# Orientation to Keyboarding 2 Online and GDP, 11e

By Arlene Zimmerly, Coauthor*

*Gregg College Keyboarding & Document Processing,* 11e

* This presentation was created to serve as one example of an orientation to an online keyboarding course. Your specific course requirements may vary.

# Student Comments

- See the [FAQs](#) page for other student comments that should inspire and motivate you! This comment is from a Keyboarding 1 student:

"This was one of the most practical courses that I have ever taken. It builds confidence, speed, and eye/hand coordination. I am amazed at my speed. Before I could type only 15 wpm. Now I can type almost 40 wpm. This course has taken me from writing a report from days to just hours. It was really nice to have a teacher who was always ready to answer my questions at any time. Thank you."

# Orientation Topics

▸ Factors for Success

▸ Technical Skills Tutorial

▸ Course Description

▸ System Requirements (PC and Mac)

▸ Software Requirements & Supplies

▸ Getting Started

▸ Assignments & Due Dates

▸ Daily Routine & Instructor Annotations

▸ Typing Technique & Technique Check

▸ Assessment

▸ Orientation

# Factors for Success

▸ Do you have adequate technical skills?

▸ Is your learning style compatible with an online course?

▸ Are you a self-starter determined to read and follow directions?

▸ Are you disciplined enough to stay on schedule and communicate via e-mail on a regular basis?

▸ Do you have a reliable computer and Internet connection?

# Technical Skills Tutorial

▸ Go to the [Technical Skills Tutorial](#) page to review the required skills for this online course.

▸ You need basic computer skills to:

- Navigate Windows.
- Download files.
- Use the GDP Web site.
- Use e-mail.
- Manage files in Windows including finding, opening, printing, and deleting files.
- Troubleshoot basic computer issues.

# Course Description

▸ If you need to learn to type by touch (without looking), if you need to relearn the keyboard, or if you type less than 30 wpm, you should enroll in Computer Keyboarding 1.

▸ You will learn to type by touch and should develop speeds ranging from 47-50 wpm or higher.

▸ You will build keyboarding speed and accuracy and produce mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word for Windows (2007 or 2010).

# Minimum System Requirements

▶ Operating System: Windows XP, Windows Vista, Windows 7, or Mac OSX. (See the next page for details on using a Mac.)

▶ Screen Resolution: 1024 x 768 or higher.

▶ High-speed Internet connection.

▶ Internet Explorer 7 or 8 or Firefox 3.5 browser.

▶ [Adobe Flash Player 10](#).

# GDP on a Mac

▸ GDP is entirely Web-based. You can complete all skillbuilding using the GDP Web site and your textbook.

▸ To complete 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 2007 or 2010 could be installed. Visit http://www.apple.com/support/bootcamp/ for details.

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

# Software Requirements

▸ To log on to GDP online, you must have an [Online Software Student Registration Card](#), which is bundled with the textbook or may be purchased separately at the GDP log-in screen.

▸ For document processing jobs, you must have Word 2007 or 2010 for Windows. Click [here](#) for details.

▸ Internet Explorer 7+ or 8 or Firefox 3.5 browser.

▸ [Adobe Flash Player 10](#) is required.

▸ Optional: The most [current version of Java](#) (1.5 or later) if you wish to view movies posted at the [GDP Movie Channel](#). Click [here](#) to verify your Java version.
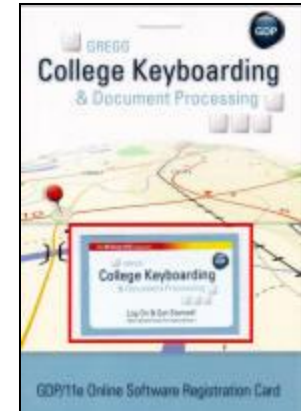
# Supplies

▸ *Kit 2, Gregg College Keyboarding & Document Processing, 11th Edition, Lessons 61-120*; Ober, Johnson, Zimmerly; 2011; McGraw-Hill Higher Education; ISBN 0077356578 (Word 2010) or ISBN 0077356551 (Word 2007).

▸ The two books you see below on the left are bundled in a boxed kit with an Online Software Student Registration Card and an easel.
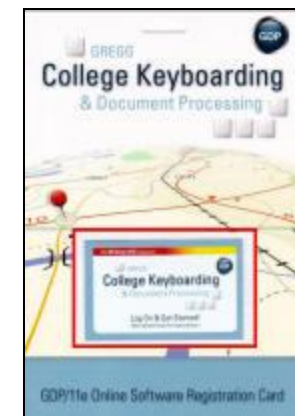
Book 1
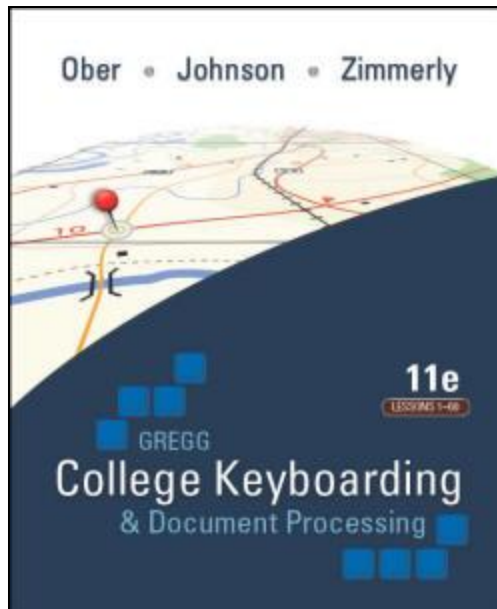
*Word Manual*

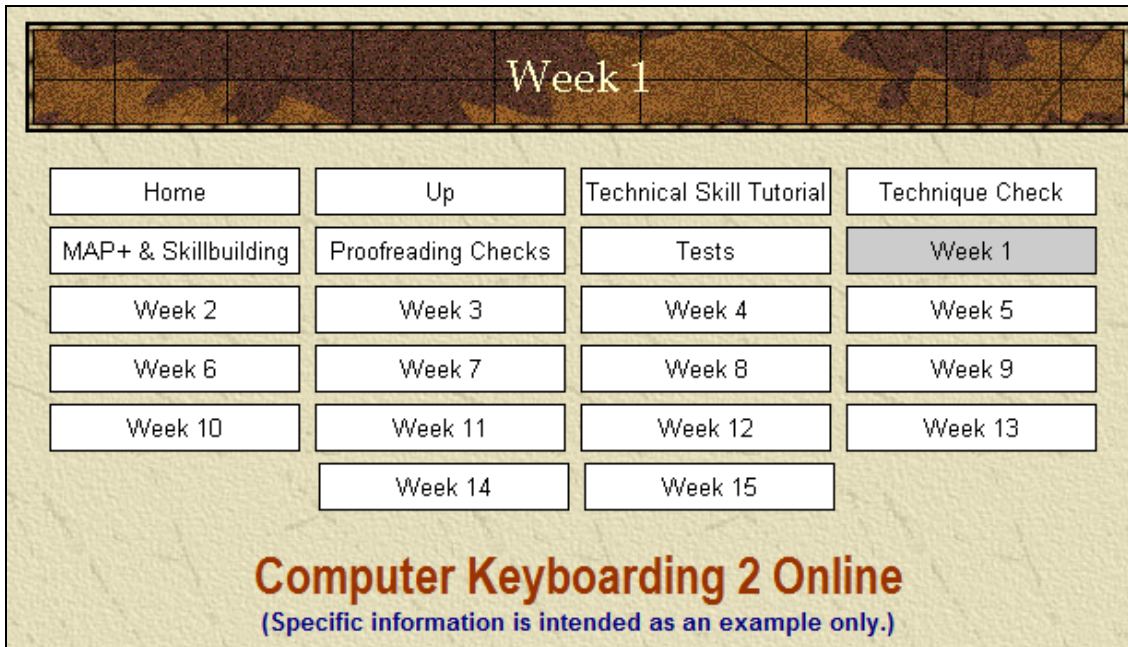Software Registration Card

# Getting Started

‣ Submit the [Questionnaire](#) so I can contact you.

‣ Download [11e Errata List for Students](#), and make all corrections in your textbook and *Word Manual* for the lessons listed on the [Progress Folder](#).

‣ Download either [Getting Ready for GDP11e With Internet Explorer](#) or [Getting Ready for GDP11e With Firefox](#) for your desired browser.

‣ Follow the steps in these sections only:

  ▪ "Allow GDP Pop-ups in Internet Explorer" or "Allow GDP Pop-ups in Firefox"; make all changes in your browser of choice.

  ▪ "Add URL Favorites in Internet Explorer" and "Add URL Bookmark in Firefox"; make all changes in your browser of choice.

  ▪ "Add PDF Reader" to view PDF files.

# Getting Started (cont'd)

‣ Download the [Progress Folder](#) and print it. You will use this during the semester to keep your own records of your work and progress.

‣ Check your e-mail regularly and get started.

  ▪ You will receive various automated e-mails with vital information such as the log-in URL, user name, and password.

  ▪ I will also e-mail class announcements and send individual e-mails regarding your work and progress.
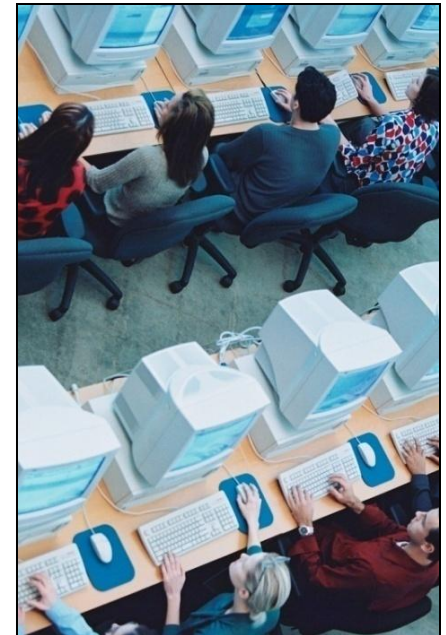
# Assignments

▸ Read your [Assignment Sheets](#) (see [Week 1](#)) each week so you will know what to do and when to do it.

▸ The information on these pages is the online equivalent of face-to-face instruction in a traditional classroom.

# Due Dates

▶ On-time assignments are critical to your success in an online course. Therefore, late work is penalized to encourage you to keep up with your work.

▶ A grace period of three weeks is allowed at the start of the semester.

▶ All work assigned for a particular week, including practice tests and regular tests, is due no later than Saturday evening each week.

▶ See the Course Outline for details on penalties for late work.

# Daily Routine

- Log on to GDP. (See [Getting Started](#) and [Week 1](#).)
- If you see an alert bubble by **My GDP**, click **My GDP**, **Resources**, to open and review any new student resources such as a handout, announcement, or Internet link.
- Type your lessons following the information on the weekly [Assignment Sheets](#).
  - All skillbuilding is uploaded automatically.
  - Document processing is uploaded manually.
- Review your Portfolio and check for any annotations.
- Record your grades in your [Progress Folder](#).

# Instructor Annotations

▸ In GDP, click **My GDP**, **Portfolio.**

▸ Note that a red "A" flags all items with my annotations; always click **Show All** to be sure that all work is displayed.

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

# View Annotated Work Only

▸ In the Portfolio, click **Advanced Filter Off**; in the **Filter Student Portfolio** dialog box, check **Annotated only**; click **OK.**

# General Comments and Annotations

- Read the **General Comment**; mouse over it to display long comments.

- Always scroll down to view any hidden annotated items.

- When applicable, click **Next** to move to the next screen, **Previous** to move to a previous screen, and **Print** to print the document and annotations.

# Other Abbreviations (only if a gradebook is in use)

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

**R** designates required work.

**?** In the Grade column means a grade is pending.

**C** means that item earns a grade of A when it is completed.

A lock to the right of a grade means any subsequent work you may submit for that item will not be considered for grading purposes.

A green check marks the best attempt used for grading purposes.

| Date | 1 ▾ | Lesson | Title | Total Time | Score | Grade |
|---|---|---|---|---|---|---|
| ▼ 01/15/2011 10:22 AM<br>R | | 60D | 5-Minute Timed Writing<br>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

* This example is for a Keyboarding 1 course, not a Keyboarding 2 course.

# Grading Categories

- Grading Category names correspond to each grading category in the course outline for Keyboarding 1.

- Being aware of a Grading Category and its grading weight helps you understand where best to concentrate your efforts. In this example for Keyboarding 1, the student should focus on raising the D grade for the Timed Writing category, which is weighted at 50% of the final grade. See the Course Outline for details on each Grading Category for Keyboarding 2.

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

**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

* This example is for a Keyboarding 1 course, not a Keyboarding 2 course.

# Typing Technique

- Correct position at the keyboard enables you to type with greater speed and accuracy and with less fatigue.
- When typing for a long period, rest your eyes occasionally by looking away from the screen.
- Change position, walk around, or stretch when your muscles feel tired.
- Making such movements and adjustments may help prevent your body from becoming too tired. In addition, long-term bodily damage, such as carpal tunnel syndrome, can be prevented.

# Correct Position

Type by touch with fingertips, *not* fingernails.

When you can "feel" the raised bars on the "F" and "J" keys, you know you're on home row.

29″–30″

See page xxix in your textbook for tension-reducing exercises.

# Workstation

If possible, adjust your workstation as follows:

- ☐ Position your chair so that your upper and lower legs form a greater-than-90-degree angle and your lower back is supported, with your knees slightly lower than your hips.
- ☐ Position your text on either side of the monitor as close to the monitor vertically and horizontally as possible.
- ☐ Position the mouse on a pad next to and at the same height as your keyboard.
- ☐ Tilt the top of the monitor slightly away from you and slightly farther than an arm's length from you.

# Position at the Keyboard

- Center your body in front of the keyboard.
- Sit slightly reclined, with your lower back touching the back of the chair and your feet flat on the floor.
- Keep your elbows close to your body in a relaxed position.
- Curve your fingers naturally over the home-row position, with the back of your hands at the same angle as the keyboard.
- Move the mouse with your whole arm—not just your wrist.

# Keystroking

- ☐ Operate all keys by touch, using the correct fingers.
- ☐ Keep your eyes on the copy most of the time while typing.
- ☐ Keep your forearms at a slight downward slant and raise your hands slightly when typing so that your wrists do not touch the keyboard.
- ☐ Make quick, light strokes, returning your fingers immediately to the home-row position or moving to the next position after each stroke.

# Technique Check

☐ In Week 3, you will be responsible for passing a Technique Check.

☐ See "Orientation to Technique Checks & MAP+" for details.



GDP · TECHNIQUE CHECK

| Name: | Date: | Grade: |
|---|---|---|

**Comments:**

| Technique | Acceptable | Needs Improvement | Not Acceptable |
|---|---|---|---|
| Eyes on copy | | | |
| Correct finger reaches (strikes key with correct finger) | | | |
| Continuity (keyboard without hesitation) and accuracy | | | |
| Body, hand, finger, wrist, and arm position | | | |
| Stroking technique (quick strokes; fingers return to home position) | | | |
| ENTER (J home) | | | |
| SHIFT (F/J home) | | | |
| TAB (F home) | | | |

**Excellent:** Uses acceptable technique consistently
**Very Good:** Uses acceptable technique most of the time; needs some minor improvement
**Needs Improvement:** Needs several improvements
**Unacceptable:** Needs major improvement

☐ Shading indicates critical technique. If a shaded area is marked unacceptable, the student should be evaluated again after practicing.

# Assessment

▸ See the [Course Outline](#) for details on assessment.

**Objectives and Assessment:**

As a result of successfully completing Computer Keyboarding 2 Online, you will:

1. Type a minimum of 47 wpm on a 5-minute timed writing with 5 or fewer errors.
2. Demonstrate good work habits, acceptable typing technique, and skill in using the computer and printer.
3. Recognize, evaluate, and correct errors in content and format of documents.
4. Demonstrate skill in language arts, including word division, proofreading, punctuation, grammar, spelling, and keyboard composing.
5. Produce mailable business documents including letters, tables, reports, and memos using Microsoft Word.

# Assessment Weights and Categories

**40%** 5-Minute Timed Writing, 5-Error Limit (by touch)
- A = 55+ wpm
- B = 51-54
- C = 47-50
- D = 43-46
- F = 42 or below

**30%** Document Processing Tests

**5%** Practice Document Processing Tests

**10%** Document Processing Jobs: All jobs must be mailable (error free) to earn a grade of A. For jobs that include errors (keystroking or formatting), the severity of the error will be considered when assigning a grade.
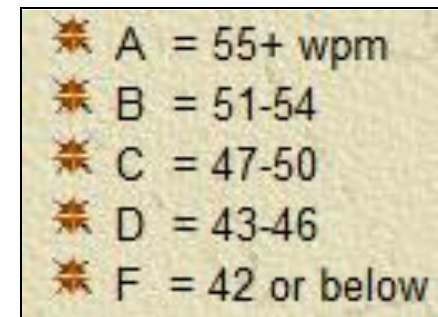
**5%** Proofreading Checks

**10%** Skillbuilding

**Up to +10%** Extra Credit: Extra Proofreading Checks, documents, and skillbuilding
**Up to -10%** Attendance Deductions

# Assessment—Timed Writings

▸ You will be given a series of 5-minute timings on campus at the end of the course. The best two timings are averaged to determine your speed.

▸ If your timings are not within the 5-error limit, 2 wpm (words per minute) will be subtracted from the gwpm (gross words per minute) for each error over the maximum number of errors allowed. For example, if your speed was 50 and your errors were 6, your nwpm (net words per minute) would be 48.



| | |
|---|---|
| A | = 55+ wpm |
| B | = 51-54 |
| C | = 47-50 |
| D | = 43-46 |
| F | = 42 or below |

# Assessment—Document Processing

▶ Review [Orientation to Word Processing, Keyboarding 2](#) for these topics:

- ▶ Practice exercises and document processing
- ▶ 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 67J and Correspondence 65-63: typical Practice exercise and DP job
- ▶ Reference Manual
- ▶ GDP routines: Start Work, manage and save files, Browse, and Submit Work
- ▶ Annotations
- ▶ Edit work and scoring results
- ▶ Proofreading skills and Proofreading Checks
- ▶ Extra credit for proofreading
- ▶ Document assessment, grades, Gradebook, and filters

# On-Campus Orientation

▸ A mandatory orientation will be held the first week of the semester. Check the Schedule of Classes for details.

▸ All topics in this orientation will be covered.

▸ Bring your [supplies](#), including your Online Software Registration Card.

▸ Be prepared for hands-on activities.

# Feedback?



If you have any questions regarding this orientation or GDP, please send an e-mail to:

arlene_zimmerly@hotmail.com



**Happy keyboarding!**

**Note:** This presentation was created to serve as a possible example of an orientation to an online keyboarding course. Your specific course requirements may vary.