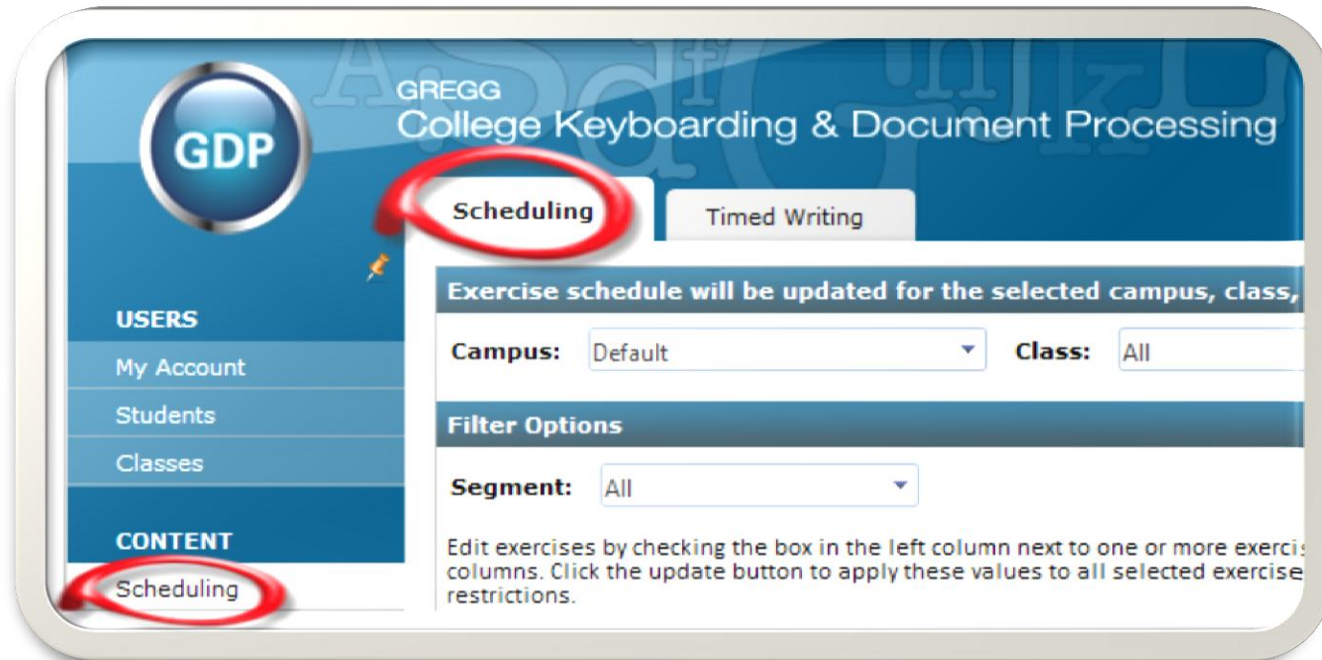


INSTRUCTOR: Scheduling Strategies



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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 Scheduling features, which are accessed via GDP's Course Manager program. Your specific procedures may vary.

Scheduling Overview

<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date 1	<input type="checkbox"/> Update Due Date	<input type="checkbox"/> Update End Date 1	<input type="checkbox"/> Update Delay Results 2	<input type="checkbox"/> Update Password 3	IP Restrictions Update IP Restrictions 4
---	---	--	---	--	---	--

- **Enabled—Yes**, is the default meaning that when you first use GDP, all Lessons menus (except for Objective Tests) include all lesson components.
- **Enabled—No** removes one or more designated items, such as a skillbuilding drill or document, from the GDP Lessons menu.
- All other Scheduling choices, except for Due Date, restrict a designated Lessons menu item making it inaccessible in some way—for example, if a restricted menu item is clicked, the student might see:

Password Required 3

Password

Assignment Not Available 1

You cannot take this exercise at the present time. (A time restriction is in effect.)

The scored text for this exercise will be reported at a later time that has been determined by your instructor. 2

IP Address Invalid 4

You cannot take this exercise from your current location. (An IP restriction is in effect.)

(Beta) Formatting Errors

Action

Delayed

Scoring Results

The scored text for this exercise will be reported at a later time that has been determined by your instructor. 2

Scheduling Applications

<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date <input type="text"/> <small>Calendar icon</small>	<input type="checkbox"/> Update Due Date <input type="text"/> <small>Calendar icon</small>	<input type="checkbox"/> Update End Date <input type="text"/> <small>Calendar icon</small>	<input type="checkbox"/> Update Delay Results <input type="text"/> <small>Calendar icon</small>	<input type="checkbox"/> Update Password <input type="text"/>	IP Restrictions Update IP Restrictions
---	--	--	--	---	--	---









Designate one or more specific GDP menu items; then take one or more of the following actions:

- **Enabled—Yes/No:** Customize GDP menus by disabling a menu item so that it does not appear on a menu.
- **Update Start Date** and **Update End Date:** Add a Start Date and an End Date to a GDP menu item to limit access to that item so that it is accessible on the menu only between the dates and times you designate.
- **Update Due Date:** Add a Due Date to specify the last date and time an exercise can be attempted for full credit. This feature is applicable only if you are using GDP's Gradebook feature.

Note: See the handout "[Scheduling & Report Strategies For Testing & Document Processing](#)" for details on all topics in this presentation.




Scheduling Applications (cont'd)

<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date <input type="text"/>  	<input type="checkbox"/> Update Due Date <input type="text"/>  	<input type="checkbox"/> Update End Date <input type="text"/>  	<input type="checkbox"/> Update Delay Results <input type="text"/>  	<input type="checkbox"/> Update Password <input type="text"/>	IP Restrictions Update IP Restrictions
---	--	--	--	---	--	---

- **Update Delay Results:** Delay the display of Scoring Results when students use Edit Work or Details in the Portfolio after completing a document and delay the display of General Comments and Annotations. The Scoring Results will still be viewable in Course Manager, and you can still add General Comments and Annotations.
- **Update Password:** Add (or remove) a password for a GDP menu item so that the student is forced to enter a password when that item is selected from the GDP menu.
- **IP Restrictions:** Limit student access to menu items to specific computers using specific IP addresses; for example, you could limit access to items so they are accessible only at testing workstations in your classroom or lab.

Class and Section Setup

- GDP Classes and Sections can be created and set up in a myriad of ways. Before using any Scheduling feature, first review the protocols you followed when you created your GDP Classes and Sections.
- Recommendations in this presentation assume that you have (1) created one Section per Class and (2) forced Scheduling Preferences to all Sections.
- Such recommendations are identified as “Best Practice” suggestions and will be noted at various points in this presentation.

 **Note:** See “[Managing Classes & Preferences in Course Manager](#),” “Create New Class and Manage Preferences and Resources” for details on creating Classes and Sections that help ensure autonomy.



Best Practices (BP)

- Consider following any “Best Practice” recommendation in your own course to **help ensure that GDP behaves seamlessly, predictably, and intuitively.**
- Always take your own course and campus requirements into consideration—follow procedures that make best sense in your particular situation.
- If you have already begun the school term, it is best to leave your Classes and Sections in place as they are and make changes to your Class and Section protocols when you set up classes for the next school term.



BP: Class/Section Names

Best Practice: The simplest way to achieve desired Scheduling results and to **help ensure autonomous GDP Class and Section Scheduling** is to do this:

Classes	
Results (5)	
	Class Name
	<input type="text"/> <input type="button" value="Y"/>
▼	A.ZIMMERLY
	Section Name
	Keyboarding 1/S11

- Create **one Section per Class**.
 - ✓ The Class Name should identify the instructor (typed in all caps to distinguish it).
 - ✓ The Section Name must be unique: identify your **course** and the **school term**.



BP: Preferences

- If you are using GDP's Gradebook, set any desired Due Dates and End Dates when you use Configure Exercises.

Configure Exercises

Exercise Filter:

Lesson
Lesson 26
Document Processing
All Types

Exercises

26: Correspondence 26-4: Business Letter in Block Style

Batch:

☒ Manual
☐ Completion
☐ Custom
Set

Batch:

Due: 4/6/2012
End: 4/6/2012
Set

Batch:

- 0
Grade
Set

Grading Method

☐ Manual
☒ Completion
☐ Custom

Scheduling

Due: 3/1/2011
End: 6/1/2011

Late Penalty

- 1 Grade

Graded for Completion

Unassigned	5' Timed Writings (C)	DP Tests (20%)	Practice DP Tests (5)	DP Jobs (10%)	Proofreading Checks	Skillbuilding/Practi	Nonbook Categories
0	50	20	5	10	5	10	0

Note: Don't force Scheduling Preferences to all Class Sections as described next until you have set Scheduling via Configure Exercises. Doing so causes lock icons to appear in the Scheduling column, which will block you from changing these settings here.

Batch:

Due: 4/7/2012
End: 4/7/2012
Set

Scheduling



BP: Preferences (cont'd)

USERS

- My Account
- Students
- Classes**

- **Force Scheduling Preferences** to all Class Sections:

1 **Classes** Create Import Archive Simulated Student Help

Results (5)

	Class Name	Campus	Closed	Actions
2	A.ZIMMERLY	Default		3 Add Section Class Snapshot Print Class Snapshot Edit

Classes Create Import Archive

A.ZIMMERLY (Default)

Preferences Assign Instructors Sections **Scheduling** **5**

Filter Options **6**

Force these preferences in all sections ☒ Yes ☐ No **Save**

Save **7**
Your changes have been saved.



BP: Second Choice

Best Practice: If you followed different protocols, you could inadvertently change other instructors' Scheduling settings! To avoid such a mistake:

Where is Lesson 41?

Oops!

1. Navigate directly to your desired Class Section, and click Edit.

The screenshot shows the Blackboard 'Classes' interface. On the left sidebar, the 'Classes' link is highlighted with a red circle 1. The main content area shows a table of results with the following data:

Class Name	Campus	Closed	Actions
A.ZIMMERLY	Default		
Section Name			
Keyboarding 1/S11			
MORIMOTO[1]	Default		
MORIMOTO[2]	Default		

The 'Keyboarding 1/S11' section is expanded, showing a dropdown menu with the following options:

- Section Snapshot
- Print Section Snapshot
- Edit

The 'Edit' option is highlighted with a red circle 4.



BP: Second Choice (cont'd)

2. **Use the Scheduling tab** (described in the rest of this presentation) to change Scheduling for that particular section.

The screenshot shows the BP interface. At the top, there are tabs for 'Classes', 'Create', 'Import', and 'Archive'. To the right, there are links for 'Simulated Student' and 'Help'. Below the 'Classes' tab, the class 'Keyboarding 1/S11 (A.ZIMMERLY)' is highlighted with a red box. To the right of the class name are 'Edit' and 'Actions' buttons. Below the class name, there are several buttons: 'Preferences', 'Assign Instructors', 'Assign Students', 'Assign Timed Wr...', 'Assign Resources', and 'Scheduling'. The 'Scheduling' button is highlighted with a red box.

The screenshot shows the 'Scheduling' tab settings. It includes several checkboxes and input fields:

- ☐ Enabled (Yes/No radio buttons)
- ☐ Update Start Date (with a date picker icon)
- ☐ Update Due Date (with a date picker icon)
- ☐ Update End Date (with a date picker icon)
- ☐ Update Delay Results (with a date picker icon)
- ☐ Update Password (with a password input field)
- IP Restrictions (with a link to 'Update IP Restrictions')

Enabled—Yes or No

Select All <input type="checkbox"/>	Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No
	26- <input type="text"/> <input type="button" value="Y"/>	
<input type="checkbox"/>	26H: Correspondence 26-5: Business Letter in Block Style	<input checked="" type="checkbox"/>
<input type="checkbox"/>	26F: Correspondence 26-3: Business Letter in Block Style	<input checked="" type="checkbox"/>

- All GDP menu items (except for Objective Tests) are enabled by default as evidenced by the checkmarks under the Enabled column.

Select All <input type="checkbox"/>	Title	<input checked="" type="checkbox"/> Enabled <input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/>	26-3 <input type="text"/> <input type="button" value="Y"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	26F: Correspondence 26-3: Business Letter in Block Style	<input checked="" type="checkbox"/>

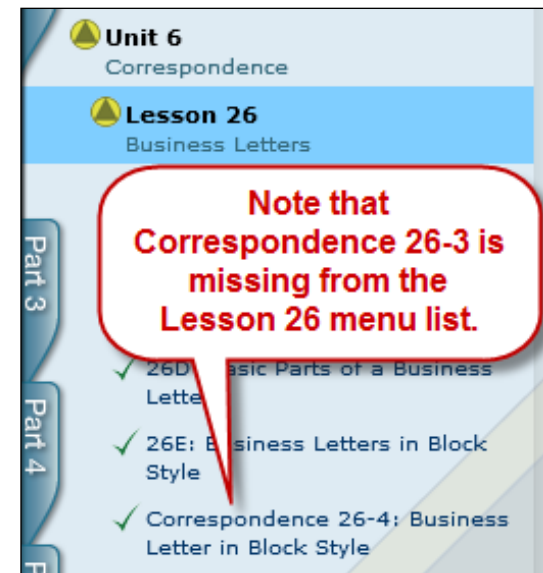
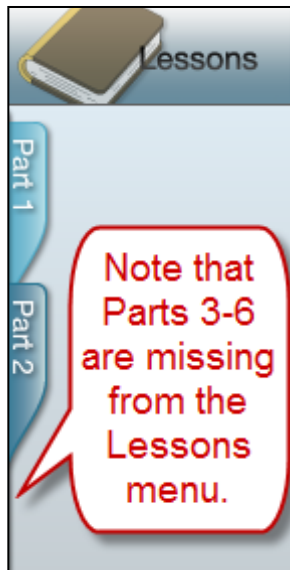
- **Customize GDP menus** by disabling GDP menu items. For example, follow these steps to disable Correspondence 26-3 and remove it from the Lesson menu.

4

Enabled—Yes or No (cont'd)

- Here are some examples of why you might **disable a GDP menu item** to remove it from the Lessons menu:

- ✓ Your course includes only Lessons 1-40, and you want to remove (disable) all other lessons (Part 3-Part 6) from the GDP menu.



- ✓ You want to remove Correspondence 26-3 from the Lesson 26 menu because it is not required in your course.

Start Date/End Date

- Add a **Start Date** and **End Date** so the assignment is accessible only between those dates. For example:
 - ✓ You want to administer a document or timed writing as a test; therefore, you change settings so that students cannot complete or practice it in advance of the test Start Date or edit it after the test End Date.

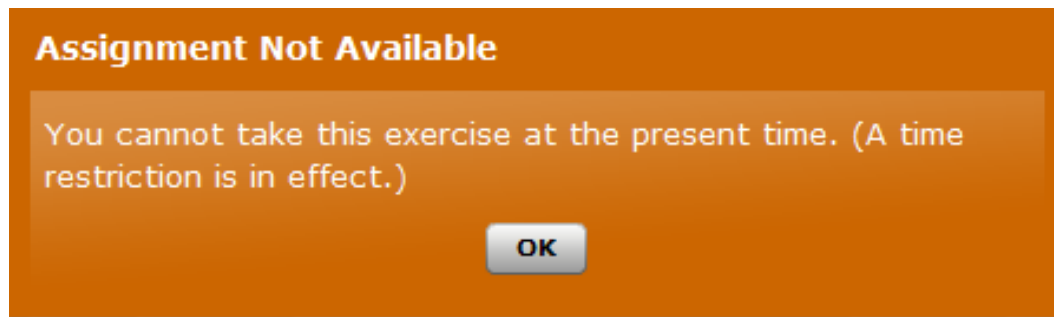
Select All	Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date [Text Box] [Calendar Icon]	<input checked="" type="checkbox"/> Update Due Date [Text Box] [Calendar Icon]	<input type="checkbox"/> Update End Date [Text Box] [Calendar Icon]
<input type="checkbox"/>	[Text Box] [Filter Icon]				
<input type="checkbox"/>	Outcomes Assessment 2A: Test 2: 3-Minute Timed Writing	✓	4/1/2011 9:00:00 AM	8/3/2011 9:00:15 PM	4/1/2011 10:00:00 AM

Note that this timed writing is accessible from the Lessons menu only on April 1, 2011, ...

from 9 a.m. to 10 a.m.

Start Date/End Date (cont'd)

- With a **Start Date** and **End Date** in effect, “Assignment Not Available” appears when a student selects that menu item either before the Start Date or after the End Date. For example:



Due Date

- If you used GDP's Gradebook (Configure Exercises feature) to set a **Due Date** with an automatic Late Penalty, that **Due Date** (and any End Date) will be mirrored in the Scheduling tab (and vice versa). For example:
 - ✓ Because the Due Date feature is directly related to the Gradebook, it is best to set a Due Date (and perhaps an End Date) via **Configure Exercises, Scheduling** column, in GDP's Interim Gradebook.
 - ✓ Change settings via Configure Exercises *before* you force Scheduling Preferences to all Class Sections.

Configure Exercises

Exercise Filter:		0	50	20	5	10	5	10	0	Batch:	Batch:	Batch:					
		Unassigned	5' Timed Writings (C	DP Tests (20%)	Practice DP Tests (5	DP Jobs (10%)	Proofreading Checks	Skillbuilding/Practi	Nonbook Categories	<input type="radio"/> Manual <input type="radio"/> Completion <input type="radio"/> Custom Set	Due: 4/6/2012 End: 4/6/2012 Set	-0 Grade Set					
<input type="checkbox"/> Exercises	Lesson Lesson 26 Document Processing All Types																
<input type="checkbox"/> 26: Correspondence 26-4: Business Letter in Block Style		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grading Method <input type="radio"/> Manual <input checked="" type="radio"/> Completion <input type="radio"/> Custom	Scheduling Due: 3/1/2011 End: 6/1/2011	Late Penalty -1 Grade	A	B	C	D	E/Min
													Graded for Completion				

Due Date (cont'd)

- ✓ This job's **Due Date** is 3/1/11, 12 a.m., **the last date and time this job can be submitted without incurring an automatic Late Penalty** as specified in GDP's Gradebook under Configure Exercises.
- ✓ This job's **End Date**, 6/1/11, means that **this item will be inaccessible from the Lesson 26 menu after that date** as specified in GDP's Gradebook under Configure Exercises.

Preferences Assign Instructors Sections **Scheduling**

Filter Options

Force these preferences in all sections ☐ Yes ☒ No [Save](#)

Segment: Lesson Lesson 26

Edit exercises by checking the box in the left column next to one or more exercises. Enter desired values in the input fields in the header. Click the 'Update' button to apply these values to all selected exercises. Click the 'Update IP Restrictions' link to add or remove IP restriction.

Select All	Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date [input field] [calendar icon]	<input type="checkbox"/> Update Due Date [input field] [calendar icon]	<input type="checkbox"/> Update End Date [input field] [calendar icon]
<input type="checkbox"/>	[input field] [filter icon]				
<input type="checkbox"/>	26G: Correspondence 26-4: Business	✓	1/1/2011 12:00:00 AM	3/1/2011 12:00:00 AM	6/1/2011 12:00:00 AM

✓ Gradebook settings are mirrored in the Scheduling tab.

Delay Results

- Add a **Delay Results** date to delay the reporting of scored text until *after* a specified date and time when the student uses **Edit Work** or **Submit Work** or **Portfolio, Details** and to delay the display of General Comments and Annotations. For example:
 - ✓ You want to reserve Correspondence Test 2-21 for testing; so you make it inaccessible from the GDP menu so students cannot practice it in advance of the test Start Date or edit it after the test End Date.
 - ✓ You decide to delay results for one week so students will not have access to scored text.

Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date <input type="text"/>	<input type="checkbox"/> Update Due Date <input type="text"/>	<input type="checkbox"/> Update End Date <input type="text"/>	<input type="checkbox"/> Update Delay Results <input type="text"/>
<input type="text"/>					
Outcomes Assessment 2B: Correspondence Test 2-21: Business	✓	4/1/2011 9:00:00 AM	8/3/2011 9:00:15 PM	4/1/2011 10:00:00 AM	4/8/2011 12:00:00 AM

Delay Results (cont'd)

- Students see this message after they click **Submit**:

Scoring Results

The scored text for this exercise will be reported at a later time that has been determined by your instructor.

- Students see this in their Portfolio—note that General Comments and Annotations are hidden.

Note: You can see scored results and add General Comments and Annotations regardless of any Delay Results settings.

The screenshot displays a software interface for a correspondence test. At the top, the title is 'Correspondence Test 2-21: Business Letter in Block Style'. Below this, a section labeled 'Attempt #2' contains a table of performance metrics:

Last Modified	04/06/2011 5:53 PM
Time Spent	00:48
Keystroking Errors	189
Formatting Errors	16

Below the table, the 'Keystroking Errors' section includes a note: 'Rest the mouse pointer over any ● symbol to display the annotation'. A text box below this contains the message: 'The scored text for this exercise will be reported at a later time that has been determined by your instructor.' This text box is highlighted with a red border. At the bottom, the 'Formatting Alerts' section shows a table with one entry:

Action
Delayed

This 'Delayed' entry is also highlighted with a red border.

Scheduling & Proofreading Checks

- 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.
 - ✓ Only Attempt #5 below is considered a successful Proofreading Check because an Edited Attempt Origin means students were able to view their scored results before editing and therefore had GDP help with proofreading.

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



BP: Delay Results—Proofreading Check

To thwart cheating on a Proofreading Check:

- Use **Delay Results** to **hide scored copy** until after the due date has passed, the school term ends, or indefinitely.
- Perhaps **remove that item from the menu** or **restrict access** to it once the due date has passed. If you set the Delay Results date to match the date the restriction starts, then students can see their scored results, but they no longer have access to Start Work, Edit Work, or Submit Work.

Note: Use Enable/Disable to remove the item from the menu; or use Start Date/End Date, Password, or IP Restriction to restrict access. Using a Password is usually the easiest way to restrict access.



Password

- Add a **Password** to block access to a GDP menu item via a password restriction. For example:
 - ✓ You want to reserve Correspondence Test 2-21 for a test you will give April 1, 2011; you add a password so students cannot practice the job in advance of the test; you will change the password immediately after the test so they cannot download or edit the test.
 - ✓ You delay scored results until one week after the test date so students cannot share results with one another.

Filter Options

Force these preferences in all sections

☒ Yes
 ☐ No

Save

Segment:

Assessments and Tests

Outcomes Assessment 2

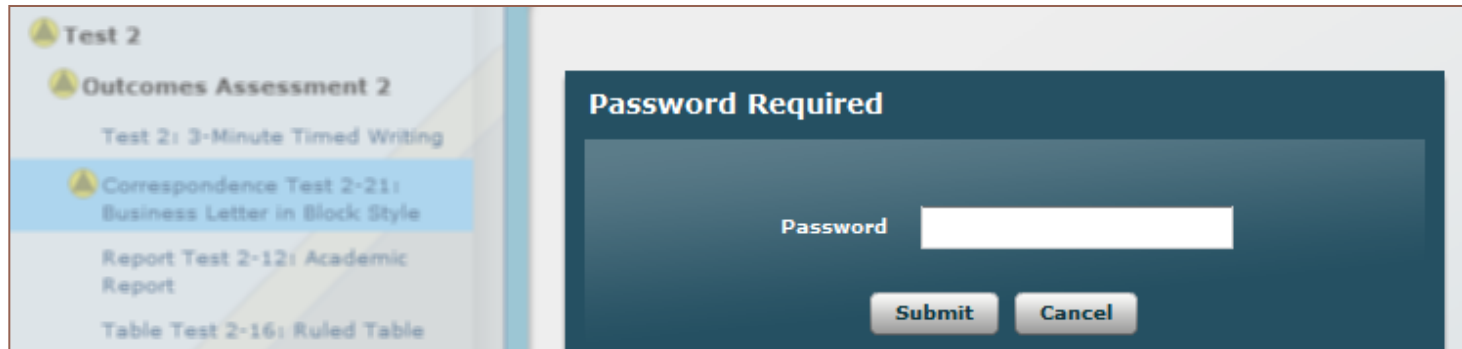
Edit exercises by checking the box in the left column next to one or more exercises. Enter desired values in the input fields in the header of editable columns. Click the update button to apply these values to all selected exercises. Click the 'Update IP Restrictions' link to add or remove IP restrictions.

Update Exercises

Select All	Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date <input type="text"/>	<input type="checkbox"/> Update Due Date <input type="text"/>	<input type="checkbox"/> Update End Date <input type="text"/>	<input type="checkbox"/> Update Delay Results <input type="text"/>	<input checked="" type="checkbox"/> Update Password <input type="text"/> secret
<div>2</div> <input checked="" type="checkbox"/>	<input type="text"/> <div>Y</div>	<div>3</div> <input checked="" type="checkbox"/>	1/1/2011 12:00:00 AM	6/1/2011 12:00:00 AM	6/1/2011 12:00:00 AM	4/8/2011 12:00:00 AM	<div>4</div> <div>5</div> <input type="text"/> <div>Y</div>
	Outcomes Assessment 2B: Correspondence Test 2-21: Business Letter in Block Style						

Password (cont'd)

- Students see a **Password Required** dialog box when they try to access the test job.



- ✓ On the date of the test, announce the password, start the test as a group, and set a timer.
- ✓ When time is up, stop work and direct students to close GDP.
- ✓ Immediately open Course Manager and change the password again. In this way, access to this test job is blocked once again so students cannot edit or download any documents after the test is over.

Note: Using a Password in this way is generally simpler and more convenient than setting a Start and End Date.

Password (cont'd)

- To change a password:

Classes | Create | Import | Archive

A.ZIMMERLY (Default)

Preferences | Assign Instructors | Sections | **Scheduling**

Filter Options

Force these preferences in all sections ☒ Yes ☐ No **Save**

Segment: Assessments and Tests Outcomes Assessment 2

Edit exercises by checking the box in the left column next to one or more exercises. Enter data in the editable columns. Click the update button to apply these values to all selected exercises. Click the remove IP restrictions button to remove IP restrictions.

Select All	Title	<input type="checkbox"/> Enabled <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Update Start Date [Calendar Icon] [Clock Icon]	
<input type="checkbox"/>	2B [Dropdown]	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Outcomes Assessment 2B: Correspondence Test 2-21: Business Letter in Block Style	<input checked="" type="checkbox"/>	1/1/2011 12:00:00 AM	

of 6 **Update Exercises**

☒ Update Password

topsecret

[Dropdown] [Y]

secret 98.14

When you click **Update Exercise**, "secret" will be replaced by the new password "topsecret."

☐ Update Password

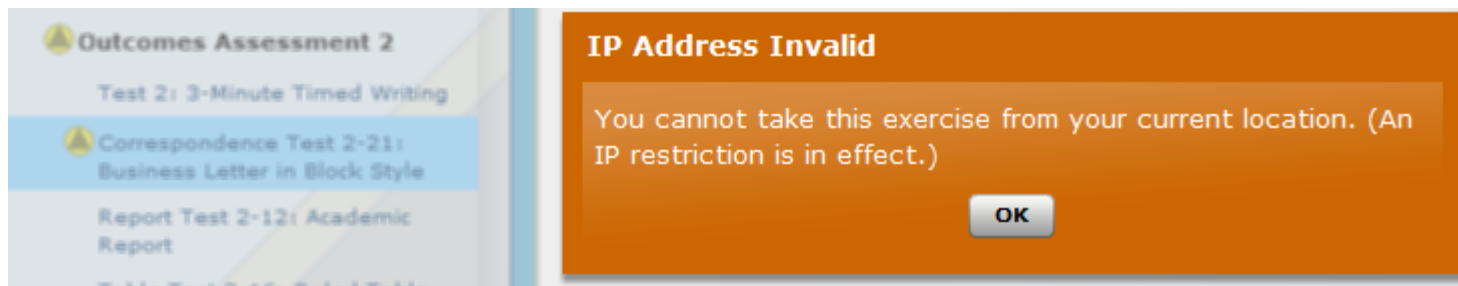
[Input Field]

[Dropdown] [Y]

topsecret

IP Restrictions

- Add **IP Restrictions** to restrict student access to designated menu items to specific computers using specific IP addresses. For example:
 - ✓ You want students to take tests only from your classroom workstations under your supervision.
 - ✓ If students attempt to select an IP-restricted item from any computer outside your classroom workstations, for example, they will see an **IP Address Invalid** dialog box and be blocked from completing that item.

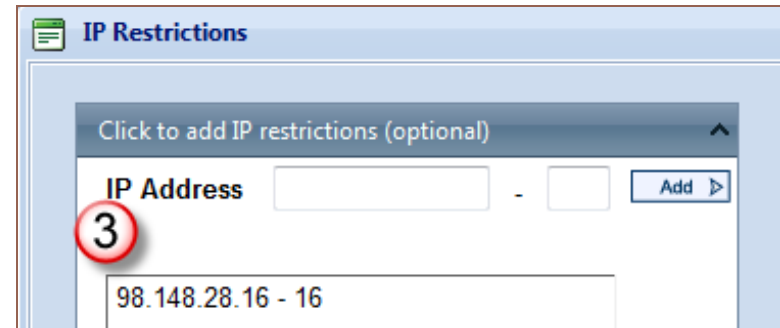
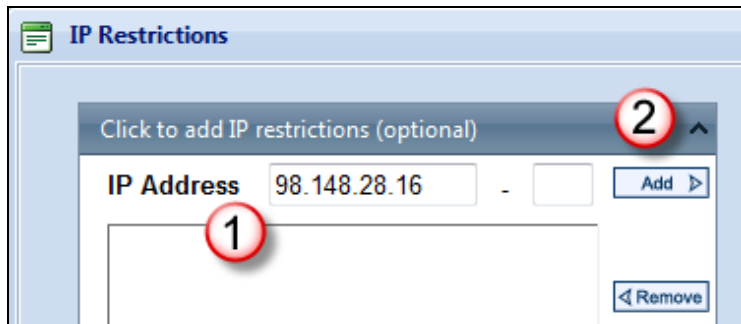


IP Restrictions (cont'd)

- For the designated item, click **Update IP Restrictions.**



- From the **IP Restrictions** dialog box, (1) type or paste in the address in the **IP Address** box, (2) click **Add**, and (3) repeat for each desired workstation's IP addresses; click **Save**.



Note: Type "IP address locator" in your browser's Search box to find sites, such as <http://www.whatismyip.com/>, that immediately identify a computer's IP address, which you can copy/paste. See GDP Help for details.

Scheduling Strategies and ADDS

- See these the handout "[Scheduling & Report Strategies For Testing & Document Processing](#)" for details on these topics:
 - ✓ "Scheduling as a Testing and Document Processing Strategy (*BP)."
 - ✓ "A.D.D.S. and the Student Portfolio" includes a helpful discussion about GDP's Academic Dishonesty Deterrent System and how it flags various security violations for submitted work to help you detect possible attempts at cheating.



Note: This handout is password protected due to sensitive information. Visit the Getting Started page at gdpkeyboarding.com for password information.

Feedback?

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

arlene_zimmerly@hotmail.com

Happy Scheduling!



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