Talking Fingers Online - User Manual

Getting Started

Registering an Account

Registering an account is easy. Go to http://www.talkingfingers.com/online/register and enter in your name, email address, and desired username and password. You will be emailed your account details for confirmation and after visiting the confirmation page from the email you will be able to log in at http://www.talkingfingers.com/online.

Logging in as an Associate

To log in as an associate, go to http://www.talkingfingers.com/online and enter in the username and password you selected when registering, or the username and password provided to you by the superior who created your account. You will be redirected to http://www.talkingfingers.com/online/manage where you will be able to manage your account and your students as well as the accounts and students of any associates you added.

Logging in as a Student

To log in as a student, go to http://www.talkingfingers.com/online and enter in the username and password provided to you by the associate who created your account.
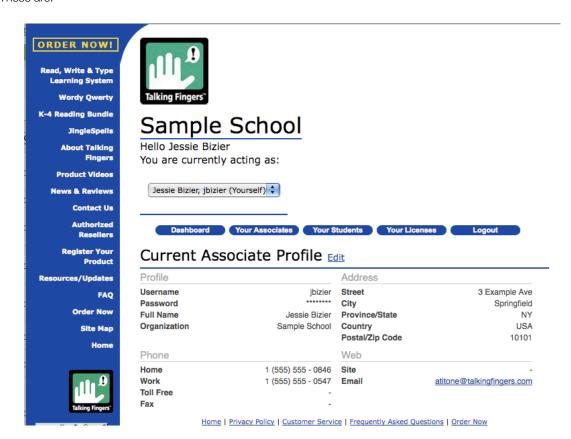
NOTE: Talking Fingers would appreciate feedback from teachers on ways to simplify the login process for students.

Next Steps

See the sections "Obtaining and Managing Licenses" and "Importing Data" for details on how to obtain licenses to allow your students to use the Talking Fingers Online application, and initializing the student data.

Sections of the Talking Fingers Online Site

Once you have an account and log in, you will be shown your dashboard, which is a page that summarizes your account information. The most important sections of the site are directly linked from this page, and from all other pages on the site. These are:

- Dashboard - a page showing your account information
- Your Associates - a page listing the associates you have added to the system (if any).
- Your Students - a page listing all of your active students.
- Your Licenses - a page listing your Talking Fingers Online licenses.
- Logout - a link to log out of the Talking Fingers Online application. Note that this logs you out completely, even if you are taking action on behalf of one of your associates.

Importing Data

Importing Student Account Data

When logged in, information about students is available in the "Your Students" section. This will show a list of all of your students and all of the students of the associates you created. You can click on "Show Only Your Students" to stop listing the students of your associates. To start with, this list will be empty, so you need to add information about your students. There are two ways to do this: manually adding each student, or importing a list of students from a CSV file.

Adding a Student

To manually add a student, click on the "Add" link. This will open a form to enter in student data. The only required fields are the first name, last name, and username. It's also advisable to specify the student's password so that the student will be able to log in.

Add Student Profile

Profile

First

Last

Username

Password ••••••••

Class

Student ID

Class

Year

School

Address

Street Address

City

State / Province

Country

Postal / Zip Code

Phone

Home Number

The default settings for allowed login time (under General Settings) are set to be minimally restrictive. By default students can log in from 1:00 AM to just before midnight every day of the week. If you need to restrict student access to specify times of day or days of the week, these defaults can be modified.

NOTE: The Talking Fingers Online application only stores one set of login from/to times, so it is not possible to specify different login times for different days of the week.

Phone

Home Number	
Work Number	
Toll Free	
Fax	

General Settings

The login system will use JavaScript to pass in the time zone of the student's browser. If JavaScript is not enabled, things will default to the server's time zone, which is UTC-6.

Allowed Login From	1 : 00 am
Allowed Login To	11 : 59 pm
Allow Login On	☑ Sun ☑ Mon ☑ Tues ☑ Wed ☑ Thur ☑ Fri ☑ Sat

RWT Settings

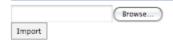|	
Pass Level	70% (default)
ESL Index	(none)

Add Student

Cancel

The pass level and ESL Index (Arabic, Malay, or Spanish) can be set as well if the defaults are not appropriate.

Importing Students

Importing a file is fastest when entering data for more than one or two students. The process is as follows:

1. Click on the "example CSV file" link in the "Import Students" section. This will give you a sample file that can be used to save a single example student.
2. Edit the provided file to add in the data for your students. The required fields are: FIRST NAME, LAST NAME, and USERNAME. It's also advisable to set the PASSWORD so that students will be able to log in with the created accounts. All of the ALLOWED LOGIN fields should also be set, or the student will not be able to log in due to time of day and day of week restrictions. The default values used for the example student for the ALLOWED LOGIN fields will allow login at all times on all days. The student progress information columns () must be present, but the values in these columns will be ignored.
3. Save the edited file and import it into the system through the "Import Students" form.

NOTE: After importing, it's usually a good idea to export the generated data by clicking on the "Export CSV" link under the listing of students. This will allow you to double check the usernames that were assigned. Any usernames that were already taken will be replaced with suggested usernames based on the desired username plus a random number. You may want to manually edit these student accounts to change the username to something more easily remembered.

Notes on Import Format

1. The import file must be comma delimited (normal extension .csv).
2. To add new students place ADD or A in the ACTION column of the .csv file you will be importing. (see template)
3. To edit existing student information through an import place EDIT or E in the ACTION column of the .csv file you will be importing and ensure that the correct ID number is in the ID column. The easiest way to ensure this is to export the data first.
4. Currently the only defined actions are ADD, for creating new students, and EDIT for editing existing students. Imported rows with any other value in the ACTION column of the .csv file will be ignored.

Mass Editing of Student Accounts

The file retrieved when clicking the "Export CSV" link is formatted so that it can be edited and the changes made to the student accounts will be saved when this file is imported. This is accomplished by setting the ACTION column to "EDIT" and the "ID" column to the database ID for that student's account. You can only edit your students in this manner. To edit student accounts created by one of your associates, you will first need to change the current acting user so you are acting on that associate's behalf.

NOTE: While the student progress information is included in this file, it will be ignored when the edited file is imported. The only way to update the student progress information is for that student to log in and use the Read, Write, and Type Flash application.

Importing Associate Account Data

When logged in, information about students is available in the "Your Associates" section. This will show a threaded list of all of the associates you have added as well as all of the associates that those associates have added (and any associates added by them, and so on). To start with, this list will be empty, so you need to add information about your associates. There are two ways to do this: manually adding each associate, or importing a list of associates from a CSV file.

Adding an Associate

To manually add an associate, click on the "Add" link. This will open a form to enter in associate data. The only required fields are the first name, last name, and username. It's also advisable to specify the associate's password so that the associate will be able to log in.

Add Associate Profile

Profile

Username	
Password	••••••••
First	
Last	
School	

Address

Street Address	
City	
State / Province	
Country	
Postal / Zip Code	

Phone

Home Number	
Work Number	
Toll Free	
Fax	

Web

URL (fully formatted)	
Email	

Add Associate

Cancel

Importing Associates

Importing a file is fastest when entering data for more than one or two associates. The process is as follows:

Import Associates

[_____] (Browse...)

[Import]

If you require a **properly formatted template** to start with, please use this example CSV file.

Notes on import format:

- The import file must be **comma delimited** (normal extension *.csv*).
- To add new students place **ADD** or **A** in the *ACTION* column of the .csv file you will be importing. (see template)
- To edit existing student information through an import place **EDIT** or **E** in the *ACTION* column of the .csv file you will be importing and ensure that the correct ID number is in the *ID* column. The easiest way to ensure this is to export the data first.
- Currently the only defined actions are **ADD**, for creating new associates, and **EDIT** for editing existing associates. Imported rows with any other value in the *ACTION* column of the .csv file will be ignored.

1. Click on the "example CSV file" link in the "Import Associates" section. This will give you a sample file that can be used to save a single example associate.
2. Edit the provided file to add in the data for your associates. The required fields are: FIRST NAME, LAST NAME, USERNAME. It's also advisable to set the PASSWORD so that associates will be able to log in with the created accounts.
3. Save the edited file and import it into the system through the "Import Associates" form.

NOTE: After importing, it's usually a good idea to export the generated data by clicking on the "Export CSV" link under the listing of associates. This will allow you to double check the usernames that were assigned. Any usernames that were already taken will be replaced with suggested usernames based on the desired username plus a random number. You may want to manually edit these associate accounts to change the username to something more easily remembered.

Notes on Import Format

- The import file must be comma delimited (normal extension .csv).
- To add new students place ADD or A in the ACTION column of the .csv file you will be importing. (see template)
- To edit existing student information through an import place EDIT or E in the ACTION column of the .csv file you will be importing and ensure that the correct ID number is in the ID column. The easiest way to ensure this is to export the data first.
- Currently the only defined actions are ADD, for creating new associates, and EDIT for editing existing associates. Imported rows with any other value in the ACTION column of the .csv file will be ignored.

Mass Editing of Associate Accounts

As with students, the file retrieved when clicking the "Export CSV" link on the "Your Associates" pageis formatted so that it can be edited and the changes made to the associated accounts will be saved when this file is imported. This is accomplished by setting the ACTION column to "EDIT" and the "ID" column to the database ID for that associate's account. You can only edit your associates or in this manner. To edit associate accounts added by one of your associates, you will first need to change the active user so you are acting on behalf of the creating associate.

Acting as a Different User

Any associate can add additional associates to the system. This builds a hierarchy where the adding associate is assumed to be the direct Superior of the added associate. To enable Superiors to modify data entered by their subordinate associates, the Talking Fingers Online application allows an associate to act as any one of the associates they added themselves, or as any of the associates added by those associates.

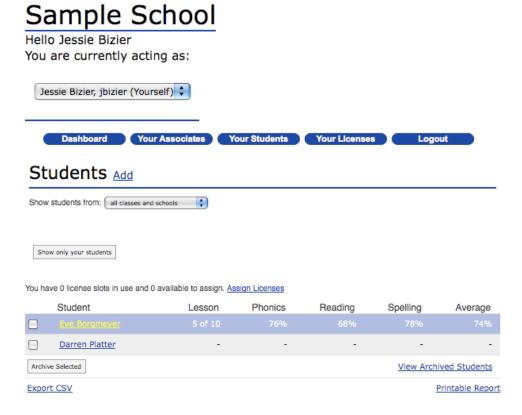At the top of every page you will see the following form:

Select one of your associates from the drop-down list to change what associate you are acting as.

NOTE: The Talking Fingers Online application does not support moving Associates or Students from one Superior to another.

Tracking Student Progress

Listing Students

By default the main "Your Students" page shows a list of your students and students of your associates along with a brief summary of their progress. As mentioned before, this can be narrowed to only your students by clicking on "Show only your students". The list can also be narrowed by choosing an option in the "Show students from" dropdown. This will filter the list to show only student from the specified class and/or school.

Sample School
Hello Jessie Bizier
You are currently acting as:

Jessie Bizier, jbizier (Yourself)

| Dashboard | Your Associates | Your Students | Your Licenses | Logout |

Students Add

Show students from: all classes and schools

Show only your students

You have 0 license slots in use and 0 available to assign. Assign Licenses

	Student	Lesson	Phonics	Reading	Spelling	Average
☐	Eve Borgmeyer	5 of 10	76%	68%	78%	74%
☐	Darren Platter	-	-	-	-	-

Archive Selected   View Archived Students

Export CSV   Printable Report

The filtering options for the list of active students also filter the data shown when clicking on "Export CSV" and "Printable Report". This enables exporting or reporting only the data for a given class or school.

Viewing Reports

The "Printable Report" link shows the same data presented in the listing, but in a slightly different format. For each of the tracked score (phonics, reading, spelling, and overall average) a simple bar chart is show of each student's result. The same table presented in the listing is then presented at the end of the report.
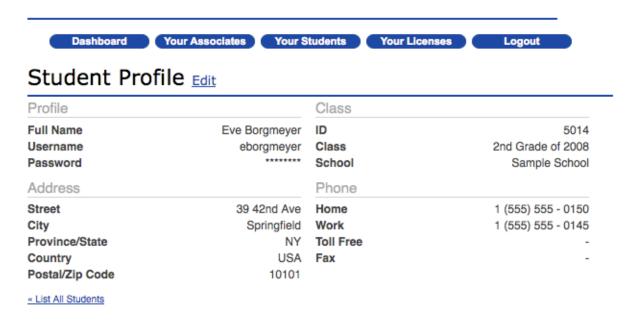
Talking Fingers – Students Report

Phonics
School: Sample School
Teacher: Jessie Bizier
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Borgmeyer	5	76%
Darren Platter	–	–

Reading
School: Sample School
Teacher: Jessie Bizier
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Borgmeyer	5	68%
Darren Platter	–	–

Spelling
School: Sample School
Teacher: Jessie Bizier
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Borgmeyer	5	78%
Darren Platter	–	–

Average
School: Sample School
Teacher: Jessie Bizier
Date: Monday, February 2nd, 2009

Student	Lesson	Percentage
Eve Borgmeyer	5	74%
Darren Platter	–	–

Summary
School: Sample School
Teacher: Jessie Bizier
Date: Monday, February 2nd, 2009

Student	Lesson	Phonics	Reading	Spelling	Average
Eve Borgmeyer	5	76%	68%	78%	74%
Darren Platter	–	–	–	–	–

NOTE: The printable report is NOT paginated, so it is advisable to filter the list down to a reasonable size first.

NOTE: The bar charts will not be visible if you do not choose to print the background colours when printing the report.
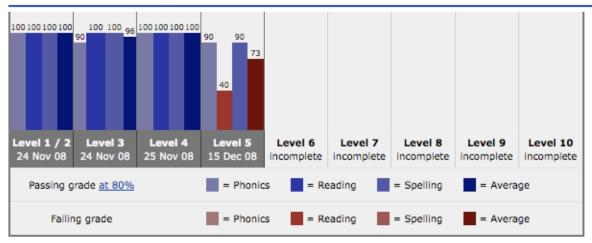
Detailed View of Student Progress

Clicking on the name of one of your students will bring up a summary page showing the information from the student's account along with a chart showing the student's progress in the Read, Write, and Type Flash application. To change any of the displayed student's information click on the "Edit" link on this page.

The chart of a student's progress summarizes which levels they have completed, the scores they acheived on the three tracked parameters (phonics, reading, and spelling) and their average score. Grades that fall below the (customizable) passing level are shown in red, and passing grades in blue.

NOTE: It is not possible to edit the student's progress. That information can only be input through the student logging in andusing the Read, Write, and Type Flash application.

Immediately after the chart of RWT progress is a placeholder area for WQ lesson progress. This feature has not yet been implemented.

License slots that have been used by this student are listed, at the bottom of the student profile page.

Obtaining and Managing Licenses

Purchasing License Slots

License slots can be purchased from the Talking Fingers online store on. There are three types of license slot available that differ only in duration. Licenses slots can be purchased with durations of 1 year, 2 years, or 3 years. The start and end date of any license slot will be set on the day purchase of the license slot is confirmed. Each license slot purchased allows for one student to use the Read, Write, and Type Flash application.

License Slot Pricing Scheme

<div align="center">

Read, Write Type Online Edition
Price Matrix

No. Users	Per User-1yr Subscription	Per User-2yr 20% Disc.	Per User-3yr 35% Disc.
1	$ 35.00	$ 28.00	$ 22.75
2-25	$ 28.00	$ 22.40	$ 18.20
26-100	$ 26.00	$ 20.80	$ 16.90
101-250	$ 24.00	$ 19.20	$ 15.60
251-500	$ 22.00	$ 17.60	$ 14.30
501-750	$ 21.00	$ 16.80	$ 13.65
751-1000	$ 20.00	$ 16.00	$ 13.00
1001-2000	$ 19.00	$ 15.20	$ 12.35
2001-3000	$ 18.00	$ 14.40	$ 11.70
3001-4000	$ 17.00	$ 13.60	$ 11.05
4001-5000	$ 16.00	$ 12.80	$ 10.40
5001-6000	$ 15.00	$ 12.00	$ 9.75
6001-7000	$ 14.00	$ 11.20	$ 9.10
7001-8000	$ 13.00	$ 10.40	$ 8.45
8001-9000	$ 12.00	$ 9.60	$ 7.80
9001-10000	$ 11.00	$ 8.80	$ 7.15
10001-15000	$ 10.00	$ 8.00	$ 6.50
15000-20000	$ 9.00	$ 7.20	$ 5.85
20001-25000	$ 8.00	$ 6.40	$ 5.20
25001-50000	$ 7.00	$ 5.60	$ 4.55
50000 +	$ 6.00	$ 4.80	$ 3.90

</div>

Current as of 7/30/08

Confirming Purchase of License Slots

An email will be sent to you with PIN numbers for each license slot you purchase from the Talking Fingers online store. Once you have purchased license slots, log in to the Talking Fingers Online site and go to "Your Licenses". Click on the "Add using emailed PINs" link. This will take you to a form with a large text input box. Paste the entire text of the email you receive into the text box and hit "Add Licenses". The PINs you have purchased will be used to confirm purchase of license slots (or one or more types) and the necessary license(s) will be created and associated with your account. The expected use of this form will create one license with a 1 year, 2 year, or 3 year duration and one license slot for each confirmed PIN. If you purchased license slots with different durations and received an email contain PINs for both types of license slot, then one license will be created for each duration.

NOTE: The added license will start on the day the purchase was confirmed and will expire in 1, 2, or 3 years depending on the type of license slots purchased.
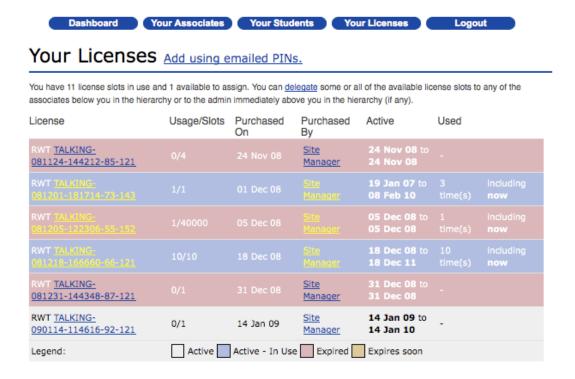
NOTE: The Talking Fingers online store login and the Talking Fingers Online login are completely separate. Even if you used the same login for both, you will need to login to each system separately.

Purchase of Large Numbers of License Slots

For bulk purchase of license slots for institutions, the system used by the Talking Fingers online store is not appropriate. Confirming the purchases would require sending a very large number of PINs which would increases the chance that the confirmation email would not get through and the chance that some of the PINS would be left out when entering in the confirmation details into the "Add licenses using emailed PINs" form. To purchase more than 50 license slots, contact Talking Fingers at order@talkingfingers.com. When your payment has been confirmed the Talking Fingers Site Manager will assign the correct number of license slots to your account.

Viewing Licenses

When you have purchased and confirmed license slots, the available licenses will be listed on your "Your Licenses" page. The listing is color-coded to show which licenses are currently active (i.e. not expired, shown in grey), which licenses are active and have slots assigned to students (shown in blue), which license are about to expire (shown in orange) and which licenses have already expired (shown in red).

The license listing shows the following license information:

- The license type and ID string - this uniquely identifies the license to Talking Fingers.
- The number of license slots in use and the total number of slots available. This is shown per-user, so any license slots delegated to one of your associates will not be included in these totals.
- The date the license purchase was confirmed.
- The user who purchased the license. For licenses added manually by Talking Fingers, this will show "Site Manager", as above. Licenses confirmed through the "Add using emailed PINs" form will show the name of the associate that confirmed the purchase. This will be either your own account or that of a superior.

Assigning Licenses to Students

Once you have purchased license slots, it's quite straightforward to ensure that all of your active students have a license. Go to the "Your Students" tab, and click on the "Assign licenses" link. License slots will be automatically assigned to your active students until you either run out of license slots or all active students have an associated license.

You have 0 license slots in use and 0 available to assign. Assign Licenses

	Student	Lesson	Phonics	Reading	Spelling	Average
☐	Eve Borgmeyer	5 of 10	76%	68%	78%	74%
☐	Darren Platter	-	-	-	-	-

NOTE: Only your students will have licenses assigned to them. Students of associates beneath you in the hierarchy will not be included in the automatic assignment, even if they do show up in the listing.

NOTE: It is assumed that most schools will use only one license type/duration at a time. This means that there is be little reason to provided fine-grained control over which student was assigned which license.

Freeing Up Licenses

It is likely that a students won't oftent need to use a license for the full duration. Students that no longer need access to a license can be archived, which will change the state of that student so they no longer show up in the list of active students and will simultaneously free up any license assigned to that student for re-use.

To archive students, check off the checkboxes next to their names in the list of active students and then click the "Archive selected" button. The selected students will be archived, and you will be redirected to the "Archived students" view. This view is also available by clicking the "View Archived students" link at the bottom right of the active students list. Similarly, the "View Active students" link at the bottom right of the archived students list will take you back to the active students view (as will the "Your Students" link).

	Student	Lesson	Phonics	Reading	Spelling	Average
☑	Eve Borgmeyer	5 of 10	76%	68%	78%	74%
☑	Darren Platter	-	-	-	-	-

Archive Selected   View Archived Students

NOTE: If you have a large number of students to archive that are spread across several pages in the active students list, the archive process will need tobe repeated several times.

Delegating Control of License Slots to Associates

As noted, licenses can be automatically assigned to your students but not to the students of your associates. To enable your associates to assign licenses to their students, you will need to delegate license slots to them. This is done by going to "Your Licenses" and clicking the "delegate" link. This will send you to a form where you can specify how many license slots to delegate from a given license to a specified associate beneath you in the hierarchy. You can also delegate license slots to your superior if you did not create your associate account yourself.

NOTE: The license drop down lists licenses that haven't expired and shows the license ID followed by the number of license slots in use and the total number of license slots. You can only delegate license slots that are not currently being used. In the example above there are **3** slots in use out of a total of **100** slots for license "**TALKING-081121-160230-59-122**". The first line delegates **5** of these to "**Christian Andreotti**" and the second line delegates **6** to "**Christian Harpole**" for a total of **11** slots delegated.

Glossary

- **Associate** - refers to a teacher's account created either by registering a new account, or by importing or adding associate information from an existing account.
- **CSV** - the file format used for importing and exporting data is "Comma Separated Values", which is a text-only file format for spreadsheet data. Most spreadsheet programs (Excel, etc.) can read files of this type and provide the option of saving data in this format through their "Save as..." menu option. CSV files can also be created directly in any text editor.
- **License** - refers to a bundle of license slots that were added to the system together. The slots in a license all begin and expire on the same dates but they may be managed by different associates and will be assigned to different students.
- **License Slot** - refers to an individual per-user license as purchased from the Talking Fingers online store. A license slot can only be used by a single student, and can only be managed by a single associate at any given time. However, over the lifetime of the license slot it may be assigned and re-assigned to different associates and students. License slots may be purchased with durations of 1 year, 2 years, or 3 years.
- **PIN** - refers to the unique ID provided for each license slot in a confirmation email from the Talking Fingers online store. Each license slot will have a unique PIN which is used to confirm purchase.
- **Site Manager** - refers to Talking Fingers account on the system. This account is treated as a Superior of all associates to allow Talking Fingers to have the necessary access to fix any problems that might arise.
- **Student** - refers to the accounts created to use the Talking Fingers Online application
- **Superior** - refers to the associate that created your associate account.
- **Read, Write, and Type Flash application** - the online version of Talking Fingers' Read, Write, and Type software. This is implemented using Adobe Flash and requires Flash 9 to be installed as a browser plugin on the student's computer.
- **RWT** - refers to the Read, Write, and Type software (both online and stand-alone editions).
- **Talking Fingers Online** - a sub-site of the Talking Fingers website that provides access to an online version of the Talking Fingers software and a management interface for managing student and associate information. http://www.talkingfingers.com/online/
- **Talking Fingers online store** - a sub-site of the Talking Fingers website where Talking Fingers products can be purchased. http://www.talkingfingers.com/mm5/
- **Talking Fingers website** - the main Talking Fingers website where information can be found on Talking Fingers' products. http://www.talkingfingers.com