



Talking Fingers Online - User Manual

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Getting Started

You must create an account on www.talkingfingers.com/store/ in order to access the program. This is done when you make a purchase of one or more licenses for a product. Once your account is created, you must log on to the site to set up, administer, or use the program at TalkingFingers.com/online.

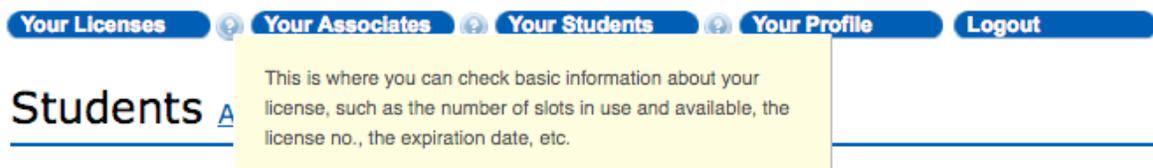
Creating an account

When you place an order on www.talkingfingers.com/store/, your adult associate account is created. Log in to set up your student(s) using the same username and password you entered when you created your account. The user name cannot be changed, but you can change the password whenever you choose. Talking Fingers will not distribute, sell, or otherwise use your information other than to identify you within our system.

NOTE: The username you create must be unique. If it is already in the system, you will see an error message and be prompted to create a different name.

Using the Talking Fingers online site

Once you create an associate account and log in, you will have access to the online sections of the site. The important sections are linked as shown from every page on TalkingFingers.com/online once you log in.



- Your Licenses - a page listing your Talking Fingers Online licenses
- Your Associates - a page listing the associates you have added to the system (for school license administrators)
- Your Students - a page listing all of your active students
- Your Profile - a page to edit your profile (or the profile of the associate you are currently acting as)
- Logout - a page to log out of the Talking Fingers Online program. Note that this logs you out completely, even if you are acting on behalf of one of your associates

Helpful information

Wherever you see the **?** help icon you can hover over it for information to clarify the item on its left, as appears above.

NOTE: As an associate you can also view associates you have created.

Logging In

To log in, go to TalkingFingers.com/online and enter the username and password you selected when registering, or the username and password provided to you by the associate who created your account. You can manage your account and your students, as well as the accounts and students of any associates you choose to add (see Administrator Guide).

ORDER NOW!

Read, Write & Type Learning System

Wordy Qwerty

K-4 Reading Bundle

JingleSpells

About Talking Fingers

Product Videos

News & Reviews

Contact Us

Authorized Resellers

Register Your Product

Resources/Updates

FAQ

Order Now

Site Map

Home



Welcome!

This web page is where parents and educators will log in to set up user names and passwords for their kids and to check on student progress. It's also where kids will log in and play the online edition of **Read, Write & Type** (and, soon, **Wordy Qwerty**). So, you might want to bookmark this important destination. Once you've set up your kids with user names and passwords, log out and they can log in!

For help in setting up your online account, Please see the [User Guide](#) at the bottom of this page.

Username

Password

log me in!

Log in with a [registered](#) account and password. If you have forgotten your login, please contact your instructor in order to get your details or to get your [password reset](#).

NOTE: Not all cookies are bad. In order to track where your child is in Read, Write & Type, the program must put a cookie on your computer. This cookie identifies you after you log in and ensures that your child can return to the same place when he or she logs back in. The cookies set by Read, Write, & Type do not contain any private information and will be automatically deleted when you close your browser. If you have disabled cookies in your browser, please go to the preferences menu and enable cookies for sites you are navigating before you log in.

[Home](#) | [Privacy Policy](#) | [Customer Service](#) | [Frequently Asked Questions](#) | [User Manual](#) | [Order Now](#)

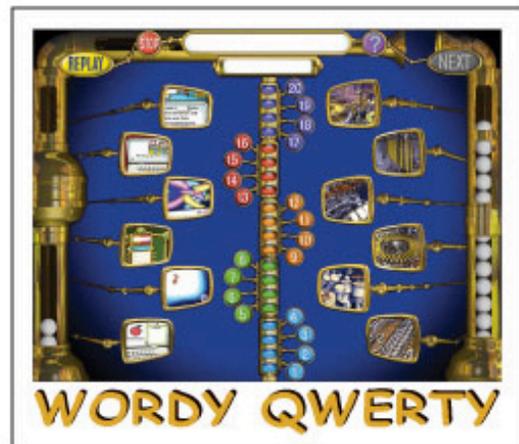
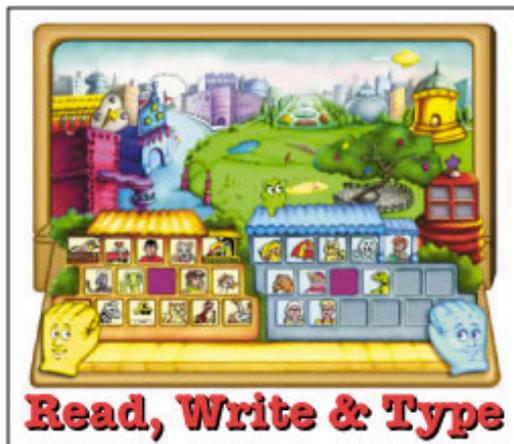


Logging in as a student

To log in as a student, go to TalkingFingers.com/online and enter the username and password provided by the parent or educator who created the account. Logging in as a student is exactly the same as logging in as a parent or educator, but a student will be taken into the program to begin playing. If a student has license slots for both Read, Write & Type and Wordy Qwerty, that student will be taken to a page from which she/he can choose which program to play.

NOTE: To bypass the theme song or introduction to a program, press the spacebar.

Hello Simon Titone



[Logout](#)

[Home](#) | [Privacy Policy](#) | [Customer Service](#) | [Frequently Asked Questions](#) | [User Manual](#) | [Order Now](#)

NOTE: Once you create a student, you must log out and then log in as the student in order to use the program.

Next steps

See the sections on creating students and tracking student progress for details on how to get started with allowing your students to use the Talking Fingers Online program

NOTE: School license administrators, see the Administrator Guide on creating associates and importing data before you create students.

Managing Licenses

You must purchase one or more licenses before you can use the program, then delegate user license slots either directly to students, or to adult associates who can then delegate them to students they manage.

Purchasing licenses

You can purchase licenses from the Talking Fingers online store at www.talkingfingers.com/store. Educational/school licenses will have a duration of 1, 2, or 3 years, as determined by the purchaser. The start and end date of a license is set on the day the purchase is confirmed. A license contains a given number of user license slots; each user license slot allows one student to use the program.



Home
Read, Write & Type Learning System
Wordy Qwerty
K - 4 Reading Bundle
JingleSpells
About Talking Fingers
Production Videos
News and Reviews
Contact Us
Authorized Resellers
Register Your Product
Resources / Updates
FAQ

Home Online Products

Read, Write & Type

Product	Price	
Read, Write & Type - Online Edition - 1 user	\$35.00	Add to cart
Read, Write & Type - Online Edition - 2 users	\$55.00	Add to cart
Read, Write & Type - Online Edition - 3 users	\$70.00	Add to cart
Read, Write & Type - Online Edition - 4 users	\$85.00	Add to cart
Read, Write & Type - Online Edition - 5 users	\$100.00	Add to cart

Viewing your licenses

Once you have an account and log in, you will see the License page with the status of your licenses displayed. This page opens by default when you log in. You can also view this page from anywhere on the web site, while you are logged in, by clicking on the Your Licenses button.

When you have purchased one or more licenses, the available licenses will be listed on the Your Licenses page. The listing is color-coded to show the status of your licenses.

Your Licenses [Buy online.](#)

You have 3 license slots in use and 8 available to assign. [Delegate](#) user license slots. 

License	Usage/Slots	Purchased On	Purchased By	Active	Used
WQ TALKING-091210-125646-59-121	0/1	10 Dec 09	Site Manager	10 Dec 09 to 10 Dec 10	6 time(s) including now
WQ TALKING-100119-114258-57-121	2/5	19 Jan 10	Site Manager	19 Jan 10 to 19 Jan 11	3 time(s) including now
RWT TALKING-100122-142308-97-121	1/5	22 Jan 10	Site Manager	22 Jan 10 to 22 Jan 11	1 time(s) including now

Legend: Active Active - In Use Expired Expires soon

The license listing shows the following information:

- The license type and ID - This uniquely identifies the license to Talking Fingers and as either a *Read, Write & Type* (RWT) license or a *Wordy Qwerty* (WQ) license.
- The number of user license slots in use and the total number available. A license slot is only used by a student; license slots delegated to one or more of your associates will not be included in these totals, only those managed directly by you and delegated to students. Once license slots are delegated to another associate, they are removed from your total on the Your License page.
- The date the license was purchased.
- The user who purchased the license. For licenses added manually by Talking Fingers, this will be Site Manager. This will be either your own account or that of an administrator.

Managing licenses for both *Read, Write & Type* AND *Wordy Qwerty*

When a customer with either a *Read, Write & Type* (RWT) or *Wordy Qwerty* (WQ) license purchases a license for the other program, the system will show an alert with a link that enables the customer to automatically assign user slots in the new program license to all his or her active students. The choices are as follows:

1. Click the link - Our system will update all active students assigned directly to that customer/associate to receive user slots in the new program license.
2. Don't click the link - The customer or associate will edit active student profiles to manually select those who will receive user slots in the new program license. They can also create new students and manually grant them available user slots in either program license. (see Managing Students section)

Managing Students

You must create students, either manually or by importing them from a text file, before they can use the program. Once you create a student, simply log out of TalkingFingers.com/online and the student can log in with their username and password.

IMPORTANT NOTE: School license administrators, please read the Administrator Guide on creating associates and importing data before you create or import your students.

Creating students

You must add information about your students as part of setting up the program. There are two ways to add students; either manually add each student using the page shown here, or import a list of students from a CSV file. Home users with only one to five license slots will find it easiest to manually add your students. The import method provides a way for school license administrators to manage large numbers of students, and won't normally be used by parents.

Once you have added students, the Students page shows a list of all your students and the students of associates you have created. You can click on Show Only Your Students to stop listing the students of your associates.

Adding students manually

To manually add a student, click on the Add link on the Students page. This opens the page to enter student data. The only required fields are the first name, last name, username, and password. The address and phone settings, not shown here, are also available for each student.

Add Student Profile

Profile

Required fields: *

First *

Last *

Username *

Password *

Class

Student ID optional

Class optional

Year optional

School optional

NOTE: The username you select must be unique across all associates and students in the system. If it is not, you will see an error message and be prompted to change it. When adding manually, an alternative username will be suggested.

Student settings

The students settings include general settings that determine login times allowed, program settings to determine the pass level, and ESL settings to set language help for ESL students.

General settings

The default settings for **Allowed Login** times (under General Settings) are set to be minimally restrictive. By default students can log in from 1:00 AM to just before midnight every day of the week. **The time zone is for CST unless you have JavaScript enabled.** If you need to restrict student access to specific times of day or days of the week, these defaults can be modified.

NOTE: The program only stores one set of login times, so it is not possible to specify different login times for different days of the week.

Allowed License Types lets you choose the programs to which an individual student has access. If you have purchased licenses to both Read, Write & Type and Wordy Qwerty, we recommend that students complete Read, Write & Type before beginning Wordy Qwerty.

General Settings

The login system will use JavaScript to pass in the time zone of the student's browser. If JavaScript is not enabled, things will default to the server's time zone, which is UTC-8.

Allowed Login From * :

Allowed Login To * :

Allow Login On * Sun Mon Tues Wed Thur Fri Sat

Allowed License Types * WQ RWT

RWT Settings

Pass Level *

ESL Index optional

WQ Settings

Pass Level *

Required fields: *

Program settings

The **Pass Level** setting allows parents and educators to set the Spaceship Challenge assessment games within the Read, Write & Type program at a lower success rate to encourage a child who is struggling - or at a higher rate to challenge a child who requires it. You can also set the Pass Level for the Wordy Qwerty spelling test at the end of each of the 20 lessons.

NOTE: A student who doesn't meet the passing percentage set, will be sent back to repeat the assessment games once, then will be allowed to proceed.

The **ESL Index** (Audio help in Arabic, Farsi, Japanese, Korean, Malay, Mandarin, Portuguese, Spanish and Tagalog - more languages to come) allows parents and educators to choose from the languages offered for students who are learning English as a second language. Once using the program, a child can click on the yellow balloon to hear audio instructions repeated in their native language.

Automatically assigned license slots

Once you have purchased licenses, each time you create a student that student will be automatically assigned a user license slot, if one is available. Click on the Your Students button to view or search for students created by or assigned to you. License slots will be automatically assigned to your active students until you either run out of license slots or all active students have a license slot.

You have **3 RWT license slots in use** and **0 available to assign**.
 You have **2 WQ license slots in use** and **2 available to assign**.

Student	Licenses	Lesson	Phonics	Reading	Spelling	Average
<input type="checkbox"/> Jeannine Heron	RWT, WQ	-	-	-	-	-
<input type="checkbox"/> Test Test	RWT	2 of 10	50%	45%	40%	45%
<input type="checkbox"/> Amanda Titone	RWT, WQ	1 of 10	90%	100%	80%	90%
<input type="checkbox"/> Mathew Titone	RWT, WQ	-	-	-	-	-
<input type="checkbox"/> Modify 4 matching students		<input type="checkbox"/> = No License	<input checked="" type="checkbox"/> = Active License			
Action		4		View Archived Students		
Export CSV		RWT Report		WQ Report		

NOTE: Only your students will have license slots automatically assigned to them. Students of associates below you in the hierarchy will not be included in the automatic assignment, even if they do show up in the listing.

Listing students

The Students page shows a list of your students and students of your associates, along with a brief summary of their progress. (See illustration above)

To narrow the list to only your students, click Show only your students, or choose an option in the "Show students from" drop-down to show only student(s) from the specified class and/or school. You can also enter a name or partial name in the name matching field, or click Show advanced search for more options. The filtering options for the list of active students also apply to exports and reports produced when you click Export CSV or Printable Report. This enables exporting or reporting only the data for a given class or school.

Modify check box *

The Modify check box that is beneath the list of students (see illustration above) will show the total number of your students and, if checked, will perform any chosen Action on the entire list of students, including ones not listed on the current page.

Drop-down Action menu in Your Students screen *

There are several actions that can be performed related to an individual student or specified group of students. Actions are chosen from a drop-down menu at the bottom of the student list on the “Your Students” screen.



Detailed explanations of each action appear on screen as an action is chosen. The explanations are shown below.

Archive Selected students *

Quite often a student won't need to use a license slot for the full duration of your subscription. You can archive students who no longer need access to the program, which will free up any license slot assigned to that student. The student will no longer appear in the list of active students.

To archive students, select the checkboxes next to their names in the list of active students and then select the Archive Selected button from the drop-down menu (see next page).



Archive Student Accounts

Archiving these students will do the following:

- Prevent these students from logging in.
- Release all licenses currently in use by these students.
- Reassign these students to you.

Archive 1 students ?

Confirm [Cancel](#)

After clicking the “Confirm” button (see above), you will see the following pop-up box:



To complete the archive, click the OK button. The selected students will be archived, and you will be redirected to the Archived Students view. You can also access this view by clicking View Archived students on the bottom right of the

archived students list. To return to the active Students view, click the "View Active students" link on the bottom right of the archived students list, or click the Your Students button.

NOTE: When the list is long enough to span several pages, you will need to repeat the archive process on each page.

Reassign Selected students *

School license holders with multiple-user licenses will sometimes want to reassign a student from one adult supervisor/associate to another. To reassign selected students, select the checkboxes next to their names in the list of active students and then select the Reassign Selected button from the drop-down menu. (See screen shot on next page)

[Your Licenses](#) [Your Associates](#) [Your Students](#) [Your Profile](#) [Logout](#)

Reassign Student Accounts

Reassigning these students will do the following:

- Move the student from one associate to another.
- Release any licenses currently in use by these students that belong to their original teacher.
- Assign new licenses to these students from their new teacher, if unused license slots are available.

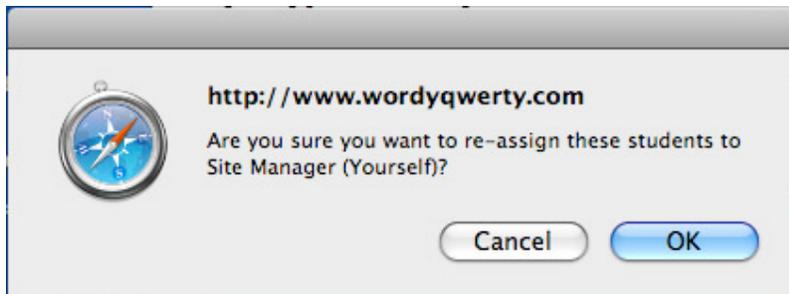
Reassign 2 students ?

	Associate	School	Username
<input type="radio"/>	Site Manager (Yourself)	Talking Fingers	talkingfingers
<input type="radio"/>	VICKI HUNTER (Acting As)	JEFFERSON	VHUNTER
<input type="radio"/>	Ruth Hawkins (Superior)	-	
<input type="radio"/>	Ruth Hawkins	Jefferson/Summit	rhawkin1
<input type="radio"/>	Site Manager	Talking Fingers	talkingfingers

Confirm

[Cancel](#)

Select the checkbox next to the name of the Associate to whom the students will be reassigned, then click the Confirm button. After clicking the "Confirm" button, you will see the following pop-up box:



To complete the Reassign Selected action, click the OK button.

Grant License(s) to Selected students *

School associates will use this action to delegate license slots to groups of active students.

[Your Licenses](#) [Your Associates](#) [Your Students](#) [Your Profile](#) [Logout](#)

Grant License Access To Student Accounts

Granting these students access to specific license types will do the following:

- Check the associated *Allowed License Types* checkboxes for these students.
- If the student **does not** currently have access to a license slot, and one is available to their teacher, a license slot will be assigned to the student.
- Other license types the student may already have access to will **not** be changed.
- If a student is allowed access to another license type, but does not currently have access to a license slot, one will be assigned if the student's teacher has a free slot of the correct type.

Grant license access to 1 students ?

Select the license types you **WANT** these students to have access to.

RWT

[Cancel](#)

Revoke License(s) to Selected students *

School associates will use this action to revoke license slots before archiving groups of students.

[Your Licenses](#) [Your Associates](#) [Your Students](#) [Your Profile](#) [Logout](#)

Revoke License Access From Student Accounts

Revoking these students access to specific license types will do the following:

- Uncheck the associated *Allowed License Types* checkboxes for these students.
- Release any licenses of the specified type(s) that the student is currently using.

Revoke license access from 1 students ?

Select the license types you **DO NOT WANT** these students to have access to.

RWT

[Cancel](#)

Drop-down menu in Archived Students screen *

At any time, you can view your list of archived students by clicking on the link at the bottom of your student list. From within the Archived Students screen, a drop-down menu allows two actions: Reactivate Selected students or Delete Selected students (see illustration on next page).

Student	Lesson	Phonics	Reading	Spelling	Average
<input checked="" type="checkbox"/> Andrew Demasay	1 of 10	-	-	-	-
<input checked="" type="checkbox"/> Joseph Olmer	-	-	-	-	-
<input checked="" type="checkbox"/> Avery Dye	-	-	-	-	-
<input type="checkbox"/> Modify 3 matching students		<input type="checkbox"/> = No License	<input checked="" type="checkbox"/> = Active License		

Action
 Reactivate Selected
 Delete Selected

[View Active Students](#)

Reactivate Selected students *

As stated, this action allows associates to reactivate one or more students who have been archived. Reactivated students will NOT be automatically assigned available license slots. Licenses are delegated to reactivated students from the drop-down action menu in the Active Students screen.

Delete Selected students *

Student accounts can only be deleted from the system from within the Archived Students screen. Once deleted, all information associated with the student(s) is erased from the system and can not be recovered. To delete students, select the checkboxes next to their names in the list of archived students and then select the Delete Selected button from the drop-down menu.



Delete Student Accounts

Deleting these students will do the following:

- Remove these accounts **COMPLETELY** from the database.
- Allow re-use of these students' usernames.

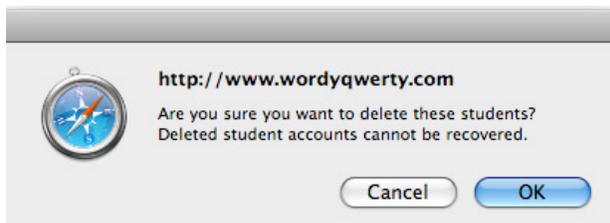
Once deleted these student accounts **CANNOT** be recovered.

Delete 1 students ?

Confirm

[Cancel](#)

After clicking the "Confirm" button (see above), you will see the following pop-up box:



To complete the Delete Selected action, click the OK button.

Tracking Student Progress

You can view and edit student details and track student progress by clicking on the Your Students button from any page.

Viewing student progress *

From the Your Students page, click the name of a student to view a page showing a summary of the student's info and progress in the programs. To change any of the displayed student's profile information, click on the Edit link next to the Student Profile heading.

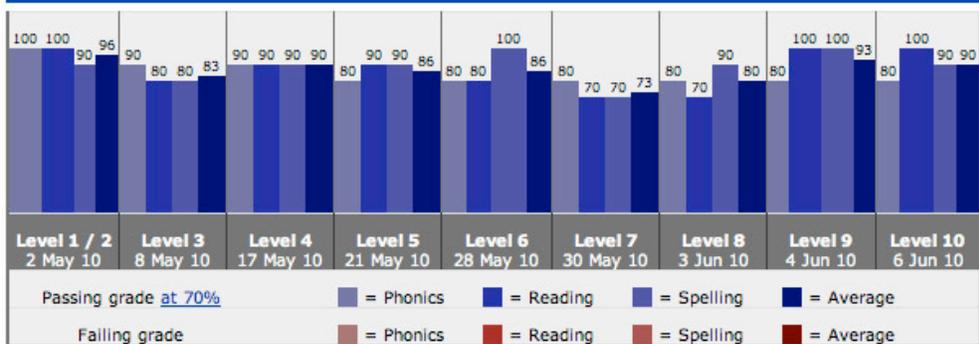
[Your Licenses](#)
[Your Associates](#)
[Your Students](#)
[Your Profile](#)
[Logout](#)

Student Profile [Edit](#)

Profile	Class
Full Name	ID
Username	Yobi
Password	Class
	School

[« List All Students](#)

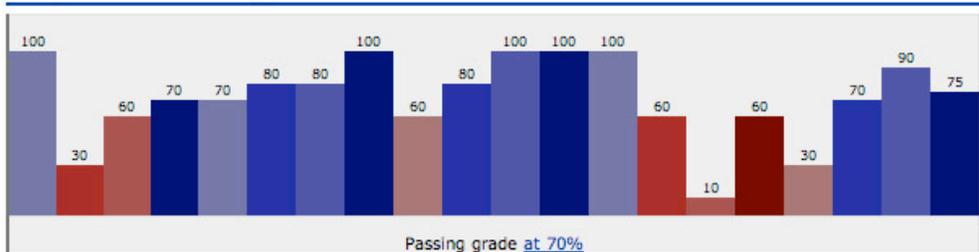
RWT Lesson Progress



Completed all lessons.

[Show lesson settings](#) [Printable Report](#)

WQ Lesson Progress



Completed all lessons. Average Score: 71.25%

[Show lesson settings](#) [Printable Report](#)

The student progress chart summarizes the levels completed, the scores achieved on the tracked parameters (phonemic awareness, reading comprehension and spelling in Read, Write & Type, and spelling in Wordy Qwerty) and the average score. Grades that fall below the (customizable) passing level are shown in red, and passing grades in blue.

NOTE: It is not possible to edit the student's progress. That information can only be changed through the student logging in and using the program.

To keep a record of student improvement, print frequent Progress Reports. Reports are populated with the student's most current assessment scores.

Read, Write & Type will automatically take a student who scores below the chosen Pass Level back to activities in which that student needs more practice, and then take them back to the assessment. Printing "before" and "after" progress reports will allow a child to see how he/she is improving.

In Wordy Qwerty, a student who scores poorly in any of the spelling tests that occur at the end of each lesson can repeat the activities and take the test again by clicking the Spell It button during Replay mode.

Viewing Reports

Click on one of the report links (WQ Report or RWT Report on bottom right of the Students page) to see a report displaying student progress in some detail. The report shows bars that provide a visual indication of each student's result for each tracked score (phonemic awareness, reading comprehension and spelling, in Read, Write & Type; spelling, in Wordy Qwerty) and overall average.

Talking Fingers – Students Report

Phonics
 School: Sample School
 Teacher: Jodie Bick
 Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eric Bergeson	5	<div style="width: 100%; background-color: green;">100%</div>
Devin Platter	-	-

Reading
 School: Sample School
 Teacher: Jodie Bick
 Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eric Bergeson	5	<div style="width: 100%; background-color: green;">100%</div>
Devin Platter	-	-

Spelling
 School: Sample School
 Teacher: Jodie Bick
 Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eric Bergeson	5	<div style="width: 100%; background-color: green;">100%</div>
Devin Platter	-	-

Average
 School: Sample School
 Teacher: Jodie Bick
 Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eric Bergeson	5	<div style="width: 100%; background-color: green;">100%</div>
Devin Platter	-	-

Summary
 School: Sample School
 Teacher: Jodie Bick
 Date: Monday, February 2nd, 2009

Student	Lesson	Phonics	Reading	Spelling	Average
Eric Bergeson	5	100%	100%	100%	100%
Devin Platter	-	-	-	-	-

NOTE: The printable report is NOT paginated, so you must filter the list to a reasonable size first.

NOTE: Be sure to choose to print the background colors when printing the report in order for it to display correctly. See your browser documentation if you need help with this print setting.

Replaying Lessons & Activities *

Replaying lessons and activities in Read, Write & Type *

Read, Write & Type has been designed in accordance with reading research which suggests that reading instruction should be systematic. For this reason, it is not possible for students to jump ahead in the program. It is possible, however, for students to replay any lessons or activities within lessons that they have already completed.

After logging in and launching the program, click on any place in the city that denotes an activity, then click on the phoneme you want to practice.

Places: Movie Theater (beginning sounds), Video Store (middle sounds), Fair Booth (ending sounds), Park (keyboarding practice), Story Tree (writing to dictation), Power Fountain (typing speed and accuracy), Bonus Blimp (extra practice), E-mail Tower (word processor) and Spaceship (assessment).

Note: Many of the phonemes taught in Read, Write & Type are represented by a single key on the keyboard. Two-letter phonemes and long vowel sounds are displayed above the keyboard.

Note: Choices available in replay depend on the activity chosen. Possible phonemes to practice will be different for the Movie Theater, Video Store and Fairbooth

Replaying lessons and activities in Wordy Qwerty *

To replay an activity in Wordy Qwerty, first choose the yellow REPLAY button at the top left of the home screen.

Next, click on a lesson number from which to replay an activity. As you roll over the numbers, you will see the spelling rule taught in that lesson.

Finally, click on an activity screen. From the bottom up, the activities are: Pattern (spelling rule), Recycler (word families), Pop-a-word (outlaw words), Write Stories (type & spell) and Read Stories (fill in the blank). An additional button called Spell It is also available in the Replay view. This allows students to retake the spelling assessment test for the lesson.

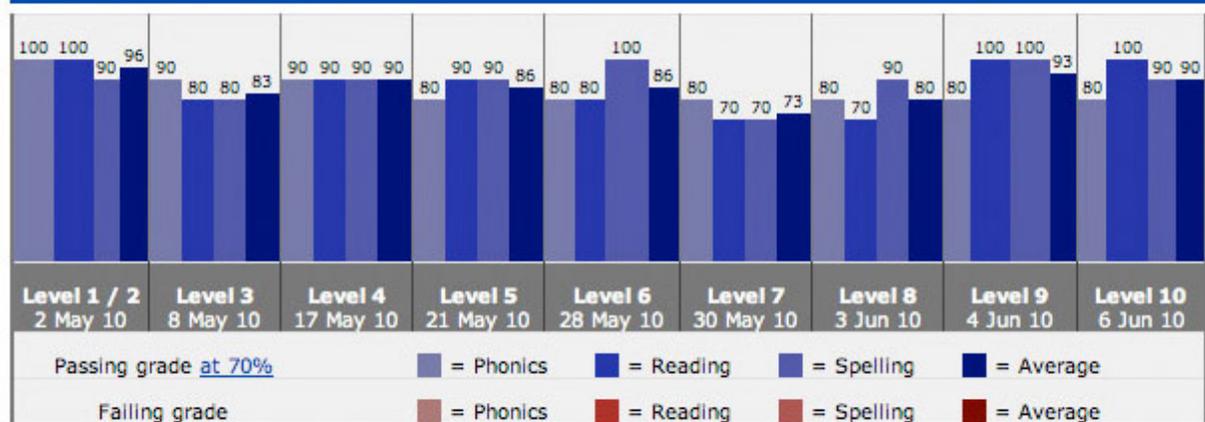
Re-starting Student at beginning or from specific lesson and activity in program *

On occasion, an associate may choose to start a student over from the beginning or somewhere in the middle of the program. Because performing this edit will delete all the student's program scores, it should not be undertaken until after the student has completed the program the first time.

IMPORTANT NOTE: Because students can replay any activity for any lesson that they have already completed in either Read, Write & Type or Wordy Qwerty, we encourage adults to use this feature before starting students over in the program.

To re-start a student, click on the student's name in the list on the Your Students screen. Then click on the "Show lesson settings" link at the bottom right of the Lesson Progress chart.

RWT Lesson Progress



Completed all lessons.

[Show lesson settings](#) [Printable Report](#)

Clicking the "Show lesson settings" link will reveal another screen with two drop-down menus:

RWT Lesson Settings

Please be sure that Eyob Anderson Davidoff is not currently using Read, Write, and Type before making changes to either the Lesson or Activity setting.

Lesson: 1: F

Activity: 1: Start of lesson

Change

Choose the first Lesson and Activity to begin a child at the beginning of the program. Choose any other combinations of lesson and activity to begin a child from a specific place within the program.

- ✓ 1: F
- 2: Short A
- 3: T
- 4: C
- 5: J
- 6: H
- 7: Short I
- 8: S
- 9: K
- 10: TH
- 11: D
- 12: N
- 13: R
- 14: Short E
- 15: Long E
- 16: Long A
- 17: Long I
- 18: SH
- 19: CH
- 20: Short O
- 21: Long O
- 22: L
- 23: P
- 24: Short U
- 25: G
- 26: Long U
- 27: M
- 28: B
- 29: W
- 30: WH
- 31: V
- 32: Q
- 33: Y
- 34: Z
- 35: Short OO
- 36: Long OO
- 37: AW
- 38: OU
- 39: NG
- 40: X

- ✓ 1: Start of lesson
- 2: Introduce phoneme
- 3: Intro phoneme done
- 4: Sound game done
- 5: Phoneme put away
- 6: Typing challenge done
- 7: Type story done
- 8: Lesson done
- 9: Assessment (end of level)

Glossary

Associate - An intermediate adult user between a school administrator and students, for instance a teacher, who can manage a subset of students and user license slots.

CSV - A file format used for importing and exporting data. It stands for "comma separated values", which is a text-only file format. Most spreadsheet programs (Excel, etc.) can open these files and save data in this format via a "Save as..." menu option. CSV files can also be created directly in any text editor.

License - One or more user slots that are added to the system when purchased. A single license can contain multiple slots, and may be managed by different associates and assigned to different students.

User License Slot - A single instance of a license. A user license slot can only be used by a single student, and can only be managed by a single associate at any given time. However, a user license slot can be assigned and re-assigned to different associates and students.

Site Manager - The Talking Fingers account on the system. This account is treated as a manager of all associates to provide a single point of contact for Talking Fingers to address any problems that might arise.

Student - The accounts created to use the programs.

Online program - The online version of the programs. This requires Flash 9 to be installed as a browser plugin on the student's computer.

RWT - The Read, Write, and Type program (both online and standalone editions).

Talking Fingers Online - A sub-site of the Talking Fingers website that provides access to online versions of the programs and an interface for managing student and associate information. <http://www.talkingfingers.com/online/>

Talking Fingers online store - A sub-site of the Talking Fingers website, where Talking Fingers products can be purchased. <http://www.talkingfingers.com/store>

Talking Fingers website - The main Talking Fingers website, where information can be found on Talking Fingers products. <http://www.talkingfingers.com>

WQ - The Wordy Qwerty program (both online and standalone editions).