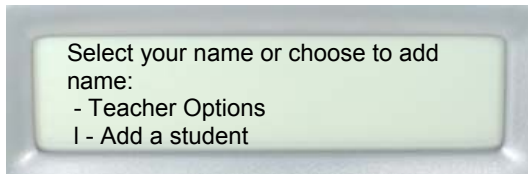


Install KeyWords 3.3

1. KeyWords 3.3 is built into Neo.
2. If you have older Neos and need to install, go to <http://www.alphasmart.com/support/downloads.html>, download and install AlphaSmart Manager 2.5.
3. Connect Neo devices to the AlphaSmart SmartOption Mobile Lab. Connect the SmartOption Mobile lab to your computer with AlphaSmart Manager 2.5 installed.
4. Click the **Send List** tab and click the **Send** button.

Learning with KeyWords 3.3

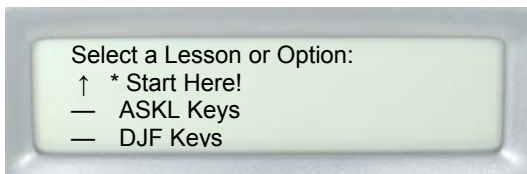
1. Press the **applets** key.
2. Select KeyWords 3.3 and press **enter**.
3. Select **Add a Student**.



4. Enter student name and create a password.

Note: Up to eight students may register on each Neo.

5. Select a lesson and follow the prompts. Following the lessons in order is recommended.



Teacher Options

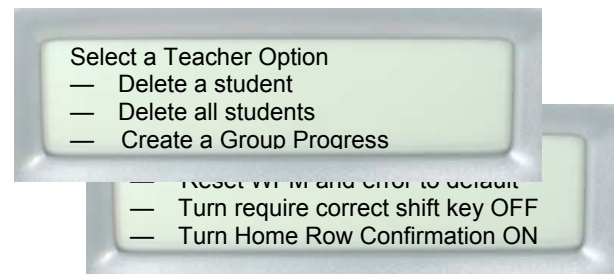
KeyWords 3.3 is a language based keyboarding program. It is designed for independent learning for students in intermediate grades. Students in primary

grades are successful with KeyWords 3.3 with guided instruction. To access all teacher options:

1. Press the **applets** key and select KeyWords 3.3.
2. Select **Teacher Options** and enter the master password.

Note: Use AlphaSmart Manager 2 to enter your unique master password.

3. Select the option and press the **enter** key.



Notes:

The "Require correct shift key" option records an error if students do not use the correct finger position for right and left shift key.

The "Home Row confirmation" option prompts students to enter the home row keys before lessons, skill builders, and typing tests.

The "Set one/two spaces between sentences" option allows for one space or two spaces after ending punctuation.

KeyWords 3.3 Progress Reports

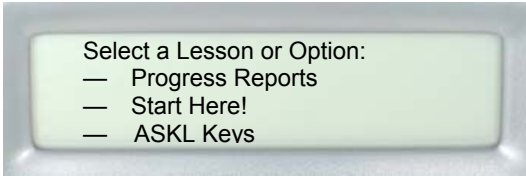
There are two types of student progress reports available to gauge student achievement: Progress Report and the Last Lesson Report.

The Progress Report gives information about all lessons, accuracy and skill builder, and typing tests. The Last Lesson Report provides data regarding the student's most recent lesson.

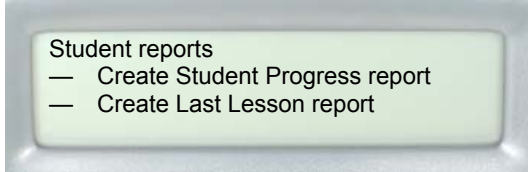
Access Progress Reports

1. Press the **applets** key.
2. Select KeyWords 3.3.
3. To access a progress report for a single student, select that student's name from the list and enter the password.

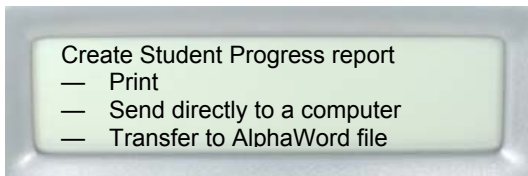
Note: Teachers use the master password to access any student's records.



4. Select a report.

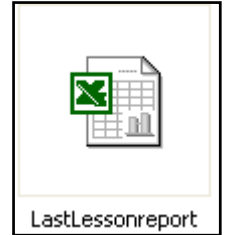


5. Create the report.

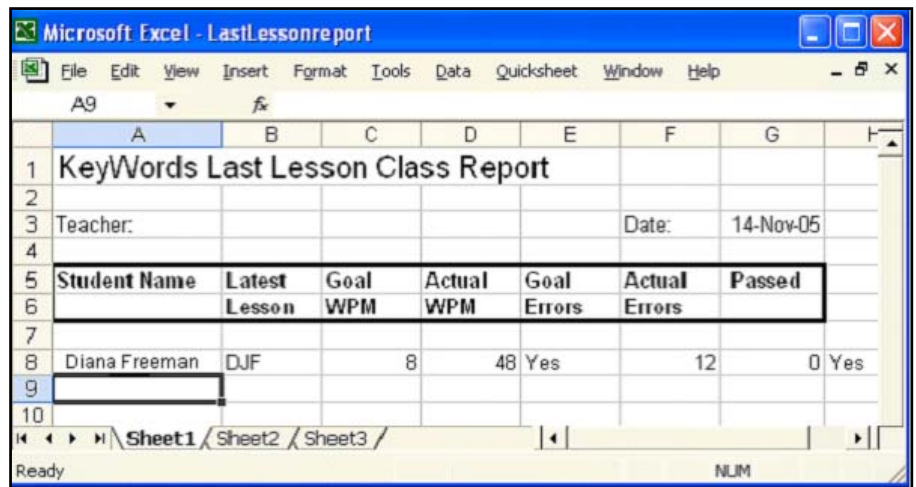


KeyWords 3.3 Last Lesson Report

When you download and install AlphaSmart Manager 2.5, a Last Lesson Report Template is installed in the AlphaSmart Manager 2.5 folder on your computer's hard drive.



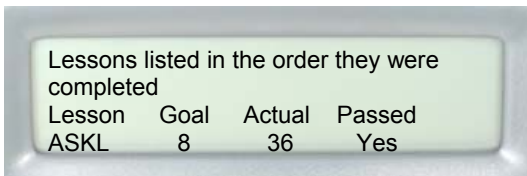
1. Open the Last Lesson Report Template.
2. Connect Neo and press the **send** key.



Student Name	Latest Lesson	Goal WPM	Actual WPM	Goal Errors	Actual Errors	Passed
Diana Freeman	DJF	8	48	Yes	12	0 Yes

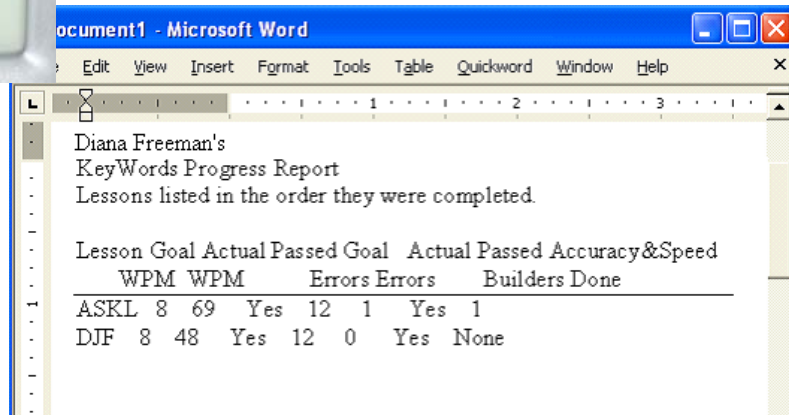
KeyWords 3.3 Progress Report

1. Transferred to AlphaWord



Lesson	Goal	Actual	Passed
ASKL	8	36	Yes

2. Sent to a computer



Diana Freeman's
KeyWords Progress Report
Lessons listed in the order they were completed.

Lesson	Goal WPM	Actual WPM	Passed	Goal Errors	Actual Errors	Passed	Accuracy & Speed Builders Done
ASKL	8	69	Yes	12	1	Yes	1
DJF	8	48	Yes	12	0	Yes	None