INSTRUCTOR: Managing Resources

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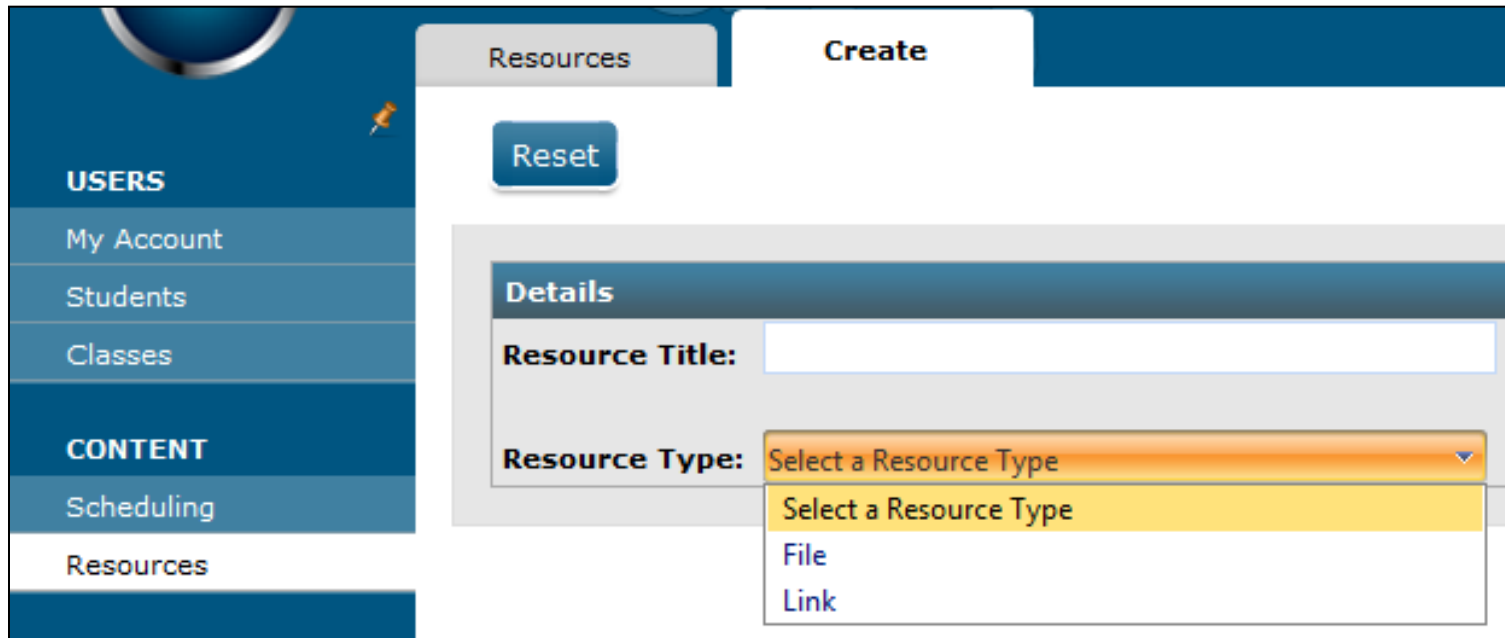*Gregg College Keyboarding & Document Processing,* 11e

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

Resource Type

Use Course Manager's Resources feature to create two types of resources: **File** and **Link**:

Note: See the handout "Managing Resources in Course Manager" for details on all topics in this presentation.

File Resource

A File Resource, which is essentially a "link to a file," provides convenient access to:

➢ Course outline

➢ Assignment sheets

➢ Required Exercise list (if you use GDP's Interim Gradebook)

➢ Class announcements

➢ Spreadsheet used for grading

Note: See the handout "Managing Resources in Course Manager" for details on all topics in this presentation.

Link Resource

A Link Resource, which is essentially a "link to a link," provides convenient access to:

➢ External Web sites—perhaps your school's site, Blackboard, and so forth.
➢ External handouts—perhaps those available at gdpkeyboarding.com or the related course Web sites
➢ Movies

Access Resources

Students are alerted to a newly posted resource by a red, numbered circle and click **My GDP**, **Resources**, to view it.

| | Lessons | | Skillbuilding | | MAP+ | | Timed Writings | | Language Arts | | Reference Manual | | My GDP **1** |

Student Resources

	Portfolio
	Resources **1**
	My Info

Type	Title	Due Date	
Link	01. ORIENTATION TO KEYBOARDING ONLINE AND GDP	N/A	Open
Link	02. Best Classroom Practices for Students	N/A	Open
Link	03. Getting Ready for GDP 11e With Internet Explorer	N/A	Open
Link	04. Getting Ready for GDP11e With Firefox	N/A	Open
Link	05. 11e Errata List for Students	N/A	Open
Link	06. Progress Folder	N/A	Open
File	07. Required Exercises List	N/A	Open
Link	08. ORIENTATION TO TECHNIQUE CHECKS & MAP+	N/A	Open
Link	09. Technique Check Copy	N/A	Open
Link	10. Technique Check Form	N/A	Open
Link	11. Complete List of Word Settings for GDP	N/A	Open
Link	12. ORIENTATION TO WORD PROCESSING	N/A	Open
Link	13. Practice Exercises & Document Processing Jobs	N/A	Open
Link	14. Developing Proofreading Skills	N/A	Open
Link	WEEK 1: Class Announcement	N/A	NEW Open

New File Resource

Perhaps you wish to create a new File Resource such as "WEEK 2: Class Announcement."

Type	Title	Due Date	
Link	01. ORIENTATION TO KEYBOARDING ONLINE AND GDP	N/A	Open
Link	02. Best Classroom Practices for Students	N/A	Open
Link	03. Getting Ready for GDP 11e With Internet Explorer	N/A	Open
Link	04. Getting Ready for GDP11e With Firefox	N/A	Open
Link	05. 11e Errata List for Students	N/A	Open
Link	06. Progress Folder	N/A	Open
File	07. Required Exercises List	N/A	Open
Link	08. ORIENTATION TO TECHNIQUE CHECKS & MAP+	N/A	Open
Link	09. Technique Check Copy	N/A	Open
Link	10. Technique Check Form	N/A	Open
Link	11. Complete List of Word Settings for GDP	N/A	Open
Link	12. ORIENTATION TO WORD PROCESSING	N/A	Open
Link	13. Practice Exercises & Document Processing Jobs	N/A	Open
Link	14. Developing Proofreading Skills	N/A	Open
Link	WEEK 1: Class Announcement	N/A	NEW Open

Create File Resource

➢ Under **CONTENT**, click **Resources**, **Create** tab.

➢ From the **Create** tab, type the resource name in the **Resource Title** box.

Tip: Resources are listed alphabetically. If you wish to have a different sort order, add a number before the title. Then for other announcements you prefer to list chronologically, assign a name that will position them in chronological order at the bottom of the list, such as "WEEK 1" and "WEEK 2."

➢ From the **Resource Type** box, click **File**.

➢ Click **Select** and browse to the desired file, which you created in advance.

Create File Resource (cont'd)

➤ Click **Next** to upload the file.

  Note: PDF files are generally a preferred, more seamless file format. There is a file size limit of 3 MB.

➤ From the **Assign Classes** tab, under **Available Classes**, click the desired class; click the **Add** button to move the class to the right under **Assigned Classes**.

➤ To assign the resource to appear at a set date and time: From the **Resource Assignment Details** dialog box, check **Enable Schedule by Date**; indicate the **Start Time** (when to post to My GDP) and **End Time** (when to remove); click **Save**; otherwise, just click **Save**.

➤ Click the **Resources** tab, and note the green checkmark under the **Assigned** column for that resource.

Create Link Resource

➢ Under **CONTENT**, click **Resources**, **Create** tab.

➢ From the **Create** tab, type the resource name in the **Resource Title** box.

   Tip: To copy a link address from a Web site, such as a link to a file, right-click and click **Copy shortcut**.

➢ From the **Resource Type** box, click **Link**.

➢ In the **Link Location (HREF)** box, type or paste in the desired link.

➢ Click **Next** to upload the link.

➢ Assign the resource in the same way you assigned a File Resource.

Feedback?

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

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Happy Resourcing!

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