



## TIME SPENT AND TOTAL TIME IN THE PORTFOLIO

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**Note!** Students should consult with instructors for the best classroom practices. Bottom line, instructors must be aware that Time Spent will be accurate only when students follow these best practice routines. If instructors want accurate and valid Time Spent reporting, they must be diligent in directing students to follow the best practice routines for [document processing jobs](#), [document formatting](#) and [Practice exercises](#), particularly if they want to include reading time.

### Time Management Guidelines

Here are some general guidelines regarding how much time you can expect the average student expect to spend on lessons, including skillbuilding, document processing, and ten-key drills:

- **SKILLBUILDING:** The average student can expect to spend approximately 50-60 minutes on each lesson in Lessons 1-20 and 15-20 minutes on each lesson in Lessons 21-60 to complete skillbuilding. Unlimited skillbuilding drills are provided via MAP+ and keystroking remediation drills are available in GDP for additional skillbuilding if WPM requirements are not being met. Visit the [MAP+ & Skillbuilding](#) page at the [Computer Keyboarding 1](#) course Web site for details on all skillbuilding drills.
- **DOCUMENT PROCESSING:** For each of Lessons 21-120, the average student can expect to spend a minimum of 45 minutes on document processing. Optional Practice exercises in the Word Manual would increase this time spent.
- **TEN-KEY:** The average student can expect to spend a minimum of 6 hours completing 50 ten-key drills three times each. Such drills should be repeated if DPM requirements are not being met.

When you assess time management for grading or other purposes, you can use Time Spent and Total Time in the Student Portfolio for time tracking. However, you must first understand how GDP tracks time.

### Time Tracking for Skillbuilding (\*BP)



**Best Practice!** Advise students to visit the [MAP+ & Skillbuilding](#) page at the [Computer Keyboarding 1](#) course Web site for details on using any GDP skillbuilding drill to address keyboarding weaknesses. Students should also review the Keystroking Remediation section of

this form for appropriate use of any GDP skillbuilding drill for remediation: [Technique Self-Assessment \[PDF\]](#).

**Skillbuilding Drills: Time Spent** begins when the student clicks the skillbuilding exercise from the GDP menu, continues when the student types the drill, and ends when the student clicks **Done**. Time pausing on the screen either before, during, or after typing is accumulated in **Time Spent**. Total Time is cumulative for all attempts for that drill. For example, in this Warmup drill, the student spent 30" pausing on the Warmup screen, 30" typing, and 15" pausing before clicking **Done** for a Time Spent of 1:15 and a Total Time on both attempts of 2:30.

Date	Lesson	Title	Total Time
03/10/2013 10:44 AM	34A	Warmup	02:30
Attempt	Time Spent	Last Modified	
Attempt #2	01:15	03/10/2013 10:44 AM	Details
Attempt #1	01:15	03/10/2013 10:41 AM	Details

**Timed Writing: Total Time** counts time based solely on the length of the timed writing being taken. For example, if two 5-minute timings were taken, Total Time is 1 minutes.

Date	Lesson	Title	Total Time
▶ 04/25/2011 7:43 AM <span>AR</span>	54D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	05:00
▼ 02/10/2011 2:40 PM <span>AR</span>	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00

Attempt	WPM	Errors	Time Spent	Last Modified	
✔ Attempt #2	41	3	05:00	02/10/2011 2:40 PM	<a href="#">Details</a>
Attempt #1	33	0	05:00	02/02/2011 2:39 PM <span>A</span>	<a href="#">Details</a>

**MAP+: Total Time** counts only keystroking time spent on any MAP+ drills. **Time Spent** begins when the student begins typing the selected MAP+ drill and ends when the student types the last keystroke in the drill.

Date	Lesson	Title	Total Time	Goal
03/10/2013 9:23 AM		MAP+ Exercise	02:58	
Drill	# of Attempt	Avg. Time Spent	Last Modified	
A Key	2	00:42	03/07/2013 8:56 AM	Details

MAP+ Exercise: A Key				
	WPM	Errors	Time Spent	Last Modified
Attempt #1	0	0	00:44	03/07/2013 8:56 AM
Attempt #2	0	0	00:41	03/10/2013 9:23 AM

MAP+ drills are grouped in the Portfolio—for example, MAP+ Alphabet (groups Alphabet pretest and prescriptive drills), MAP+ Enrichment (groups enrichment lesson practice), and MAP+ Exercise (groups randomly practiced keys).

Date	Lesson	Title	Total Time
▶ 03/10/2013 9:49 AM		MAP+ Alphabet	29:45
▶ 03/10/2013 9:47 AM		MAP+ Enrichment	01:11
▶ 03/10/2013 9:23 AM		MAP+ Exercise	02:58

## Time Tracking for Document Processing Jobs (\*BP)



**Best Practice!** On jobs in which time is a grading factor, students should use Browse followed directly by Submit Work and should not navigate away from the screen for that job for any reason or the Time Spent will continue to accumulate. Advise students to perform all file management actions (downloading, opening, saving, and browsing) quickly and efficiently to minimize Time Spent. For an explanation of how to track time spent reading formatting directions, click [here](#).

When you assess a document processing job in which time is a factor in grading, you can use Time Spent and Total Time in the Student Portfolio for time tracking. However, you must first understand how GDP tracks time.

**Time Spent** begins when the student clicks **Start Work** and ends when the file name appears in the **Browse** box after clicking **Browse**—at this point, work is uploaded to the Web site but work does not yet appear in the Portfolio. The closing time stamp, which was recorded at the point of the file name appearance in the **Browse** box, takes effect only when the student clicks **Submit Work** to score work and send it to the Portfolio.

If the student moves out of the lesson before or after using **Browse** and *before clicking Submit Work*; or if the student exits and starts GDP, returns to the job, and then clicks **Browse** and **Submit Work**, the closing time stamp will include all the time spent from **Start Work** through the final **Browse** session. Clicking **Submit Work** is the action that adds the time stamp that represents time spent from **Start Work** through the most recent **Browse** session. Here are some examples:

- If a student takes 3 minutes from **Start Work** through **Browse** (but doesn't click **Submit Work**); then takes 2 more minutes to move away from the job or to exit and reopen GDP, return to the job, use **Browse** again, and then to **Submit Work**, GDP records **Time Spent** as 5 minutes.
- If a student takes 3 minutes from **Start Work** through **Browse** (but doesn't click **Submit Work**); then takes another 44 seconds to use **Edit Work**, then to **Browse** (to upload the most recently edited file), and then to **Submit Work**, GDP records **Time Spent** as 3:44 (3' + 44"). Both the **Start Work** and **Edit Work** sessions are reported as **Attempt #1** because **Submit Work**, which sends work to the **Portfolio** and to the instructor, was never used after the initial **Start Work** session.

Date	Lesson	Title			Total Time
▼ 11/29/2010 10:49 AM	29	Correspondence 29-16: E-Mail Message			03:44
Attempt	Keystroking Errors	Attempt Origin	Time Spent	Last Modified	
Attempt #1	0	Started	03:44	11/29/2010 10:49 AM	<a href="#">Details</a>

The conclusion for instructors who wish to assess jobs based on **Time Spent** in Word (disregarding time spent to open and close Word and to use **Browse** or to navigate away from the job or exit and re-enter GDP) is as follows:

- Make sure students understand that **Time Spent** begins when they click **Start Work** or **Edit Work** and ends when the file name displays in the **Browse** box after clicking **Browse** unless they do the following: (a) if they leave that GDP job screen for any reason (including exiting and entering GDP again) or (b) if they use **Edit Work** without using **Submit Work**, GDP will continue adding minutes to **Time Spent** for that job. Also any action taken prior to using **Submit Work**, such as using **Edit** one or more times, is still reported as one **Started** attempt in the **Portfolio**.
- If time is an important grading factor, students should use **Browse** followed directly by **Submit Work**—they should not navigate away from that job for any reason.
- When assigning grades to jobs in which **Time Spent** is a grading factor, you must consider the estimated amount of extra time students take outside of Word to open, save, and browse to files, and adjust assessment accordingly.
- **Time Spent** is cumulative for all attempts in a single series of **Started** and **Edited** attempts. However, when **Start Work** is used again, which results in a **Started** again attempt, **Time Spent** restarts from zero.

In the following example, **Attempt #1** and **Attempt #2** were both **Started** attempts, so the time was restarted at zero for each attempt—**Attempt #1** lasted 1:33 and **Attempt #2** lasted 2:00. **Attempt #3** is an **Edited** attempt of **Attempt #2**.

Cumulative for all attempts: $1:33 + 3:12 = 4:45$						
<input type="checkbox"/>	Date	Lesson	Title	Total Time	Goal	Score
<input type="checkbox"/>	11/08/2010 3:22 AM R?	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (5%)	04:45		Keystrok
	Attempt	Keystroking E	Formatting Al	Attempt Origin	Time Spent	Last Modified
	Attempt #3	0	0	Edited	03:12	11/08/2010
	Attempt #2	1	1	Started	02:00	3:19 AM
	Attempt #1	3	3	Started	01:33	11/05/2010 2:53 PM

- To calculate how much time was spent on any individual edited attempt, subtract **Time Spent** on the previous attempt from **Time Spent** on the attempt in question. To calculate the individual time for **Attempt #3** (1:12), subtract 2:00 (the individual time for **Attempt #2**) from 3:12 (the cumulative time for **Attempt #2** and **Attempt #3**).
- To calculate **Total Time**, add **Attempt #1** to the cumulative time for **Attempt #2** and **#3** (1:33 + 3:12 = 4:45).



**Note:** Remember that if you add any attempts, and the total seconds exceed 60, you must convert those seconds to minutes and seconds; for example, if you add 1:45 to 1:20, you get 2:65, which converts to 3:05.



**Note:** Files of unknown origin (a file tagged with another student's encryption information or not created using the file that GDP opens when **Start Work** is used) will have **Time Spent** and **Total Time** of 00:00. See [Using Scheduling As a Testing Strategy](#).



**Tip:** See [Practice Exercises & Document Processing](#), Understanding Proofreading Checks and Attempt Origin in the Portfolio, for information on Proofreading Checks and Attempt Origin.

## Time Tracking for Document Formatting (\*BP)



**Best Practice!** Instructors who are concerned about time reporting for time spent reading formatting directions related to a job both on GDP screens and in the textbook should direct students to **click the desired menu item in GDP** and read the related directions on the screen and in the textbook. Only then should they click **Next**. In this way, time reporting will accurately include reading time related to document formatting.

Time Spent on formatting screens that precede a document processing job, such as 27E with information on enclosure notations, **begins to accumulate when students click the desired menu item and ends when students click Next**. If students return later and revisit the menu item, the attempt number will not increase. However, Time Spent and Total Time will include Time Spent on all visits. If students exit GDP without clicking Next, any time spent will not be recorded.

**Basic Business Documents**

- Part 1
  - Unit 5 Word Processing and E-Mail
  - Unit 6 Correspondence
- Part 2
  - Lesson 26 Business Letters
  - Lesson 27 Business Letters with Enclosure Notations
    - 27A: Warmup
    - 27B: MAP+: Alphabet
    - 27C: Commas and Sentences
    - 27D: Commas and Sentences
    - 27E: Enclosure Notations
- Part 3
  - Correspondence 27-6: Business Letter in Block Style
  - Correspondence 27-7: Business Letter in Block Style
  - Correspondence 27-8: Business Letter in Block Style
- Part 4
  - Lesson 28 Envelopes and Labels

**Lesson 27E: Enclosure Notations**

To indicate that an item is enclosed with a letter:

- Type the word *Enclosure* on the line below the reference initials to indicate that an item is enclosed with a letter.
- Type the word *Enclosures* if more than one item is being enclosed.

Example: urs  
Enclosure

Date	Lesson	Title	Total Time
03/03/2012 9:13 AM	27E	Enclosure Notations	01:11

Attempt	Time Spent	Last Modified
Attempt #1	01:11	03/03/2012 9:13 AM
Average		

**Click the desired menu item to begin Time Spent.**

**Click Next to end Time Spent.**

If students return later and revisit the menu item, the attempt number will not increase. However, Time Spent and Total Time will continue to accumulate. If students exit GDP without clicking Next, no Time Spent will be recorded.

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## Time Tracking for Practice Exercises (\*BP)



**Best Practice!** Instructors who are concerned about time reporting for time spent reading directions related to a Practice exercise in the *Word Manual* and GDP screens and on typing the Practice exercise should tell students to **click Start Work for the desired Practice exercise**, read the related directions on the screen and in the textbook, and type the Practice exercise. Only then should they click **Next**. In this way, time reporting will accurately include reading time and production time spent typing the Practice exercise.

Time Spent **begins to accumulate when students click Start Work from the Practice exercise screen and ends when they click Next**. If students return later and click Start Work and Next on a subsequent attempt, the attempt number will not increase. However, Time Spent and Total Time will include Time Spent on all visits. If students exit GDP without clicking Next, any time spent will not be recorded.

**Lesson 22D: Word Processing**

**Orientation to Word Processing-B**

In this lesson, Orientation to

- navigate in a file
- save, close, and create
- switch windows

**Download Resources to**

On page 13 of your Word Manual, file to a location where you can appear asking if you want to want to save the file, and click

[Download File](#)

**Start the Practice Exercise**

Study Lesson 22, in your Word Manual, then complete this Practice exercise as directed in the Word Manual.

Click the **Start Work** button and then click the **Open** button in the dialog box to open a blank unnamed file in Word. Follow the steps to complete the Practice exercise.

Date	Lesson	Title	Total Time
11/21/2011 6:53 PM	22D	Word Processing: Orientation to Word Processing—B	36:18

Attempt	Time Spent	Last Modified
Attempt #1	36:18	11/21/2011 6:53 PM
Average		

If students return later and click Start Work and Next on a subsequent attempt, the attempt number will not increase. However, Time Spent and Total Time will continue to accumulate. If students exit GDP without clicking Next, no Time Spent will be recorded.

**1 Start Work** **Click Start Work to begin Time Spent.** **Click Next to end Time Spent.** **2 Next**

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## GDP Total Time

GDP Total Time is reported on the Reports tab at the bottom of the Student Portfolio for each student. In this example, 5.21:09:29 translates to 5 days, 21 hours, 9 minutes, and 29 seconds of time spent cumulatively in GDP.

**GDP Total Time: 5.21:09:29**

[View Scale](#) [Export](#) [Print](#)

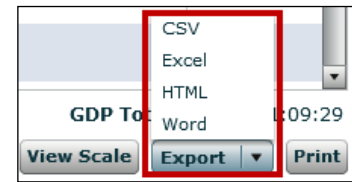
## Review inordinately long times

Scroll down through the **Time Spent** column, and look for any inordinately long times. Such entries are technically correct, but are likely misrepresenting the time actually spent on a job inside of GDP. Adjust GDP Total Time accordingly for your own records. Typically in such cases, a student has worked on a document but not used Submit until hours or days later. Also, if Practice exercises are not being recorded, the student forgot to click Next after reading the screen and completing the exercise.



## Exporting Student Portfolio Report to Excel

Use the Export button to export the Student Portfolio Report to CSV, Excel, HTML, or Word format. Use Excel for the most powerful sort and SUM features to calculate Time Spent segments and Total Time. See [Course Manager Tips \[PDF\]](#) to learn about Excel's sort features for columns such as Exercise Category, Exercise Type, and Title.



### *To export the Student Portfolio Report to Excel:*

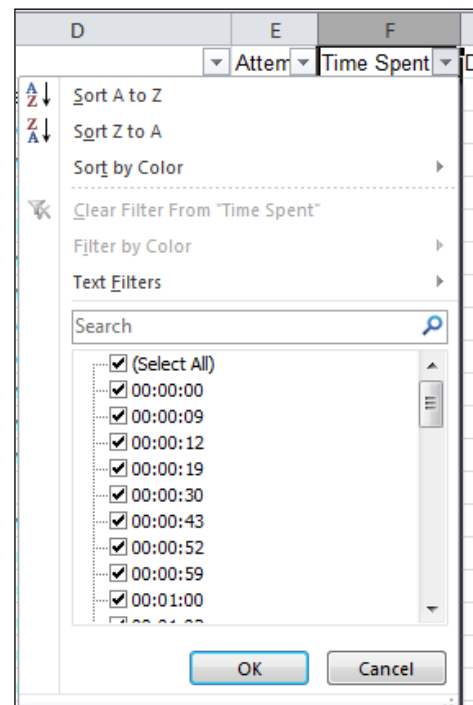
1. Under **USERS**, click **GPS**, **Reports** tab.
2. Click the **Report Type** list arrow, **Student Portfolio**.
3. Click **Include Results from**, click the desired student, and click **View Report**.
4. From the **Student Portfolio Report**, click the list arrow next to the **Export** button at the bottom of the screen, and click **Excel**.
5. Steps will vary depending upon your browser. Follow the prompts to **Open** or **Save** the file answering **Yes** where needed to open the file; click **Enable Editing** to edit the file in Excel.

### *To sort Time Spent in Excel:*

In this example, unrelated columns were deleted in Excel to illustrate the columns you will likely be most interested in reviewing if time tracking and reporting is important on your campus.

	A	B	C	D	E	F	G
1	Exercise Category	Exercise Type	Lesson	Title	Attempt	Time Spent	Date
2	Document Processing	Formatting Instruction	27E	Enclosure Notations	1	00:01:11	3/3/2012 9:13
3	Document Processing	Word Processing Practice	21E	Word Processing: Getting Starte	1	00:02:05	3/3/2012 8:49
4	Document Processing	Correspondence		Correspondence Test 2-21: Busi	1	00:00:52	2/29/2012 9:50
5	Document Processing	Report	31	Report 31-2: Business Report	1	00:01:30	1/26/2012 19:07
6	Document Processing	Report	31	Report 31-1: Business Report	1	00:00:52	1/26/2012 19:06
7	Document Processing	Correspondence	30	Correspondence 30-17: Memo	2	00:23:06	12/28/2011 7:35

Because you are working in Excel, you can use Excel's powerful sort features and mathematical capabilities to adjust or eliminate [inordinately long times](#) you know are skewing results.



### ***To SUM Time Spent in Excel:***

1. With the exported Student Portfolio Excel file open, select the **Time Spent** column (click the column letter at the top of the column to select the column in one click).
2. From the **Data** tab, **Data Tools** group, click **Text To Columns**.
3. From the **Convert Text to Columns Wizard – Step 1 of 3** dialog box, select **Delimited**; click **Next**.
4. In the **Step 2 of 3** dialog box, under **Delimiters**, check **Tab**; click **Finish**.
5. With the column still selected, right-click; click **Format Cells**; from the **Number** tab under **Category**, click **Custom**; under **Type**, scroll down almost to the end and click **[h]:mm:ss**; click **OK**.
6. Click in the cell at the bottom of the last entry in the **Time Spent** column.
7. From the **Home** tab, **Editing** group, click the **AutoSum** button.
8. Note that the column to be summed is surrounded by wavy lines and a formula displays; for example, `=SUM(N259:N566)`; if necessary, drag the borders to include the entire range of cells to be summed.
9. Press **Enter** to accept the formula, and note the display of the SUM of that column; for example, `17:35:34`, meaning *17 hours, 35 minutes, and 34 seconds*.
10. Review the column; if you see any cells in which the time is left aligned, those times are probably skewing GDP's Total Time results as they are indicating that a student took at least one day to complete a job. These excessively long times have been excluded by Excel in the SUM process.

Remember: If the student moves out of the lesson before or after using **Browse** and *before clicking Submit Work*; or if the student exits and starts GDP, returns to the job, and then clicks **Browse** and *Submit Work*, the closing time stamp will include all the time spent from **Start Work** through the final **Browse** session. You should manually add adjusted time for these jobs into the total as you deem appropriate.

### **To convert cells with “days” in order to include them in the SUM:**

1. Review the column; if you see any cells in which entries that include “days” are left aligned, such as `2.06:48:16`, which represents *2 days, 6 hours, 48 minutes, and 16 seconds*. Those cells must be converted to be included in the SUM. Follow the next few steps to convert those cells.
2. In the formula below this step, change eight instances of “F” to the letter of the Time Spent column that contains the data to be converted, and then select and copy the edited formula:

```
=IF(ISNUMBER(F2), F2, IF(ISNUMBER(FIND(".",F2)),LEFT(F2,FIND(".",F2)-1)+MID(F2,FIND(".",F2)+1,99), --F2))
```

3. Click in any blank column on the worksheet in the first cell of Row 2 (for example, Cell H2 assuming Column H is blank), click in the Formula box (the box next to **fx** at the top of the spreadsheet), and press **Ctrl+V** to paste.
4. After you paste the formula in the blank column, copy down for as many rows as appear in the column with the entries to be changed. (To copy down, point to the black square in the lower right-hand corner of the cell in which you pasted the formula until your pointer looks like a black plus sign, and drag down from that corner.)
5. With the copied-down cells still selected, right-click, and click **Copy**.
6. Click in the first cell of Row 2 of the **Time Spent** column.
7. Right-click and from the shortcut menu under **Paste Options**, click the icon representing **Values (V)**--the clipboard icon with **123** on it.



8. In the **Time Spent** column, click in the cell holding the SUM formula.
9. From the **Home** tab, **Editing** group, click the **AutoSum** button; that cell should now SUM all entries in the Time Spent column.