INSTRUCTOR: Detailed WPM Report

Arlene Zimmerly, Coauthor
Gregg College Keyboarding & Document Processing, 11e

Note: This presentation is intended for instructor use only. You will learn about Course Manager’s Detailed WPM Report feature. Your specific procedures may vary.
Preferences

- Preferences settings for Messaging, Resources, Gradebook, Formatting Assistant, Score Keystroking, and Proofreading Viewer affect GDP screen content and functionality.
- Your GDP screens may vary from those shown in this presentation.
Student Portfolio Report Filter:

- Provides access to all timed writing results.
- Can be filtered by Timed Writing category, lesson and date range, duration, and so forth.
- It cannot filter to the best timed writings results based on a given speed and error tolerance.
- It cannot filter for results from an entire Campus, Class, or Section.
Detailed WPM Table Report

The **Detailed WPM Table** report:

- Generates a listing, for example, of all timed writings or only the best timed writings for a given student, Campus, Class, or Section or for multiple Classes and Sections.
- Includes **columns for WPM and Errors** so you can view all results simultaneously.
- Is useful at the end of a school term when you need easy access to all timed writing results data for the school term, which you can filter specifically in order to calculate a final grade for timed writings that reflects your course standards.

**Note:** See the handout “Managing Detailed WPM Reports in Course Manager” for details on all topics in this presentation.
Steps: Detailed WPM Table Report

1. Under **Users**, click **GPS, Reports** tab.
2. Click the **Report Type** list arrow, **Detailed WPM Table**.
3. Click **Include Results from Student** (one student at a time), **Campus** (all students across the campus), or **Class** (select desired Class) and **Section—All** (one Class and all Sections), or **Class** (select desired Class) and **Section** (select desired Section) to view the desired Class and one specific Class Section.
4. Enter the number of best timings to display per segment and the number of errors per timed writing permitted—higher numbers generate more results but are slow to display.
5. Uncheck **Select All**; check **Timed Writings** for timings only.
6. Check/uncheck **1'**, **2'**, **3'**, and/or **5'** for timed writing duration.
7. Click **Segment timings by**; choose either **Textbook**, **Part**, **Unit**, or **Lesson—All**, **Part**, **Unit & Tests**, or **Lesson**.
8. Click **View Report**.
Table Displays Automatic Averages for WPM and Errors

- Note that the average WPM for 39 and 34 of 36.50 is calculated automatically and displayed in the table.

- Errors are averaged and displayed as well.

Note that the WPM average of 36.50 and the error average of 1 for these timings is calculated automatically.
Include results from: **Student**

- To view results for one student at a time based on applied filters.
Include results from: Campus

- To view results for all students across the campus based on applied filters.
Include results from: Class

- To view results for one Class and all Sections based on applied filters.
Include results from: **Section**

- To view results for one Section of a Class based on applied filters.

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**Keyboarding 1, Spring 11** *(Detailed WPM Table)*

<table>
<thead>
<tr>
<th>Segment</th>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Title</th>
<th>Attempt</th>
<th>WPM/DPN</th>
<th>Errors</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Phillips</td>
<td>Cody</td>
<td>cp</td>
<td>1: 1-Minute Timed</td>
<td>7</td>
<td>20</td>
<td>0</td>
<td>00:01:00</td>
<td>10/17/2011 10:12 AM</td>
</tr>
<tr>
<td>Part 1</td>
<td>Phillips</td>
<td>Cody</td>
<td>cp</td>
<td>1: 1-Minute Timed</td>
<td>6</td>
<td>10</td>
<td>0</td>
<td>00:01:00</td>
<td>10/17/2011 10:11 AM</td>
</tr>
<tr>
<td>Part 1</td>
<td>Phillips</td>
<td>Cody</td>
<td>cp</td>
<td>1: 1-Minute Timed</td>
<td>5</td>
<td>10</td>
<td>2</td>
<td>00:01:00</td>
<td>12/20/2010 12:57 PM</td>
</tr>
<tr>
<td>Part 1</td>
<td>Yahoo</td>
<td>Arlene</td>
<td>ay</td>
<td>2: 1-Minute Timed</td>
<td>2</td>
<td>57</td>
<td>3</td>
<td>00:01:00</td>
<td>11/16/2010 7:52 PM</td>
</tr>
</tbody>
</table>

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*Avg: 37.13  Avg: 1.05*
Include the "x" best timings per segment

Include timings with "x" or fewer errors

- Limit the number of timings per segment and the number of maximum errors as desired.
- The higher the number, the broader the results—limits may be set as high as 99.
Include timings from:

- Check **Select All** to clear all boxes.
- To apply a sub-filter, such as 1', 2', 3', and/or 5' for timed writing duration, check **Timed Writings** and the duration as well where applicable.

**Note:** If a student selected a 3' time limit on a 5-Minute Timed Writing exercise, results of that timed writing will be reported via the 3' sub-filter, not the 5' sub-filter.
Segment examples: Filter for best “2” timings for 1 student per segment returns:

- **Textbook:** All of Lessons 1-120 (2 best timings in all lessons).
- **Part:** Each of 6 parts (2 best timings in each part; potentially 12 timings).
- **Unit:** Each of 24 units (2 best timings in each unit; potentially 48 timings plus any test timings)
- **Lesson:** Depends upon selected sub-filters: All, Part, Unit & Tests, or Lesson
“2” best timings with “5” or fewer errors per Textbook segment:

Perhaps at end of school term, use Textbook segment to find 2 best 5' Timed Writings taken all term for all lessons:

Use filters that parallel your course requirements for a final timed writing grade.

Try setting the “best timings” and “errors” filters higher to return broader results.
“2” best timings with “5” or fewer errors per Lesson, All segment:

Click **Edit** to edit any Report filters; click **Refresh Report** to view new results.

The segments **Textbook** and **Lesson, All**, return the same results.

Either segment setting will return identical results.
Lesson Segment Examples:

Filter for best “2” timings for 1 student per narrowed segment returns:

- **Lesson—All, all of Lessons 1-120**: 2 best in *all* lessons (same results as Textbook segment; potentially 2 results per student).
- **Lesson—Part, Part 1**: 2 best in Part 1 (L. 1-20) only (potentially 2 results per student).
- **Lesson—Unit & Tests, Unit 1 (1-5)**: 2 best in Unit 1 (L. 1-5) only (potentially 2 results per student).
- **Lesson—Lesson, Lesson 1**: 2 best in Lesson 1 only (potentially 2 results per student).
Custom & Open Timed Writings

Under **Segment timings by**, you can choose **Custom Timed Writing** or **Open Timed Writing** if you are using any of these timing categories.
Edit Parameters

To hold all settings and reset any filters after your results have displayed, click Edit, not the Reports tab, which will return all previously set choices to default settings. In the Edit Details dialog box, change any choices as desired.

➢ Perhaps click the list arrow next to Include Results from Student to view a different student.

➢ Perhaps click the list arrow next to Class to view a different Class.

➢ Perhaps click the list arrow next to Section to view a different Section.

Note: Resetting parameters via the Edit button is preferable to clicking the Reports tab to move to the original screen where you must reset all your parameters.
Edit Parameters & Refresh

Edit filters and click Refresh Report.

- **Student** to change student.
- **Class** to change Class.
- **Section** to change Section.
- **Include timings from** and **Segment timed writings by** as desired.
Adjust Filters

To filter for timed writings administered as a test on 11/18/10 from noon to 2 p.m., for example, set filters as follows:

- Type the date, or use the calendar popup.
- Type the time, or use the time view popup.
- Click the Filter button; from the drop-down list, click Greater Than to filter for results beginning on 11/18/10 with a time greater than (later than) 12:00 PM.

Note: Other filters can be set in a similar way. Give them a try.
Export Detailed WPM Table Report to Excel

- Display report with desired parameters as explained earlier.
- From the **Actions** menu, click **Export**.
- Follow the prompts to **Open** or **Save** the Excel file, which vary with your browser.
- Use **Excel’s sort feature** to sort on the column headings:

![Excel table with column headings]
Sort in Excel

- Sort by **Date** using Date Filters.

- Sort in **alphabetical** or **numeric** order from A to Z (lowest to highest) or Z to A (highest to lowest).

- Sort **Time** by the length of the timed writing in ascending or descending order.
### Detailed WPM Chart Report

Note that this Detailed WPM Table Report for Lesson 26 includes two timed writings—one at 62 wpm and one at 64 wpm for an **average WPM of 63**. Use the *Detailed WPM Chart* to display this table data in chart format.

#### Table Data

<table>
<thead>
<tr>
<th>Segment</th>
<th>Title</th>
<th>Attempt</th>
<th>WPM/DPM</th>
<th>Errors</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 26</td>
<td>26 C : 3-Minute Timed Writing</td>
<td>5</td>
<td>64</td>
<td>3</td>
<td>00:03:00</td>
<td>11/16/2010 9:00 PM</td>
</tr>
<tr>
<td>Lesson 26</td>
<td>26 C : 3-Minute Timed Writing</td>
<td>4</td>
<td>62</td>
<td>1</td>
<td>00:03:00</td>
<td>11/16/2010 8:56 PM</td>
</tr>
</tbody>
</table>

62 + 64 / 2 = 63 (average WPM)
Detailed WPM Bar Chart

The Detailed WPM Chart report:

- Generates a bar chart of the **average WPM results** for the “x” best timed writings within the specified error tolerance for a given student, Campus, Class, Section, or multiple Classes and Sections.

- Is based upon the Detailed WPM Table results.

- Is useful for viewing the average timed writing WPM for individual students for the best timed writings within the error tolerance.

- Is useful for viewing Student, Campus, Class, or Section trends.
An **Average** WPM speed of **63** is displayed in the **Detailed WPM Chart** report for this student:

63 wpm is an average of 62 wpm and 64 wpm, which this student earned after taking two 3-minute timed writings on Lesson 26.
In this example, filters were set to display the averages for the 5 best timings with 5 for fewer errors for the Unit segment for this student. It’s easy to see the upward trend in Average WPM as this student increased her average speed in each unit from 40 to 61.
Steps: Detailed WPM Chart Report

1. Under USERS, click GPS, Reports tab.
2. Click the Report Type list arrow, Detailed WPM Chart.
3. Click Include Results from Student (view one student at a time).
4. Enter the number of best timings to display per segment and the number of errors per timed writing to allow—higher numbers generate broader results but are slower to display.
5. Uncheck Select All and check Timed Writings to view only timed writings.
6. Check/uncheck 1', 2', 3', and/or 5' for timed writing duration.
7. Click Segment timings, and choose either Textbook, Part, Unit, or Lesson—All, Part, Unit & Tests, or Lesson.
8. Click View Report.
9. Note the display of Average WPM speed for that student on a given lesson on the chart.
Portfolio Button

Click the Portfolio button for quick access to individual Student Portfolios where you might wish to add an Annotation or General Comment.

View this movie for details:
Feedback?

If you have any questions on this feature or GDP, please send an e-mail: arlene_zimmerly@hotmail.com

Enjoy using the Detailed WPM Reports!

Note: This presentation was created as a generic guideline for instructors. Your specific procedures may vary.