




MANAGING NEW STUDENTS IN COURSE MANAGER

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 *BP: Indicates a “Best Practice” routine in GDP.

 **Note!** The screen shots in this handout in some cases represent Classes and Sections in which the Interim Gradebook is enabled and in use. If you do not have a Gradebook enabled, your views and some features will vary. The enabling or disabling of Messaging, Resources, Formatting Assistant, Hide Format Scoring from Student, Score Keystroking, and Proofreading Viewer also affects the appearance of GDP screens:

<p>Default Preferences</p> <p>Messaging Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Resources Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Gradebook Type: <input type="text" value="Interim"/></p>	<p>Document Processing</p> <p>Formatting Assistant: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Hide Format Scoring from Student: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Score Keystroking: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Proofreading Viewer: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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Note! The Course Manager actions that follow can be accomplished as either as an Administrator or Full Instructor. (See the “GDP11 Course Manager User’s Guide” in GDP Help for details.) Check with your school regarding your own assigned role(s). **All steps below assume that you have logged in as a Full Instructor unless otherwise indicated.**

Use Temporary Expiring Codes for New Students

Instructors may request temporary expiring codes from their sales rep or from the Digital Products Support Center. When the temporary registration code expires on the first minute of the first day after the expiration date and the student logs in, he will be prompted to enter a new code. When the permanent registration code is entered, all work will transfer seamlessly.

Use Proficiency Codes to Place Students

Special Proficiency Codes are available from [C.A.R.E.](#) or your representative to provide student access solely to Placement Tests via My GDP, Placement Tests, and any other options available there such as Portfolio, Resources, and My Info. These students should be assigned to a special Class you create and reserve specifically for administering Placement Tests. You must also enable these Placement Tests via Scheduling to make them appear in the GDP Lesson menu. See [GDP Placement Tests](#) and [Scheduling & Report Strategies for Testing & Document Processing \[PDF\]](#), “Scheduling and Placement Tests,” for details.

To view a list of Proficiency Students:

1. Under **USERS, Students, Students** tab, **Class** box, select the desired class.
2. From the Student Type box, click **Proficiency Student**.
3. From the **Actions** menu for that student, click and desired action such as **Edit** or **View Portfolio**.

Prepare Excel (CSV) Roster for Import (optional)

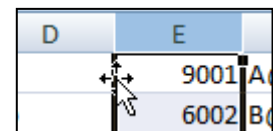
If you have a class roster saved as an Excel file, you may use it to copy and paste information from that file into the corresponding GDP fields when you create a new student in Course Manager. Or you can do a batch import of your class roster to create new students and assign them to your class section more efficiently as follows:

1. Open the Excel file; rearrange and delete columns and rows so information appears in the columns in the order shown below; **delete all extra rows and columns except those shown in the [Final Roster Arrangement illustration](#)**—use **Undo (CTRL + Z)** if you make a mistake.

Note: To delete a row in Excel, click the **row header** number (on the left of the spreadsheet) of the desired row—this action selects that numbered row; right-click and click **Delete**.

Note: To delete a column in Excel, click the **column header** letter (on the top of the spreadsheet) of the desired column to select it; right-click and click **Delete**.

Note: To move an Excel column, click the **column header** letter (“E” in this example) of the desired column—this action selects that column;



mouse over either column border on the right or left until you see the move pointer; hold down the **SHIFT** key and drag and drop the selected column into place over the desired column letter to push that column over.

- If desired, verify that students can edit their own information under My GDP:
 - a) Log on to **Course Manager as Full Instructor**; under **USERS**, click **Classes**.
 - b) Under the **Classes** tab, select the class; under the **Actions** menu, click **Edit**.
 - c) Under the **Preferences** tab, **Edit Profile, Change Email**, click **Yes**.
- **The order of columns of your final roster must match the order in the illustration below exactly with all other rows and columns deleted!**
- All cells must have information entered:
 - a) **Student ID** and **Username** must be unique; add date after them to identify term and distinguish a returning student; for example, add “F10” to represent “Fall 2010.”
 - b) **Username** and **Password** will be case sensitive when students use them to log on.
- If you included Registration Codes (which is unlikely), codes would appear in Column G.

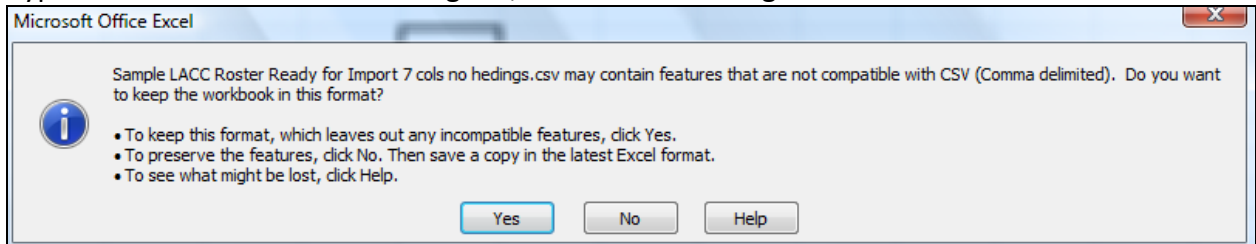
FINAL ROSTER ARRANGEMENT

	Student ID MUST BE UNIQUE perhaps school campus ID plus date	Last Name	First Name	Username MUST BE UNIQUE; CASE SENSITIVE perhaps repeat Student ID	Password CASE SENSITIVE perhaps lowercase initials	Email real or fictional if unknown see Set Up E-Mail Accounts
	A	B	C	D	E	F
1	806900121F10	ALVA	JOE	806900121F10	ja	JoeA@gmail.com
2	173600122F10	BILTMORE	SADIE	173600122F10	sb	x@xx.com
3	750900123F10	CHAVEZ	MARIE	750900123F10	mc	x@xx.com
4	771100124F10	CORNWALL	LINDA	771100124F10	lc	x@xx.com
5	554900125F10	COVAS	CAL	554900125F10	cc	x@xx.com
6	574300126F10	JOHNSON	WANDA	574300126F10	wj	x@xx.com

2. Save the roster in csv format: Press **F12**; from the **Save As** dialog box, **Save as** type box, click **CSV (Comma delimited) (*.csv)**, **Save**.

File name:	Sample LACC Roster Ready for Import.csv
Save as type:	CSV (Comma delimited) (*.csv)

3. If you see this prompt, click **Yes**; close the file; reopen the file to look at it—all e-mail hyperlinks and borders should be gone; close and save it again.



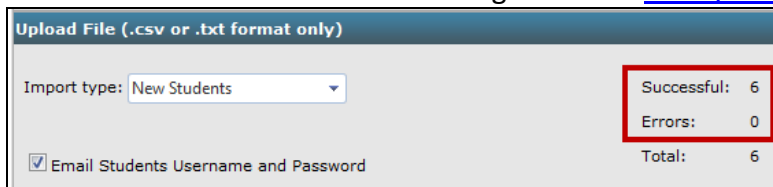
Import Excel (CSV) Roster (optional)

1. From the **Classes** tab, click the expand arrow next to the class name to expand the Section; click the desired **Section Name**.
2. Under the **Actions** heading, click the list arrow; then click **Import Students**.
3. Under **Import** type, click the list arrow, and click **New Students**.
Note: Use the **New Students** option to import students who do not already exist in GDP.
4. If desired, check **Email Students Username and Password** to have the GDP system [automatically email](#) each student your school's custom URL and a username and password.



Note! Some messages will bounce or not be seen due to incorrect or fictional e-mail addresses or SPAM filters.

5. Next to the **File to upload** box, click **Select**; browse to select the csv file.
6. Click **Import**. When the import is complete, **Course Manager** will indicate the number of students that were successfully imported. If there were errors, the **Errors** box will display information about each error. You might wish to [view your assigned student list](#).



Note! Students are automatically assigned to the **Class** and **Class Section** specified in [step 2](#) above when the import is complete.

Set Up E-Mail Accounts

You must enter an e-mail address for each student to [create a new student in Course Manager](#). If students self-register at the GDP log-on screen, they will need to have an e-mail account. For students you pre-enroll, you could:

- Use a fictitious e-mail address (which students can edit later in My GDP) in the Email box when you create a new student.



Caution! Remember that GDP generates an automatic e-mail with the username and password when you pre-enroll a student. If the e-mail account is fictitious or incorrect,

that message will bounce and you will need to inform these students in some other way as to their usernames and passwords.

- Use the student’s school e-mail address, if desired and if you know it.
- Set up a real e-mail account for that student in advance.

To set up a real e-mail account in advance:

1. Use an e-mail provider that has a simple sign-up—here are screens for [Hotmail](#) and [Yahoo](#):

Create your Hotmail account
This is your Windows Live ID—it gets you into other services like Messenger and Xbox LIVE. All information is required.

Already using Hotmail, Messenger, or Xbox LIVE? [Sign in now](#)

Hotmail address: @

Create a password:
6-character minimum, case sensitive

Retype password:

Alternate e-mail address:

Or choose a security question for password reset

First name:

Last name:

Country/region:

State:

ZIP code:

Gender: Male Female

Birth year:

YAHOO!
With a Yahoo! Account, get free email and other leading web services.

Name:

Gender:

Birthday:

Country:

Postal Code:

Select an ID and password

Yahoo! ID and Email: @

Password:

Re-type Password:

In case you forget your ID or password...

Alternate Email (optional):

Secret Question 1:

Your Answer:

Secret Question 2:

Your Answer:



Tip: New students often forget their address/user ID and password—consider the following practices to alleviate this problem:

- For the e-mail address name, suggest they use their complete first and last name, all lowercase. (If that name is already taken, perhaps add a middle initial or a birth year.)
- For a password, suggest they use a birthday month spelled out followed immediately by the date (no space in between). Or for the sake of convenience, consider assigning the same password for all students—perhaps “temp.”
- At the GDP log-in screen, click **Forgot your password?** and follow the prompts to receive a username and password reminder via e-mail by entering a Username, Email, or Student ID from the Recover Log In Credentials dialog box.

Log In

Username:

Password:

[Forgot your password?](#)

Create and Assign a New, Unregistered Student to a Class Section

1. Under **USERS**, click **Students**; click the **Create** tab.

The screenshot shows the 'Create' tab for adding a new student. The form is organized into three columns: Personal Information, Contact Information, and Login Information. The Personal Information column contains fields for * First Name, * Last Name, and * Student ID. The Contact Information column contains a field for * Email. The Login Information column contains fields for * Username, * New Password, and * Confirm Password. Below these columns is an optional field for Registration Code. A 'Reset' button is located at the top left of the form area, and a 'Next' button is at the top right. The left sidebar shows the 'USERS' menu with 'Students' selected.



Note: Students will be [assigned to a Class Section](#) later. If you forget to assign a student, that student will not appear in your class list.

2. If desired, copy and [paste information from the school roster](#) into these boxes: **First Name**, **Last Name**, and **Student ID**; otherwise, just type information yourself.

Note: The **Student ID** must be unique and is associated with the **Registration Code**, which you would leave blank—the student fills in a purchased **Registration Code** after logging in to GDP initially. A good choice for the **Student ID** field would be the ID assigned to each student by your school plus a date to identify the school term such as “F10” for “Fall 2010.”

3. **Email** box: You must enter an e-mail address for each student at this point. If you don’t have it, you can make up a fictitious e-mail address that GDP will accept, such as “x@xx.com”; [automated e-mails](#) to fictional addresses obviously will bounce.



Note: Make sure you set up your class in **Course Manager** so that your students can edit any fictional or incorrect information for them after they log on as follows:

- a. Under **USERS**, click **Classes**.
- b. Under the **Classes** tab, select the class; under the **Actions** menu, click **Edit**.
- c. Under the **Preferences** tab, **Registration Preferences**, set these choices accordingly:

The screenshot shows the 'Registration Preferences' settings. It includes the following options:

- Self Register: Yes No
- Enrollment Password:
- Edit Profile: Yes No
- Change First Name: Yes No
- Change Last Name: Yes No
- Change Username: Yes No
- Change Password: Yes No
- Change Email: Yes No

4. Assign a **Username**, which must be unique, and a **Password**. Both are case sensitive, so keep them lowercase, short, memorable, and easy to type—you can set your **Class Section Preferences** so that students can edit these fields later in **My GDP**.
 - a. For a **Username**, perhaps repeat the Student ID or assign the first initial of the first name and the last two initials of the last name.
 - b. For a **Password**, perhaps use their initials.
5. Leave **Registration Code** blank.



Note! Students must buy a **Registration Code**, which is included with the textbook in most cases, and will fill the code in when they log in to GDP initially and register. (Codes for instructor use can be obtained from your school’s [Sales Representative](#).) A student is classified in Course Manager as “**Unregistered Student**” until a Registration Code is entered; then the student is reclassified as “**Full Student**.” Even if you checked **Registration Closed** in the **Edit Details** dialog box for a class or class section, any student you have pre-enrolled can log on initially with their credentials and will be prompted to enter a Registration Code. See [Managing Classes & Preferences in Course Manager](#), “To Close a Class Section to Prohibit Self Registration.”

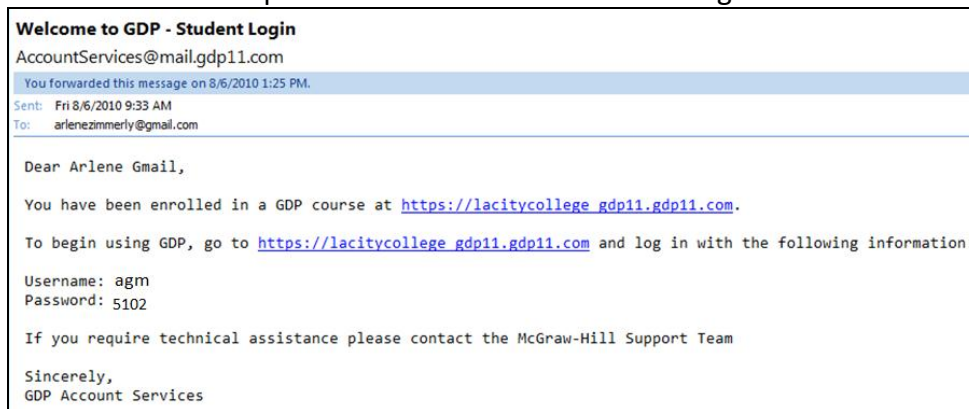
6. Click **Next**. Review the **Student Details** tab and click **Edit** as needed to edit any information.
7. Click the **Assign Class** tab. Click the **Class** box list arrow, select the desired class, and click **Save**. A confirmation should appear: “The student has been assigned to . . .” followed by the **Class** name and **Class Section**.



Note! If you forget to assign a student, that student will not appear in your class list! Click [here](#) for steps to [access a list of assigned students](#) for a given class or section:



Note! When you click **Save**, GDP automatically sends that student an e-mail with your schools’ custom URL, a username, and password. This e-mail might bounce due to an incorrect or fictional e-mail address, or it might be sent to the students SPAM/Junk file. Here is an example of the automated e-mail message:



Access Assigned Student List



Note! If you forget to assign a student to a class section, that student will *not* appear in these lists, which show Active (non-archived), assigned students. Click [here](#) for steps to assign a student.

To view a list of Active (non-archived) and Archived Students:

1. Under **USERS**, click **Students**.
2. Under the **Archive** tab, under **Active Students** in the left pane, set the **Class** box filter to display either **All Students** (in all classes assigned to that **Full Instructor**) or to display only students assigned to the desired **Class** for that **Full Instructor**.

Note: If you select a particular class, a **Section** box will appear; from the **Section** box, set the filter to display the desired class section.

3. View the **Active Students** list in the left pane.
4. View the **Archived Students** list in the right pane.

To view a list of Active (non-archived) Students to edit a student:



Note! Archived students do *not* appear in this list.

1. Under **USERS**, **Students**, **Students** tab, **Search for Students**, note that **Show My Classes** is selected; note that in the **Class** box, **All** is selected.
2. In the **Results** bar, note the number in parentheses to the right of **Results** indicating the total number of students.
3. Scroll through the results on the page; use the navigation buttons at the bottom to scroll through multipage results.
4. When the desired student is displayed, from the **Actions** menu for that student, click **Edit**.

To refine and filter your student search:

1. Click repeatedly on the column names to sort columns in descending or ascending order by **Username**, **Student ID**, **Last Name**, and **First Name**.
2. Set filters under each column heading to narrow your search:
 - a. Type the desired characters in the desired filter box; then click the filter icon by each filter box to filter based on the typed characters or choose one of the desired filters from the drop-down list.



Tip: Typing a student's first or last name in the **Last Name** or **First Name** box and clicking the filter icon is a quick way to find a student.

- b. To remove the filters, click **NoFilter** from the drop-down filter list.
3. From the **Class** box, choose a desired class to narrow your search; when the **Section** box appears, choose a desired section to further narrow your search.
 4. From the **Student Type** box, check the desired student type to narrow your search.

To view a list of all Available (unassigned) Students and Assigned Students:

1. Under **USERS**, click **Classes**.
2. Click the right expand arrow to the left of the class name to expand the class.
3. Under the **Actions** menu **for the desired section**, click **Edit**.
4. Note that a secondary row of tabs appears below the original tabs—from the secondary row, click the **Assign Students** tab.
5. The **Available Students** pane on the left displays a list of all unassigned students on a campus, and the **Assigned Students** pane on the right displays a specific list of assigned students only for the particular class **Section** specified in the **Actions** menu in step 3.

To remove an Assigned, Full (registered) Student from a Class Section:



Note! A **Full Instructor** may assign an available student (any student who has not yet been assigned to a class) only to a Class or Section that was created and assigned to that instructor—only that instructor's Classes and Sections are listed.

1. Click any desired student under **Assigned Student**.
2. Click **Remove** to move the student to the **Available Students** list.

Note: If you remove a **Full (registered) Student** from a Class Section, when that student logs in, he/she will be prompted to register for GDP and enroll in an available class from a displayed class list.

Register for GDP

Please choose a class section from the list below and click **Enroll**.

Class
CAOT 1 (Bell/M-Th/1008)
CAOT 1 (Morimoto/F/1006)
CAOT 1 (Morimoto/Online/1012)
CAOT 1 (Rosario/MW/1012)
CAOT 1 (Scott/MW/3465)
CAOT 1 (Staats/Sat/1009)
CAOT 2 (002 - Sambrano)

Enroll

To assign an Available (unassigned), Full Student to a Class Section:

1. Under **USERS, Students, Students** tab, [find the desired student](#). (Remember to check **Show All Classes** since the student is unassigned at this point.)
2. From the **Actions** menu for that student, click **Edit**.
3. From the new secondary set of tabs that appears, click the **Assign Class** tab; note that the **Class** box displays **None**.

Yahoo, Arlene (Full Student)
Student ID: ay

Actions: [Dropdown]

Student Details | **Assign Class**

*****Students may only be assigned to one class and section at a time.*****

Student assigned to:

Class: [None]

Auto archive old student data. Checking this box will automatically archive all of the student's previous data while leaving the student's personal information intact. This cannot be undone without contacting support. Archived data for students can be viewed from Students --> Archive --> Historical.

Save

4. Click the **Class** box list arrow and click the desired class.
5. When the **Section** box appears, click the list arrow, click the desired section.
6. If you prefer to have a reassigned student start with a blank Portfolio, empty the Student Portfolio (auto archive old student data) when you reassign the student.

To empty the Student Portfolio: Check **Auto archive old student data**, and click **OK**. (Note that checking this box will automatically archive all previous data for that student while leaving the student's personal information intact. Also note that this action cannot be undone without contacting support.)

7. Click **Save**.

Or:

1. Under **USERS, Classes**, click the arrow next to the **Class Name** to expand it.
2. From the **Actions** menu for the desired **Section**, click **Edit**.
3. From the new secondary set of tabs that appears, click the **Assign Students** tab.
4. From the **Available Students** pane on the left, click the desired student; from the center section, click **Add** to move the student to the **Assigned Students** pane.



Note: If you do not see the desired student under **Available Students**, assign that student using the steps under "[Reassign a Student to a Class and Class Section](#)." If you wish to empty the Student Portfolio, follow step 7 in the preceding section from the Assign Class tab.

To view a list of Assigned Students and their Progress Reports:

1. Or under **GPS, Reports** tab, **Report Type** box, click **Progress**.
2. In the **Include students from—Class** box, click the desired class; to narrow the results, click the desired section from the **Section** box.
3. Click **View Report** to see a **Progress Report** for active, assigned students.

Reassign a Student to a Class and Class Section



A **Full Instructor** may reassign a student to any Class or Section that was created and assigned to that instructor; however, only that instructor's Classes and Sections are listed. Use these steps to assign or reassign a student to a Class and a Class Section if:

- You forget to assign a new student when you created that student—that student will be missing in your Class list.
 - You [archived](#) that student account—an archived student will not appear in your Class list. You must [activate that student first](#), and then you can reassign that student.
 - You deleted a class and/or a Class Section—see [Managing Classes & Class Preferences in Course Manager \[PDF\]](#), “Delete an Existing Class” and “Delete an Existing Class Section.” Both Full Students and Unregistered students are preserved along with their Portfolio when a Class Section has been deleted. However, all grades are deleted.
 - You [removed a student from a Class Section](#).
1. Under **USERS, Students, Students** tab, [find the desired student](#).
 2. From the **Actions** menu for that student, click **Edit**.
 3. From the new secondary set of tabs that appears, click the **Assign Class** tab. (If **None** displays initially in the class box, that student is unassigned at that point.)
 4. From the **Class** box, click the list arrow and click the desired class. For example:
 5. When the **Section** box appears, click the list arrow and click the desired Section.
 6. If you prefer to have a reassigned student start with a blank Portfolio, empty the Student Portfolio (auto archive old student data) when you reassign the student.

To empty the Student Portfolio:

- a. Follow the steps 1-6 above.
 - b. Check **Auto archive old student data**, and click **OK**. (Note that checking this box will automatically archive all previous data for that student while leaving the student's personal information intact. Also note that this action cannot be undone without contacting support.)
7. Click **Save**.

To view archived student data:

- a. From **USERS, Students**, click the **Archive** tab;
- b. From the secondary **Archive** tab, click the **Historical** tab.
- c. Filter to the desired student and click the **Portfolio** icon to open the Portfolio.
- d. Click **Export** if you want to export the Portfolio data to **CSV**, **Excel**, **HTML**, or **Word** format.

Delete Unregistered Student

You can delete only unregistered students (those who have not entered a Registration Code). Registered students may be [archived](#) or [reassigned](#) to move them off your Class roster.

1. Log in to **Course Manager** as a **Full Instructor**.
2. Under **USERS**, click **Students**.
3. From the **Students** tab, for the desired student, click the **Actions** arrow; then click **Delete**.

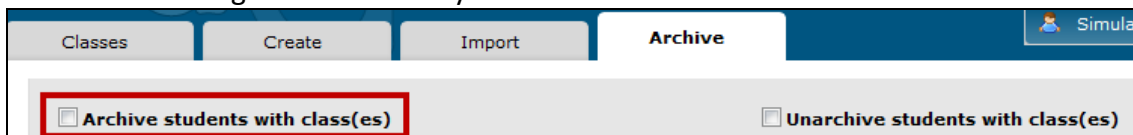
Archiving Full (registered) Student (BP*)

Any Full Student who has registered with a **Registration Code** cannot be deleted from the GDP system—the **Delete** option will be dimmed on the **Actions** menu for that student. When a Full Student drops your class or when the student finishes your class, simply archive that student to remove that student from your active Class roster and from Course Manager Student lists. Archived students still have valid registration in GDP so that they don't have to purchase a new **Registration Code** if they later wish to be reassigned to another class.



Best Practice!

- Consider archiving students when you archive a Class or Section.



- **Once a student is archived, that student is basically “invisible” in Course Manager and can be found only from the [Archive tab](#).** To resume further actions to an archived student, [move that student from the Archived list to the Active list](#), which reassigns these students to their original Class Section assuming that Class Section was archived and not deleted. Those students reappear on the list of students on the **Students** tab. When you edit a student in an archived Class and click the **Assign Class** tab, under **Student assigned to:**, **Class, None** is displayed meaning that student is unassigned. Even so, the student can continue to log on, work, and work is saved to the **Portfolio**.
- Delete a Class or Section only before students have been assigned to it. Archive a Class and Class Section rather than deleting them, particularly if you are interested in preserving the grades recorded in the Gradebook tab, Required Exercises List. Although you can still edit pre-existing grades in the Portfolio of a student who was assigned to a deleted Class Section, because the Class Section no longer exists, the associated Required Exercise List no longer exists. Both Full Students and Unregistered students are preserved along with their Portfolio when a Class and Section have been deleted. However, all grades revert to a “?” when students are reassigned to another class. If you wish to save a record of student grades, from **GPS, Gradebook** tab, click the desired Section from the **Section** box; under **Section Summary**, click the **Required Exercises List** icon for the desired student; from the **Required Exercises List** dialog box, click **Export**, and follow the prompts to save the exported Excel file. See [Managing Classes & Preferences in Course Manager](#) for details.



Note! If you've already archived a Class and/or Section and want to archive those students, first restore the Class and/or Section. GDP will reassign students to the restored Class Section; then you can easily archive all these students at once.

To move students from Active to Archived (and vice versa):

1. Under **USERS, Students**, click the **Archive** tab.
2. If desired, from the **Class** box, set the filter to display the desired class; otherwise, go directly to step 3.
3. In the list of **Active Students** in the left pane, select the desired student.

Note: To select a contiguous range of students in order to move a selected group of students all at once, click the first desired student name, scroll down, hold down the **SHIFT** key, and click the last desired student name; then continue to step 4.

4. In the center, click **Add** to move the student to the **Archived Students** list in the right pane.

Or:

In the list of **Archived Students** in the right pane, select the desired student; in the center, click **Remove** to move the student to the **Active Students** list in the left pane.

Access Archived Student List

1. Under **USERS, Students**, click the **Archive** tab
2. Under **Active Students** in the left pane, set the **Class** box filter to display either **All Students** (in all Classes assigned to that **Full Instructor**) or to display only students assigned to the desired **Class** for that **Full Instructor**.

Note: If you select a particular class, a **Section** box will appear; from the **Section** box, set the filter to display the desired class section.

3. Review the list of **Active Students** (left pane) and the list of **Archived Students** (right pane).

Register Pre-Enrolled Students (with or without a Registration Code) at Log On

Students will receive their [automated e-mail](#) with your school's custom URL, a username, and password when you pre-enroll them in Course Manager. Here's what they should do:

1. Click the link for their school's custom URL to arrive at the GDP log-in screen.
2. At the GDP log-in screen, type information in the **Username** and **Password** boxes supplied in the automated e-mail.

Log In

Username:

Password:

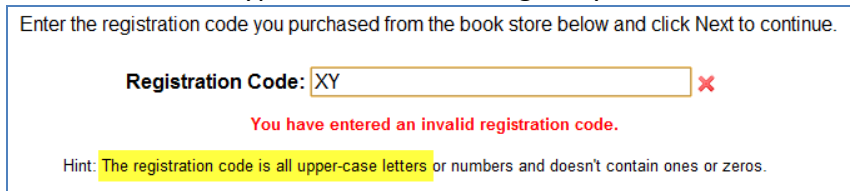
Forgot your password?

3. **Either:** Type in a case-sensitive **Registration Code**, which they have purchased in advance with their text or separately, click **Register**, and begin working in GDP.

Or: Click **Buy Now, Register**. They should follow the prompts as they move through **License Agreement, Product Selection, Payment**, and so forth, until the process is finished.



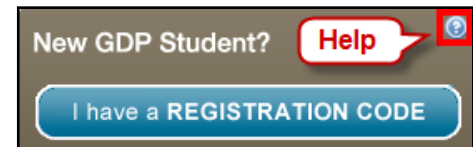
Note: If students type the code in wrong, they will see this red message:




Self-Register Students (with a Registration Code but not pre-enrolled) at Log On

If you allow students to self-register when you [set your Preferences in Course Manager](#), here's what they should do after they have purchased a **Registration Code**:

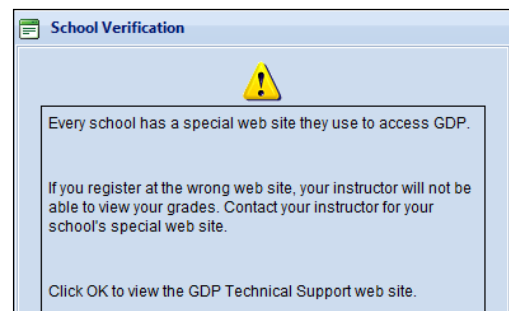
1. Open a browser to the school's custom URL to arrive at the GDP log-in screen.
2. Under **New GDP Student?**, click **I have a REGISTRATION CODE**.



 **Note:** Students should click the **Help** icon if they wish to view the "GDP11 Student Registration Guide." This guide may also be access via Help in Course Manager.

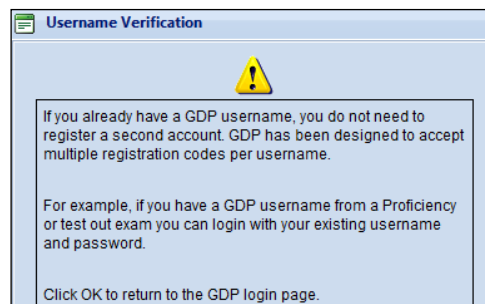
3. Under **1: Verification, Do you attend [campus name]**, click **Yes, Next**.

Note: If **No**, this screen appears.



- Under **1: Verification (cont'd), Do you already have a GDP username?**, click **No, Next**.

Note: If **Yes**, this screen appears.



- Under **2: License Agreement**, check the box to agree; click **Next**.

- Under **3: Enroll**, select desired class; click **Next**.

Class Name	Section Name
CAOT 1	Bell/M-Th/1008
CAOT 1	Morimoto/F/1006
CAOT 1	Morimoto/Online/1013
CAOT 1	Scott/MW/3465
CAOT 1	Staats/Sat/1009
CAOT 2	002 - Sambrano
CAOT 2	Ho/Sat/8383
CAOT 3	Ho/Sat/8384

Note: If in **Course Manager** under **Preferences (Classes**, select desired class or section, **Actions—Edit, Preferences** tab), under **Registration Preferences**, the instructor checks **Self Register, Yes**, and the instructor entered a password in the **Enrollment Password** box, students will be



prompted to enter the password in **3: Enroll**, just after they select their class. If the password they enter is correct, they will automatically be directed to the next step. If it is incorrect, they will not be allowed to proceed. If the instructor clicked the **Edit** details button and from the **Edit Details** dialog box, checked **Registration Closed, Save Details**, then that class section will not appear in the list of classes available for registration.

Note: If all **Full Instructors** require a class password, students will only be able to enroll in the correct section because they wouldn't know the other class passwords.



- Under **4: Register**, fill in case-sensitive **Registration Code** in all caps exactly as it appears on the back of the software registration card, including any hyphens—codes do not contain ones or zeros. If you need help, call the **software hotline number** at **800-331-5094** or visit the **Digital Products Support Center** at <http://mpss.mhhe.com/products-gckeyboarding11.php>.

- Each student must purchase a Registration Code—codes may not be shared. Consider writing your initials and date across the code number when it is first used. Ask students not to remove the card from the sealed packaging until they are in class with you.

- Registration codes are bundled with some textbooks or may be purchased separately from the GDP log on screen and are technically supported by the [Digital Products Support Center](#) for two years from the date of activation. Alert students who order books online from third-party sources that such sites do not always guarantee codes. Let the buyer beware!

Note: If students type the code incorrectly, they see this:

Enter the registration code you purchased from the book store below and click Next to continue.

Registration Code: ❌

You have entered an invalid registration code.

Hint: The registration code is all upper-case letters or numbers and doesn't contain ones or zeros.

8. Under **5: Login Information**, students fill in each field—a green checkmark appears to confirm fields.

- a. The **Student ID** field is the unique identifier for each student in terms of linking a unique Registration Code to a particular student. You should verify accuracy of Student IDs later by [reviewing your class lists](#) and editing as needed. Consider adding a term date to the end of the Student ID such as “S11” for “spring 2001” to ensure unique Student IDs each term.

- b. Information in the **Username** and **Password** fields is case sensitive. The Username must be unique for each student on a campus.

9. Under **6: Finished**, students see final confirmation. They are now a “**Full Student**” in GDP with a valid **Registration Code** and can log on and begin work.

You have successfully completed GDP registration.
Click Finish to login and begin using GDP.

First Name:	Shannon
Last Name:	Rice
Email:	smr@hotmail.com
Student ID:	00 806 9000
Username:	sf
Registration Code:	JDSNDVEL3R2WV4KA5F

Use the Student Portfolio and Add Comments



See [Course Manager Tips \[PDF\]](#) on the [Getting Started](#) page for information on opening the Student Portfolio and other basic navigational and conceptual features of Course Manager to help you use it more efficiently including:

- Expanding and collapsing classes and class sections.
- Using **Actions** menus, **Edit**, secondary tabs, and **Edit Details**.
- Using filters on the **Students** tab.
- Opening and using the **Student Portfolio**.
- Understanding **Time Spent** and **Total Time** in the **Student Portfolio**.
- Finding a missing class or student.
- Using Scheduling as a testing strategy.

See the handout "[Comments Library](#)" [\[PDF\]](#) on the [Resources & Tests](#) page for a database of titles and comments (general comments and annotations) you can copy and paste to create your own Comments Library in GDP. Specific references to lesson numbers and Reference Manual pages are included to encourage students to use their textbooks and GDP as learning resources to find their own answers. Edit any titles and comments to suit your needs. You will find:

- Steps to create and edit a **Comments Library**.
- Steps to insert a **Comment (General Comment and Annotation)** in the Student Portfolio.
- Steps to insert multiple comments and edit an existing comment.
- A database of titles and comments related to the formatting of all types of documents taught in Lessons 1-120 and miscellaneous comments related to student work you can copy and paste to create your own library.

Manage Students Between School Terms

See “End-of-Term Activities” and “Start of Term Activities” in the handout “[Managing Classes & Class Preferences in Course Manager](#)” for information on the routines you will follow to end of a school term and to begin a new term.

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