

KEYBOARDING **Without Tears**[®]
powered by +Live Insights[®]

Quick Start Guide

North Attleborough Public Schools
2016-17 school year



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:

- Access reports, grade-level teacher's guides, and lesson previews
- Review student or class progress

Student & Teacher Access

Keyboarding Without Tears® (student application) and +Live Insights® (teacher dashboard)

Teacher Access to +Live Insights

1. From a web browser (Chrome preferred), educators go to: plusliveinsights.com
2. Set Up an account or Log In to the one you've set up previously
3. Your classes and students will automatically link to your school email address once you have set up your account in plusliveinsights.com. Confirm your rosters in the Classes & Students tab
Note your **PIN**** in the upper right corner (for student tablet access)
4. Familiarize yourself with the Educator Resources tab where you will find your specific grade level Teacher's Guide(s) and Lesson Previews
5. Print your class roster of secret codes from your class view (upper right corner in grey box)

Student Access to Keyboarding Without Tears

1. From a web browser (Chrome preferred), go to: na-schools.kwtears.com
(create a bookmark or favorite for the students)
2. Select the elementary school, grade, class/teacher name, and their name
3. Students click on their secret code (found in the class roster in +Live Insights)

Student Access to Keyboarding Without Tears on an iPad or Android Device

1. Download the free Keyboarding Without Tears app for your iPad 2+ or Android device from the App Store or Google Play (**must be installed before accessing KWT**)
2. Launch the app and students will need their teacher ****PIN** to link to the correct class. Follow the prompts to get to individual student licenses

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 31+, Opera 11+, Chrome 39+

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 Keyboard: Apple Bluetooth recommended

+Live Insights® Quick Tips

Jump Into Keyboarding: The first 6 weeks of foundational skills in every grade. If you want to skip students or the entire class ahead, go to your settings gear at the class level or at the student level and select "Skip Jump Into Keyboarding" .

Where to find: Classes & Students > Select the Class settings gear  for whole class advancement OR go into the class to select the Individual student settings gear  > select Skip Jump into Keyboarding

Lesson Preview: Preview any lesson in the 36-week program for your grade level license

Where to find: Left navigation > Educator Resources > Lesson Previews

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

Where to find: Reports Tab > Select a Report > Select a Class Name

Spot Checks: There are specific intervals in each grade where students will be assessed for keyboarding speed and accuracy. Spot Check intervals can be found in the teaching guidelines in each teacher's guide.

Where to find: Left navigation > Educator Resources > Teacher's Guide > Teaching Guidelines > appears on certain Fridays

Stop & Review: Educators may set a point in the curriculum where they want the class or individual to stop and review activities they've completed. This allows class or student level pacing if needed.

Where to find: Left navigation > Classes & Students > Select the class settings gear or go into the class and select the individual student settings gear > Drag the red stop sign to the threshold where you want the class or student to stop and review.

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

Where to find: Left navigation > Educator Resources



The gear setting can be accessed at the class level or the student level for additional functionality. The individual setting will always override any class setting.

Phone/Email Support

Questions about +Live Insights or Keyboarding Without Tears?

Call our Customer Care team at 888.983.8409 or email technology@hwtears.com

Please reference that you are North Attleborough customer with a school specific url.