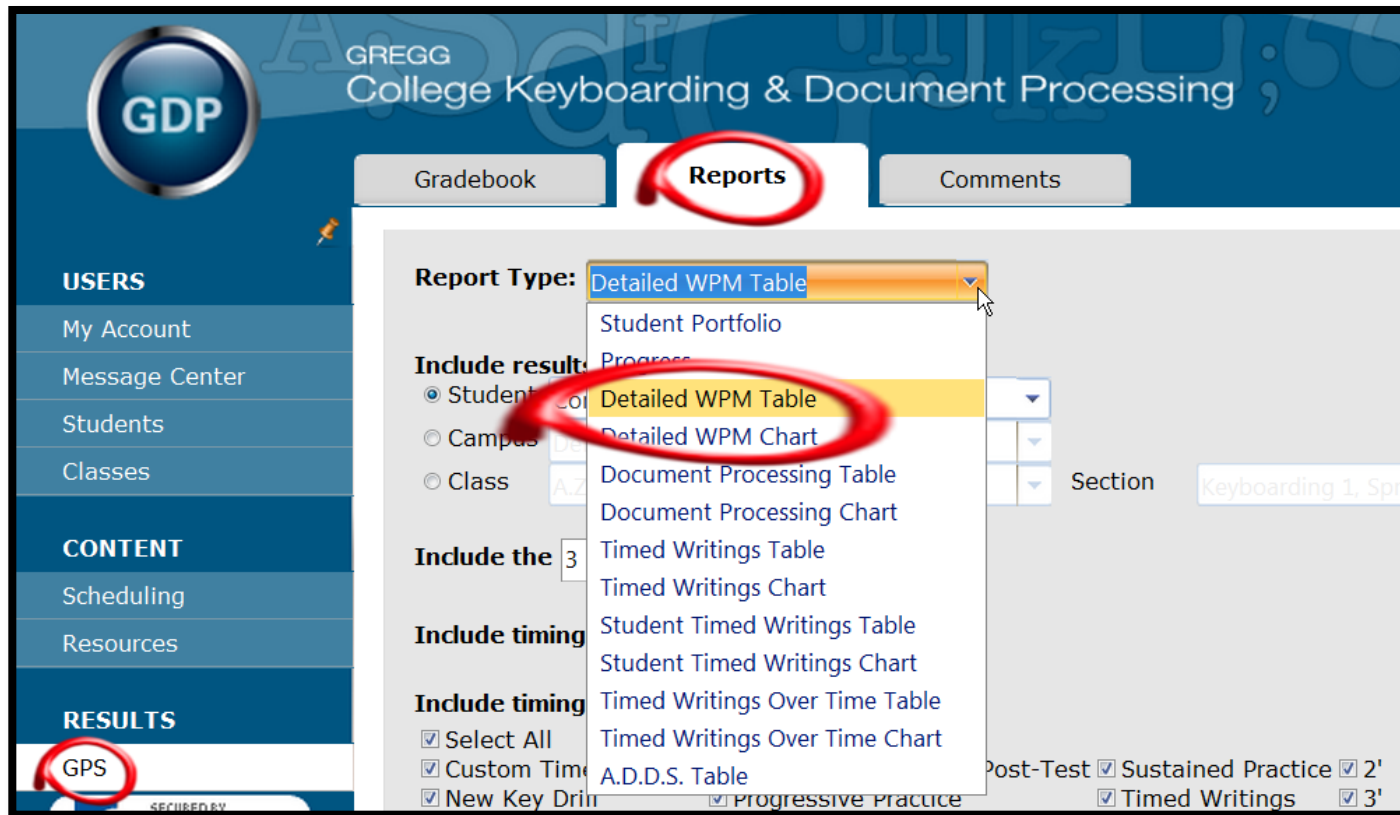


INSTRUCTOR: Detailed WPM Report



Arlene Zimmerly, Coauthor
Gregg College Keyboarding & Document Processing, 11e



Note: This presentation is intended for instructor use only. You will learn about Course Manager's Detailed WPM Report feature. Your specific procedures may vary.

Preferences

- **Preferences** settings for **Messaging**, **Resources**, **Gradebook**, **Formatting Assistant**, **Score Keystroking**, and **Proofreading Viewer** affect GDP screen content and functionality.
- Your GDP screens may vary from those shown in this presentation.

Default Preferences

Messaging Enabled: ☒ Yes ☐ No

Resources Enabled: ☒ Yes ☐ No

Gradebook Type: ▼

Document Processing

Formatting Assistant: ☒ Yes ☐ No

Hide Format Scoring from Student: ☒ Yes ☐ No

Score Keystroking: ☒ Yes ☐ No

Proofreading Viewer: ☒ Yes ☐ No

Student Portfolio Report Filter:

- Provides access to all timed writing results.
- Can be filtered by Timed Writing category, lesson and date range, duration, and so forth.
- It cannot filter to the best timed writings results based on a given speed and error tolerance.
- It cannot filter for results from an entire Campus, Class, or Section.

The screenshot shows the 'Filter Student Portfolio' dialog box with the following settings:

- Exercise Category:** ☒ Timed Writing
- Exercise Type:** ☒ Timed Writing, ☒ Timed Writing - Custom, ☒ Timed Writing - Open, ☒ Timed Writing - Supplementary
- Lesson Range:** [Empty text box]
- Test Range:** [Empty text box]
- Start Date:** 01/01/2010
- End Date:** 01/08/2013
- TW Duration:** ☒ 1', ☒ 2', ☒ 3', ☒ 5'
- Annotated only:** ☐
- Include...:** ☐ all exercises, ☐ required exercises, ☐ locked exercises, ☐ exercises requiring manual grade, ☐ exercises pending manual grade, ☐ exercises with completion grading

Buttons: OK, Cancel

Detailed WPM Table Report

The **Detailed WPM Table** report:

- Generates a listing, for example, of all timed writings or only the best timed writings for a given student, Campus, Class, or Section or for multiple Classes and Sections.
- Includes **columns for WPM and Errors** so you can view all results simultaneously.
- Is useful at the end of a school term when you need easy access to all timed writing results data for the school term, which you can filter specifically in order to calculate a final grade for timed writings that reflects your course standards.



Note: See the handout "[Managing Detailed WPM Reports in Course Manager](#)" for details on all topics in this presentation.

Steps: Detailed WPM Table Report

1. Under **USERS**, click **GPS, Reports** tab.
2. Click the **Report Type** list arrow, **Detailed WPM Table**.
3. Click **Include Results from Student** (one student at a time), **Campus** (all students across the campus), or **Class** (select desired Class) and **Section—All** (one Class and all Sections), or **Class** (select desired Class) and **Section** (select desired Section) to view the desired Class and one specific Class Section.
4. Enter the number of best timings to display per segment and the number of errors per timed writing permitted—higher numbers generate more results but are slow to display.
5. Uncheck **Select All**; check **Timed Writings** for timings only.
6. Check/uncheck **1'**, **2'**, **3'**, and/or **5'** for timed writing duration.
7. Click **Segment timings by**; choose either **Textbook, Part, Unit**, or **Lesson—All, Part, Unit & Tests**, or **Lesson**.
8. Click **View Report**.

Table Displays Automatic Averages for WPM and Errors

- Note that the average WPM for 39 and 34 of 36.50 is calculated automatically and displayed in the table.
- Errors are averaged and displayed as well.

Gradebook Reports Comments Simulated Student

Arlene Yahoo (Detailed WPM Table) Edit Actions:

	Segment	Title	Attempt	WPM/DPM	Errors	Time	Date
	GDP 11e	54D:5-Minute Timed Writing	1	39	1	00:05:00	1/6/2012 3:35 PM
	GDP 11e	52C:5-Minute Timed Writing	2	34	1	00:05:00	1/6/2012 1:25 PM
				Avg: 36.50	Avg: 1.00		

Note that the WPM average of 36.50 and the error average of 1 for these timings is calculated automatically.

Include results from: Student

- To view results for one student at a time based on applied filters.

Include results from:

☒ Student

☐ Campus

☐ Class

Gradebook							
Reports							
Comments							
Simulate							
Arlene Yahoo (Detailed WPM Table)							
Edit Actions:							
	Segment	Title	Attempt	WPM/DPM	Errors	Time	Date
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	Part 1	2D: The N Key	2	68	1	00:00:50	4/20/2011 10:32 AM
	Part 1	2I: 1-Minute Timed Writing	2	57	3	00:01:00	11/16/2010 7:52 PM
	Part 1	2I: 1-Minute Timed Writing	1	55	1	00:01:00	11/16/2010 7:51 PM
	Part 2	30B: 12-Second Speed Sprints	1	88	0	00:00:12	11/19/2010 1:48 PM
	Part 2	30B: 12-Second Speed Sprints	1	88	0	00:00:12	11/19/2010 1:48 PM
	Part 2	30B: 12-Second Speed Sprints	1	84	1	00:00:12	11/19/2010 1:48 PM
	Part 3	52C: 5-Minute Timed Writing	1	55	0	00:03:00	1/6/2012 1:19 PM
	Part 3	52C: 5-Minute Timed Writing	2	34	1	00:05:00	1/6/2012 1:25 PM

Include results from: Campus

- To view results for all students across the campus based on applied filters.

Include results from:

☐ Student Combs, Shannon (sc)
 ☒ Campus Default
 ☐ Class A.ZIMMERLY

Gradebook Reports Comments											
Default (Detailed WPM Table)							Edit		Actions:		
	Segment	Course/Section	Last Name	First Name	Student ID	Title	Attempt	WPM/DPM	Errors	Time	Date
	Part 3	A.ZIMMERLY / Keyboarding 1, Spring 11	Yahoo	Arlene	ay	52C: 5-Minute Timed Writing	2	34	1	00:05:00	1/6/2012
	Part 3	BELL CAOT 1 Fall 2011 / CAOT 1/1008 /M-Th/Fall 2011				52C: 5-Minute Timed Writing	2	36	3	00:05:00	12/8/2011
	Part 3	BELL CAOT 1 Fall 2011 / CAOT 1/1008 /M-Th/Fall 2011				52C: 5-Minute Timed Writing	1	31	3	00:05:00	12/11/2011
	Part 3	BELL CAOT 1 Fall 2011 / CAOT 1/1008 /M-Th/Fall 2011				52C: 5-Minute Timed Writing	1	39	3	00:05:00	12/7/2011

Names in this screen shot were removed for privacy.

Avg: 38.63 Avg: 1.91

Page: 1 of 10 Go Page size: 35 Change Item 1 to 35 of 350

Include results from: **Class**

- To view results for one Class and all Sections based on applied filters.

Include results from:

☐ Student Combs, Shannon (sc) ▼

☐ Campus Default ▼

☒ Class A.ZIMMERLY ▼

Section All

Gradebook
Reports
Comments

 Simulated Student
 Help

A.ZIMMERLY (Detailed WPM Table)

[Edit](#)

Actions:

	Segment	Course/Section	Last Name	First Name	Student ID	Title	Attempt	WPM/DPM	Errors	Time	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Part 1	Keyboarding 1, Spring 11	Phillips	Cody	cp	1j: 1-Minute Timed Writing	7	20	0	00:01:00	10/17/20
	Part 1	Keyboarding 1, Spring 11	Phillips	Cody	cp	1j: 1-Minute Timed Writing	6	10	0	00:01:00	10/17/20
	Part 1	Keyboarding 1, Spring 11	Phillips	Cody	cp	1j: 1-Minute Timed Writing	5	10	2	00:01:00	12/20/20
	Part 1	Keyboarding 1, Spring 11	Yahoo	Arlene	ay	2l: 1-Minute Timed Writing	2	57	3	00:01:00	11/16/20

Page: 1 of 1 Go

Page size: 16 Change

Avg: 37.13 Avg: 1.06

- To view results for one Section of a Class based on applied filters.

Gradebook	Reports	Comments	Simulated Student
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Keyboarding 1, Spring 11
(Detailed WPM Table)

Edit
 Actions:

	Segment	Last Name	First Name	Student ID	Title	Attempt	WPM/DPM	Errors	Time	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Part 1	Phillips	Cody	cp	1J: 1-Minute Timed Writing	7	20	0	00:01:00	10/17/2011 10:12 AM
	Part 1	Phillips	Cody	cp	1J: 1-Minute Timed Writing	6	10	0	00:01:00	10/17/2011 10:11 AM
	Part 1	Phillips	Cody	cp	1J: 1-Minute Timed Writing	5	10	2	00:01:00	12/20/2010 12:57 PM
	Part 1	Yahoo	Arlene	ay	2I: 1-Minute Timed Writing	2	57	3	00:01:00	11/16/2010 7:52 PM

Avg:

37.13

Avg: 1.06

1

of 1

Go

Page size:

16

Change

Item 1 to 16 of 16

Include the “x” best timings per segment

Include timings with “x” or fewer errors

- Limit the number of timings per segment and the number of maximum errors as desired.
- The higher the number, the broader the results—limits may be set as high as 99.

Include the	<input type="text" value="3"/>	↕	best timings per segment
Include timings with	<input type="text" value="3"/>	↕	or fewer errors

Include timings from:

Include timings from:

<input type="checkbox"/> Select All		
<input type="checkbox"/> Custom Timed Writing	<input type="checkbox"/> Pre-Test » Practice » Post-Test	<input type="checkbox"/> Sustained Practice <input checked="" type="checkbox"/> 2'
<input type="checkbox"/> New Key Drill	<input type="checkbox"/> Progressive Practice	<input checked="" type="checkbox"/> Timed Writings <input checked="" type="checkbox"/> 3'
<input type="checkbox"/> Open Timed Writing	<input type="checkbox"/> Speed Sprints	<input checked="" type="checkbox"/> 1' <input checked="" type="checkbox"/> 5'
<input type="checkbox"/> Paced Practice	<input type="checkbox"/> Supplementary Timed Writing	

Segment timings by

☐ Textbook
☒ Part
☐ Unit
☐ Lesson

Reports will display the results based on the actual duration of the timed writing. For example, if a 5-Minute Timed Writing exercise in the text has been taken as a 3-minute timed writing, the results will be reported in the 3-minute filter.

- Check **Select All** to clear all boxes.
- To apply a sub-filter, such as **1'**, **2'**, **3'**, and/or **5'** for timed writing duration, check **Timed Writings** and the duration as well where applicable.

➤ **Note:** If a student selected a 3' time limit on a 5-Minute Timed Writing exercise, results of that timed writing will be reported via the 3' sub-filter, not the 5' sub-filter.

Segment examples:

Include the 2 best timings per segment

Filter for best "2" timings for 1 student per **segment** returns:

- **Textbook:** *All* of Lessons 1-120 (2 best timings in all lessons).
- **Part:** *Each* of 6 parts (2 best timings in each part; potentially 12 timings).
- **Unit:** *Each* of 24 units (2 best timings in each unit; potentially 48 timings plus any test timings)
- **Lesson:** Depends upon selected sub-filters: **All**, **Part**, **Unit & Tests**, or **Lesson**

Segment timings by

☐ Textbook

☐ Part

☐ Unit

☒ Lesson

☐ Custom Timed Writing

☐ Open Timed Writing

LESSON SEGMENTS

All

All

Part

Unit & Tests

Lesson

Part

Part 1 (1-20)

Part 1 (1-20)

Part 2 (21-40)

Part 3 (41-60)

Part 4 (61-80)

Unit & Tests

Unit 1 (1-5)

Unit 7 (31-35)

Unit 8 (36-40)

Test 2

Unit 9 (41-45)

Lesson

Lesson 1

Lesson 1

Lesson 1 Enrichment

Lesson 2

"2" best timings with "5" or fewer errors per Textbook segment:

Perhaps at end of school term, use **Textbook** segment to find 2 best 5' Timed Writings taken all term for all lessons:

Use filters that parallel your course requirements for a final timed writing grade.

Try setting the "best timings" and "errors" filters higher to return broader results.

The screenshot shows the 'Reports' tab of a software interface. The 'Report Type' is set to 'Detailed WPM Table'. Under 'Include results from:', 'Student' is selected with the value 'Johnson, Mallory (mgj4311)', 'Campus' is 'Default', and 'Class' is 'ABED3160'. The 'Section' is set to 'All'. The 'Include the' filter is set to '2' and 'best timings per segment'. The 'Include timings with' filter is set to '5' and 'or fewer errors'. Under 'Include timings from:', several options are listed with checkboxes: 'Select All', 'Custom Timed Writing', 'New Key Drill', 'Open Timed Writing', 'Paced Practice', 'Pre-Test » Practice » Post-Test', 'Progressive Practice', 'Speed Sprints', 'Supplementary Timed Writing', 'Sustained Practice', 'Timed Writings' (checked), and '1'' (checked). The 'Segment timings by' dropdown is set to 'Textbook'.

"2" best timings with "5" or fewer errors per Lesson, All segment:

Click **Edit** to edit any Report filters; click **Refresh Report** to view new results.

Edit Details

Include results from:

☒ Student

.Combs, Shannon (sc)

☐ Campus

Default

☐ Class

ABED3160

Section

All

segment with

5

or fewer errors

able)

Ed

Attempt	WPM/DPM	Errors	Time
<div><div></div><div>Y</div></div>	<div><div></div><div>Y</div></div>	<div><div></div><div>Y</div></div>	<div><div></div><div>Y</div></div>
2	67	1	00:05:00
2	68	3	00:05:00

Practice » Post-Test

☐ Sustained Practice

2'

☒ Timed Writings

3'

☐ 1'

☒ 5'

Primary Timed Writing

Segment timed writings by:

☒ Textbook

☐ Part

☐ Unit

☐ Custom Timed Writing

☐ Open Timed Writing

☒ Lesson

All

Refresh Report

Cancel

Either segment setting will return identical results.

The segments **Textbook** and **Lesson, All**, return the same results.

Lesson Segment Examples:

Filter for best “2” timings for 1 student per narrowed **segment** returns:

- **Lesson—All**, *all* of **Lessons 1-120**; 2 best in *all* lessons (same results as **Textbook** segment; potentially 2 results per student).
- **Lesson—Part**, **Part 1**: 2 best in Part 1 (L. 1-20) only (potentially 2 results per student).
- **Lesson—Unit & Tests**, **Unit 1 (1-5)**: 2 best in Unit 1 (L. 1-5) only (potentially 2 results per student).
- **Lesson—Lesson**, **Lesson 1**: 2 best in Lesson 1 only (potentially 2 results per student).

Segment timings by ☐ Textbook ☐ Part ☐ Unit ☒ Lesson ☐ Custom Timed Writing ☐ Open Timed Writing

LESSON SEGMENTS
All

All
Part
Unit & Tests
Lesson

Part

Part 1 (1-20)
Part 1 (1-20)
Part 2 (21-40)
Part 3 (41-60)
Part 4 (61-80)

Unit & Tests

Unit 1 (1-5)
Unit 7 (31-35)
Unit 8 (36-40)
Test 2
Unit 9 (41-45)

Lesson

Lesson 1
Lesson 1
Lesson 1 Enrichment
Lesson 2

Custom & Open Timed Writings

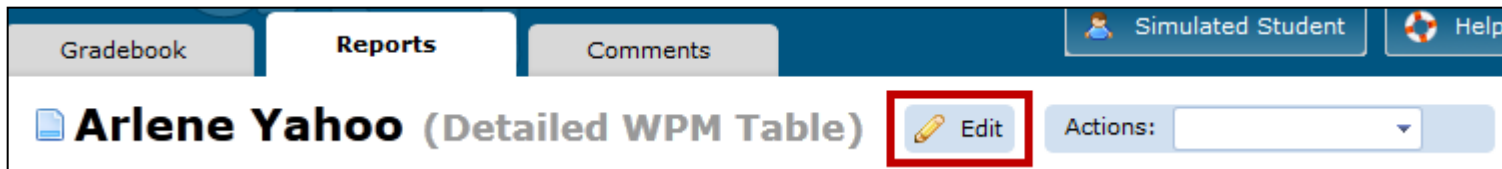
Under **Segment timings by**, you can choose **Custom Timed Writing** or **Open Timed Writing** if you are using any of these timing categories.

The screenshot shows the 'Reports' tab with the following settings:

- Report Type:** Detailed WPM Table
- Include results from:**
 - ☒ Student: Johnson, Jack (444444444)
 - ☐ Campus: Default
 - ☐ Class: ABED3160
 - Section: All
- Include the:** 3 best timings per segment
- Include timings with:** 3 or fewer errors
- Include timings from:**
 - ☐ Select All
 - ☐ Custom Timed Writing
 - ☐ New Key Drill
 - ☐ Open Timed Writing
 - ☐ Paced Practice
 - ☐ Pre-Test » Practice » Post-Test
 - ☐ Progressive Practice
 - ☐ Speed Sprints
 - ☐ Supplementary Timed Writing
 - ☐ Sustained Practice
 - ☐ Timed Writings
 - ☐ 1'
 - ☐ 2'
 - ☐ 3'
 - ☐ 5'
- Segment timings by:**
 - ☐ Textbook
 - ☐ Part
 - ☐ Unit
 - ☐ Lesson
 - ☒ Custom Timed Writing
 - ☐ Open Timed Writing

Edit Parameters

To hold all settings and reset any filters after your results have displayed, click **Edit**, *not* the Reports tab, which will return all previously set choices to default settings. In the **Edit Details** dialog box, change any choices as desired.



- Perhaps click the list arrow next to **Include Results from Student** to view a different student.
- Perhaps click the list arrow next to **Class** to view a different Class.
- Perhaps click the list arrow next to **Section** to view a different Section.

➤ **Note:** Resetting parameters via the **Edit** button is preferable to clicking the **Reports** tab to move to the original screen where you must reset all your parameters.

Edit Parameters & Refresh

Edit filters and click **Refresh Report**.

- **Student** to change student.
- **Class** to change Class.
- **Section** to change Section.
- **Include timings from** and **Segment timed writings by** as desired.

The screenshot shows a web application interface with three tabs: 'Gradebook', 'Reports', and 'Comments'. The 'Reports' tab is active, displaying a report for 'Arlene Yahoo (Detailed WPM Table)'. In the top right corner of the report area, there is a red-bordered button with a pencil icon and the text 'Edit'. Below the report title, a modal window titled 'Edit Details' is open. This window contains several sections for configuring the report:




- Include results from:** This section has three radio buttons: 'Student' (selected), 'Campus', and 'Class'. Each is followed by a dropdown menu. The 'Student' dropdown shows 'Yahoo, Arlene (ay)', 'Campus' shows 'Default', and 'Class' shows 'A.ZIMMERLY'. To the right of these is a 'Section' dropdown menu showing 'All'.
- Include the** 5 **best timings per segment with** 3 **or fewer errors**: This section contains two numeric input fields with up/down arrows.
- Include timings from:** This section has a 'Select All' checkbox and a grid of checkboxes for various writing activities: 'Custom Timed Writing', 'New Key Drill', 'Open Timed Writing', 'Paced Practice', 'Pre-Test » Practice » Post-Test', 'Progressive Practice', 'Speed Sprints', 'Supplementary Timed Writing', 'Sustained Practice', 'Timed Writings', and two empty checkboxes. To the right of the grid are four checkboxes with time values: '2'', '3'', '1'', and '5''. The 'Timed Writings' checkbox is checked.
- Segment timed writings by:** This section has radio buttons for 'Textbook', 'Part', 'Unit', 'Custom Timed Writing', and 'Open Timed Writing'. The 'Lesson' radio button is selected, followed by a dropdown menu showing 'Lesson' and another dropdown menu showing 'Lesson 26'.

At the bottom of the 'Edit Details' window, there are two buttons: 'Refresh Report' and 'Cancel'.

Adjust Filters

To filter for timed writings administered as a test on **11/18/10** from **noon to 2 p.m.**, for example, set filters as follows:

- Type the date, or use the **calendar popup**.
- Type the time, or use the **time view popup**.
- Click the **Filter** button; from the drop-down list, click **Greater Than** to filter for results beginning on **11/18/10** with a time **greater than** (later than) **12:00 PM**.

Date	
11/18/2010 12:00 PM	  
11/18/2010 9:3	NoFilter
11/18/2010 9:4	EqualTo
11/18/2010 9:4	NotEqualTo
11/18/2010 9:4	GreaterThan
8/18/2010 6:22	LessThan

➤ **Note:** Other filters can be set in a similar way. Give them a try.

Export Detailed WPM Table Report to Excel

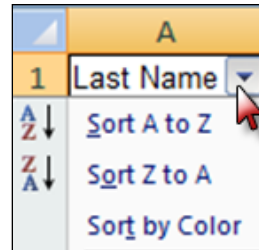
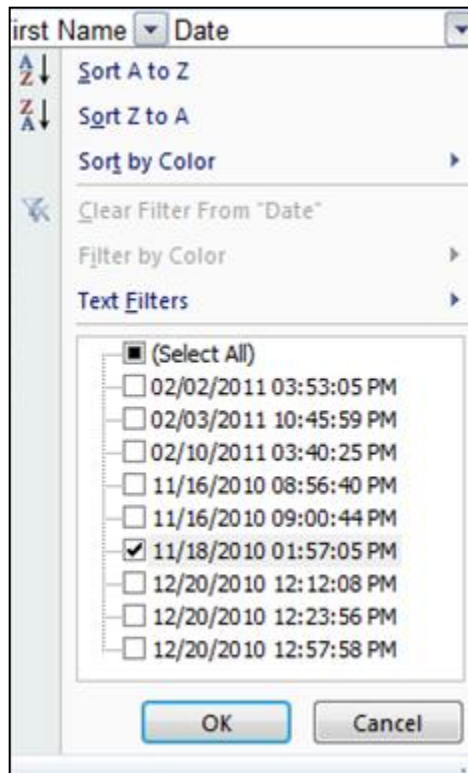
- Display report with desired parameters as explained earlier.
- From the **Actions** menu, click **Export**.
- Follow the prompts to **Open** or **Save** the Excel file, which vary with your browser.
- Use **Excel's sort feature** to sort on the column headings:

	A	B	C	D	E
1	Segment ▼	Last Name ▼	First Name ▼	Student ID ▼	Title ▼

F	G	H	I	J	K
Sort Order ▼	Attempt ▼	WPM/DPM ▼	Errors ▼	Time ▼	Date ▼

Sort in Excel

- Sort by **Date** using **Date Filters**.





- Sort in **alphabetical** or **numeric order** from A to Z (lowest to highest) or Z to A (highest to lowest).

Time
00:01:00
00:01:00
00:01:00
00:03:00
00:03:00
00:03:00
00:05:00
00:05:00
00:05:00

- Sort **Time** by the length of the timed writing in ascending or descending order.

Detailed WPM Chart Report

Note that this Detailed WPM Table Report for Lesson 26 includes two timed writings—one at 62 wpm and one at 64 wpm for an **average WPM** of **63**. Use the **Detailed WPM Chart** to display this table data in chart format.

Gradebook							
Reports							
Comments							
Simulate							
Arlene Yahoo (Detailed WPM Table)							
Edit Actions:							
	Segment	Title	Attempt	WPM/DPM	Errors	Time	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lesson 26	26 C : 3-Minute Timed Writing	5	64	3	00:03:00	11/16/2010 9:00 PM
	Lesson 26	26 C : 3-Minute Timed Writing	4	62	1	00:03:00	11/16/2010 8:56 PM

$62 + 64 / 2 = 63$
(average WPM)

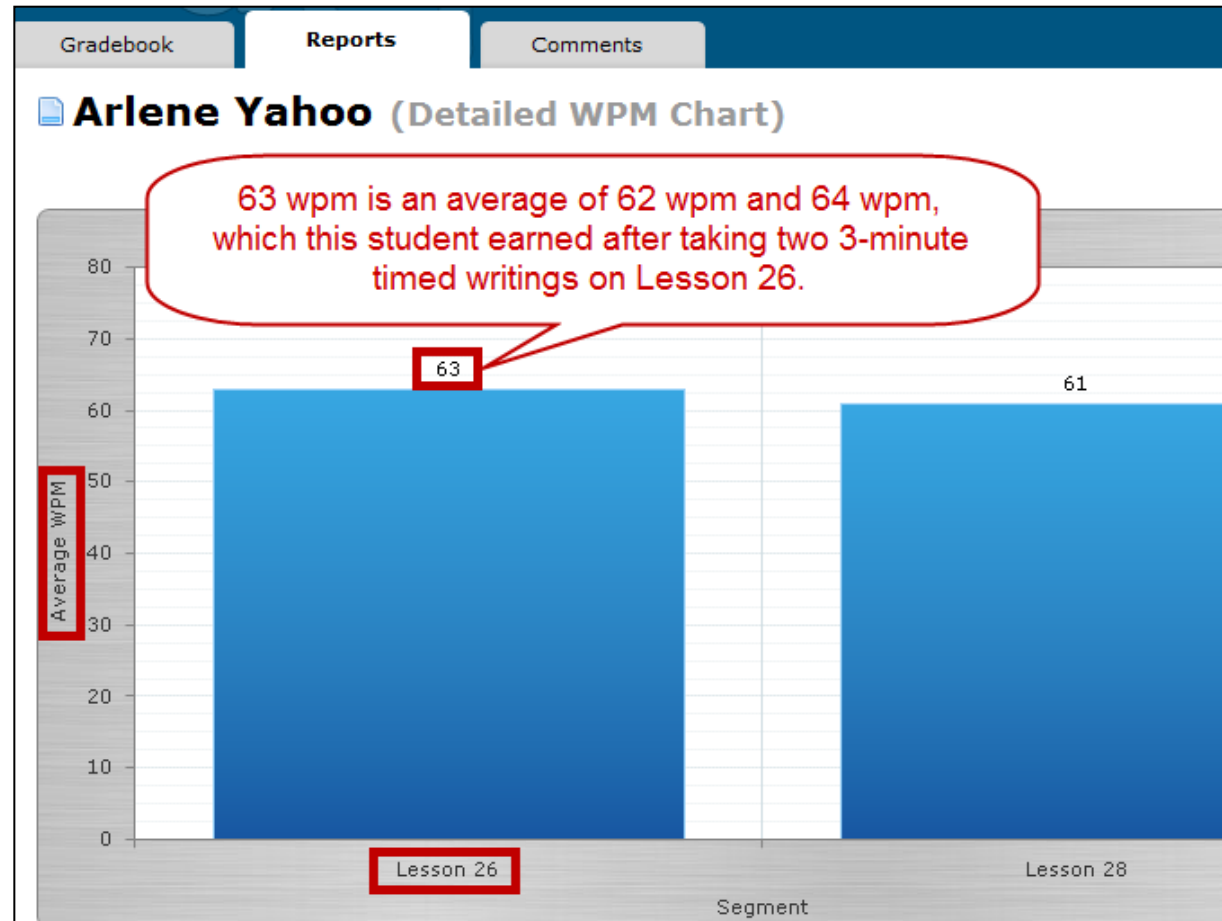
Detailed WPM Bar Chart

The **Detailed WPM Chart** report:

- Generates a bar chart of the **average WPM results** for the “**x**” best timed writings within the specified error tolerance for a given student, Campus, Class, Section, or multiple Classes and Sections.
- Is based upon the Detailed WPM Table results.
- Is useful for viewing the average timed writing WPM for individual students for the best timed writings within the error tolerance.
- Is useful for viewing Student, Campus, Class, or Section trends.


Student: Average WPM Speed

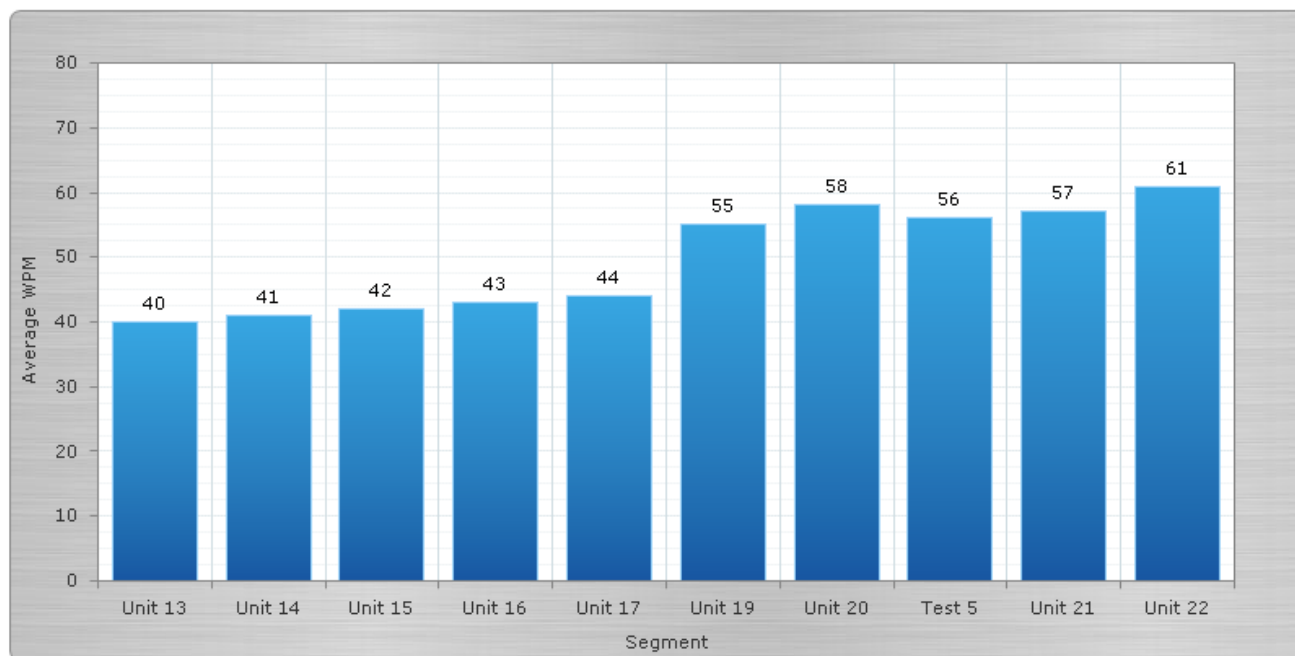
An **Average WPM** speed of **63** is displayed in the **Detailed WPM Chart** report for this student:



Student: Trend by Unit Segment

In this example, filters were set to display the averages for the 5 best timings with 5 for fewer errors for the **Unit** segment for this student. It's easy to see the upward trend in Average WPM as this student increased her average speed in each unit from 40 to 61.

 **Shannon Combs** (Detailed WPM Chart)










Steps: Detailed WPM Chart Report

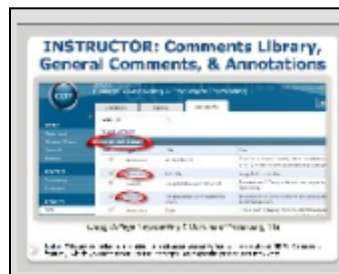
1. Under **USERS**, click **GPS, Reports** tab.
2. Click the **Report Type** list arrow, **Detailed WPM Chart**.
3. Click **Include Results from Student** (view one student at a time).
4. Enter the number of best timings to display per segment and the number of errors per timed writing to allow—higher numbers generate broader results but are slower to display.
5. Uncheck **Select All** and check **Timed Writings** to view only timed writings.
6. Check/uncheck **1'**, **2'**, **3'**, and/or **5'** for timed writing duration.
7. Click **Segment timings**, and choose either **Textbook, Part, Unit**, or **Lesson—All, Part, Unit & Tests**, or **Lesson**.
8. Click **View Report**.
9. Note the display of **Average WPM** speed for that student on a given lesson on the chart.

Portfolio Button

Click the **Portfolio** button for quick access to individual **Student Portfolios** where you might wish to add an **Annotation** or **General Comment**.

Gradebook				
Reports				
Comments				
 ZIMMERLY TEST CLASS (Detailed WPM Table) 				
	Segment	Course/Section	Last Name	First Name
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
	Lesson 28	Score Keystroking	Yahoo	Arlene

➤ View this movie for details:



INSTRUCTOR: Comments Library, General Comments, & Annotations

Creating a Comments Library and inserting General Comments and Annotations for Gregg College Keyboarding & Document Processing, 11e.

Feedback?

If you have any questions on this feature or GDP, please send an e-mail:

arlene_zimmerly@hotmail.com



Enjoy using the Detailed WPM Reports!



Note: This presentation was created as a generic guideline for instructors. Your specific procedures may vary.