

# Type to Learn Jr.

## Network Installation Instructions

### MACINTOSH

#### System Requirements

To use *Type to Learn Jr. Network*, you will need a network of computers that are running:

- Macintosh System 7.0 or greater
- 68040 processor or faster
- 8MB of RAM or more
- 640x480 color monitor with 256 colors
- Ethernet or faster network protocol.

**Note: if you are upgrading from the standalone version and would like to keep your data files, please see the upgrade instructions on page 9.**

#### Installation Options

There are two different kinds of network installations. A “**Network File Server**” installation and a “**CD tower**” installation.

The **Network File Server** installation copies the entire contents of the CD to a folder on the network. It also allows you to run the program from the network. This way you only need to use the CD for the initial server installation. The CD is not required to either run or install the program on each student computer.

The **CD tower** install requires you to have a network CD tower. It allows you to run the program on an individual student computer by accessing the CD tower. You will run this install from each student computer. The CD will need to remain in the CD tower for the students to launch the program.

## Installation Instructions to a Network File Server

### Server Installation

1. Insert the *Type to Learn Jr.* Network CD into a workstation and log on to your network server.
2. Double-click the *Type to Learn Jr.* **Net Installer** icon to launch the installer.
3. Click the **Continue** button.
4. Highlight the installation option, “Network Server Install,” and click the **Install** button.
5. Choose a location on your server’s hard drive where you would like the program to be installed, and click the **Install** button.
6. Set the required access privileges so that students and teachers have read, file scan, write, erase, create and modify rights to all files and folders in the *Type to Learn Jr.* Network folder on your network server. For AppleShare users, this means using “Read & Write” access. For users of the older AppleShare 3.0, this means using “See Files, See Folders and Make Changes” access. If you are using a Novell Netware file server, you will need to flag all files in the *Type to Learn Jr.* Network folder as “shared.” The result of NOT doing this will be that only one user at a time can run the program.

### Client Installation (Installation on Each Student Computer)

1. Go to a client workstation that will be running *Type to Learn Jr.* and log on to your network server.
2. Locate the *Type to Learn Jr.* folder. Inside the folder, double-click the **Installer** icon.
3. Click the **Continue** button.
4. Choose your preferred installation method from the pull-down menu (Easy or Custom), and click the **Install** button. Note that Custom is where you would choose between a minimal, standard or full install. The Easy install is the standard install.
  - Each option puts an increasing number of the program components on the student computer. Performance will increase as more information is accessed from the local hard drive on the client workstation rather than the network. We recommend you perform at least a standard installation.
  - **Minimal Installation**  
This option creates an alias to *Type to Learn Jr.* on the student computer as well as installing the *Type to Learn Jr.* fonts. This method will use approximately 1MB of hard drive space.
  - **Standard Installation**  
This option installs the *Type to Learn Jr.* application to your hard drive, as well as related files. This method will use approximately 9MB of hard drive space.

- **Full Installation**  
This option installs all of the *Type to Learn Jr.* components. This installation will produce the best performance when running the program. It will use approximately 30MB of hard drive space.
5. Choose a location on the client workstation where you would like the program to be installed, and click the **Install** button. This can be done by clicking on the **Select Folder** button.
  6. The installer will ask you to select a folder into which the student data will be stored. The default location for the data folder is the same folder on the network in which you are running the client installation program. If you have chosen a different location, you must set the *read, file scan, write, erase, create* and *modify* rights to this folder for your student and teacher users.
  7. Your computer may need to be restarted after installation is complete. Click **Yes** to continue.
  8. Installation is complete.
  9. Repeat steps 1 through 8 for each student computer that will be running *Type to Learn Jr.*

## Installation Instructions from a CD Tower

### Server Installation

1. Insert the *Type to Learn Jr.* Network CD into the CD-ROM drive (tower) connected to the network file server.
2. Set the required access privileges so that students and teachers have file scan and read rights to all files and folders on the *Type to Learn Jr.* Network CD being shared. For AppleShare users, this means using “Read Only” access. For users of the older AppleShare 3.0, this means using “See Files and See Folders” access. If you are using a Novell Netware file server, you will need to flag all files on the *Type to Learn Jr.* Network CD as “shared.” The result of NOT doing this will be that only one user at a time can run the program.

### Client Installation (Installation on Each Student Computer)

1. Go to a client workstation that will be running *Type to Learn Jr.* and log on to your network file server.
2. Locate the *Type to Learn Jr.* Network CD in the CD tower and double-click the *Type to Learn Jr. Net Installer* icon to launch the installer.
3. Click the **Continue** button.
4. Highlight the installation option, “CD Tower Install,” and click the **Install** button.
5. Choose your preferred installation method from the pull-down menu (Easy or Custom), and click the **Install** button. Note that Custom is where you would choose between a minimal, standard or full install. The Easy install is the standard install.

- Each option puts an increasing number of the program components on the student computer. Performance will increase as more information is accessed from the local hard drive on the client workstation rather than the network. We recommend you perform at least a standard installation.
  - **Minimal Installation**  
This option creates an alias to *Type to Learn Jr.* on the student computer as well as installing the *Type to Learn Jr.* fonts. This method will use approximately 1MB of hard drive space. The CD will need to be in the CD tower in order to run the program.
  - **Standard Installation**  
This option installs the *Type to Learn Jr.* application to your hard drive, as well as related files. This method will use approximately 9MB of hard drive space. The CD will need to be in the CD tower in order to run the program.
  - **Full Installation**  
This option installs all of the *Type to Learn Jr.* components. This installation will produce the best performance when running the program. It will use approximately 30MB of hard drive space. The CD does NOT need to be in the CD tower to run the program.
6. The installer will ask you to select a folder into which the student data will be stored. If you want all student computers to share a common data folder, then you must already be logged on to a network file server. Select a location for the student data files on this network file server. If the location does not exist, type in the name of the folder you want to create and click the **New Folder** button to make this folder. Once it is created, you can select it by clicking the **Select** button at the bottom of the dialog box. You must set the *read, file scan, write, erase, create* and *modify* rights to this folder for your student and teacher users.
  7. Your computer may need to be restarted after installation is complete. Click **Yes** to continue.
  8. Installation is complete.
  9. Repeat steps 1 through 8 for each student computer that will be running *Type to Learn Jr.*

# Type to Learn Jr. Network Installation Instructions

## WINDOWS

### System Requirements

To use *Type to Learn Jr.* Network, you will need a network of computers that are running:

- Windows 95 or greater
- 80486 DX2 66Mhz processor or faster
- 8MB of RAM or more
- 640x480 color monitor with 256 colors
- Ethernet or faster network protocol.

### Installation Options

There are two different kinds of network installations. A “**Network File Server**” installation and a “**CD tower**” installation.

The Network File Server installation copies the entire contents of the CD to a folder on the network. It also allows you to run the program from the network. This way you only need to use the CD for the initial server installation. The CD is not required to either run or install the program on each student computer.

The CD tower install requires you to have a network CD tower. It allows you to run the program on an individual student computer by accessing the CD tower. You will run this install from each student computer. The CD will need to remain in the CD tower for the students to launch the program.

### Installation Instructions to a Network File Server

#### Server Installation

This method will install the contents of the entire *Type to Learn Jr.* Network CD-ROM to your file server. Before you begin, make sure that the server volume to which you intend to install is currently mapped to a drive letter and that you have sufficient read and write privileges to that volume. Otherwise, the installation will fail.

1. Place the CD in the CD-ROM drive of your client workstation.

2. From the Start menu, select **Run**. Assuming your CD-ROM drive is drive “D,” type “D:\SETUP.EXE” in the edit field. Click **OK**.
3. Select the option “Run *Type to Learn Jr.* from a network folder,” and click the **Next** button.
4. After reading the on-screen instructions, select the **Next** button to proceed.
5. Choose a location on your server’s hard drive where you would like the program to be installed. Make sure that you have specified a drive letter and folder name. The default name of the folder is TTLJRNET. Folder names should be no more than 8 characters long. Click the **Next** button to proceed.
6. Select the **Finish** button when setup is complete.
7. Set the required access privileges so that students and teachers have *read, file scan, write, delete, create* and *modify* rights to all files and folders in the TTLJRNET folder.
8. If you are using a Novell Netware file server, you will need to flag all files in the TTLJRNET folder as “shared.” The result of NOT doing this could be file access errors if more than one user runs the program at a time.

#### **Client Installation (Installation on Each Student Computer)**

1. Log on to your network server and map the volume containing *Type to Learn Jr.* Network to a drive letter. Be aware that on some workstations, your network administrator may have set the server volume mapping to be done automatically after logging on.
2. From the Start menu, select **Run**, then click **Browse**. Select the drive letter to which the server volume has been mapped. Then select the directory into which *Type to Learn Jr.* was installed.
3. Open the folder TTLJRNET\ttl\_jr and select the SETUP.EXE file. Click **OK** in the Run dialog.
4. After reading the on-screen instructions, select the **Next** button the proceed.
5. The installer will ask you to select a location to store your *Type to Learn Jr.* student data. The default location for the data folder is the same folder in which you are running the client installation program. You may use the **Browse** button to locate a different data files path. If you have chosen a different location, you must set the *read, file scan, write, delete, create* and *modify* rights to this folder for your student and teacher users.
6. The installer will ask you to select a location on your hard drive for the program files. You may accept the default or choose a location you would like with the **Browse** button. Select **Next** to proceed.
7. Choose the appropriate installation option for the workstation: Minimal, Standard, or Full installation. Click the **Next** button.
  - Each option puts an increasing number of the program components on the student computer. Performance will increase as more information is accessed from the local hard drive on the client workstation rather than the network. We recommend you perform at least a standard installation.

- **Minimal Installation**  
This option creates a shortcut to *Type to Learn Jr.* in the start menu. It also installs a necessary file in your Windows folder. This method will use approximately 1MB of hard drive space.
  - **Standard Installation**  
This option installs the *Type to Learn Jr.* executable and various related files. This method will use approximately 9MB of hard drive space.
  - **Full Installation**  
This option installs all of the *Type to Learn Jr.* components. This installation will produce the best performance on the student computer. This method will use approximately 30MB of hard drive space.
8. The installer will ask you to select a location for your program icons. The default is Sunburst.
  9. When installation is complete, a **Type to Learn Jr. Network** icon will be added to the Sunburst group in the Start menu.
  10. Repeat steps 1 through 9 for each student computer that will be running *Type to Learn Jr.*

*Note: It is important that the drive mapping on a given workstation never change. If the server volume is mapped to a different drive letter, Type to Learn Jr. will not run.*

## Installation Instructions from a CD Tower

### Server Installation

1. Insert the *Type to Learn Jr. Network* CD into the CD-ROM tower connected to the network server.
2. Set the required access privileges so that students and teachers have file scan and read rights to all files and folders on the *Type to Learn Jr. Network* CD being shared.

### Client Installation (Installation on Each Student Computer)

1. Go to a client workstation that will be running *Type to Learn Jr.* and log on to your network. Be sure the *Type to Learn Jr. Network* CD is represented as a drive letter. It may be necessary to map the CD to a drive letter.
2. From the Start menu, select **Run** and click **Browse**. Select the drive letter of the shared *Type to Learn Jr. Network* CD. Select SETUP.EXE and click **OK** in the Run dialog box.
3. In the dialog box, select the option “Run *Type to Learn Jr.* from the CD tower” and click the **Next** button.

4. After reading the on-screen instructions, select the **Next** button to proceed.
5. The installer will ask you to select a location to store your *Type to Learn Jr.* student data. If you want all student computers to share a common data folder, then you must select a network location that is already mapped to a drive letter. You must set the *read, file scan, write, delete, create, and modify* rights to this folder for your student and teacher users.
6. The installer will ask you to select a location on your hard drive for the program files. You may accept the default or choose a location you like with the **Browse** button. Select **Next** to proceed.
7. Choose the appropriate installation option for the workstation: Minimal, Standard or Full installation. Click the **Next** button.
  - Each option puts an increasing number of the program components on the student computer. Performance will increase as more information is accessed from the local hard drive on the client workstation rather than the network. We recommend you perform at least a standard installation.
  - **Minimal Installation**  
This option creates a shortcut to *Type to Learn Jr.* in the Start menu. It also installs a necessary file in your Windows folder. This method will use approximately 1MB of hard drive space. The CD will need to be in the CD tower in order to run the program.
  - **Standard Installation**  
This option installs the *Type to Learn Jr.* executable and various related files. This method will use approximately 9MB of hard drive space. The CD will need to be in the CD tower in order to run the program.
  - **Full Installation**  
This option installs all of the *Type to Learn Jr.* components. This installation will produce the best performance on the student computer. This method will use approximately 30MB of hard drive space. The CD does NOT need to be in the CD tower to run the program.
8. The installer will ask you to select a location for your program icons. The default is Sunburst.
9. When installation is complete, a **Type to Learn Jr. Network** icon will be added to the Sunburst group in the Start menu.
10. Repeat steps 1 through 9 for each student computer that will be running *Type to Learn Jr.*

*Note: It is important that the drive mapping on a given workstation never change. If the server volume is mapped to a different drive letter, Type to Learn Jr. will not run.*

# Upgrading from Type to Learn Jr. Standalone

If you are upgrading *Type to Learn Jr. Standalone* to the network version, you may want to keep your student data. To do this:

1. Uninstall *Type to Learn Jr.* from a student computer. Note that the student data files are stored in the folder in which the standalone program resided. Therefore, you do NOT want to delete the “Classes.tjr” folder within this folder. If you delete this folder, you will lose all the student data on that computer. The Windows Uninstall program is safe to run, since it does NOT remove the student data files.

Example:

**Win:**

*Type to Learn Jr.* is sitting in C:\TTL\_Jr , and the data files are in C:\TTL\_Jr\Classes.tjr.

**Mac:**

*Type to Learn Jr.* is sitting in Harddrive:*Type to Learn Jr.*, and the data files are in Harddrive:*Type to Learn Jr.*:Classes.tjr.

To uninstall the standalone version, you want to throw away the contents of Harddrive:*Type to Learn Jr.* EXCEPT for the Classes.tjr folder. You also want to remove *Type to Learn Jr.* Prefs file residing in Harddrive:System Folder:Preferences.

2. Install *Type to Learn Jr. Network* to a student computer and note the data files path that you selected.

Example:

The data files for the network version are stored at:

**Win:**

F:\TTLJRN\Classes.tjr

**Mac:**

Network:*Type to Learn Jr Network*:Classes.tjr

3. Navigate to the folder containing the data files that you selected in the previous step. Inside that folder will be a folder called “Classes.tjr.” Open “Classes.tjr.”

Example:

**Win:**

Navigate to F:\TTLJRN\Classes.tjr using Explorer.

**Mac:**

Navigate to Network:*Type to Learn Jr Network*:Classes.tjr using the Finder.

4. Now go back to the computer's hard drive and open the folder that the standalone version had resided in (where the old data files are located — mentioned in step 1). There will be a folder inside this called "Classes.tjr." Inside "Classes.tjr" is a folder called "Default."  
COPY the "Default" folder on the student's hard drive into the network "Classes.tjr" folder from step 3. You want to copy the folder rather than move it. That way, if an error occurs, the data is not destroyed.

Example:

**Win:**

Copy C:\TTL\_Jr\Classes.tjr\Default to  
F:\TTLJRN\Classes.tjr

**Mac:**

Copy Harddrive:Type to Learn Jr:Classes.tjr:Default to  
Network:Type to Learn Jr Network:Classes.tjr

5. For every additional computer with student data that you would like to move to the network version, do steps 1 and 2. Then as in step 4, you want to open the "Classes.tjr" folder within the standalone version's installation folder. Rename the "Default" folder on the student's hard drive to any other name that is 8 characters or less. You will have a chance to give the classes longer names once you can access them from the teacher options in *Type to Learn Jr*. Then COPY the entire folder into the network "Classes.tjr" folder.

Example:

**Win:**

Rename C:\TTL\_Jr\Classes.tjr\Default  
to C:\TTL\_Jr\Classes.tjr\Class1  
Copy C:\TTL\_Jr\Classes.tjr\Class1 to  
F:\TTLJRN\Classes.tjr

**Mac:**

Rename Harddrive:Type to Learn Jr:Classes.tjr:Default  
to Harddrive:Type to Learn Jr:Classes.tjr:Class1  
Copy Harddrive:Type to Learn Jr:Classes.tjr:Class1  
to Network:Type to Learn Jr Network:Classes.tjr

6. After you have copied all the standalone student data into the network data folder, run *Type to Learn Jr: Network* from any computer. There should be one class for each set of student data files you moved. Note that you can have only 15 classes with 40 students in each. If there are more than 15 classes or 40 students they will NOT appear in the login screen. However, they will appear in teacher options. From the teacher options, you will want to move all the students into 15 or fewer classes

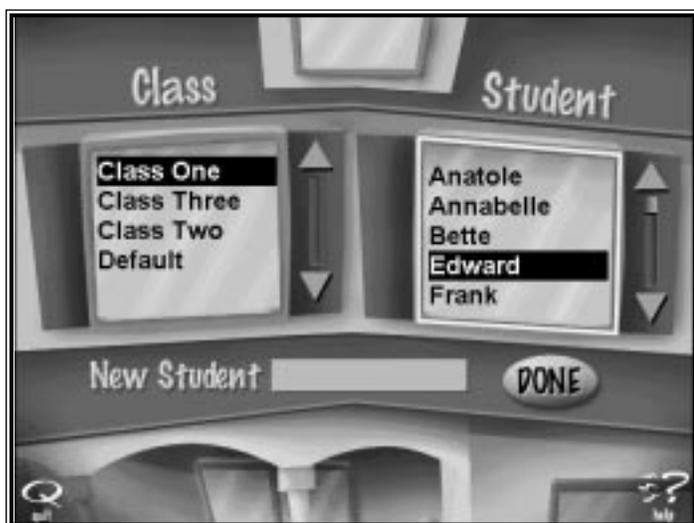
and then delete the empty classes. To avoid future confusion, it is important that you have at most 15 classes with 40 students in each of them. You may also rename any classes or students at this time.

# Type to Learn Jr.

## The Network Version

### Getting Started

The very first time *Type to Learn Jr.* is run there will be no classes or students entered in the program. When the program gets to the Log-in screen it will look like the standalone version (see p. 6 of the *Type to Learn Jr.* Teacher's Guide). If students add their names at this point they will be entered in a Default class. If you do not ever want to have more than one class, you may just want to continue to have them enter their names in the Default class. This way they do not have to ever select a class. However, if you want to have more than one class or you specifically want students to select a class, see the **Adding Classes** section of **Teacher Options**. Although students can add their own names at the Log-in screen, they cannot add new classes.



If both the class list and the student list are showing at the Log-in screen, the child must first select his/her class from the class list on the left.

A child who has previously used the program can locate his/her name in the student list once the class list has been selected. He/She can then highlight it, and click **Done**. Children can also double-click their names to begin.

New users type their names in the New Student box and click **Done**. Names entered this way will be available the next time the program is run.

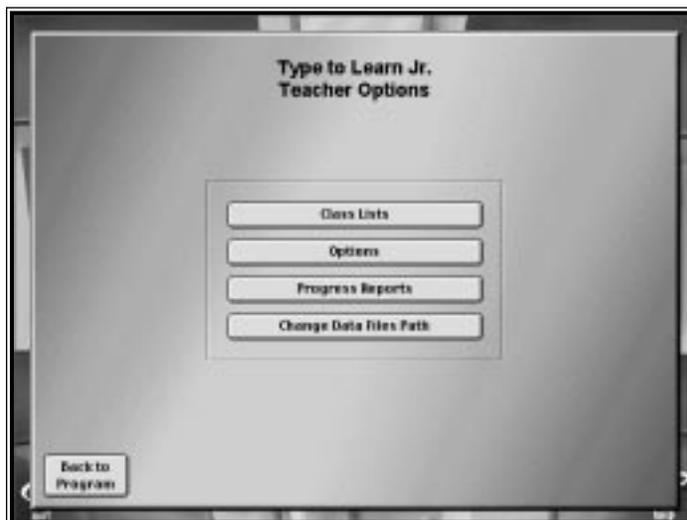
*Note: Children must select a Class name before they can type in their new student name.*

Press **Control-T** to access Teacher Options (see page 24 of the *Type to Learn Jr.* guide or page 13 of this guide for more information).

## Teacher Options

Press **Control-T** at the Log-in screen to access the Teacher Options menu.

- **Class Lists** allows you to add, edit, or delete class names on the list. From there you can add, edit, delete, move, import, or export student names. You may want to add all of your students' names to a class list before they use *Type to Learn Jr.*
- **Options** allows you to change program settings for any or all students.
- **Progress Reports** allows you to monitor children's progress in The Learning Center. You can assess progress and print Progress Certificates for any or all students.
- **Change Data Files Path** allows you to change the location of the student data for that computer only.



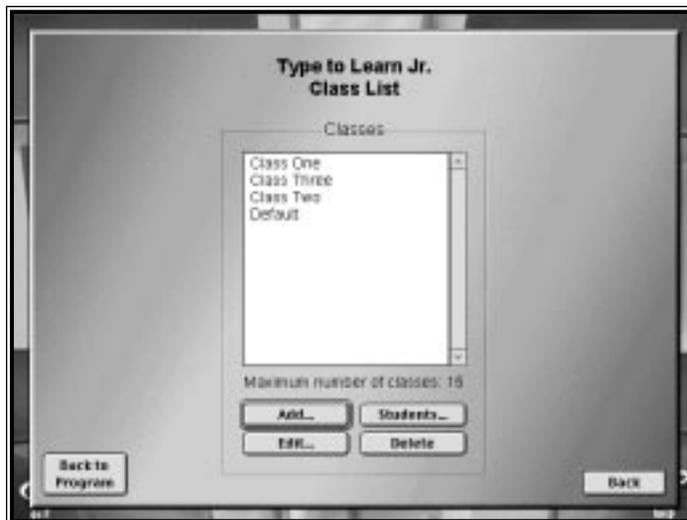
## Class Lists

Class List screen allows you to set up or edit your class list. This screen appears when you click Class Lists. You may have only 15 classes.

Click **Add** to add a class to the list of classes. In the window that follows, enter a class name and click **Add**. Enter as many names as desired, clicking **Add** to include each name on the list of classes. Click **Done** to return to the Class List screen. Names are automatically alphabetized by first letter.

To change a name on the list, highlight the name and click **Edit**. After editing the name, click **OK**.

To remove a name from the list, highlight the name and click **Delete**. You may highlight multiple names to delete.

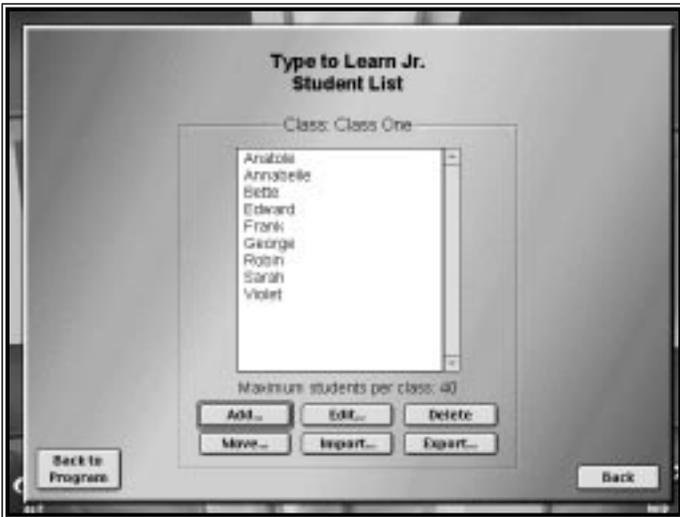


To modify the students for a particular class, select that class name and then click **Students**.

Click **Back** to return to the Teacher Options main menu.

Click **Back to Program** to return to where you were in the *Type to Learn Jr.* program.

## Student Lists



The Student List screen allows you to set up or edit your student list for a particular class. This screen appears when you click on the Students button on the Class List screen. You may have only 40 students per class.

Click **Add** to add a student to the class. In the window that follows, enter a student's name and click **Add**. Enter as many names as desired, clicking **Add** to include each name on the list of students. Click **Done** to return to the Student List screen. Names are automatically alphabetized by first letter.

To change a name on the list, highlight the name and click **Edit**. After editing the name, click **OK**.

To remove a name or names from the list, highlight all the names you want to remove and click **Delete**.

To move a student or students to a different class, highlight all the names you want to move, and click **Move**. In the window that follows, select which class you would like to move your student(s) into and then click **Move**.

To add a list of students from a text file to the class, click **Import**. In the next window you will want to select the text file which contains the list of students and click **Open**. You can export a list of students from one computer and import the list to another (if they are not connected by a network and you want to use the same list). Or, you can type a list of students into a text file and then import that list. Each student name will go on a separate line in the text file (type Return or Enter between names).

To Export a list of students from a class to a text file, click **Export**. In the next window you will want to select the text file to which the student list will be exported and click **Save**. It will export the students that are selected. If no student is selected, the entire list will be exported. This export file can later be imported to another class or another instance of the program.

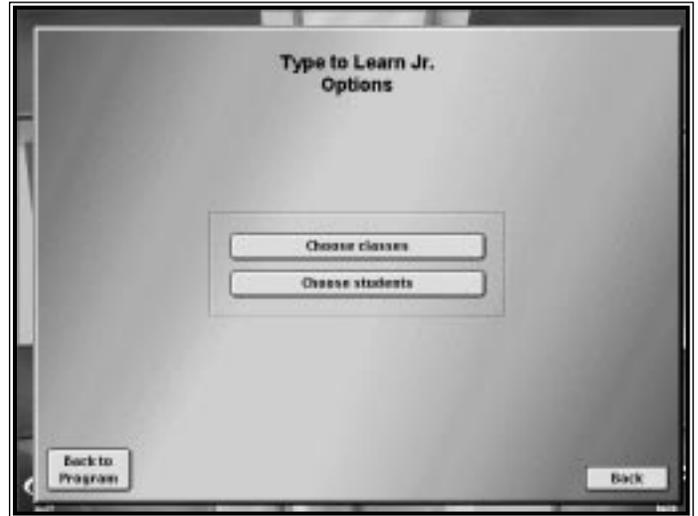
Click **Back** to return to the Teacher Options Class List.

Click **Back to Program** to return to where you were in the *Type to Learn Jr.* program.

## Options

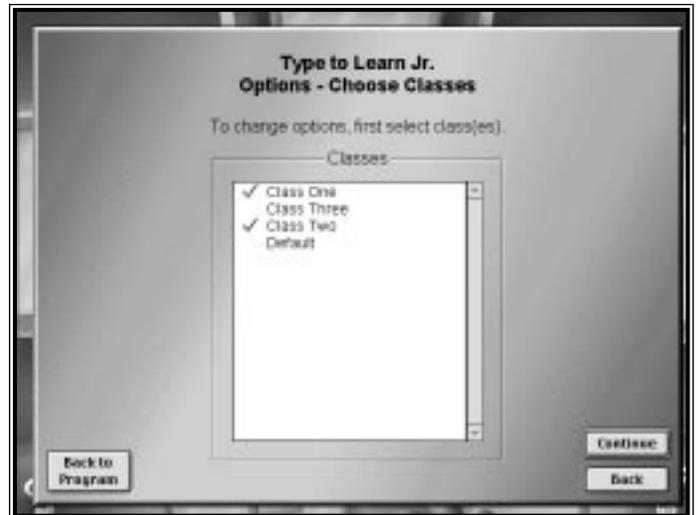
Options allows you to adjust program settings for any or all students on your student list. Once you click on the **Options** button at the Teacher Options main menu, you will see the Options screen to the right.

You can make changes for an entire class or you can make changes for individual students. Whichever changes you last made will be the ones that are used. Therefore, if you make a change to class1 and then to student1, it will use the option that was saved for student1. However, if you make a change to class1 and then student1 and then class1, it will use the last change that was saved for class1.

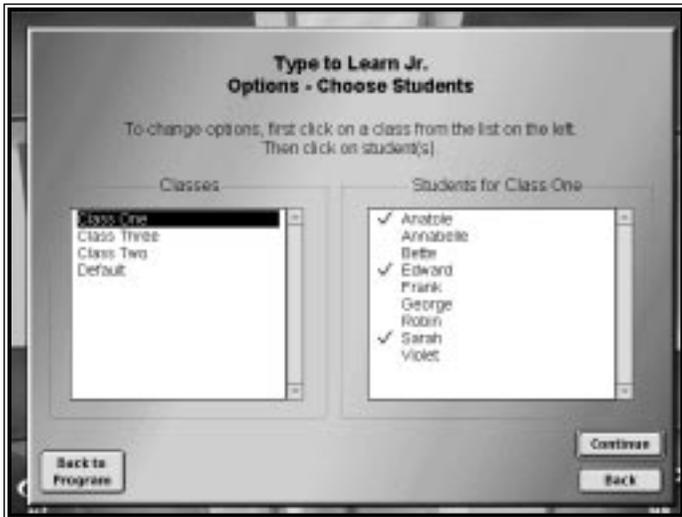


If you click on the **Choose Classes** button, you will see the following screen:

Click the class or classes for whom you want to adjust settings. A check-mark appears next to each selected class name. Click **Continue** to adjust settings for the check-marked classes.



If you click on the **Choose Students** button, you will see the following screen:



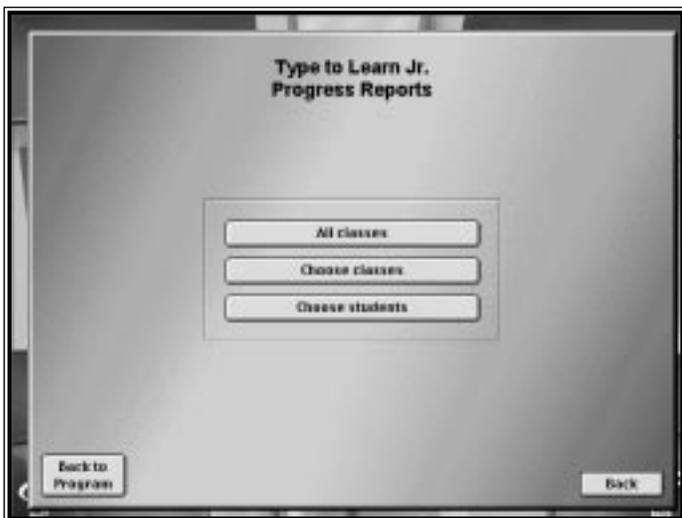
First you need to select a class from the list on the left. Once you click on a class, the students in that class will appear in the list on the right. Click the student or students for whom you want to adjust settings. A check-mark appears next to each selected student name. Click **Continue** to adjust settings for the check-marked students.

Click **Back** to return to the Options screen in Teacher Options.

Click **Back to Program** to return to where you were in the *Type to Learn Jr.* program.

See the teacher's guide on p. 26, for an explanation of the Options — Making Changes screen.

## Progress Reports



Progress Reports allows you to monitor each student's progress in The Learning Center. You can review progress and/or print Progress Certificates. This screen appears when you click **Progress Reports** on the Teacher Options Menu.

Click **All Classes** to view Progress Reports for all the students in all the classes. Click **Choose Classes** to view Progress Reports for all the students in the chosen classes (see the section on Options — Choose Classes for how to select classes). Click **Choose Students** to view Progress Reports for some students (see the section on Options — Choose Students for how to select students).

Click **Back** to return to the Teacher Options main menu.

Click **Back to Program** to return to where you were in the *Type to Learn Jr.* program.

See the teacher's guide on p. 28 for an explanation of the Progress Reports screen.

## Change Data Files Path

Change Data Files Path screen allows you to change the location of the student data for the computer you are on. For every computer that you want to change the data files path, you will have to go to that computer, run *Type to Learn Jr.*, go to Teacher Options, and change the data files path. This screen appears when you click Change Data Files Path on the main menu of Teacher Options.

You may use the **Browse** button to locate a new path for the student data.

Click **Save** to save your new student data location.

If you choose a location that does not exist, the program will ask you if it should create it. If it cannot create it, it will not let you select the location. Students will need to have *read, file scan, write, create, delete, and modify* rights to the data files directory. You need to choose a location that either has these rights or will be given to them before the students run the program.

Click **Back** to return to the Teacher Options main menu.

Click **Back to Program** to return to where you were in the *Type to Learn Jr.* program.

