



# Teachers' Guide

Version 3.2

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## A Note from the QwertyTown Team

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We are excited to bring you the QwertyTown 2.0 update! As educators, we've seen the power of social motivation in our own schools. That's why our new real-time multiplayer typing game, Head2Head, is our favorite new feature. Students love earning rewards by challenging friends to typing matches. Replayability is what makes QwertyTown successful, and Head2Head is one more way we will keep students coming back for more.

Head2Head is but one of many new features and updates introduced with QT 2.0. This Teachers' Guide will come in handy as you run reports, track student progress, and use all that QwertyTown has to offer. This guide is a collection of lessons and practices that will maximize your students' success when introducing them to QwertyTown.

If you have any questions, comments, or suggestions for this Teachers' Guide, use the Contact Form on the site and let us know. Thank you, and welcome to QwertyTown!

-The QwertyTown Team  
Second Nature Learning

# A Brief Overview of Lessons



## The Basics

QwertyTown has six levels, each focusing on a different set of keys. Each level contains three types of lessons: Standard lessons where new keys are introduced, Time Trials, and Level Challenges (end-of-level assessments).

When students earn Bronze, Silver, or Gold medals on lessons, they are awarded QwertyCoins. These coins may be used to purchase items in our Avatar store.

## How are lessons structured?

Each lesson is scaffolded. There are three stages to a lesson: Demo, Guided Practice, and Independent. In the Demo stage, students are shown how to reach for the new keys. Then students try each new key themselves.

In the Guided Practice stage of the lesson, students type patterns with the new keys. They are given help when they press incorrect keys.

In the Independent stage, students are assessed on their Speed (WPM) and Accuracy. Students type patterns with new and previously learned keys mixed together. Students try to earn a Bronze, Silver, or Gold Medal.

The screenshot shows a progress bar at the top with levels 1 through 6. Level 3 is currently active. Below the progress bar is a colorful illustration of a pizza restaurant scene. Underneath the illustration is a table titled 'The Lower Row' with a '2/10 COMPLETE' indicator. The table lists lessons with their respective keys, accuracy, WPM, and achievement medals.

LESSON	ACCURACY	WPM	ACHIEVEMENT
Lesson 1 z and /	99	40	GOLD
Lesson 2 Time Trial z /	99	40	GOLD
Lesson 3 x and .	?	?	?
Lesson 4 Time Trial x .			

## What is a Time Trial?

In the Time Trial, students are assessed on their Speed (WPM) and Accuracy. Students type all keys they've learned thus far. These keys are typed in the context of real words. In later levels, students type whole sentences and paragraphs. Students try to earn a Bronze, Silver, or Gold Medal.

\*\*For more information, download the Benchmarks and Curriculum PDF from the Teacher Resources page.

## What is Head2Head?

Head2Head is a typing game that allows students to challenge peers in one-on-one matchups. As your students defeat level challenges, they will unlock new Head2Head levels. Your students may challenge friends from their friends lists by starting a New Game. They may also challenge random opponents using Quick Play.

The screenshot displays the QWERTY TOWN game interface. At the top, there is a navigation bar with "LOGOUT" and "DASHBOARD" buttons. Below this, a welcome message reads "Welcome, Samplestudent" next to a profile icon. To the right, it shows "QwertyCoins: 250" and "QwertyTokens: 58". The main game area features two avatars: a female character on the left with a score of 21 and a male character on the right with a score of 14. A large keyboard graphic is in the center, with a text box above it containing the challenge text: "nh switching? 'Who beat four levels?' You did. 'Greetings' zap Butter, milk, eggs, and". At the bottom, there is a speaker icon, the text "Difficulty: LEVEL 4 - THE REACH KEYS", and a timer showing "00:37".

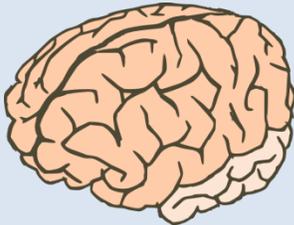
# Lesson Starter: Why Learn Keyboarding?

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## Rationale:

As teachers, we strive to deliver new content or skills in ways that make sense to our students. We address students' varied learning styles and intelligences. We scaffold. We differentiate. We do whatever we can to ensure that students are going to remember new content and skills for the long term.

However, teaching lessons that “make sense” is not enough. Current brain research\* confirms what master teachers have known for a long time: It is equally important that students understand WHY they should bother learning new content or skills in the first place. When we make learning personally relevant to our students, we truly succeed.



*\*To read what brain experts say on the subject, we recommend How the Brain Learns by David A. Sousa, and Brain Matters: Translating Research into Classroom Practice by Patricia Wolfe.*

## Activity:

Before using QwertyTown with your students, begin by asking your students (in small groups perhaps?) to brainstorm reasons why they should learn keyboarding in the first place. When might students use keyboarding skills in and out of school? There are many reasons students may come up with, both academic and personal. Here are a few:

- Writing assignments
- Research
- Class projects
- Collaborating online
- Sending emails
- Creating websites
- Online chats (instant messaging, Reddit)
- Social media (Twitter, Facebook)

Students should walk away understanding that keyboarding is a fundamental component of literacy in the 21st century. **Just as you use your mouth to speak, and a pen to write, you must use a keyboard to communicate.**

# Lesson Starter: QwertyTown, Day One

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## Rationale:

The first time you have your students try QwertyTown, you should acclimate them to the Dashboard. You should also set expectations for their performance during lessons.

## Activity:

Follow these steps to walk your students through QwertyTown and set them up for success:

### 1. Examine the Dashboard

Once your students are logged in, ask them to look around the dashboard. Can they see where to find lessons? How can they find their avatars? Where are the Friends List and Qmail located?

### 2. Customize Avatar

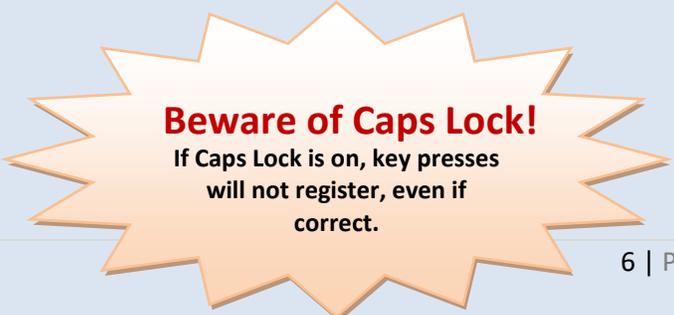
After logging in, your students will be on the Dashboard. Have your students click the “Customize Avatar” button located next to the avatar. Setting up avatars will make students aware of the Avatar Items that can be purchased once they start earning QwertyCoins in the lessons.

### 3. Start a Lesson

Have students begin Lesson 1: a ; and Spacebar. Remind students that good keyboarding takes practice. It may take a few tries to earn a Bronze Medal at the end of a lesson. With a bit of practice, students will get used to the proper fingering and posture required for successful keyboarding. As they progress, Silver and Gold medals will feel more attainable. The default Achievement Levels are as follows:

Medals	Speed Benchmark	Accuracy Benchmark
Bronze	20 WPM	92%
Silver	30 WPM	95%
Gold	40 WPM	95%

Be sure to read about Customizing Settings later in this guide. That section of the guide will show you how you can set the Achievement Levels for individual students or your whole class. You can read more about these benchmarks by clicking “Teachers” from the home page, then clicking “Benchmarks and Curriculum.”



### **Beware of Caps Lock!**

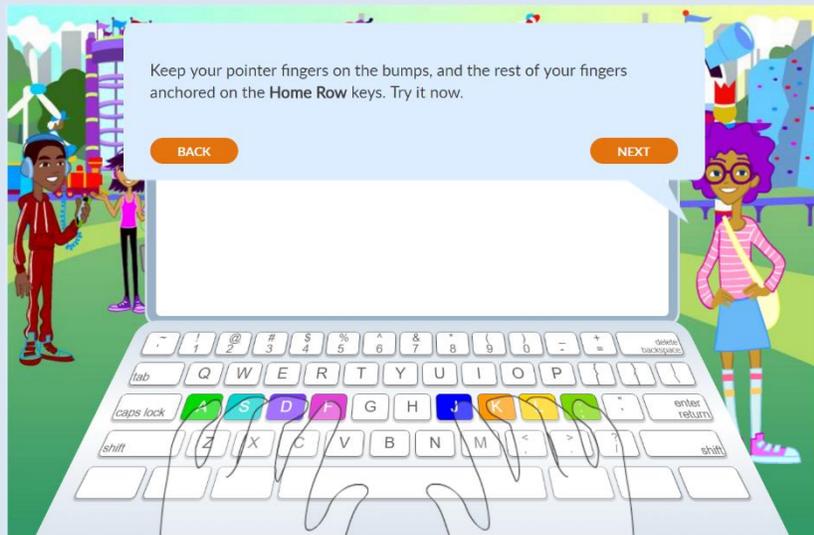
**If Caps Lock is on, key presses  
will not register, even if  
correct.**

# Monitoring Proper Fingering and Posture

As the teacher facilitating QwertyTown, one of your most important jobs is to oversee proper fingering and posture among your students. Using correct fingering increases students' speed and stamina. Proper posture helps avoid backaches and fatigue when typing for more than a few minutes at a time. Here is what you should be looking for:

## Fingering

- When students type, their fingers should always rest on Home Row, as seen in the picture to the right.
- Their arms should hang loosely at their sides.
- When reaching for keys above or below Home Row, students should try to move only the finger that needs to reach for that key, keeping all other fingers anchored on Home Row. This helps students return their fingers to Home Row without having to look down at the keyboard.



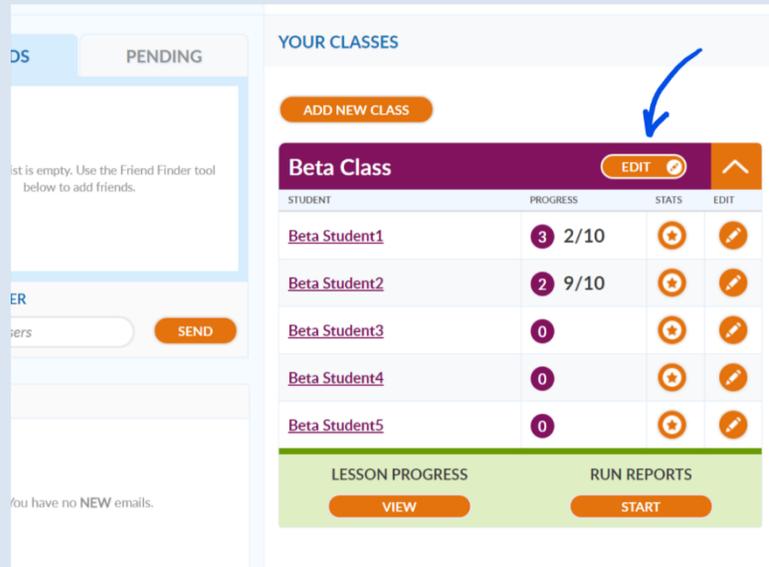
## Posture

- Students should keep their feet flat on the floor and sit up straight in their chairs.
- Monitors should be positioned so that students look slightly down at the screen.
- Their eyes should stay on their screens, not glancing down at their hands.
- Students should sit centered in front of their keyboards (G and H are at the center).
- It is important that students stay relaxed and loose.



# Customizing Class Settings

This section of the Teachers’ Guide lists the tools that are currently available from your Teacher Dashboard. Click “Edit” next to a class to customize settings for the whole class.



## Achievement Levels:

The Speed (Words Per Minute) and Accuracy (% Correct) scores required to earn Bronze, Silver, and Gold Medals are fully customizable. Your District Admin can change the default values for the entire district. Your School Admin can set the default values for your entire school. You may change the Achievement Levels for your whole class or for individual students.

Why might you change Achievement Levels? Expectations should vary depending on the grade level using QwertyTown. You can raise your expectations for students with prior keyboarding experience. You may wish to adjust expectations for a particular student with fine motor difficulties (see “Customizing Student Settings”). Adjustable benchmarks allow you to differentiate as you see fit.

In our experience, the recommended benchmarks listed below have served students well.

## Recommended Achievement Levels

Grade and Age Range	WPM			Accuracy		
	Bronze	Silver	Gold	Bronze	Silver	Gold
2 <sup>nd</sup> Grade and below (up to 8)	10	15	20	90%	90%	92%
3 <sup>rd</sup> Grade (8-9)	15	25	35	92%	95%	95%
4 <sup>th</sup> Grade and up (10+)**	20	30	40	92%	95%	95%

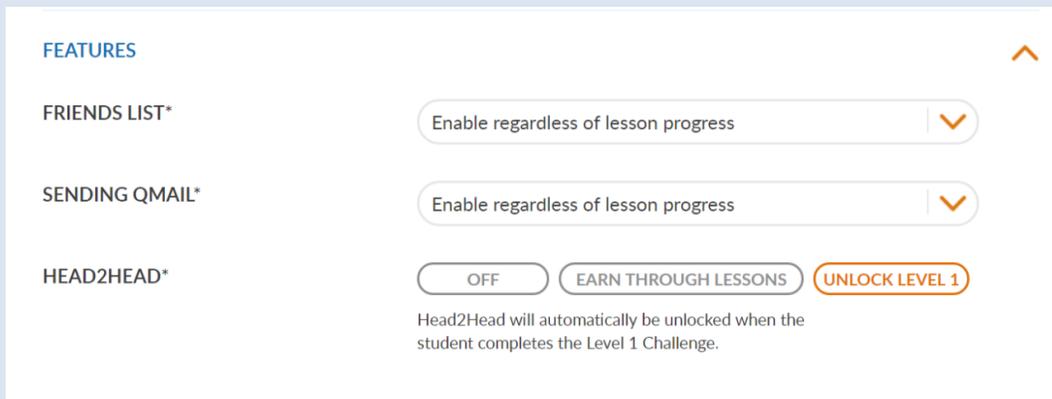
\*\* Default Achievement Levels for new student accounts

## Friends List, Qmail, and Head2Head

By default, a variety of features and awards can be earned by completing Level Challenges:

Level Challenge	Unlocked Feature
1: Home Row	H2H Level 1, Friends List
2: Upper Row	H2H Level 2, Qmail
3: Lower Row	H2H Level 3
4: Reach Keys	H2H Level 4
5: Number Keys	H2H Level 5
6: Punctuation and Symbols	H2H Level 6

**Qmail** allows a student to send messages to people on his or her **Friends List**. Many teachers enjoy using Qmail for class communication during class or at home. You may find it useful to manually enable Qmail for your students instead of waiting until it is unlocked by your students. By clicking your class's "Edit" button on your Dashboard, you can toggle Features.



The screenshot shows a 'FEATURES' settings panel. It includes three main sections: 'FRIENDS LIST\*' with a dropdown menu set to 'Enable regardless of lesson progress'; 'SENDING QMAIL\*' with a dropdown menu set to 'Enable regardless of lesson progress'; and 'HEAD2HEAD\*' with three radio button options: 'OFF', 'EARN THROUGH LESSONS', and 'UNLOCK LEVEL 1' (which is selected and highlighted in orange). Below the radio buttons, a note states: 'Head2Head will automatically be unlocked when the student completes the Level 1 Challenge.'

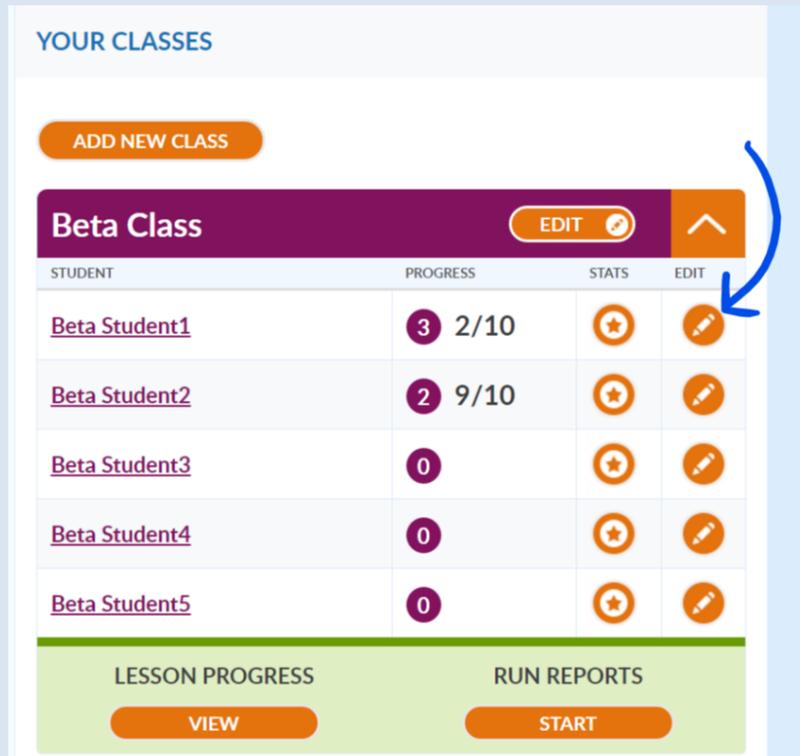
Our new **Head2Head** game allows students to challenge one another in typing matches. When set to "earn through lessons," each Level of Head2Head will unlock as Level Challenges are defeated. You can automatically unlock Level 1 for your students; when this is enabled, Levels 2-6 of Head2Head will still need to be unlocked via lesson progress.

## Friends Range

By default, your students can earn the ability to communicate with anyone in your school. However, your School Admin can change the Friends Range for your class. Setting the range to "class" allows your students to communicate only with classmates. Selecting "District" allows communication between schools. "Everyone" allows communication with the QwertyTown community at large.

## Customizing Student Settings

All the settings that can be applied to your whole class can also be set for individual students. You can set Achievement Levels, Friends Range, and Feature Unlocks on a student-by-student basis. You may also move a student to a different class. Simply click the “edit” button next to a student’s name from your Teacher Dashboard.

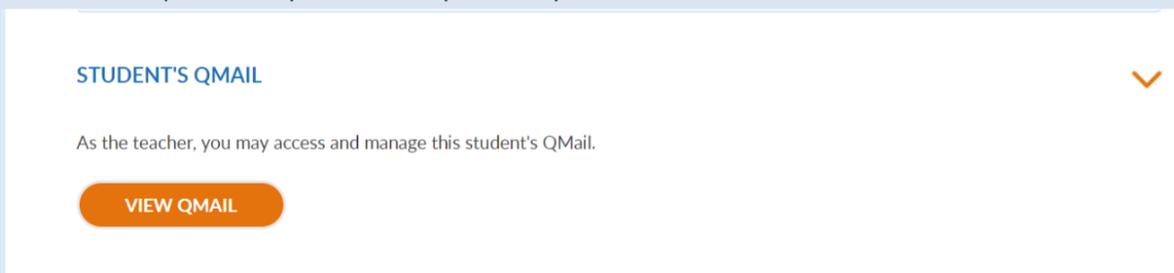


The screenshot shows the 'YOUR CLASSES' interface. At the top, there is a purple header for 'Beta Class' with an 'EDIT' button and a home icon. Below this is a table with columns for 'STUDENT', 'PROGRESS', 'STATS', and 'EDIT'. The table lists five students: Beta Student1, Beta Student2, Beta Student3, Beta Student4, and Beta Student5. Beta Student1 has a progress of 3/10 and a star icon. Beta Student2 has a progress of 2/10 and a star icon. Beta Student3, Beta Student4, and Beta Student5 all have a progress of 0 and a star icon. Each student row has an 'EDIT' button with a pencil icon. A blue arrow points to the 'EDIT' button for Beta Student1. Below the table, there are two buttons: 'LESSON PROGRESS VIEW' and 'RUN REPORTS START'.

STUDENT	PROGRESS	STATS	EDIT
<a href="#">Beta Student1</a>	3 2/10	★	✎
<a href="#">Beta Student2</a>	2 9/10	★	✎
<a href="#">Beta Student3</a>	0	★	✎
<a href="#">Beta Student4</a>	0	★	✎
<a href="#">Beta Student5</a>	0	★	✎

## Student’s Qmail

As a teacher, you may access and manage a student’s Qmail communications. This tool is useful in maintaining appropriate, respectful communications between students. Most teachers use this tool very infrequently with their students; students are on their best behavior in QwertyTown when we simply remind them periodically that we may read any communication we wish.



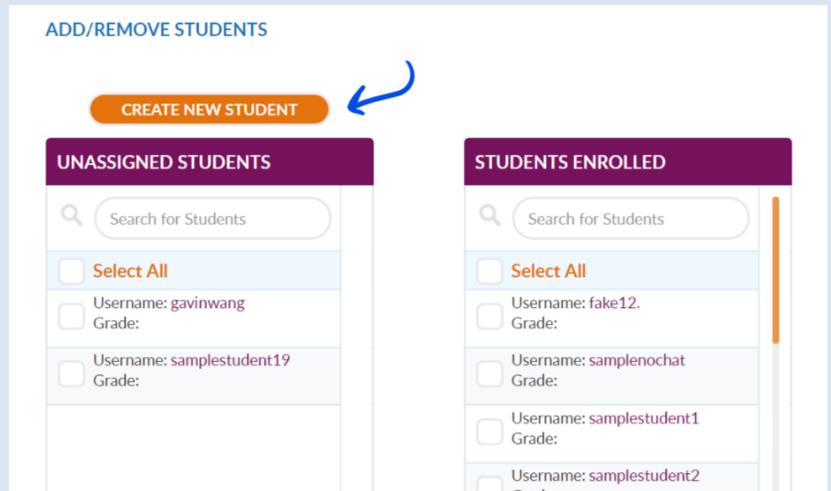
The screenshot shows the 'STUDENT'S QMAIL' interface. It has a title 'STUDENT'S QMAIL' with a dropdown arrow on the right. Below the title, there is a message: 'As the teacher, you may access and manage this student's QMail.' At the bottom, there is a button labeled 'VIEW QMAIL'.

# Managing Your Class Roster

Your School Admin can set up teachers, classes, and students for your school. As a classroom teacher, you may need to create a new student, add an existing student to your class, remove a student from your class, or delete a student altogether. Below is a brief overview; you can also watch a video tutorial on our YouTube Channel: <http://www.youtube.com/user/QwertyTownSNL>

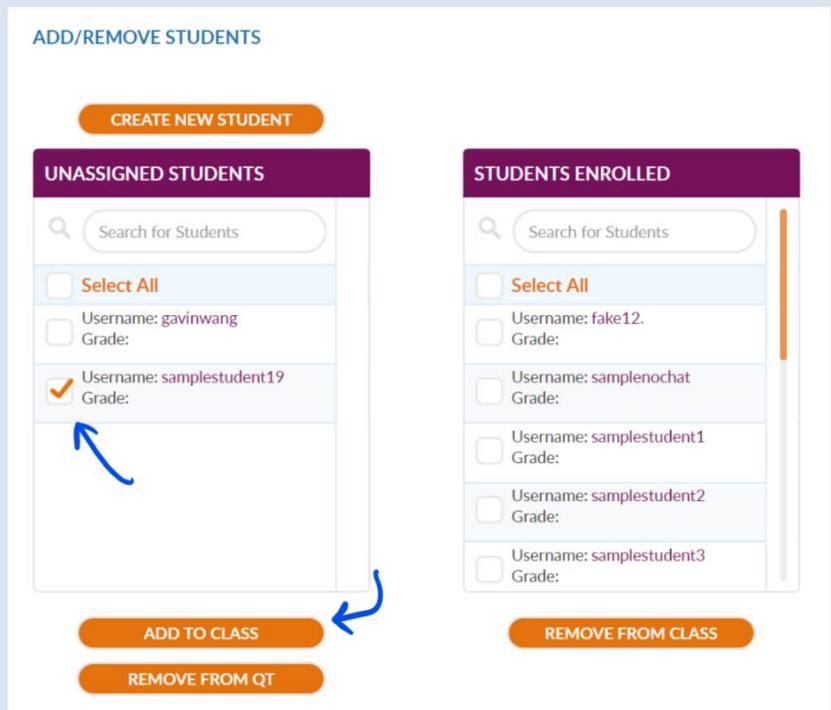
## Add New Students

From your Teacher Dashboard, click “edit” next to your class. Next, click “Create New Student.”



## Adding Unassigned Students to your Class

Unassigned Students are existing Student Accounts in your school that are not assigned to a specific class. Every teacher in your school can see the list of Unassigned Students. If your students are listed as Unassigned Students, simply check the boxes next to your students’ names and click “Add to Class.”

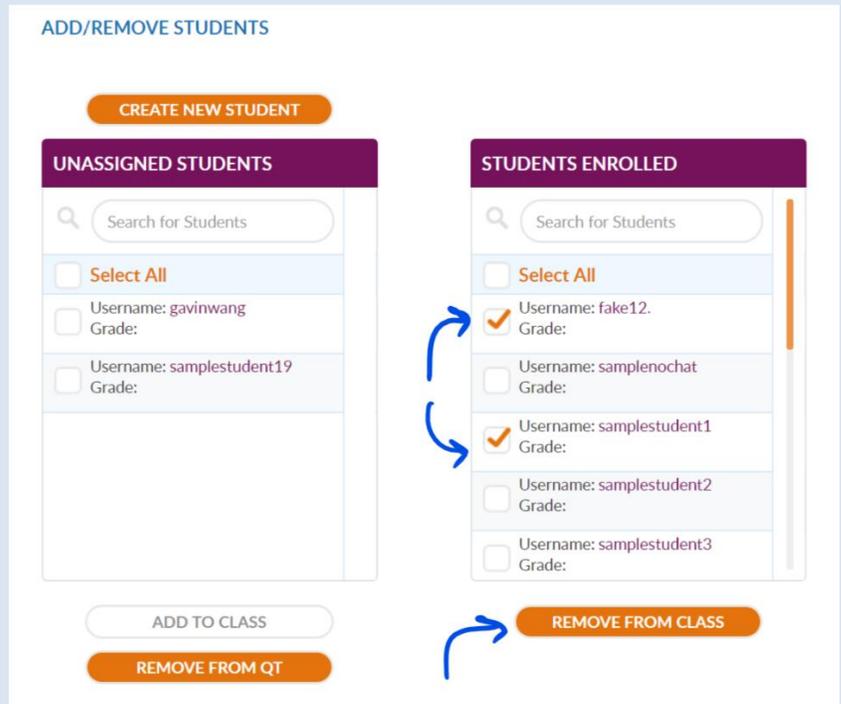


# Managing Your Class Roster

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## Removing Students from your Class

You can move students from your class into the list of Unassigned Students by checking the boxes next to the students in question and clicking “Remove from Class.” This is often used at the conclusion of a semester or school year, when your students need to be moved into new classes.



## Deleting Students

You can delete student accounts, whether they are in your class or in the list of Unassigned Students. Check the boxes next to those students, then click “Remove from QT.” Please note that once student accounts are deleted, they cannot be restored.

## Deleting Your Class

If you wish to delete your class, you may do so by clicking the “Delete Class” button at the bottom of this screen. Deleting your class does NOT delete the students in the class. If you delete a class that contains students, those students will be moved to the Unassigned Students list.

# Tracking Student Progress with Reports

There is a wide range of reports available to you so that you can track the progress of your class as a whole or track the progress of individual students.

Your Teacher Dashboard shows an overview of your students' progress. You can see the highest level and lesson each student has reached.

The screenshot shows the 'YOUR CLASSES' section with a 'Beta Class' overview. It includes a table of student progress and buttons for 'VIEW' and 'START'.

STUDENT	PROGRESS	STATS	EDIT
Beta Student1	3 2/10	🌟	✎
Beta Student2	2 9/10	🌟	✎
Beta Student3	0	🌟	✎
Beta Student4	0	🌟	✎
Beta Student5	0	🌟	✎

Below the table are two buttons: 'VIEW' under 'LESSON PROGRESS' and 'START' under 'RUN REPORTS'.

## Individual Student Stats

For a deep dive into an individual student's statistics, click the "Stats" button next to a student. A popup window will display Lesson Stats, including the highest Accuracy, WPM, and medal earned for each lesson. You'll also see how many times each student has played a lesson.

By clicking the "Download" button, you can download all this information in CSV format (.csv files are viewable in spreadsheet programs such as Excel, Google Sheets, and Numbers).

The 'View Lesson Stats' popup window shows a table of lesson statistics for Beta Student2. The table includes columns for Lesson, Accuracy, WPM, # Played, and Achievement. A 'DOWNLOAD' button is visible at the bottom right.

LESSON	ACCURACY	WPM	# PLAYED	ACHIEVEMENT
q and p	99	25	1	BRONZE
Time Trial q p	99	25	1	BRONZE
w and o	98	50	1	GOLD
Time Trial w o	98	66	1	GOLD
e and i	96	43	1	GOLD
Time Trial e i	99	44	1	GOLD
r and u	96	31	1	SILVER
Time Trial r u	98	65	1	GOLD
L and R shift	99	25	1	BRONZE
Level 2 Challenge	?	?	?	?

## Whole Class Stats

You can view Lesson Stats by clicking “View Lesson Progress” on your Teacher Dashboard. This will show information similar to that in individual students’ Lesson Stats. By clicking “Download,” you can export all this information in CSV format.

### Lesson Progress ✕

Class: Beta Class

1
2
3
4
5
6

The Upper Row										
STUDENT NAME & USERNAME	LESSON 1: Q AND P	LESSON 2: TIME TRIAL Q P	LESSON 3: W AND O	LESSON 4: TIME TRIAL W O	LESSON 5: E AND I	LESSON 6: TIME TRIAL E I	LESSON 7: R AND U	LESSON 8: TIME TRIAL R U	LESSON 9: L AND R SHFT	LESSON 10: LEVEL 2 CHALLENGE
Beta Student1 beta_s1	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD	 GOLD
	PLAYED 1X	PLAYED 1X	PLAYED 1X	PLAYED 1X						
Beta Student2 beta_s2	 BRONZE	 BRONZE	 GOLD	 GOLD	 GOLD	 GOLD	 SILVER	 GOLD	 BRONZE	
	PLAYED 1X	PLAYED 1X	PLAYED 1X							
Beta Student3 beta_s3										
Beta Student4 beta_s4										

DOWNLOAD

## Run Custom Reports

By clicking the Run Reports button in the Teacher Dashboard, you can run your own customizable reports. Choose the data you wish to include, then click view. Custom reports are also available as CSVs.

### View Reports ✕

Name: Beta Class

User Name	First Name	Last Name	Class Name	School Name	Account Creation Date	Bronze Medals	Silver Medals	Gold Medals	Head 2 Head score (This Month)	Highest Level Attempted	Date Of Last Access
beta_s1	Beta	Student1	Beta Class	Beta School		0	0	21	4	level - 3	Dec 27, 2016 9:55am
beta_s2	Beta	Student2	Beta Class	Beta School		11	1	5	6	level - 2	Dec 30, 2016 10:10am
beta_s3	Beta	Student3	Beta Class	Beta School		0	0	0	0	level - 0	Dec 19, 2016 5:54am
beta_s4	Beta	Student4	Beta Class	Beta School		0	0	0	0	level - 0	Dec 19, 2016 5:54am
beta_s5	Beta	Student5	Beta Class	Beta School		0	0	0	0	level - 0	Dec 16, 2016 12:45pm

DOWNLOAD