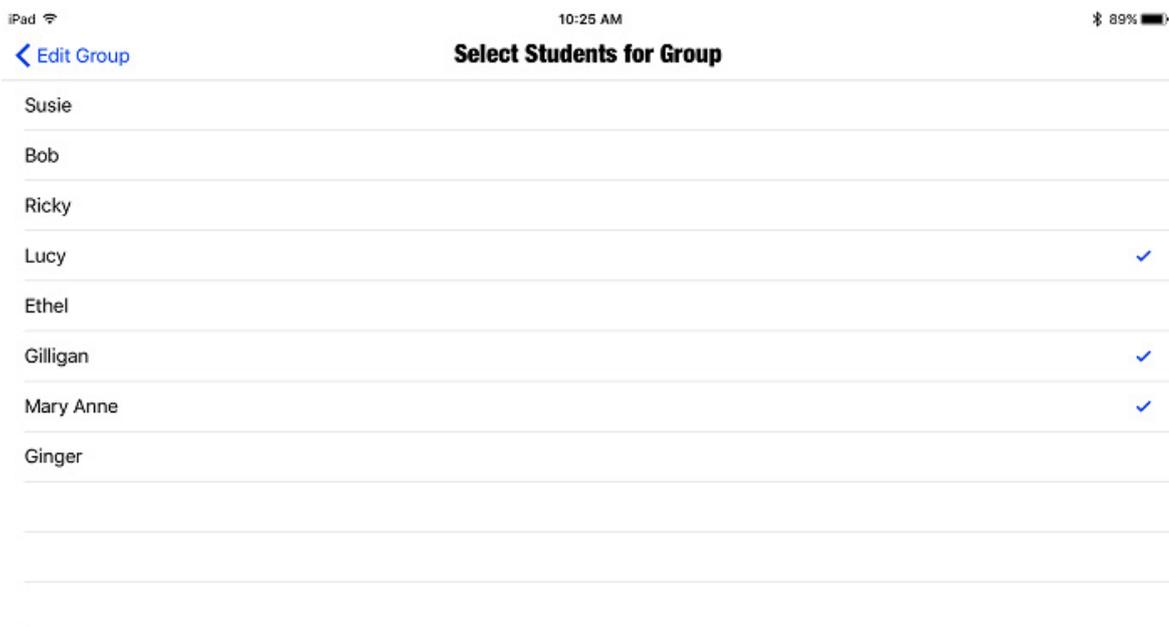
Add a student to a group through the Edit Group screen:

1. Tap "Select Students"
2. Select the students from the list by tapping the name of the student.
3. Tap Edit Group to return to the Edit Group screen.
The selected students are now listed under the Students section of the group.



Add a student to a group through the Edit Student screen:

1. Select the student from the Students screen.
2. Tap "Assign to Group"
3. Select the group from the picker list.
4. Tap Done when finished.



Edit a Group

There are three ways to edit a group: rename, assign lessons, or assign students. All are accomplished from the Edit Group screen.

Edit a group name:

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Groups button.
3. Select the group you wish to edit by tapping the name on the Groups screen.
4. Tap the pencil icon to the right of the group name.



5. Type the change in the edit field.
6. Tap Save.

Assign lessons to a group:

1. Follow steps 1-3 from edit a group name.
2. Tap "Assign Lessons"
3. Select the lesson(s) to be assigned from the list.
4. Tap the back arrow (<) in the top-left corner.
You are returned to the Edit Group screen.

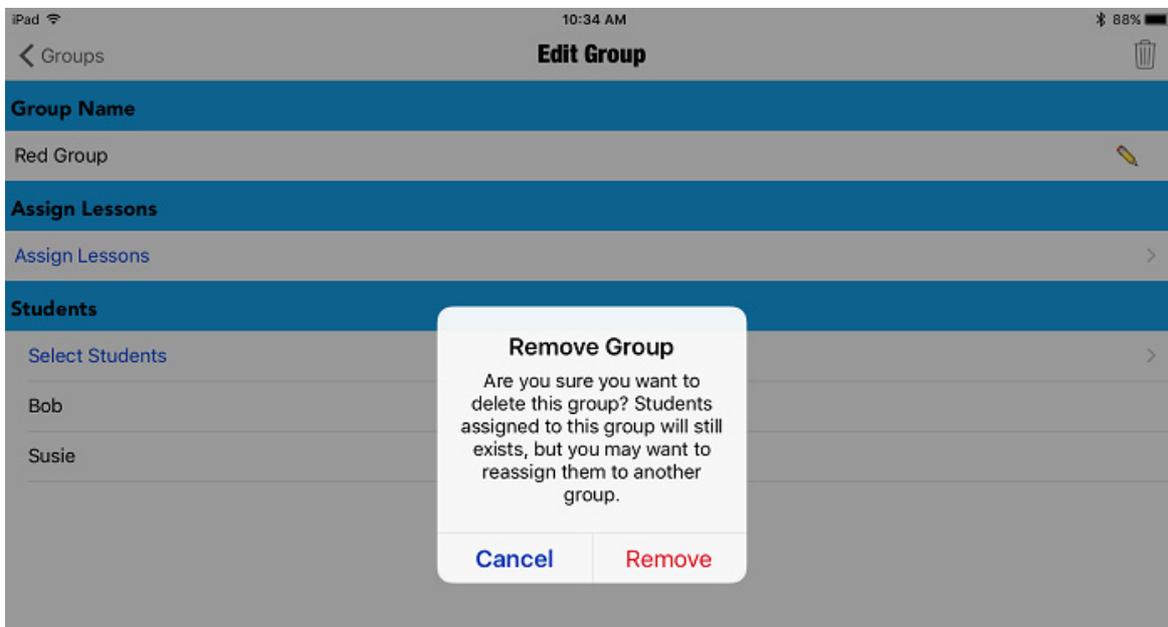
Assign students to a group:

1. Follow steps 1-3 from edit a group name.
2. Tap "Select Students"
3. Select the students from the list by tapping the name of the student.
4. Tap Edit Group to return to the Edit Group screen.
The selected students are now listed under the Students section of the group.

Delete a Group

To keep from developing a long and/or outdated list of groups, it is good practice to delete group accounts when students who are no longer taking the class. This can be done from the Edit Group screen of the app.

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Groups button.
3. Select the group account you wish to delete by tapping the name on the Groups screen.
4. Select the trashcan icon in the upper-right corner of the Edit Group screen.
A pop-up window appears with the following message:
Remove Group? Are you sure you want to delete this group? Students assigned to this group will be assigned to the Default group.



The warning message is a fail-safe for unintended deleting of group accounts. Make sure you read the message to determine if you want to continue with the action.

5. Select Remove or Cancel.

Assign, Create, Duplicate, Edit, and Delete Lessons

Administrators can assign any number of lessons to individual students or groups. Default Lessons can be duplicated and then edited to better suit the needs of the student and/or a new lesson can be created.

Talking Typer gives teachers and parents the ability to tailor the learning program to meet the needs of the student by incorporating the options to assign, create, and edit lessons.

Default Lessons List

Talking Typer includes 35 default lessons at two degrees of difficulty: 14 Beginner and 21 Advanced.

Default Lessons Table

Default Lesson Name	Degree of Difficulty
Home keys for the left hand (a,s,d,f)	Beginner
Home keys for right hand (j,k,l,;)	Beginner
New keys are g and h	Beginner
Capitals and the Period Key (.)	Beginner
The Caps Lock Key	Beginner
New keys are t and u	Beginner
New keys are e and i	Beginner
New keys are e and n	Beginner
New keys are v and o	Beginner
New keys are c and y	Beginner
New keys are w and m	Beginner
New keys are b and p	Beginner
New keys are x and q	Beginner
New keys are z and comma (,)	Beginner
New keys are quotation mark (") and apostrophe (')	Advanced
Number keys	Advanced
New keys are forward slash (/) and question mark (?)	Advanced

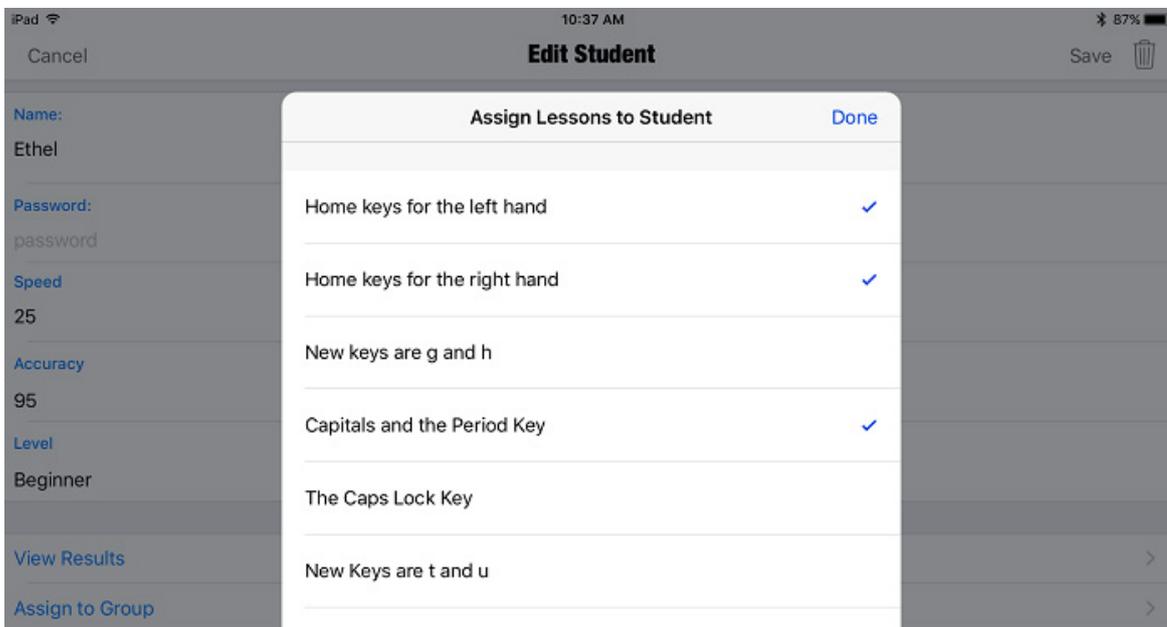
The brackets [] and braces { }	Advanced
Phrases	Advanced
More Phrases	Advanced
Sentences	Advanced
More Sentences	Advanced
Special Punctuation – acute, grave, or back quote (`) and tilde (~)	Advanced
Special Punctuation – exclamation point or bang (!) and ampersat or at (@)	Advanced
Special Punctuation – number, pound, or hash (#) and dollar sign (\$)	Advanced
Special Punctuation – percent (%) and caret or circumflex (^)	Advanced
Special Punctuation – ampersand or and (&) and asterisk or star (*)	Advanced
Special Punctuation – left parenthesis and right parenthesis	Advanced
Special Punctuation – hyphen, dash, or minus (-) and underscore (_)	Advanced
Special Punctuation – equal (=) and plus (+)	Advanced
Special Punctuation – backslash (\) and vertical bar or pipe ()	Advanced
Special Punctuation – less than (<) and greater than (>)	Advanced
Numeric Keypad – 4,5,6 – 1,2,3 – 7,8,9	Advanced
Numeric Keypad – 0 and decimal or period (.)	Advanced
Numeric Keypad – divide (/), multiply (*), and minus (-)	Advanced

Assign a Lesson

There are two types of lessons in Talking Typer: Default Lessons and Custom Lessons. The Talking Typer app comes with 35 Default Lessons. The Assign Lessons option can be found on the Edit Student screen or the Edit Group screen.

Assign a lesson(s) to a student:

1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Students button.
3. Select the student account by tapping the name on the Students screen.
4. Tap "Assign Lessons"
5. Select the lesson(s).
6. Tap Done.



Assign a lesson(s) to a group:

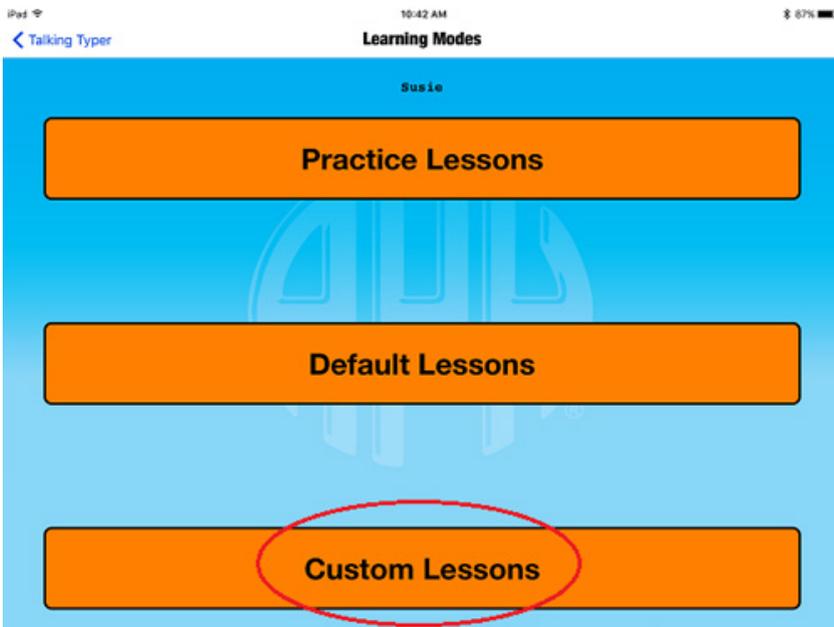
1. Tap the Admin button on the Home screen.
2. On the Administrator screen, tap the Groups button.
3. Select the Group name on the Groups screen.
4. Tap "Assign Lessons"
5. Select the lesson(s) to be assigned from the list.
6. Tap the back arrow (<) in the top-left corner.
You are returned to the Edit Group screen.



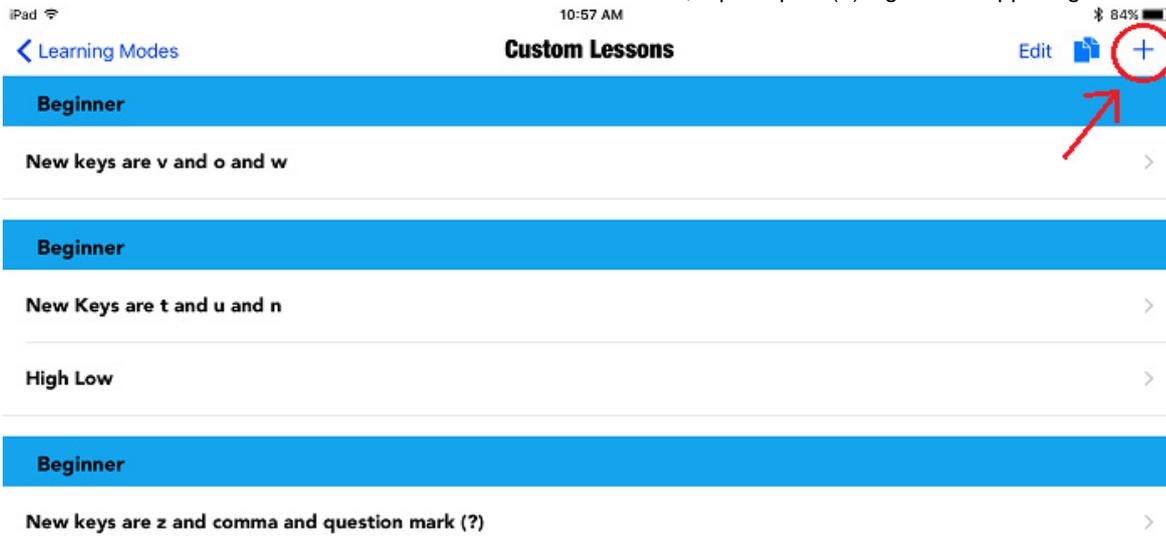
Create a Lesson

One of the most useful features of Talking Typer is the ability to create custom, targeted lessons for individuals or groups, enabling students to focus on areas that need additional practice. Lesson creation can also make for a more personal experience for both teacher/parent and student.

1. On the Home screen, tap the Lessons and Drills button.
2. On the Learning Modes screen, tap the Custom Lessons button.



The Custom Lessons screen is displayed with a list of any previously created lessons. As you create/add lessons, the new lessons are added to this list. # On the Custom Lessons screen, tap the plus (+) sign in the upper-right corner of the screen.



3. On the Edit Lesson screen, enter or adjust the following information:

- Title
- Skill
- Speed
- Accuracy
- Instructions

iPad 11:05 AM 83%

Cancel **Edit Lesson** Save

Title New keys are z and comma and question mark (?)

Skill Beginner Intermediate **Advanced**

Speed 25

Accuracy 85

Instructions The Z is directly to the left of X, and the comma is directly right of M. Use your left little finger to strike Z. Use your right middle finger to strike the comma.

Drills

Letter: aza aza k,k k,k aza aza k,k k,k aza

Word: zap, zap, buzz buzz zoom, zoom,

Phrase: The pizza is very hot, stringy, and tasty.

4. Add the drills by tapping the words "Add Drills" in the bottom-left corner. The Edit Drill pop-up window opens.
 1. Enter the text of the drill in the blank entry field.
 2. Select Letter, Word, or Phrase from the picker list.
 3. Tap Save in the upper-right corner.

iPad 11:05 AM 83%

Cancel **Edit Lesson** Save

Title New keys are z and comma and question mark (?)

Skill Beginner Intermediate **Advanced**

Speed 25

Accuracy 85

Instructions The Z is directly to the left of X, and the comma is directly right of M. Use your left little finger to strike Z. Use your right middle finger to strike the comma.

Drills

Letter: aza aza k,k k,k aza aza k,k k,k aza

Word: zap, zap, buzz buzz zoom, zoom,

Phrase: The pizza is very hot, stringy, and tasty.

5. On the Edit Lesson screen, tap "Save" again (upper-right corner). The new lesson appears at the bottom of the list on the Custom Lessons screen.

Duplicate a Lesson

Duplicating lessons makes it easy to create new lessons without having to start from scratch. In this way, you can duplicate a lesson that is similar to what you want to create, then edit and rename the duplicated lesson.

1. Tap the Lessons and Drills button on the Home screen.
2. Tap the Custom Lessons button on the Learning Modes screen.

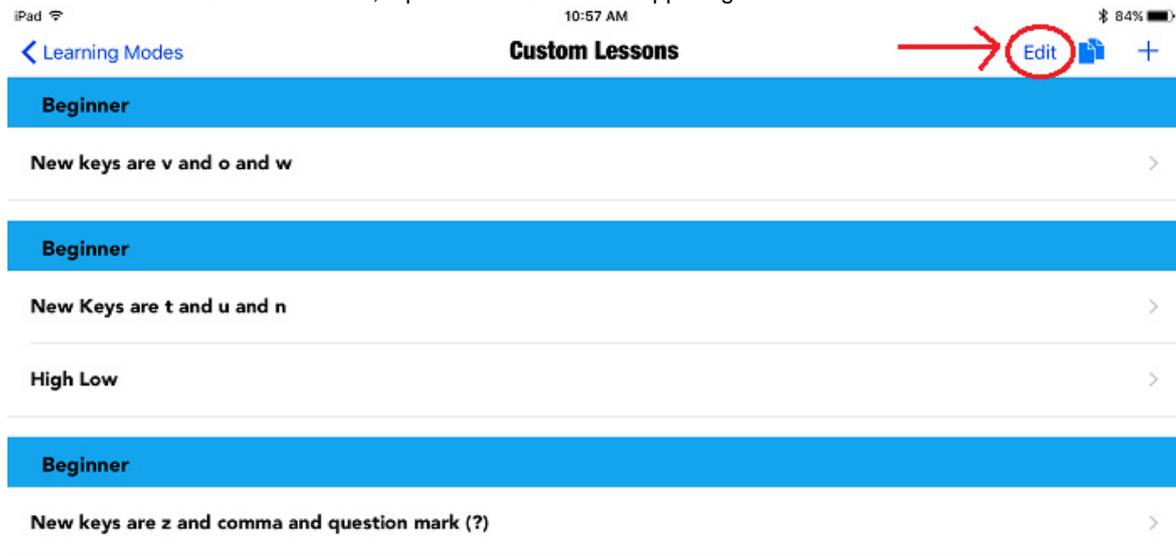
Note: Default Lessons are copied to the Custom Lessons screen. Default Lessons cannot be edited.
3. Tap the Duplicate icon  in the upper right-hand corner of the screen.
4. Select the lesson you wish to duplicate from the list.
5. Tap "Duplicate"

The duplicated lesson appears in the Custom Lessons list.
6. Continue with steps 5-7 of [Edit Lessons](#) to make changes to the duplicated lesson.

Edit a Lesson

Occasionally, you may need to edit a lesson for any number of reasons. This is accomplished from the Lessons screen.

1. Tap the Lessons & Drills button on the Home screen.
2. Tap the Custom Lessons button on the Learning Modes screen.
3. On the Custom Lessons screen, tap the word Edit in the upper right-hand corner of the screen.



Note: Default Lessons are not editable. Only Custom Lessons can be edited.

4. Select the lesson to be edited by tapping the name or anywhere to the right of the name.
5. On the Edit Lesson screen, enter or adjust the following information:

- Title
- Skill
- Speed
- Accuracy
- Instructions

6. Add/delete the drills by tapping either Add Drills in the bottom-left corner or Delete Drills in the bottom-right corner of the screen. The Edit Drill pop-up window opens.

Add drills:

- Enter the text of the drill in the blank entry field.
- Select Letter, Word, or Phrase from the picker list.
- Tap Save in the upper-right corner.

Delete drills:

- Tap the red circle with the white horizontal line to the left of the lesson you wish to delete.
- Select the red Delete button on the right side of the screen (on the same line as the lesson).

Accuracy 85

The E is above D, and the I is above K. Use your left middle finger to strike E. Use your right middle finger to strike I.

Instructions

Drills

- Phrase: He eats seeds at sea.
- Word: tied tied died died lied lied hide
- Phrase: Jill likes the elk.
- Phrase: The ladies liked the fig tea.
- Phrase: Judd had tea at the hut.
- Word: set set jet jet fig fig hit hit

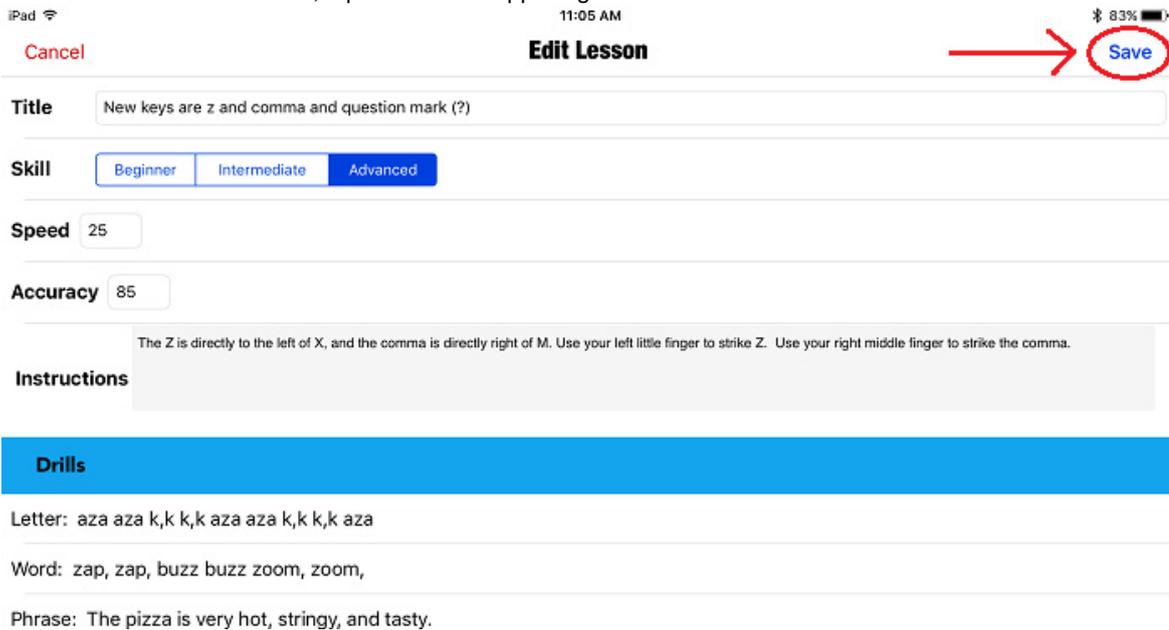
Delete

Add Drills

Done

- Tap "Done" in the bottom-right corner of the screen.

7. On the Edit Lesson screen, tap Save in the upper-right corner of the screen.



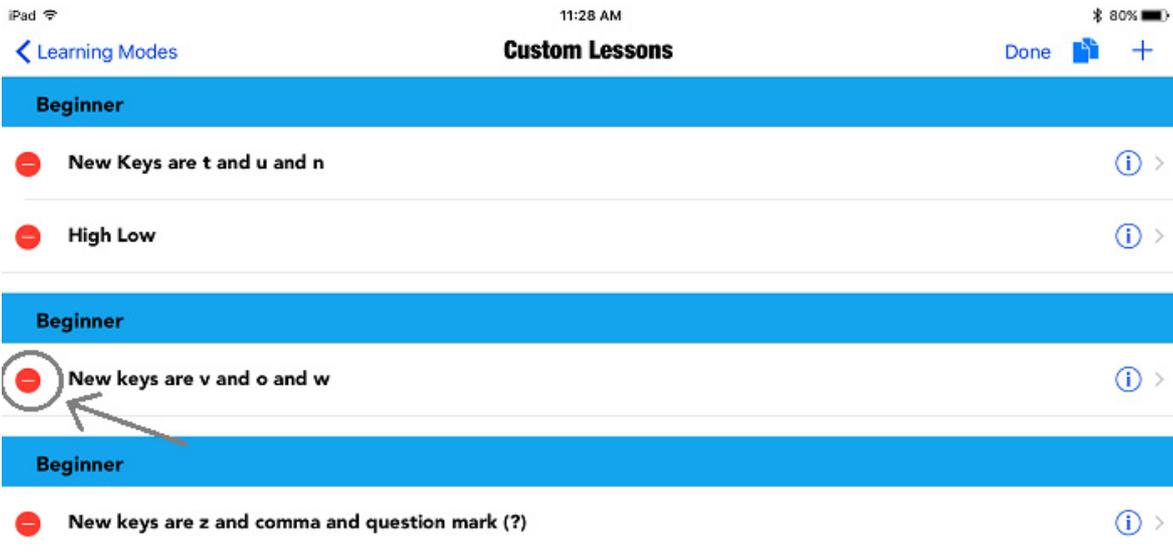
Delete a Lesson

If you find you have too many lessons or duplicate lessons, you can delete them from the Custom Lessons page.

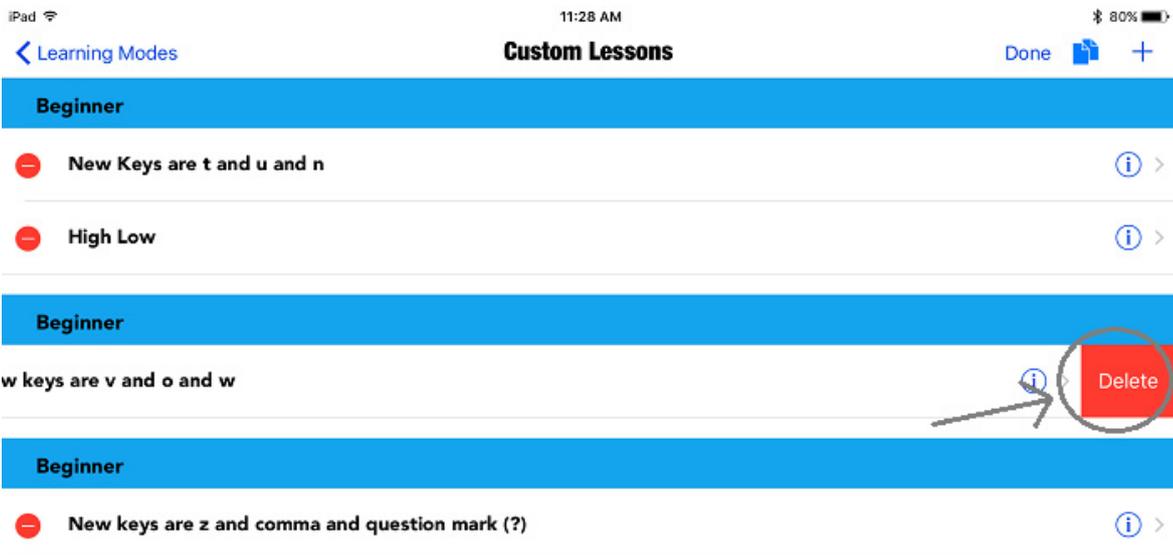
1. Tap the Lessons & Drills button on the Home screen.
2. Tap the Custom Lessons button on the Learning Modes screen.
3. On the Custom Lessons screen, tap the word Edit in the upper right-hand corner of the screen.
4. Select the lesson you want to delete by tapping the red circle with the white horizontal line icon



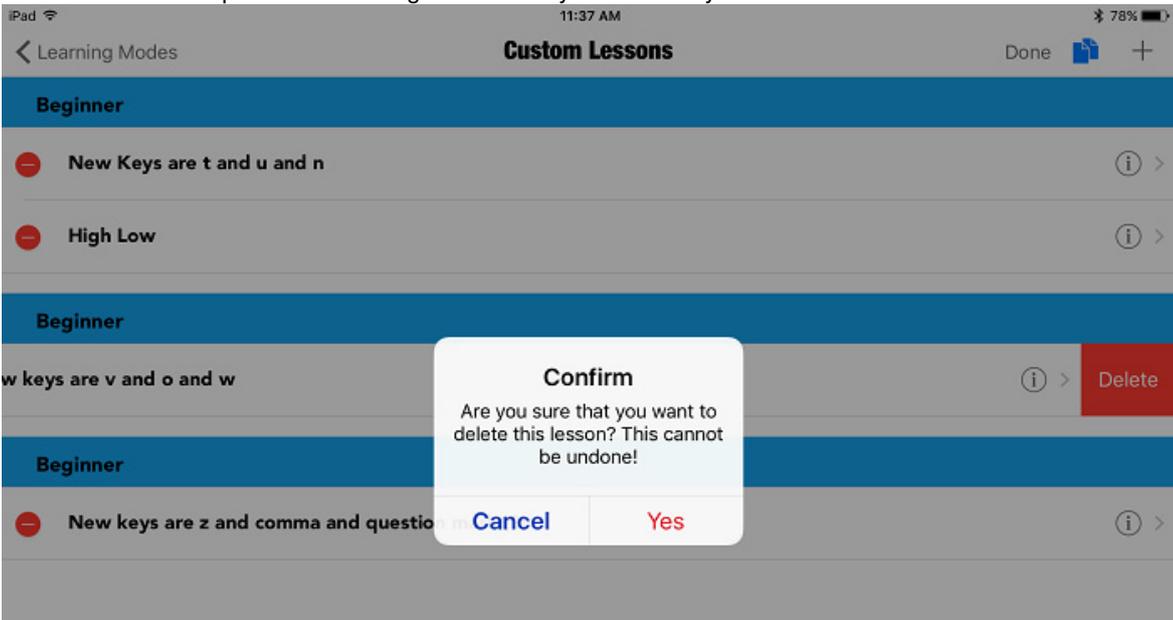
next to the name of the lesson.



A red Delete buttons opens on the right side of the screen.
 5. Select the red Delete button.



A confirmation box opens. The message reads: Are you sure that you want to delete this lesson? This cannot be undone!



6. Select Yes to delete the lesson or Cancel.

7. Tap Done in the upper right-hand corner of the screen.

Student

About Student Logins

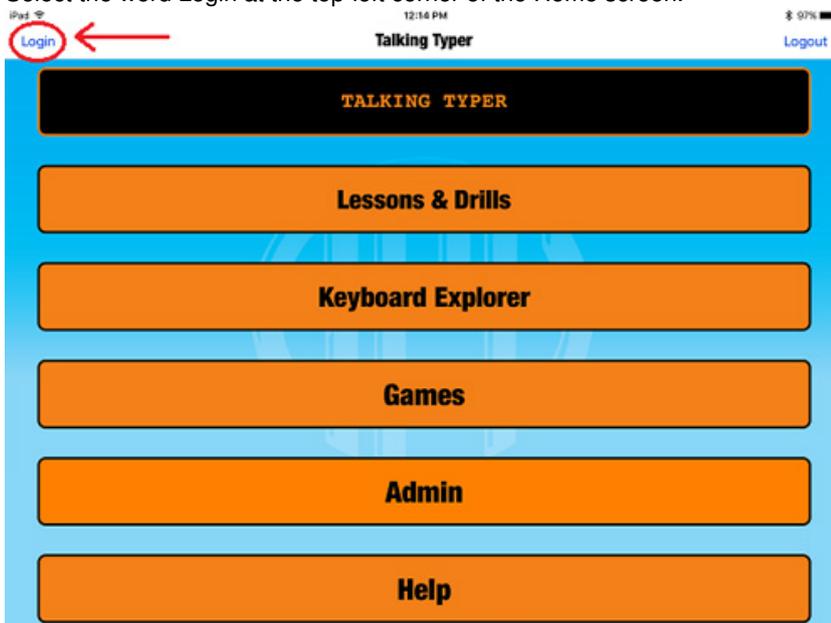
A student account is not required to start using Talking Typer right away. However, student accounts allow administrators and students to follow the history and progress of the individual student. An administrator can create a User Name and Password (optional) for the student that allows access only to the individual student's information. See [Create Student Account](#) for more information. This account is linked to the administrator, allowing administrators to assign the student to a group or particular lessons.

Students can login and work on the lessons assigned to them. Students are not able to access the information of another student through the use of logins.

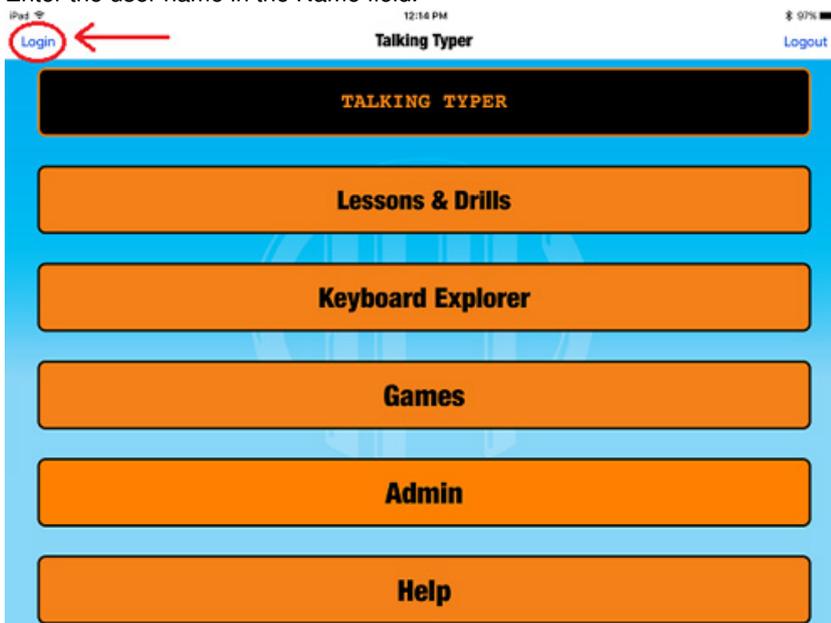
Login to a Student Account

Logins allow students to access information about their individual progress and assignments. It also allows administrators to keep track of individual progress. If a student is not logged in when completing the drills, the results are not saved to the student's account.

1. Select the word Login at the top-left corner of the Home screen.



2. Enter the user name in the Name field.



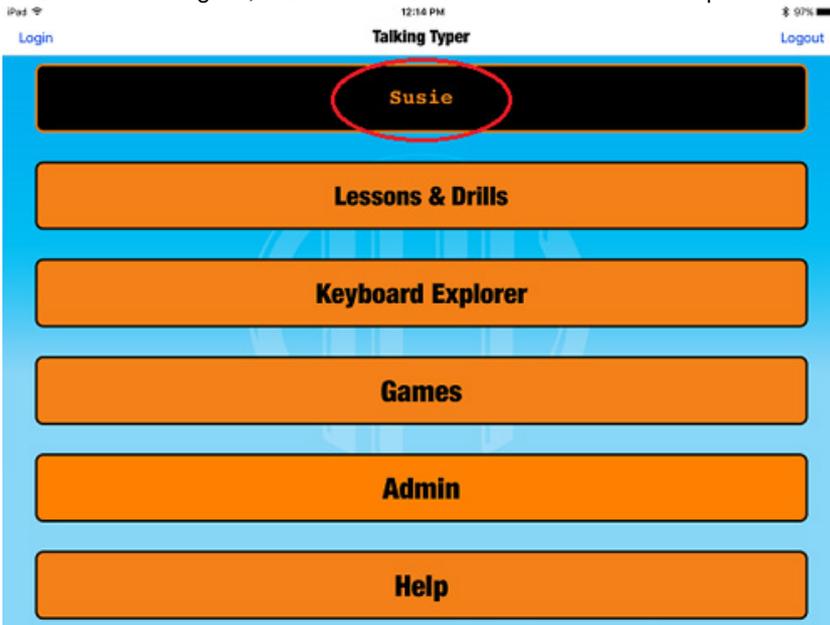
3. Enter the password in the Password field.

Note: Passwords are optional. They are not required for students to have an account that is tied to an administrator.

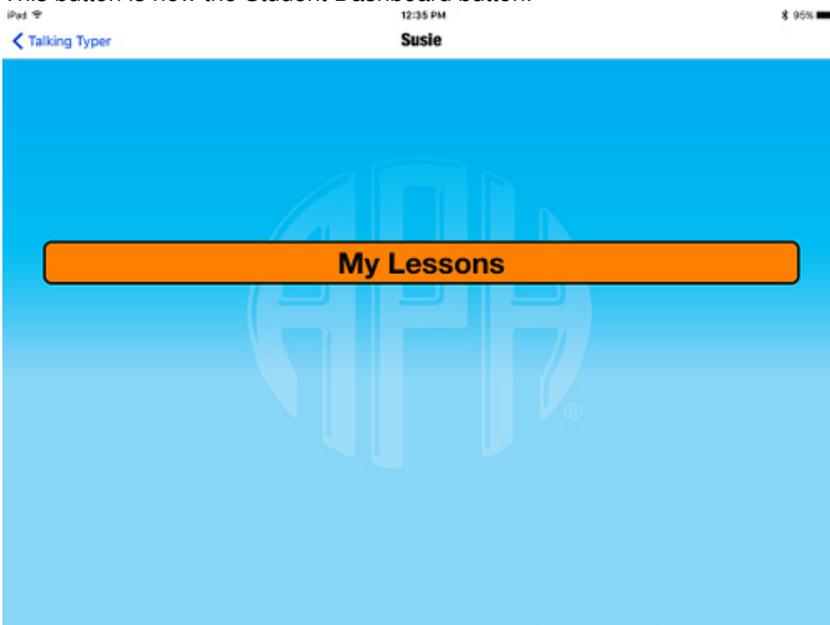
4. Select the blue Submit button or Cancel.

5. Tap "OK" in popup window.

When a student logs in, it is indicated on the Home screen. The top button changes from "Talking Typer" to the student's name.



This button is now the Student Dashboard button.



Students can view and start the lessons assigned to them there.

Home keys for the left hand >

Home keys for the right hand >

Capitals and the Period Key >

About Keyboard Explorer

Keyboard Explorer is a place to just begin typing and exploring the keys on the keyboard. There are no set directions or timed lessons. Keyboard Explorer displays one letter or character at a time. It is intended to get students oriented to where keys are located on the keyboard.

1. Select the Keyboard Explorer button on the Home screen.
2. Start typing.
3. To exit, press the Back button (<) in the upper-left corner of the screen.

Keyboard Exploration. Just start typing!

S

About Practice Drills

Practice drills allow students to work on particular keyboard activities prior to starting a lesson or between lessons to improve problem areas.

Like lessons, practice drills are divided into two skill levels: Beginner and Advanced. The drills correspond with the Default Lessons. For example, the practice drill "Home keys for the left hand" correspond with the lesson for that same exercise.

Take a Practice Drill

Practice drills provide audio feedback when a wrong key is pushed and a score at the end of the drill, but are not recorded in the student information. In this way, students can practice and receive feedback without it counting either way.

When you have completed a practice drill, you may elect to retake the drill, try a different one, or continue on to an exercise.

Instructions for the drills are included below the drill or can be heard by tapping the blue Instructions button at the top-left of the screen.

1. Tap the Lessons & Drills button on the Home screen.
2. Tap the Practice Drills button on the Learning Modes screen.
3. Select a drill from one of the two skill levels: Beginner or Advanced.
4. Tap the green Start button (top-right corner) to begin.
5. Type the character(s), word(s), or phrase(s) indicated.
6. Press the Space Bar to go to the next character, word, or phrase.
7. Continue typing until a score is generated. <http://tech.aph.org/ttios/image/PLScore1.jpg>(screenshot of the Your Score pop-up window with words per minute, time, accuracy, and errors).

Alternatively, you can quit the practice drill at any time by tapping the red Quit button (top-left corner). This action returns you to the Practice Lessons screen.

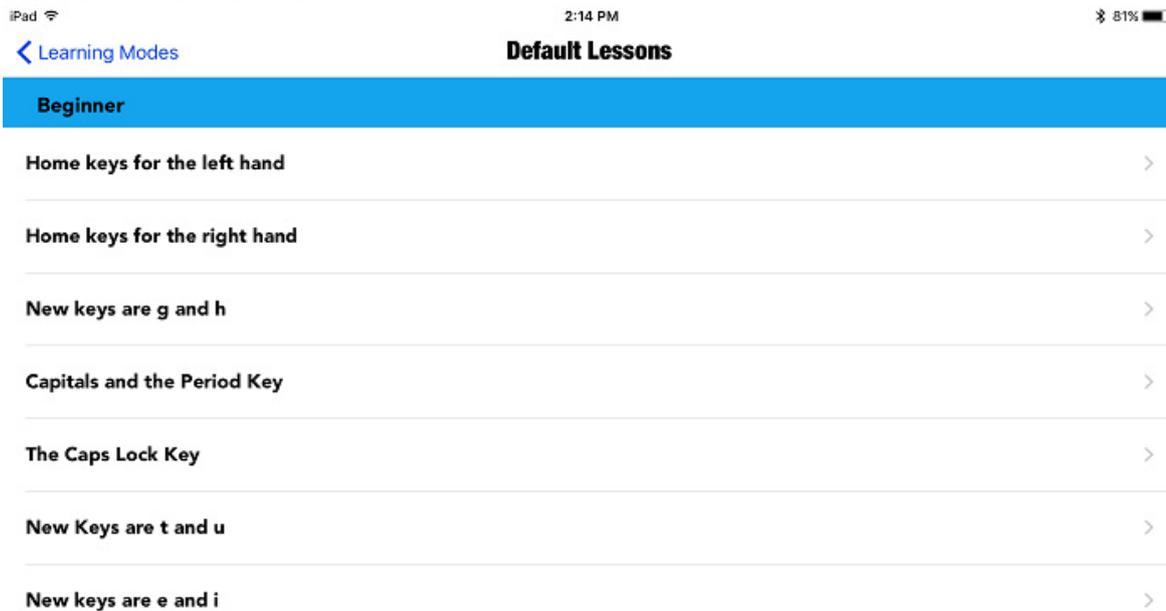
Take a Lesson

Lessons differ from Practice Drills in that results are saved to the student information for the teacher to assess, when the student is logged in. The results are displayed at the end of the lesson and can be reviewed later from the Edit Student screen.

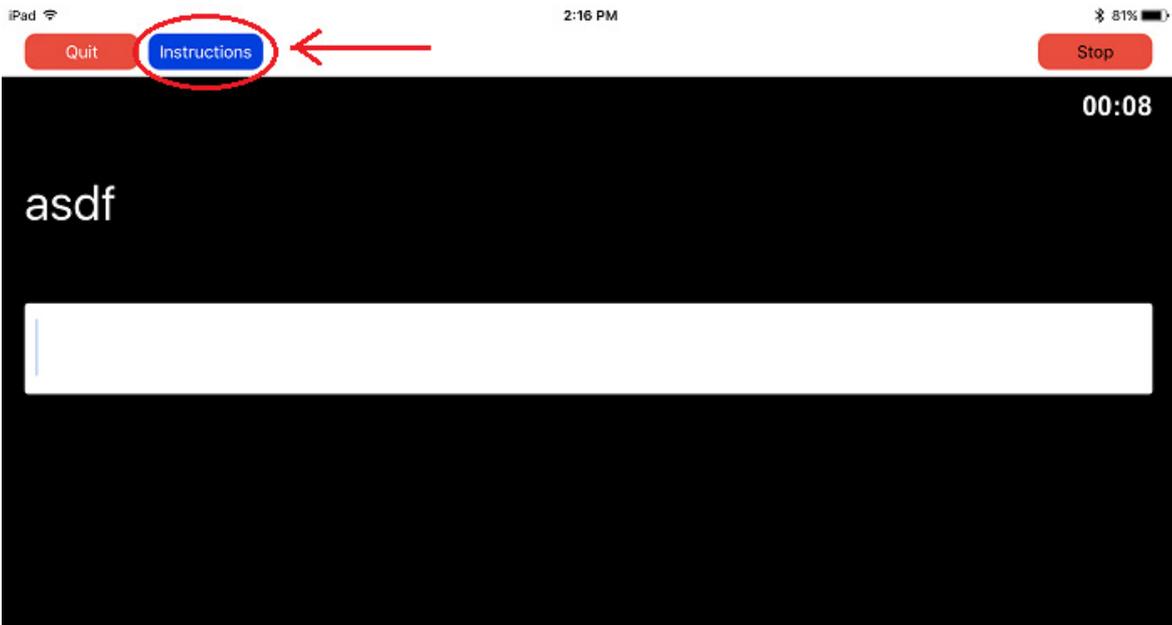
There are two ways to start a lesson: through the Learning Modes screen or through the Student Dashboard.

Take a lesson through the Learning Modes screen:

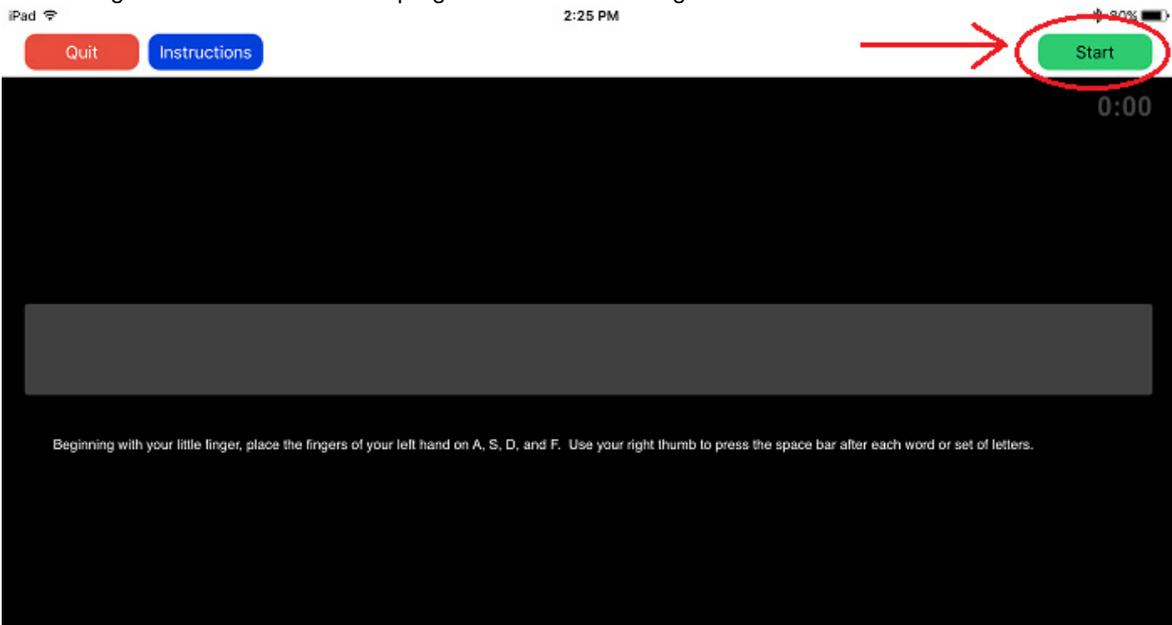
1. Tap the Lessons & Drills button on the Home screen.
2. Tap either the Default Lessons or Custom Lessons button on the Learning Modes screen.
3. Select a lesson from the list.



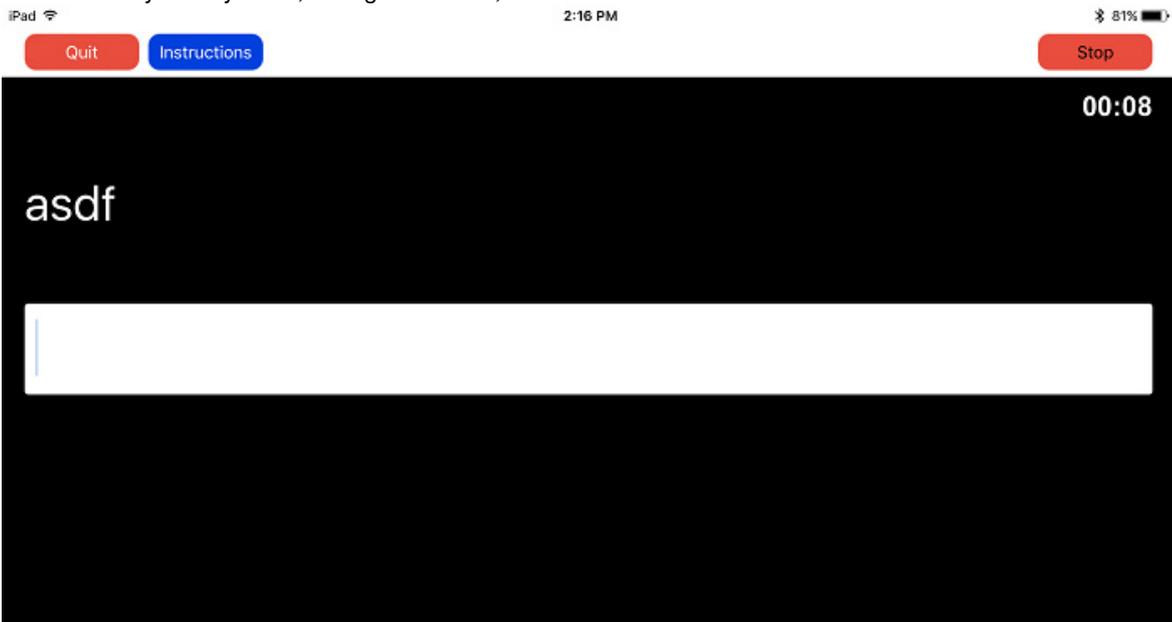
4. Instructions are displayed on the screen as well as spoken. Press tab to exit the instructions or the blue Instructions button at the top-left of the screen to repeat them.



5. Press the green Start button at the top-right of the screen to begin the lesson.



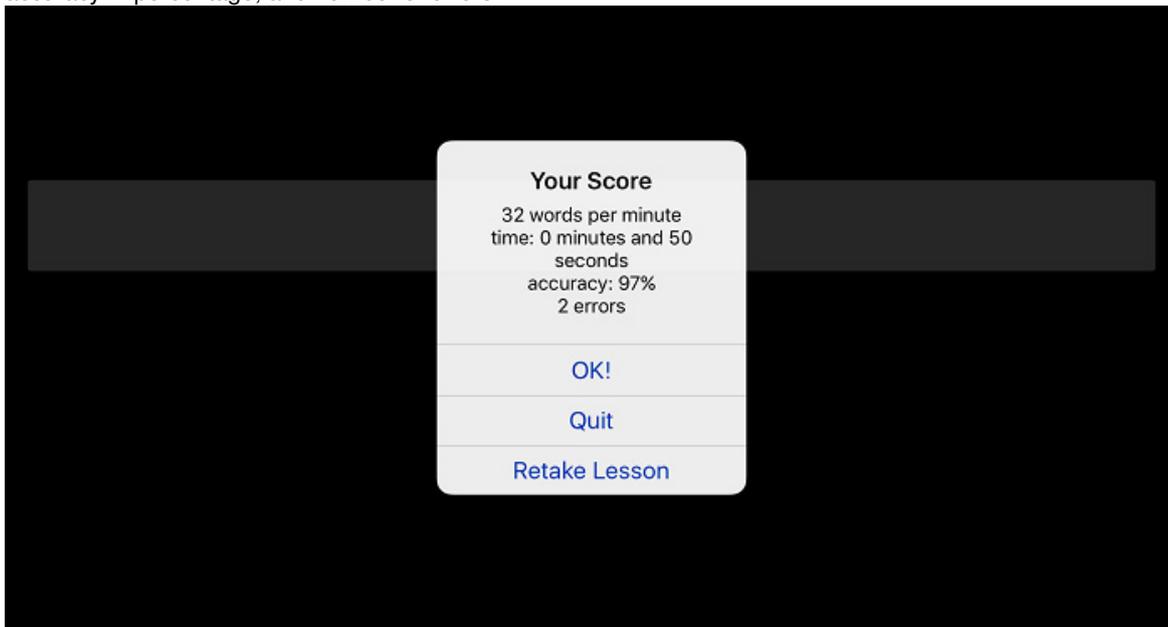
6. Type the character, word, or phrase indicated in the instructions, followed by the Space bar. Press tab on your keyboard, during the lesson, to hear the current letter.



7. When the lesson begins, the green Start button becomes a red Stop button. Tap the Stop button in the upper-right corner of the

screen to stop the lesson.

The results are automatically displayed in a pop-up window. Results include words per minute, time in minutes and seconds, accuracy in percentage, and number of errors.

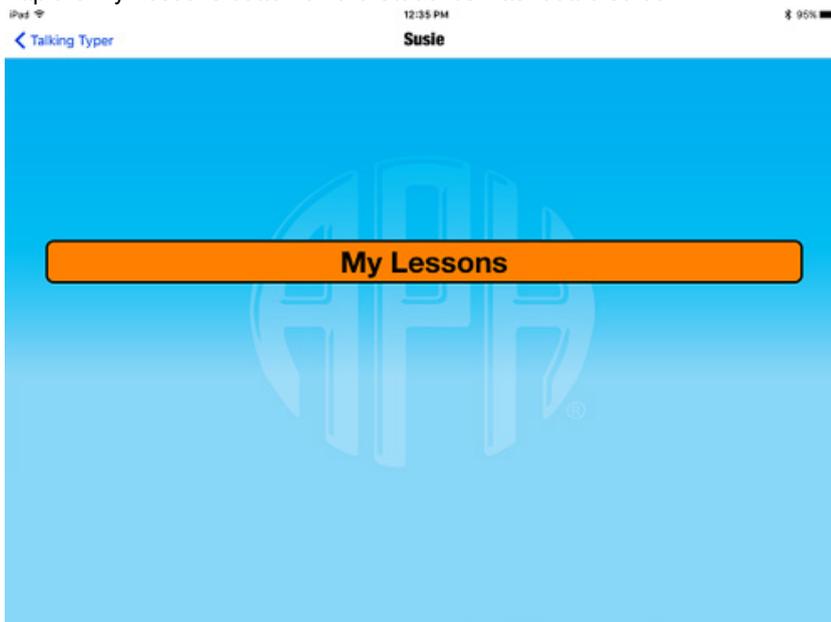


8. Tap OK!.

9. Tap the back symbol (<) in the upper-left corner to go back to the Lessons list.

Take a lesson through the Student Dashboard:

1. If not already logged in, tap Login on the Home screen and login. See [Login to a Student Account](#) for more information.
2. If logged in, tap the student Dashboard button on the Home screen.
3. Tap the My Lessons button on the Student's Dashboard screen.



4. Select one of the assigned lessons by tapping the name of the lesson.

Home keys for the left hand >

Home keys for the right hand >

Capitals and the Period Key >

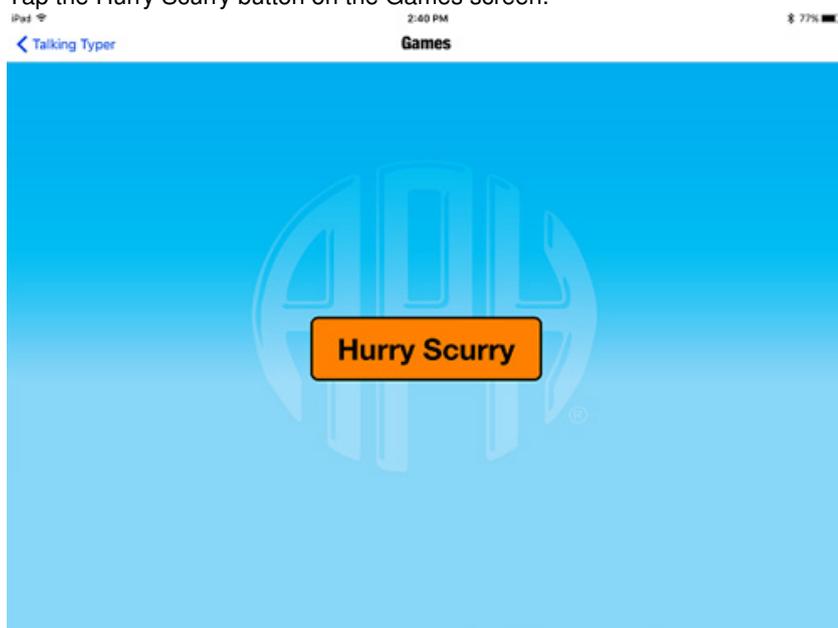
5. Take lesson.

Play Hurry Scurry

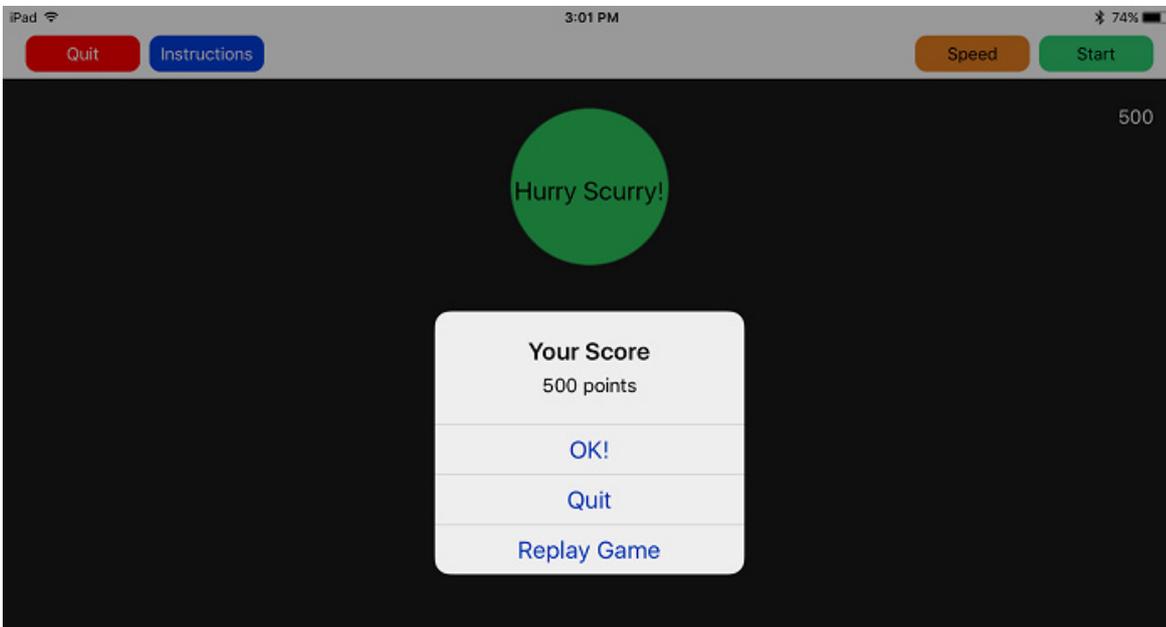
Hurry Scurry is a fast paced, fun game that is useful for improving accuracy and speed. Race to type the characters before the green dropping ball hits the ground and turns red.

The speed of the dropping ball can be adjusted by tapping Adjust Speed in the upper-right corner of the screen. Slide the button to the right to make it go faster and to the left to slow it down. Press Done when finished. The default speed is as set at 2 on a scale of 1-10.

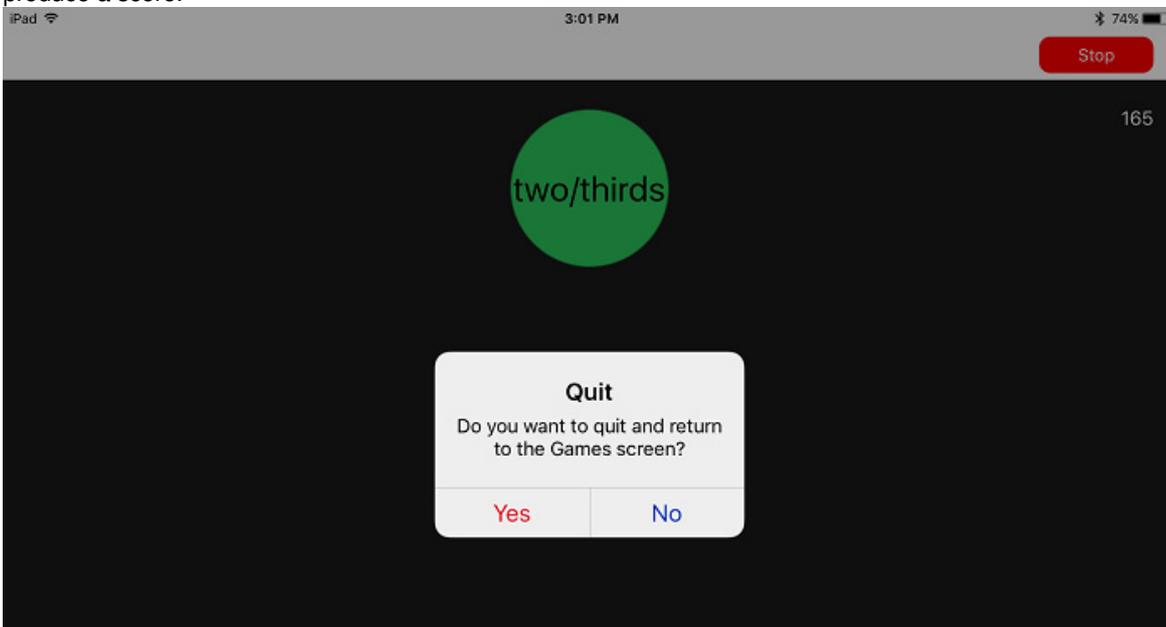
1. Tap the Games button on the Home screen.
2. Tap the Hurry Scurry button on the Games screen.



3. To listen to the instructions, press the blue Instructions button at the top-left of the screen.
4. To adjust the speed, press the orange Speed button at the top-right of the screen. A Hurry Scurry Speed Adjuster popup window opens. Slide the slider button to the number of your choice. The higher the number, the faster the speed. The default is 2. Press Done when finished adjusting the speed.
5. Tap the green Start button in the top-right corner to begin the game. The letters to be typed are spoken.
6. Type the letters before the ball hits the floor. Points are awarded for each correct letter typed.
Note: Continue typing even when the ball hits the floor. Points are subtracted for every second that the ball is on the floor. The next word does not appear until all the letters are typed correctly. Press Tab on your keyboard to hear the next letter.
7. Pressing the red Stop button stops the game and produces your score.



Another way to stop the game is by pressing the Escape (ESC) key on your keyboard twice. This quits the game, but does not produce a score.



Files

Administrator.jpg	57.8 KB	01/05/2017	dsnow
Administrator1.jpg	63.5 KB	01/05/2017	dsnow
Administrator2.jpg	62.1 KB	01/05/2017	dsnow
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