



MANAGING RESOURCES IN COURSE MANAGER

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*BP: Indicates a “Best Practice” routine in GDP. Best Practice recommendations help ensure that GDP behaves seamlessly, predictably, and intuitively.



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:

Default Preferences	Document Processing
Messaging Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No Resources Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No Gradebook Type: <input type="text" value="Interim"/>	Formatting Assistant: <input checked="" type="radio"/> Yes <input type="radio"/> No Hide Format Scoring from Student: <input checked="" type="radio"/> Yes <input type="radio"/> No Score Keystroking: <input checked="" type="radio"/> Yes <input type="radio"/> No Proofreading Viewer: <input checked="" type="radio"/> Yes <input type="radio"/> No

Both Full Instructors and Administrators can manage resources. (See “GDP Course Manager User’s Guide” in GDP Help for details.) Check with your school regarding your own duties and assigned role. **The actions that follow, therefore, can be accomplished by logging in either as an Administrator or Full Instructor.**

Resources Overview

Use the Resources feature to provide students with additional resource materials, such as links to external Web sites and related course handouts—perhaps a course outline, assignment sheets, a Required Exercise list (if you use GDP’s [Interim Gradebook](#)), and announcements. Consider linking to your school’s Web site or to a page or handout at the author Web site at <http://gdpkeyboarding.com/>. (Click [here](#) for a suggested list of Link Resources.) If desired, you can specify when a resource will be available. Students access resources from the My GDP tab.

GDP supports most documents and files but does not allow audio or video content. To upload audio or video files, use a video sharing site (YouTube, Flickr, Photobucket, Yahoo! Video, and so forth), and then create a Resource link to it. Resources can be created and assigned to any Class Section by the Administrator. A Full Instructor can also create and assign resources for any Class or Class Section assigned to him or her.

Creating and Assigning Resources as a Full Instructor (*BP)

1. Log in to **Course Manager** as a **Full Instructor**
2. Under **CONTENT**, click **Resources** to see a list of available uploaded resources that might have been posted to your class by the Administrator of your class.



Best Practice! You do not have rights to edit or delete any resources [posted by your Administrator](#). Contact your Administrator to have such resources removed or edited and consider always posting your own resources to maintain autonomy.

3. From the **Create** tab, type the resource name in the **Resource Title** box. (This is the resource title students will see. Students do not see the actual file name of the file you upload.)
4. Continue to the steps for a [File Resource](#) or to the steps for a [Link Resource](#).

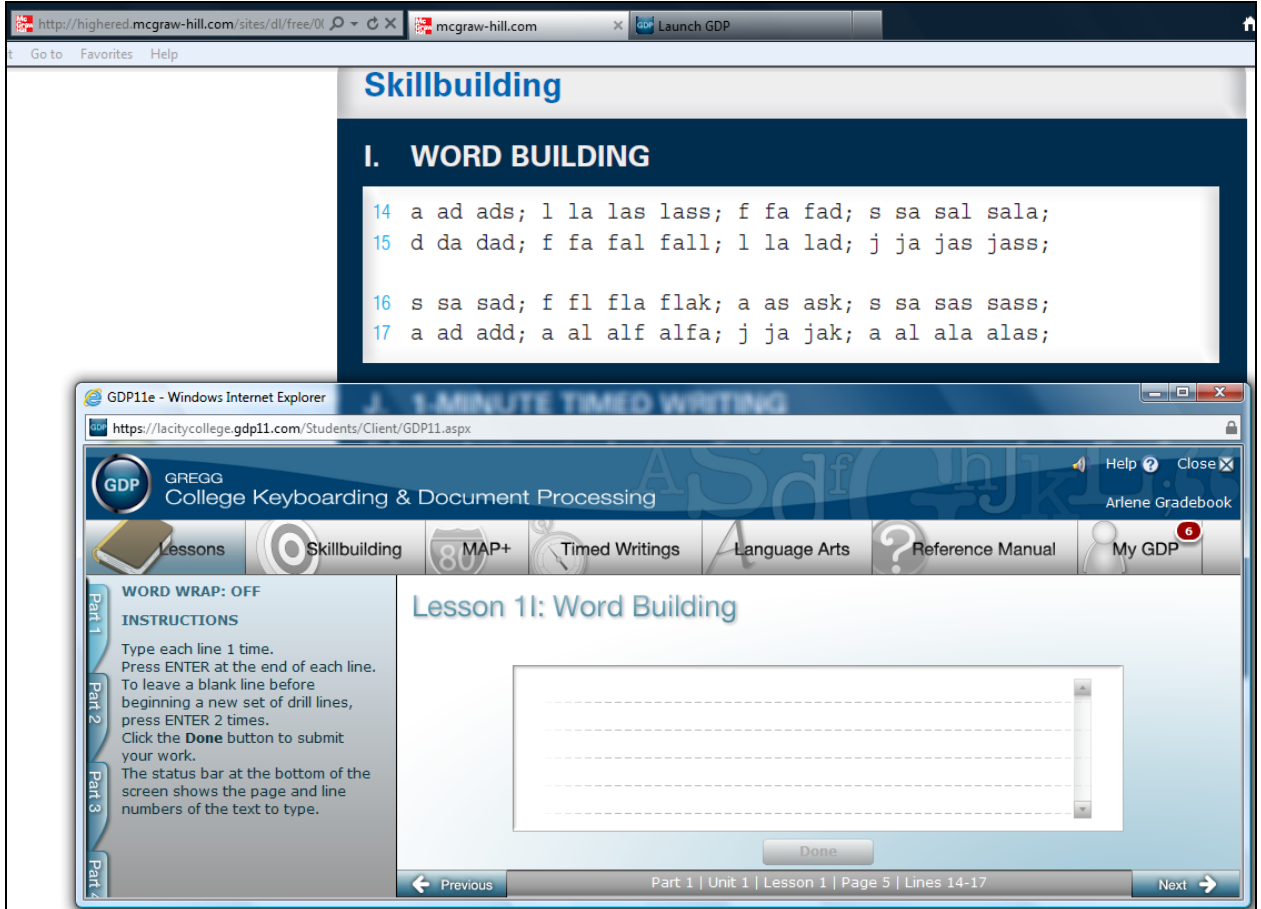


Tip: By default, Resource Titles appear on the Resource list in alphabetical order. To follow a different order, add a 2-digit number at the beginning of the Resource title. The first number would be “01” so that numbers higher than 9 will sort properly. (Click [here](#) to see how a Resources list appears to the students.) In the list of Resources at the right:

- PowerPoint presentations are shown in all caps to distinguish them.
- The “05: Required Exercises List” resource was created using GDP’s Interim Gradebook Export feature. (See [Setting Up an Interim Gradebook](#), “Benefits of Using a Gradebook,” for details.)
- [WEEK 1: Class Announcement](#) does not include a number and therefore appears alphabetically at the bottom of the list. Add a week number to sort these announcements chronologically. Posting class announcements provides students with a handy archive of all class announcements. You could also use the [Message Center](#) as an alternative or in

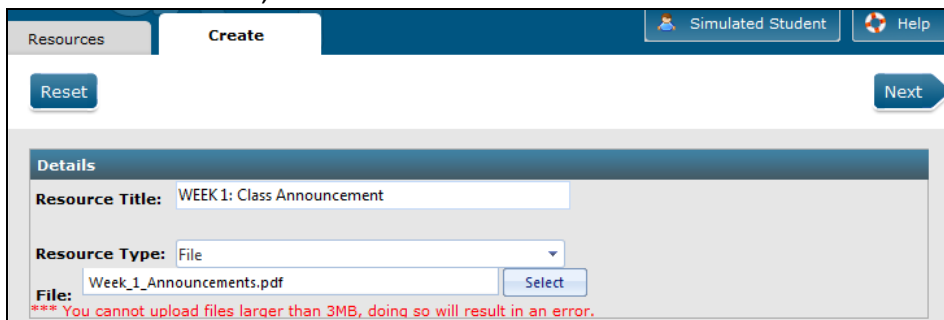
addition to the Resource feature as a means of internal communication with students.

- The “[07: Lessons 1-5 \(PDF\)](#)” resource is a PDF file of the first five lessons which students can use at the start of a term until they have their books. As an alternative to duplicating this file, you can teach students to open the PDF file and GDP simultaneously and resize windows so students can see the PDF as they type in GDP. For example:



To create, assign, and schedule a File Resource:

1. From the **Resource Type** box, click the list arrow and click **File**.
2. Next to the **File** box, click **Select** and browse to the desired file.



Note: Any File Resource should be created and saved in advance of this step. PDF files are generally a preferred, more seamless file format. There is a file size limit of 3 MB.



Tip: If you use GDP’s [Interim Gradebook](#), you will have access to a Required Exercises List that you can display and export to an Excel file, which you could assign as a File Resource. Just rename the exported file to something generic such as *Required Exercise List.xls*, delete any columns specific to a student, and keep only Exercise, Grading Category, Due Date, and End Date. See the file [Setting Up an Interim Gradebook](#), “To display and export the Required Exercises List (REL)” for details. Here’s an example:

	A	B	C	D
1	Exercise Name	Grading Category	Due Date	End Date
2	25: Correspondence 25-1: E-Mail Message	Practice DP Tests (5%)	1/11/2011 23:59	8/3/2011 23:59
3	25: Correspondence 25-2: E-Mail Message	Practice DP Tests (5%)	8/3/2011 23:59	8/3/2011 23:59
4	26: Correspondence 26-3: Business Letter in Block Style	DP Jobs (10%)	8/3/2011 23:59	8/3/2011 23:59
5	26: Correspondence 26-5: Business Letter in Block Style	DP Jobs (10%)	8/3/2011 23:59	8/3/2011 23:59
6	27: Correspondence 27-6: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
7	27: Correspondence 27-7: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
8	27: Correspondence 27-8: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
9	28: Correspondence 28-9: Envelope	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
10	28: Correspondence 28-10: Envelope	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
11	Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style	DP Tests (20%)	8/3/2011 23:59	8/3/2011 23:59
12	Outcomes Assessment 2: Report Test 2-12: Academic Report	DP Tests (20%)	8/3/2011 23:59	8/3/2011 23:59

3. Click **Next** to upload the file.
4. From the **Assign Classes** tab, under **Available Classes**, click the desired **Class** or expand the **Class** and click the desired **Section** to move only a particular **Class Section**.
5. Click **Add**; from the **Resource Assignment Details** dialog box.
6. Click **Save** to move the **Class** or **Section** to the right under **Assigned Classes**.

OR: To set the File Resource to appear at a certain date and time and/or disappear at a certain date and time:

6. From the **Resource Assignment Details** dialog box, if you wish to assign the resource to appear at a set date and time, check **Enable Schedule by Date**.
7. Enter the desired **Start Time** (when the resource posts to **My GDP, Resources**) and **End Time** (when the resource is removed from **My GDP, Resources**) choices using your own local time—use the **Calendar** popup or **Time View** popup if desired, or just type in the desired times.

- Click **Save**.

WEEK 1: Class Announcement (270 KB)
Owner: Zimmerly, Arlene

Assign Classes

Available Classes (14)

Class Name

A.ZIMMERLY

A.ZIMMERLY PROFICIENCY

A.ZIMMERLY SCHEDULIN

ARCHIVED CLASS

CLASS WITH 2 SECTIO

GRADEBOOK DEMO

GRADEBOOK TEST CLAS

HEALD INSTRUCTOR

MESSAGING

NO GRADEBOOK

Password

ZIMMERLY[1]

ZIMMERLY[2]

ZZ LESSONS 1-20

Assigned Classes (0)

Class Name

There are no classes assigned.

Resource Assignment Details

Scheduling

6 Enable Schedule by Dates:

7 Start Time: 2/5/2012 12:00 AM

End Time: 2/12/2012 11:59 PM

In this example, the first week of class runs from midnight on 2/5/2012 through 11:59 PM on 2/12/12.

This "Week 1:Class Announcement" resource will be removed from the Resources list 1 minute before midnight on 2/12/2012, the end of the first week of the term.

8 Save Cancel

- Note that the selected **Class** or **Section** now appears under the **Assigned Class** column.

WEEK 1: Class Announcement (270 KB)
Owner: Zimmerly, Arlene

Assign Classes

Available Classes (13)

Class Name

A.ZIMMERLY PROFICIENCY

Assigned Classes (1)

Class Name

A.ZIMMERLY

- Click the **Resources** tab, and note that a green checkmark now appears under the **Assigned** column for that File Resource.

Resources Create Simulated Student Help

Title	KB	Assigned	Actions
WEEK 1			
WEEK 1: Class Announcement	270	✓	

- Click **Simulated Student**; from the **Simulated Student – Select a Section** dialog box, select the desired **Section** from the drop-down list; click **Simulate**; when the simulated student window appears, click **My GDP, Resources**; note that the File Resource appears with any **Scheduling End Time** listed under the **Due Date** column.

In this example, the first week of class runs from midnight on 2/5/2012 through 11:59 PM on 2/12/12.

This File resource (WEEK 1: Class Announcement) will be removed from the Resources list 1 minute before midnight on 2/12/2012, the end of the first week of the term.

Type	Title	Due Date	
Link	01. ORIENTATION TO KEYBOARDING ONLINE AND GDP	N/A	NEW Open
Link	02. Best Classroom Practices for Students	N/A	Open
Link	03. Getting Ready for GDP at Home: Internet Explorer or Firefox	N/A	Open
Link	04. Progress Folder	N/A	Open
File	05. Required Exercises List	N/A	Open
Link	06. 11e Errata List for Students	N/A	Open
Link	07: Lessons 1-5 (PDF)	N/A	NEW Open
Link	GDP Movie Channel	N/A	Open
File	WEEK 1: Class Announcement	2/12/2012 11:59:00 PM	NEW Open

To create, assign, and schedule a Link resource:

- From the **Resource Type** box, click the list arrow and click **Link**.
- In the **Link Location (HREF)** box, type or paste in the desired link—make sure that “http://” is not entered twice.

Resources | Create

Reset Next

Details

Resource Title: Troubleshooting Tips


Resource Type: Link

Link Location (HREF): http://gdpkeyboarding.com/Troubleshoot.htm

Tip: To copy a link address, try right-clicking a link on a Web page and clicking **Copy link address** (or whatever works in your browser. Consider including these resources:

RESOURCE LINK URLs
Orientation to Keyboarding Online & GDP http://11e1.gdpkeyboarding.com/PowerPoint/Orient_Keyboarding_Online_GDP.pdf http://11e1.gdpkeyboarding.com/PowerPoint/Orient_Keyboarding_Online_GDP.htm
Best Classroom Practices for Students http://gdpkeyboarding.com/Word_Files/Best_Classroom_Practices_For_Students.doc

<p>http://gdpkeyboarding.com/Word Files/Best Classroom Practices For Students.pdf</p>
<p>Getting Ready for GDP 11e With Internet Explorer http://gdpkeyboarding.com/Word Files/Getting Ready for GDP 11e Internet Explorer.doc http://gdpkeyboarding.com/Word Files/Getting Ready for GDP 11e Internet Explorer.pdf</p>
<p>Getting Ready for GDP 11e With Firefox http://gdpkeyboarding.com/Word Files/Getting Ready for GDP 11e Firefox.doc http://gdpkeyboarding.com/Word Files/Getting Ready for GDP 11e Firefox.pdf</p>
<p>Progress Folder http://11e1.gdpkeyboarding.com/Word Files/Progress Folder.doc</p>
<p>11e Errata List for Students http://gdpkeyboarding.com/Word Files/11e Errata List for Students.doc http://gdpkeyboarding.com/Word Files/11e Errata List for Students.pdf</p>
<p>Unit 1, Lessons 1-5 http://highered.mcgraw-hill.com/sites/dl/free/0073372196/835662/Unit_1.pdf</p>
<p>Orientation to Technique Checks http://11e1.gdpkeyboarding.com/PowerPoint/OrientTechCheck.pdf http://11e1.gdpkeyboarding.com/PowerPoint/OrientTechCheck.htm</p>
<p>Message Center http://gdpkeyboarding.com/Word Files/Message Center.doc http://gdpkeyboarding.com/Word Files/Message Center.pdf</p>
<p>Technique Check Copy http://gdpkeyboarding.com/Word Files/Technique Check Copy 11e.doc http://gdpkeyboarding.com/Word Files/Technique Check Copy 11e.pdf</p>
<p>Technique Check Form http://gdpkeyboarding.com/Word Files/Technique Form 11e.doc http://gdpkeyboarding.com/Word Files/Technique Form 11e.pdf</p>
<p>Online Technique Self-Assessment http://gdpkeyboarding.com/Word Files/Online Technique Assessment.doc http://gdpkeyboarding.com/Word Files/Online Technique Assessment.pdf</p>
<p>Orientation to Word Processing http://11e1.gdpkeyboarding.com/PowerPoint/orientwp.pdf http://11e1.gdpkeyboarding.com/PowerPoint/orientwp.htm</p>
<p>Complete List of Word Settings for GDP http://gdpkeyboarding.com/Word Files/Complete List of Word Settings for GDP.doc http://gdpkeyboarding.com/Word Files/Complete List of Word Settings for GDP.pdf</p>

<p>Developing Proofreading Skills</p> <p>http://11e1.gdpkeyboarding.com/Word_Files/Developing_Proofreading_Skills.doc</p> <p>http://11e1.gdpkeyboarding.com/Word_Files/Developing_Proofreading_Skills.pdf</p>	
<p>Practice Exercises & Document Processing</p> <p>http://gdpkeyboarding.com/Word_Files/Practice_Exercises_&_Document_Processing_in_GDP.doc</p> <p>http://gdpkeyboarding.com/Word_Files/Practice_Exercises_&_Document_Processing_in_GDP.pdf</p>	
	<p>GDP Movie Channel (link to all GDP movies)</p> <p>http://www.screencast-o-matic.com/channels/cXeeo3Vgg</p> <ul style="list-style-type: none"> • Orientation to Technique Checks • Orientation to Skillbuilding and MAP+ • Sustained Practice • 12-Second Speed Sprints • Language Arts • Orientation to Word Processing • Quick Start to Word Processing (simplified) • INSTRUCTOR: Message Center (Students should seek to 8:20 for information on the Student Message Center.) • INSTRUCTOR: Formatting Assistant (Students should seek from :28-1:43, 3:13-3:42, and 3:52-5:52 for an explanation of Formatting Alerts.)

3. Click **Next** to upload the link.
4. From the **Assign Classes** tab, under **Available Classes**, click the desired **Class** or expand the **Class** and click the desired **Section** to move only a particular **Class Section**.
5. Click **Add >**.
6. From the **Resource Assignment Details** dialog box, click **Save** to move the **Class** or **Section** to the right under **Assigned Classes**.

OR: To set the Link resource to appear at a certain date and time and/or disappear at a certain date and time, follow [steps 6-11](#) in “To create, assign, and schedule a File Resource.”

To assign and schedule a resource later:

To assign and schedule a resource at some point after you have created it:

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. Under the **Actions** column, click the list arrow for the desired resource, click **Edit**.
3. From the **Assign Classes** tab, **Assigned Classes** column, click and expand the desired **Class** and click and expand the desired **Section**.
4. Under **Assignment Details**, click the **Edit** button.
5. From the **Scheduling** dialog box, schedule the resource as described in [step 7 and 8](#) in “To create, assign, and schedule a File Resource.”

Editing Resource Details (Title/URL)

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. From the **Action** bar list for the desired resource, click **Edit**.
3. From the **Resources** tab, click the **Edit** pencil button.
4. From the **Resource Title** box for either a Link Resource or a File Resource, edit the title.
5. For a **Link Resource** only, from the **Link Location (HREF)** box, edit the URL.
6. Click **Save Details**.

The screenshot displays the LMS interface with the 'Resources' section active. A resource titled '02. Best Classroom Practices for Students' is selected, and the 'Edit' button is highlighted with a red box and the number 3. The 'Edit Details' dialog box is open, showing two tabs: 'Link Resource' and 'File Resource'. The 'Link Resource' tab is active, and its fields are highlighted with red boxes and numbers: 4 for the '*Resource Title' field (containing '02. Best Classroom Practices for Students'), 5 for the '*Link Location (HREF)' field (containing 'http://gdpkeyboarding.com/Word_Files/Best_C'), and 6 for the 'Save Details' button. The 'File Resource' tab is also visible, showing fields for '*Resource Title' (containing 'WEEK 1: Class Announcement'), 'File Size' (269.50 KB), and 'Owner' (Zimmerly, Arlene).

7. From the **Resource Assignment Details** dialog box, if you wish to assign the resource to appear at a certain date and time, check **Enable Schedule by Date**; indicate the desired **Start Time** (when the resource posts to **My GDP**) and **End Time** (when the resource is removed from **My GDP**) choices using your own local times; click **Save**. That resource will not appear for the student under **My GDP, Resources**, until the assigned date and time.

Creating and Assigning Resources as an Administrator



Best Practice! Assigning resources as an Administrator takes away all control of such resources from the instructor. Make sure this control is desirable. Sometimes such control can end up being a stumbling block. Unless there is a special reason a GDP Administrator would need to control all instructor resources, it is preferable *not* to assign resources as an Administrator and instead to [let Full Instructors assign their own Resources to their Classes and Sections](#).

1. Log in to **Course Manager** with **Administrator** credentials.
2. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.

Note: If an Administrator has assigned any resources to a Class Section, the resources will appear on the list of Resources in Course Manager automatically and the list of Resources in

My GDP, Resources, for all students in that section. If the Resource feature has been disabled by the Administrator, Resources will not appear in the side navigation panel.

3. If desired, click any resource link to view it.
4. From the **Create** tab, type the resource name in the **Resource Title** box. (This is the text students will see. Students do not see the actual file name of the file you upload.)
5. Continue to and follow the same steps [to create, assign, and schedule a File Resource](#) or to the steps [to create, assign, and schedule a Link resource](#) as an **Administrator**.

Removing (unassigning) a Resource From a Class or Section

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. Under the **Actions** column, click the list arrow for the desired resource, click **Edit**.
3. From the **Assign Classes** tab, under **Assigned Classes**, click the desired **Class** or expand the **Class** and click the desired **Section** to move only a particular **Class Section**.
4. Click < **Remove**.
5. Note that the removed **Class** (or **Section** under an expanded **Class**) appears under **Available Classes**.

Removing (unassigning) a Resource From All Classes/Sections

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. Under the **Actions** column, click the list arrow for the desired resource, click **Edit**.
3. From the **Assign Classes** tab, click << **All**.
4. Note that all **Classes** (and all **Sections** under an expanded **Class**) appear under **Available Classes**.

Deleting a Resource

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. Under the **Actions** column, click the list arrow for the desired resource, and click **Delete**.
3. From the **Delete** dialog box, click **Delete**.

OR:

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. Under the **Actions** column, click the list arrow for the desired resource, and click **Edit**.
3. From the **Resources** tab, **Actions** box, click the list arrow; click **Delete**.
4. From the **Delete** dialog box, click **Delete**.

Note! If the Administrator created and assigned this resource and is the “Owner” of the resource, [only the Administrator can delete the resource](#).

Verifying Assigned Resources

1. Under **CONTENT**, click **Resources** to see a list of available uploaded resources.
2. From the **Actions** list arrow for the desired resource, click **Edit**.



Note: If the Administrator created and assigned this resource and is the “Owner” of the resource, only the Administrator can click Edit to verify if the resource is assigned. Request a “Snapshot” of this Resources page from your Administrator.

- Look under **Assigned Classes** to see which Classes include this resource.



Verifying Status of Assigned Resources as a Simulated Student

Another way to verify the resources in a given course is to log on as a **Simulated Student**.

- Click **Simulated Student**, and select the desired course.
- When GDP launches, click **My GDP, Resources**, and verify your resources.
- Note the “4” **alert bubble** next to **My GDP**, which verifies the total number of posted, unopened resources and messages. As resources and messages are opened, the number will decrease and ultimately disappear when all items have been opened.
- Note the “3” **alert bubble** next to **Resources**, which verifies the total number of posted, unopened resources. (See [Message Center](#) for details on using this feature to send and receive internal messages between instructors and students.)
- Note the “1” **alert bubble** next to **Message Center**, which verifies the total number of unopened messages.
- Note the “New” icon on the **Open** button indicating 2 unopened Link Resources and 1 unopened File Resource.
- Note the **Due Date** on the File Resource “WEEK 1: Class Announcement,” which alerts the student that on the designated date and time, this resource will disappear from this list.

Type	Title	Due Date	Open
Link	01. ORIENTATION TO KEYBOARDING ONLINE AND GDP	N/A	Open
Link	02. Best Classroom Practices for Students	N/A	NEW Open
Link	GDP Movie Channel	N/A	NEW Open
File	WEEK 1: Class Announcement	2/12/2012 11:59:00 PM	NEW Open

3 unopened Resources

1 unopened Message

1 unopened Message
3 unopened Resources

Add numbers to Resource Title to arrange titles in

Add "WEEK x" to class announcements to arrange multiple announcements in numerical order at the bottom of the Student Resources list.

This File Resource will disappear from the list on this date and time.

"New" icon flags unopened Resources.