

# Typing Master Quickstart Guide

## **STEP 1: Create groups**

Go to Groups page on Manager and select "+ Add new group." Enter group name, share your group with other teachers if necessary and create group code. You can modify these fields anytime by clicking on your group's name on the Groups page.

## **STEP 2: Create users**

Add users manually on Users & Reports page by clicking on "+ Add" and select "+ Add user." Enter the required information and click "Create." Select "+ Add many users" if you wish to create multiple users at once.

Users are automatically licensed when they start any lesson of any course. You can release transferable licenses for re-use by archiving users who have already completed the course.

## **STEP 3: Adjust course settings**

Typing Master includes different courses. You can modify the settings for each course separately for each group. Select "Courses [choose group]" at the top of the Courses page. Then proceed to select which courses are shown (active) for your group. Click on "Edit settings" to modify course settings. You can copy settings from any of your groups by selecting the group on the drop down menu at the top of the unit page.

## **STEP 4: Pre-test**

Custom typing tests are a good way to test your students' progress. Before starting any exercises in touch typing courses, it is a good idea to set up a pre-test to gauge your students' skills. You could then arrange a new test after the course to compare the results. You can choose test texts from Typing Master's wide selection or import your own texts.

## **STEP 5: Share your Typing Quest login link**

Your school has a unique login link to access Typing Master. To make it easy for users to login, we recommend to save the link to browser favorites or as a link on desktop or homescreen, depending on the device.