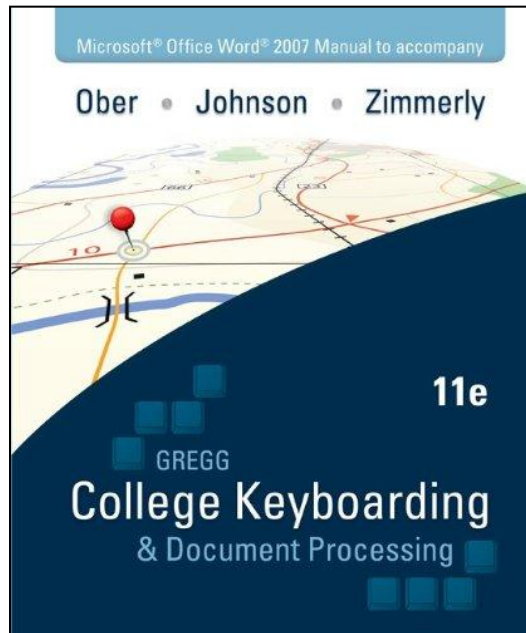# Orientation to Word Processing

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

Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.

Topics

- Practice exercises

- Document processing (DP)

- GDP on a Mac

- Word Options

- File management

- Microsoft *Word Manual*

- Lesson 21E: file management and orientation to Practice exercises

- Return to GDP routine

- Lesson 30E and Correspondence 30-19: typical Practice exercise and DP job

- Reference Manual

- GDP routines: Start Work, manage files, Browse, and Submit Work

- Annotations

- Edit work

- Scoring results

- Developing proofreading skills

- Proofreading Checks

- Extra credit

- Document assessment and Gradebook

Practice Exercises and Document Processing Jobs

- You need Microsoft Word for Windows and basic Windows file management skills to complete Practice exercises that begin in Lesson 21 and document processing jobs that begin in Lesson 25.

- Have your textbook and *Word Manual* available, and log in to GDP.

- You can complete the activities in the presentation or read about them and try them on your own later.

Note: See "Practice Exercises & Document Processing" for a review of the concepts in this presentation. If you are familiar with basic file management practices in Windows, you may skip Lesson 21-22. If you are familiar with basic Windows and Word features, you may skip the Practice exercises in Lessons 21-24.

GDP on a Mac

- GDP is entirely Web-based, and you can complete all skillbuilding using the GDP Web site, a high-speed Internet connection, and your textbook.

- To complete any document processing jobs in Lessons 21 to 120, consider using Boot Camp to create a Windows bootable partition on the Mac hard drive where the Windows version of Word could be installed. For details, visit http://www.apple.com/support/bootcamp/.

- Alternatively, if you have access to a PC with Word 2007 or 2010 installed, you could use a Mac to complete skillbuilding and a PC to complete document processing activities.

Word Options

Before you begin, you should verify certain Word settings so that Word will behave as expected:

- From any document screen in Word, right-click the **Status** bar; from the **Customize Status Bar** pane, check **Vertical Page Position**.

- To open **Word Options** in Word 2007, click the **Microsoft Office** button; click the **Word Options** button (lower right-hand corner).

- To get to **Options** in Word 2010, from the **File** tab, click **Options** at the bottom of the drop-down menu.

Now, verify or set these Word options:

Word Options, Proofing, AutoCorrect Options, AutoCorrect tab:
• **Check: Show AutoCorrect Options buttons**
• **Uncheck: Capitalize first letter of sentences**
Word Options, Advanced group. Under Editing options:
Uncheck: Use CTRL + Click to follow hyperlink

Note: See "Getting Ready for GDP11e in Internet Explorer," "Set All Word Options for GDP," for details and a complete listing of all Word options to be verified.

File Management

To simplify file management, create a GDPFILES directory on the Windows Desktop (or on your flash drive) to segregate all Word files associated with GDP.

- Press **WINDOWS + M** to show the **Desktop**.

- Right-click on an open space on the **Desktop**; click **New**, **Folder**.

- With **New Folder** still highlighted in the folder name box, type **GDPFILES**; press **ENTER**.

- Double-click the folder to open **Windows Explorer**; click inside the **Address** box to display and highlight the directory path.

Note: See "Getting Ready for GDP11e in Internet Explorer," "Create GDPFILES Directory," for details.

Microsoft Word Manual

Review these Word features on pages 1-36 of the *Word Manual*.

- Word Manual Features
- GDP—Word Settings
- Appendixes A, B, and C
- GDP—Help
- GDP—Start Word
- Choose a Command
- File—Open
- GDP—Quit Word
- Navigate in a File
- File—Save/Close/New

- Switch Windows
- Select Text
- Bold
- Undo/Redo a Command
- Help
- Print Preview
- Spelling and Grammar Check
- Show/Hide Formatting
- Zoom
- Print

Lesson 21E & File Management

You must download a Resource file before you start the Practice exercise for Lesson 21E. Hands-on practice in 21E will reinforce some basic Windows file management skills you will use throughout the course.

Lesson 21E: Getting Started and Orientation to Word Processing—A

- From the GDP menu, click **21E***;* read the introductory screen, and click **Download File**.
  - ✓ In **Internet Explorer**, click **Save**; browse to the **GDPFILES** directory, and click **Save**; when the download is complete, click **Close**. (See "Getting Ready for GDP11e in Internet Explorer" for steps for Internet Explorer 9.)
  - ✓ In **Firefox**, click **Save File**, **OK**; right-click the file name in the **Downloads** list to see where it is saved—remember this location as you might need it later when browsing to open a file!
- You are now ready to start the Practice exercise.

Download Resources to Use During Practice Exercise

On page 11 of your Word Manual, you are asked to open the file named *practice-21*. First, you must save the file to a location where you can open it later. To do this, click the **Download File** button. A dialog box will appear asking if you want to open or save the file, click the **Save** button. Navigate to the location where you want to save the file, and click the **Save** button.

Download File

Lesson 21E (cont'd)

- Read the introductory paragraphs, and click **Start Work**.

  ✓ In **Internet Explorer**, click **Save**; browse to the **GDPFILES** directory, and click **Save**; when the download is complete, click **Open**.

  ✓ In **Firefox**, click **Save File**, **OK**; double-click the file name in the **Downloads** list to open it.

- You are now ready to follow the steps in the Practice exercise, page 4; for now, just review the basic parts of the Word window.
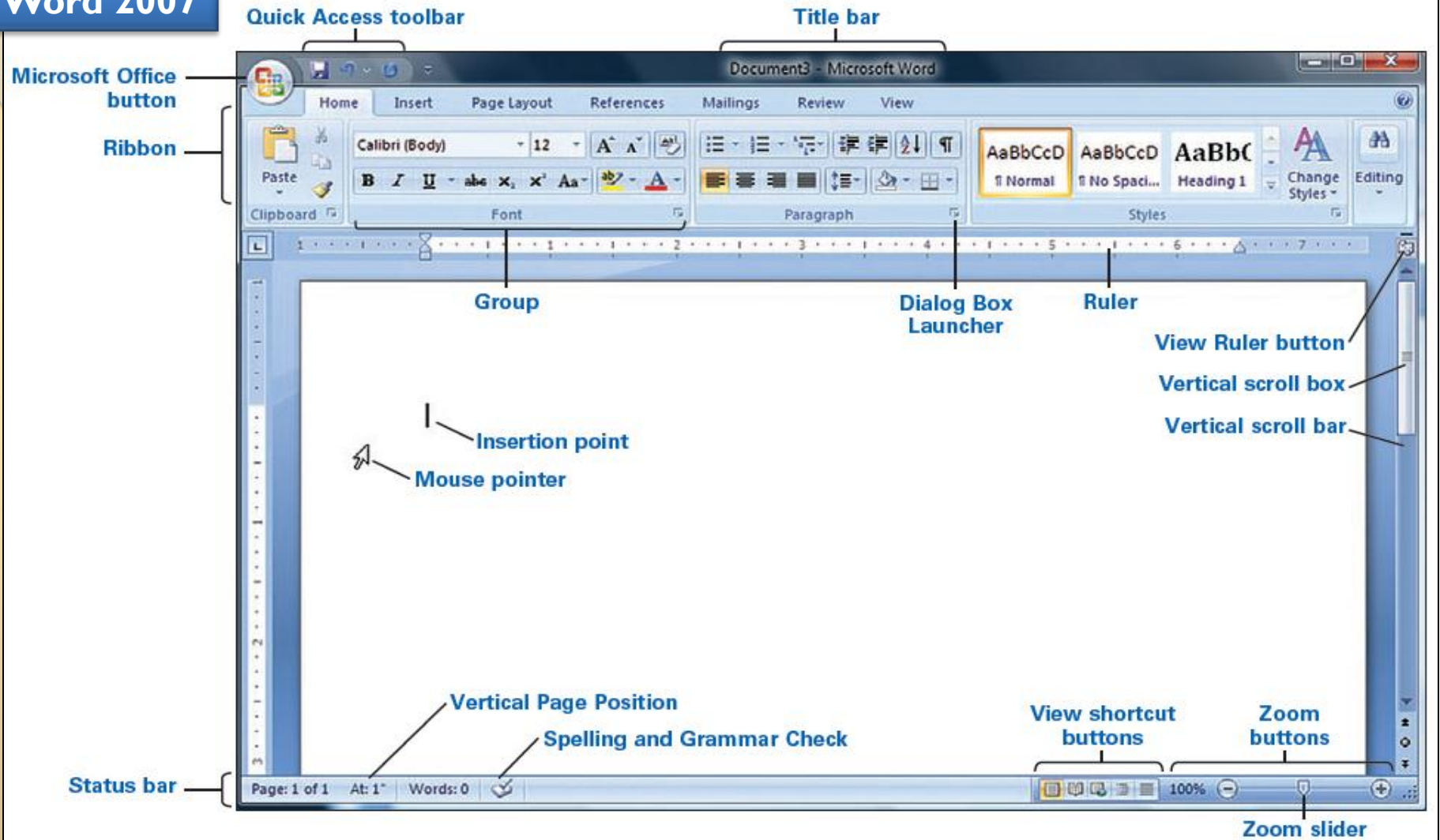
Start the Practice Exercise

Study Getting Started and Lesson 21 in your Word Manual, then complete this Practice exercise as directed in the Word Manual.

Click the **Start Work** button and then click the **Open** button in the dialog box to open a blank unnamed file in Word. Follow the steps to complete the Practice exercise.

Start Work

Lesson 21E (cont'd)

Word 2007

Quick Access toolbar

Title bar

Microsoft Office button

Ribbon

Group

Dialog Box Launcher

Ruler

View Ruler button

Vertical scroll box

Vertical scroll bar

Insertion point

Mouse pointer

Vertical Page Position

Spelling and Grammar Check

View shortcut buttons

Zoom buttons

Status bar

Zoom slider
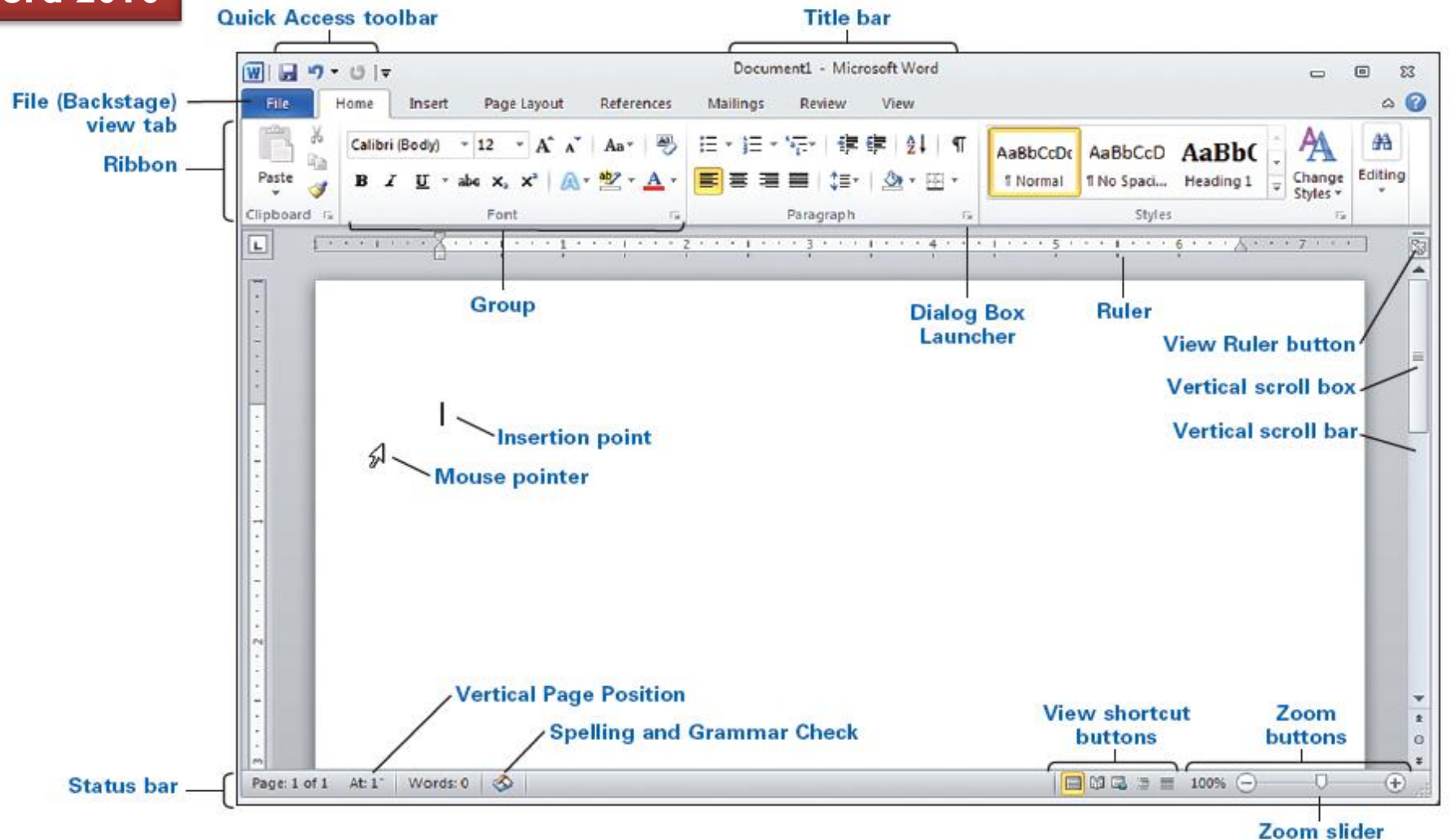
Lesson 21E (cont'd)

Lesson 21E (cont'd)

Move to page 10, read the "File—Open" section; then move to the Practice exercise, step 1, page 11, to practice manually opening *practice-21*, the resource file you downloaded earlier.

- In Word, press **CTRL + O**.
- From the **Open** dialog box, browse to the file.
  - ✓ In **Internet Explorer**, browse to the **GDPFILES** directory, and double-click *practice-21*.
  - ✓ In **Firefox**, double-click *practice-21* in the **Downloads** list to open it. If you closed that list, browse to the **Downloads** folder on your computer (or wherever Firefox saved it).

Return to GDP

Best Practice: When you save a file before closing it, always use **Save As** (**F12**) rather than **Save** to verify or change the save location so that you can later find and upload this previously saved file using **Browse** in GDP.

- Click the **Close** button (**X**) to close both Word files without saving any changes.

- Resume GDP activities; the **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** browser window should be the active window at this point. ("Return to GDP" simply means to close Word and return to the GDP browser window.)

  Or:

- If the GDP browser window is not the active window, from the **Windows Taskbar**, click the task button named **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** to resume GDP activities.

14

Lesson 30E

- Lesson 30 is presented next because it includes a typical Practice exercise and document processing job. You will not complete Lesson 30 until later in the semester.

- Click **Start Work**, and follow the same steps to download the start file as you did in Lesson 21E; then follow the steps in the Practice exercise, page 48.

- In step 4, save *practice-30* to the **GDPFILES** directory.

Lesson 30E: Word Processing

Italic and Underline

Study Lesson 30, Correspondence Review, in your Word Manual, then complete this Practice exercise as directed in the Word Manual.

Click the **Start Work** button to open the practice file automatically in Word. Follow the steps to complete the Practice exercise. When you are finished, save the file as directed by your instructor. Practice exercise files are not stored in the GDP software. Each time you click the Start Work button, you will open a fresh copy of the file.

Start Work

Note: None of the Practice exercises are ever permanently saved in GDP.

Document Processing Jobs

Correspondence 30-19 is a typical document processing job and is also designated as a Proofreading Check in your textbook.

Correspondence 30-19: Business Letter in Block Style

1 Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

Start Work   **OR**   Edit Work

Opens the starting file for this document.

Opens the last file you have uploaded to GDP for this job, so that you may edit it.

When you are finished working on the document, save it to the location on your computer as directed by your instructor. You will need to remember this location in order to find the file to upload to GDP in the next step (Step 2).

2 Upload/Save File to GDP

To upload a copy of your in-progress or completed work to GDP, click the **Browse** button and find the saved file on your computer. Clicking the **Browse** button and selecting your work will replace any existing file that has been previously uploaded for this project attempt.

Browse for file   Browse

3 Score Your Work

To submit your project for grading, click the **Submit Work** button. In order to submit a project for grading you need to first **upload the completed project**. (See Step 2)

Submit Work

Use the Reference Manual

- Review any formatting information or steps in the textbook before beginning any document processing job. Formatting must be correct.
- Review the corresponding section in the electronic Reference Manual in GDP or the printed one in the front of the textbooks as needed.

GDP—Start Work

Click **Start Work**, to download the starting file. When you click **Start Work**, several things happen:

- Any previous attempts at this job are not reopened; instead, GDP downloads the starting file for this document (typically, a blank screen with an assigned file name).

- A time stamp is added (any **Start Work** attempt is considered a new attempt by GDP), and time restarts from zero—**Time Spent**, which will be recorded later in the **Portfolio**, begins to accumulate now.

  Note! **Time Spent** is recorded in your **Portfolio** based on the time elapsed between **Start Work** and **Browse** actions. If you move away from this screen and return later to use **Browse** and **Submit Work**, GDP continues to add minutes to **Time Spent**. Therefore, if elapsed time is a factor in grading, use **Submit Work** immediately after browsing, and work quickly to complete any file management activities.

Correspondence 30-19: Business Letter in Block Style

1 Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

Start Work   OR   Edit Work

Correspondence 30-19

- Open the starting file, type the job, and proofread carefully for keystroking and formatting errors correcting copy as you go.
- Can you identify the errors below? Typically, we miss about 1/3 of all proofreading errors.

¶
¶
¶
¶
¶
April·3,·20--¶ (1)
¶ (2)
¶
Ms.·Robbie·Holt·¶ (3)
Staff·Development¶ (4)
Health·Care·Incorporated¶
1129·Market·Street¶
Philadelphia,·PA·PA·19107¶ (5)
¶
Dear·Ms.·Holt:¶
¶
I·un (7) stand·that·you·were·in·charge·of·selecting·some·¶ (6)
fabulous·new·laser·printers·for·Health·Care·Incorporated·in·Phila

Jeffrey·Keller¶
Staff·Development·Coordinator¶
¶
urs¶ (8)
Enclosure¶
¶ (9)

Save and Return to GDP

- **Best Practice:** Press **F12** to save the Word file. Browse to the **GDPFILES** directory, save the file there, and note the file name.

  Note: You may change the file name if desired. Also note that your browser might add a number after the file name to help you identify the file version.

- Click the **Close** button (**X**) to close both Word files without saving any changes.

- Resume GDP activities from the **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** browser window, which should now be active.

  Or if the GDP window is not active, from the **Windows Taskbar**, click the task button named **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox**.

20

GDP—Browse

- Click **Browse**; browse to the **GDPFILES** directory.

- Double-click the file to be uploaded and saved to GDP; when the browse action is complete, the file name appears in the **Browse** box.
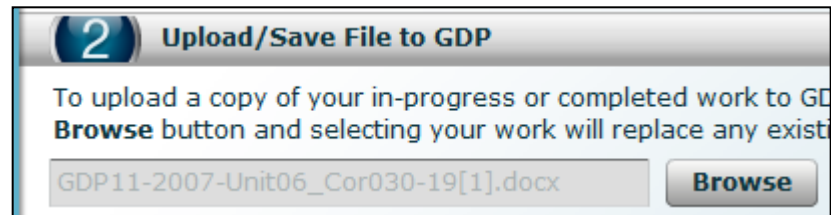
At this point, several things happen:

- The uploaded file is now saved to the GDP Web site but will not yet appear under **My GDP**, **Portfolio**. If desired, you can **move to a second location** and use **Edit Work** to download the browsed file and resume work at that location (perhaps at home or at work).

- A time stamp has been added for the document. **Time Spent** begins when you click **Start Work** and ends when the file name appears in the **Browse** box.

    Note! To record **Time Spent** based on time elapsed between **Start Work** and **Browse**, you must click **Submit Work** before leaving this screen!

GDP—Submit Work

When you click **Submit Work**, several things happen:

- The job is scored and sent to your instructor.
- When your instructor logs in to GDP, a special icon will appear next to your name to alert the instructor to new work.

- **Time Spent** is recorded in your **Portfolio** and is based on the time elapsed between **Start Work** and **Browse** actions.

Note! If **Time Spent** is a factor in grading, work quickly from **Start Work** through **Browse**; do *not* leave the document screen until you click **Submit Work**!

Check Annotations

Your instructor will assess your work and add annotations, which you can view in your **Portfolio**.

- Note that a red "A" flags all items with annotations—always click **Show All** to be sure that all work is displayed.
- Click **Advanced Filter Off**; in the **Filter Student Portfolio** dialog box, click **Annotated only** to view only annotated work. (Click **Advanced Filter On** and uncheck it to reverse the filter.)

Filter:	*Lesson* *Title*	**Advanced Filter On** **Show All**

Date	Lesson	Title
► 12/03/2010 10:25 AM A	30	Correspondence 30-19: Business Letter in Block Style
► 11/18/2010 12:21 PM A	28	Correspondence 28-11: Mailing Labels
► 11/18/2010 11:21 AM A	27	Correspondence 27-6: Business Letter in Block Style
► 11/16/2010 7:40 PM A	26	Correspondence 26-5: Business Letter in Block Style
► 11/16/2010 7:31 PM A	26	Correspondence 26-4: Business Letter in Block Style
► 11/16/2010 7:16 PM A	26	Correspondence 26-3: Business Letter in Block Style

Check Annotations (cont'd)

- Click the desired item in the Portfolio to expand it; then click **Details** to view all **General Comments** and **Annotations**.

Check Annotations (cont'd)

- Read the **General Comment**; mouse over it to display a long comment.
- Always scroll down to view any annotated items that might be hidden.

- Click **View in Word** to download the document and open it in Word.
- Click **Print** to print the document, including annotations.
- Click **Next** to move to the next screen.

💡 Use any printouts that include comments as a handy study guide.

GDP—Edit Work

When you click **Edit Work**, several things happen:

Correspondence 30-19: Business Letter in Block Style

Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

Start Work **OR** Edit Work
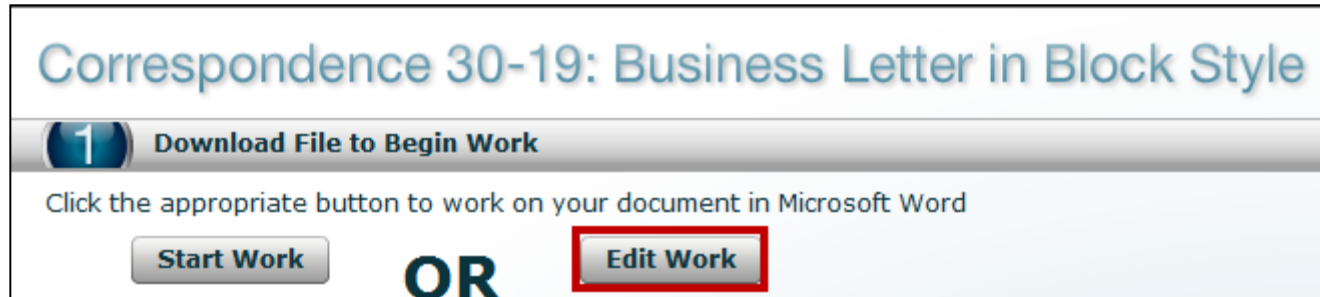
- GDP downloads the most recently uploaded version of the job and opens the **Scoring Results** window behind the Word window.

- The **Time Spent** recorded in the **Portfolio** for that attempt begins and is added to the Time Spent on previous attempts. In the example below, the **Total Time** spent on **Attempt 1** is **3:42** (3 minutes, 42 seconds).

- The **Total Time** for both **Attempt 1** and **Attempt 2** is **31: 52**.

Date	Lesson	Title	Total Time
▼ 12/02/2010 9:52 AM	30	Correspondence 30-19: Business Letter in Block Style	31:52

Attempt	Keystroking Er	Attempt Origin	Time Spent	Last Modified	
Attempt #1	9	Started	03:42	12/02/2010 9:24 AM	Details
Attempt #2	9	Edited attempt	31:52	12/02/2010 9:52 AM	Details

Edit Correspondence 30-19

- When Word opens, edit the job: Press **ALT + TAB** or use the **Windows Taskbar** and alternately click the buttons for **GDP11e** and the Word file as you edit to move back and forth from the **Scoring Results** window to the Word document.

  Note: If this job is designated as a Proofreading Check, you must use **Start Work** (*not* **Edit Work**) on any subsequent attempts.

- **Best Practice:** Proofread carefully for keystroking and formatting errors, press **F12**, save the file to the **GDPFILES** directory, close Word, return to GDP, and close the **Scoring Results** window.

- Use **Browse** and **Submit** to upload, score, and submit this edited attempt again.

- Repeat this process on any document processing job until the job is mailable—no keystroking or formatting errors whatsoever.

Attempt	Keystroking Errors	Attempt Origin
Attempt #3	0	Edited attempt 1

Scoring Results

1. To correct the misstroke, type the current year whenever you see --.

2. Press ENTER to insert the omitted hard return.

3. Delete the trailing space after "Holt," which is charged as a misstroke. Such "non-printing" errors would not lower your grade.

4. Type the space after "Development," which is charged as a misstroke against that word; and type the omitted word "Coordinator."

5.

Scoring Results

Error Key

| {insertion} | <omission> | correct | misstroke |

KEYSTROKING ERRORS: 9

¶

¶

¶

¶

¶

April 3, 20--¶ ①

¶

¶

<¶> ②

Ms. Robbie Holt·¶ ③

Staff Development<Coordinator>¶ ④

Note: Errors displayed in the **Scoring Results** window in red are misstrokes (keystroking errors) of some type. Errors displayed in green are omission errors. Type the omitted word to correct this type of error.

Scoring Results (cont'd)

5. Delete "PA," which was inserted twice.

6. Delete the hard return inserted by mistake. Press ENTER only between paragraphs. The paragraph line endings will typically not match those in the book.

7. Underline "fabulous." This type of formatting error will not be identified by GDP as a keystroking error.

8.

Scoring Results

Error Key

{insertion}   <omission>   correct   misstroke

KEYSTROKING ERRORS: 9

1129 Market Street¶   ⑤

Philadelphia, PA {PA·}19107¶

¶

Dear Ms. Holt:¶

¶

I understand that you were in charge of selecting some {¶}   ⑥

⑦ fabulous new laser printers for Health Care Incorporated in

Note: Errors displayed in the **Scoring Results** window in blue are insertion errors. Delete the characters shown in blue to correct insertion errors.

Scoring Results (cont'd)

8. When you see "urs" in the textbook, type the initials of your first and last Student Name used to log in to GDP lowercase without spaces in black, in place of "urs."

9. Delete the trailing hard return inserted by mistake at the end of the document. This "non-printing" error would not affect your grade on this job.

Note: The results displayed in the **Scoring Results** window may be revisited in the **Portfolio**: click the desired job to expand it, click the desired attempt to expand it, and click **Details**. The **Scoring Results** window will also reappear for the most recently uploaded attempt when you click **Edit Work**.

Developing Proofreading Skills

Developing proofreading skills is a four-step process:

1. **Recognition:** Study the Scoring Results to learn to recognize keystroking errors you might otherwise miss.

2. **Practice:** Use the Edit feature to practice correcting errors until a document is mailable.

3. **Reinforcement:** Use Proofreading Checks to demonstrate that you have developed the skills necessary to find and correct all keystroking errors without assistance.

4. **Assessment:** Demonstrate that you can consistently submit Proofreading Check documents with zero errors on the first Started attempt.

Note: See "**Developing Proofreading Skills**" for tips on proofreading Language Arts exercises and document processing jobs.

Proofreading Checks

- Five documents have been designated as Proofreading Checks for this course. Check the course Web site, Proofreading Checks page, for details.

> Week 8, Correspondence 27-6, letter
> Week 9, Correspondence 30-17, memo
> Week 10, Report 31-1, business report
> Week 11, Report 34-7, academic report
> Week 13, Table 39-12, ruled table

- The goal in any document processing job is to submit it as a mailable job, free of any keystroking or formatting errors.

- A Proofreading Check job must be submitted with zero keystroking errors on the first **Start Work** attempt.

- You may repeat any Proofreading Check job using **Start Work** as many times as needed to complete it successfully.

Proofreading Checks & Start Work

- If a job is designated as a Proofreading Check, you must use **Start Work** (*not* **Edit Work**), retype the job from a blank screen, and **Browse** and **Submit Work** again.

- Proofread carefully for keystroking and formatting errors, press **F12**, save the file to the **GDPFILES** directory, close Word, return to GDP, and close the **Scoring Results** window.

- Use **Browse** and **Submit** to upload, score, and submit this edited attempt again.

- Repeat this **Start Work** process until the job is scored with zero **Keystroking Errors**. **Attempt #5** qualifies as a successful Proofreading Check—**Keystroking Errors** are "**0**" and the **Attempt Origin** is **Started** (cannot be **Edited**).

Date	Lesson	Title			Total Time
▼ 12/02/2010 2:19 PM	30	Correspondence 30-19: Business Letter in Block Style			57:15

Attempt	Keystroking Errors	Attempt Origin	Time Spent	Last Modified	
Attempt #3	0	Edited attempt 1	17:06	12/02/2010 1:37 PM	Details
Attempt #4	0	Edited attempt 1	39:54	12/02/2010 2:00 PM	Details
Attempt #5	0	Started	17:21	12/02/2010 2:19 PM	Details

Extra Credit for Proofreading

- If you use **Start Work** (*not* **Edit Work**) on any document processing job that is *not* designated as a Proofreading Check and submit it with zero **Keystroking Errors**, you will earn extra credit points.

- Your course grade average will be raised by 1 percentage point up to a total of 10% for each qualifying job; for example, if your course grade is 79% and you submit one job that qualifies for extra credit due to perfect proofreading, your course grade will be raised from 79% to 80%.

- These extra credit points are very valuable and can raise your course grade average significantly.

Document Assessment

- All document jobs must be mailable (free of formatting or "visible" keystroking errors) to earn an A.

- A document assigned a D or F may be edited and resubmitted once (unless it is a Proofreading Check). The lower grade will be dropped.

- If a document processing job includes keystroking or formatting errors, the severity of the error is considered when assigning a grade.

50%	5-Minute Timed Writing, 5-Error Limit (by touch)
	A = 45+ wpm; B = 41-44; C = 37-40; D = 33-36; F = 32 or below
20%	Document Processing Tests
5%	Practice Document Processing Tests
10%	Document Processing Jobs
5%	Proofreading Checks
10%	Skillbuilding
Up to +10%	Extra Credit: extra Proofreading Checks, documents, and skillbuilding
Up to -10%	Attendance Deductions

Assigning Grades

- This document processing job (Correspondence 30-19) would be assigned a "B-" due to two formatting errors even though GDP reports zero keystroking errors. The second error is more serious that the first in terms of mailability.

- Non-printing errors such as trailing spaces at the end of paragraphs and extra hard returns at the end of a document are not charged as errors for assessment purposes.

Dear Ms. Holt:

I understand th[...]electing some fabulous [...]This word should be underlined.[...]re Incorporated in Philadelphia. I know you researched the needs of you[...]those needs in your choice. I certainly appreciate your effort.

Several of us at Health Care Incorporated here in Los Angeles would be very interested in seeing the printers demonstrated as we are planning a major printer upgrade with training to follow as well. Would it be possible to schedule a demonstration soon? We are particularly interested in learning about any fe[...]enced your printer choice.

I have enclosed an article on laser[...]Office Technology. Please let me know your reaction to the article.[...]way to arrange the demonstration, I would be more than happy to do so.

These words should be italicized.

Sincerely,

Gradebook Features

If your instructor is using GDP's Gradebook feature, your Portfolio will include some additional information—under each document title, a Grading Category name is listed; under the date, special abbreviations are included; under the Grade column, grades are posted.

Student: Arlene Gradebook		Course Grade: N/A				Date: 02/02/2011
Filter: Lesson		Title			Advanced Filter Off	Show All
Date	**Lesson**	**Title**	**Total Time**	**Score**	**Grade**	
▶ 01/26/2011 1:13 PM R	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5)	06:04		F	🔒
▶ 01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	06:47		A+	🔒
▶ 01/26/2011 1:04 PM R	28	Correspondence 28-9: Envelope Grading Category: Proofreading Checks (Manual/5)	04:02		F	🔒
▶ 01/18/2011 5:56 PM RC	59A	Warmup Grading Category: Skillbuilding (Completion/10)	00:47		A	
▶ 01/18/2011 5:55 PM RC	58A	Warmup Grading Category: Skillbuilding (Completion/10)	00:43		A	
▶ 01/15/2011 10:22 AM R	60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+	🔒
▶ 01/12/2011 12:57 PM AR	58C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		C-	🔒
▶ 01/11/2011 4:11 PM R	27	Correspondence 27-8: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:58		A+	🔒
▶ 01/11/2011 4:10 PM R	27	Correspondence 27-6: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:43		A+	🔒
▶ 01/11/2011 4:07 PM R	26	Correspondence 26-3: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	00:40		F	🔒
▶ 01/11/2011 4:04 PM R	25	Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	00:33		C	🔒
▶ 01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A	🔒
▶ 01/11/2011 4:00 PM R		Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A	🔒

A Annotation   R Required   ? Grade Pending   C Completion Graded
🔒 Overriden/Locked Grade   ✔ Used in Grading

Export ▾   Print

Grading Category

- Grading Category names correspond to each grading category in the course outline.

- Being aware of a Grading Category and its grading weight helps you understand where best to concentrate your efforts. In this example, the student should focus on raising the D grade for the Timed Writing category, which is weighted at 50% of the final grade.

Date	1 ▼	Lesson	Title	Total Time	Score	Grade
01/26/2011 3:50 PM R		56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	10:00		D
01/11/2011 4:00 PM R			Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A
01/11/2011 4:03 PM R		25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A
01/26/2011 10:08 PM R		26	Correspondence 26-5: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	01:27		C
01/26/2011 1:05 PM R		27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)			
01/27/2011 10:29 AM ARC		61B	MAP+: Alphabet Grading Category: Skillbuilding (Completion/10)			

50% 5-Minute Timed Writing, 5-Error Limit.
- A = 45+ wpm
- B = 41-44
- C = 37-40
- D = 33-36
- F = 32 or below

20% Document Processing Tests
5% Practice Document Processing Tests
10% Document Processing Jobs
5% Proofreading Checks
10% Skillbuilding

Abbreviations

- Under the Date column, an **R** means that item is required.
- Under the Date column, a **C** means that item has been designated as an exercise or job that is graded based upon whether or not it was completed—a completed item is assigned an A unless a late penalty has been enforced if it was submitted late.

Student: Arlene Gradebook   Course Grade: N/A   Date: 02/02/2011

Filter: [Lesson] [Title]   Advanced Filter Off   Show All

Date	Lesson	Title	Total Time	Score	Grade
01/26/2011 1:13 PM R	28	Correspondence 28-10: Envelope — Grading Category: Proofreading Checks (Manual/5)	06:04		F
01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style — Grading Category: Proofreading Checks (Manual/5)	06:47		A+
01/26/2011 1:04 PM R	28	Correspondence 28-9: Envelope — Grading Category: Proofreading Checks (Manual/5)	04:02		F
01/18/2011 5:56 PM RC	59A	Warmup — Grading Category: Skillbuilding (Completion/10)	00:47		A
01/18/2011 5:55 PM RC	58A	Warmup — Grading Category: Skillbuilding (Completion/10)	00:43		A
01/15/2011 10:22 AM R	60D	5-Minute Timed Writing — Grading Category: 5' Timed Writings (Custom/50)	15:00		A+
01/12/2011 12:57 PM AR	58C	5-Minute Timed Writing — Grading Category: 5' Timed Writings (Custom/50)	15:00		C-
01/11/2011 4:11 PM R	27	Correspondence 27-8: Business Letter in Block Style — Grading Category: Proofreading Checks (Manual/5)	00:58		A+
01/11/2011 4:10 PM R	27	Correspondence 27-6: Business Letter in Block Style — Grading Category: Proofreading Checks (Manual/5)	00:43		A+
01/11/2011 4:07 PM R	26	Correspondence 26-3: Business Letter in Block Style — Grading Category: DP Jobs (Manual/10)	00:40		F
01/11/2011 4:04 PM R	25	Correspondence 25-2: E-Mail Message — Grading Category: Practice DP Tests (Manual/5)	00:33		C
01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message — Grading Category: Practice DP Tests (Manual/5)	04:20		A
01/11/2011 4:00 PM R		Report Test 2-12: Academic Report — Grading Category: DP Tests (Manual/20)	01:06		A

A Annotation   **R** Required   **?** Grade Pending   **C** Completion Graded
Overriden/Locked Grade   ✔ Used in Grading

Export ▾   Print

Icons

A Annotation	R Required	? Grade Pending	C Completion Graded
Overriden/Locked Grade		✓ Used in Grading	

- When students use the Expand arrow to see a complete listing of multiple attempts for any item, under the Attempt column, a ✔ designates the "Used in Grading" best attempt for grading purposes.
- A lock icon to the right of the grade means that subsequent submissions or attempts will not be considered for grading purposes.
- A **?** question mark in the Grade column means that a grade is pending for that item.

Date	1 ▼	Lesson	Title	Total Time	Score	Grade
▼ 01/15/2011 10:22 AM R		60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+

	Attempt	WPM	Errors	Time Spent	Last Modified	
	Attempt #1	41	18	05:00	01/11/2011 3:49 PM	Details
	Attempt #2	41	0	05:00	01/11/2011 3:55 PM	Details
✓	Attempt #3	45	0	05:00	01/15/2011 10:22 AM	Details

Lock icon

Date	Lesson	Title	Total Time	Score	Grade
▶ 02/02/2011 2:38 PM R?	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5)	02:38		?

Course Grade

- If you point to the Course Grade, you can see all the Grading Categories and the final Category Grade on any categories that have been locked down by your instructor, such as 5' Timed Writings in this example.

- When the final Course Grade has been locked down, you will be able to see it as well.
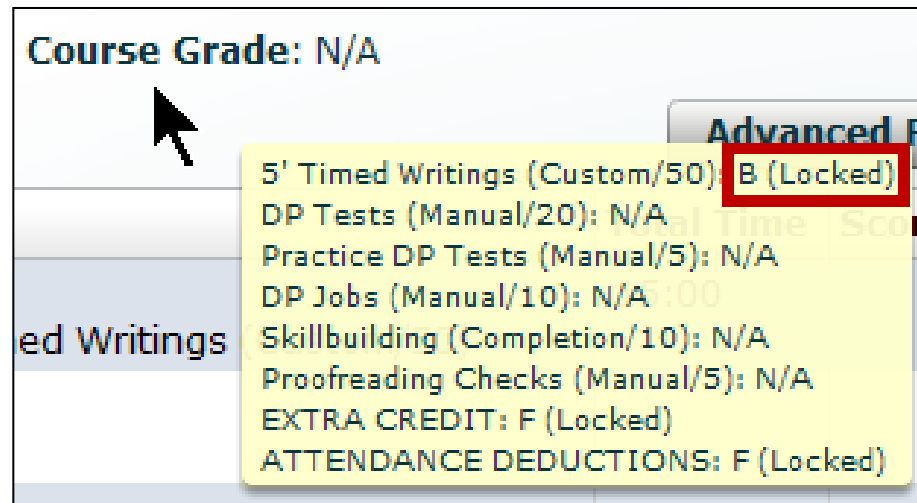
Advanced Portfolio Filters

- You can use these Advanced Filters to filter for required exercises, locked exercises, exercises pending a manual grade, and exercises with completion grading.

Feedback?

If you have any questions regarding word processing or GDP, please send an e-mail:

arlene_zimmerly@hotmail.com

Happy word processing!

Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.