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# Typequick Administration Program

The Typequick Administration Program (TQAdmin) is designed for people who are responsible for controlling access to the TYPEQUICK applications as well as anyone who needs to keep track of students' progress.

This Help describes TQAdmin, its screens, dialog boxes and where to go to carry out various functions.

**Note:** There would usually NOT be any need to use TQAdmin on a single machine installation as all the defaults are set to allow full user access without any further setup or maintenance.

## Administrator Login

To access TQAdmin initially, you use the LoginID of "Administrator" which is provided by default. For details, refer to **Logging into TQAdmin For the First Time**.

This Help information is presented in the following sections:

Setting up After Installation

Common Operations

Main TQAdmin Screen

Description of Courses

# Setting Up After Installation

What you need to set up will depend on how you want to run your own site. There are various parameters that can be set and enabled. For example, if you want all students to enter a password when they login, you would enable the Password function. Also, if you want the administrator to create the student logins rather than allowing them to create their own, you would change the default for this setting. You can also change some of the defaults for how the screen displays, set up groupings for the students and set which courses are visible. Refer also to the following topics:

**Logging into TQAdmin For the First Time**

**Administration Settings**

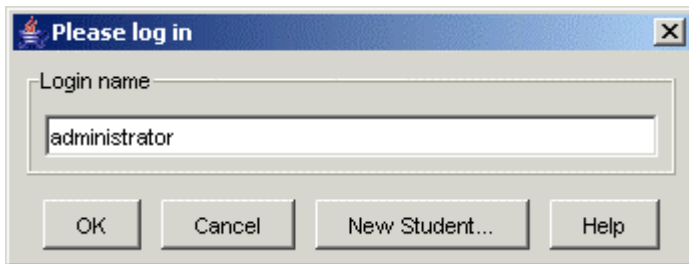
**Administrator Rights**

# Logging into TQAdmin For the First Time

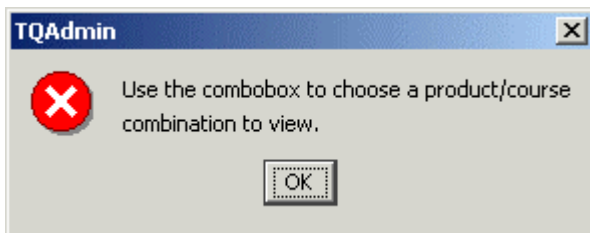
To set up any Administration functions after you have installed the TYPEQUICK product(s), you need to log into TQAdmin,

1. Start the TQAdmin program. You are prompted to login.
2. Initially there are no users in the database. The only way you can access TQAdmin is to log in with the Login name 'administrator'.

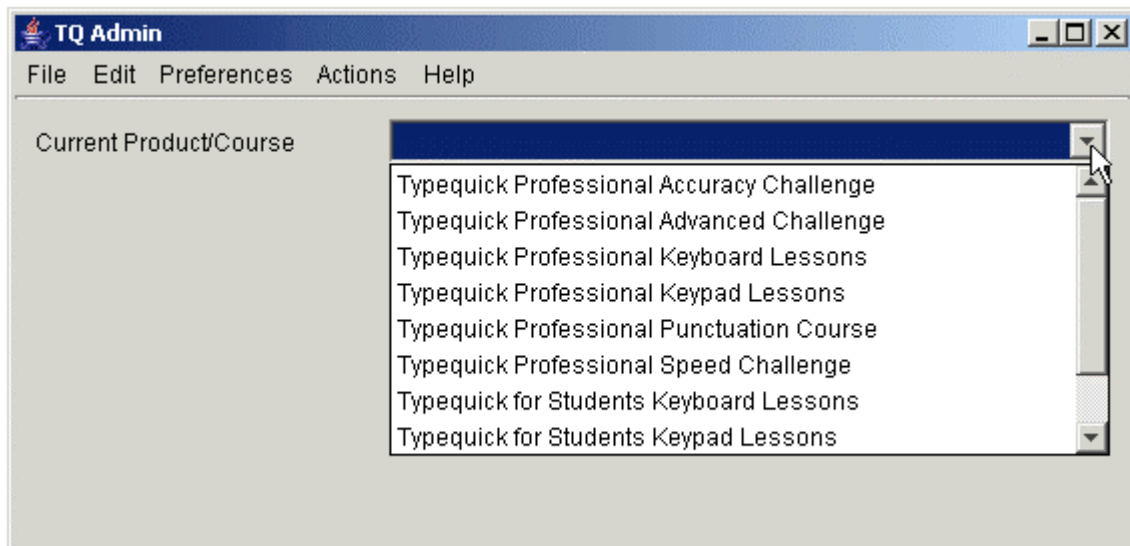
Login names are not case sensitive. The default for an initial installation will not need a password for this login.



3. The very first time you start TQAdmin, you are prompted to select a Product/Course.



4. Click the "OK" button and you are prompted to select the **Current Product/Course**.

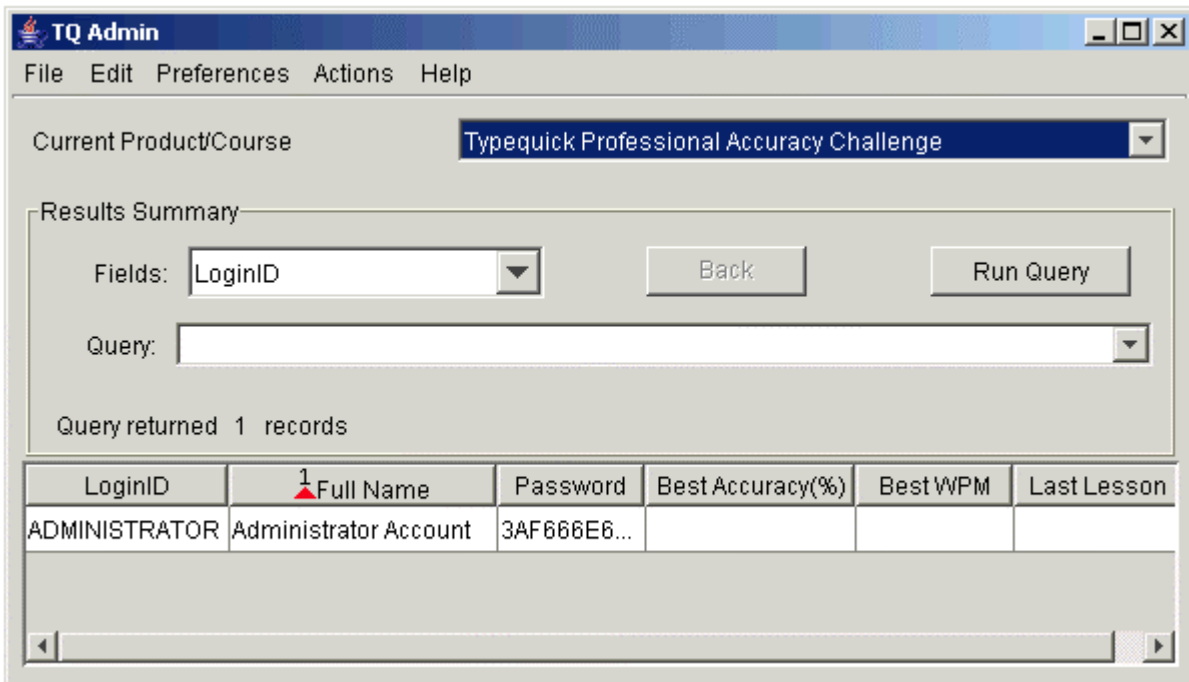


5. Use the drop-down list to display the Product/Courses you have installed. Select any one of the Product/Courses to initially display the full TQAdmin screen.

When setting up the system (for example, adding students, setting up preferences or system settings) you will be using the menu functions, so it does not matter which of the available

Product/Courses you select. You can reselect this if you want to make any changes that relate to a specific course. Refer to **Product/Course Selector** for more information.

The following is an example of how the TQAdmin screen displays when TYPEQUICK is first installed.

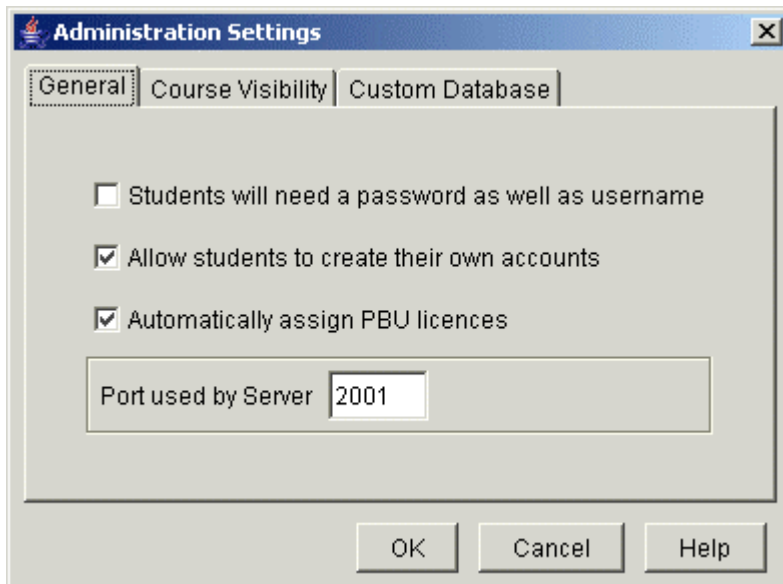


# Administration Settings

The **Administration Settings** control the general settings for how TYPEQUICK is used.

From the **Preferences** menu, select **General**. The **Administration Settings** dialog box displays.

## General Tab



Refer to the following topics for details of the Administration Settings.

**Using Passwords on Student Accounts**

**Allowing Students to Create their Own Accounts**

**Automatically Assigning PBU Licences**

**Course Visibility Tab**

**Custom Database Tab**

### Port Used by Server

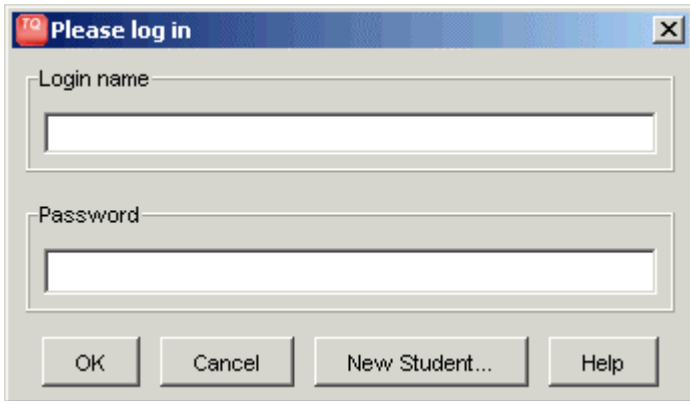
Change this item only if you are running the copy of TQAdmin installed with TQServer (on the same machine). The effect of the change is to change the TQ.Properties file used by the TQAdmin program. However, unless TQServer and TQAdmin were installed together, TQServer might be using a different TQ.Properties files and will not see the change at all.

On the General tab, **Port Used by Server** is set by the installation. You would rarely want to change this. If it is changed, you will need to restart TQServer for the change to have an impact.

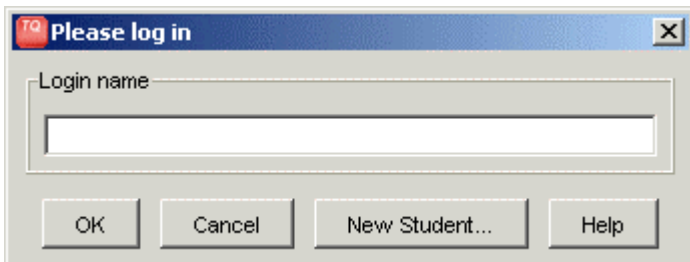
# Using Passwords on Student Accounts

Passwords are only relevant if they have been enabled in the system. This is set in the **Administration Settings**. From the **Preferences** menu, select **General** to display the **Administration Settings - General** tab.

If the check box **Students will need a password as well as username** is check marked, all users (including administrators) will need to enter a password to login. The following shows how the login looks when passwords are required.

A screenshot of a Windows-style dialog box titled "Please log in". The dialog has a blue title bar with a red "TQ" logo on the left and a close button on the right. Below the title bar, there are two text input fields: "Login name" and "Password". The "Password" field is currently empty and has a white background, indicating it is not masked. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "New Student...", and "Help".

The following shows how the login looks when passwords are NOT required.

A screenshot of a Windows-style dialog box titled "Please log in". The dialog has a blue title bar with a red "TQ" logo on the left and a close button on the right. Below the title bar, there is one text input field: "Login name". The "Password" field is not present. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "New Student...", and "Help".

**Note:** If you set the system to require a password and you need to log in as the user 'administrator', this has a default password of 'Administrator'.

## Changing the Administrator Password

When logging into TQAdmin as the default administrator, ensure you change the initial password at the first opportunity to ensure that sensitive data cannot be viewed or changed by any users who do not have administrator rights.

## Changing Passwords

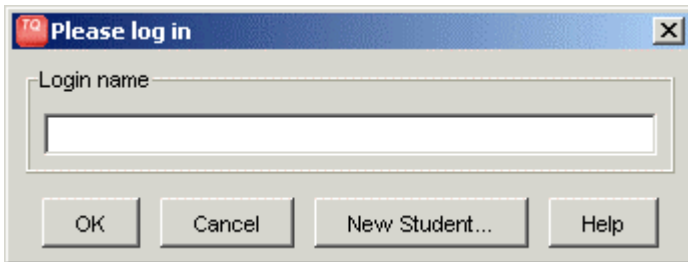
An administrator can set or change a student's password by editing it in the Data Grid. Refer to **Editing Information in the Data Grid**.

Passwords can contain any letters, numbers or symbols and you can use any number of characters. Remember that passwords are case sensitive.

# Allowing Students to Create their Own Accounts

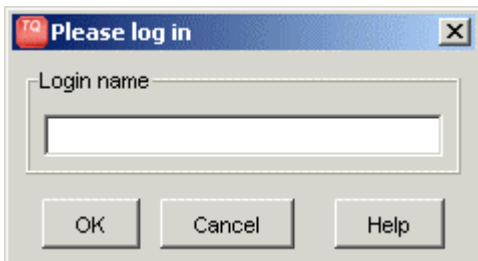
The system can be set up so that students create their own accounts. This is set in the **Administration Settings**. From the **Preferences** menu, select **General** to display the **Administration Settings, General** tab.

When the check box **Allow students to create their own accounts** is check marked, a **New Student** button is included on the **Login** dialog box.



Students can use this to add themselves as a new student. They enter a Login Name, Full Name and a password if these are required in your installation. This is covered in the **Typequick Professional** and **Typequick for Students** Help.

If you are not allowing students to create their own accounts, the **New Student** button is not available on the **Login** dialog box as in the following figure. All students and other administrators will need to be added as users in TQAdmin. Refer to **Adding a Student**.



## Automatically Assigning PBU Licences

If you are using a PBU (Pay by User) licence, you can set how the licences are assigned. This is set in the **Administration Settings**. From the **Preferences** menu, select **General** to display the **Administration Settings - General** tab.

The check box **Automatically Assign PBU licences** is only relevant if you have a PBU licence. A PBU licence issues a token to a specific number of students. After that number of students has been assigned, if any additional students are set up they will be using TYPEQUICK in evaluation mode and you will need to add another PBU licence to cater for the additional students. Refer also to the topic **Adding Licences to the Database** for additional information on licences.

The administrator can use the **Automatically Assign PBU licences** to control how the licences are assigned. If **Automatically Assign PBU licences** is check marked, a licence will be assigned the first time each student accesses the product and one user is automatically removed from those remaining licences.

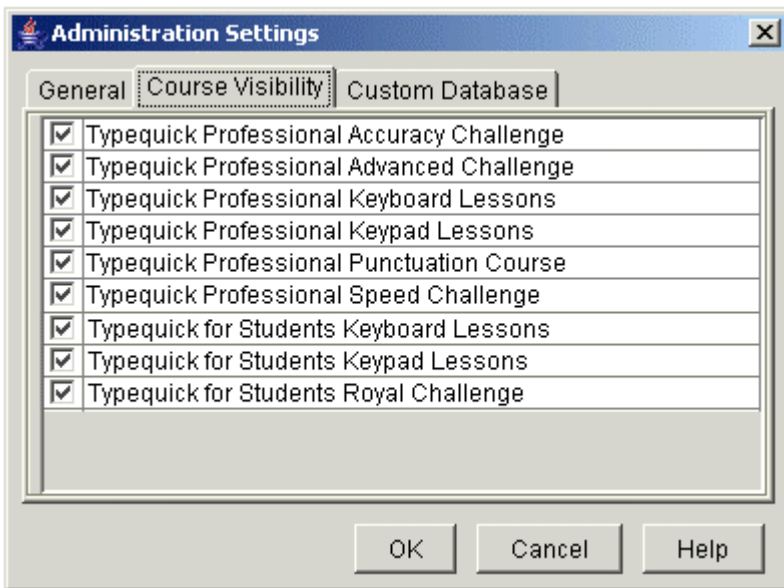
### Assigning a PBU Licence to an Individual Student

The alternative way that an administrator can assign PBU licences is from the list of students in the Data Grid. For the selected students, this method will display the number of licences that will be assigned and the number that will be left. Refer to the topic **Assigning a PBU Licence to an Individual Student**.

# Course Visibility Tab

You can set which courses are visible to all students. This is set in the **Administration Settings**. From the **Preferences** menu, select **General** to display the **Administration Settings**. Then select the **Course Visibility** tab.

The list shows all the Products/Courses that have been installed and you can remove the check mark from any that you do not want to be available to the students. The following figure shows the Product/Courses that will be displayed when both **Typequick Professional** and **Typequick for Students** are installed. For details of the Product/Courses that are available refer to **Description of Courses**.



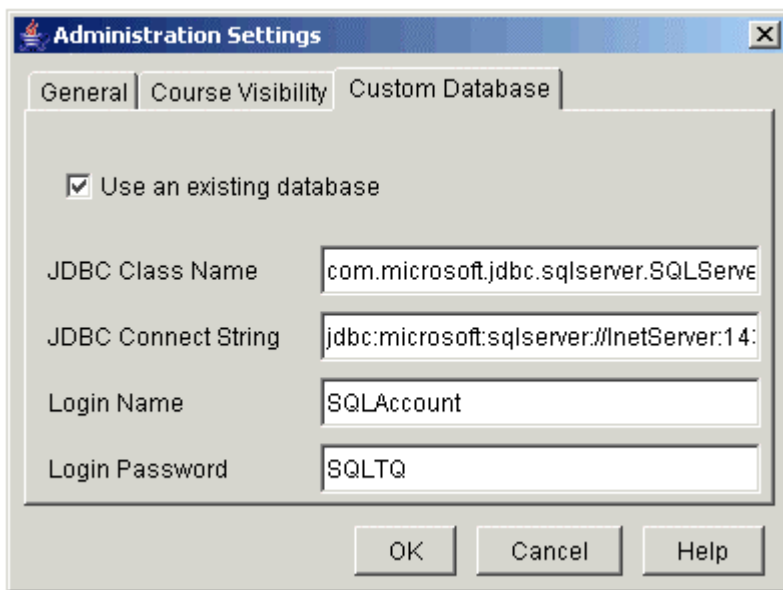
This function sets the general Course Visibility for all students. When you add a student from TQAdmin, you can select the Products/Courses that are available to that specific student (refer to **Adding a Student**). You can also set the Course Visibility for selected students from the Data Grid (refer to **Course Visibility for Individual Students**).

## Custom Database Tab

If you have installed TYPEQUICK to use a custom database you can use the **Custom Database** tab in the **Administration Settings** to change its settings. You can also use this tab if you originally installed TYPEQUICK to use its own database and you want to change this to a custom database.

Like the “TCP/IP Port setting” entry, changes made here alter entries in the TQ.Properties files used by TQAdmin. TQServer will only see those changes if TQAdmin and TQServer are sharing the same TQ.Properties file. They will do that if they have been installed during the same install.

From the **Preferences** menu, select **General** to display the **Administration Settings**. Then select the **Custom Database** tab.



If you want to change to a custom database, check mark **Use an existing database**.

In **JDBC Class Name**, enter the information required to find and load the JDBC driver. For **JDBC Connect String**, check your database documentation to determine what the appropriate strings should be when accessing the database via the JDBC drivers supplied with the database. In **Login Name** and **Login Password** enter the details on how the Typequick program should log into the database.

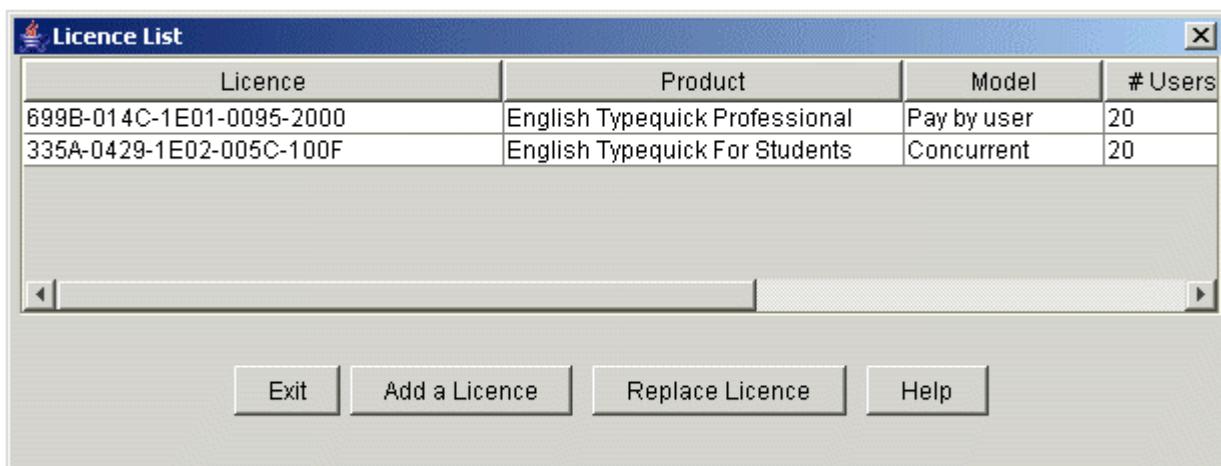
# Adding Licences to the Database

Licences can be added immediately after the installation is completed. When the installation is done, each time either the TQClient or TQAdmin programs is started, it will display a dialog box which asks whether you want to add a licence. You can also enter licences directly in TQAdmin, either when you have first installed, or to enter additional licences for TYPEQUICK components (for example, because you have increased the number of students supported, or added new products)

There are two types of Licences:

- **Concurrent Licence**  
A Concurrent licence allows you to have any number of students registered in the database, but there are a maximum number of students that can be logged in at any one time.
- **Pay by User Licence (PBU)**  
A PBU licence issues a token to a specific number of students. After that number of students has been assigned, if any additional students are set up they will be using TYPEQUICK in evaluation mode. You will need to add another PBU licence to cater for the additional students.

To add a new licence or replace an expired licence, from the **Actions** menu, select **Licences**. The **Licence List** dialog box displays. This displays the licences that are currently recorded.



You can scroll the information across to see the Comments. If you have a Pay by User Licence (PBU), this will display the number of users that have not yet been assigned. If any Licences have expired this is shown in the Comments.

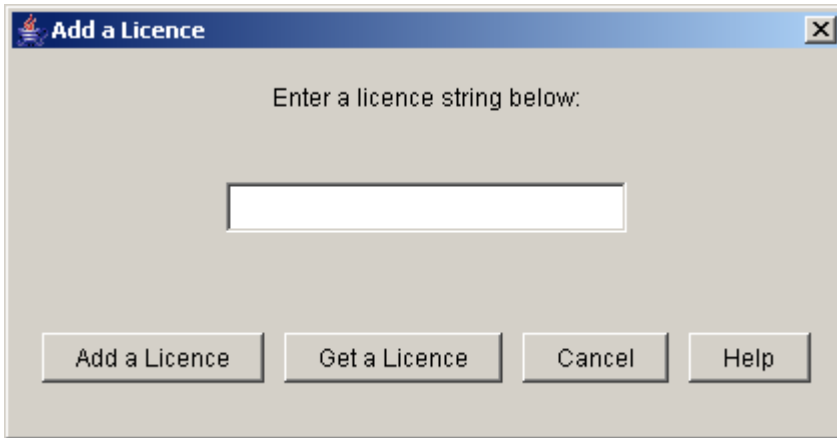
For information on **Add a Licence**, refer to **Add a Licence**.

## Replace Licence

If an existing licence has expired, you can update it with a replacement licence. Clicking the "Replace Licence" button will check all the licences and, if any have expired, displays the Replace Licence Wizard. Refer to **Replace Licence Wizard**. Licences already in the database can only expire if the database is moved from one machine to another.

## Add a Licence

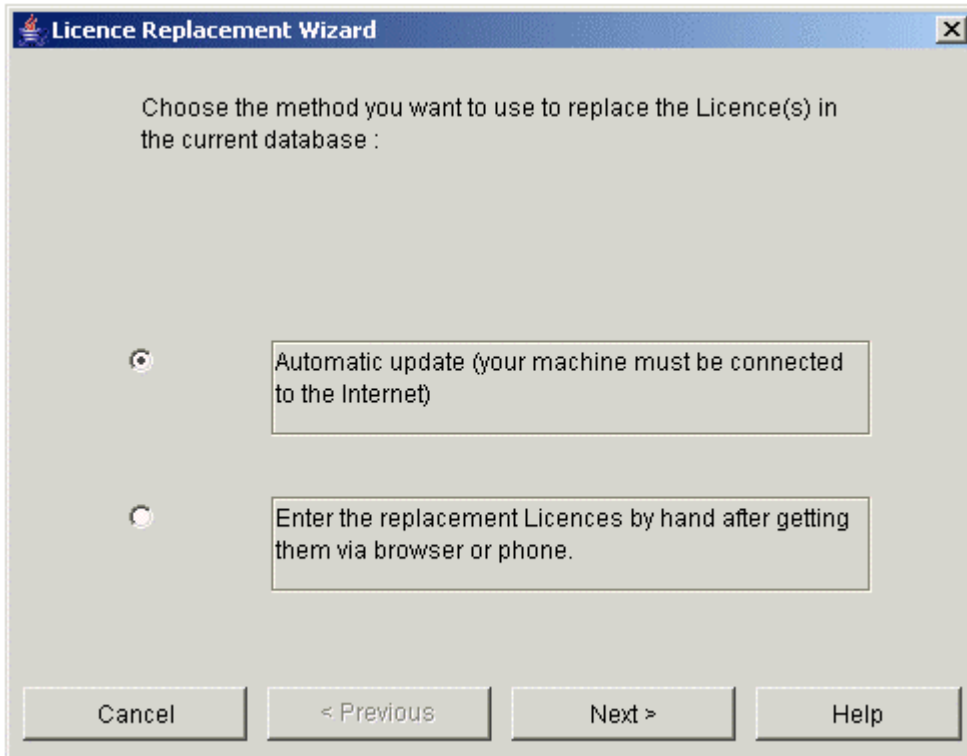
From the **Licence List** dialog box, click the “Add a Licence” button to display the **Add a Licence** dialog box in which you enter the licence string you have been provided with. Click the “Add a Licence” button to enter what you have typed.



Clicking the “Get a Licence” button on the **Add a Licence** dialog box will display a Typequick website page from which you can purchase a licence. You must have a connection to the Internet to use this.

# Replace Licence Wizard

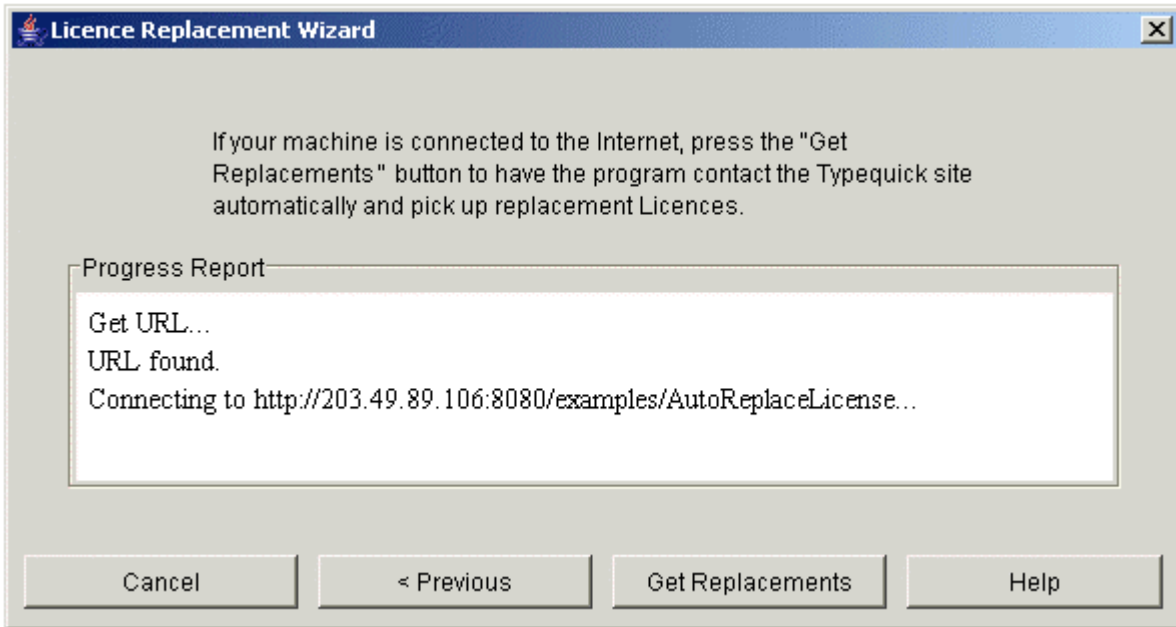
In the **Licence Replacement Wizard** dialog box, you can choose to automatically replace the licence(s) or manually enter the replacements with which you have been provided. Check mark the method you want to use and click the “Next” button.



Refer to **Replace Licence Automatically** and **Replace Licence Manually**.

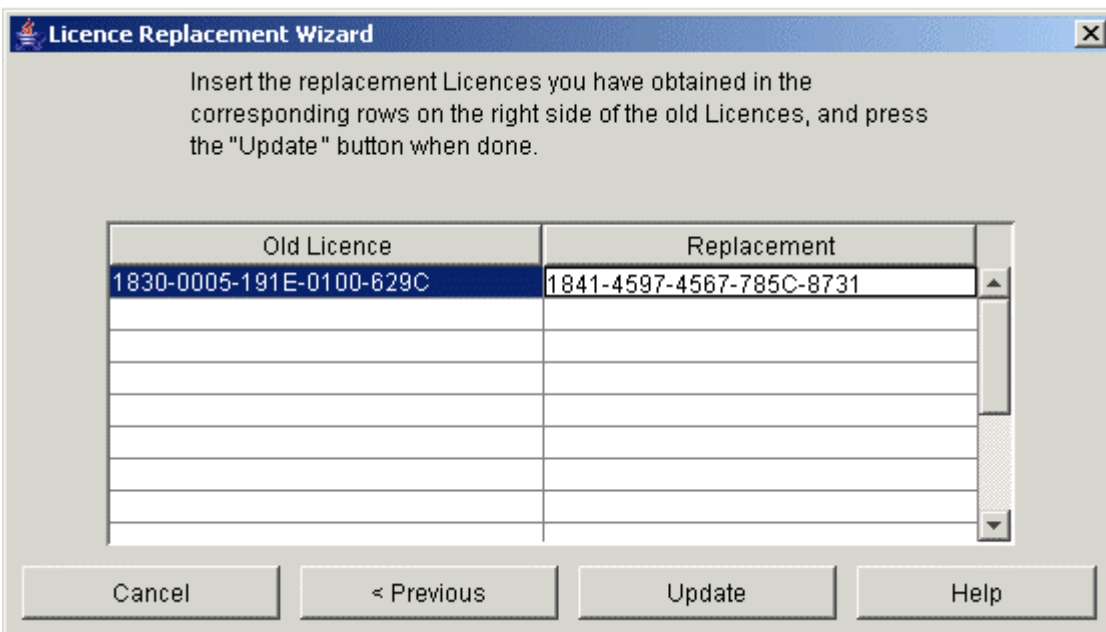
## Replace Licence Automatically

To replace expired licences automatically via a connection to the Internet, click the “Get Replacements” button. The Typequick site is contacted and will automatically replace expired licences. A message displays at the end to inform you that it has replaced the licences.



## Replace Licence Manually

To replace a licence manually, enter the replacements you have been provided with next to the relevant **Old Licence**.



Click the “Update” button. The replacement licence will be checked to ensure it is valid and the **Licence List** will redisplay showing the new licence in place of the expired one.

# Importing and Exporting Student Data

There are various functions available for both importing and exporting student data.

**Import Student Data** and **Export Student Data** can be used to save and reimport your student data, for example, if you are changing from one database to another. Refer to **Export Student Data** and **Import Student Data**.

**Import Student IDs** and **Export CSV Data** can be used to import data from a CSV format file, or to export existing data to a CSV file. Refer to **Import Student IDs** and **Export CSV Data**.

## Export Student Data

You can use **Export Student Data** to save the existing student data in order to reuse it within TYPEQUICK, for example, if you are changing from one database to another. The **Export Student Data** function exports the data in the TYPEQUICK proprietary format. When the student data is exported, a checksum is calculated and added to the file. The checksum is checked when the file is imported at the target site so that tampering of file contents can be detected.

The exporting process does not remove the students from the database, it just copies their data to an external file.

In the Data Grid, select the students you want to export by highlighting the relevant rows. You may need to change the selection to **Select by rows** using the Data Grid pop-up menu. The Export Student Data exports all the columns in the database for the selected students.

From the **File** menu, select **Export Student Data**. You are prompted to enter a file name to export to. The file is exported to a type of Typequick Student File.

For information on importing the data, refer to **Import Student Data**. For information on exporting to a CSV file, refer to **Export CSV Data**.

## Import Student Data

You can use **Import Student Data** to import TYPEQUICK student data that has been exported with the **Export Student Data** function. **Import Student Data** imports the data in the TYPEQUICK proprietary format. This can be used to reuse the data within TYPEQUICK, for example, if you are changing from one database to another. For information on setting the database, refer to **Custom Database Tab**.

The importing process will overwrite all the details for a student if that student already existed in the database. A warning is given if the student already existed.

The import process may be used to collect data from students who might be using a copy of the Typequick program at home.

To import the exported data to the current database, from the **File** menu, select **Import Student Data**. You are prompted to select the file that holds the exported data. You will only be able to import from a file type of Typequick Student File. When the data is imported, a message displays.

For information on exporting the data, refer to **Export Student Data**.

You can also import student data from a CSV file, refer to **Import Student IDs**, however that operation is for creating student logins only.

## Import Student IDs

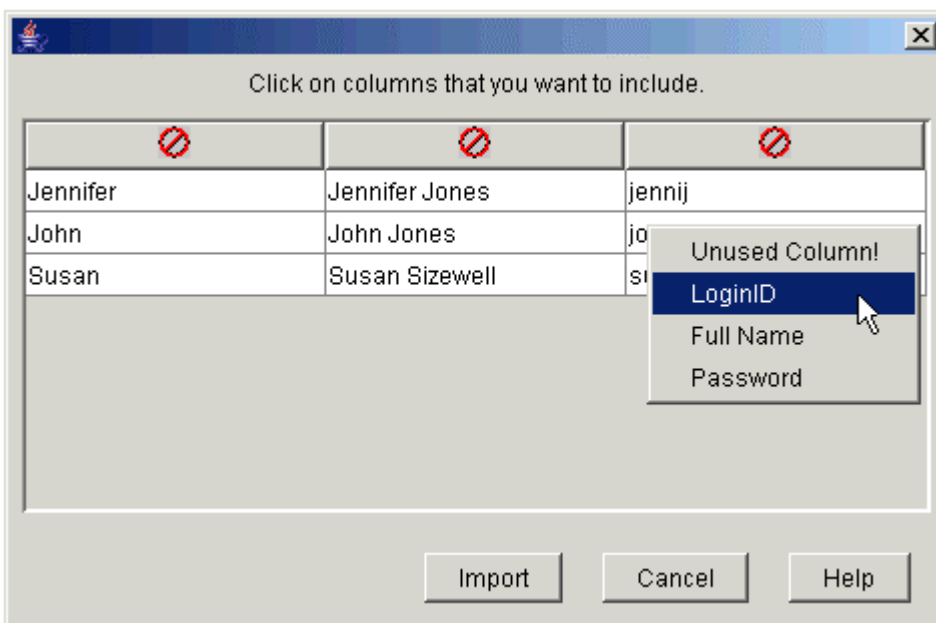
You can use the **Import Student IDs** function to import the Login name, Full Name and Password of students from a CSV (comma delimited) file. If you are using the Hierarchy Levels, you can also import the level values you might have.

From the **File** menu, select **Import Student IDs**. Select the file to import and the contents of the file displays.

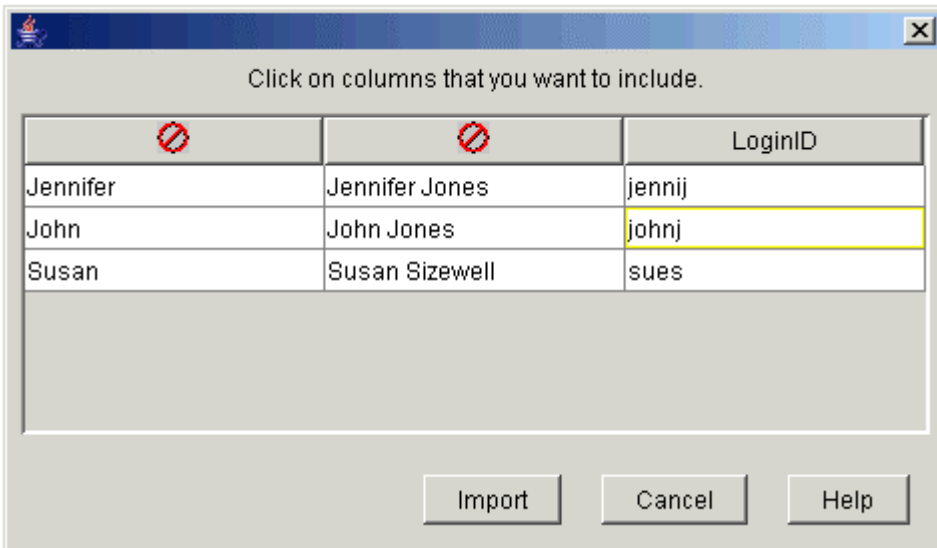
### Mapping the Columns to TYPEQUICK fields

You must map the columns in the file being imported to the Login name (LoginID) and the Full Name. If relevant for your installation, you can optionally map the Password.

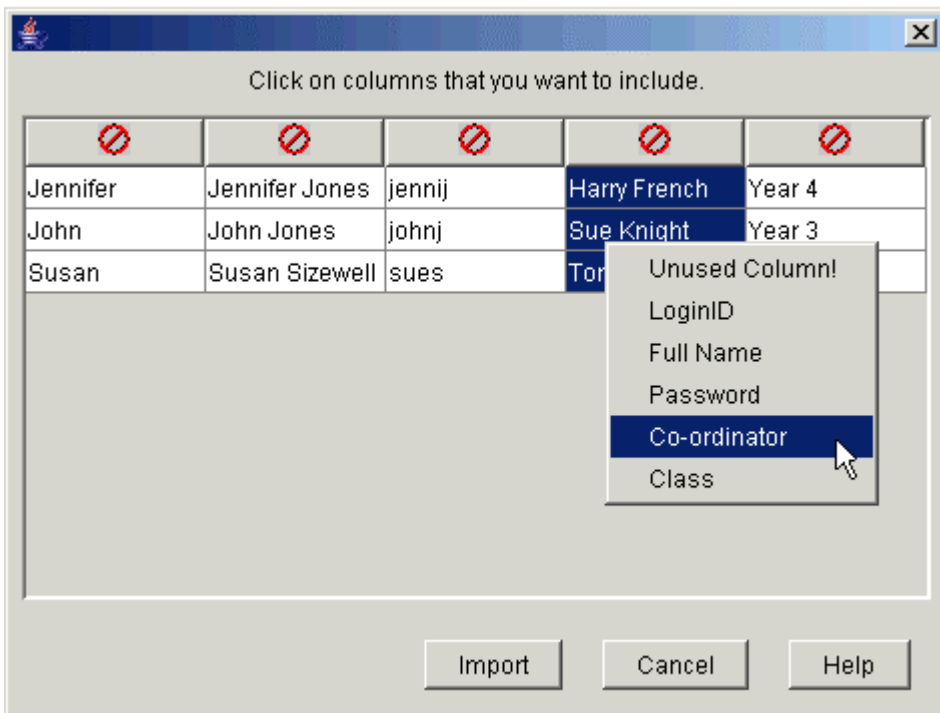
Click on any of the data in the relevant column and a pop-up menu displays with the fields that can be mapped. The following figure shows a column being mapped to the LoginID field.



When you have mapped a column the field displays in the column heading. If you map a column by mistake, you can reselect it and select **Unused Column** to remove the mapping. Any columns not needed by the import remain unmapped.




The following example shows how you could map a CSV file for import when Hierarchy Levels have been set up. Refer to **Using Hierarchy Levels to Group Students**.



## Importing Student Data

When you have mapped the required columns, click the “Import” button. The imported data displays in the Data Grid.

Query returned 4 records

LoginID	 Full Name	Password	Best Accuracy(%)	Best WPM	Last Lesson
ADMINISTRATOR	Administrator Account	3AF666E69737...			
JENNIJ	Jennifer Jones	C67A6E6E666..			
JOHNJ	John Jones	61B4F686E6A...			
SUES	Susan Sizewell	294C935766E...			

Horizontal scrollbar with left and right arrow buttons.

## Export CSV Data

You can use the **Export CSV Data** function to export existing student data to a CSV file (comma delimited).

You are given the option to export only the information that has been selected or to export all the data currently held in the Data Grid.

### Selecting Data to Export

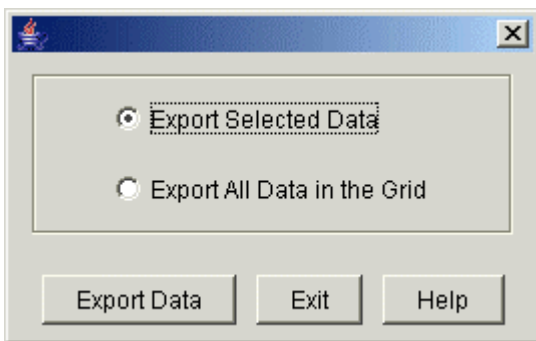
If you are going to export selected data, this can be a selection on one or more rows, one or more columns or even specific cells. You may need to change how the selections are made by right-clicking in the Data Grid to display the pop-up menu and then selecting **Select by columns**, **Select by rows** or **Select by cells**.

You may also need to include additional columns, as only those columns that are currently selected for display are exported. You can change this by right-clicking on the Data Grid Header and selecting **Select Columns for Display**.

Refer also to **Using the Data Grid Header**.

### Starting the Export

From the **File** menu, select **Export CSV Data**. Click the radio button to select **Export Selected Data** to export only the data currently highlighted in the Data Grid, or **Export All Data in the Grid** to export all the data currently held in the Data Grid.

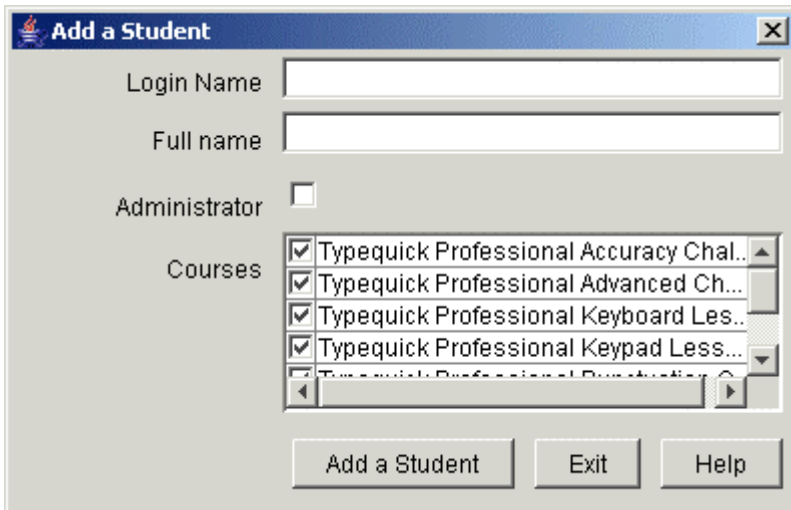


Click the "Export Data" button and you will be prompted to enter a file name to export to. The file will be exported to a file of type CSV.

# Common Operations

## Adding a Student

An administrator can use the **Add Student** function to add new students. From the **Actions** menu, select **Add Student**.



Enter the **Login Name**. This is the name that the student enters in the **Login** dialog box. It displays in the Data Grid in upper case characters, but when students log in, they can type the characters in any case.

Enter the **Full Name**. This displays in various places throughout TYPEQUICK, for example, in the TQAdmin Data Grid and as Headings on Charts. It also displays in the Client program, for example, when the student logs in.

The **Administrator** check box is used to set up the user as an additional administrator. Only administrators can access TQAdmin.

The list of **Courses** displays all the Product/Courses that have been made visible in the **Course Visibility** tab in **Administration Settings** (refer to **Course Visibility Tab**). You can remove the check mark for specific courses to make them unavailable for this student. Course Visibility can also be set for specific students from the Data Grid. Refer to **Course Visibility for Individual Students**.

## Student Passwords

If you have set the Administration Settings to enable passwords, you are also prompted to enter a password for the new student and the **Add a Student** dialog box displays as in the following figure. Refer to **Administration Settings - General Tab**.

The image shows a Windows-style dialog box titled "Add a Student". It has a blue title bar with a close button (X) in the top right corner. The dialog contains the following elements:

- Login Name:** A text input field.
- Password:** A text input field.
- Full name:** A text input field.
- Administrator:** A checkbox that is currently unchecked.
- Courses:** A list box containing four items, each with a checked checkbox:
  - Typequick Professional Accuracy Chal...
  - Typequick Professional Advanced Ch...
  - Typequick Professional Keyboard Les...
  - Typequick Professional Keypad Less...
- Buttons:** Three buttons at the bottom: "Add a Student", "Exit", and "Help".

Passwords can contain any letters, numbers or symbols and you can use any number of characters. Remember that passwords are case sensitive. Passwords for students and administrators can be changed at a later time in the Data Grid. Refer to **Editing Information in the Data Grid**.

### Add the new Student

When you have completed the student details, click the "Add a Student" button. You can then add further students. Alternatively, click the **Cancel** button and the new students will be displayed in the Data Grid.

### Other Ways to Add Students

Students can be also be added with an Import (refer to **Importing and Exporting Student Data**).

By setting **Allow students to create their own accounts** in the **Administration Settings**, you can also allow students to add themselves when they login. Refer to **Allowing Students to Create their Own Accounts**.

# Using Hierarchy Levels to Group Students

Hierarchy levels are optional and can be used to group students. If hierarchies are not being used, all students are considered to be in the one group. The grouping mechanism has no impact other than to allow students to be sorted and manipulated by their grouping and to allow the administrator to retrieve subsets of students based on their group membership.

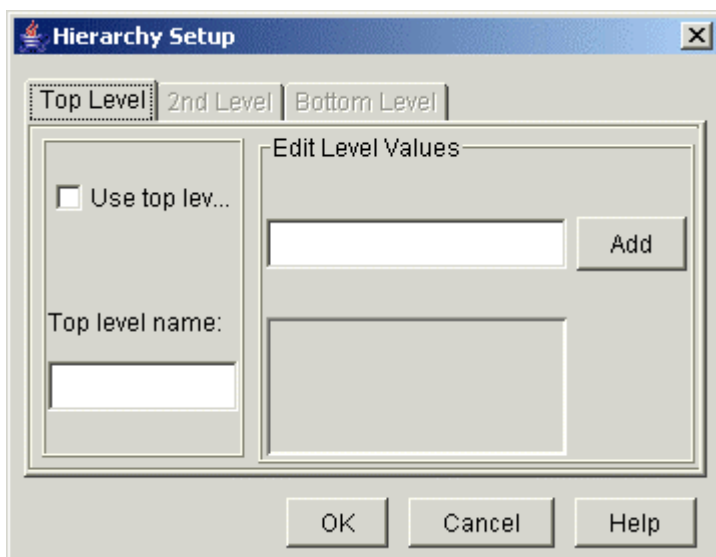
Levels are the names given to a grouping. For example if you wanted to group students under their class name or their co-ordinator's name you will need to set up a level name like co-ordinator and add the different co-ordinator's names in the level values.

When levels have been set up, they can be included as columns in the Data Grid and allocated to students. They will also be available when adding new students.

You can use one, two or three levels in the hierarchy. For example, you could set up one single level of 'Co-ordinator', or expand this to two levels of 'Co-ordinator' and 'Class', or use all three levels as 'Co-ordinator', 'Class' and 'Stream'.

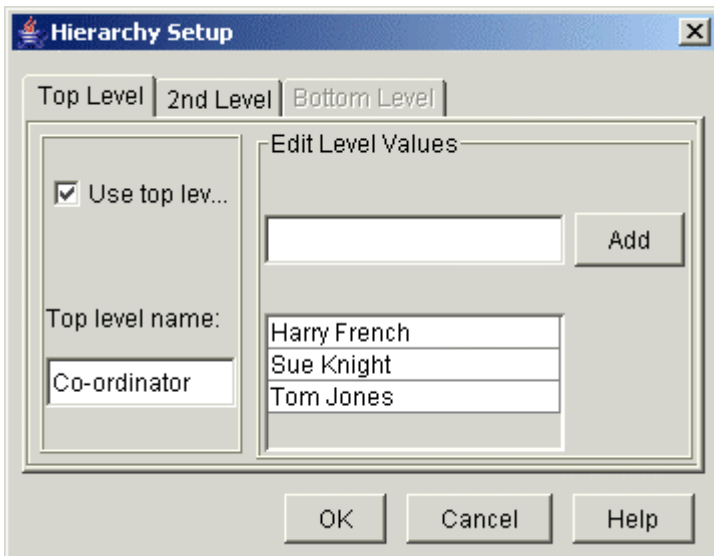
## Setting up Hierarchy Levels

From the **Preferences** menu, select **Hierarchy**. The **Hierarchy Setup** dialog box displays.

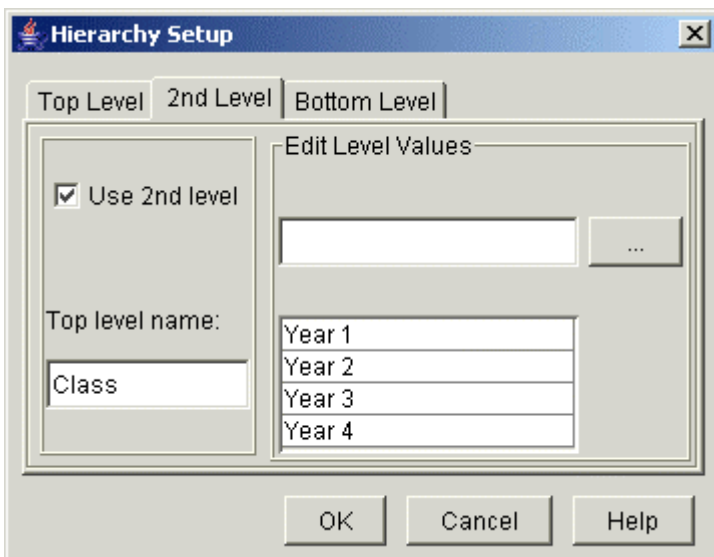


To use a level, check mark the **Use ... level** check box and enter a **Level name** of your choice (we have used co-ordinator). Then enter a level value in the **Edit Level Values** (we have used Harry French, Sue Knight and Tom Jones) and click the **Add** button. As the Level Values are entered they will be displayed in the list below and are automatically sorted into alphabetical sequence.

The following is an example, of using the Top Level of the Hierarchy.



The following is an example of using the 2nd Level of the Hierarchy.

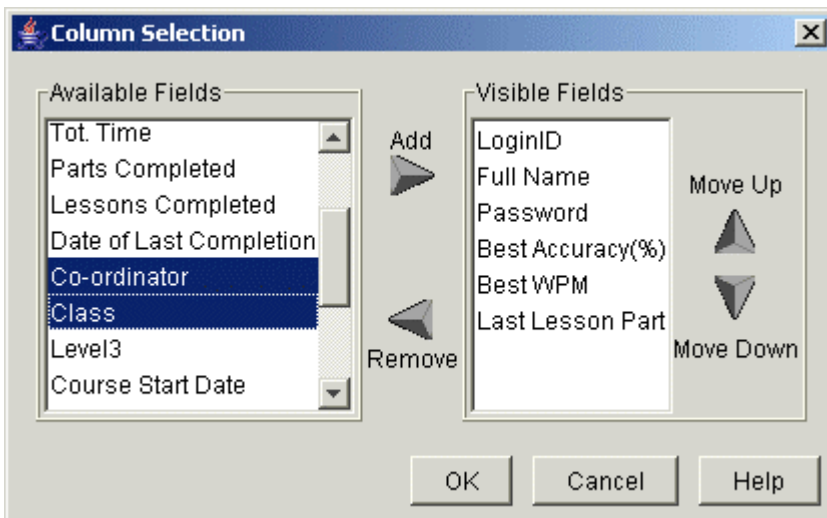


## Editing and Removing Level Values

To edit a value, click on it in the list and make any changes. To remove a value, edit it and delete all its characters.

## Displaying Levels in the Data Grid

To view the levels in the Data Grid ensure you assign them as a visible field in the **Column Selection** (refer to **Column Selection**).



When you have included the levels in the Data Grid, you can then select the relevant levels for the students. Ensure you have enabled **Allow Editing** in the Data Grid pop-up menu so that you can make a selection.

Query returned 7 records

LoginID	Full Name	Password	Co-ordinator	Class	Best
ADMINISTRATOR	Administrator Account	3AF686E6973...			
ANDYC	Andy Connors	4C7EA	Sue Knight		
MARIAM	Maria Markovic	FDDEC	Sue Knight	Year 3	
PETERH	Peter Henderson	0489C	Tom Jones Harry French	Year 3	
PHILLIPP	Phillip Price	7A2AA			
SALLYC	Sally Chang	676A3	Sue Knight	Year 6	
VICTORIAA	Victoria Adams	8C6B1	Tom Jones	Year 1	

You can set the level value for more than one student at a time. Ensure you have enabled **Allow Editing** then first highlight the level cell for one of the students and select the relevant value in the drop-down list. You can then add to the selected cells by clicking while holding down the usual multi-select keys on the keyboard (for example, Shift key or Ctrl key). Once you have completed highlighting a set of cells, select the level value from the drop-down list that is still present on the original cell. All the highlighted cells will inherit that choice.

### Adding a Student with Hierarchy Levels

If Hierarchy Levels have been set up when you add a student, you will be able to make a selection for each of the levels directly in the **Add a Student** dialog box.

**Add a Student**

Login Name

Full name

Co-ordinator

Class

Administrator

Courses

- Typequick Professional Accuracy Chal...
- Typequick Professional Advanced Ch...
- Typequick Professional Keyboard Les...
- Typequick Professional Keypad Less...

In a similar way, if students are allowed to add themselves, when they click the **New Student** button from the login they will be able to make a selection for their own levels in the **Add a Student** dialog box.

**Add a Student**

Login Name

Full name

Co-ordinator

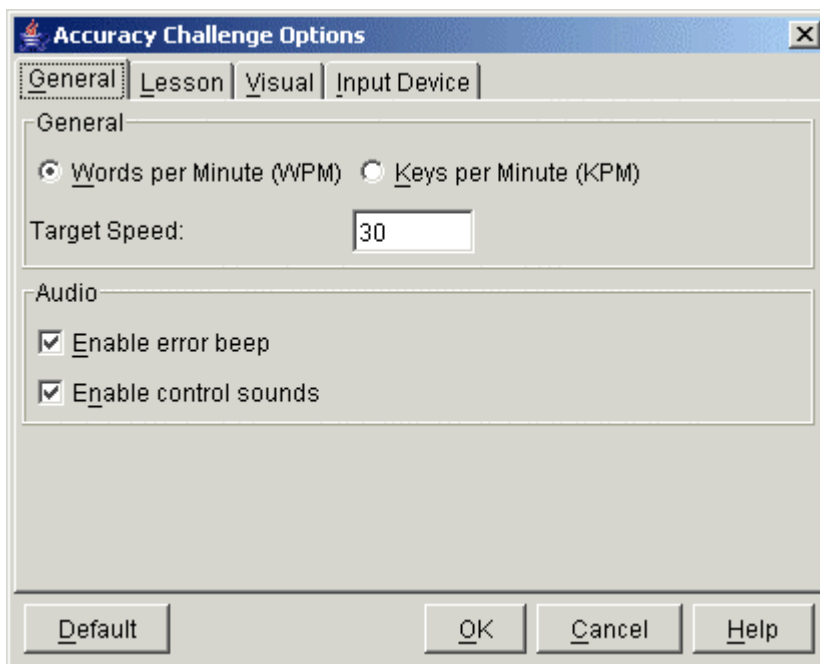
Class

# Setting Course Options

When students use TYPEQUICK, they can set up various preferences for how they want to use a course and how it displays. This allows them to set parameters such as whether they want results displayed as words per minute or keys per minute, whether the target audience is adult or child, audio and visual preferences, whether one or two spaces are used after a full stop or period and the type of keyboard being used. These options are covered in detail in the Client Help.

In TQAdmin, you can set the initial preferences for each course.

From the **Preferences** menu, select **Product**. The Products you have installed are shown on the menu. Select the one you want to change the options for, and a list of the Courses for that Product will display. Select the required Course. The **Options** dialog box will display for the selected course.



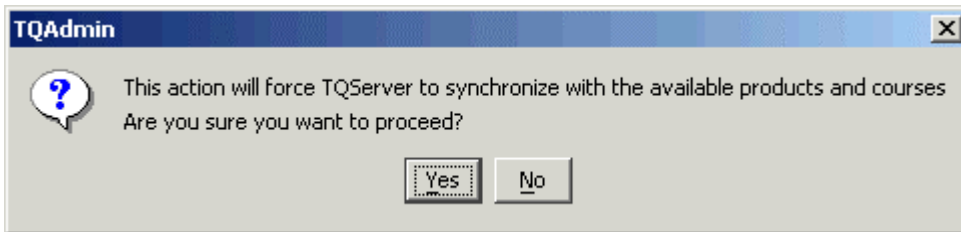
Make changes as required and click the “OK” button. Clicking the “Default” button will restore all the settings to the product defaults, on all the **Options** dialog box tabs.

The students will inherit the configuration you set when they first start the TYPEQUICK Product/Course. They can then make changes according to their own preferences.

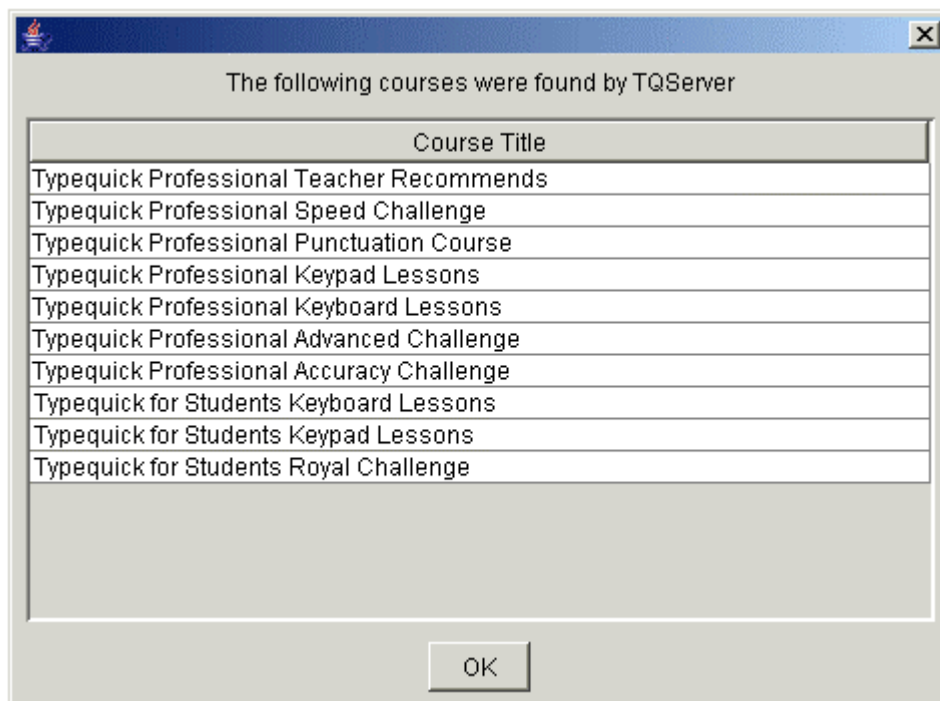
# Add Resources

The **Add Resources** function sends a message to TQServer to look at the products to check if there are any new products. This allows you to refresh the list of Products and Courses that are installed and makes the new Products/Courses available to students without having to restart TQServer.

From the **Actions** menu, select **Add Resources**. You are given a prompt to confirm.

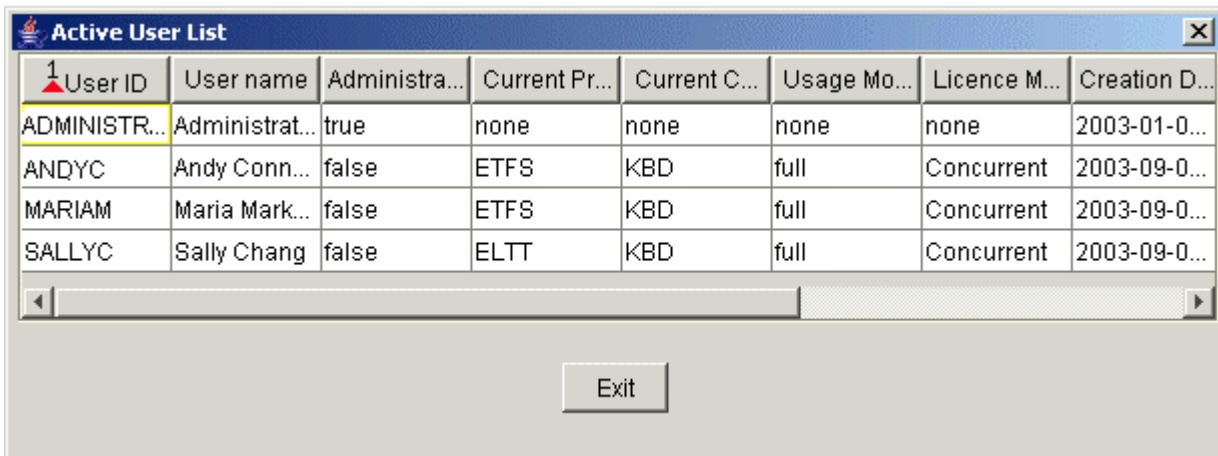


When you proceed a list of the installed courses will display.



# Active Users

The **Active Users** function displays a list of the users who are currently logged in. From the **Actions** menu, select **Active Users**.



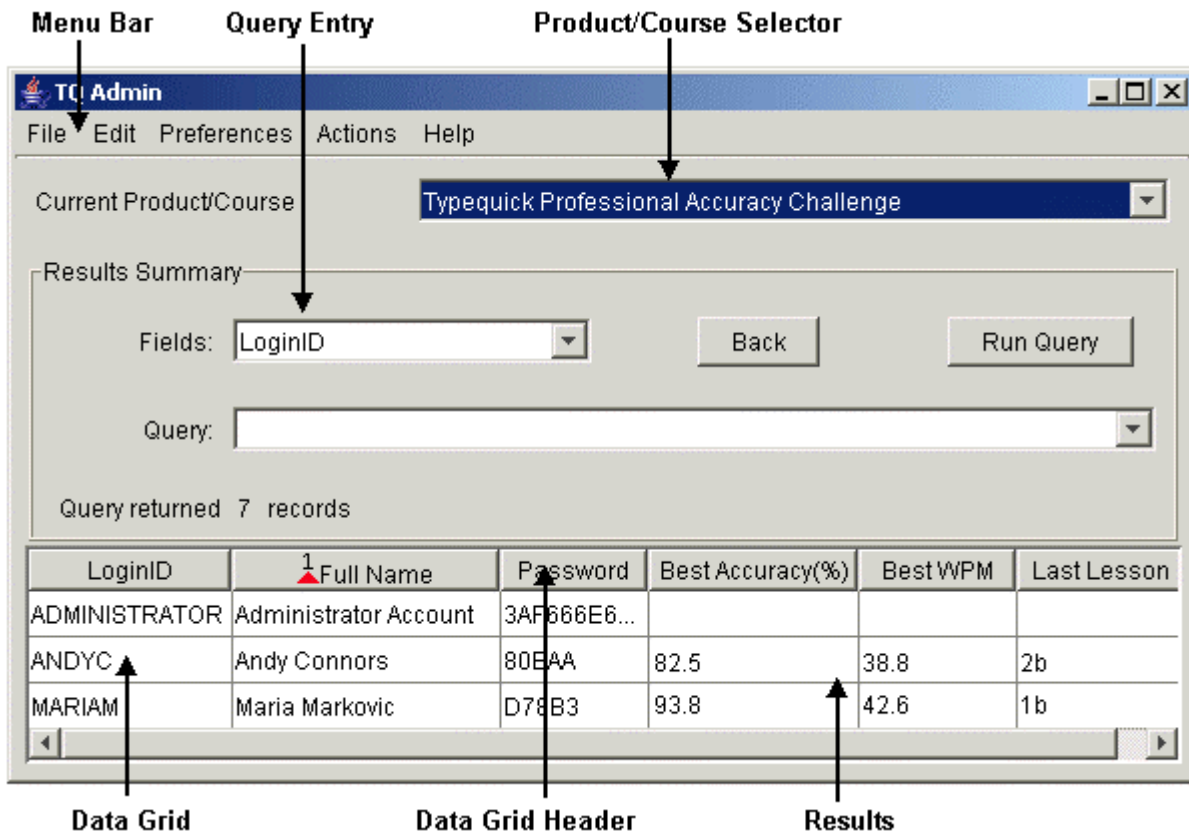
The screenshot shows a window titled "Active User List" with a table of active users. The table has 8 columns: User ID, User name, Administra..., Current Pr..., Current C..., Usage Mo..., Licence M..., and Creation D... The first row is highlighted in yellow. Below the table is a scroll bar and an "Exit" button.

1 User ID	User name	Administra...	Current Pr...	Current C...	Usage Mo...	Licence M...	Creation D...
ADMINISTR...	Administrat...	true	none	none	none	none	2003-01-0...
ANDYC	Andy Conn...	false	ETFS	KBD	full	Concurrent	2003-09-0...
MARIAM	Maria Mark...	false	ETFS	KBD	full	Concurrent	2003-09-0...
SALLYC	Sally Chang	false	ELTT	KBD	full	Concurrent	2003-09-0...

This is initially sorted on the **UserID**. You can click a column heading to sort the information on that column.

# Main TQAdmin Screen

All the TYPEQUICK administration functions can be accessed from the TQAdmin screen.



## Menu Bar

Use the menu bar to access the majority of the TQAdmin functions.

## Product/Course Selector

Some aspects of TQAdmin relate to a specific Product/Course, for example the students' lesson results in the Data Grid and the function used to make a course visible to selected students. For these functions, first select the required Product/Course from the drop-down list. Refer to **Product/Course Selector**.

## Query Entry

You can use the query section in the Data Grid to run a query and find student information to display in the Data Grid. Refer to **Query Entry in the Data Grid**.

## Data Grid and Results

The Data Grid displays a list of all the students. As well as general information about the students, such as Login ID and Full Name, various lesson **Results** are included which show how the students are performing. Refer to **Data Grid**.

Note that there are also additional functions available for the Data Grid that can be accessed by right-clicking to display the Data Grid Pop-Up Menu.

## **Data Grid Header**

You can click the column headings to sort the information in the Data Grid. You can also right-click over the header to display a pop-up menu. This can be used to change which columns are visible and to sort the information by up to three selections. Refer to **Using the Data Grid Header**.

## **Data Grid Pop-Up Menu**

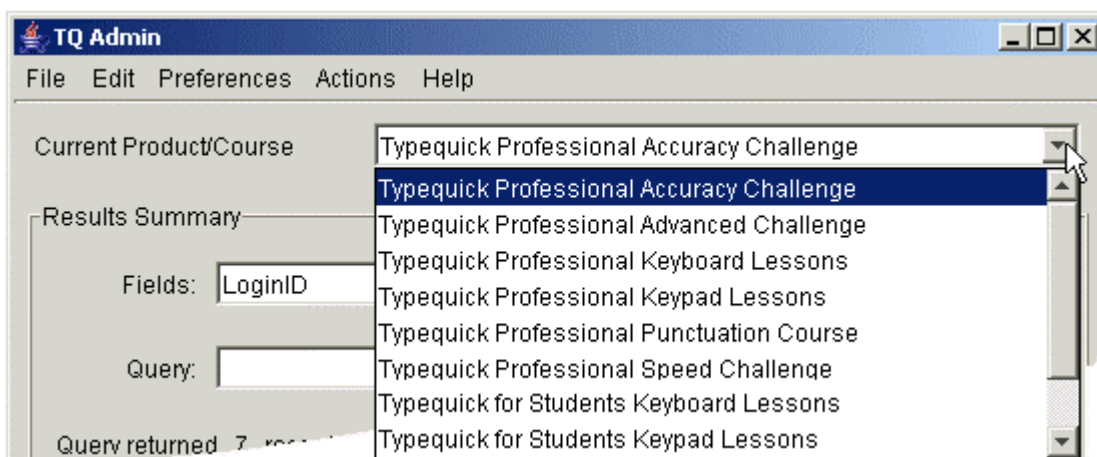
There are various functions you can access and changes that you can make to student information from the Data Grid pop-up menu. This can be displayed by right-clicking over any of the data in the Data Grid. Refer to **Using the Data Grid Pop-Up Menu**.

# Product/Course Selector

Some aspects of TQAdmin relate to a specific Product/Course. You need to select the relevant course using the drop-down list for the **Current Product/Course** for the following functions

- Using the Data Grid to look at course and lesson results. Select the appropriate Product/Course to view the information you require.
- To make the selected course visible to one or more students. This is set with the Course Visibility function from the Data Grid pop-up menu. Refer to **Course Visibility for Individual Students**.

The following example shows the drop-down list for **Current Product/Course** that is displayed when both **Typequick Professional** and **Typequick for Students** are installed. Select the Product/Course you require from the list.



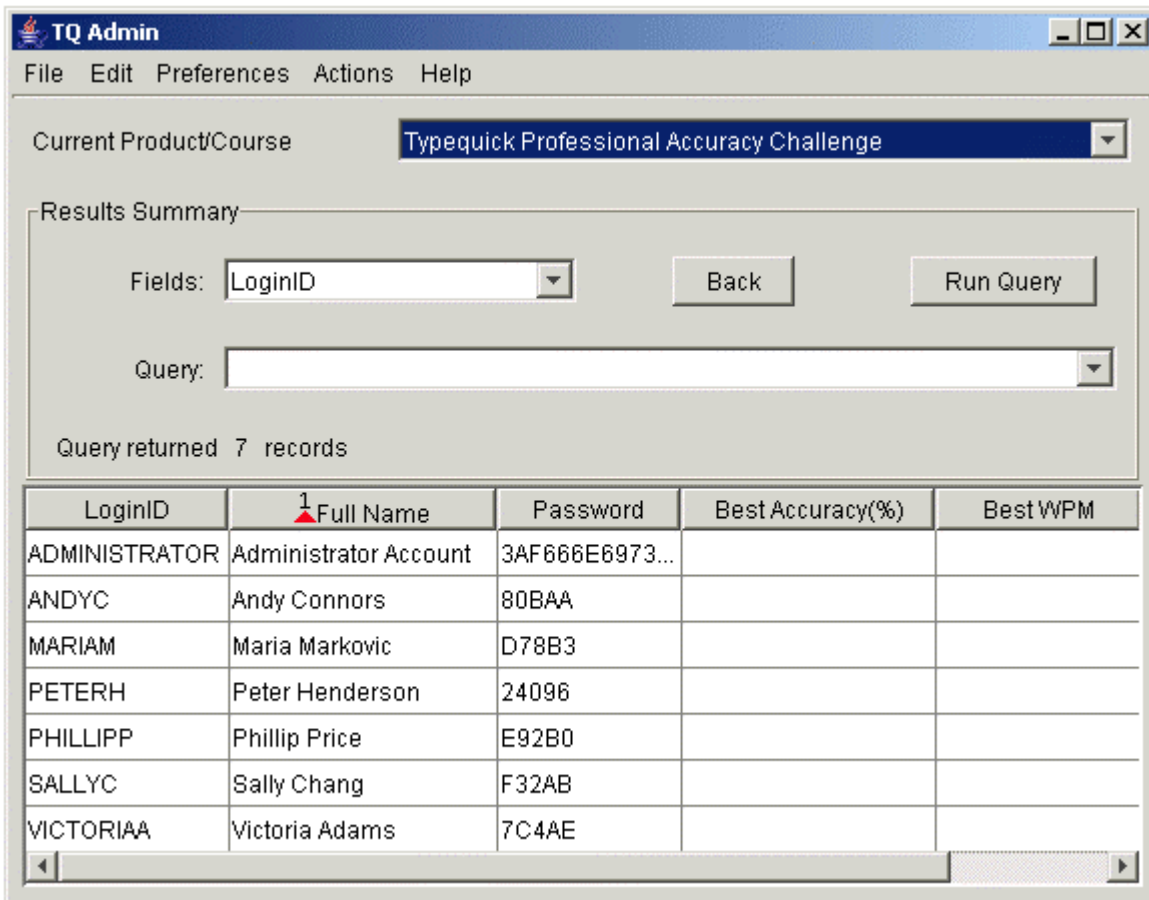
The next time you start TQAdmin, the last used Product/Course is automatically selected and you can change this by reselecting it from the drop-down list.

**Note:** Providing you have not run a query to display a sub-set of the student information, all students are included in the Data Grid regardless of which Product/Course has been selected.

For details of the Product/Courses that are available refer to **Description of Courses**.

# Data Grid

The lower section of the TQAdmin screen displays the Data Grid with the student information. As students are added, their details are displayed in the grid.




The screenshot shows the TQ Admin application window. The title bar reads "TQ Admin". The menu bar includes "File", "Edit", "Preferences", "Actions", and "Help". The "Current Product/Course" dropdown is set to "Typequick Professional Accuracy Challenge". Below this is a "Results Summary" section with a "Fields:" dropdown set to "LoginID", a "Query:" dropdown, and "Back" and "Run Query" buttons. A status message indicates "Query returned 7 records". The data grid below has the following columns: LoginID, Full Name (with a red triangle icon), Password, Best Accuracy(%), and Best WPM. The grid contains 7 rows of student data.

LoginID	Full Name	Password	Best Accuracy(%)	Best WPM
ADMINISTRATOR	Administrator Account	3AF666E6973...		
ANDYC	Andy Connors	80BAA		
MARIAM	Maria Markovic	D78B3		
PETERH	Peter Henderson	24096		
PHILLIPP	Phillip Price	E92B0		
SALLYC	Sally Chang	F32AB		
VICTORIAA	Victoria Adams	7C4AE		

## Editing Information in the Data Grid

You can make changes to the information in certain columns, for example, you can change the students' LoginID, Full Name or Password. You can also edit the **Administrator** indicator field of a student and if hierarchy levels are used to group students, you can edit the setting for any of the grouping levels that have been set up. You cannot edit any of the cells that hold the students' course results.

Before you can edit any information, you must first enable editing in the Data Grid. Position the mouse pointer over any of the data in the Data Grid and right-click to display the pop-up menu. Select **Allow Editing**. For any cell that can be edited in the Data Grid, you will then be able to double-click and type into it.

LoginID	 Full Name	Password	Best Accuracy(%)	Best WPM	Last Lesson
ADMINISTRATOR	Administrator Account	3AF666E6...			
ANDYC	Andy Connors	80BAA	82.5	38.8	2b
MARIAM	Maria Markovic	D78B3	93.8	42.6	1b
PETERH	Peter Henderson	newpassw	81.0	36.7	1a
PHILLIPP	Phillip Price	E92B0	96.7	44.4	2a
SALLYC	Sally Chang	F32AB			
VICTORIAA	Victoria Adams	7C4AE			

**Note:** If you change a Password when you type in the cell, it displays as normal text so you can see what you are typing. When you click outside of the cell it is encoded.

### Cut, Copy and Paste

While editing, you can use the functions on the **Edit** menu to **Cut**, **Copy** and **Paste** text between cells.

## Student Course Results and Grading Performance

As well as general information about the students, such as Login ID and Full Name, various course results are shown. These allow you to see the progress students are making in a particular course. You must first select the Product/Course for which you want to see the results using the **Current Product/Course** drop-down list.

On the initial screen the results are displayed as an analysis of the overall progress of the students for all the lessons that have been completed within the selected course. You can also see the details for each lesson and also to see the keystroke level. Refer to **Displaying Detailed Results for a Student**.

Using the sorting and query functions you can grade students' performance. Refer to **Column Sorting, Column Selection and Query Entry in the Data Grid**.

## Displaying Detailed Results for a Student

When a student takes a lesson within a course, that student's performance is recorded. The overall results for the selected Product/Course are displayed in the Data Grid. You can also display further details for a specific student as follows

1. Display the Product/Course for which you want to view the results (refer to **Product/Course Selector**).
2. Then right-click anywhere in the Data Grid to ensure that **Allow Editing** is NOT enabled and that **Select by rows** is enabled (refer to **Using the Data Grid Pop-Up Menu**).
3. Double-click anywhere in the row for the relevant student.

Results display for each of the lessons that the student has completed in the selected Product/Course.

Student : Phillip Price (phillipp) . Query returned 4 records

Lesson	Part	1 Accuracy(%)	WPM	Time	Date of Last Completion
Lesson 1	1c	96.7	44.4	000:02	2003-09-08 12:26
Lesson 2	2a	96.2	44.2	000:04	2003-09-08 12:30
Lesson 1	1b	94.9	42.8	000:02	2003-09-08 12:21
Lesson 1	1a	94.2	42.9	000:02	2003-09-08 10:27

Click the "Back" button to redisplay the top level of the Data Grid.

## Displaying Key Analysis Details

To display key analysis details, double-click anywhere in the data grid. This displays the results of keys used, errors, number of times used and so forth. The results refer to the last lesson part completed by the student in the currently selected Product/Course. Any keys covered by lessons in any other courses are also included.

Clicking the "Back" button from this level will return to the level above.

Student : Phillip Price (PHILLIPP) Query returned 13 records

2 Key	1 Errors	Times Used	WPM	Total Errors	Total Times Used
k	0	56	45.76	1	108
e	1	48	45.01	1	48
h	1	41	44.74	1	41
i	1	24	45.85	1	24
j	1	27	43.84	4	65
.	2	12	38.7	2	12

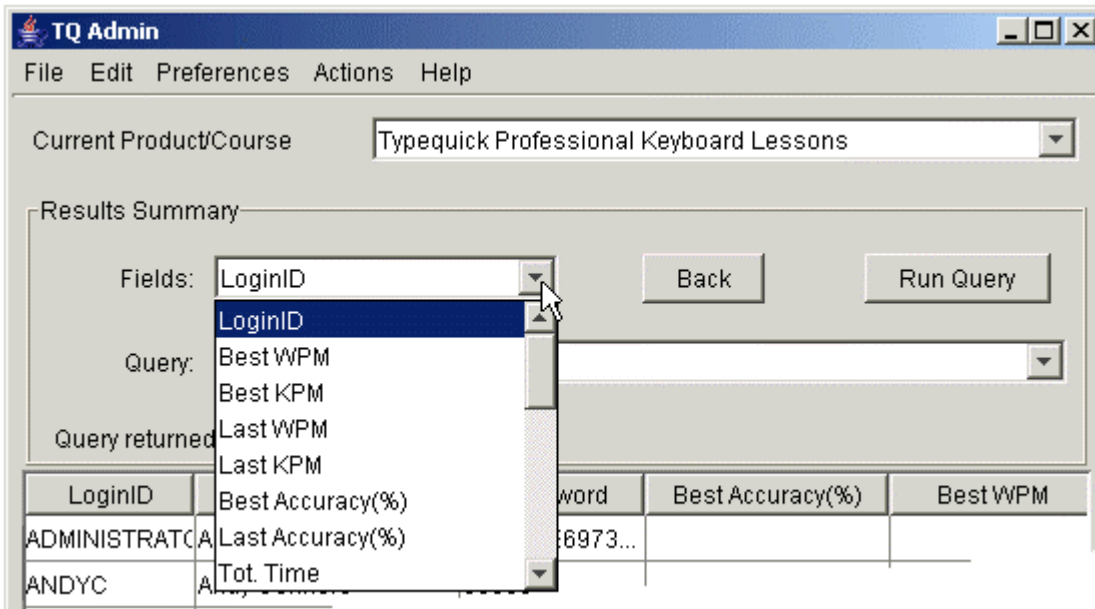
In the same way as in the Data Grid, you can use the Data Grid Header to sort information and change which columns are visible. Refer to **Using the Data Grid Header**.

In the same way as in the top level of the Data Grid, you can also right-click in the grid and change how selections are made. You can then select **Print** or **Chart** to print the results or produce a chart. Refer to **Using the Data Grid Pop-Up Menu**.

## Query Entry in the Data Grid

The Data Grid by default displays information for all the students. You can use the query section in the Data Grid to run a query and find student information. Enter the query as whatever would come after the 'where' clause in a database query.

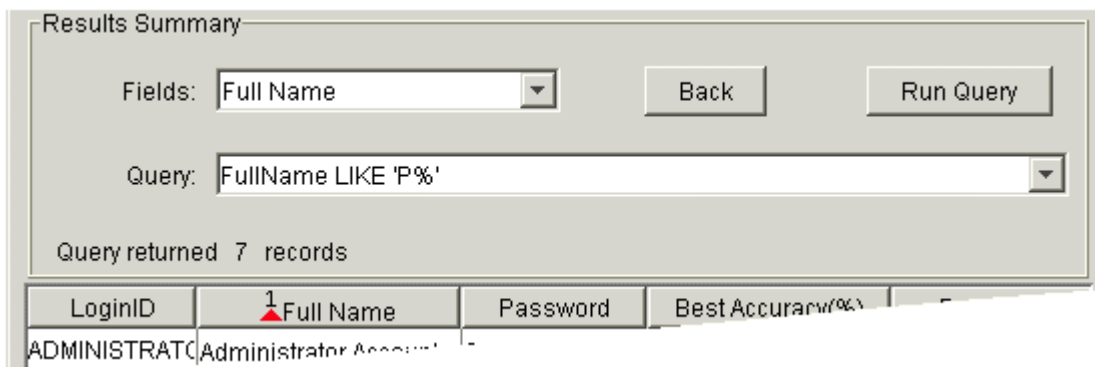
You can use the **Fields** drop-down list to select the field on which you are performing the query.



When you select a field an example statement is added to the **Query** box. The examples are relevant to the HSQL database that is the default database installed with TYPEQUICK. If you are using your own custom database, the expressions and operators that are available will depend on the type of database you use. Consult your documentation for what is valid for your own database.

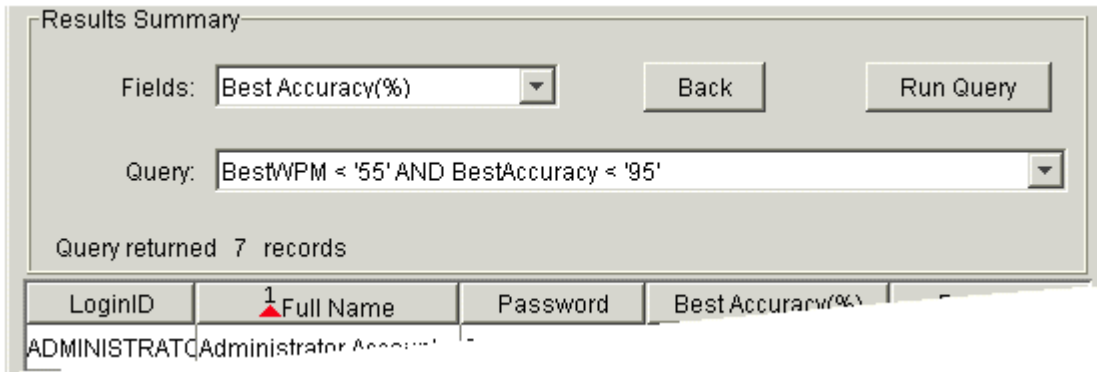
In the following example, **Full Name** has been selected from the **Fields**. This initially shows in the **Query** as **FullName LIKE 'A%'**. It has been changed to **FullName LIKE 'P%'** to find all students whose full name starts with the letter P.

**Note:** In the TYPEQUICK default database, the query is case sensitive.



To run the query, click the "Run Query" button.

You can combine queries with operators such as AND, OR. If you select another field from the drop-down list, this automatically adds the operator AND. In the following example, the query is looking for students with results of **BestWPM < '55' AND BestAccuracy < '95'**.



You can use standard search conditions, including using brackets around expressions. The following are some common search conditions. For further information refer to Transact-SQL Reference or to your own database's documentation.

**NOT** The use of NOT negates an expression.

**AND** Combines two conditions and returns results when both of the conditions are TRUE.

**OR** Combines two conditions and returns results when either condition is TRUE.

**=** Equal to. Used to test the equality between two expressions.

**<>** Greater than or less than. Used to test the condition of two expressions not being equal to each other.

**!=** Not equal to. Used to test the condition of two expressions not being equal to each other.

**>** Greater than. Used to test the condition of one expression being greater than the other.

**>=** Greater than or equal to. Used to test the condition of one expression being greater than or equal to the other expression.

**!>** Not greater than. Used to test the condition of one expression not being greater than the other expression.

**<** Less than. Used to test the condition of one expression being less than the other.

**<=** Less than or equal to. Used to test the condition of one expression being less than or equal to the other expression.

**!<** Not less than. Used to test the condition of one expression not being less than the other expression.

Its quite possible to make a mistake in typing a query. If the SQL database does not like the structure of a query a message box will appear after the "Query" button is clicked. The message box will contain the error message returned from the SQL database and the message should act as a guide in correcting the syntax of the query before trying again.

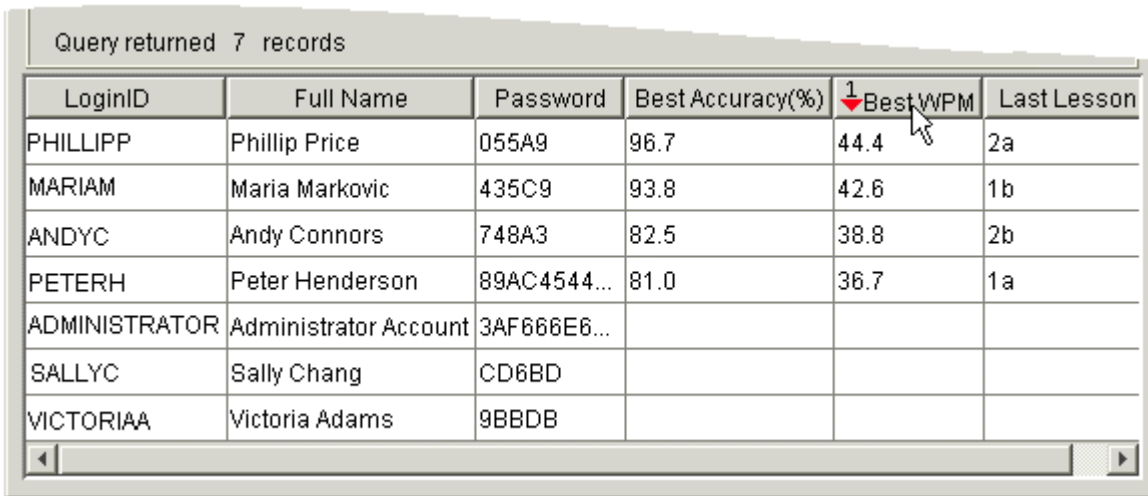
The line where the query is entered is actually a combo box and the application keeps a list of the most recently used queries so you can use old queries again. Old queries are used again by selecting the query in the list presented and then clicking the "Query" button.

# Using the Data Grid Header

At the top of the Data Grid are the column headings. You can use the Data Grid Header to sort the information displayed, or to display a pop-up menu from which you can change which columns display or sort by more than one column.

## Sorting the Information

The information in the Data Grid initially displays according to the Full Name in descending sequence. You can sort the information in the Data Grid by a specific column by clicking on the column heading. This sorts in either ascending or descending order, and the arrow in the heading shows which column is currently used for the sort and in which direction.



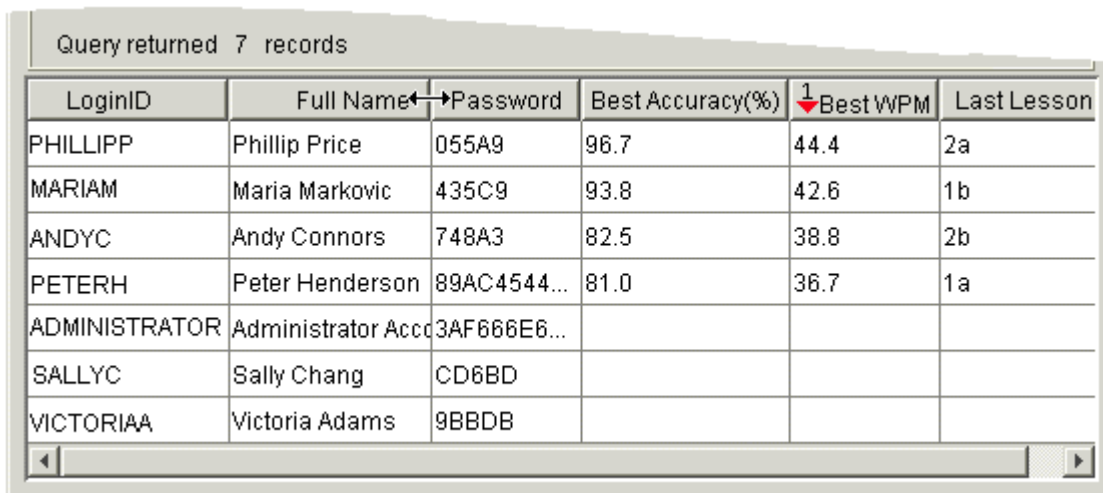
Query returned 7 records

LoginID	Full Name	Password	Best Accuracy(%)	1 Best WPM	Last Lesson
PHILLIPP	Phillip Price	055A9	96.7	44.4	2a
MARIAM	Maria Markovic	435C9	93.8	42.6	1b
ANDYC	Andy Connors	748A3	82.5	38.8	2b
PETERH	Peter Henderson	89AC4544...	81.0	36.7	1a
ADMINISTRATOR	Administrator Account	3AF666E6...			
SALLYC	Sally Chang	CD6BD			
VICTORIAA	Victoria Adams	9BBDB			

Clicking again on the column heading changes the sort direction.

## Resizing the Columns

You can resize the columns by dragging the right-hand border of the column header. The mouse-pointer changes when you use this feature as in the following example.



Query returned 7 records

LoginID	Full Name	Password	Best Accuracy(%)	1 Best WPM	Last Lesson
PHILLIPP	Phillip Price	055A9	96.7	44.4	2a
MARIAM	Maria Markovic	435C9	93.8	42.6	1b
ANDYC	Andy Connors	748A3	82.5	38.8	2b
PETERH	Peter Henderson	89AC4544...	81.0	36.7	1a
ADMINISTRATOR	Administrator Account	3AF666E6...			
SALLYC	Sally Chang	CD6BD			
VICTORIAA	Victoria Adams	9BBDB			

Double-clicking on a column header resizes the column to the width of the widest data cell in the column.

## Moving the Columns with Drag and Drop

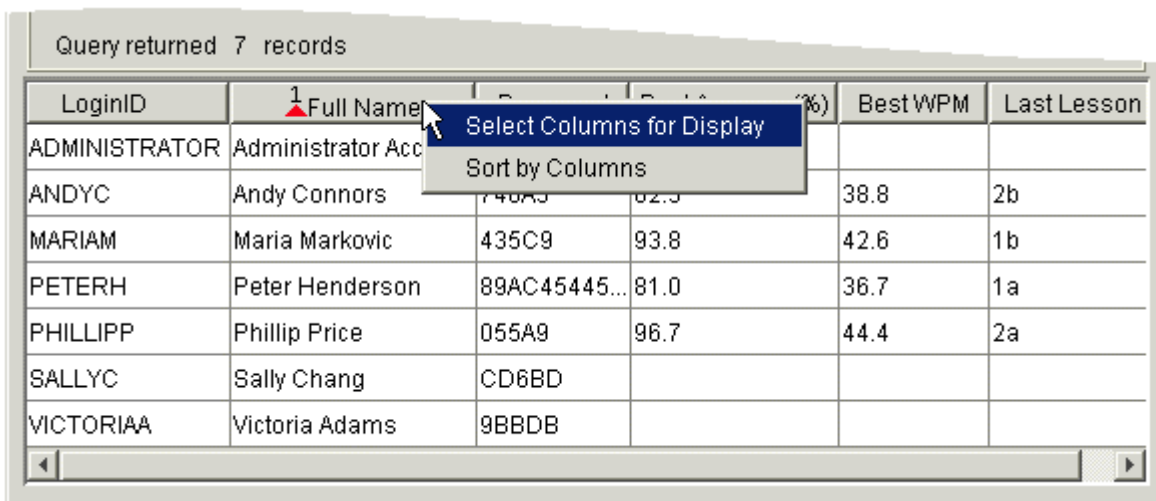
You can move a column by clicking on the column heading, dragging it and dropping it in the new location.

## Exiting after Column Sorting or Order

When you exit TQAdmin, any changes you make to the sorting or to the order of the columns are saved. They are saved specifically for each user of TQAdmin. When an administrator restarts TQAdmin, the Data Grid redisplay in the way the columns were last set.

## Using the Data Grid Header Pop-up Menu

When you right-click over a column heading, a pop-up menu displays. You can use this to sort the information in the Data Grid by more than one column or to select which columns you want to be visible.



Query returned 7 records

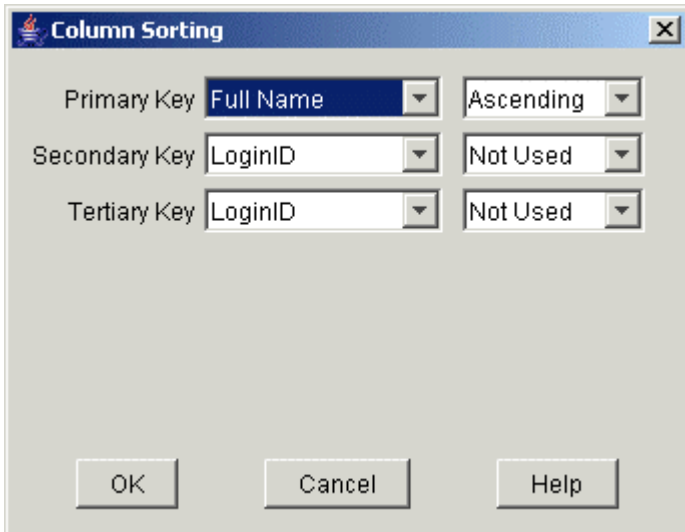
LoginID	Full Name		(%)	Best WPM	Last Lesson
ADMINISTRATOR	Administrator Acc				
ANDYC	Andy Connors	740A3	82.5	38.8	2b
MARIAM	Maria Markovic	435C9	93.8	42.6	1b
PETERH	Peter Henderson	89AC45445...	81.0	36.7	1a
PHILLIPP	Phillip Price	055A9	96.7	44.4	2a
SALLYC	Sally Chang	CD6BD			
VICTORIAA	Victoria Adams	9BBDB			

The screenshot shows a data grid with a context menu open over the 'Full Name' header. The menu options are 'Select Columns for Display' and 'Sort by Columns'. The data grid contains 7 records with columns for LoginID, Full Name, an ID, a percentage, Best WPM, and Last Lesson.

Refer to **Column Sorting** and **Column Selection**.

# Column Sorting

You can use the **Column Sorting** from the Data Grid Header to sort the information in the Data Grid by more than one column. From the Data Grid Header pop-up menu, selecting **Sort by Columns** displays the **Column Sorting** dialog box.



You can select up to three of the currently displayed columns and then select Descending or Ascending as the sort order. The sort is performed as Tertiary within Secondary, within Primary key. To include any additional columns in the Data Grid refer to **Column Selection**.

When you click the “OK” button the information in the Data Grid redisplay in the selected sort order.

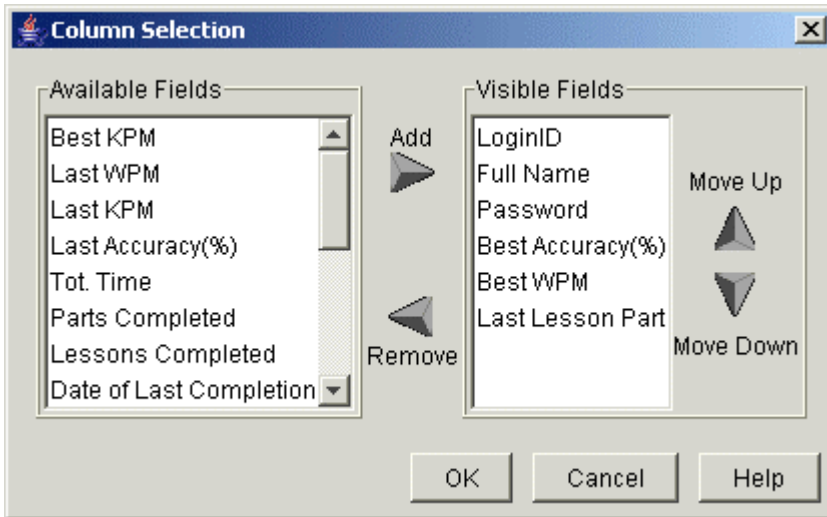
If you subsequently click on one of the column headings, this will override your Column Sorting setting and will sort only on that single column.

## Exiting after Changing Column Sorting

When you exit TQAdmin any changes you make to the **Column Sorting** are saved. They are saved specifically for each user of TQAdmin. When an administrator restarts TQAdmin, the Data Grid redisplay showing the Column Sorting that was last set.

# Column Selection

The Data Grid initially displays the default set of columns. You can use the **Column Selection** to change which columns are displayed in the Data Grid. From the Data Grid Header pop-up menu, selecting **Select Columns for Display** displays the **Column Selection** dialog box.



The **Visible Fields** list on the right-hand side shows the columns that are currently visible. The **DB Fields** list on the left-hand side shows the fields that can be included. Select one or more fields from either of the lists and click the left or right arrow to move the selection to visible or not. You can also select a field in the **Visible Fields** list and click the up or down arrow to change its position in the order in which the fields display.

If you have a field highlighted in the **Visible Fields** list at the time you move some fields to it, then the fields that are moved will be placed under the currently highlighted field.

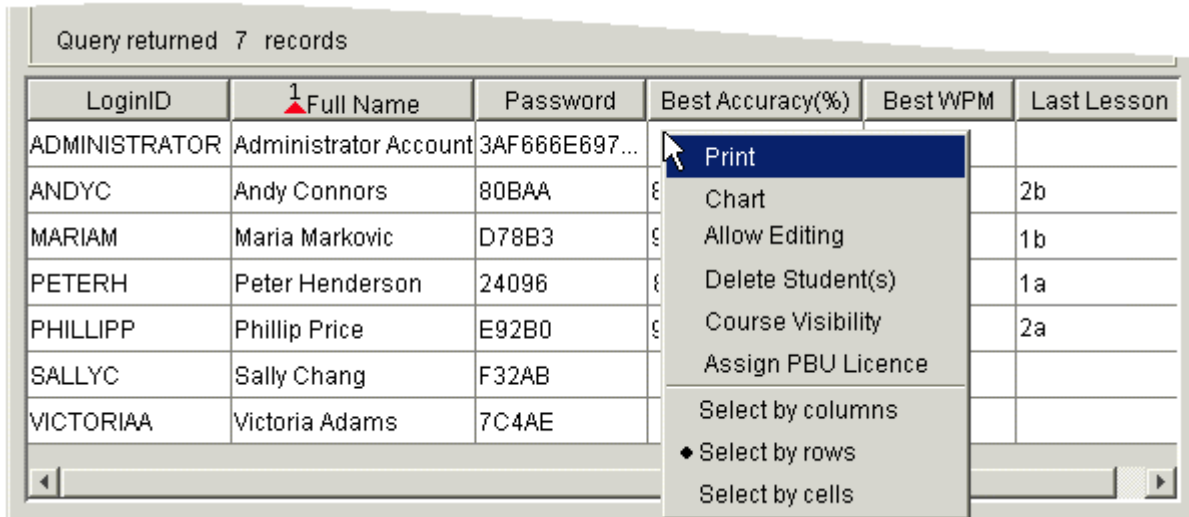
When you click the “OK” button, any changes to the selected columns are reflected in the Data Grid in the TQAdmin screen.

## Exiting after Changing Column Selections

When you exit TQAdmin any changes you make to the **Column Selections** are saved. They are saved specifically for each user of TQAdmin. When an administrator restarts TQAdmin, the Data Grid redisplay showing the Column Selections that were last set.

# Using the Data Grid Pop-Up Menu

A pop-up menu can be displayed for the Data Grid. Position the mouse pointer over any of the data in the Data Grid and right-click. There are various functions you can access and changes that you can make to student information using this pop-up menu.



## Data Grid Functions

The selections in the top section of the pop-up menu are used to perform various functions on the student data in the Data Grid.

Note that **Print**, **Chart** and **Course Visibility** relate to the Product/Course that has been selected. Refer also to **Product/Course Selector**.

## Changing how Data is Selected in the Data Grid

The selections in the bottom section of the pop-up menu determine how the data will be selected when you click in the grid. You can set this as **Select by columns**, **Select by rows** or **Select by cells**. What you select will depend on what you are doing in the Data Grid. For example, if you are editing a name, you would use **Select by cells**, if you want to chart information, you may want to use **Select by columns** or if you intend to do an operation on a group of students (such as changing whether or not they can see the current course) you would use **Select by rows**.

## Selecting Cells in the Data Grid

The Ctrl and Shift keys (in Windows) are used as an aid in the selection process. These two keys may be used during selection whether selecting by rows, columns or cells. If the Shift key is held down and the mouse clicked over a cell, then the current selection is extended from the last cell selected up to and including the cell just clicked on. If the Ctrl key is held down, then the cell clicked on is added to the current selection. Note that the operation performed will be an un-select if the cell clicked on is already in the current selection.

# Print

The **Print** function is available in the Data Grid. Print will print all the columns and all the students currently held in the Data Grid. You do not need to make any selections. If you need to include any additional columns use the **Select Columns for Display** function from the Data Grid pop-up menu. Refer to **Column Selection**.

Position the mouse pointer over any of the data in the Data Grid and right-click to display the pop-up menu. Select **Print** and your normal print dialog box displays.

All the information in the Data Grid, the selected Product/Course and the number of records is printed, but not the Query section of the screen. The print date and time and page number is also included.

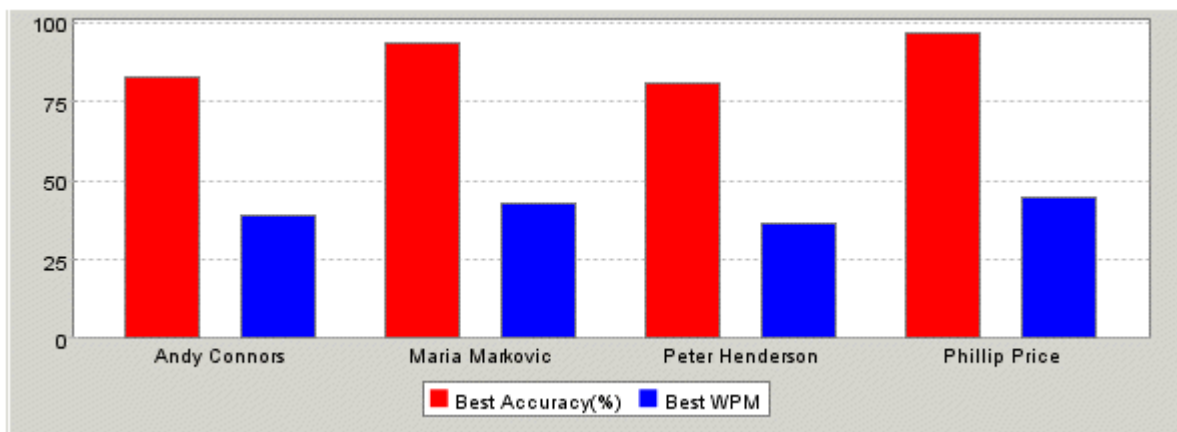
# Chart

You can produce a chart of the data in one or more columns. For example, you could produce a chart of the **Best WPM** of all students.

Ensure you have enabled **Select by columns** or **Select by cells** from the Data Grid pop-up menu. Select the data you want to chart. You can select data from more than one column and, if you are selecting cells, you can select specific students. The following example shows selecting the results of Best Accuracy and Best WPM for certain students.

LoginID	Full Name	Password	Best Accuracy(%)	Best WPM	Last Lesson
ADMINISTRATOR	Administrator Account	3AF666E69...			
ANDYC	Andy Connors	748A3	82.5	38.8	2b
MARIAM	Maria Markovic	435C9	93.8	42.6	1b
PETERH	Peter Henderson	E5DEB	81.0	36.7	1a
PHILLIPP	Phillip Price	055A9	96.7	44.4	2a
SALLYC	Sally Chang	CD6BD			
VICTORIAA	Victoria Adams	9BBDB			

Position the mouse pointer over any of the data in the Data Grid, right-click to display the pop-up menu and select **Chart**. A chart of the selected information displays in place of the Data Grid as in the following example. Click the “Back” button to redisplay the Data Grid.



## Allow Editing

Before you can edit any information, you must first enable editing in the Data Grid. Position the mouse pointer over any of the data in the Data Grid and right-click to display the pop-up menu. Select **Allow Editing**. Refer also to **Editing Information in the Data Grid**.

## Delete Student(s)

You can only delete students if you have concurrent licences. You cannot delete students if you have Pay by User (PBU) licences.

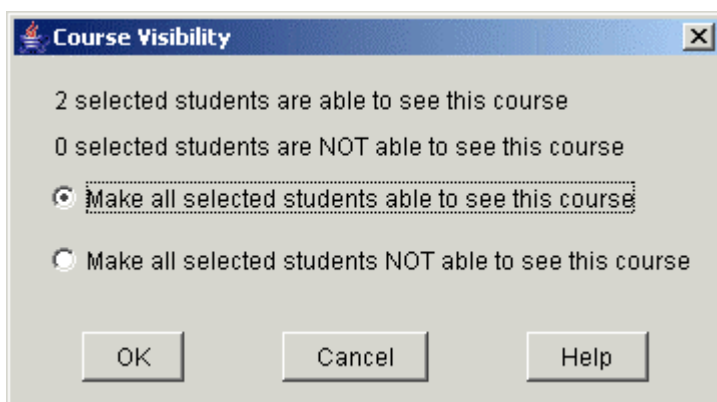
Position the mouse pointer over any of the data in the Data Grid and right-click to display the pop-up menu. Select **Delete Student(s)**. A message will display prompting you to confirm the deletion.

## Course Visibility for Individual Students

You can change the **Course Visibility** for one or more students and set whether students can access certain Product/Courses.

1. Select the relevant Product/Course at the top of the TQAdmin screen (refer to **Product/Course Selector**).
2. Ensure you have **Select by rows** enabled (refer to **Using the Data Grid Pop-Up Menu**).
3. Click to select a student. To select more than one student click while holding down the usual multi-select keys on the keyboard (for example, Shift key or Ctrl key).
4. Position the mouse pointer over one of the selected students and right-click to display the pop-up menu. Select **Course Visibility**.

The **Course Visibility** dialog box is displayed. This displays how many of the selected students are currently able to see the course.



The default is **Make all selected students able to see this course**. To change this, click the radio button for **Make all selected students NOT able to see this course**. Click the “OK” button.

As an administrator, when you add a new student, you can also set the Course Visibility when adding the student details. Refer to **Adding a Student**.

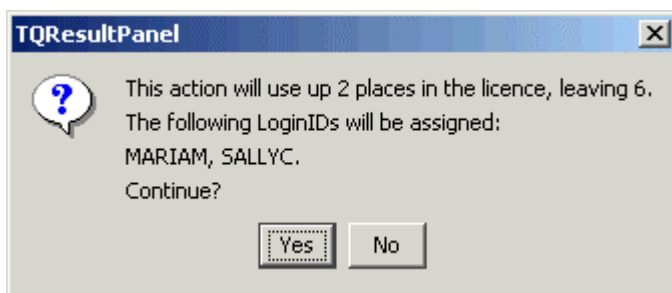
To change which courses can be accessed by all students, use the Administration Settings. Refer to **Course Visibility Tab**.

## Assigning a PBU Licence to an Individual Student

**Assign PBU Licence** will only show in the Data Grid pop-up menu if you have a PBU licence and **Automatically Assign PBU licences** is NOT check marked in the Administration Settings. When this is the case, the administrator will assign PBU licences directly to the students. Refer also to **Adding Licences to the Database** and **Administration Settings**.

Select one or more students in the Data Grid (you may need to set **Select by rows**), right-click and select **Assign PBU Licence** from the pop-up menu.

For the selected students, a message displays informing you how many licences will be assigned and the student(s) they will be assigned to. This may be fewer than the number of students selected if some already have a licence assigned. The message also displays the number of licences that will be left.



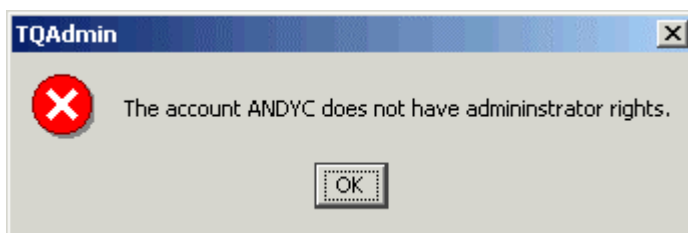
To assign the licence(s), click the “Yes” button.

## Administrator Rights

Only a user that has been set up as an administrator can access TQAdmin. When a student is added, the **Administrator** check box can be check marked to set up the user as an administrator. Refer to **Adding a Student**.

### Logging into TQAdmin as a Non-Administrator

If a student who is NOT an administrator tries to access TQAdmin a message displays. This includes the Login ID of the student as in the following example for a student with the LoginID ‘ANDYC’.



### Changing Administrator Rights for a Student

In the Data Grid you can make the **Administrator** field visible to see whether an existing student is set as an administrator (refer to **Column Selection**). The **Administrator** field displays **1** for an administrator and **0** if the student is not an administrator.

You can change the setting by editing the field and typing 1 or 0 as relevant. You may first need to set **Allow Editing** (refer to **Editing Information in the Data Grid**).

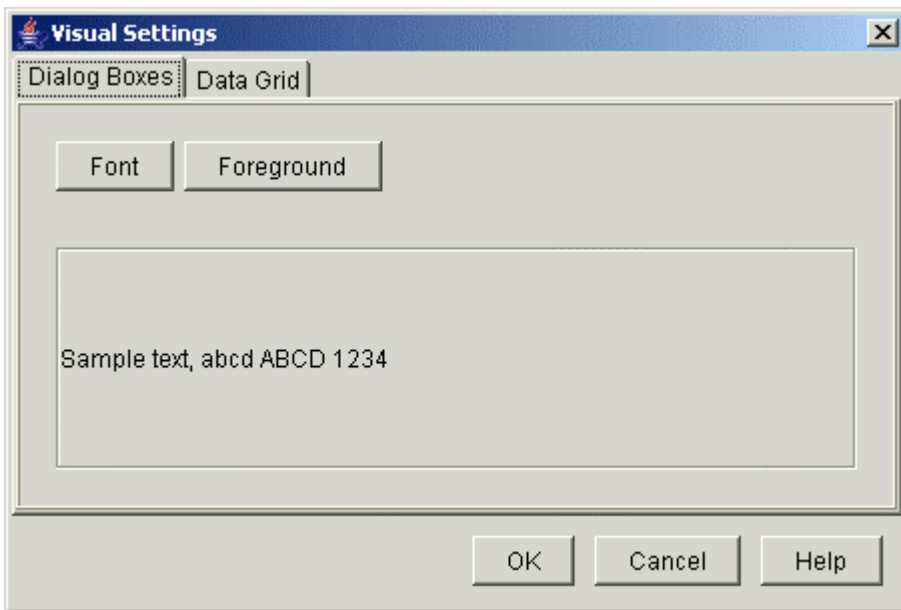
# Visual Settings

You can use the **Visual Settings** to set various settings for how TQAdmin displays. When you exit TQAdmin, any changes you make to the Visual Settings are saved. These are saved specifically for each user of TQAdmin.

From the **Preferences** menu, select **Visual Preferences**. The **Visual Settings** dialog box displays.

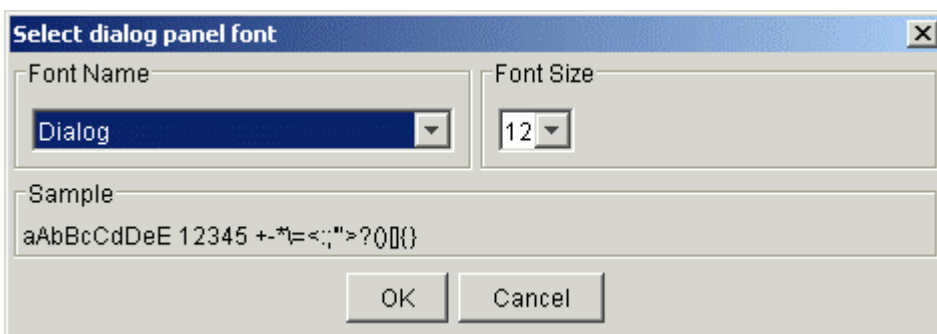
## Dialog Boxes Tab

The functions on the **Dialog Boxes** tab control the font and colour used to display the text in dialog boxes in TQAdmin.



## Font

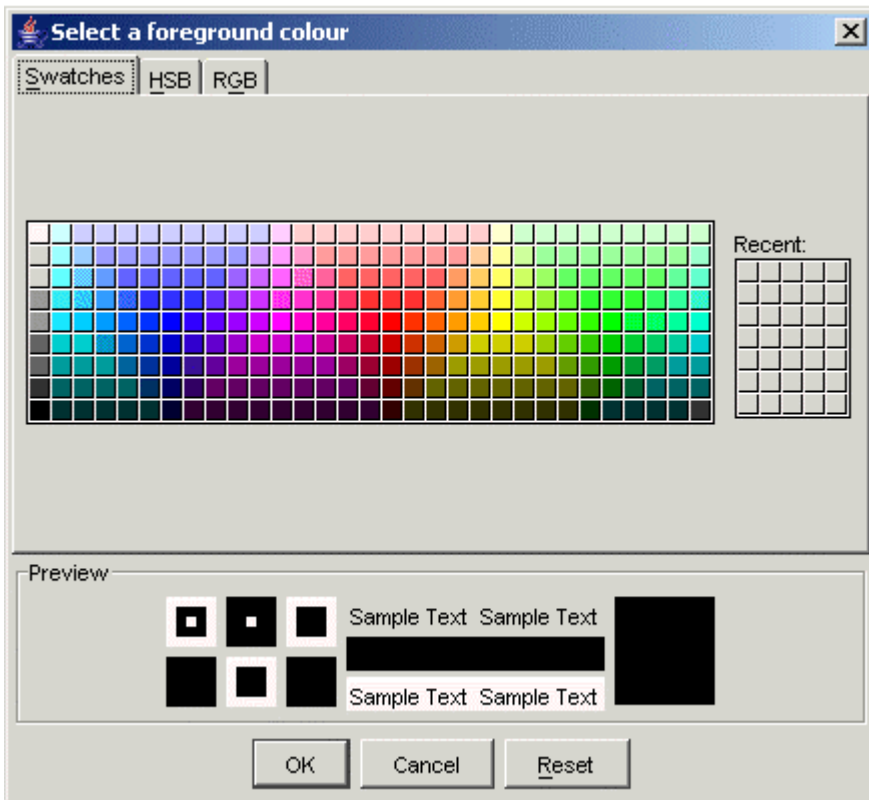
Clicking the “Font” button displays the **Select dialog panel font** dialog box.



Select the **Font Name** and **Font Size** from the drop-down lists. The sample shows how the selections will look.

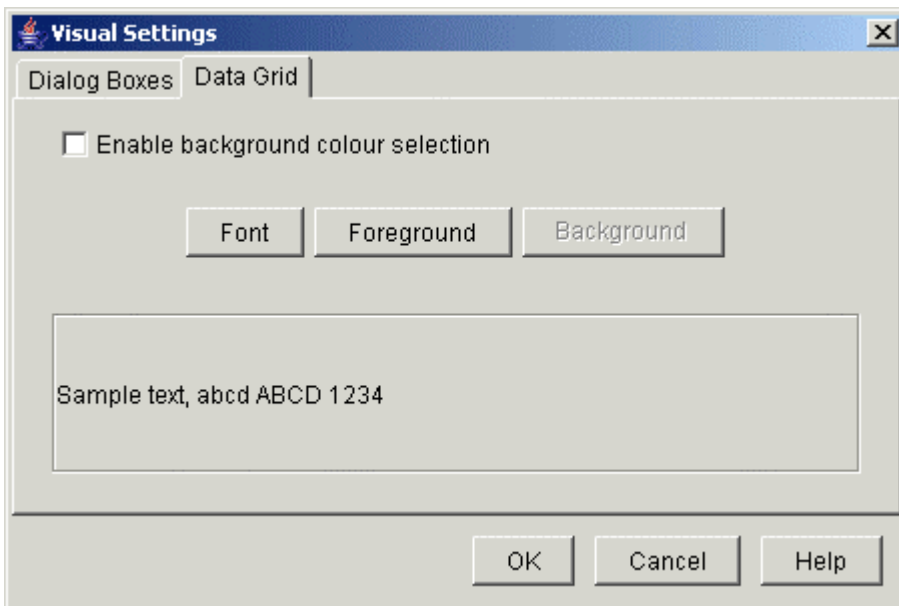
## Foreground

Clicking the “Foreground” button displays the **Select a foreground colour** dialog box. You can use any of the three tabs (**Swatches**, **HSB** or **RGB**) to select a colour to use as the foreground colour (that is, for the text) for all dialog boxes in TQAdmin. The “Reset” button resets the default colour.



## Data Grid Tab

The functions on the **Data Grid** tab control the font and the colours used to display the text (and optionally the background) in the Data Grid that displays the student information in TQAdmin.



The "Font" and "Foreground" buttons are used in the same way as on the Dialog Boxes tab. Check marking **Enable background colour selection** displays the sample with a background. The "Background" button is used in the same way as the "Foreground" button.

# Description of Courses

The following is a brief description of the courses available in each of the products. Within each course there are a number of lessons

## Courses for Typequick Professional

- Learning the Keyboard - 10 lessons teaching the correct finger positioning and the keys of the keyboard.
- Learning the Keypad - teaches the number pad for data entry.
- Speed Challenge - this allows the student to continue to type even if an incorrect letter is typed. This shows any errors, but concentrates on building speed without a concern for accuracy.
- Accuracy Challenge - interesting stories to keep the student interested while having to press the correct key to move on.
- Advanced Challenge - interesting stories to keep the student interested while building both speed and accuracy.
- Punctuation - teaches punctuation keys and symbols.

## Courses for Typequick for Students

- Learning the Keyboard - 10 lessons teaching the correct finger positioning and the keys of the keyboard.
- Royal Challenge - challenges set by the kings/queens of each lesson with interesting stories to keep the student interested while alternating between building speed and accuracy.
- Learning the Keypad - teaches the number pad for data entry.
- Punctuation - teaches punctuation keys and symbols.