

Username

A list of usernames is available within the Custom Typing program. Please print this list before your first lab session.

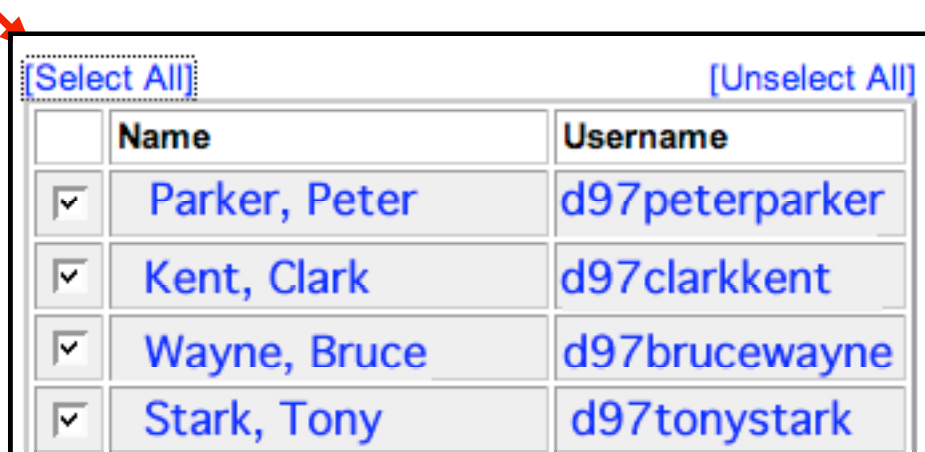
1. Access the administrator menu by logging in with the secret username and password. This login information has been sent via email many times and it has been the same for many years. If you can't remember it, feel free to send an email. It can't be printed here because this information is online and available for all to see.



2. Choose **Reports and Graphs**

3. From the drop down menu, choose your group. These have been grouped by school grade and teacher name.

4. Your list of students will appear. Choose **Select All** to choose the whole class.



	Name	Username
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Parker, Peter	d97peterparker
<input checked="" type="checkbox"/>	Kent, Clark	d97clarkkent
<input checked="" type="checkbox"/>	Wayne, Bruce	d97brucewayne
<input checked="" type="checkbox"/>	Stark, Tony	d97tonystark

5. From this screen, you can view student usernames. If you are working with students in the lab and one of your students cannot log in, access this screen to quickly verify the username.

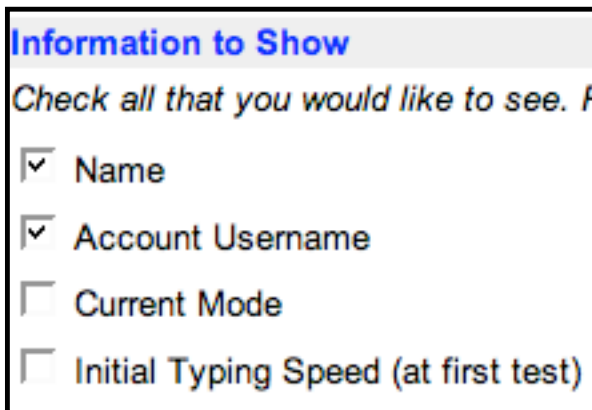
6. If you would like a printed report listing all of your students' usernames, click the **continue** button below your list of students.

Continue

5. You will see a screen listing the types of reports available with descriptions of each type of report. Choose any one of the following reports to access the list of usernames.

- Computer Guided Mode Report
- User Activity Summary
- Exercise Summary

6. Find the **Information to Show** section and choose **Name** and **Account Username**.



Information to Show
Check all that you would like to see. *P*

Name

Account Username

Current Mode

Initial Typing Speed (at first test)



- Detailed Exercise Report
- Exercise Summary Report
- Training Module Report
- Computer-Guided Mode Report
- User Activity - Summary
- User Activity - Detailed

7. Choose **Generate Report** and you will have a copy for printing or storing electronically.

Passwords

Student passwords are consistent with the passwords they use to log in to a computer. If you need an updated list of passwords, you can find one available in the My Home System. The report is called "Student Logins".

Teachers can login to a demo account with the following information:

username = *d97yourfirstnamelastname*

password = *your school mascot*