

Session Title:

**CUTTING EDGE Internet-based Keyboarding and 10-Key Data Entry
For Grades 1-6, Middle School, High School, College**

Description for Conference Program Booklet:

NO papers to grade or turn in to instructor—scores, Progress and Grade Reports are viewed by the teacher from the Internet—from school or home. **Individualize** to special needs or advanced students. **NO** software is installed or maintained on school computers—it's all on OUR servers. Courses are self-paced; students work from school or home—perfect for classroom/Internet/open-entry/distance learning. Unique software feature keeps students' eyes on the textbook, not fingers or keys or screen. Free Formatting textbooks. To attendees, free textbooks and demo CDs that includes the six keyboarding techniques essential to success. Reasonably priced site license. *Free site license option to colleges.*

Importance of Keyboarding:

According to Bruce Alper, Chief Information Officer of Certiport (the company that tests and certifies Microsoft products), Microsoft did a survey and found that poor keyboarding skills was about 80% of inefficient computer usage. Since keyboarding is the “backbone” of efficient computer usage, and it is a computer world, making sure all students can use the keyboard with speed and accuracy should be the goal of every school.

Goals/objectives every participant will receive in my presentation:

- Teachers will see more opportunities for learning by students. **Students can learn anywhere, anytime—in the classroom, lab, or home.** It is appropriate for either classroom or Internet/Open-Entry/Distance Learning classes.
- Teachers/Administrators/Superintendents/State Staff will see a **50%-80% reduction in costs** due to—cheaper site license and textbooks, upgrades are free, no paper or ink or printer costs for printing lessons, no tech maintenance costs since **all** software is on Ellsworth Publishing Company's servers.
- Keyboarding teachers will **see freedom from all paper handling and grading** (there are **NO** papers to grade, handle, or turn in); Teachers will have more time available to create a good learning environment (such as using their free time to teach and build relationships with students).
- Teachers will **learn how to use the Teacher Manager** to: Set up course standards, **individualize course standards to special needs or academically talented students in their classroom**, create their classes, view student progress and mid-term and final grades online, send messages to and receive messages from students, and more.
- Teachers will **receive demo CDs** that contain PowerPoint/Captivate presentations with audio and video clips to demonstrate courses to students. These CDs contain the six keyboarding

techniques necessary so students don't develop bad habits that prevent learning good keyboarding skills. The demo also contains the easy solution to checking correct keyboarding techniques.

- Classroom keyboarding courses can be **assigned as homework** just like math or any other subject. Teachers will learn how to make sure keyboarding students are doing their own work.
- Classroom keyboarding teachers will **learn what to do if there is an Internet outage** at school to continue class and not lose student scores.
- Teachers will see the only software solution that prevents students from watching their fingers or the screen; **students learn the keys faster and with higher accuracy**. Testimonials at www.EllsworthPublishing.com from teachers demonstrate the ease of teaching Ellsworth's courses and the high rates of speed and accuracy attained by students.
- **Teachers will become acquainted with features not found in any other keyboarding software**—**1)** how software keeps students eyes on the textbook and not fingers, keys, or screen; **2)** how to allow for individual differences in the same classroom; **3)** how to move students and their data files to another class; **4)** FREE formatting textbooks; **5)** all course software is on OUR servers; **6)** state abbreviation program quiz to help students learn state and US possession abbreviations; **7)** how students can go back and raise their grades by extra practice, schedule manager (to schedule when students can practice, such as if a student is suspected of cheating and the teacher only wants school time for that student to practice); **8)** delete/restore options to delete students or classes, and restore them if done in error; **9)** choose whether to use 1-space or 2-spaces after a period at the end of a sentence before another sentence, and with !, ?, : and **10)** upgrades are FREE.
- **Teachers can receive a free trial**. Evidence of improved student learning is in trying and comparing. We offer a 60-day free trial to schools.

Content of presentation (methodology):

1) Demonstrate the Online Teacher Manager:

How to ...

- Create course standards
 - Turn off the timing area so students have to learn the keys because they can't see what they have typed.
 - Turn off the Backspace/Delete keys if desired
 - Create classes online
 - Enter students into classes
 - View student scores, progress and grades online
 - Move student data files from one teacher to another (if necessary)
 - Send messages to, and receive messages from, students
 - Rename, delete, and restore students and classes.
 - Use the Schedule Manager to set times when students can practice (especially helpful if you suspect a student of cheating and want to limit practice to class time).
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- Individualize course standards to special needs or academically talented students

2) Demonstrate Student Access to course online:

How students ...

- Enter their classes
- See their progress, mid-term grade, and final grade
- Can improve their final grade by raising scores on their Progress Report
- Message their teacher

3) Show FREE *Nuts ‘n’ Bolts of Formatting* textbook, and FREE *Introduction to Microsoft Applications* textbook.

4) Question and Answer Period:

Discuss Voice Technology and Keyboarding, How to make sure online students who work at home are doing their own work, etc.

5) Presentation of Teaching Materials.

Presenter Information:

Presenter Barbara Ellsworth is a full-time faculty member in the Business Department of **Mesa Community College in Mesa, AZ**. Mrs. Ellsworth is completing her 40th year.

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Experience:

Presenter Barbara Ellsworth is Full-time faculty in the Business Department at Mesa Community College for 40 years, and has taught keyboarding most of those years.

Mrs. Ellsworth is the author of six online courses.

Mrs. Ellsworth presents all over the US at state conventions on online keyboarding and 10-key data entry.