

TypingMaster

Setup Guide
TypingMaster for LMS
SCORM 1.2

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1. Overview

Essentially, TypingMaster for LMS is the typing courses at TypingMaster Online packaged into standalone modules using the SCORM 1.2 standard. These TypingMaster SCORM packages can be imported into any learning management system (LMS) capable of playing SCORM 1.2 courses such as Moodle, Blackboard or Desire2Learn, for example.

Here's an overview of the steps that you need to take to get TypingMaster up and running in your LMS.

1. Check that your LMS is SCORM 1.2 compatible. If unsure, please ask from your LMS provider.
2. Contact TypingMaster to get a 30-day trial for testing. We will ask you to fill in a course customization form so that the trial package can be delivered and the download link emailed to you in return.
3. Download the trial course package (zip-file) and import it to your LMS following your standard procedure which depends on the LMS in question. You should look into your LMS specific manuals for instructions on how to set up learning activities with SCORM content in the LMS, TypingMaster is not able to give support on how to use the LMS.
4. Test the course to see that it works as specified.
5. Once you have tested TypingMaster with the 30-day trial and know that it runs in your system without issues, kindly visit our website for pricing and ordering information.
6. We will contact you in case you wanted to change any course settings. Once done, the licensed packages will be provided to you; each course is a separate zip-file.
7. Download the licensed packages, remove the trial course from the LMS and set TypingMaster courses up from clean slate.

Note: *The instructions given in this Setup Guide are not applicable if you purchase TypingMaster courses through Open Sesame or other course repository where courses are provided as is without customization options.*

1.1 System Requirements

TypingMaster courses are compatible with all major web browsers and operating systems. Other requirements are:

- SCORM 1.2 compatible Learning Management System
- Adobe Flash Player 10.2 or later installed and enabled in web browser

2. Course Descriptions

TypingMaster features six course modules:

Name	Description	# Lessons	# Exercises
Touch Typing	This module teaches the touch typing technique through 13 lessons. The lessons cover all letter keys and the most common punctuation. In each lesson the student will learn two or more keys from the keyboard and then practice the use of these keys with word drills, sentence drills and text typing. Each lesson features a review drill for difficult words and a lesson exam.	12 + final test	100
Junior Touch Typing	Junior Typing module in essence the same as the Touch Typing module, but directed to the younger users of TypingMaster (ages 9-12). The course theme is a visually entertaining 'Island Adventure', lesson duration is shorter and exercise material is adjusted to be age appropriate.	13 + final test	80
Speed Building	This course consisting of six typing lessons is geared towards increasing typing speed and confidence. The student will review keys for each finger, type longer texts and train typing using common English words.	6 + final test	37
Numbers	This two-lesson course teaches how to type numbers on the number row using the correct touch typing technique.	2	11
Symbols	This advanced level four-lesson module focuses on learning to type special marks.	4	25
10-Key Number pad	This three-lesson module will help the student to become an efficient user of the numeric keypad (10-key).	3	17

3. TypingMaster Settings

Once we have received your order, we will send you a link to an online form where you can adjust TypingMaster settings for your course modules. The settings are divided in two groups: LMS Settings and Course Settings.

3.1 LMS Settings

3.1.1 Allowed Domain

TypingMaster SCORM packages can only be run on a pre-defined customer domain which you need to provide to us before the SCORM packages are created. If your domain is not defined in the course package, users will not be able to run the course.

Note: *By default, the courses can be run on one customer domain. If you have a justified reason for listing more than one allowed domain, please contact TypingMaster tech support.*

3.1.2 Score

As defined by the SCORM standard, TypingMaster returns one numeric score per lesson to the LMS. The typing tutor also returns a lesson status value which can be "passed", "incomplete" or "failed".

The score is passed for the last exercise of a lesson, usually named either "Lesson Exam" or "Skills Test" in the Junior Typing module.

By default, TypingMaster uses the Net WPM result as lesson score. However, depending on how grading is set up in your LMS and your preference, the score can be either :

- 1) Net Words per Minute (WPM)** which is the user's typing speed adjusted with errors; or
- 2) Net Characters per Minute (CPM)** which is again the user's typing speed adjusted with errors. CPM result can only be used as a score in an LMS that accepts scores larger than 100.; or
- 3) Percentage.** To send back a percentage, you will also need to decide your grading scale, in other words what Net WPM or Net CPM result represents a 100% score. The default value in TypingMaster is 35 WPM / 175 CPM = 100%.

Note: *TypingMaster only implements the 1st tier data model elements of SCORM 1.2 standard and they don't offer an overall score for the entire course. The only way to tell if a user has completed the course is to check if they've completed all lessons. The score from the final test or lesson exam of the last lesson should be used as the final score for the course.*

3.2 Course Settings

TypingMaster courses are good to go as is, but if you want to, you can adjust general course settings, lesson exam settings and final test settings.

Note: *If you are not deploying the courses in the USA, make sure that you change the Keyboard Layout.*

3.2.1 General Course Settings

Setting name	Description	Options	Default value
Average lesson duration		20, 25, 30, or 35 min Junior course: 10, 15 or 20 min	30 min Junior course: 15 min
Keyboard layout	Select the keyboard layout that is used by the students.	US Standard US International UK English Canadian Multilingual	US Standard
Allow use of backspace	If allowed, user can use Backspace to fix typing errors in paragraph and review drills and tests.	Yes / No	Yes
Force completion	When enabled, users will need to fully complete all exercises in a lesson. Exercises also need to be taken in the order from 1 to n. When not used, the minimum requirement to complete a lesson is to pass the lesson exam.	Yes / No	No

3.2.2 Lesson Exam Settings

Lesson exam settings affect the last exercise in each lesson. If user does not meet the lesson pass limits, the program will return “failed” status to the LMS.

Setting name	Description	Options	Default value
Lesson exam duration	In TypingMaster, the lesson exam duration adjusts to the chosen lesson duration and usually varies between 3 and 6 minutes. With this setting fixed exam duration can be set to all lesson exams. Note, however, that this may make the average lesson duration shorter or longer depending on what the default duration was.	Use default times (can vary), or set fixed time 1-10 minutes	Use default times
Pass limit for net speed	Minimum net WPM (words per minute) to pass the lesson exam. Set to zero for no pass limit.	Number between 0 and 100	0 (no WPM pass limit)
Pass limit for accuracy	Minimum accuracy percentage to pass the lesson exam. Set to zero for no pass limit.	Number between 0 and 100	60%

3.2.3 Final Test Settings

Modules that feature a configurable final test are: Touch Typing, Junior Typing, and Speed Building.

Setting name	Description	Options	Default value
Final test duration		1 – 10 min	5 min
Pass limit for net speed	Minimum net WPM (words per minute) to pass the final test. Set to zero for no pass limit.	Number between 0 and 100	0 (no WPM pass limit)
Pass limit for accuracy	Minimum accuracy percentage to pass the final test. Set to zero for no pass limit.	Number between 0 and 100	60%
Allow use of backspace	If allowed, user can use Backspace to fix typing errors in the final test.	Yes / No	Yes

4. Testing instructions

Note: These testing instructions have been written for the TypingMaster trial module where score=Net WPM.

Once you have uploaded the course module in the LMS and did not have any problems with the importing, log in with student credentials and do the following:

1. Open TypingMaster module and check that all lessons are listed on the contents page. Lesson 1 is the first one after the “Welcome page”.
2. Open lesson 1 (second item on the list)
 - Do not start any exercise yet, instead click the Exit lesson button. Lesson should close and redirect back to LMS. Lesson status should change from “Not started” to “In progress” (or “Incomplete”).
3. Open lesson 2 (third item on the list)
 - Complete the last exercise “Skills test”
 - After completion, write down your net Words per Minute result
 - Click the Exit lesson button
 - TypingMaster applet should close and redirect back to LMS. Lesson status should change from “Incomplete” to “Passed” and if your LMS shows score to user, the score should be the same that you just wrote down.
4. Pass the lesson exam
 - Complete the final test and mark down your net WPM result
 - Click the Exit lesson button
 - TypingMaster applet should close and redirect back to LMS. Check that LMS displays the score you got from the final test and status “Passed”.

5. Log out and log back in with admin or teacher credentials. Check that the test student's reports show the results and lesson status correctly for lesson 2 and the final test.

5. Troubleshooting

Importing the SCORM package fails

Make sure that your LMS complies with the SCORM 1.2 standard.

Errors when saving results to LMS

Make sure that your LMS complies with the SCORM 1.2 standard.

The program starts but I only see a blank blue screen

TypingMaster stores program pictures and text in Flash cache (temporary files) and if you have disabled this (private browsing), then the screen remains blank as the program is not able to use its resources properly.

To resolve this, right-click on the blank TypingMaster screen and select "Global settings". On the "Storage settings" tab, select either "Allow sites to save information on this computer" or, if you prefer to have more control, "Ask me before allowing new sites to save information on this computer".

Once done, close the settings manager and reload the TypingMaster page that you are on. If you chose the second option, when prompted, choose to allow TypingMaster to save data on the computer.

Enable JavaScript

Using TypingMaster requires that JavaScript is enabled on your browser. Follow your browser specific instructions to do that.

If you use Internet Explorer with "High security" then you also see this error even if scripting is enabled. To resolve, set security to "Medium-high" when using TypingMaster.

We have installed "HTTPS Everywhere" on Chrome or Firefox and TypingMaster does not run

The SCORM schema links in the file 'imsmanifest.xml' use http:// prefix and the browser may block the application because of those. In the "HTTPS Everywhere" settings, allow TypingMaster to run.

As a workaround, it is possible to edit the links in the file "imsmanifest.xml" so that they have https:// prefix or are given without protocol using just "//". Note, however, that sometimes LMS's may reject this workaround as it tries to find full links with the http:// prefix in the manifest file.

Loading the tutor takes a lot of time

When waiting for the typing tutor to load for the first time, please be patient. Depending on your network connection speed the typing tutor may take several minutes to load.

After the first time, the typing tutor will load noticeably faster because it is stored in browser cache (unless you've cleared cache in between or a new version has been released).

Flash is slow or feels sticky

First see if your Flash Player needs to be updated. If it is up to date, the problem can be a browser related one. If

you can, use another browser with TypingMaster. If the exercises lag in all browsers, it can be that your computer does not have the processing power needed to run the program and you should use another computer.

For browser specific advice on Flash being slow, please search the Internet for best solutions as usually there are other persons facing the same challenges with running Flash. For example, in Chrome is better to switch to using Adobe Flash instead of Pepper Flash that is sometimes used by default in Chrome.