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1. INTRODUCTION

The Teacher's Toolkit allows teachers and trainers to:

- set up new users and user groups
- specify which Read&Write Gold features a particular student, or group of students, has access to
- set up and assign prediction lists
- add dictionary definitions
- specify how you want certain words pronounced by the system
- view and clear student spelling logs
- view and clear student activity logs
- import users from either the Active Directory or a CSV file.

 **You cannot apply changes to user settings whilst users are running Read&Write Gold as this will result in unpredictable behavior. Therefore, you should use the Teacher's Toolkit either before or after class, or after you have instructed users to log off.**

 For information on identifying who is logged on and instructing them to log out, refer to Chapter 10 'Managing logged on users' on page 35.

 *The Teacher's Toolkit can only be accessed if Read&Write Gold has been configured using the Managed user's setup.*

To access the Teacher's Toolkit in Read&Write Gold Enterprise, you:

1. Double-click on **Teachers Toolkit.exe** in the Read&Write Gold Enterprise folder, on the server.
The Teacher's Toolkit Login dialog box is displayed.
2. Enter the password and then click on the **OK** button. This password was setup during the install of Read&Write Gold Enterprise.

To access the Teacher's Toolkit in Read&Write Gold MSI, you:

1. Click on **Start** on the Windows desktop.
2. From the *All Programs* menu, select the *Read&Write* program menu and then select *Teacher's Toolkit*.

The Read and Write Teacher's Toolkit window is displayed (Figure 2-1).

When you finish making changes to a particular tab, you can either click on the **Save Changes** button to save your settings and continue working with the Teacher's Toolkit or click on the **Save & Exit** button to save your settings and close the Teacher's Toolkit.

➤ *It is highly recommended that you click on **Save Changes** when you have finished making changes to the settings in a specific tab and before you move onto another tab.*

1.2 Conventions used in this guide

The style and conventions in this guide are designed to make reading it as clear and simple as possible.

Conventions used for different types of information are discussed in the following sections.

Notes

Important additional pieces of information that you should be aware of are represented as notes as shown below:

➤ *This is a note.*

Warnings

Warnings that you must read and observe are represented as shown below:

⚠ **This is a warning.**

References to other information

References to information in other chapters or sections are represented as shown below:

 This is a reference.

2. CONFIGURING USER SETTINGS

Read&Write Gold allows you to organize users into manageable groups. When a user is first added or imported into the Teacher's Toolkit, they are automatically placed in the 'Default' user group. This group is used as a 'staging area' which allows you to organize users into the appropriate groups.

To configure user and user group settings, click on the User Settings tab (Figure 2-1).

To view all Read&Write Gold users, click on the 'All Users' user group in the **Groups** list box.

➤ *You can sort the list of users*

*alphabetically in the **Users in the current Group** list box, by selecting the **Sort User List** check box.*

➤ *You can select all users listed in the **Users in the current Group** list box, by clicking on the **Check All** button. Click on the **Uncheck All** button to de-select any selections.*

2.1 Adding a user group

To add a new user group, you:

1. Click on the **New** button in the Groups section.

You see the Create New User Group window.

2. Enter the name for the new user group in the **New Group name** text box.

The screenshot shows the 'Read@Write Teacher's Toolkit' window with the 'User Settings' tab selected. The window is divided into several sections:

- Groups:** A list box containing 'Default', 'All Users', 'English 101', 'Maths 201', and 'English 102'. A 'New' button is next to it with the text 'Create a new Read@Write User Group'. A 'Delete' button is below it with the text 'Delete the currently selected Group (Users will be moved to the Default Group)'.
- Users in the current Group:** A list box containing 'Libram', 'Sharon O'Neill', 'Steve Menagh', 'Angela Walsh', 'Daniel Jamison', 'Francis Rainey', 'John Smith', 'Arnold Smith', 'Sam Jones', 'John Kent', 'Rose Neill', 'James Black', 'Jack White', 'Steven Jones', 'Edel Moss', 'Simon Brown', and 'Mary Maxwell'. A 'Sort User List' checkbox is below it.
- User Management:** Includes 'Assigned Feature Set: Exam Feature Set' and 'Assigned User Group: English 101'. It has 'Edit', 'New', and 'Delete' buttons.
- Feature Sets and User Groups:** Includes 'Apply feature set to currently checked user(s)' and 'Move currently checked user(s) to a group'. Both have a 'Default' dropdown and an 'Apply' button.
- Buttons:** 'Check All', 'Uncheck All', 'Reset', 'Manage Logged on Users', 'Save Changes', and 'Save & Exit'.

The following table maps these UI elements to the labels in the grid:

Groups list box	New button	Delete button
Users in the current Group list box	User Group drop down list and Apply button	
Feature Set and User Groups drop down list and Apply button	Edit button	Sort User List check box
Check All button	Uncheck All button	Reset button
Manage Logged on Users button	Save Changes button	Save & Exit button

Figure 2-1 Read and Write Teacher's Toolkit window – User Settings tab

The ***Enter any notes here*** text box is not currently available for use with Read&Write Gold.

3. Click on the **OK** button.

2.2 Deleting a user group

When you delete a user group, everyone within this group is moved to the 'Default' user group. You can then select the users you want to remove completely.

➤ *You cannot remove the 'Default' and 'All Users' user groups as these are used for administration purposes.*

To delete a user group, you:

1. Select the user group you want to remove, from the **Groups** list box.
2. Click on the **Delete** button in the

Groups section.

You see a message box informing you that all users in the selected user group will be assigned to the 'Default' user group.

3. If you are sure you want to assign all users in the selected user group to the 'Default' user group, click on the **Yes** button.
4. Select the 'Default' user group from the **Groups** list box.

You can now delete the appropriate users from the 'Default' user group.

2.3 Moving users to different user groups

To move users to a different user group, you:

1. Select the check boxes of the user(s) you want to move in the **Users in the current Group** list box.
 2. Select the user group to which you want to move the user(s) from the **Feature Set and User Groups** drop down list.
 3. Click on the **Apply** button to the right of this drop down list.
- *You can move users to the 'Default' user group and apply the default feature set, by selecting them from the **Users in the current Group** list and clicking on the **Reset** button.*

2.4 Creating a new user account

To create a new user account, you:

1. Click on the **New** button beside the

Create a New User text in the User Management section.

You see the Create a new user account window displayed.

2. Select the appropriate radio button depending on whether the user logs onto Windows using a unique or a shared logon.
3. Enter the user's name in the **Enter a login for the new user** text box.
4. If the user logs onto Windows using a shared logon, you may assign a password to the user's account, in the **Enter a Password for the User** text box.
5. Enter any additional information relating to the new user, in the **Enter any notes here** text box.

6. Select the feature set you want to apply to the new user.
7. Select the user group to which you want to assign the new user.
8. Click on the **Create** button.
9. If you want to view the new user, click on the user group to which you assigned them in the **Groups** list box in the User Settings tab.

2.5 Editing the details of an existing user account

To edit the details of an existing user, you:

1. Click on the user in the **Users in the current Group** list.
2. Click on the **Edit** button.

You see the Edit Current User window displayed.

3. If the selected user logs onto Windows using a shared logon, you can change the password in the **Current Password for the User** text box. If they logon to Windows using a unique logon, this text box will be disabled.
4. Change any notes relating to the user in the **Enter any notes here** text box.
5. If necessary, change the feature set applied to the user.
6. If necessary, change the user group to which the user is assigned.
7. Click on the **Apply** button to save the changes.

2.6 Deleting a user account

To delete users, you:

1. Select the user group to which the users belong in the **Groups** list box.
2. Select the check boxes of the user(s) you want to remove from the system in the **Users in the current Group** list box.
3. Click on the **Delete** button in the User Management section.

You see a message box asking you if you are sure you want to delete the currently selected users.

4. Click on the **Yes** button.

2.7 Creating a Shared ID

If the user's computer has been setup to automatically logon using a specified account, or all users logon to MS Windows using the same account, i.e. users do not have their own unique MS Windows logon, then this account must be added to the Teacher's Toolkit as a Shared ID. You can then create an account for these users which will allow them to logon to Read&Write Gold.

- *In this instance you must select the **User logs onto Windows using a shared login** radio button in the **Create a new User account window**.*

To create a Shared ID, you:

1. Click on the **New** button beside the **Create a new Shared ID** text in the

User Management section.

You see the Create Shared ID window displayed.

2. Enter the Shared ID in the text box provided.
3. Click on the **Create** button.

2.8 Applying feature sets

Feature sets determine which Read&Write Gold features will be available to each user. When you add a new user to the system you must assign a feature set to them. The Teacher's Toolkit allows you to change this feature set at any time.

To assign a different feature set to a user(s), you:

1. Select the check boxes of the user(s) to which you want to apply the feature set, in the **Users in the current Group** list box.
 2. Select the appropriate feature set from the **Feature Set And User Groups** drop down list.
 3. Click on the **Apply** button.
- *You can assign the selected users to the 'Default' user group and default feature set, by clicking on the **Reset** button.*

3. SETTING UP FEATURE SETS

You can set up feature sets, or privileges profiles. These determine which Read&Write Gold features will be available to each student. You do this using the Feature Sets tab (Figure 3-1).

3.1 Adding a new feature set

To add a new feature set, you:

1. Click on the  button. You see the New Feature Set window displayed.
2. Enter a name for the new feature set in the text box provided and then click on the **OK** button.

3. Select the feature set you have just created, from the **Feature Set** drop down list.
4. Specify which Read&Write Gold functions you want to make available to the new feature set, by selecting the appropriate check boxes in the **Current Feature Set** list box.
5. Specify which options dialog boxes you want to make available to the new feature set, by selecting the appropriate check boxes in the **Enable Options Dialogs** list box.

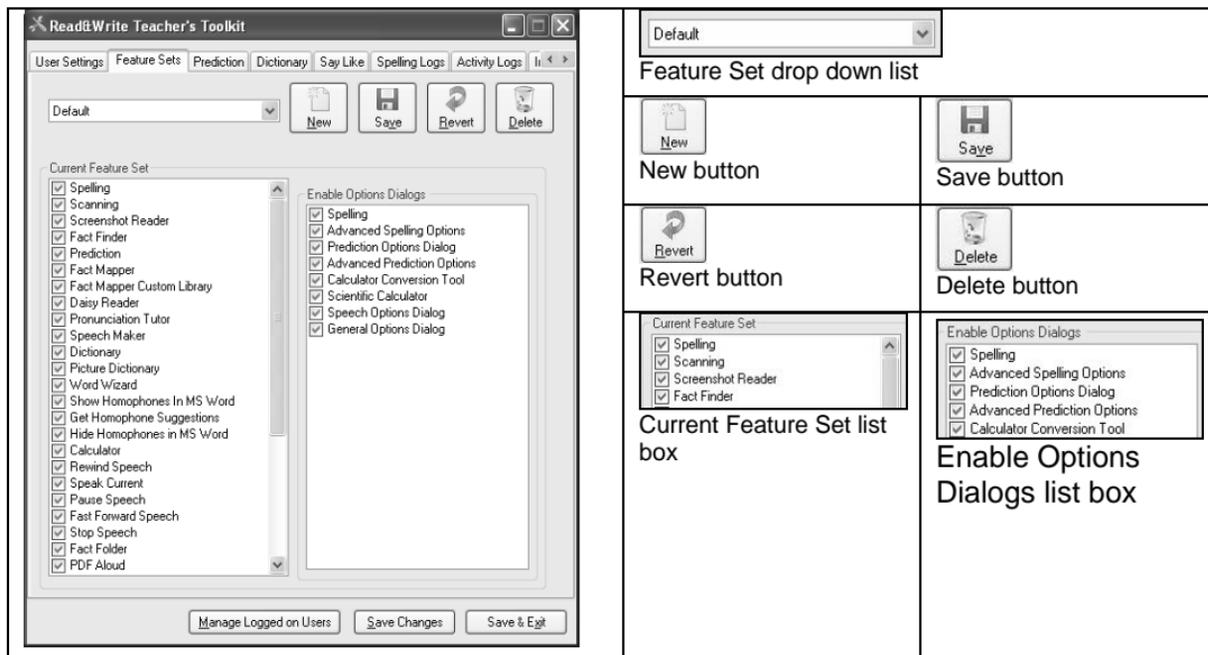


Figure 3-1 Feature Sets tab

For example, you can specify that users with this feature set will not have access to the Prediction Options dialog box, therefore, they will not have the ability to change how the Prediction facility operates and will have to use default Prediction settings.



6. Click on the  button.

3.2 Editing existing feature sets

If you decide to change the details of an existing feature set, simply select the feature set from the **Feature Set** drop down list and make the appropriate changes.

- *If you decide that you want to change the feature set back to the way it was*

before you made the changes, click



on the  button. This button only undoes the changes you made since

the last time you clicked on the



3.3 Deleting a feature set

When you delete a feature set, all users who were assigned that feature set will now be assigned the 'Default' feature set instead.

- *You cannot delete the 'Default' feature set*

To delete a feature set, you:

1. Select the feature set from the **Feature Set** drop down list.



2. Click on the  button.

You see a message box asking you if you are sure you want to delete the current feature set.

3. Click on the **Yes** button.

4. SETTING UP PREDICTION FILES

You can set up your own prediction files and use them to enhance the Prediction facility for selected users. For example, you may have a text file containing text relating to biochemistry which contains words that are not present in the default Prediction file. You can specify that you want the text in this file to be made available to all Biochemistry students using the Prediction facility.

To set up prediction files, click on the Prediction tab (Figure 4-1).

4.1 Creating a new prediction file and assigning it to users

To create a prediction file and assign it to the appropriate users, you:

1. Select the user group to which the users belong, from the **Groups** list box.
 - *You can sort the list of users alphabetically in the **Users in the current Group** list box, by selecting the **Sort User List** check box.*
2. Select the appropriate user check boxes from the **Users in the current Group** list box.

The screenshot shows the 'Read&Write Teacher's Toolkit' interface, specifically the 'Prediction' tab. The window title is 'Read&Write Teacher's Toolkit'. The menu bar includes 'User Settings', 'Feature Sets', 'Prediction', 'Dictionary', 'Say Like', 'Spelling Logs', and 'Activity Logs'. The main area is divided into several sections:

- Groups:** A list box containing 'Default', 'All Users', 'English 101', 'Maths 201', and 'English 102'. A callout points to this list box.
- Users in the current Group:** A list of users with checkboxes. Checked users include Sharon O'Neill, Steve Menagh, and Angela Walsh. A callout points to this list box.
- Create and distribute Prediction Files:** A text area containing 'C:\Temp\BioChemistry.txt'. Below it are buttons for 'Add File to Build list' and 'Remove selected file from list'. A callout points to the text area.
- File Description:** A text box containing 'Plants and Flowers'. A callout points to this text box.
- File Name:** A text box containing 'Biology'. A callout points to this text box.
- Spell Check words as they are learned:** A checkbox that is currently unchecked. A callout points to this checkbox.
- Learn files into new prediction file, and copy to checked users:** A button. A callout points to this button.
- Manage Prediction Files:** A section with a callout pointing to the 'Turn On/Off Prediction Files' button.
- Sort User List:** A checkbox that is currently unchecked. A callout points to this checkbox.
- Check All:** A button. A callout points to this button.
- Uncheck All:** A button. A callout points to this button.
- Turn On/Off Prediction Files:** A button. A callout points to this button.

At the bottom of the window are buttons for 'Manage Logged on Users', 'Save Changes', and 'Save & Exit'.

Figure 4-1 Prediction tab

You can click on the **Check All** button to select every user in the list. Click on the **Uncheck All** button to de-select any selections.

3. Click on the **Add File to Build list** button.

The Open window is displayed.

4. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button. The name of the text file is added to the **Create and distribute Prediction Files** list box.
5. Repeat steps 3 and 4 until you have added all the files you want to include in the new prediction file.

You can remove a text file by selecting the file from the **Create and**

distribute Prediction Files list box, and clicking on the **Remove selected file from list** button.

6. Enter a description to help identify the prediction file, in the **File Description** text box.
7. Enter a name for the new prediction file in the **File Name** text box.
8. If you would like to spell check the text in each text file before it is added to the Prediction file, select the **Spell Check words as they are learned** check box.
9. Click on the **Learn files into new prediction file, and copy to checked users** button.

You see a message box informing you that the prediction files have

been distributed to the selected users.

10. Click on the **OK** button.

4.2 Enabling and disabling prediction files

You can enable and disable the prediction files assigned to each user. An example of when you may want to do this is during an exam situation when you would prefer it if a particular user no longer had access to a particular prediction file.

To enable or disable a prediction file for a selected user, you:

1. Click on the **Turn On/Off Prediction Files** button.

You see the Enable/Disable prediction files window displayed.

2. Select the user to whom you want to make specific prediction files available, from the **Select A User** list box.
3. Select and de-select the appropriate prediction file check boxes on the right-hand-side of the window.
4. You can now click on one of the following buttons:
 - **Apply changes and Exit** – this button saves any changes you have just made and closes the Enable/Disable prediction files window
 - **Reset current User** – this button undoes any changes you have just

made to the user

- **Exit and discard changes** – if you press this button any changes you have just made will be ignored and the Enable/Disable prediction files window will also close.

5. ADDING OR CHANGING DICTIONARY DEFINITIONS

You can add new words and definitions to the Read&Write Gold dictionary file. You can also change existing words and definitions.

To add or change a dictionary definition, you:

1. Click on the Dictionary tab (Figure 5-1).
2. Enter the word you want to add to the dictionary file, in the **Enter a new Dictionary Word** text box.
3. If you want to add the word to the

custom dictionary, select the **Add word to custom spelling dictionary** check box.

4. Enter the definition for the word in the **Enter Definition** text box.
5. Enter synonyms for the word in the **Enter Synonym** text box, and then click on the **Add to Synonym list** button.

You can remove synonyms by selecting the synonym from the **Synonym** list box and clicking on the **Remove from Synonym list** button.



6. Click on the  button.
7. Confirm the addition of the word and definition to the dictionary by clicking on the **OK** button.

The screenshot shows the 'Dictionary' tab in the ReadWrite Teacher's Toolkit. The interface includes a menu bar with options like 'User Settings', 'Feature Sets', 'Prediction', 'Dictionary', 'Say Like', 'Spelling Logs', and 'Activity Logs'. The main area is titled 'Add words to the dictionary or append an existing definition'. It contains several input fields and buttons:

- Enter a new Dictionary Word:** A text box containing the word 'company'. Below it is a label 'Enter a new Dictionary Word text box'.
- Add word to custom spelling dictionary:** A checked checkbox. Below it is a label 'Add word to custom spelling dictionary check box'.
- Enter Definition:** A text box containing the definition 'Association between individuals especially on pleasant or intimate terms'. Below it is a label 'Enter Definition text box'.
- Enter Synonym:** Two text boxes, one containing 'visitors' and another containing 'guests'. Below them is a label 'Enter Synonym text box'.
- Synonym list box:** A text box containing the word 'guests'. Below it is a label 'Synonym list box'.
- Add to Synonym list button:** A button with a plus icon and the text 'Add to Synonym list'. Below it is a label 'Add to Synonym list button'.
- Remove from Synonym list button:** A button with a minus icon and the text 'Remove from Synonym list'. Below it is a label 'Remove from Synonym list button'.
- Save button:** A button with a floppy disk icon and the text 'Save'. Below it is a label 'Save button'.
- Reset button:** A button with a circular arrow icon and the text 'Reset'. Below it is a label 'Reset button'.

At the bottom of the window, there are three buttons: 'Manage Logged on Users', 'Save Changes', and 'Save & Exit'.

Figure 5-1 Dictionary tab

- Clicking on the  button clears every definition you have added using the Teacher's Toolkit.

6. CHANGING HOW WORDS ARE PRONOUNCED BY THE SYSTEM

You can customize the way that the system pronounces words. This is useful for ensuring that the system knows how to pronounce words that are not commonly used.

To change a pronunciation:

1. Click on the Say Like tab (Figure 6-1).
2. If the Pronunciation text boxes are populated, click on the **New** button to clear them.
3. Enter your word into the **Pronounce this** text box.
4. Click on the  button beside the text box to hear the word pronounced.
5. Specify how you want the word to be pronounced by the system, by entering the pronunciation in the **Like this** text box.
6. Click on the  button beside the field to hear the new pronunciation.
7. Repeat Steps 4 and 5 until you are happy with the new pronunciation.
8. Click on the **Save** button to add the word to the **Pronunciations** list box.

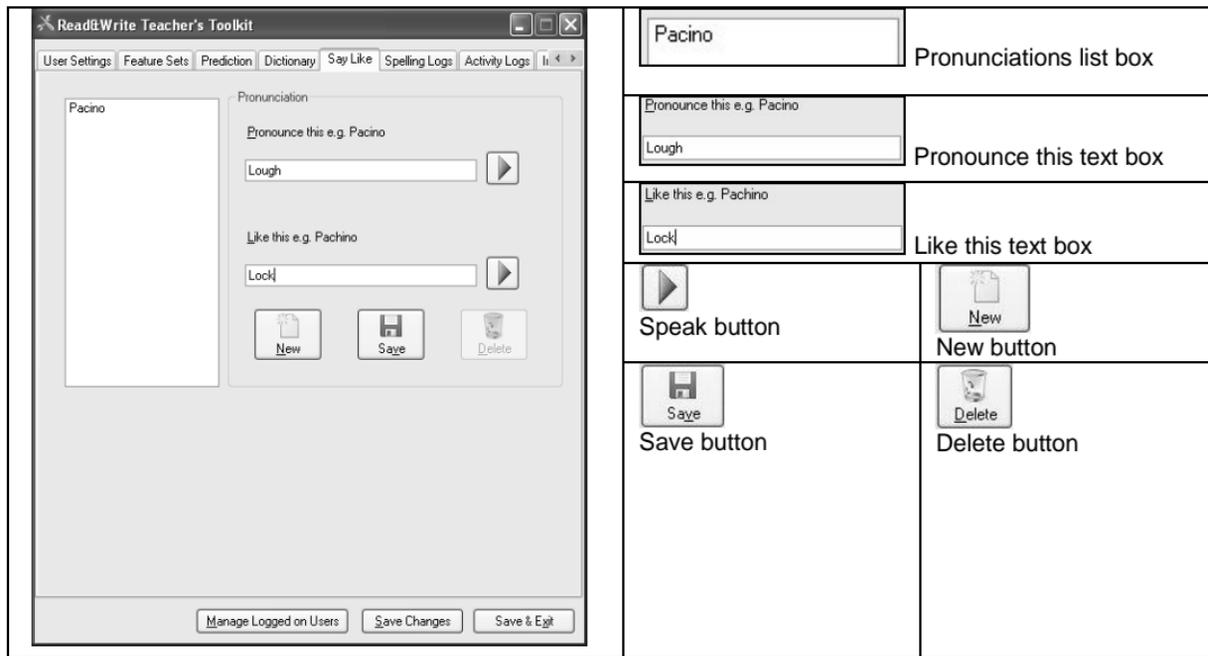


Figure 6-1 Say Like tab

7. VIEWING AND DELETING SPELLING LOGS

You can view a log of all the spelling errors made by each user. This will give you an idea of the words the user may have repeated difficulty in spelling. If you want to, you can also view spelling logs in MS Word, where they can be sorted and printed.

To view a user's spelling log, you:

1. Click on the Spelling Logs tab (Figure 7-1).
2. Select the user group to which the user belongs, from the **Groups** list box.

3. Select the user from the **Users in the current Group** list box.

You see a list of spelling errors made by the specified user in the **Spelling Logs** list box.

To view users' spelling logs in MS Word, you:

1. Select the appropriate user check boxes, from the **Users in the current Group** list box.

You can click on the **Check All** button to select every user in the list. Click on the **Uncheck All** button to de-select any selections.

2. Click on the **View checked logs in Word** button.

You see MS Word launch. All of the selected spelling logs are displayed.

Groups list box

Users in the current Group list box

Sort User List
Sort User List check box

Check All
Check All button

Uncheck All
Uncheck All button

Clear Logs button

View checked logs in Word

Spelling Logs list box

Error	Correction	Error Type
fizix	physics	Phonetic
adh	and	Phonetic

Figure 7-1 Spelling Logs tab

To delete a spelling log, you:

1. Select the user group to which the user belongs, from the **Groups** list box.
2. Select the user from the **Users in the current Group** list box. You can delete the spelling logs for multiple users by selecting the appropriate user check boxes from the **Users in the current Group** list box.
3. Click on the **Clear Logs** button.
You see a message box asking you if you are sure you want to delete the specified logs.
4. Click on the **Yes** button.

8. VIEWING AND DELETING ACTIVITY LOGS

You can view an activity log for each user. This includes the:

- date at which they logged on
- duration of time spent on the system
- number of words typed during each period
- percentage of errors made during each period
- number of words learned during each period.

To view a user's activity log, you:

1. Click on the Activity Logs tab (Figure 8-1).
2. Select the user group to which the user belongs, from the **Groups** list box.
3. Select the user from the **Users in the current Group** list box.

You see a list outlining the user's activities on the system, in the **Activity Logs** list box.

To view users' activity logs in MS Word, you:

1. Select the appropriate user check boxes, from the **Users in the current Group** list box.

Read@Write Teacher's Toolkit

User Settings Feature Sets Prediction Dictionary Say Like Spelling Logs Activity Logs

Groups

- Default
- All Users
- English 101
- Maths 201
- English 102

Users in the current Group

- Libram
- Sharon O'Neill
- Steve Menagh
- Angela Walsh
- Daniel Jamison
- Francis Rainey
- John Smith
- Arnold Smith
- Sam Jones
- John Kent
- Rose Neill
- James Black
- Jack White
- Steven Jones
- Edel Moss
- Simon Brown
- Mary Maxwell

Sort User List

Activity Logs

Log In	Duration	Typed
"02 Dec 2010	"00:00:23"	"0"
"02 Dec 2010	"00:01:55"	"0"
"02 Dec 2010	"00:02:37"	"0"
"06 Dec 2010	"00:02:15"	"4"
"07 Dec 2010	"00:00:23"	"0"
"08 Dec 2010	"00:01:55"	"0"
"09 Dec 2010	"00:02:37"	"0"
"10 Dec 2010	"00:02:15"	"4"
"11 Dec 2010	"00:00:23"	"0"
"12 Dec 2010	"00:01:55"	"0"
"13 Dec 2010	"00:02:37"	"0"
"14 Dec 2010	"00:02:15"	"4"

Sort User List check box

Check All button

Uncheck All button

Clear Logs button

View checked logs in Word

View checked logs in Word

Activity Logs list box

Log In	Duration	Typed
"02 Dec 2010	"00:00:23"	"0"
"02 Dec 2010	"00:01:55"	"0"
"02 Dec 2010	"00:02:37"	"0"
"06 Dec 2010	"00:02:15"	"4"

Figure 8-1 Activity Logs tab

You can click on the **Check All** button to select every user in the list. Click on the **Uncheck All** button to de-select any selections.

2. Click on the **View checked logs in Word** button.

You see MS Word launch. All of the selected activity logs are displayed.

To delete an activity log, you:

1. Select the user group to which the user belongs, from the **Groups** list box.
2. Select the user from the **Users in the current Group** list box. You can delete the activity logs for multiple users by selecting the appropriate user check boxes from the **Users in the current Group** list box.

3. Click on the **Clear Logs** button.

You see a message box asking you if you are sure you want to delete the specified logs.

4. Click on the **Yes** button.

9. IMPORTING USERS

You can import users from an active directory and from a .CSV file.

All imported users are placed in the 'Default' user group. Therefore after you have finished importing, you should click on the User Settings tab and sort the imported users into the appropriate user groups. You should also click on the Feature Sets tab and assign them a feature set.

9.1 Importing users from the Active Directory

The Active Directory Tool is designed to make it possible for teachers and trainers to import users from the Active Directory

into the Teacher's Toolkit.

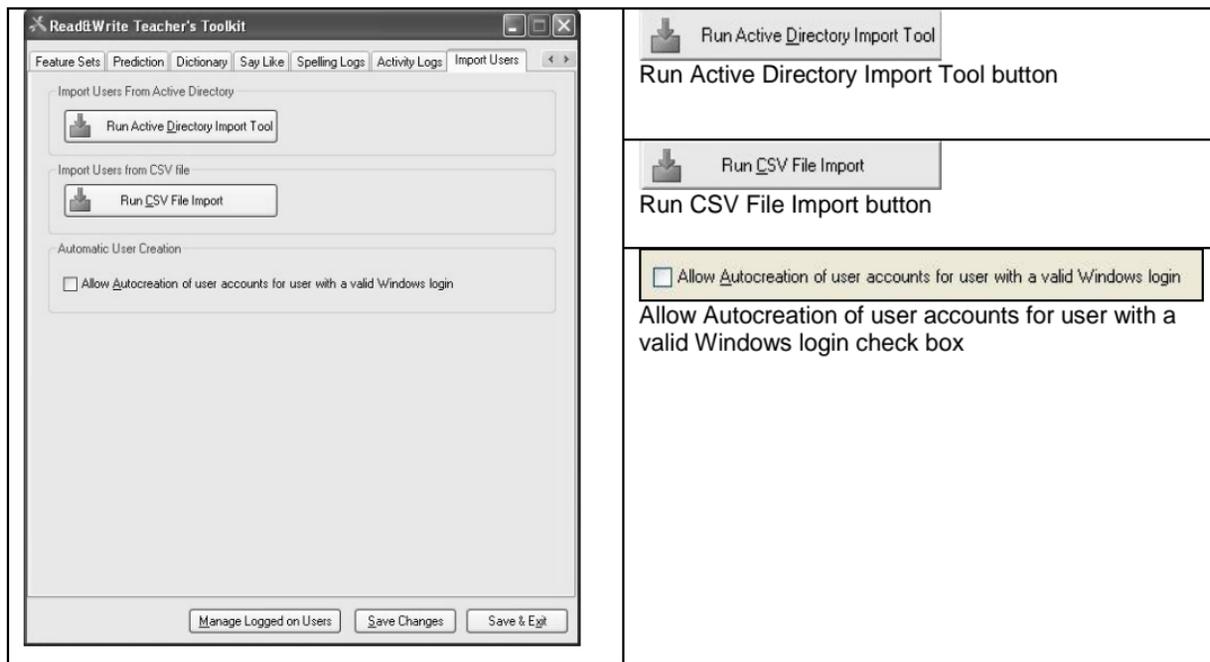
➤ *You may not be able to use the Active Directory Tool if it was disabled during the installation of Read&Write Gold Enterprise.*

To import users from the Active Directory, you:

1. Click on the Import Users tab (Figure 9-1).
2. Click on the **Run Active Directory Import Tool** button.

You see the Active Directory User Import Tool window displayed.

3. Enter the domain where the roaming profiles are located and then click on the **Connect** button.

**Figure 9-1 Import Users tab**

You see a list of groups and organizational units displayed in the list box in the left-hand side of the window.

4. To view the users in each simply click on the appropriate group/organizational unit.
5. Select the check boxes of the users who you want to import into the Teacher's Toolkit. You can click on the **Select All** button to select every user in the list or click on the **Deselect All** button to de-select any selections.
6. Click on the **Add Selected** button to add the selected users to the **Users for Export** list box.
7. If you want to remove any of the users from the **Users for Export** list

box, select the check box next to the user(s) and then click on the **Remove Selected** button.

8. When you are happy with the list of users you have selected, click on the **Export Users** button.

The imported users are added to the 'Default' user group and assigned the 'Default' feature set.

9.2 Importing users from a CSV file

You can import users directly from a CSV file.

To import users from a CSV file, you:

1. Click on the **Run CSV File Import** button.

You see a dialog box which allows you to browse for the file.

2. Select the CSV file that contains the details of the users you want to import and then click on the **Open** button.

The User Import Summary dialog box is displayed. This shows the users who were successfully imported and those who failed to import. The reason for the import failure is also displayed.

The successfully imported users are added to the 'Default' user group and assigned the 'Default' feature set.

9.3 Creating users from a CSV file using the scripting interface

All three types of Read&Write user may

be created using the scripting interface. The command is "create" followed by a filename (including path). The file specified should contain the user information, and be in comma separated value format (CSV), e.g.:

```
Toolkit.exe create filepath
```

The file format for the user creation CSV file is as follows:

- one user per line
- four columns per line: Username, Password (may be blank), User Account Type, User Group.

The User Account Type can be:

- Normal User
- Active Directory User
- Shared ID.

- *If the supplied group does not exist, the group will be created, e.g.:*

someusername,somepassword,Active Directory User,newgroup1

9.4 Creating user accounts automatically

You can specify that you want a user account to be created automatically when a new user opens Read&Write Gold for the first time. To do this, simply select the ***Allow Autocreation of user accounts for users with a valid Windows login*** check box in the Import Users tab. If you do not select this check box, users will not be allowed to log onto Read&Write Gold without valid logon details.

- *The Windows account must have Read&Write access to both the Users and Administration folders in order to automatically create their Read&Write Gold account.*
- *The new user will be assigned the 'Default' feature set and will be placed in the 'Default' user group.*

When the new user launches Read&Write Gold, they will see a wizard displayed which will allow them to tailor the system to their needs. After the user has finished setting up the system using this wizard, they can change their setup selections while using the program.

10. MANAGING LOGGED ON USERS

You can identify which users are logged onto Read&Write Gold and warn them that you are going to log them out of the system to allow you to make changes to user settings.

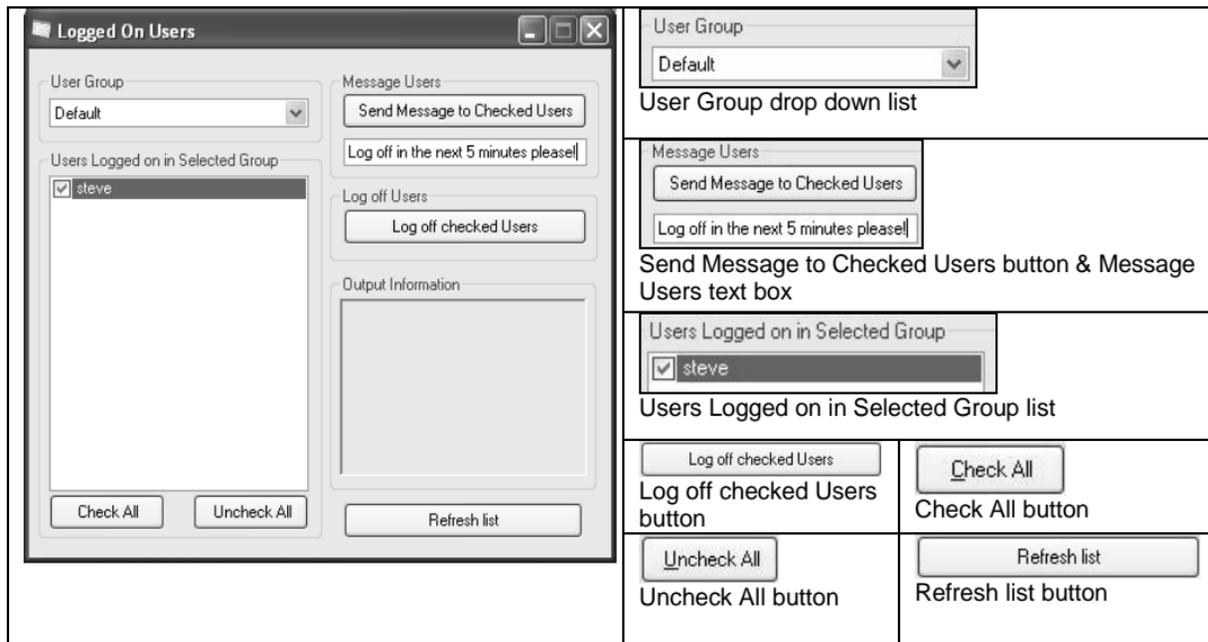
To manage logged on users:

1. Click on the **Manage Logged on Users** button at the bottom of the Read and Write Teacher's Toolkit window.

The Logged On Users window is displayed (Figure 10-1).
2. Select the user group to which the users belong, from the **User Group** drop down list.

3. Select the check boxes of the users you want to log off from the system, in the **Users Logged on in Selected Group** list. You can click on the **Check All** or **Uncheck All** buttons, as required.

➤ *The **Refresh list** button refreshes the list of users listed in the **Users Logged on in Selected Group** list.*
4. Enter a message in the text box provided under **Manage Users**, to warn users that you are going to log them out of the system.
5. Click on the **Send Message to Checked Users** button to send the warning message. This feature is dependent on NetSend commands being authorized by the network administrator.

**Figure 10-1 Logged On Users window**

6. When you are ready, click on the **Log off checked Users** button to log the selected users out of the system.
7. Click on the  button when you are finished.

11. SCRIPTING THE TEACHER'S TOOLKIT

The Teacher's Toolkit in Read&Write Gold has a scripting interface (a command line interface, or CLI). You may carry out the following operations via the scripting interface/CLI:

- create users
- delete users
- clone users (from one Read&Write install to another, e.g. one school to another, retaining user data)
- add Dictionary definitions
- add Synonyms.

Any success or error messages are outputted to the console and standard DOS console switches will work.

To append the console output to a file the following standard DOS switch may be used: `>>filename` e.g.

```
Toolkit.exe >>C:\out.txt clone  
C:\cloneme.csv
```

All other standard console output switches (`| more`, `>filename`) will also work.

11.1 Creating users



For information on creating users using the scripting interface, refer to Section 9.3, 'Creating users from a CSV file using the scripting interface'.

11.2 Deleting users

Users may be deleted from Read&Write using the following command:

Toolkit.exe delete *filepath*

The file format for the user deletion CSV file is as follows:

- one user per line
- one column per line: Username, e.g.
someusername
someotherusername

11.3 Cloning a user:

Users may be cloned from one Read&Write install into another using the following command:

Toolkit.exe clone *filepath*

The file format for the clone user CSV file is as follows:

- one user per line
- five columns per line: Username, Password (may be blank), User Account Type, User Group, path to user folder to clone.

The User Account Type can be:

- Normal User
- Active Directory User
- Shared ID.

➤ *If the supplied group does not exist, the group will be created, e.g.:*

Migcreate0,,Active Directory User,
newgroup1,H:\Users\create02

11.4 Adding a definition to the dictionary

Dictionary definitions may be added, appended or replaced using the following command:

define filename

The file format for the definition CSV file is as follows:

- one definition per line
- five columns per line: Word, Definition (MUST NOT CONTAIN COMMAS), AppendFlag, CustomDictionaryFlag, ReplaceFlag.

The AppendFlag will choose what to do if a definition already exists:

- “true” – appends if there is a definition
- “false” – does not append.

The CustomDictionaryFlag will choose whether or not to add the definition to the spelling dictionary:

- “true” – adds the definition
- “false” – does not add the definition.

The ReplaceFlag will:

- “true” – replace an existing appended definition with the specified one
- “false” – append to any existing definitions.

For example:

Dog, a member of the genus Canis (probably descended from the common wolf) that has been domesticated by man since prehistoric times, true, true, true

11.5 Adding a synonym to the dictionary

Synonyms may be added using the following command:

synonym filename

The file format for the synonym CSV file is as follows:

- one definition per line
- two columns per line: Word, Synonym.

For example: Dog, Canine

- *Words may be added multiple times to facilitate adding more than one synonym per word.*
- *To append the console output to a file, the following standard MS-DOS switch may be used: >>filename e.g.:*

```
Toolkit.exe >>C:\out.txt clone  
C:\cloneme.csv
```

All other standard console output switches (`| more`, `>filename`) will also work.

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