EduTyping Frequently Asked Questions

1. **How does a teacher log into EduTyping?**
   - Under the Staff tab on the Mayfield City Schools website, click on Staff Links.
   - Click the EduTyping Staff Login link.
   - Enter the account/license ID: mayfield.
   - Enter your username and password. They are assigned by the IT department and are provided when you are set up in EduTyping.
   - Click on Log In.

2. **How do I change my password?**
   - Log in with your username and password.
   - Click on My Account at the top.
   - Enter your old password in the Current Password box.
   - Enter the new password in the New Password and New Password Again boxes.
   - Click on Update Password.

3. **How does a student log into EduTyping?**
   - Under the Students tab on the Mayfield City Schools website, click on Student Links.
   - Click the EduTyping Student Login link.
   - Enter the account/license ID: mayfield.
   - Enter his or her username and password which are the same as his or her computer login.
   - Click on Log In.

4. **How do I view and edit my class and my students in EduTyping?**
   - Click on Classes at the top.
   - To edit the class preferences, click on the gear to the right of the class. Preferences include lesson options, game restrictions, and setting benchmarks.
   - To edit the class name, click on the pencil to the right of the class.
   - To view the students, click on the View button to the right of the class.
   - To edit a student's username or password, click on the pencil to the right of the student's name.
   - To see a student's progress, click on the View button to the right of the student's name.

5. **How do I add a new student?**
   - On the Dashboard page, click on the Add Students button.
   - Click on Add a Single Student.
   - Enter the student's username and password which is the same as his or her network login.
   - Enter the student's first name and last name.
   - Do not enter an email.
   - Do **NOT** check either of the Force Account Update boxes.
   - Click on Create Student.

6. **How do I delete a student?**
   - Click on Classes at the top.
   - Click on the View button to the right of the class.
   - Place a check mark in the box to the left of the student's username.
   - Click on the Delete button.

7. **How do I create a report?**
   - Click on Reports at the top.
   - Select a report.
   - Select a class.
   - Select a unit or all units.
   - Select a date range.
   - Click on the Run Report button.
     Note: Reports can be printed or saved as .csv files.

8. **How often should my students use EduTyping?**
   It is suggested that students use EduTyping 3 times per week for 10 to 15 minutes per session. These sessions can occur at school or at home. Best practice also suggests that students are sitting up straight with their feet on the floor, eyes on the monitor and their fingers positioned on the home row.

9. **Are there any resources available to help me when I first use EduTyping with my students?**
   Under the Staff button on the Mayfield City Schools website, click on Staff Links. Next, click on K-5 Technology Course Teacher Resources. Finally, click on the EduTyping link.
   The direct link is http://www.mayfieldschools.org/ThirdGradeCourse.aspx.

10. **Who do I contact if I am having difficulties or need assistance with EduTyping?**
    You can contact Jan Carlson at x6782.