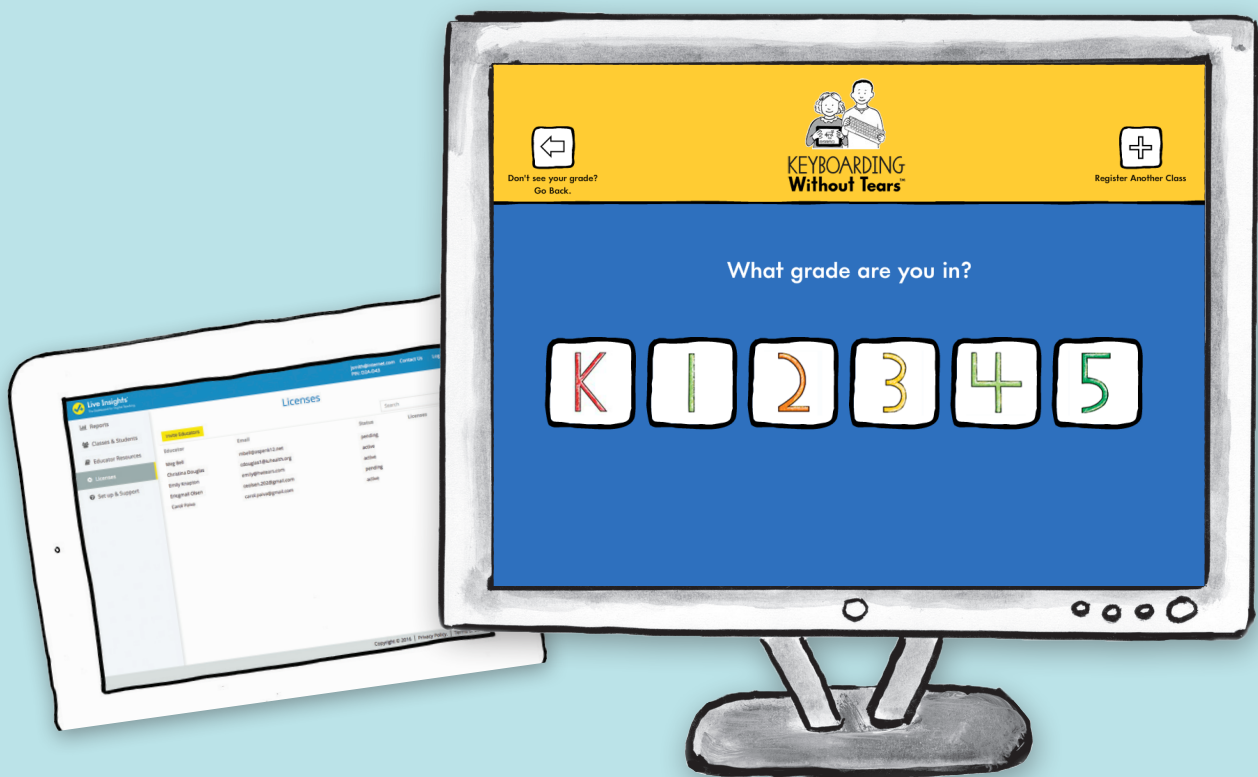# KEYBOARDING **Without Tears**®

Quick Start Guide

Keyboarding Without Tears® is a 36-week program that is designed for students in kindergarten through fifth grade.

+Live Insights® is the educator's digital dashboard to:

- Manage licenses and classroom settings
- Access reports, grade-level teacher's guides, and lesson previews
- Allow can use at home access

Table of Contents

This *Quick Start Guide* will help you get started with +Live Insights® and Keyboarding Without Tears®! It provides you with classroom and student setup instructions.

Click on a link below to jump to a specific section.

+Live Insights®

Keyboarding Without Tears®

+Live Insights®
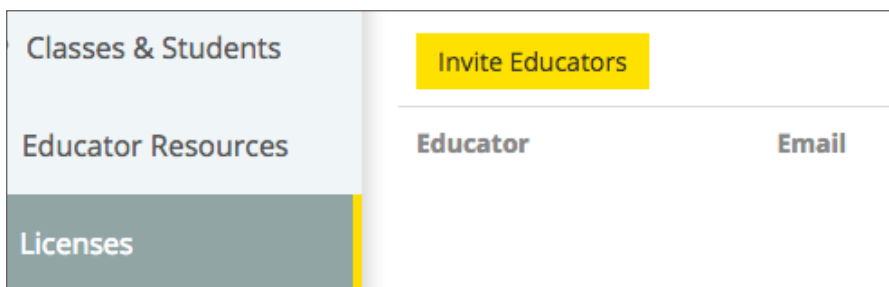
Administrator Instructions

As an administrator, you can do the following through the +Live Insights® dashboard at **plusliveinsights.com**:

1. Allocate Licenses to other Educators
2. Set up your own Classes & Students

Allocate Licenses to other Educators

Step 1
After unlocking your Master Code, in the Licenses section, select the **Invite Educators** button.

Classes & Students	Invite Educators	
Educator Resources	**Educator**	**Email**
Licenses		

Step 2
Enter first and last name and email address for an Educator. Select the **digital product** and indicate the **number of licenses** to allocate to each.

Step 3
Once you've entered all the educator information, and allocated licenses, select **Invite Educator.** The educator you invited will be notified by email.

+Live Insights®

Educator Instructions

Set up a class whether you're teaching 1 student or 1,000!

Step 1
Go to **plusliveinsights.com** to either sign up or log in. We recommend you bookmark this web page for future reference.

Step 2
Select **Classes & Students**

Step 3
Select **Create new Classes** and enter the name of the class and number of students. Repeat this step for additional classes.

Step 4
Complete the class set up by entering the student name, their grade (keyboarding license grade and school grade aren't always the same), and the license you want to assign them. The information will automatically save and you'll receive an auto-assigned student secret code for each student.

Keyboarding Without Tears®

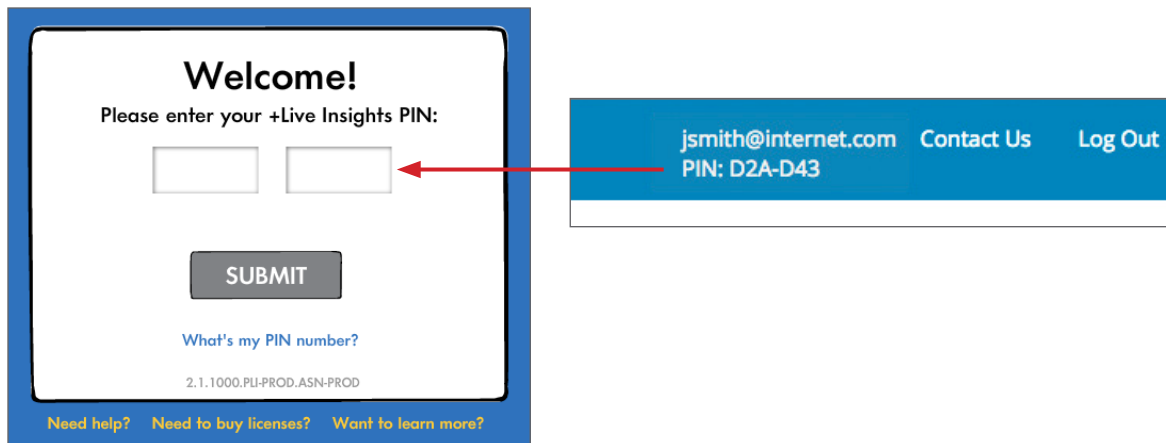## Set up Keyboarding Without Tears on Desktops & Laptops

Browser Based Access

Step 1

Once your classes and students have been set up, go to **program.kwtears.com**. We recommend you bookmark this web page for easy access.

Step 2

The **Welcome** screen is where you enter your six-digit PIN. This is an auto-assigned PIN located on your **plusliveinsights.com** dashboard, directly below your email address.

Welcome!

Please enter your +Live Insights PIN:

[   ] [   ]

SUBMIT

What's my PIN number?

2.1.1000.PLI-PROD.ASN-PROD

Need help?   Need to buy licenses?   Want to learn more?

jsmith@internet.com   Contact Us   Log Out
PIN: D2A-D43

Click **Continue** if your classes appear correctly and you are ready to access Keyboarding Without Tears®.

Set up Keyboarding Without Tears on iPad/Android Tablets and Chromebooks

Step 1

Download the free Keyboading Without Tears® app at either the Apple App Store or the Google Play store.

Available on the **App Store**   ANDROID APP ON **Google play**

Step 2

Once the app is installed, click the [K] icon to launch. Enter your six-digit PIN (shown above) and click **Continue** if your classes appear correctly.

Keyboarding Without Tears®

Student Access

Follow these three short steps to access Keyboarding Without Tears® as a student.

Step 1
Each student will go to **program.kwtears.com**, select the Keyboarding Without Tears® bookmark or K icon to launch the program.

Step 2
Each student will need to select their:

Grade	Class	Name

NOTE: This is the grade level license which isn't always the same as the students grade in school.

Step 3
Students must click on their assigned unique secret code.
NOTE: The secret code is the pre-assigned password found in your class roster in +Live Insights®.

The student is now in the Keyboarding Without Tears® program! Students will resume at the beginning of the activity they have not completed.

Quick Tips for +Live Insights®

Key Features

Can Use at Home: Sends an email with the student's secret code to his/her guardian. This can be done at the class or individual student level.

Where to find: Classes & Students > Select a class settings gear > Check Can Use at Home

Certificates: Digital Citizenship Certificates and Certificates of Completion available for you to award your students.

Where to find: Educator Resources > Click Print Certificates

Lesson Previews: Preview any lesson in the 36-week curriculum, so you know what your students are experiencing.

Where to find: Educator Resources > Lesson Preview

Reports: Activity count, Days count, Spot Checks for speed and accuracy by student.

Where to find: Reports > Select a Report

Secret Codes: Each student receives a secret code to access their license to the curriculum. Print out a list of secret codes from Print Class Roster in top navigation.

Where to find: Classes & Students > Select a Class Name

Skip Jump Into Keyboarding: This option lets you skip individual students or your whole class ahead by advancing beyond the first six weeks of foundational skills.

Where to find: Classes & Students > Select a class settings gear > Check Can Use at Home

Spot Checks: There are intervals in each grade where students have an opportunity to test their keyboarding speed and accuracy. Spot Check intervals can be found in the teaching guidelines in each teacher's guide.

Where to find: Progress & Reports > Select a Report > Spot Check Report > Select a Class Name

Stop & Review: Allows educators to set a point in the curriculum where they want students to stop and review certain activities they've completed previously. Drag the red stop sign bar to set a stopping point. This can be set at the class or individual student level.

Where to find: Class: Classes & Students > Select a class settings gear, or Individual: Classes & Students > Select a class name > Select a student settings gear

Teacher's Guides: Grade-level teacher's guides with teaching strategies, teaching guidelines, and school-to-home connections.

Where to find: Educator Resources > Teacher's Guide

Support

Phone/Email Support

Questions about Keyboarding Without Tears® or +Live Insights®?

Call our Customer Care team at 301.263.2700 or email **technology@hwtears.com**

System Requirements

Desktop/Laptop
Operating System: Windows 7+, Mac 10.6+, Chrome OS (Chromebook)
Resolution:1024 x 768+
Browser: Internet Explorer 11+, Safari 5+, Firefox (Latest), Opera 11+, Chrome (Latest)
Plug-in: Flash Player 11.8+
Internet: High speed connection

Tablet
iPad 2+, Android tablets with 7" or larger screen, Amazon Fire
Operating System: iOS 7+, Android OS 2.4+
Internet: High speed connection
External Keyboards: iPad compatible
Apple Bluetooth (for other iPad compatible keyboards, please refer to your manufacturer's instructions)