

INSTRUCTOR: Comments Library, General Comments, & Annotations

The screenshot displays the GDP interface. On the left is a sidebar with a 'GDP' logo and navigation links under 'USERS' (My Account, Message Center, Students, Classes), 'CONTENT' (Scheduling, Resources), and 'RESULTS' (GPS). The main area has tabs for 'Gradebook', 'Reports', and 'Comments'. The 'Comments' tab is active, showing a 'Type' dropdown set to 'All' and an 'Add Comment' link. Below this is the 'Comments Library' table, which lists various comments. Three items in the table are circled in red: the 'Comments Library' header, the 'Annotation' type in the second row, and the 'General' type in the third row.

| Edit | Type | Title | Text |
|------|------------|---|--|
| | Annotation | ATTACHMENT | Type "Attachment" directly below the reference or R-7C in the Reference Manual and Lesson 29 |
| | Annotation | bold title | Apply bold to this title. |
| | General | congratulations perfect format | Excellent work!! Congratulations on completing formatting. |
| | General | congratulations zero keystroking errors | Excellent work!! Congratulations on completing keystroking errors. |
| | Annotation | Dash | Type a dash by typing the first word followed d |

Gregg College Keyboarding & Document Processing, 11e



Note: This presentation is intended for instructor use only. You will learn about GDP's Comments feature, which you access via Course Manager. Your specific procedures may vary.

Preferences

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

Default Preferences

Messaging Enabled: ☒ Yes ☐ No

Resources Enabled: ☒ Yes ☐ No

Gradebook Type: ▼

Document Processing

Formatting Assistant: ☒ Yes ☐ No

Hide Format Scoring from Student: ☒ Yes ☐ No

Score Keystroking: ☒ Yes ☐ No

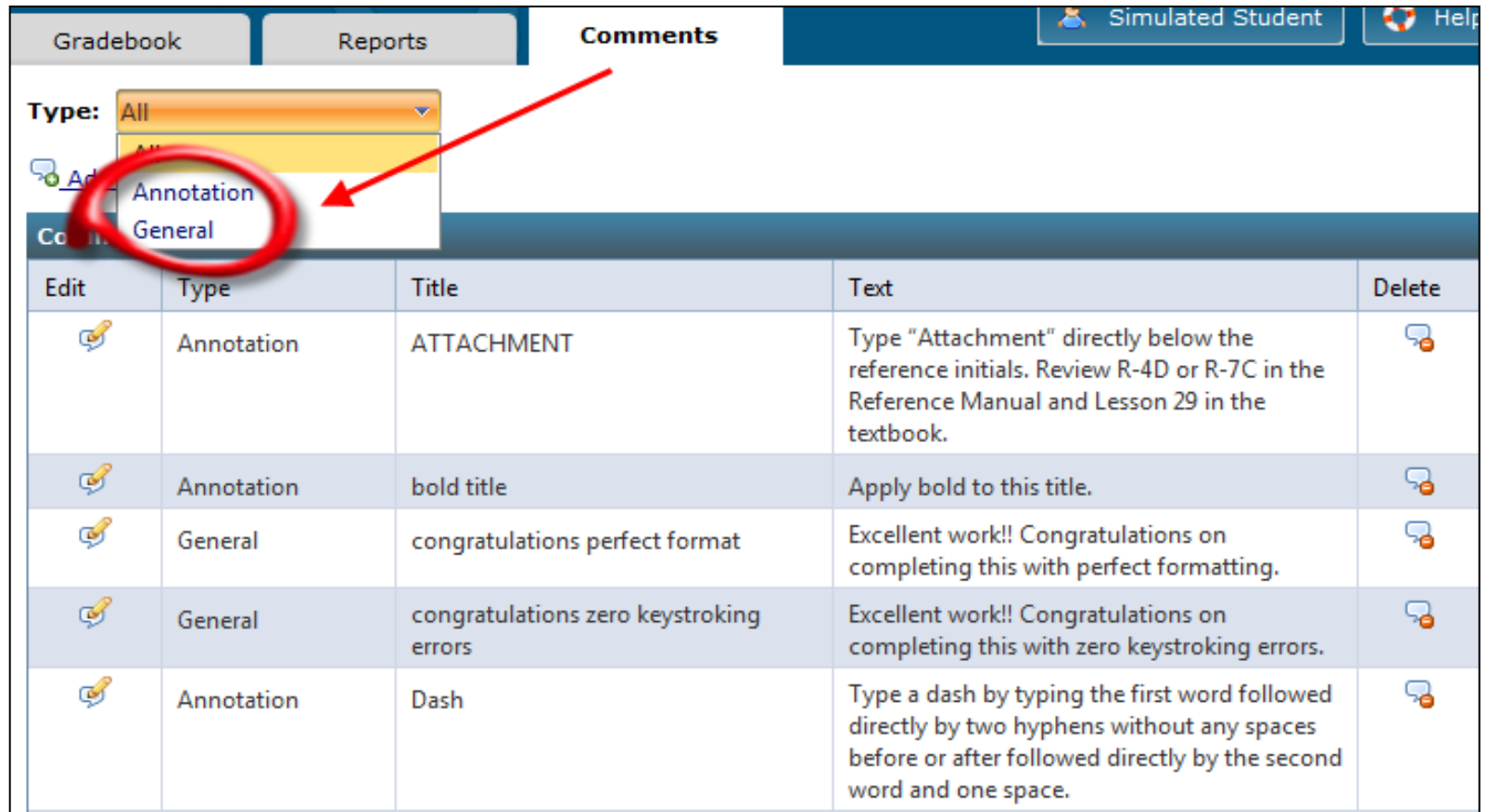
Proofreading Viewer: ☒ Yes ☐ No













Note: See the handout "[Comments Library](#)" for details on all topics in this presentation. □

Comment Type

Use Course Manager's **Comments** feature to create two types of comments: **Annotation** and **General**.



The screenshot shows the 'Comments' tab in the Course Manager interface. A dropdown menu for 'Type' is open, showing 'All', 'Annotation', and 'General'. 'Annotation' is circled in red, and a red arrow points to it. Below the dropdown is a table of existing comments.

| Edit | Type | Title | Text | Delete |
|---|------------|---|--|---|
|  | Annotation | ATTACHMENT | Type "Attachment" directly below the reference initials. Review R-4D or R-7C in the Reference Manual and Lesson 29 in the textbook. |  |
|  | Annotation | bold title | Apply bold to this title. |  |
|  | General | congratulations perfect format | Excellent work!! Congratulations on completing this with perfect formatting. |  |
|  | General | congratulations zero keystroking errors | Excellent work!! Congratulations on completing this with zero keystroking errors. |  |
|  | Annotation | Dash | Type a dash by typing the first word followed directly by two hyphens without any spaces before or after followed directly by the second word and one space. |  |



Create Comments

Create comments in advance via the Comments Library or create them on the fly as you insert them from the Student Portfolio.

The screenshot displays the 'Comments' section of a software interface. At the top, there are tabs for 'Gradebook', 'Reports', and 'Comments'. Below the 'Comments' tab, a dropdown menu for 'Type' is set to 'All', with 'Annotation' and 'General' options visible. A red circle highlights the 'Annotation' option. To the right, a 'Lesson 30: Correspondence 30-19: Business Letter in Block Style' window is open, showing 'Attempt #4'. An 'Insert Annotation' dialog box is overlaid on this window. The dialog has a 'Library' section with a 'Filter list' and a list of items including 'Reference Initials', 'Reference Initials "urs"', 'REPORT ACADEMIC', 'Report Academic Body', 'skillbuilding drills wrong lines', 'trailing spaces', 'word wrap', and 'year'. A red circle highlights the 'year' item. To the right of the library is a text box with the placeholder 'Enter title here to save to your library' and the instruction 'Type the current year when you see 20--.'. At the bottom of the dialog, there are 'Insert' and 'Cancel' buttons, with the 'Insert' button circled in red. In the background, a table with columns 'Edit' and 'Type' shows rows for 'Annotation' and 'General' comments. A red arrow points from the 'Type' dropdown to the 'Annotation' row in the table. Another red arrow points from the 'Annotation' row to the 'Insert Annotation' dialog. A third red arrow points from the 'year' item in the library to the 'Insert' button.

| Type |
|------------|
| Annotation |
| General |

| Edit | Type |
|------|------------|
| | Annotation |
| | Annotation |
| | General |

Lesson 30: Correspondence 30-19: Business Letter in Block Style

Attempt #4

Last Modified 0
Time Spent 0
Keystroking Errors 9
Formatting Alerts 1

General Comment

This job is late and will be due dates.

Keystroking Errors

Click on a word to insert a

April 3, 20--

Insert Annotation

Library

Filter list

Reference Initials
Reference Initials "urs"
REPORT ACADEMIC
Report Academic Body
skillbuilding drills wrong lines
trailing spaces
word wrap
year

Enter title here to save to your library

Type the current year when you see 20--.

Directions: Drag and drop one or more Library items to the text box above as needed.

Insert and Add to Library

Create Comments Library

- From **GPS (Grade Posting System)**, click the **Comments** tab.
- From the **Comments** tab, click the **Add Comment** hyperlink link just below the box.
- From the **Add Comment** dialog box, click the list arrow next to the **Type** box; click either **Annotation** or **General**.
- In the **Add Comment** dialog box, type (or paste) a title in the **Title** box.

Tip: Copy/paste from the “Comments Library” Word file.

- In the **Comment** box, type (or paste) the comment

Tip: Copy/paste from the “Comments Library” Word file.

- Click **Add Comment**.

General Comment

A **General** comment applies to the entire item and appears directly under the attempt results.

Correspondence Test 5-94: Business Letter in Block Style

Attempt #3

Last Modified 12/26/2011 9:18 PM

Time Spent 03:22

Keystroking Errors 2

Formatting Alerts 0

General Comment  

Grade: C (late penalty). See My GDP, Resources, Assignment Sheet, for due dates.

General Comment  

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so ...

Keystroking Errors

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so that you will continue to improve.

Click on a word to insert a text-specific annotation after that word.

Annotation

An **Annotation** comment is specific and appears at a pertinent point in a document or exercise.

General Comment

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so ...

Keystroking Errors

Click on a word to insert a text-specific annotation after that word.

17 March 20--

Type the actual year when you see "--" in the textbook for a date.

urs

Type your reference initials (first initial of your first name and first initial of your last name) in black lowercase, no spaces, periods, or parenthesis. Press ENTER 2 times after the previous typed line before typing reference initials. Review R-3A and R-5B in the Reference Manual.

Mr. Antoin Encl

Copy/Paste “Comments Library” Entries

Conventions

- Titles in all lowercase (for example, *congratulations on time*) are generic comments that may be used as a General Comments.
- Titles shown in all caps signal (for example, *LETTERS BLOCK STYLE*) are generic comments for a specific type of document and can be used as a general Annotation on the first line of a job.
- Titles shown in principal caps (for example, *Letter Date* or *Reference Initials “urs”* or *Reference Manual Electronic*) are specific comments inserted at a pertinent point within a document.
- Titles in blue (for example, *PROOFREADING CHECK*) are specific comments used in [Arlene Zimmerly’s Keyboarding 1](#) course and will not necessarily apply to your course.

Delete Annotations

- To delete all annotations in an item: In the dialog box for that item, click **Delete Annotations**.
- To delete a single annotation: Click the yellow bubble for the desired annotation; from the **Edit Annotation** window, click **Delete**.


Print Annotated Study Guides

- From the **Portfolio**, expand the desired document and attempt; click **Details**; click **Print** to use the printout as a study guide.

Cody Phillips A.ZIMMERLY (Keyboarding 1, Spring 11)

Lesson 30: Correspondence 30-17: Memo

Attempt #3

| | |
|--------------------|---|
| Last Modified | 12/26/2011 9:24 PM |
| Time Spent | 01:18 |
| Keystroking Errors | 3 |
| Formatting Alerts | 6 |
| A.D.D.S. Warning |  |

General Comment
You earned a C on this job. Try it again.

Keystroking Errors

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MEMO TO: [T]All Executive Assistants¶

When the student uses Print, A.D.D.S. Warnings will not be included.

In most cases, A.D.D.S. alerts should *not* be disclosed to students.

2t">urs¶
Attachment3on">{¶}

[1] Type the current year when you see 20--.

[2] When you see "urs" in red in the textbook, type the initials of your first Student Name used to log-in to GDP in lowercase without spaces in "urs."

[3] Delete the trailing spaces at the end of a line. This type of scoring affect the printed document in any way, so it does not affect your grade. type the last printing keystroke at the end of the line and nothing else press ENTER to begin the next line.

Formatting Alerts

Action

Bold the MEMO TO: heading.
Bold the FROM: heading.
Bold the DATE: heading.
Bold the SUBJECT: heading.
Underline the sentence.
Italicize the text.

Formatting Alerts help identify possible formatting errors.

The ONLY reliable way to assess formatting is to view the document in Word.

The printout could be used as a study guide since it includes instructor comments.

Note: To save this page as an HTML file, hold down Control-S on a PC or Command-S on a Mac. In Firefox you can also right-click and choose "Save As..."

Feedback?

If you have any questions on the Comments feature or GDP, please send an e-mail:

arlene_zimmerly@hotmail.com



Enjoy using the Comments Library!



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