Getting Started
This guide is designed to help you understand the different features available in PowerUP and how to use them.

This guide will cover:

• Getting Started
• Using the dashboard
• Updating your user profile
• Accessing lessons
• Using lessons
• Accessing and Using TypingWeb
• Managing classes
• Managing users
• Creating and running reports

Recommended User System Specifications:

• System – Windows XP, Windows Vista, Windows 7, or Mac OS X
• Documentation – Microsoft Office 2003/2007
• Screen Resolution – 1024 x 768
• Browser – Firefox 14.x and above, Internet Explorer 8.x and above, Google Chrome 21.x and above, Safari 5.x.
• Plug-ins – Adobe Acrobat Reader, Adobe Flash Player 9
• Internet – 512Kbps or higher recommended
Getting Started
When you log in, you will arrive at the dashboard. The dashboard helps you quickly assess class and student progress. From this page, you can also navigate directly to other features and areas of the site.

1. **Class Overview**  In the Class Overview area, you can review individual student progress in the course. First, select the class you wish to view. For each student, the total time spent in the system will be listed along with the number of completed lessons.

   *Hint: For a more in-depth view of a student’s progress, click the student’s name. This will generate a pop-up report that shows the student’s progress at the lesson level.*

2. **Profile**  Use the profile icon to manage or update your personal account information. (See the Profile page for additional information.)

3. **TypingWeb**  To view student progress in keyboarding, click the TypingWeb link. This will take you to your TypingWeb account. (See the TypingWeb page for additional information.)

4. **Site Navigation**  Select one of the four site navigation buttons to access other areas within the site. These include the course lessons (Lessons), site and class administration (Manage), and reporting features (Reports). (See Lessons, Manage, and Reports for additional information.)
Getting Started
The first time you log in to PowerUP, classes may already be available.

If a class is available, it will appear in the drop-down list in the Class Overview area. To see class details, select the name of the class you wish to view from the drop-down list. The dashboard will automatically display the students in that class, along with the amount of time they have spent in the system and the number of lessons they have completed.

If no classes are available, you can create classes by going to the Manage Classes page.

Note: You can also use the Manage Classes page to update or manage an existing class.
Profile
Click on the profile icon to view your profile.

1 Personal and Contact Information  Your profile contains your personal information and contact information. To update your profile, select the information you want to change, then enter the new information. In a text field, you can type the new information directly in the field. In a drop-down field, you will need to select the correct information from a list. Although many fields are optional, keep in mind that some are required. Required fields are marked with a red asterisk. When you are finished, click Update Profile to save your changes.

2 Changing Your Password To change your password, start by opening your profile. Next, click the Change Password button. Enter your current password in the Old Password field. Choose a new password that meets the password requirements. Enter the new password in the New Password field, and then enter it again in the next field to confirm it. Click Save Changes to finish changing your password.

Note: If the system is not accepting your new password, double check that it meets all of the listed security requirements. If the system is not accepting your old password, start by contacting your administrator—administrators have the ability to reset your password if needed.
Lessons
To view the lessons for the course, click on the Lessons navigation button.

Viewing the lessons Click on the symbol to the right of the theme title to expand or collapse the list of lessons within the theme. To open, or launch, a lesson, click on the View button to the right of the lesson title. The lesson will open in a new tab or window.

Note: Keep in mind that students can access the lessons in any order. To learn more about which lessons your students have completed, use Student Report or Class Report.

TypingWeb You can also access TypingWeb from the Lessons page. Click on the button in the TypingWeb area to enter your TypingWeb account. (See TypingWeb for more information.)

Note: Clicking the TypingWeb button will generate a pop-up message informing you that you are leaving the PowerUP site. The message also contains a reminder that your TypingWeb account cannot be accessed through the general TypingWeb log-in area. If you log out of TypingWeb, you will need to return to PowerUP and click the TypingWeb button in order to log in again. To automatically skip this message in the future, check the box for “Do not show this message again.”
Quick Reference Lesson Guide

The guide below outlines the different navigation controls and features available within the lesson.

**Lesson Navigation Tabs** Navigate directly to a section of the lesson by clicking on the tab. (Only previously activated sections can be selected.)

**Glossary Button** Use this button to access the course glossary.

**Exit Lesson Button** Clicking this button saves your progress and exits the lesson.

**Instructional Navigation** Use these buttons to advance the screen to the next instructional piece. (Wait for all narration and animations to finish before advancing—the buttons may appear before all of the current instructional content has appeared.)

**Screen Navigation** Within a screen, use the left arrow button to return to previous content, use the center button to pause or play the screen content, and use the right arrow button advance to new content.

**Screen Information** This area indicates the number of screens in the section. The current screen number is highlighted and shows how far the lesson has advanced. The total running time of the section is listed to the right.

**Section Navigation** Once you have completed a section, use the Next arrow to advance to the next section. Use the Previous button to return to the previous section.

**Task Menu** When you have completed a task, the Task Menu will expand. Click the next task to move on, or click on a previous task to review it. You can also click the Task Menu bar during a task to expand it. Click on any previously activated task to navigate directly to it.

**Audio Controls** Use these controls to turn the sound on or off and adjust the volume.

**Transcript** View the lesson audio in a written format.
TypingWeb

In TypingWeb, you can monitor your students’ progress as they work to improve their keyboarding skills.

1. **Classes** Class groupings are a convenient way to monitor your students and their progress. Use the Classes section to see an overview of your current classes. To view more information about a particular class, click the magnifying glass icon. This will take you to a list of students for that class.

   Note: For your convenience, class groupings in PowerUP will automatically carry over to TypingWeb.

2. **Students** Student information can be viewed by going to the Students section. Use the magnifying glass tool to view in-depth student details. The editing tool provides access to the student’s account and preferences, but is not typically needed.

   Warning! If you choose to edit a student account in TypingWeb, do **NOT** update the username in the Account Information area. Changing the username will effectively reset the student’s TypingWeb account, and the student’s current information and progress will be lost.

   To prevent possible errors or lost accounts, do not delete or unlink a student from a class through TypingWeb. Make all changes to class assignments through PowerUP.
TypingWeb

TypingWeb also offers detailed data at both the student and class level. Review a student’s strengths and problem areas for specific lessons, or monitor progress at the class level by using the Reports area.

1. **Lessons** Visit the **Lessons** section to view the various lessons that students can take.

2. **Student Details** The **Student Details** view can show you statistics on each lesson, a student’s typing test results, and a log of recent activity. Many of the statistics can be launched as a graph for visual comparison, or exported to a .CSV file. Simply click on the icon for the graph you wish to view, or click on the export icon to export it.

   *Reminder: To see student details, click on the magnifying glass next to the student’s name in the **Students** section.*

3. **Reports** Use the Reports section to view progress of a class over time. The reports can be viewed in the system or exported for your convenience.
Manage Classes

The **Manage Classes** area of the Manage section allows you to create new classes, manage existing classes, add users, and access class rosters.

Creating a Class

Creating a class provides a convenient way to organize students for day-to-day site administration and classroom management. It also simplifies the process of creating and running reports.

To create a class:

1. Click **New Class**.
2. Enter a name for the class.
3. Click **Save Changes** to complete the change.

Editing a Class

To edit or update the name of an existing class:

1. Select the class you wish to update.
2. Click **Edit Class**.
3. Enter the new class name.
4. Click **Save Changes** to complete the change.

Removing a Class

Classes provide a way to organize students and reports. If a class grouping is no longer needed, it can be deleted.

To remove a class:

1. Select the class you wish to remove.
2. Click **Remove**.
3. Click **Delete** to complete the deletion.

*Note: Deleting a class will not delete the students in the class or the students’ data. To delete or deactivate the student user, go to the Manage Users area.*
Manage Classes

Adding an Existing Student to a Class  To add an existing student to a class:
1. Select the class.
2. Click Add Student.
3. Search for the student’s name.
4. Select the name(s) of the student(s) you wish to add.
5. Click Add to add the selected student(s).

Adding a New Student to a Class  To add a new student directly to a class:
1. Click Create User.
2. Select the class you wish to add the student to.
3. Fill out the student’s profile information and e-mail address.
4. Enter a starting password for the student.
5. Click Create User to create the student.

Note: New student accounts can also be created using the Manage Users area.

Removing Students from a Class  To remove a student from a class:
1. Select the class
2. Find the student’s name
3. Click the Remove from Class link to the right of the student’s name
4. Click Remove to remove the student from the class.

Note: Removing a student from a class does not delete the student, deactivate the student, or delete the student’s history. To delete or deactivate the student user, use the Manage Users area.
Manage Classes

Uploading a Student Roster Multiple new students can be uploaded to a class at one time using the Upload Roster button. For more information on using the bulk upload spreadsheet to create new students and add them to a class, see Manage Classes and Manage Users.

Downloading a Student Roster To download a student roster from an existing class:

1. Select the class.
2. Click Download Roster.
3. Select the file format you want to use.
4. Click Download.
Manage Classes and Manage Users

New student accounts can be created in the Manage Classes or Manage Users areas of the Manage section. The Create User button can be used to add students individually.

Adding a New Student

To create a new student:

1. Click Create User.
2. Select the class you wish to add the student to, if any.
3. Fill out the student’s profile information and e-mail address.
4. Enter a starting password for the student.
5. Click Create User to create the student.

If you selected a class during the steps above, the student will be immediately assigned to that class. If you did not select a class, you can use the Manage Classes page to add the student to a class at any point.
Manage Classes and Manage Users

New student accounts can be created in the Manage Classes and in the Manage Users areas of the Manage section. The Upload Roster feature can be used to add multiple students at one time.

Adding Multiple New Students (Bulk Upload)

To create multiple students:

1. Click Upload Roster.
2. In the pop-up, click Download Bulk User Upload Template.
3. Save the spreadsheet to your computer as a .CSV file.
4. Open the spreadsheet in Microsoft Excel.
5. Enter the student information for each column.
6. Save the file to your workspace as a .CSV file.
7. In the pop-up, click Choose a File.
8. Select the name of the Bulk User Upload Template spreadsheet you wish to use, then click Upload this file.
9. The fields CSV Delimiter, Encoding, and Upload Type default to the most common types. If you know you are using a different type, select it from the appropriate drop-down list. Otherwise, continue on to the next step.
10. Select the number of rows to preview under Preview Rows.
11. Click Upload Users.
12. Scroll down and click Upload users to complete the registration process.
13. Click Continue to return to the main screen.

Note: If you enter an existing class name in the Class column of the spreadsheet, a student will be automatically assigned to that class. Otherwise, you can use the Manage Classes page to add students to a class.
Manage Users

When you have a large number of students, you may need to perform a search in order to find the specific student or group that you want to manage.

Search Options  There are a variety of options that you can use to narrow your search results:

- **Role** – this field is required. By default, the search will include all roles. You can search by **Active Students** or **Inactive Students** to limit your results.
  - **All Students**: the search includes all students regardless of whether they are active or inactive.
  - **Active Students**: the search only includes students who have been assigned a class seat and have access to the course materials.
  - **Inactive Students**: the search only includes students who have not been assigned a class seat and do not have access to the course materials.

- **First Name and Last Name** – use these optional fields to limit search results to students with a particular name. The fields can be used individually or together.

  *Note: In the First Name and Last Name fields, you can enter a partial name or a full name. For example, you could enter “S” in the Last Name field to search for students with a last name that begins with S, or you could enter “Smith” to only search for students with the last name Smith.*

- **Class** – use this optional field to limit the search results to a particular class.

- **Last Access** – use these optional fields to limit the search to students who took the course during a particular time frame. The fields can be used individually or together.
  - **Start Date**: the search only includes students who accessed the course on or after this date.
  - **Finish Date**: the search only includes students who accessed the course on or before this date.
  - **Start Date and Finish Date**: the search only includes students who accessed the course between the Start date and the Finish date.

When you have entered all of the information you want to use in the search, click **Search**.
Manage Users

Activating Students A student must be activated, or assigned an active class seat, in order to access class materials. Typically, when a student’s account is created, the student is automatically activated. However, there may be times when a student will need to be activated manually.

To activate a student:
1. If needed, search for the student.
2. Click the checkbox next to the student’s name to select the student.
3. Click Activate User.

Deactivating Students When a student finishes the course and no longer needs access to the course materials, the student can be deactivated. Deactivating a student removes the student’s ability to access the course materials. It also opens up a class seat, which can then be assigned to another student.

To deactivate a student:
1. If needed, search for the student.
2. Click the checkbox next to the student’s name to select the student.
3. Click Deactivate User.

Note: Multiple students can be activated or deactivated at one time. However, the number of students that you can activate is limited by the number of class seats available. You may need to deactivate students who no longer need access before you can activate new students.
Manage Users

Deleting Students  Old student accounts can be removed from the system by using the Delete User button. Deleting old accounts can reduce the number of students and student accounts in the system, making it easier to find and manage current students. Make sure, however, that you no longer need the student’s information or history before you delete the account. Deleting a user permanently removes their account from the system. Their information, history, and reports will no longer be available.

To delete a student:
1. If needed, search for the student.
2. Click the checkbox next to the student’s name to select the student.
3. Click Delete User.
4. In the pop-up, click Delete to permanently remove the student from the system.

Warning! Once a student has been deleted, their information is permanently removed from the system. You will lose all of the student’s performance and progress history. This information cannot be recovered.
**Reports: Student Report**

The *Student Report* details individual student progress at the lesson level. You will be able to see which lessons the student has started, which lessons the student has completed, and how much time the student has spent in each lesson.

**Generating a Student Report**

To generate a student report:

1. Select the student’s *Class*.
2. Select the student’s name.
3. Click *Generate Report*.

The report will appear on-screen, but you can also download or print a copy of the report.

To download the report:

1. Click *Download*.
2. Select the file format you wish to download.
3. Click *Download*.

To print the report, click *Print*. The system will generate a printable PDF of the Student Report.
Reports: Class Report

The Class Report provides a comparison view of student progress within a class. Reports are generated by Theme. You will be able to see which lessons within the Theme the students have started, and which lessons the students have completed.

Generating a Class Report  To generate a class report:

1. Select the Class.
2. Select the Theme.
3. Click Generate Report.

The report will appear on-screen, but you can also download or print a copy of the report.

To download the report:

1. Click Download.
2. Select the file format you wish to download.
3. Click Download.

To print the report, click Print. The system will generate a printable PDF of the Class Report.
Reports: Time In System

The Time In System Report provides an overview of how much time students have spent in the class. Reports are generated by class or student.

Generating a Time In System Report

To generate a time in system report:

1. Select the class or student.
2. Select a date range. (One or both date fields may be left empty to widen the results.)
3. Click Generate Report.

The report will appear on-screen, but you can also download or print a copy of the report.

To download the report:

1. Click Download.
2. Select the file format you wish to download.
3. Click Download.

To print the report, click Print. The system will generate a printable PDF of the Time In System Report.