First Keys 3

Widgit

First Keys 3

Widgit

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Sensory Software

First Keys 3 was developed by Sensory Software International Ltd

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Jolly Phonics

Letter sounds from Jolly Phonics.
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The exercise font is Sassoon Infant. Sassoon is a registered trade mark of Dr. Rosemary Sassoon and Adrian Williams Design Limited in the United Kingdom. www.clubtype.co.uk

Special thanks to Ian Farquhar for the creation of the sounds.

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Introduction

What is First Keys 3?

Teaching Keyboard Awareness

First Keys 3 is the latest version of the popular First Keys program; a friendly introduction to the keyboard that uses speech, phonics and the Widgit Symbols in colourful and engaging missing-letter exercises to teach literacy skills.

First Keys 3 is supplied with an array of exercises, designed to stimulate interest and develop vocabulary as well as keyboard awareness.

Create your own Exercises

Choose from the wide selection of exercises included with the program or create your own using the straightforward and intuitive editor. Make spelling exercises to support literacy activities, curriculum topics or personalised learning. With the new teacher interface, text lists and letter rules can be merged together to create new exercises which contain relevant topic words and tasks.

Choose Individual Options

Each user has their own options and settings that you can control from the editor. Decide on the degree of hint support provided during exercises. Choose how users interact with the program; by using the keyboard or by clicking letters with the mouse. Configure font and speech support.

Monitoring Progress

Teachers now have the opportunity to see detailed tracking of user progress. Reports are generated showing exactly where users are struggling, when they are choosing the wrong letters and what exercises they are excelling at; so activities can be structured to provide the highest learning impact.

■ The Two Running Modes

First Keys 3 is made up of two sections:

The *First Keys 3* main program is what the student sees and is what he/she can work on.

The *First Keys 3 Editor* is where exercises (word lists and letter rules) can be set up, adjusted or created and reports on the students' performance compiled for the teacher (or person responsible).

This short manual will guide you through both sections of the program.

Understanding Terms: 'Text Lists' and 'Letter Rules'

First Keys 3 will refer to 'Text Lists' and 'Letter Rules'.

These are two terms you should understand:

Text Lists

These are lists of words based on different subjects or letter themes, such as 'The Alphabet' or 'Silent Letters', which can be used in the exercises. *First Keys 3* already contains a large number of Text Lists in the program but you can easily create your own.

Letter Rules

Letter Rules are the ways in which words or phrases are shown in the exercise, for example, with the 'initial letter of the word missing' or 'all the vowels missing'.
You can use a number of existing Letter Rules but you can also create your own in the Editor.

> ⭐ **For any exercise to work you must have two elements: a Text List and a Letter Rule.**

■ Installation

Follow the instructions in the separate Installation Guide included in your *First Keys* 3 pack.

When you have finished installing the program you will have two shortcuts on your desktop marked *First Keys 3* and *First Keys 3 Editor*.

Getting Started with First Keys 3

We will now look at the main program: *First Keys 3.*

● *Double Click on the First Keys 3 icon on your desktop and the main program will start.*

You will now be taken to the Welcome Screen.

The Welcome Screen

The Welcome Screen lets you log in to the program as a Guest, an Existing User or as a New User.

Guest

If you select to log in as a Guest your scores during the exercises will not be recorded but you will get a Certificate to show off how well you did in the exercises.

Existing User

If you are an existing user (you have already used *First Keys 3*) you will see your name in the panel on the right.

● *Click on your name to begin.*

The Welcome Screen

New User

If this is the first time you have used the program you must create a New User profile.

● *Left-click your mouse button in the panel under 'My name is' and type in your first name.*

Your name will appear in the panel just below. It will be next to a blank outline portrait with a question mark on it.

Now you can choose an avatar (this is an image of a face and character you want to use in the program).

● *Left-click on the 'Change Picture' panel.*

With each click a series of different faces will appear one after the other next to your name.

The avatar you pick will appear as your on-screen character.

● *Click on the panel that lists your name.*

You will now be taken to another screen to look at the exercises you can do.

Hint: If you want to use a specially created avatar, a face you have created in a paint package, save the final image as a .jpg, .emf or .png file and copy it into:

C:\Documents and Settings\All Users\Documents\Widgit\First Keys 3\Avatars

Note that, if you put '(f)' at the end of the image file name, for example, Sarah(f).jgp, the program will use a female voice to respond to your answers. If you leave the name of the file without (f) it will be a male voice.

Starting an Exercise

Exercise Screen

This screen lets you choose an exercise to do. Note that the character you have selected will greet you and ask you what you want to do.

The main panel on the right shows a list of folders. Each one has a name, for example, 'Easy Words', 'Letter Pairs' and 'Whole Words'. Each folder contains a number of different exercises that you can do.

● *Double click on one of the folders to open it (for example, 'Whole words').*

● *You will now see a list of exercises that you can do based on typing in whole words.*

● *Click on one of the exercises from the list (for example, 'Coloured Objects'). It will highlight to show you that it is selected.*

● *Click on the 'Start exercise' button at the bottom of the panel.*
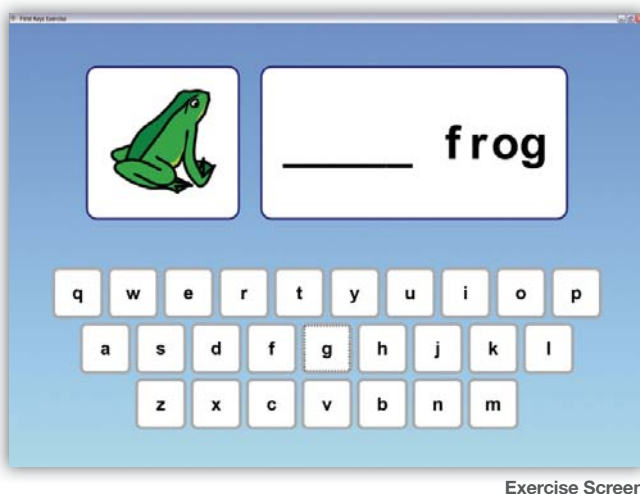
Exercise Screen

You will now be taken to the Exercise Screen.

When you have typed in a letter or letters to complete a word you will be told at once how well you did.

● *Continue with the exercise until the end when you will be given your certificate.*

Hints and Failed Attempts

If you type in the wrong answer three times you will be given a hint: you will see the correct letter highlighted in red on the on-screen keyboard.

If you get the wrong answer five times the exercise will move to the next word on the list.

Note that, the 'number of attempts' are default settings in *First Keys 3* but they can be changed in the Editor (see later in this guide).

Rewards

You will get a response from your avatar for every time you complete the gap or gaps in a word.

Gold Star

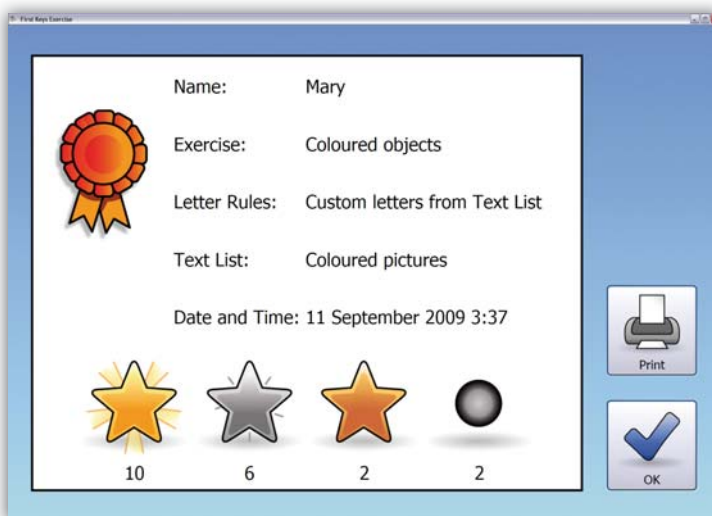|			
Gold Star	**Silver Star**	**Bronze Star**	**Incorrect**
Excellent. You have made no mistakes.	Very Good. You have made at least one mistake.	Good. You have had to be given at least one hint.	You have failed to complete the word.

Certificate

At the end of the exercise you will be given a Certificate for that exercise. It will show full details on the exercise and how well you did.
You can print this out and keep it.
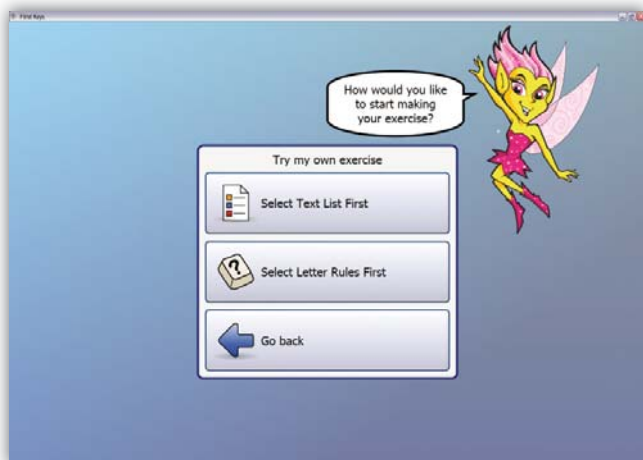
- *Click on 'OK' to go back to the Exercise Screen.*

Name: Mary

Exercise: Coloured objects

Letter Rules: Custom letters from Text List

Text List: Coloured pictures

Date and Time: 11 September 2009 3:37

10   6   2   2

Print

OK

Certificate

⭐ **Hint:** You can see detailed reports on how well you did in the *First Keys 3* Editor.

Try your own exercise

Try Own Screen

The Exercise Screen also gives you a chance to try your own exercises. You can set up new combinations of 'Text Lists' (words) and 'Letter Rules' (pre-set gaps in the words).

● *Click on 'Try my own exercise' in the Other Options panel on the right of the Exercise Screen.*

Your avatar will ask you how you would like to start making your own exercise: you can choose either 'Letter Rules' first or 'Text Lists' first.

● *For this short tutorial, click on 'Letter Rules'. You will now go to the 'Select Letter Rules' screen.*

In the main panel there is a long list of Letter Rules available in alphabetical order. For this tutorial choose 'All letters except first'.

Letter Rules Screen

● *Click on 'All letters except first' and that Letter Rule will highlight.*
● *Click on the 'Next' button at the bottom of the panel.*

You will now see the 'Text List Select' screen. Text Lists are shown in folders and contain a number of subjects.
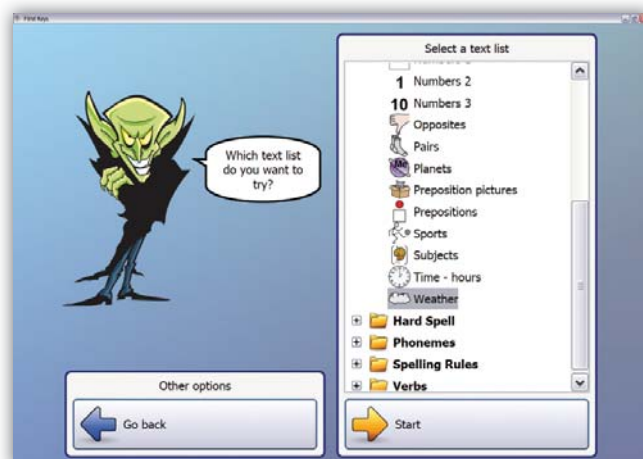
Text Lists Screen

● *Double click one of the folders, for example, 'Group Words'.*

Note: that, if a subject folder cannot be opened this means that it has no Text List that will work with your choice of Letter Rule.

This will open the folder and show the different Text Lists inside.

- *Click on one of the Subjects in the list, for example, 'Weather'. 'Weather' will now be highlighted.*
- *Click on 'Start' at the bottom of the panel to begin the exercise.*

Remember that you have set up an exercise to type in all the letters of a word apart from the first from a list of weather conditions. The symbol shown on the left will also help you.

- *Type in the correct letters.*
- *Work your way through to the end of the exercise.*
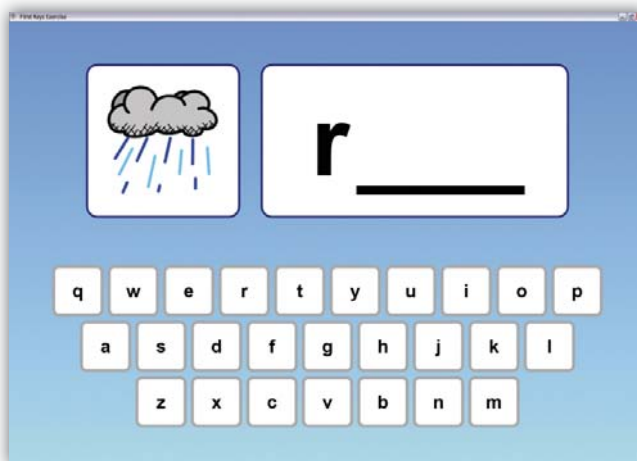
Own Exercise Screen

Note that the word is briefly shown to you in full, a voice reads out the word or words, then the gaps will appear. As you type in a letter from the keyboard a voice will speak the letter phonetically. All of these voice sounds are default settings in the program and can be changed in the *First Keys 3* Editor.


When you have completed the exercise you will see the Certificate you have gained for your work. If you have a printer connected to your machine, why not print it out and keep it? You have now finished your first exercise.

- *Click the 'OK' button to return to the Exercise Screen to select another activity.*

The First Keys 3 Editor

The *First Keys 3* Editor lets you create new exercises, add new text lists, apply different letter rules and make sure everything works correctly before making them available to the student. The Editor also lets you enter the names of the students and keep track of their progress through the many different exercises.
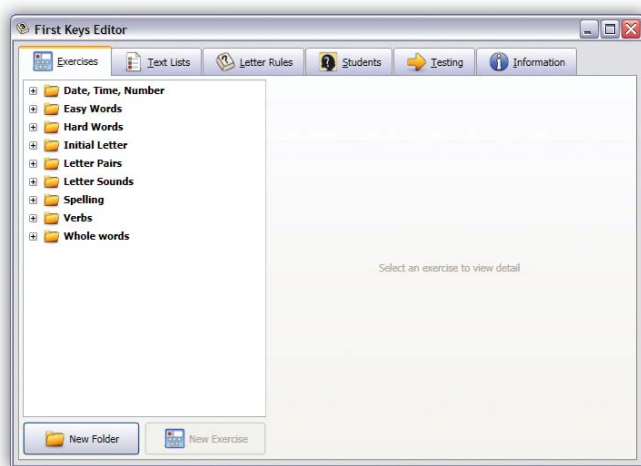
First Keys Editor Screen

Getting Started with the Editor

- *Double-click on the 'First Keys 3 Editor' icon on your computer desktop and the program will begin.*

You will be taken to the 'Editor Options' screen.

This is the main options screen. The tabs ranged along the top of the 'Editor Options' screen will access Exercises, Text Lists, Letter Rules, Students, Testing and Information windows.

Exercises

Let's look at all these tabs in detail:
Exercises are combinations of Text Lists and Letter Rules that can be played by the student. There are over 80 Exercises included with the program. The following Exercise sets are included in *First Keys 3*:

Verbs

This set deals with regular and irregular "ing" words and regular and irregular past tenses.

Letter sounds

Students must type in the correct letters for specific letter sounds. For example, for the sound 'ai', you might type 'ai' in 'rain' ; 'ay' in 'pray' etc.

Letter Pairs

These exercises all contain specific pairs of letters e.g. 'ai', 'ea' 'oo' 'oe' etc. The sounds of these letter combination may be different for different words. All letters must be typed to complete these exercises.

Easy Words

This set includes simple vocabulary including three and four letter words and easy words using each vowel letter e.g. cat, sat, rat.

Hard Words

These exercises all require difficult words to be typed. All letters apart from the initial letter must be typed.

Initial Letter

All these exercises just require the initial letters to be completed.

Topics include alphabet lists, easy words and subject specific sets like weather, planets, and sports.

Date, Time, Number

Exercises to learn to spell days of the week, months and numbers.

Whole words

These exercises require whole words to be filled in. Including colours, prepositions and pairs.

Spelling

This set includes a range of activities about spelling rules. For example 'Silent letters', 'Word endings', 'ly words' and 'plurals'.

> **Note:** Full details of all the Exercises files can be found in a spreadsheet inside a folder called 'Extras' in the root directory of the *First Keys 3* CD.

The Exercise Tab

● *If the Exercises window is not already open, left-click on the Exercises tab at the top of the screen to open it.*

You will see a number of named folder icons (such as 'Letter Pairs'). Each of these folders contains a number of exercises that come with the *First Keys 3* package.

● *Double-click on the folder called 'Letter Pairs' and you will see what exercises it contains.*

You will see a list of exercises, the exercise icon and the name of the exercise.

Remember that you can create exercises by combining lists of words on a certain subject (Text Lists) and applying a special rule (Letter Rules) to that list.

● *Select one of the exercises inside the 'Letter Pairs' folder, for example 'ai words'.*

It will now appear in the right hand panel.

The selected exercise is shown with details on:

- the name of the Text List

- how many items there are

- how many items will apply to the exercise you want the student to complete
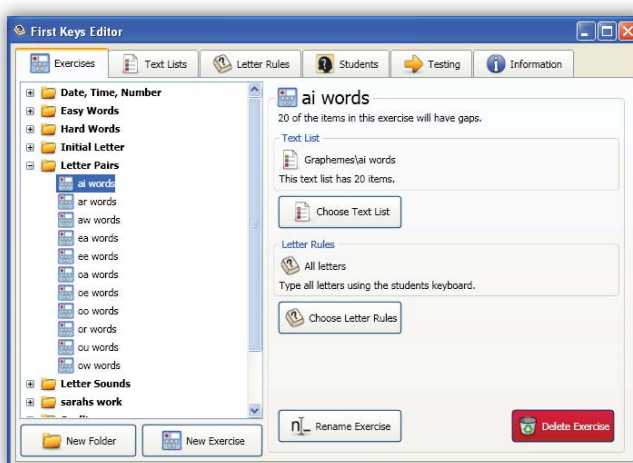
Selected Exercise Screen

Under 'Letter Rules' you will see the Letter Rule that applies to the exercise, for example, 'All letters except first'. There is also a note on the type of keyboard to be used, for example, 'Type all letters except the first using the students keyboard'.

Creating your own Exercise
'Football Teams' Exercise Tutorial

Now let's work through an example of how to put together your own exercise.

New Folder

● *Click on the 'New Folder' button (bottom left of the Editor screen) and a window will open to ask you to name the folder.*

● *Type in the name you want to use, for example, 'Sports' and click on 'OK'.*

The new folder with the name you have given it will appear in the existing folders panel (in alphabetical order). But it is just a folder with nothing in it at the moment.

New Exercise

Now you will want to add a new exercise to include in your new folder.

- *Click on the 'New Exercise' button and a window will pop up to ask you to name the exercise.*

- *Type in a name for the exercise, for example, 'Football Teams' and click on 'OK'.*
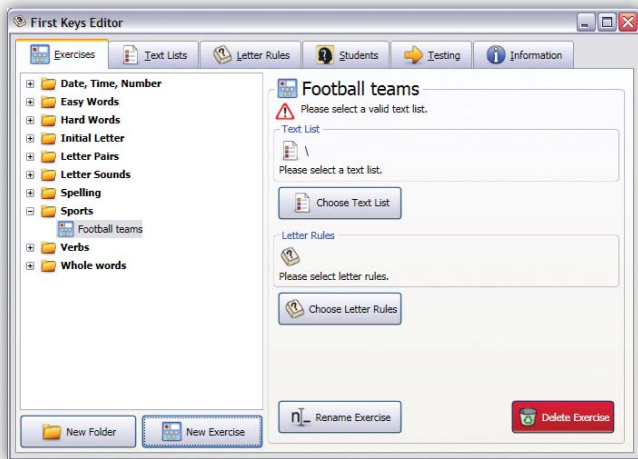
New Exercise Screen

The left hand panel of the 'Exercises' window will now show your new folder 'Sports' with the name of your exercise 'Football Teams' underneath it.

The right hand panel shows the title 'Football Teams' at the top but has no details of a Text List or a Letter Rule.

Next we will create the Text List to go with this exercise, then come back and finish the exercise.

Hint: When creating a new exercise, it's always best to select the Text List first, so when you go to the Letter Rules any that do not work with that Text List will be flagged with a warning triangle icon.

Creating a Text List

Now let's create a Text List we can use for our 'Football Teams' exercise.

- *Click on the Text Lists tab*

This will open the text lists window with a list of folders on the left.

- *Click on the 'Group words' folder from the list on the left.*

- *Click on the 'New Text List' button and you will have to name the list.*

- *Type in the name of the Text List 'Football teams' and click on 'OK'.*

The Edit Text List window will now open.

This lets you type in your text lists.

- *Type in the first item in your list, 'Arsenal'.*

- *Click on the 'Add New Item' button.*

- *Type in the second item in your list, 'Aston Villa'.*

- *Type in the third item in your list, 'Birmingham City'.*

- *Type in the fourth item in your list, 'Chelsea'.*

- *For 'Chelsea' you will need to select the football team symbol from the symbol option on the right.*

For this short tutorial let's stop at four items in the text list.

- *Click on 'OK'.*
- *Now click on the Exercises tab.*
- *Click on the 'Sports' folder.*
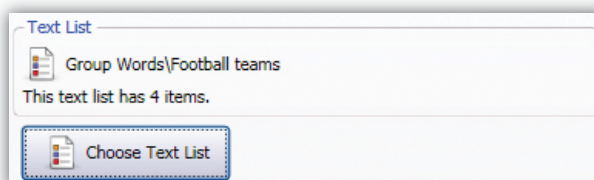- *Click on the 'Football Teams' exercise.*
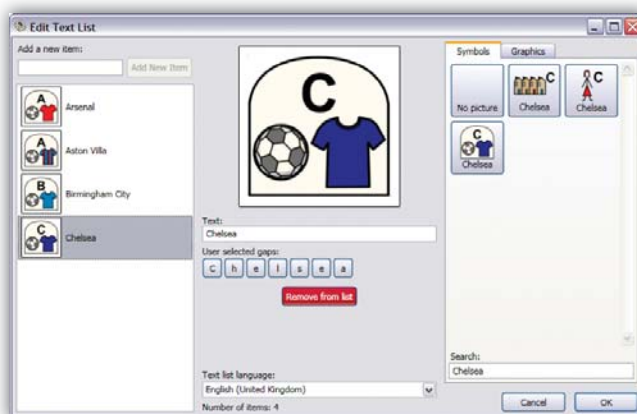
Football Text List Screen

We now have to add the Text List we have created.

- *Click on the 'Choose Text List' button and this will open the Text List window.*
- *Open the 'Group words' folder and you will see the 'Football teams' text list*
- *Select 'Football teams' and click 'OK'.*
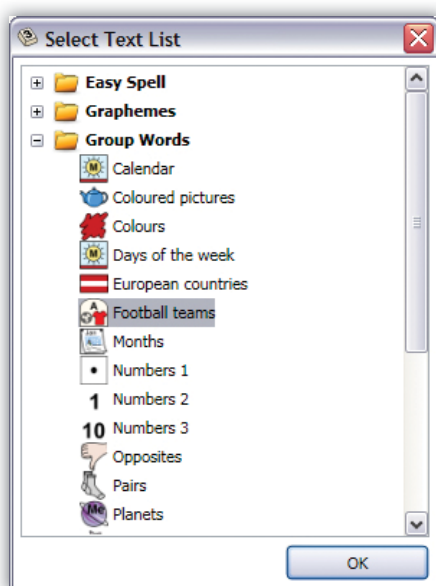
**Choose Football List Screen**

Choose Football List Screen Two

The exercise with the Text List you have created will now appear in the right hand panel of the Exercises window.
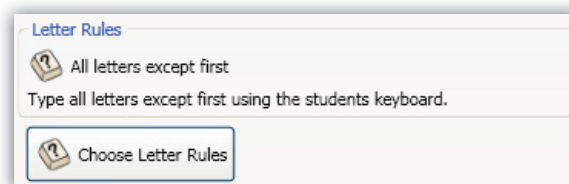
Now you need to apply a Letter Rule to this Text List.

Choose a Letter Rule

- *Click on the 'Choose Letter Rules' button and a window will open showing a list of Letter Rules.*
- *Select the Letter Rule, 'All Letters except first' and click on 'OK' and it will appear in the right hand panel.*
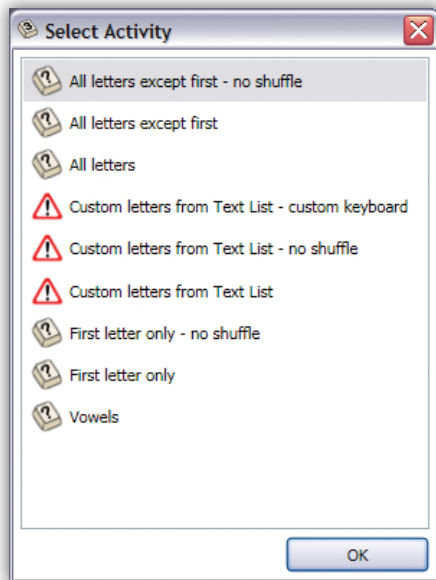
Choose Rule Screen

Choose Rule Screen Two

The Letter Rule you have chosen will be applied to your selected Text List. You have now created a new exercise that you can select from the 'Sports' folder.

Important: If there is a warning triangle icon next to a Letter Rule this is a warning that the activity will not work with your chosen Text List. You must select another Letter Rule.

Your selected Letter Rule will appear in the right hand panel and you will be told how many items in the exercise will have gaps (this is shown under the name of your new exercise).

Once you have created an exercise you can test it.

Testing the Exercise

- *To check that your exercise works, you must select the Testing tab from the top of the Editor Option screen.*

The Testing screen will now open.
This is the same Welcome screen as in the *First Key 3* main program.

- *You can select any student name from the list. This is particularly useful if you want to test the options you have set for a particular student to see if you think it will suit them or you can go in as a 'Guest', in which case no scores will be recorded.*
- *Select your 'Sports' folder*
- *Select your new exercise, 'Football Teams'*
- *Click on the 'Start exercise' button and play through the new exercise to check that you are happy with the way it works.*

Testing Football Screen
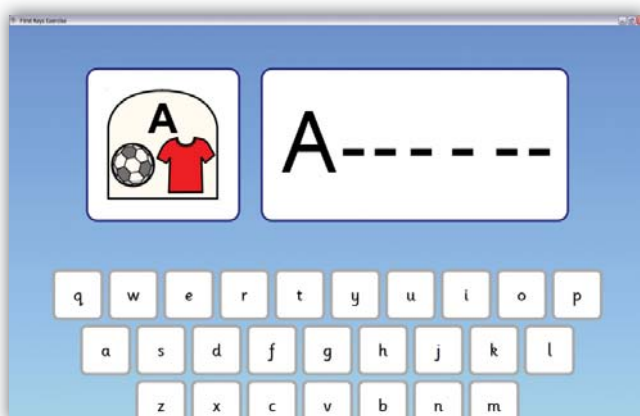
Testing Football Screen Two

For more details on testing see the section on the Testing tab later on in this guide.

Renaming an Exercise

If you want to rename your exercise:

● *Click on the 'Rename Exercise'
  button and type in the name you want.*

Deleting an Exercise

If you want to delete the exercise shown in the right hand panel:

● *Click on the 'Delete Exercise' button.*

Text Lists

Text Lists are the lists of words used in any exercise.
The following Text Lists subject sets are included in *First Keys 3*:

Easy Spell Folder

Alphabet

Three letter words

Four letter words

Initials

Rhymes

Short sounds

Hard Spell Folder

Compound Words 1 & 2

'gh' Words

Harder Words 1 & 2

Graphemes Folder

'ai, ar, ae, aw, ea, ee, oa, oe, oo, or, ou, ow' words

Phonemes Folder

'ai, ail, air, ar, ear – eal, ee, igh, oa, oo long, oo short, or, ow, u, ur' sounds

Spelling Rules Folder

Confusables 'bdpq'

End blends

Start end blends

End blends n

Start blends

Irregular plurals

'k' and hard 'c'

'ly'

Silent e 1 & 2

Silent letters

sh, ch, th

un-dis

Verbs Folder

'ing' 1, 2, 3

'ing' mixed

Irregular ed

Irregular past 1 & 2

Mixed ed

Regular ed

Group Words Folder

Calendar

Colours

Coloured Pictures

Days of Week

European Countries

Months

Numbers 1,2,3

Opposites

Pairs

Planets

Preposition Pictures

Prepositions

Sports

Subjects

Time – Hours

Weather

Note: Full details of all the Text List files can be found in a spreadsheet inside a folder called 'Extras' in the root directory of the *First Keys 3 CD*.

Text Lists Tab

Now let's look at the Text List tab in the Editor.

- *Click on the 'Text Lists' tab to open the 'Text List' window.*

On the left panel are the Text List folders. Each of these folders contains a number of text lists.

- *Click on a Text List folder to open it.*

You will see the text lists inside the folder plus a symbol of the first word in the list.

- *Click on a Text List to open it. It will now appear in the right hand panel.*

- *The selected Text List can be edited by clicking the 'Edit Text List' button (see later).*
- *The selected Text List can be renamed by clicking on the 'Rename Text List' button (type in your new Text List name).*
- The selected Text List can be copied by clicking the 'Copy Text List' button (type in your new Text List name).
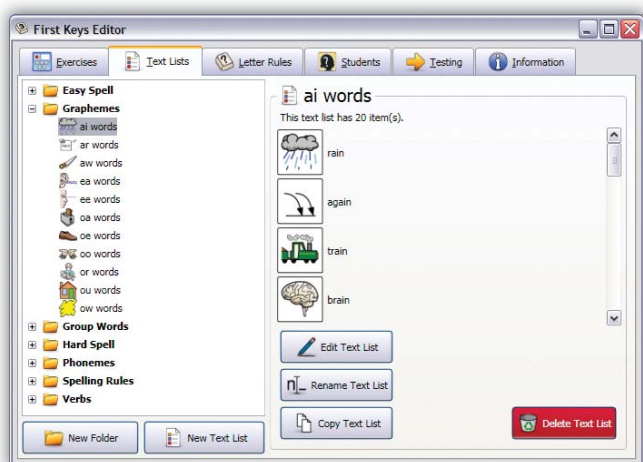
Text List Editor Screen

Edit Text List

- Double-click on 'Edit Text List' button and the 'Edit Text List' window will open.

Edit Textlist Screen

Add Word(s)

- To add an item to the list type in the word (or words) in the 'Add a New Item' box (top left) and click on the 'Add New Item' button.

The word or words will appear in the lower left panel and the editor will look for an appropriate symbol. You can reorder the list by clicking and dragging the word up and down inside this panel.

Add Symbols

Wedding Screen

The Editor will search for any appropriate symbols in the Widgit Databases. If you type in multiple words it will try to find all the words. For example: for 'wedding cake' it will find the symbol for 'wedding', for 'cake' and for 'wedding cake'.

If you want to search for a different symbol you can use the search box located in the lower right of the 'Edit Text List' window. Simply type in the word and the symbols will appear in the right hand panel above.

Once you are happy with the symbol, click on it to select it and it will appear alongside the word.

Using Custom Graphics
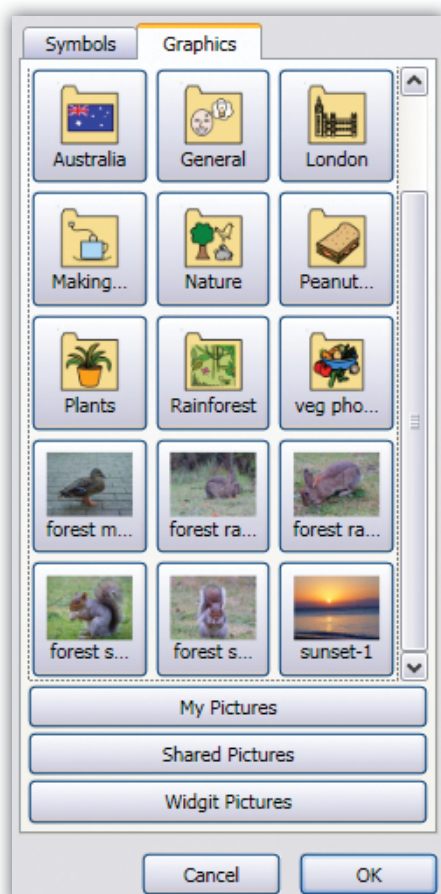
Widgit Pictures Screen

If you have your own images/graphics you wish to use you can search for your own pictures on your computer:

● *Click on the Graphics tab (top right) and this will allow you to navigate your entire machine to find the location of your image files.*

There are default paths to 'My Pictures' in 'My Documents'; 'Shared Pictures' in 'Shared Documents' and 'Widgit Pictures' from the files included in the *First Keys 3* program.

Although you will be able to navigate anywhere on your machine the search feature will only accept .jpg. emf or .png graphic files.

Change Word Spelling

You can change the spelling of any word in the list without changing its symbol. Simply type in the word in the way you want it to appear and this will update on the Text List (shown in the left hand panel).

Setting your own word gaps

You may want to set an exercise to have gaps in Text Lists of your choosing, for example, whenever double letters appear (tennis, football etc). You can set the gaps by clicking on the letters in the 'User Selected Gaps' option. A dash will appear on the word and the letters will be underlined on the word in the Text List. Note that, if you edit this text you may need to reset the gaps.
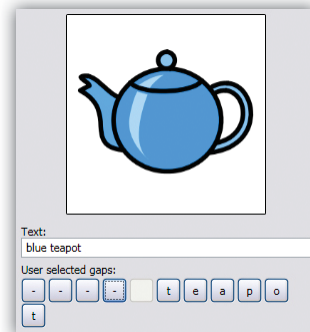
Rename And Gaps Screen

Deleting a word

You can delete any word from a Text List by selecting it in the Text List then clicking on the 'Remove from list' button.

Setting the language

If you have additional Widgit Language Packs you can select your preferred Text List language from the drop down menu.

- *When you are happy with your choices, click on 'OK'.*
- *If you are not happy with your choices, click on 'Cancel' to cancel the changes you have made.*

The Text List tab right hand panel also has the following useful buttons located at the bottom of the panel:

Rename Text Lists

- *Click on 'Rename Text List' and a window will pop up allowing you to type in another name for the Text List.*
- *Type in the new name and click on 'OK'.*

The selected Text List will have the new name assigned to it.
Note that if you try to rename Text Lists outside of the *First Keys 3* Editor you will affect the functionality of any exercise that uses that list.
You should always rename Text Lists and Folders within the Editor.

Copy Text Lists

- *Click on Copy Text List if you want a copy of the selected Text List to be added to the same folder. A window will pop up allowing you to name the new copy.*
- *Type in a name for the copy and it will appear in the list on the left of the Text List tab window.*
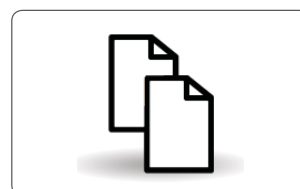
Delete Text Lists

This button lets you delete the selected Text List. It is in red to warn you that once deleted the list cannot be recovered. You will also receive a warning:

'Are you sure you want to delete the text list?'

'Seasons' Exercise with Custom Gaps Tutorial

We will now create a New Text List and Exercise

Spring Screen

New Folder and Text List

First let's look at creating a New Folder and a new Text List and look in detail at Symbols and Gaps.

● *Click on the 'New Folder' button in the lower left of the panel.*

● *Type in a name for your folder, we'll call this one ' Sarah's Lists' and click on 'OK'.*

The folder Sarah's Lists will appear in the left panel.

● *Select the 'Sarah's Lists' folder.*

There is no Text List inside so we will create one.

● *Click on the 'New Text List' button.*

● *Type in a name for your list. We will call this 'Seasons'.*

A window will open allowing you to type in the new items.

● *Type in the first word you want to appear on the list: Spring*

Adding Symbols

The word 'Spring' has several different meanings and therefore more than one symbol shown for that specific word,

● *Click on the 'Tree' symbol, that is the one we want to represent your word.*

● *Now do the same thing for the other three seasons: Summer, Autumn and Winter and select the* 'Tree' *symbols throughout.*

Adding your own gaps

Now you can set your own gaps in the words in the middle panel of the Edit Text List window.
Let's set the letters 'n' and 'm' as gaps. Start with 'Spring'.

● *Click on the word 'Spring' in the left hand panel.*

It will appear in the middle panel as text and also in the User Selected Gaps boxes.
There is only one 'n' in our word so,

● *Click on the 'n' in 'Spring'.*

Spring Gap Screen Two

Notice that the 'n' in Spring is replaced by a dash and the 'n' in Spring in the new item panel is underlined.

- Now select the word 'Summer'.
- Click on the two 'm's in Summer. They will be replaced by dashes on the gaps button and be underlined on the Text List.
- *Now complete your gap selection (the 'mn' in Autumn and the 'n' in Winter.)*

Once you have completed all four word gaps for 'm n',

- *Click on 'OK'.*

You will return to the Text List tab. This will show that 'Seasons' has four words and any instance of 'm' or 'n' will be underlined.

Spring Gap Screen Two

Creating the 'Seasons' Exercises

We are going to make an exercise based on Seasons where the letters 'm' and 'n' need filling in.

- *Open the Exercises tab.*
- *Click on 'New Folder' and type in 'Sarah's Work' as the folder name.*
- *Click 'OK' and it will appear on the exercises folder list.*
- *Select 'Sarah's Work' then click on the 'New Exercise' button.*
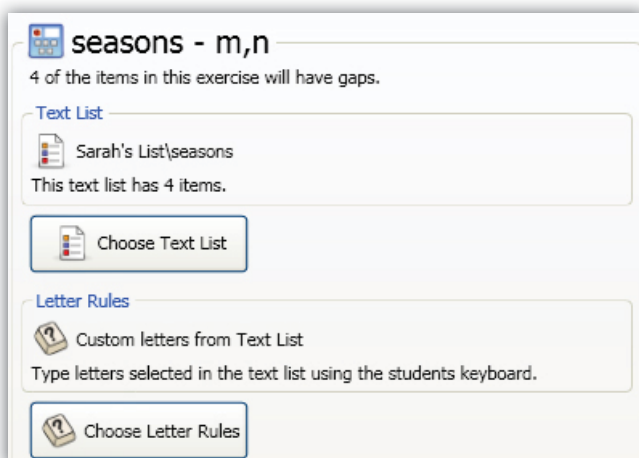- *Name the Exercise 'Seasons – m n'.*

Now you must choose a Text List.

- *Click on the Text List tab*
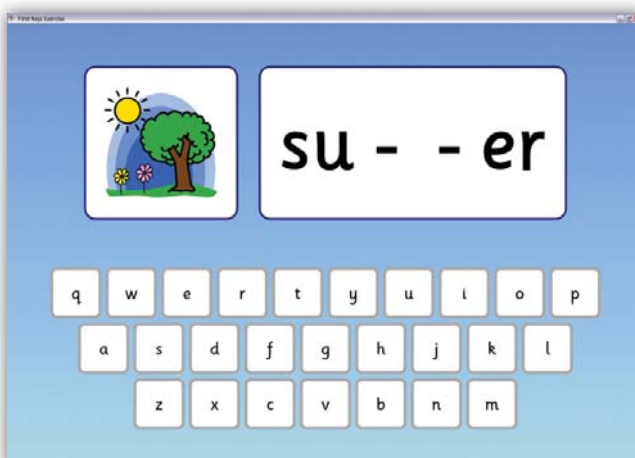- *Go to the 'Sarah's Lists' folder, click on the 'Seasons' Text List and click on 'OK'.*

You will be warned that you must choose a valid letter rule (the warning triangle).

- *Click on the 'Custom letters from Text List' Letter Rule. This will then use the custom letters you created in your list.*

You can now go to the Testing tab and to test that the exercise works.

Seasons MN Screen


Summer MN Testing Screen

Letter Rules

Letter Rules are the means by which you can set the gaps in the words used in the *First Keys 3* exercises.

The following letter rules are included in *First Keys 3*:

All letters
All letters except first
All letters except first – no shuffle (displays the text list in order)
First letter only
First letter only – shuffle (shuffles the text list)
Vowels
Custom letters from Text List (uses the 'gaps' set within the Text List)
Custom letters from Text List – no shuffle
Custom letters from Text List – custom keyboard

Letter Rules Tab

● *Click on the 'Letter Rules' tab in the 'Editor Options' screen to open the 'Letter Rules' window.*
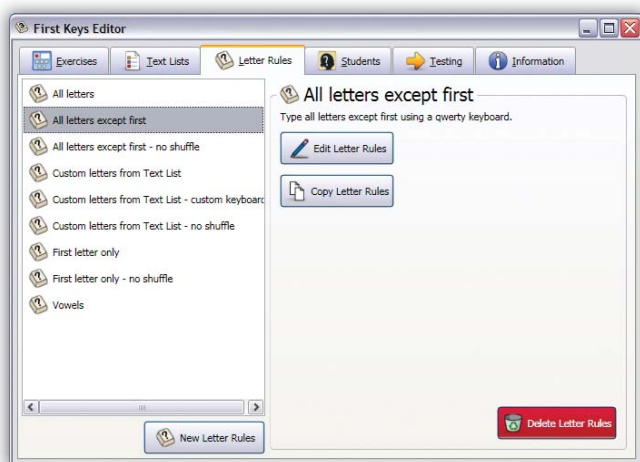
Letter Rules Editor Screen

You will see a list of existing Letter Rules in the left hand panel of this screen.

● *Click on a Letter Rule from the list, for example, 'First Letter Only'.*

You will see a short description of the Letter Rule in the right hand panel of the window:

'Type the first letter using a QWERTY Keyboard'

This means the student will be given a list of words with the first letter missing and will have to type in the correct letter using a standard keyboard.

Letter Rules Tutorial

Here's a quick guide to using Letter Rules to create a new exercise.

● *Click open the Letter Rules tab.*

● *Click on the 'New Letter Rules' button.*

We will now create a new Letter Rule based on the confusable pairs of letters 'ck, sk, sh, and sq'
A window will open to let you type in a name for your new Letter Rule.

● *Type in the name 'ck,sk,sh,sq' and click on 'OK'.*

The name will appear on the right hand panel and the 'Edit Letter Rule' window will open.
The Letter Rule name at the top of will be 'ck,sk,sh,sq'.

Under Gaps:

● *Click the drop down menu and click on 'Custom – letters from gap list (below)'.*

Now in the Gap List box:

● *Type in 'ck,sk,sh,sq'*

Remember to leave no spaces.

- *Click on 'OK' and you will go back to the Letter Rules window.*

Your new Letter Rule will appear in the panel on the left.

Now let's apply the Letter Rule to a new 'Sports letter pairs' exercise:

- *Click on the Exercises tab.*
- *Click on the 'Sports' folder you created earlier, then click on the 'New Exercise' button.*
- *Name the exercise 'Sports Letter Pairs' and click on OK.*

Now you must choose a Text List.

- *Click on the 'Choose Text List' button and this will open the 'Select Text List' window.*
- *Go to the 'Group Words' folder, click on the Sports' Text List and then click on 'OK'.*

You will be warned that you must choose a valid Letter Rule (the warning triangle).

- *Click on the 'Choose Letter Rule' button and select the 'ck,sk,sh,sq' Letter Rule from the 'Letter Rule' window.*
- *Click on 'OK' and you will see the new exercise in the Exercise tab window.*
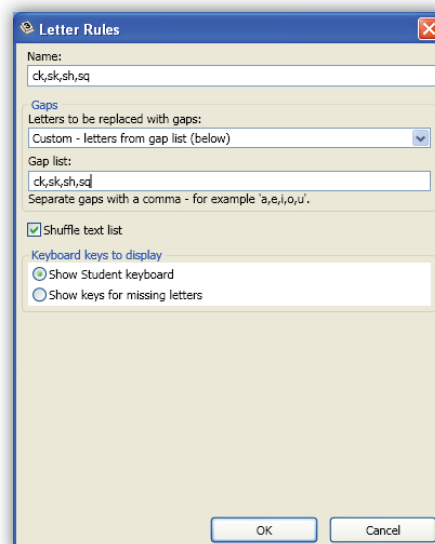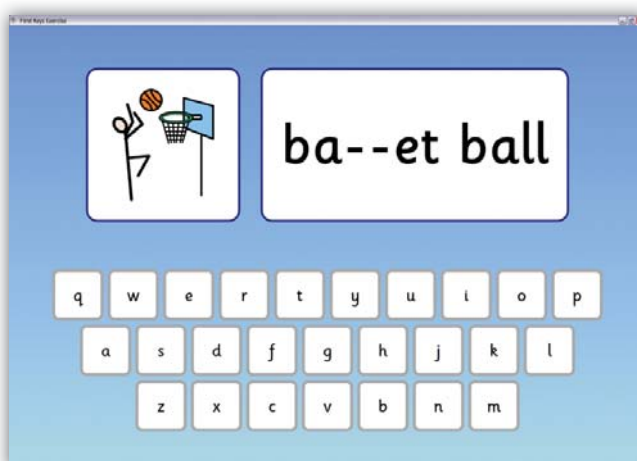
Ck Letter Rules Screen

You will see that the text list has 19 items in, but only 5 have the relevant gaps, so there will be 5 screens to this exercise.
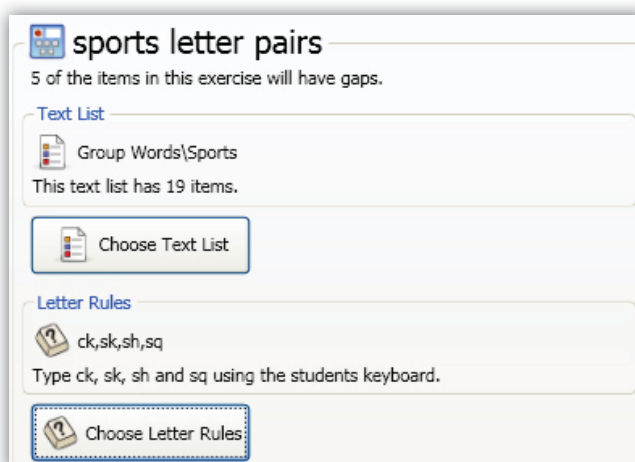
Sports Exercise Screen

You can now go to the Testing tab to test that the new exercise works.

Sports Exercise Testing Screen

Now let's look at the Letter Rules tab features in detail.

New Letter Rules

At the foot of the left hand panel you will find the 'New Letter Rules' button.

This lets you create your own Letter Rules.

Edit Letter Rule

Letter Rules Editor Screen

Below the Letter Rule description there are two buttons: 'Edit Letter Rule' and 'Copy Letter Rule'.

Let's look at the 'Edit Letter Rule' in detail.

Name

This panel lets you name the Letter Rule by typing in your choice of name.

Gaps

This panel lets you set the type of gaps in the words used, selected from a drop down list:

● **All letters**

● **All letters except the first**

● **First letter only**

You also have two custom selections:

● **Custom – Letters selected in a Text List**

For example, if you had 'Red Apple' on a Text List you can set the letters R-E-D as the gap.

● **Custom – Letters From a Gap List (below)**

This option allows you to type in letters or letter combinations to be gaps.
You must separate all gap letters with a comma, for example: 'a,e,i,o,u' or 'sh,ch,gh'.

Shuffle Text List

This will set whether the Text List is shown in the order it was created or shown in a random order each time.

Keyboard Keys

The last section of the 'Edit Letter Rules' window lets you choose what type of keyboard keys you want the screen to display. Choose from:

Student Keyboard

Select the "show student keyboard" option to use the students default keyboard layout. You can assign default keyboard layouts for each student in the "Students Tab".

Keys From Missing Gaps Only

Custom Keyboard Screen

Copy Letter Rules

Just below the 'Edit Letter Rules' button you will find the 'Copy Letter Rules' button. This allows you to copy and rename an existing Letter Rule. When you copy a Letter Rule you will be asked for a new name. Type in the name in the panel and you will be taken to the 'Letter Rules Editor'.

Delete Letter Rules

In the lower right on the left hand panel is the 'Delete Letter Rules' button shown in red (for danger). Click on this button only if you want to delete the Letter Rule shown in the left hand panel.
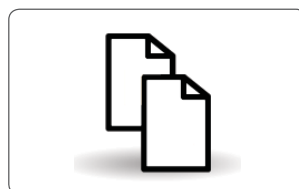
Students Tab

New students can be set up in the main program Welcome screen (see earlier) or from here using the Editor Options/ Student tab. The Editor also allows you change all default settings, to make the exercises easier or harder.

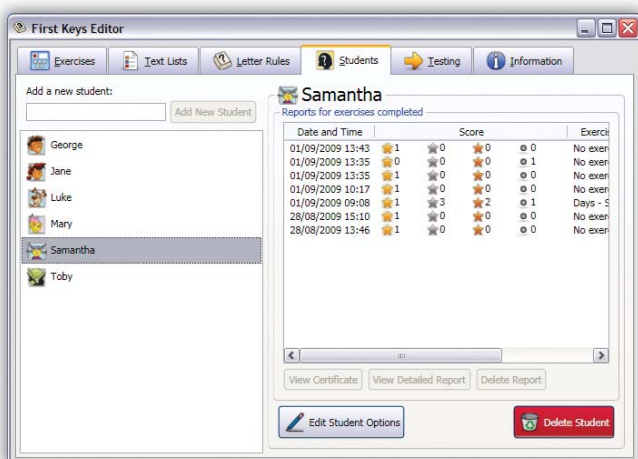● *Click the 'Student' tab to open it.*

If there are no students on the list you can add them by typing in their names in the 'Add a new student' panel and clicking on the 'Add New Student' button.

Students can also be deleted here by clicking on the red 'Delete Student' button.

● *Click on a student.*

This will open a report of his/her results in all completed exercises.

Student Reports

Students Editor Screen

In the right hand panel you will see a summary of the selected student's results. Each exercise taken is listed in full detail and shows:
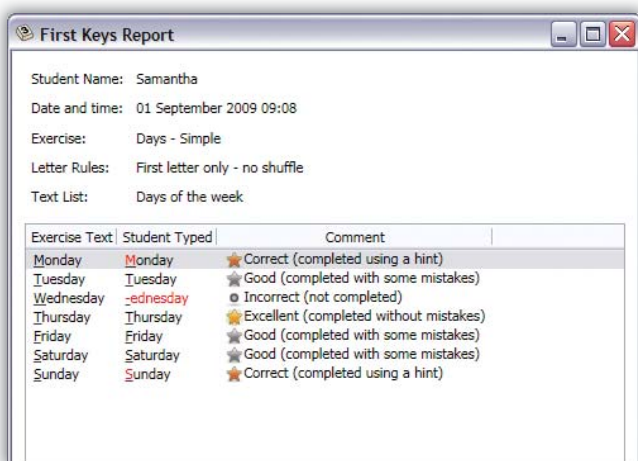
● *Date and Time the exercise was taken.*
● *Student Score: Gold, Silver, Bronze Stars awarded and Number of Fails.*
● *Exercise Name.*
● *Letter Rules Used.*
● *Text List Used.*

If you select one exercise from the Report List you will have options to:

View the Certificate Awarded (and be able to print it).

● *View the Detailed Report.*

Detailed Report

Detailed Report Screen

The Detailed Report shows:

● *Student Name, Date and Time of the exercise.*
● *Exercise Name.*
● *Letter Rule and Text List used.*

In the lower panel the report shows the complete exercise text with underlines showing where the gaps were and exactly what the student typed. A red letter shows you that the student required a hint.

In the above example you can see the student needed hints to type the initial letters for Monday and Sunday.

A dash shows that the gaps were not filled and that the word was skipped.

In this example, the student failed to type 'W' for Wednesday.

Finally the comment section shows the stars awarded and how well the exercise was completed.

The Detailed Report enables you to see what letters the student has trouble with.
You can now set up similar exercises for that student to try to improve his/her performance.

Student Options

You can change the way the program functions and the exercise difficulty setting in the Student Options. These options allow for progressions: starting with very simple exercise, with lots of hints, leading to much more difficult activities, but allowing you to re-run activities with different students settings.

First Keys 3 has three sample students that you can study to see how this process works. In the root directory of your *First Keys 3* CD there is a folder called 'Extras'. Inside this is a folder called 'Users'. Copy the 'Users' folder to:

C:\Documents and Settings\[your login name]\Application Data\Widgit\First Keys 3

Once you have done this you will have three new students: Easy, Moderate and Advanced.

Try running some exercises using these three students to see the differences.

Options:	Easy	Moderate	Advanced
Gap style	Ghosted (see the letters in grey)	Dash	Underscore
Preview text 4 seconds	On	Off	Off
Speech	Phonics	Phonics	Play a sound
Speak text at start	On	Off	Off
Keyboard	Lower case	Lower case	Upper case (to match real keyboards)
Allow typing on screen	On	On	Off
Hints after	3 tries	2 tries	4 tries (set higher than fail so no hints)
Fail/Skip after	5 tries	4 tries	3 tries

Their settings are as follows:

This chart will give you a guide on how you might want to set up your own students.

Options:	Default
Gap style	underscore
Preview text 4 seconds	On
Speech	Phonics
Speak text at start	On
Keyboard	Lower case
Allow typing on screen	On
Hints after	3 tries
Skip after	5 tries

The default settings when a student goes in from the main *First Keys 3* program, are as follows:
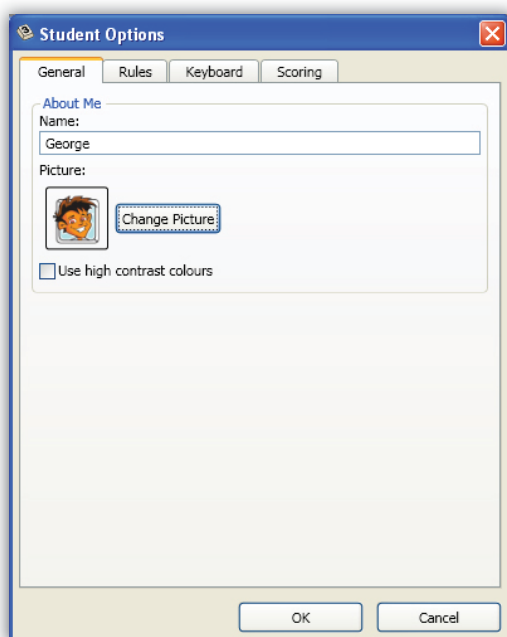
Edit Student Options

- *Click on the 'Edit Student Options' button.*

This will open a new window with four options tab across the top: General, Rules, Keyboard and Scoring.
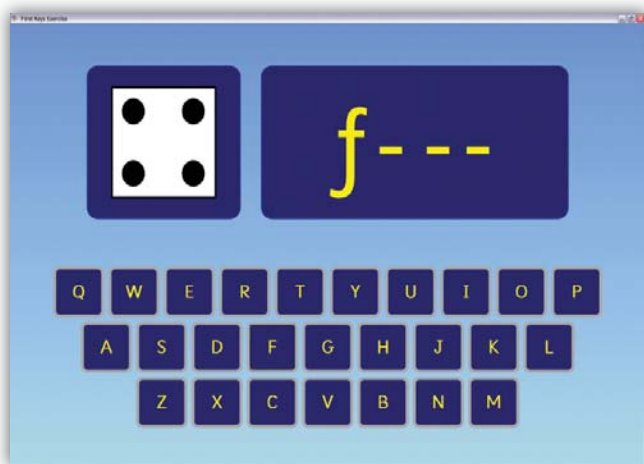
Lets look at these in detail:

General Tab

This option allows you to change the student name and avatar picture.

Student General Screen

High Contrast Colour

Check the box if you want the program to use high contrast colours to help students with visual impairment. The default setting is OFF (unchecked).
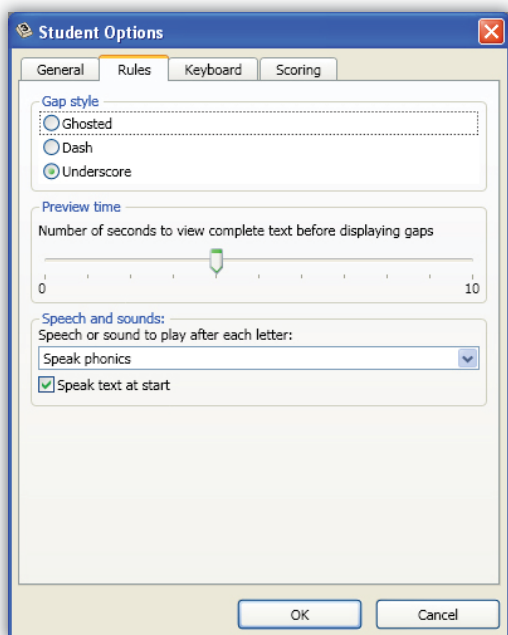

High Contrast Screen

Rules Tab

This tab lets you set how the exercise is presented on screen:

Student Rules Screen

Gap Style

Select a Gap Style from Ghosted , Dash or Underscore. The default setting is Underscore
but note that Ghosted is much easier for less able students or beginners.

Preview Time

Here you can set the number of seconds to view the complete text before inserting the gaps.
You can disable 'Preview' by moving the scoll bar to 0, this will make the exercise harder. The default
setting is four seconds.

Speech and Sounds

Use the drop down menu to set one of four Speech and Sounds options:

- *No Speech or Sounds: all sound is OFF.*
- *Speak Letters: a synthetic voice will speak the correct letters as typed and the completed message at the end.*
- *Speak Phonics: a female voice will speak the correct letters as phonics but the synthetic voice will speak the message at the end. This is the default setting.*
- *Play a Sound: a sound will be played for the correct key presses and the synthetic voice will speak the message at the end.*

Speak Text at Start

If this option is checked, the word will be spoken at the beginning of the exercise.
This feature also acts like a prompt for action to the student. The default option is ON.

Keyboard Tab

Student Keyboard Screen

This tab lets you set the Keyboard Options:

- *Choose between lower case or UPPER CASE letters to appear on screen.*
- *Allow/Disable typing from the on-screen keyboard via a mouse.*
- *Select a different keyboard layout for each language the student will use i.e. "QWERTY" or "Alphabet." Different keyboard layouts will be available depending on what language packs you have installed.*

Student Scoring Screen

Scoring Tab

The Scoring tab lets you set:

- *The number of mistakes a student can make before showing a hint. The default setting is 3.*
- *The number of attempts allowed before moving to the next word. The default is 5.*

Deleting Students

The red button at the bottom right of the Student tab screen allows you to 'Delete a Student' from the list. Be careful using this function, you will be warned that 'All saved reports for that student will be deleted' and be asked to confirm your choice.

Testing Tab

The Testing tab lets you test any exercise or Text List/Letter Rules combination. This will give you a good idea of how the exercises work in practice.

- *Select the 'Testing' tab from the top of the Editor Option screen.*

The Testing screen will now open. This is the same screen as in First Key 3 main program.

- *You can select any student name from the list. This is particularly useful if you want to test the options you have set for a particular student to see if you think it will suit them, or you can go in as a 'Guest', in which case no scores will be recorded.*
- *Select your new exercise.*
- *Click on the 'Start exercise' button and play through the exercise to check that you are happy with the way it works.*

Note: reports and scores are not recorded in test mode, even if you log in as a particular student.

File Locations

First Keys 3 installs files and folders to these locations.

XP
Exercises: C:\Documents and Settings\All Users\Documents\Widgit\First Keys 3\Exercises

Text Lists: C:\Documents and Settings\All Users\Documents\Widgit\First Keys 3\Text Lists

Letter Rules: C:\Documents and Settings\All Users\Documents\Widgit\First Keys 3\Activities

Avatars: C:\Documents and Settings\All Users\Documents\Widgit\First Keys 3\Avatars

Vista
Exercises: C:\Users\Public\Documents\Widgit\First Keys 3\Exercises

Text Lists: C:\Users\Public\Documents\Widgit\First Keys 3\Text Lists

Letter Rules: C:\Users\Public\Documents\Widgit\First Keys 3\Activities

Avatars: C:\Users\Public\Documents\Widgit\First Keys 3\Avatars

Information Tab

Click to view Widgit Software, Help, Support and Contact information.

For help with First Keys please contact:

Widgit Customer Support

01926 333680

 support@widgit.com

www.widgit.com

Sensory Software

First Keys 3 developed by Sensory Software International Ltd.

www.sensorysoftware.com

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First Keys 3

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