Admin Guide

Version 1.1

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A Note from the QwertyTown Team

We are excited to bring you the QwertyTown 2.0 update! As educators, we know the importance of powerful and effective admin tools. With QT 2.0, we are introducing a wide range of performance reports and roster management tools that fit the needs of everyone from small independent schools to large school districts.

This guide provides an overview of the customization tools, roster management options, and student progress reports available to District Admins and School Admins in QwertyTown. For more information about how lessons are structured and how to implement QwertyTown in classrooms, please refer to the Teachers' Guide.

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

-The QwertyTown Team
Second Nature Learning

Customizing School Settings

This section of the Admin Guide lists the tools that are currently available from your School Admin or District Admin Dashboard. If you are a **School Admin**, click "Edit" next to your school to customize settings for the whole class.
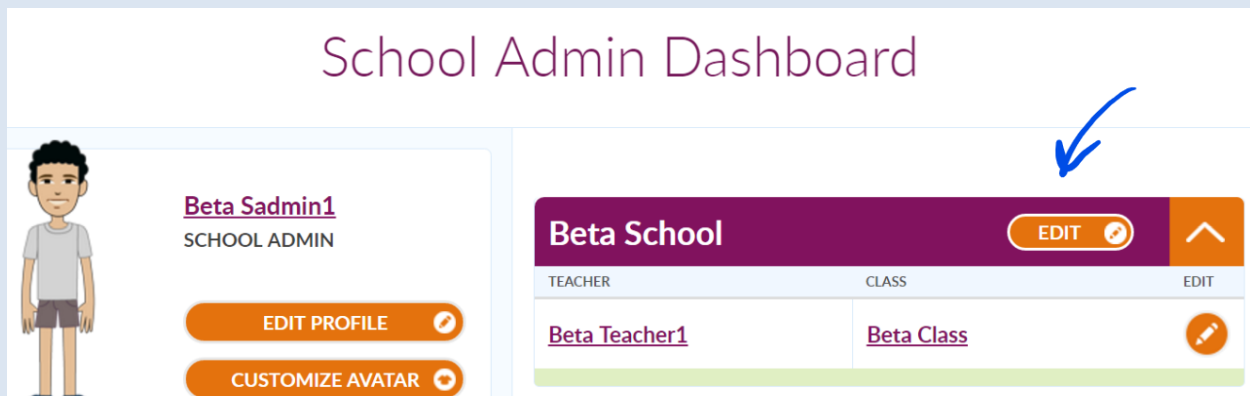
If you are a **District Admin**, you can access the same "Edit School" screen by clicking the "View" button next to a school listed on your Dashboard.
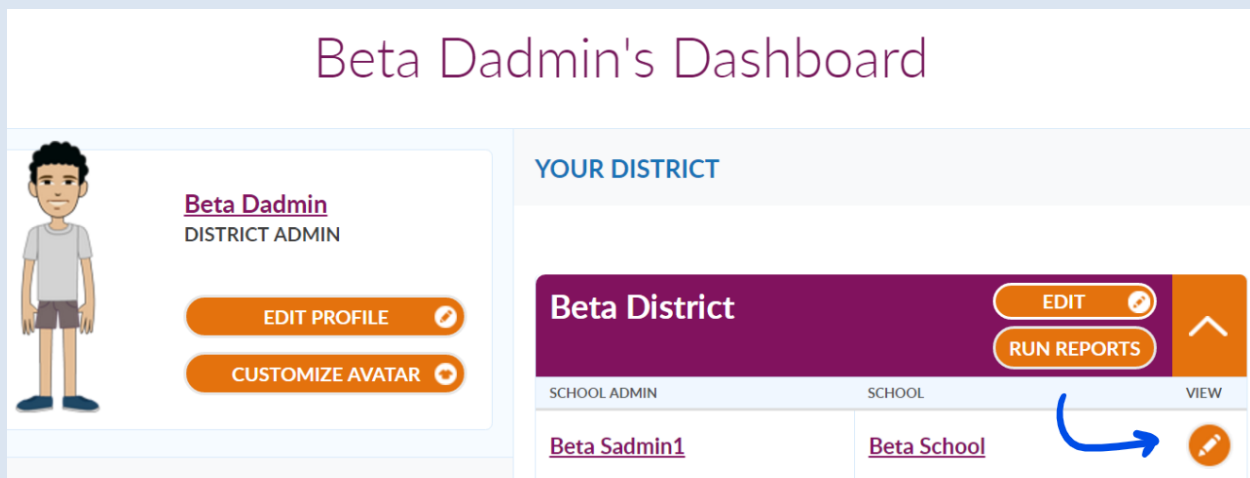
Edit School:

The Edit School screen is packed with information and tools.

Down the right side of the screen, you'll see a list of all classes in your school. You can edit each class right from this screen.

YOUR CLASSES

ADD NEW CLASS

Beta Class   EDIT

LESSON PROGRESS — VIEW

RUN REPORTS — START

Beta Class 2   EDIT

LESSON PROGRESS — VIEW

RUN REPORTS — START

EXPORT

CLASS LISTING

TEACHER LISTING

STUDENT LISTING

STUDENT PROGRESS REPORT

IMPORT

GET TEACHER TEMPLATE

GET STUDENT TEMPLATE

UPLOAD CSV FILE

DISTRICT: Beta District
SCHOOL: Beta School

DESCRIPTION

ACHIEVEMENT LEVELS
BRONZE: 92% 20WPM
SILVER: 95% 30WPM
GOLD: 95% 40WPM

FRIEND RANGE: District

FEATURES
FRIENDS LIST: Unlock through lessons or set individually
SENDING QMAIL: Unlock through lessons or set individually
HEAD2HEAD: Earn Through Lessons

EDIT

Down the left side of the screen you'll find an array of tools and information. The Export buttons offer a variety of reports in CSV format (see Tracking Student Progress with Reports, p.13). The Import buttons are used for managing roster changes via CSV files (see Managing Your Rosters, p.8).

Next, you'll see the Achievement Levels, Friends Range, and Features set for your school.

Click the "Edit" button on the bottom left to customize these settings.

Achievement Levels:

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

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

Recommended Achievement Levels

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

** Default Achievement Levels for new 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**.

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.
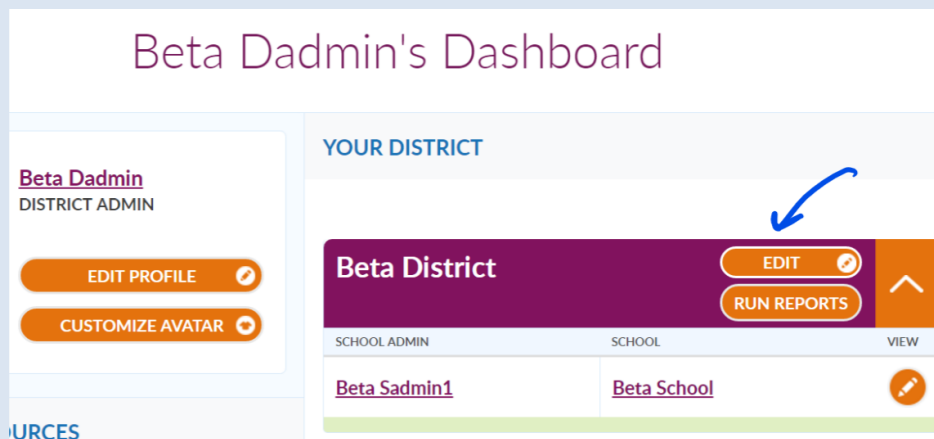
Friends Range

By default, your students can earn the ability to communicate with anyone in your school. However, you can change the Friends Range for your school or district. 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 District Settings (District Admin only)

District Admins will find most of the settings they need under Edit School as described above. However, the Edit District screen holds some unique settings as well.

Edit District

From your District Admin dashboard, click the Edit button.

Basic Tools

From here, you can change the name of your district or add a new school. You can use the Unassigned Users button to move unassigned teachers or students into their proper schools or classes.

Clever

This section has tools pertaining to the Clever roster management system (See Managing Your Rosters, p.12).

Friends Range

Finally, you can set the Friends Range for your district from this screen.

Managing Your Rosters (QT tools)

QwertyTown supports the needs of everyone from individual users to small schools to large districts. Whether you want to create a single student account or thousands at a time, we have roster management tools for you. You may choose Manual Management, CSVs, Clever SFTP, and Clever Autosync.

1. Manual Management

Teachers, School Admins, and District Admins all have the ability to manually create, delete, and sort students one-by-one or in small batches. Simply click "Edit Class" to view the site's management tools.

The "Create New Student" button does just that; it creates a new student account.

Adding Unassigned Students to a Class

Unassigned Students are existing Student Accounts in a school that are not assigned to a specific class. All teachers in your school can see the list of Unassigned Students. If your students are listed here, simply check the boxes next to their names and click the "Add to Class" button.

Removing Students from your Class

You can move students from your class into the list of Unassigned Students. Check the boxes next to their names and click the "Remove from Class" button. This is often used at the conclusion of a semester or school year, when your students need to be removed from their old classes in preparation for sorting into new classes.

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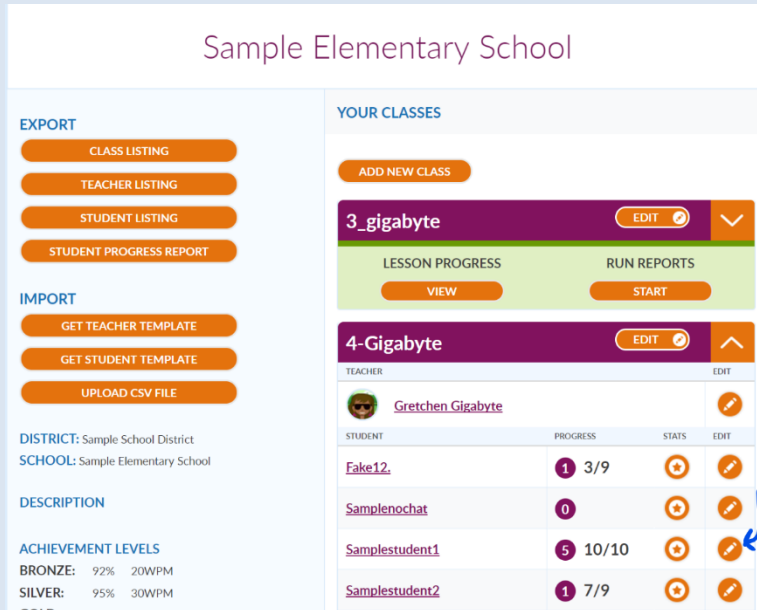
You can delete student accounts, whether they are in your class or in the list of Unassigned Students. Check the boxes next to those students, then click "Remove from QT." Please note that once student accounts are deleted, they cannot be restored.

Deleting a Class

If you wish to delete a 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.

Moving a Student from Class to Class

If you wish to move an individual student from one class to another, follow these steps:

First, select "Edit Student" from the class list.

Now use the dropdown menu for Current Class Assignment to change the student's class.

2. QwertyTown CSVs

If you want to set up a couple hundred users, the Manual Management Tools aren't going to cut it. School Admins and District Admins can upload batches of teachers or students using CSV spreadsheets. CSV files can be opened in spreadsheet programs like Excel, Google Sheets, and Numbers.

Using an Admin account, click Edit School (for more on finding Edit School, see page 3).

Importing Teachers

You can create new teacher accounts or update existing accounts using this tool. First, click "Get Teacher Template."

Fill out the CSV file by adding the correct information in each column. Please remove the sample data before uploading.
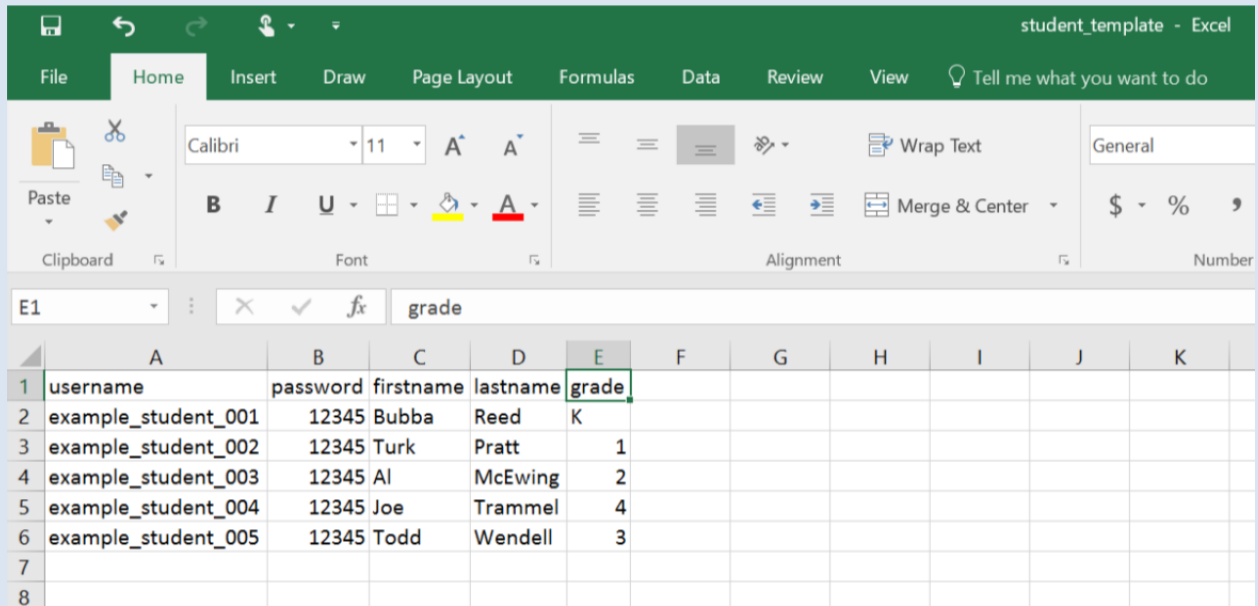

After saving your completed Teacher Template, upload the file by clicking the "Upload CSV File" button.

Importing Students

Admins can create new student accounts or update existing ones. This time, click "Get Student Template."

Fill out the CSV file by adding the correct information in each column. Please remove the sample data before uploading. Please note that the "Grade" column is optional.

After saving your completed Student Template, upload the file by clicking the "Upload CSV File" button.

*New students uploaded via CSV will appear in the Unassigned Students list. Admins and/or teachers may use the site's tools to move students into their correct classes.

Managing Your Rosters (Clever tools)

For mid-sized to large schools and school districts, with many hundreds or thousands of students, using Clever to manage and share your rosters with QwertyTown is a life-saver. And it's free!

The Clever portal allows teachers and students to log in once and access QwertyTown, as well as any other learning applications you choose to connect to.

You may use Clever to enable our 3rd and 4th Roster Management options:

3. Clever SFTP

This option allows you to pull a CSV of specific datapoints from your SIS and share them with QwertyTown via Secure File Transfer Protocol (SFTP). These robust CSVs allow you to automatically sort students into their classes.

4. Clever Autosync

Want to completely automate your rosters? This is the option for you. By setting up Autosync, any changes made to your SIS rosters will automatically replicate in QwertyTown within 24 hours. Moving students, creating new accounts, adding teachers… it's all done for you, securely and reliably.

Using Clever enables features like:

- Instant Login
- Google Apps for Education Single Sign-On
- Chromebook auto-login
- Login Badges (hold a badge up to the web cam rather than remember a username/password combo)

**Please note that when using Clever to manage your rosters, all QwertyTown roster management tools are disabled.

Want to learn more about Clever? Email us: support@qwertytown.com.

Tracking Student Progress with Reports

Your teachers have a wide range of reports at their fingertips. They can track individual student performance or look at their classes at a glance. They can also run custom reports. All reports are available onscreen or as downloadable spreadsheets.

As a School Admin, you can view statistics for your entire school. District Admins can go one step further, viewing reports that span multiple schools. Let's take a look…

School Information

For a deep dive into an individual student's statistics, head to the Edit School screen and 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, as well as the number of times played.

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).

Whole Class Stats

You can view Lesson Stats by clicking the "View Lesson Progress" button on your Teacher Dashboard. This will show information similar to that in individual students' Lesson Stats. By clicking the "Download" button, you can download all this information in CSV format.

Run Custom Reports

By clicking the Run Reports button on 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

School Student Progress Report

From the Edit School screen, you can download the Student Progress Report. This spreadsheet shows a variety of data about all students in your school. See below.

1484420164_studentProgressReport_beta_sa1 - Excel — David Grammerstorf

	A	B	C	D	E	F	G	H	I	J	K	L
1	UserID	First Name	Last Name	Username	School Name	Class Name	Level Completed	Type Count	Qwerty Coins	Qwerty Tokens	H2H Wins	Created Date
2	2839	Beta	Student1	beta_s1	Beta School	Beta Class	2	477	1400	988	4	0000-00-00
3	2840	Beta	Student2	beta_s2	Beta School	Beta Class	2	803	5300	1015	6	0000-00-00
4	2841	Beta	Student3	beta_s3	Beta School	Beta Class	0	0	950	6	0	0000-00-00
5	2842	Beta	Student4	beta_s4	Beta School	Beta Class	0	0	850	3	0	0000-00-00
6	2843	Beta	Student5	beta_s5	Beta School	Beta Class	0	0	0	0	0	0000-00-00
7												
8												

District Information

District Admins have access to all the same School, Class, and Individual Reports as School Admins. Those tools are all accessible by clicking the "View" button next to a school. However, the District Admin has reports of its own.

Run Custom Reports

By clicking the Run Reports button on the District Admin Dashboard, you can run your own customizable reports that pull data for your entire district. Choose the data you wish to include, then click view. Custom reports are also available as CSVs.