

Welcome to Keyboarding Online! Spring 2010

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(All students should have the software installed by Wednesday, Feb. 3)

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You should have received an email which contained the syllabus & class schedule. You will also need to purchase the Keyboarding book at the Skokie or Des Plaines campus bookstore. The book needed is called "College Keyboarding 17e edition" by VanHuss, which includes the Keyboarding Pro 5 software. This is home edition software. Some labs at Oakton have it installed.

Follow the instructions below to get started.

Email me **NOW** and let me know that you have read this.

Email me anytime if you have questions. Email is our means of communication. Please put "CAB 102" in the subject so that I know if is from a student.

Getting Started

You should open your book and install the Keyboarding Pro 5 software on your home computer. If you do not have a computer, you can work at Oakton. Contact me for special instructions if plan to work on more than one computer.

Using the Keyboarding Pro 5 software, you will be completing 25 Lessons. After each Lesson, you will click on "Send File" to send me your finished lesson. It will automatically send when you log out. When you complete the lesson and are on the Lesson Report Tab, move the mouse arrow over the button until it says "Send File". You will not get any credit for lessons that are not complete.

When installing the Keyboarding software, you will need this class code

Spring 2010 Class Code:

ce93c5660aa0fca000124578f3dda4ba

(copy and paste just the letters and numbers above)

Use copy and paste to put this code into the software or you can type it in.

The class code is what links you to our class via the internet.

How to Install Keyboarding Pro 5

1. Insert the CD into your computer and following instructions on page 5 of the Keyboarding Pro 5 Student Quick Start Guide.
Choose FULL at the Installation Options
2. Once installed you must restart your computer.
3. Following the instructions on the top of page 6 BUT NOT on the bottom of page 6. Please skip and refer to page 7: NEW STUDENT REGISTRATION: WEB REPORTER USERS.
4. In Keyboarding Pro, you will log in as a New User.
5. Type in your First Name, Last Name, and Password
(I suggest using your first name as your password)
and a security question and answer.

copy and paste to put in our course code

ce93c5660aa0fca000124578f3dda4ba

(or you can type it very carefully)

6. Key Pro 5 will automatically send your data files when you log out of the program.
7. Our class name is **CAB 102 Spring 2010**

Before you start on Lesson 1, you will be asked to take a Skill Analysis.

On the main Keyboarding Pro screen, click Alphabetic, Lesson 1.

Listen to the audio and watch the video introduction.

Follow the steps to complete the lesson.

At the top right side of the screen, you will see a drop down list.

You will see check marks on the tabs when you have completed that portion of the lesson.

When you finish the entire lesson and are on the Lesson Report section, click on the circle button. Move the mouse over the button that says "**SEND FILE**" button which sends the files to the **Web Reporter**" Click the button to send the work to the publisher's website.

I will notify you when I receive your first lesson.

You must have an internet connection to do this.

WebCT

WebCT is the online program that connects you and me. It is a host for our class. You can go to that site and check our course syllabus, class schedule, your grades, and other course information. It is not associated with Keyboarding Pro 4 software. You work with the software to complete your lessons and send them to the publisher's website. WebCT is the software that holds our course information.

Go to <http://online.oakton.edu> (we are changing soon to <http://elearn.oakton.edu>)

Log in to WebCT

Use your Log in ID from Oakton and your birthday

First letter of first name, first 7 letters of last name, last 4 numbers of your Oakstar ID (found on your registration receipt).

Example: Joe Washington Oakstar ID B1234567

Would log in as: jwashing4567

The password is your birthday using 2 numbers for the month, day and year.

Example: March 8, 1979

Would log in as: 030879

WebCT is the software used by Oakton to manage online classes.

Once you are logged into WebCT, click on CAB 102-0C1

Click on links to view the Syllabus, Class Schedule, Calendar, email, your grades, enter our Chat Room, and see FAQ's (Frequently Asked Questions).

Email me if you have any questions. I check my AOL email more often than WebCT. Please use cbrown4444@aol.com (or cbrown@oakton.edu)

Good Luck and Have Fun!

Cheryl Brown
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