**KNOW YOUR TEN KEY MASTERY ONLINE SYLLABUS**

**Course:\_\_\_\_\_\_\_\_\_\_ Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

These questions are designed to follow the information on the syllabus.

Understanding the syllabus will help ensure success in your course

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| 1 | When do you need to turn your scores in to your teacher?  a) Every Friday  b) Never  c) Every Monday before 8:00 am | | | 1\_\_\_\_\_ |
| 2 | Do you have to purchase a textbook/access code, or just an access code? (Find out from your teacher.)   1. Textbook with Access Code 2. Access Code Only | | | 2\_\_\_\_\_ |
| 3 | What is the Login given to you by your instructor \_\_\_\_\_. | | | 3\_\_\_\_\_ |
| 4 | The User Info section of the Main Menu enables you to\_\_\_\_\_.  a) Enter your e-mail address  b) Enter your e-mail address and phone number  c) Enter your e-mail address, phone number, new password | | | 4\_\_\_\_\_ |
| 5 | The Setup section of the Main Menu enables you to\_\_\_\_\_.  a) Set the Speed and Accuracy as you progress  b) Check the Teacher’s standards for the course  c) Change the teacher’s standards to the standards to your goals | | | 5\_\_\_\_\_ |
| 6 | When you click on the Lessons Menu icon, a box appears asking for your Access Code. If you have not purchased an Access Code yet, you can still do several lessons by clicking on \_\_\_\_  a) Close b) Continue c) Temp | | | 6\_\_\_\_\_ |
| 7 | | In the Lessons section of the Main Menu, you can make the numbers larger and easier to read by\_\_\_\_  a) Moving the “Larger” slider to the right to make the letters larger.  b) Moving the “Adjust Font” slider to the right to make the letters larger.  c) Moving the “Letters” slider to the right or left to adjust the size of the letters. | 7\_\_\_\_\_ | |
| 8 | | The Timer for the practice timings begins:   1. When you depress the first key. 2. When you click the “Go” key. 3. When you depress the first Enter key. | 8\_\_\_\_\_ | |
| 9 | | If you fill up a screen and you still have time on the Timer:  a) Click on the Time Remaining button to stop the timer.  b) Keep entering numbers and a new screen will appear.  c) You can stop and wait for the timer to run out. | 9\_\_\_\_\_ | |
| 10 | | If you feel that you made a mistake, or too many mistakes, and want to start over without waiting for the timer to run out:  a) Click on the **Time Remaining** button  b) Click on the **Start Over** button  c) Press the **Backspace** Key | 10\_\_\_\_\_ | |
| 11 | | Your teacher may have turned on a 2-second timeout feature which will:  a) Alert you when an error is keyed in so you can begin again.  b) Alert you when you are 2 seconds from finishing the timing.  c) Abort the timing if you pause more than 2 seconds, and you have to start over. | 11\_\_\_\_\_ | |
| 12 | | What keys are referred to as the ten-key home row?  a) 1 2 3  b) 4 5 6  c) 7 8 9 | 12\_\_\_\_\_ | |
| 13 | | How many times can you practice a drill in order to reach your goal?   1. Unlimited 2. Three times 3. Five times | 13\_\_\_\_\_ | |
| 14 | | If your practice timing meets the errors allowed and doesn’t record \_\_\_\_.  a) Notify the teacher  b) Notify the publisher  c) You didn’t meet the minimum ksph set by the teacher | 14\_\_\_\_\_ | |
| 15 | | To see your individual timing scores, click on:  a) Current Progress Reports  b) Progress Reports, Simple Report  c) Current Scores | 15\_\_\_\_\_ | |
| 16 | | To check your grade for the lessons completed so far (like a mid-term grade):  a) Current Grade Report  b) Final Grade Report  c) Mid-term Grade Report | 16\_\_\_\_\_ | |
| 17 | | If your Final Grade Report does not show a grade:  a) All lessons must be completed before a final grade appears  b) Give it more time to calculate a grade  c) The Final Grade Report is only seen in the Teacher Manager by your teacher | 17\_\_\_\_\_ | |
| 18 | | If you want to raise your final grade, do this in order to obtain higher scores \_\_\_\_\_.  a) Check your Grade Report to see which lesson has lower scores that need re-doing  b) On the Grade Report, right click on a lesson that needs extra practice  c) Go to your Progress Report and right click on the lower scores, and re-do them | 18\_\_\_\_\_ | |
| 19 | | Before exiting the program and/or the Internet, click on:  a) Logout b) End c) Home, and Close | 19\_\_\_\_\_ | |