Talking Fingers Online - User Manual

Table of Contents (New 2012 features & instructions have asterisks)

Getting Started 4

Creating an account 4

Using the Talking Fingers online site 4

Helpful information 4

Logging In 5

Logging in as a student 5

Next steps 6

Managing Licenses 7

Purchasing licenses 7

Viewing your licenses 8

Managing licenses for both Read, Write & Type AND Wordy Qwerty 8

Managing Students 9

Creating students 9

Adding students manually 9

Student settings 10

General settings 10

Program settings 10

Automatically assigned license slots 11

Listing students 11

Modify check box * 11

Drop-down Action menu in Your Students screen * 12

Archive Selected students * 12

Reassign Selected students * 13

Grant License(s) to Selected students * 14

Revoke License(s) to Selected students * 14

Drop-down menu in Archived Students screen * 14

Reactivate Selected students * 15

Delete Selected students * 15

Tracking Student Progress 16

Viewing student progress * 16

Viewing Reports 17

Replaying Lessons & Activities * 18

Replaying lessons and activities in Read, Write & Type * 18

Replaying lessons and activities in Wordy Qwerty * 18

Re-starting Student at beginning or from specific lesson and activity in program * 19

Glossary 21

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.

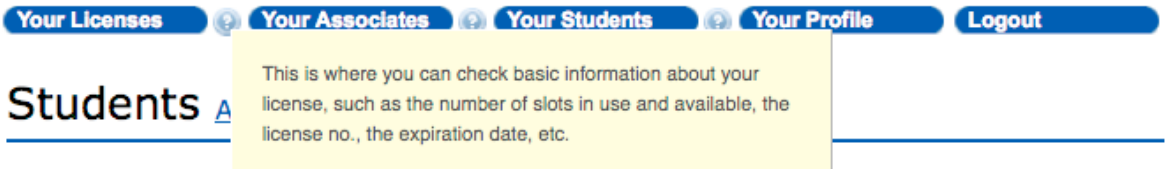
Creating an account

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

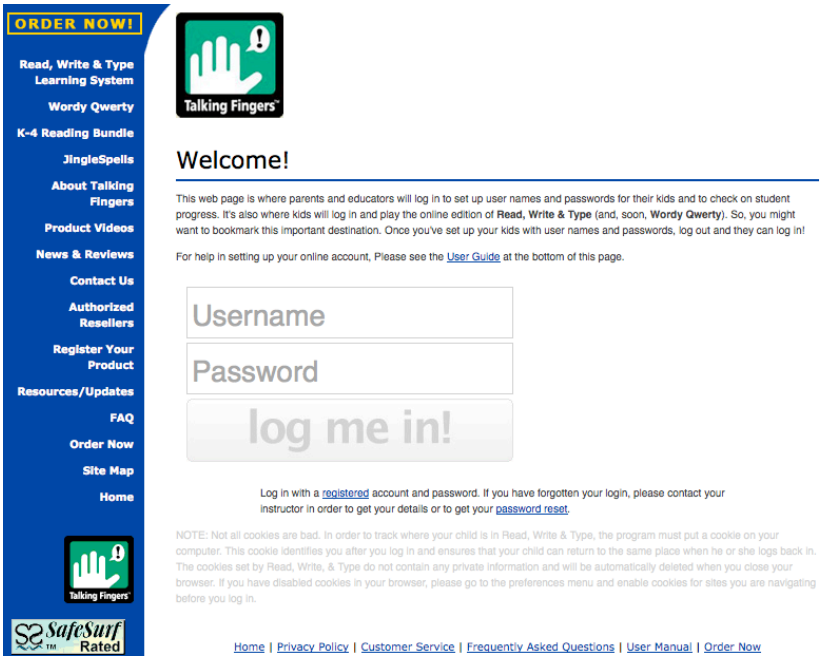
Helpful information

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).



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.

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.

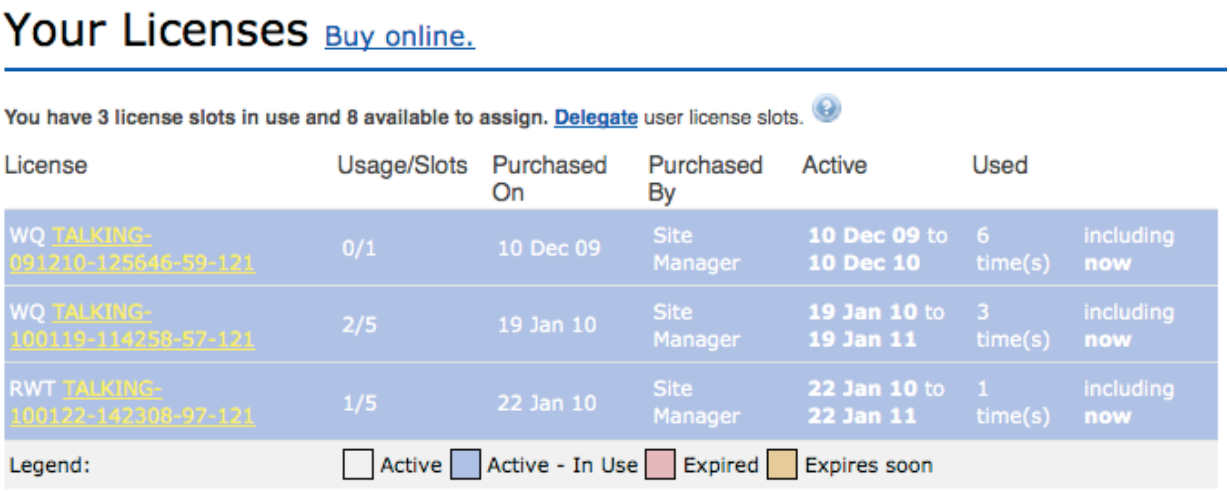
Purchasing licenses

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.

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.

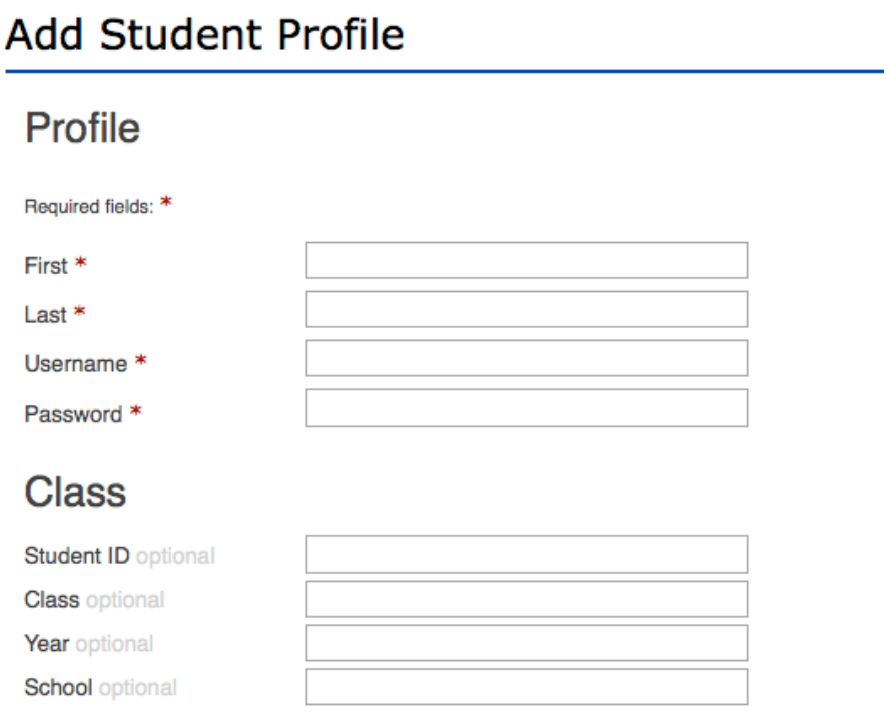
Creating students

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.



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

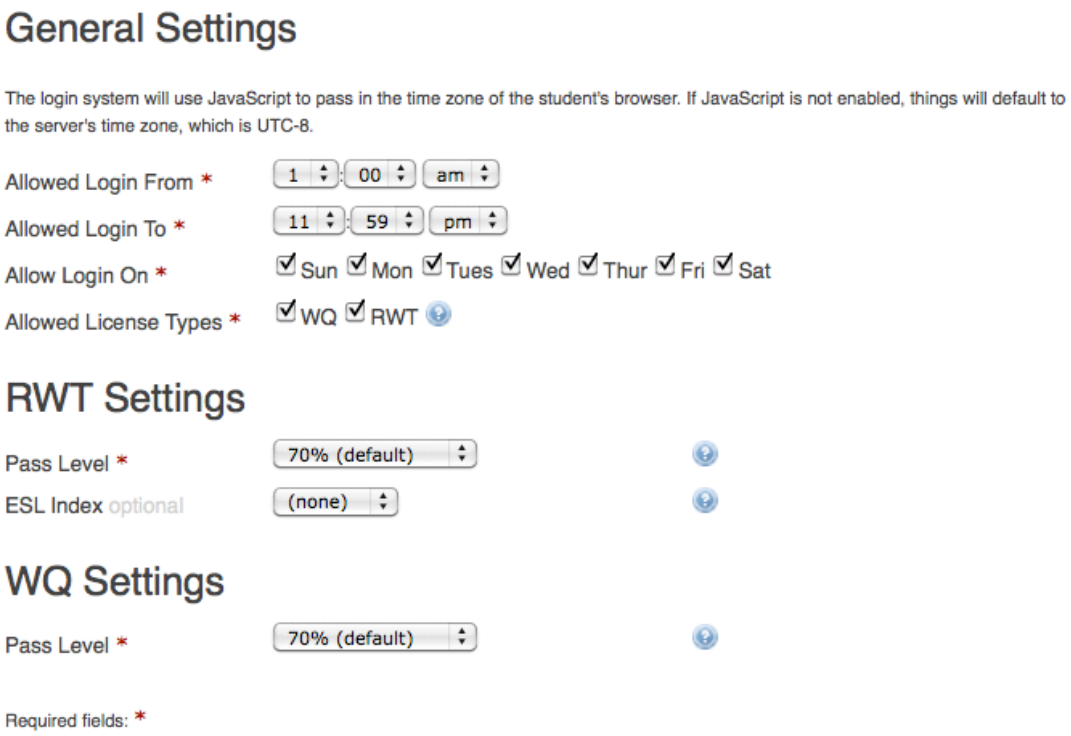
The students settings include general settings that determine login times allowed, program settings to determine the pass level, and ESL settings to set language help for ESL students.

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.



Program settings

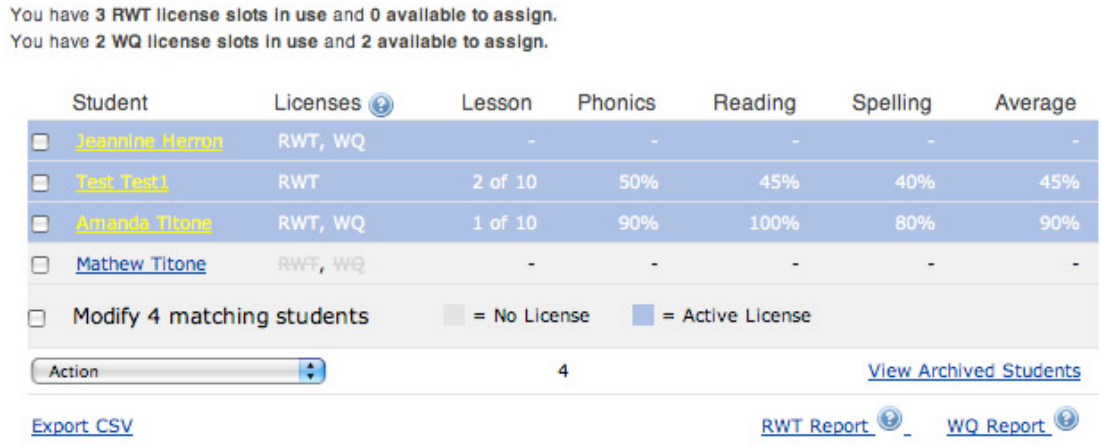
The **Pass Level** setting allows parents and educators to set the Spaceship Challenge assessment games within the Read, Write & Type program at a lower success rate to encourage a child who is struggling - or at a higher rate to challenge a child who requires it. You can also set the Pass Level for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



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 *

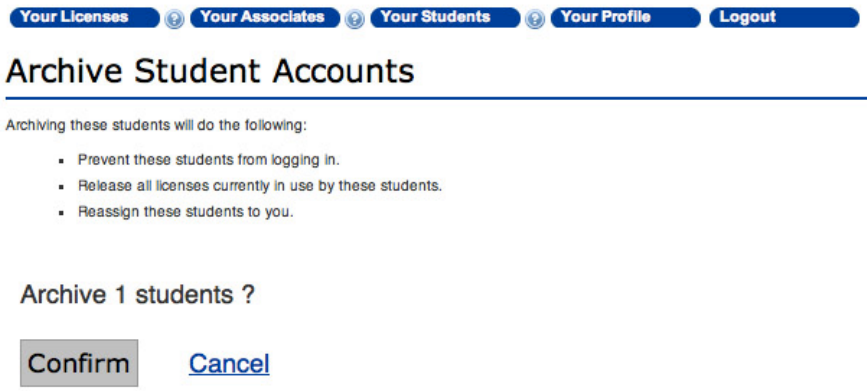
There are several actions that can be performed related to an individual student or specified group of students. Actions are chosen from a drop-down menu at the bottom of the student list on the "Your Students" screen.

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

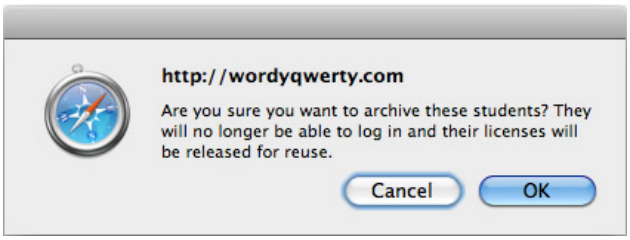
Archive Selected students *

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).



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



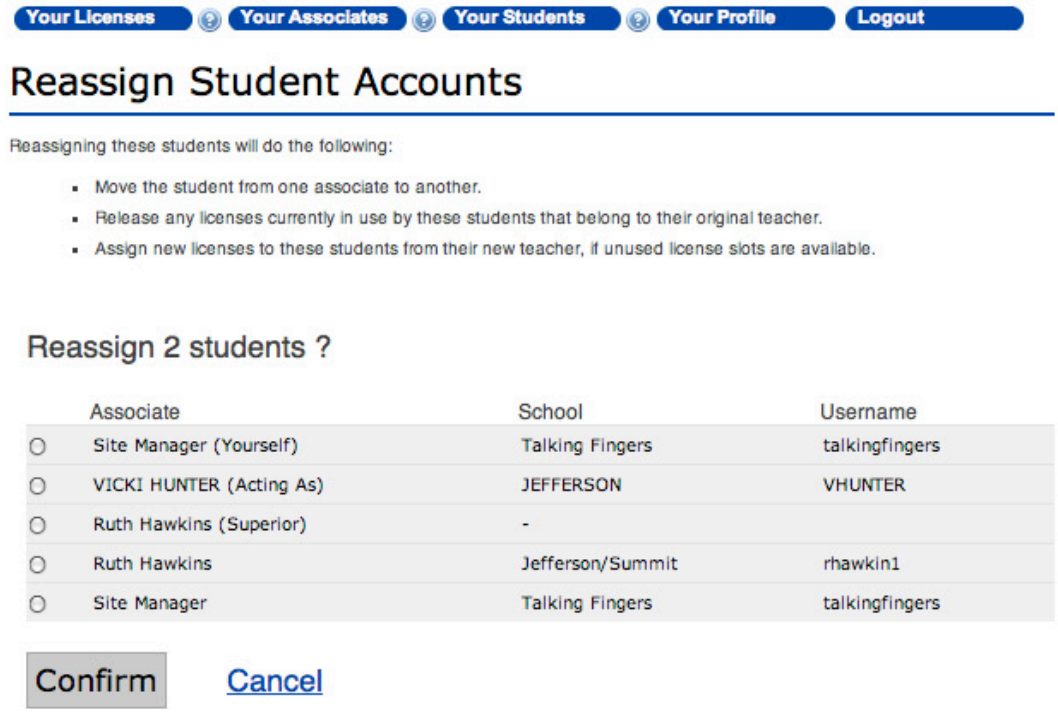
To complete the archive, click the OK button. The selected students will be archived, and you will be redirected to the Archived Students view. You can also access this view by clicking View Archived students on the bottom right of the

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.

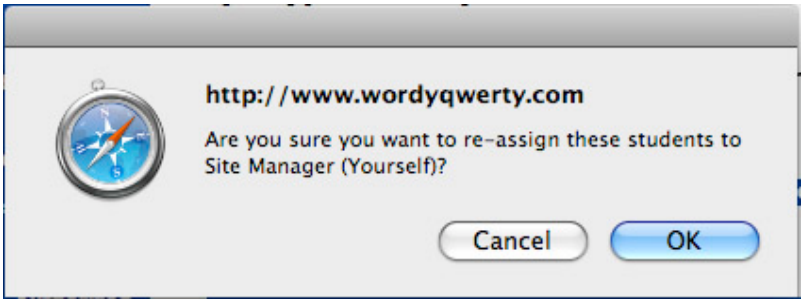
NOTE: When the list is long enough to span several pages, you will need to repeat the archive process on each page.

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)



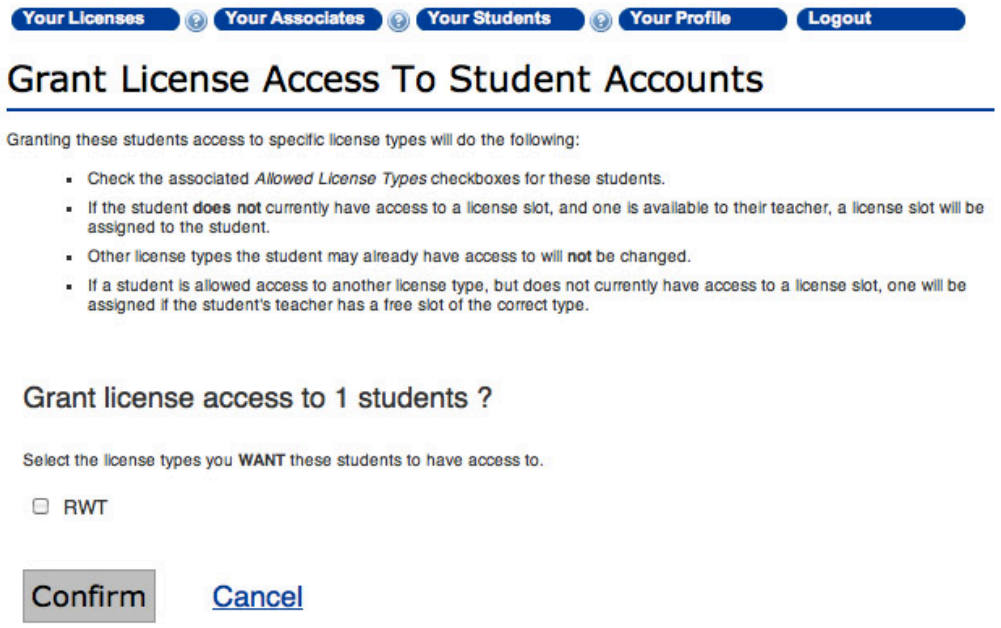
Select the checkbox next to the name of the Associate to whom the students will be reassigned, then click the Confirm button. After clicking the “Confirm” button, you will see the following pop-up box:



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

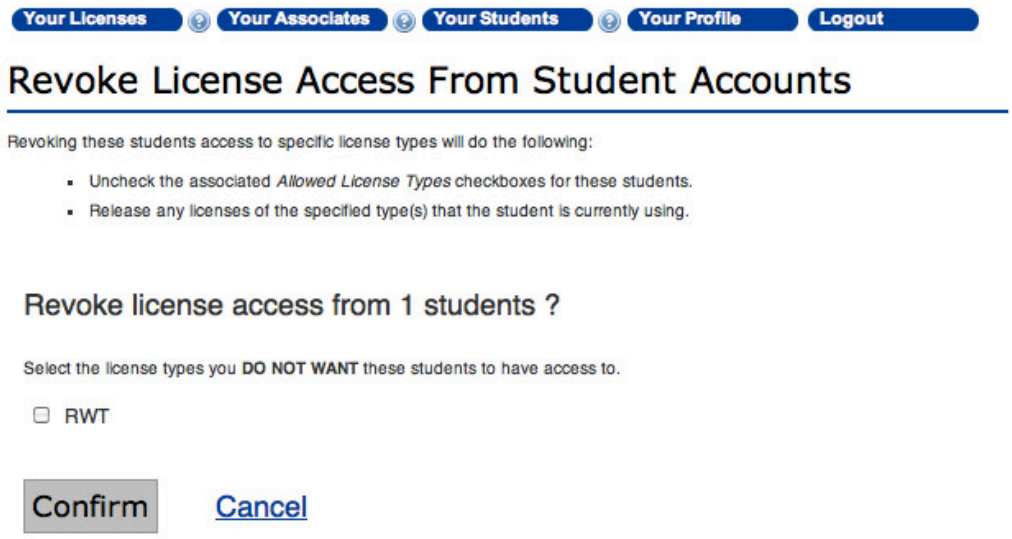
Grant License(s) to Selected students *

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



Revoke License(s) to Selected students *

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



Drop-down menu in Archived Students screen *

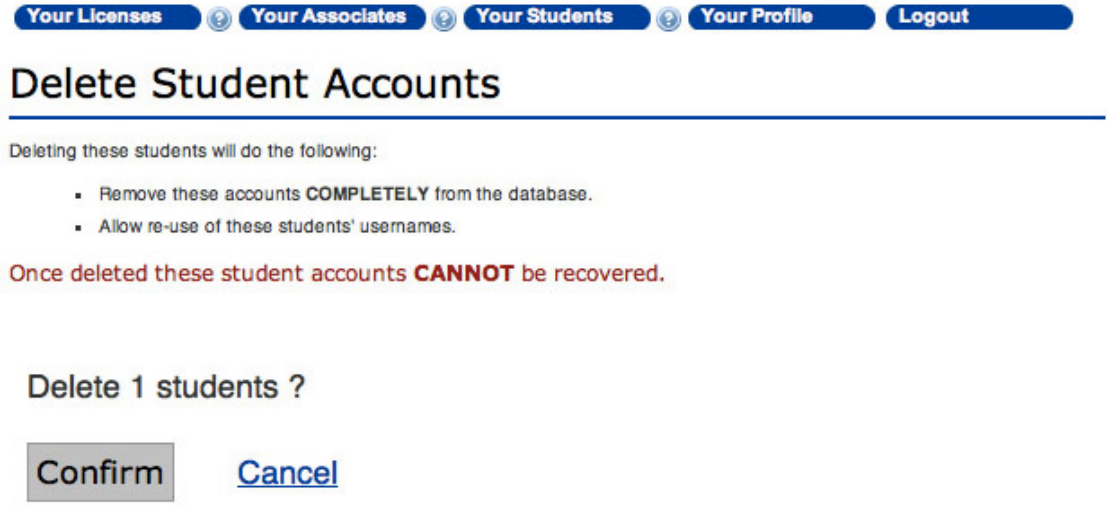
At any time, you can view your list of archived students by clicking on the link at the bottom of your student list. From within the Archived Students screen, a drop-down menu allows two actions: Reactivate Selected students or Delete Selected students (see illustration on next page).

Reactivate Selected students *

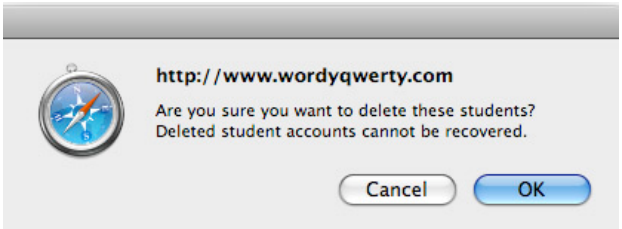
As stated, this action allows associates to reactivate one or more students who have been archived. Reactivated students will NOT be automatically assigned available license slots. Licenses are delegated to reactivated students from the drop-down action menu in the Active Students screen.

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.



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



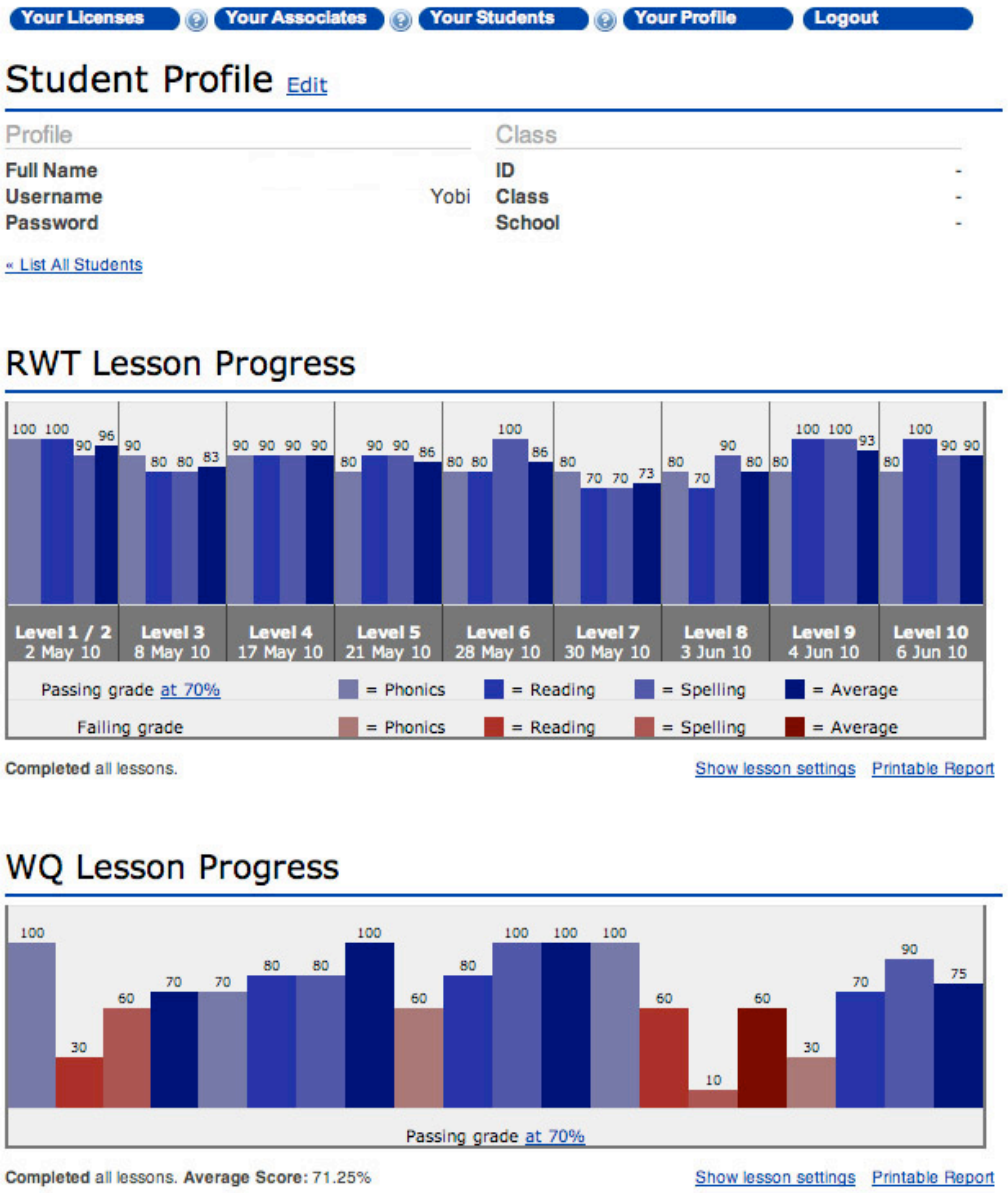
To complete the Delete Selected action, click the OK button.

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.



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.

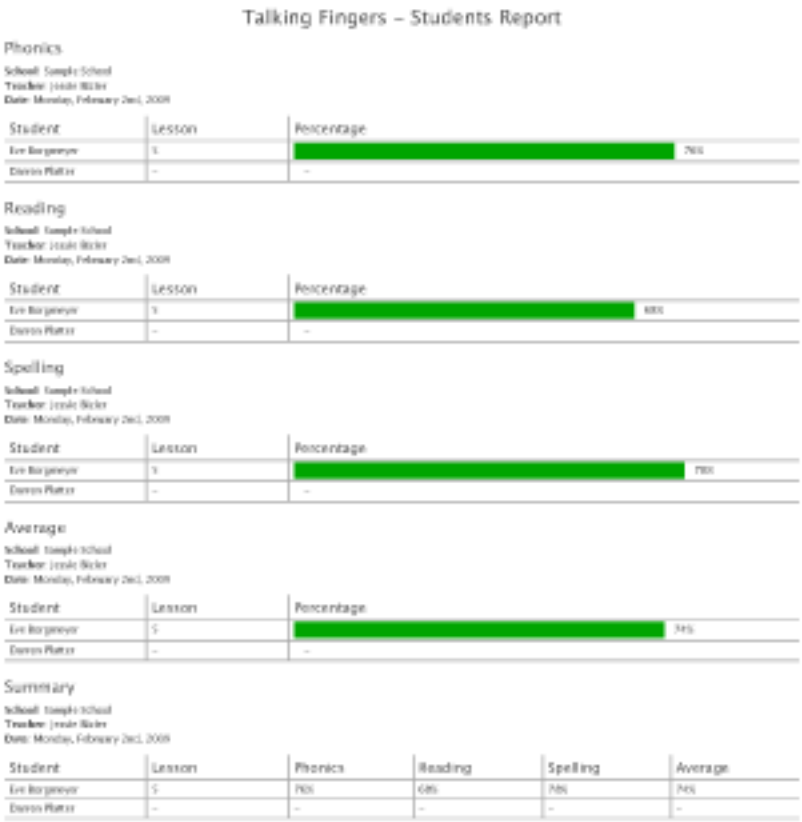
To keep a record of student improvement, print frequent Progress Reports. Reports are populated with the student's most current assessment scores.

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: Jessie Bicker
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Bergeneyer	5	76%
Darren Platter	-	-

Reading

School: Sample School
Teacher: Jessie Bicker
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Bergeneyer	5	68%
Darren Platter	-	-

Spelling

School: Sample School
Teacher: Jessie Bicker
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Bergeneyer	5	78%
Darren Platter	-	-

Average

School: Sample School
Teacher: Jessie Bicker
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Bergeneyer	5	74%
Darren Platter	-	-

Summary

School: Sample School
Teacher: Jessie Bicker
Date: Monday, February 2nd, 2009

Student	Lesson	Phonics	Reading	Spelling	Average
Eve Bergeneyer	5	76%	68%	78%	74%
Darren 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.

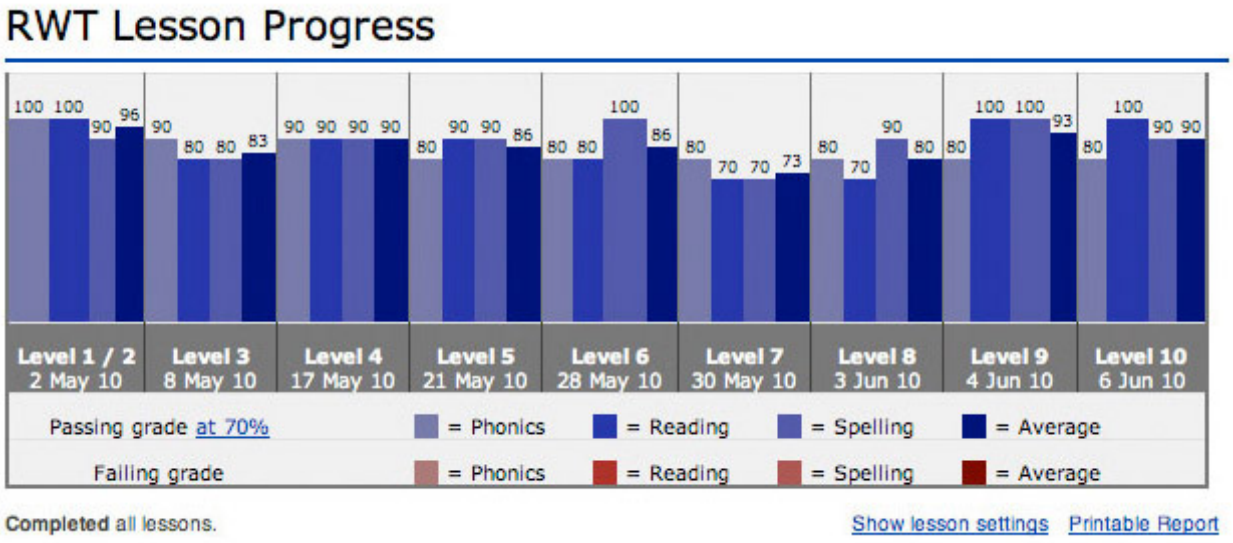
Finally, click on an activity screen. From the bottom up, the activities are: Pattern (spelling rule), Recycler (word families), Pop-a-word (outlaw words), Write Stories (type & spell) and Read Stories (fill in the blank). An additional button called Spell It is also available in the Replay view. This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

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

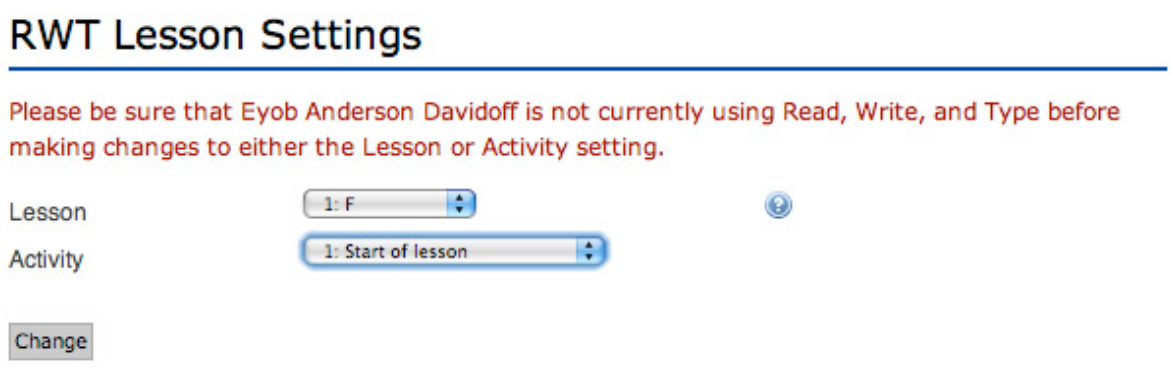
On occasion, an associate may choose to start a student over from the beginning or somewhere in the middle of the program. Because performing this edit will delete all the student's program scores, it should not be undertaken until after the student has completed the program the first time.

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.

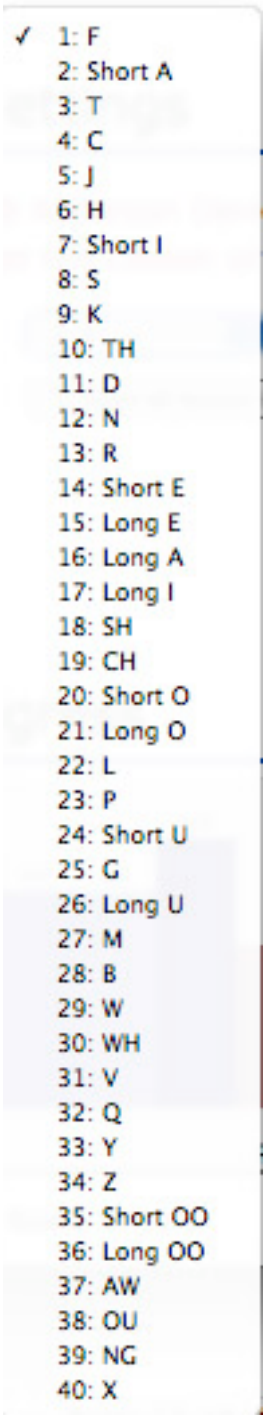
To re-start a student, click on the student's name in the list on the Your Students screen. Then click on the "Show lesson settings" link at the bottom right of the Lesson Progress chart.

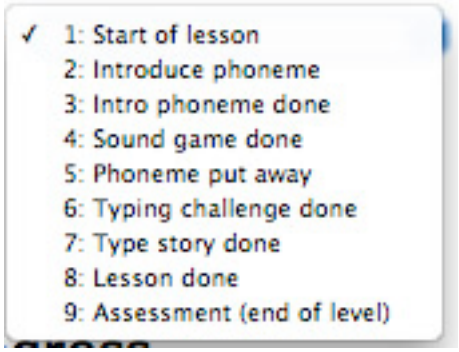


Clicking the "Show lesson settings" link will reveal another screen with two drop-down menus:



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.





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).