INSTRUCTOR: Comments Library, General Comments, & Annotations

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:	Interim ▼

Document Processing

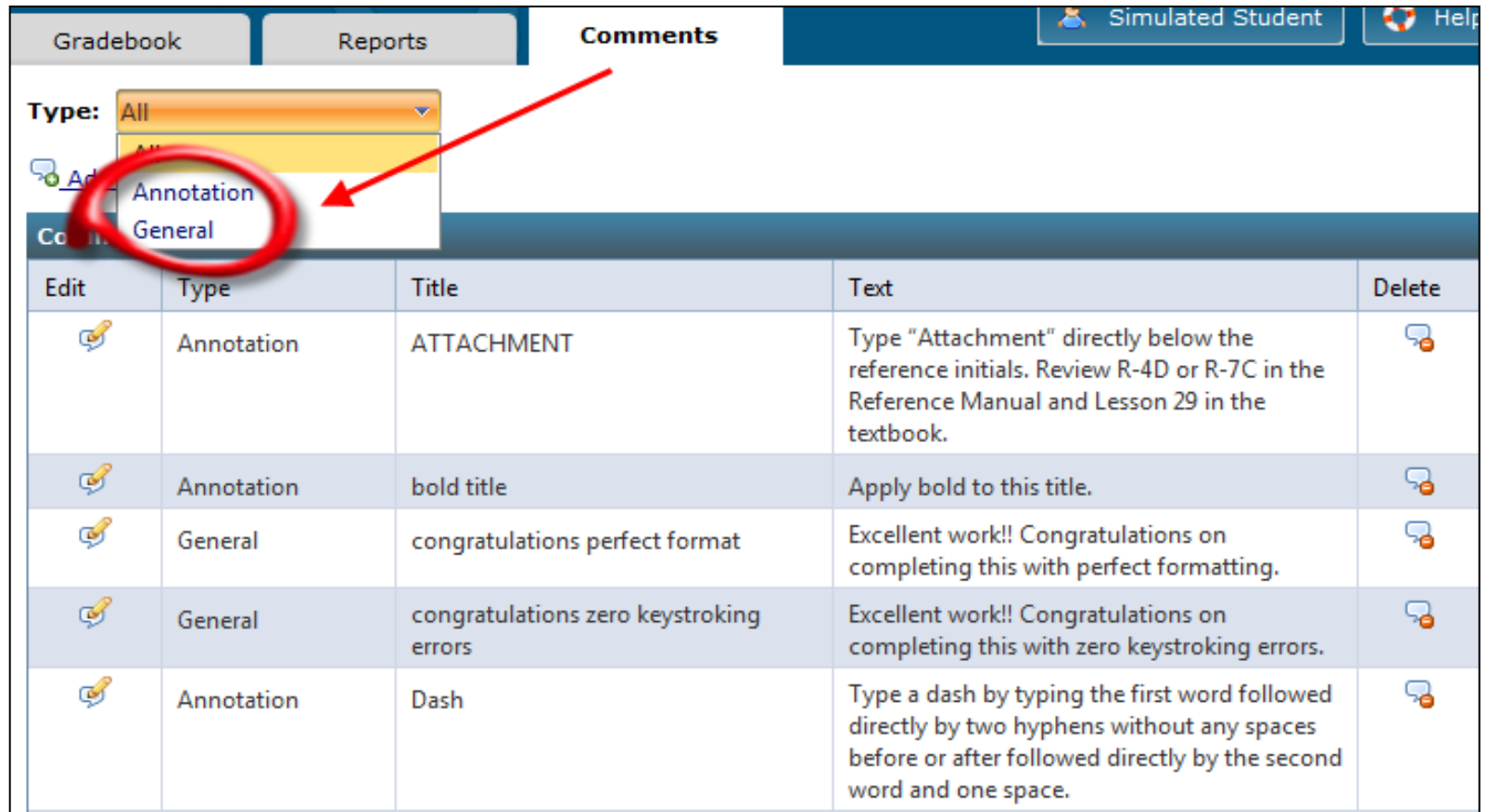|	
Formatting Assistant:	◉ Yes ○ No
Hide Format Scoring from Student:	◉ Yes ○ No
Score Keystroking:	◉ Yes ○ No
Proofreading Viewer:	◉ Yes ○ No

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**.

Create Comments

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

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.

Annotation

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

Copy/Paste "Comments Library" Entries

Conventions

➤ Titles in all lowercase (for example, *congratulations on time*) are generic comments that may be used 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	🛡

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.

General Comment

You earned a C on this job. Try it again.
Keystroking Errors

¶
¶
¶
¶
¶
MEMO TO:[T]All Executive Assistants¶

2t">urs¶

Attachment3on">{¶}

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

[2] When you see "urs" in red the textbook, type the initials of your fir 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 gra 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.

Print

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.