

Orientation to Keyboarding 1 Online and GDP, 11e

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Gregg College Keyboarding & Document Processing, 11e

* This presentation was created to serve as one example of an orientation to an online keyboarding course. Your specific course requirements may vary.

Student Comments

- ▶ See the [FAQs](#) page for other student comments that should inspire and motivate you!

“This was one of the most practical courses that I have ever taken. It builds confidence, speed, and eye/hand coordination. I am amazed at my speed. Before I could type only 15 wpm. Now I can type almost 40 wpm. This course has taken me from writing a report from days to just hours. It was really nice to have a teacher who was always ready to answer my questions at any time. Thank you.”



Orientation Topics

- ▶ Factors for Success
- ▶ Technical Skills Tutorial
- ▶ Course Description
- ▶ System Requirements (PC and Mac)
- ▶ Software Requirements & Supplies
- ▶ Getting Started
- ▶ Assignments & Due Dates
- ▶ Daily Routine & Instructor Annotations
- ▶ Typing Technique & Technique Check
- ▶ Assessment
- ▶ Orientation

Factors for Success

- ▶ Do you have adequate technical skills?
- ▶ Is your learning style compatible with an online course?
- ▶ Are you a self-starter determined to read and follow directions?
- ▶ Are you disciplined enough to stay on schedule and communicate via e-mail on a regular basis?
- ▶ Do you have a reliable computer and Internet connection?

Technical Skills Tutorial

- ▶ Go to the [Technical Skills Tutorial](#) page to review the required skills for this online course.
- ▶ You need basic computer skills to:
 - Navigate Windows.
 - Download files.
 - Use the GDP Web site.
 - Use e-mail.
 - Manage files in Windows including finding, opening, printing, and deleting files.
 - Troubleshoot basic computer issues.

Course Description

- ▶ If you need to learn to type by touch (without looking), if you need to relearn the keyboard, or if you type less than 30 wpm, you should enroll in Computer Keyboarding 1.
- ▶ You will learn to type by touch and should develop speeds ranging from 37-45 wpm or higher.
- ▶ You will learn the basics of formatting mailable documents such as e-mail, letters, envelopes, labels, memos, reports, and tables using MS Word for Windows.

Minimum System Requirements

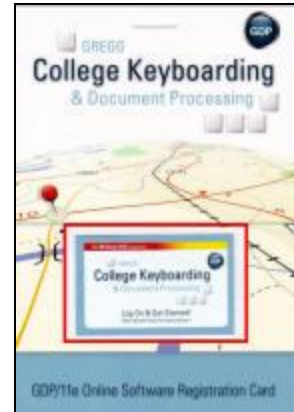
- ▶ Operating System: Windows XP, Windows Vista, Windows 7, or Mac OSX. (See the next page for details on using a Mac.)
- ▶ Screen Resolution: 1024 x 768 or higher.
- ▶ High-speed Internet connection.
- ▶ Internet Explorer 7 or 8 or Firefox 3.5 browser.
- ▶ [Adobe Flash Player 10.](#)

GDP on a Mac

- ▶ GDP is entirely Web-based. You can complete all skillbuilding using the GDP Web site and your textbook.
- ▶ To complete document processing jobs in Lessons 21 to 120, consider using Boot Camp to create a Windows bootable partition on the Mac hard drive where the Windows version of Word 2007 or 2010 could be installed. Visit <http://www.apple.com/support/bootcamp/> for details.
- ▶ Alternatively, if you have access to a PC with Word 2007 or 2010 for Windows installed, you could use a Mac to complete skillbuilding and a PC to complete document processing activities.

Software Requirements

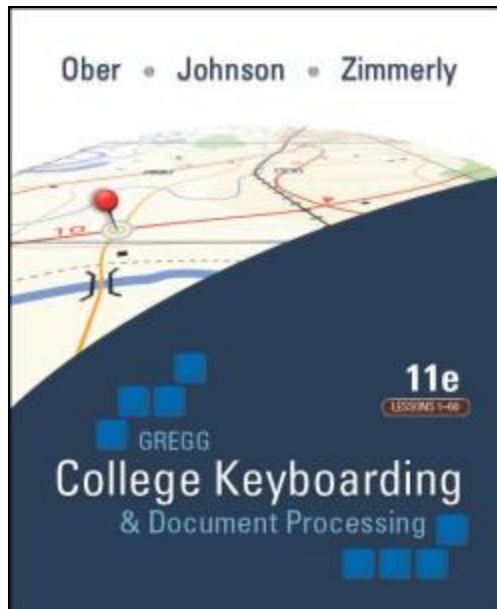
- ▶ To log on to GDP online, you must have an [Online Software Student Registration Card](#), which is bundled with the textbook or may be purchased separately at the GDP log-in screen.
- ▶ For document processing jobs, you must have Word 2007 or 2010 for Windows. Click [here](#) for details.
- ▶ Internet Explorer 7+ or 8 or Firefox 3.5 browser.
- ▶ [Adobe Flash Player 10](#) is required.
- ▶ Optional: The most [current version of Java](#) (1.5 or later) if you wish to view movies posted at the [GDP Movie Channel](#). Click [here](#) to verify your Java version.



Supplies

- ▶ *Kit 1, Gregg College Keyboarding & Document Processing, 11th Edition, Lessons 1-60; Ober, Johnson, Zimmerly; 2011; McGraw-Hill Higher Education; ISBN 0077356608 (for Word 2010); or ISBN 0077361393 (for Word 2007).*
- ▶ The two books you see below on the left are bundled in a boxed kit with an Online Software Student Registration Card and an easel.

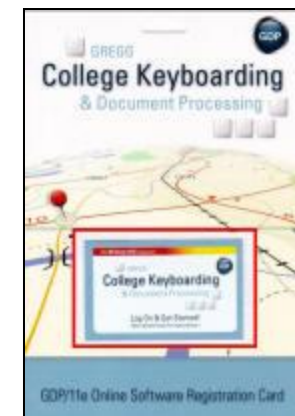
Book 1



Word
Manual



Software
Registration
Card



Getting Started

- ▶ Submit the [Questionnaire](#) so I can contact you.
- ▶ Download [11e Errata List for Students](#), and make all corrections in your textbook and *Word Manual* for the lessons listed on the [Progress Folder](#).
- ▶ Download either [Getting Ready for GDP11e With Internet Explorer](#) or [Getting Ready for GDP11e With Firefox](#) for your desired browser.
- ▶ Follow the steps in these sections only:
 - "Allow GDP Pop-ups in Internet Explorer" or "Allow GDP Pop-ups in Firefox"; make all changes in your browser of choice.
 - "Add URL Favorites in Internet Explorer" and "Add URL Bookmark in Firefox"; make all changes in your browser of choice.
 - "Update Adobe Flash Player," "Update Java," and "Add PDF Reader."

Getting Started (cont'd)

- ▶ Download the [Progress Folder](#) and print it. You will use this during the semester to keep your own records of your work and progress.
- ▶ Check your e-mail regularly and get started.
 - You will receive various automated e-mails with vital information such as the log-in URL, user name, and password.
 - I will also e-mail class announcements and send individual e-mails regarding your work and progress.

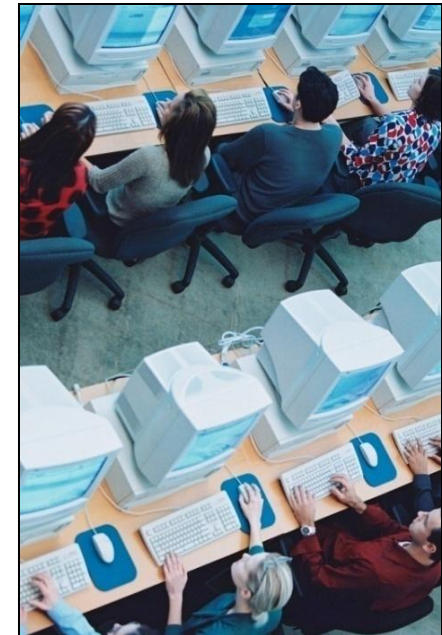
Assignments

- ▶ Read your [Assignment Sheets](#) (see [Week 1](#)) each week so you will know what to do and when to do it.
- ▶ The information on these pages is the online equivalent of face-to-face instruction in a traditional classroom.

Week 1

Home	Up	Technical Skill Tutorial	Technique Check
MAP+ & Skillbuilding	Proofreading Checks	Tests	Week 1
Week 2	Week 3	Week 4	Week 5
Week 6	Week 7	Week 8	Week 9
Week 10	Week 11	Week 12	Week 13
	Week 14	Week 15	



Computer Keyboarding 1 Online
(Specific information is intended as an example only.)



Due Dates

- ▶ On-time assignments are critical to your success in an online course. Therefore, late work is penalized to encourage you to keep up with your work.
- ▶ A grace period of three weeks is allowed at the start of the semester.
- ▶ All work assigned for a particular week, including practice tests and regular tests, is due no later than Saturday evening each week.
- ▶ See the [Course Outline](#) for details on penalties for late work.

Daily Routine

- ▶ Log on to GDP. (See [Getting Started](#) and [Week 1](#).)
- ▶ If you see an alert bubble by **My GDP**, click **My GDP, Resources**, to open and review any new student resources such as a handout, announcement, or Internet link.
- ▶ Type your lessons following the information on the weekly [Assignment Sheets](#).
 - All skillbuilding is uploaded automatically.
 - Document processing begins [Week 7](#). You will have another orientation at that time.
- ▶ Review your Portfolio and check for any annotations.
- ▶ Optional: Record grades in your [Progress Folder](#).

Instructor Annotations

- ▶ In GDP, click **My GDP, Portfolio**.
- ▶ Note that a red “A” flags all items with my annotations—always click **Show All** to be sure that all work is displayed.
- ▶ Click the desired item in the **Portfolio** to expand it; then click **Details** to view all **General Comments** and **Annotations**.

Date	Lesson	Title	Total Time	Score	Grade
▶ 01/27/2011 10:57 AM RC	1C	Practice The Home-Row Keys Grading Category: Skillbuilding (Completion/10)	00:38		A
▼ 01/27/2011 10:40 AM AR	61	Correspondence 61-55: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	01:21	Keystroking: 0	A-

Attempt	Keystroking E	(Beta) Forma	Attempt Origin	Time Spent	Last Modified	
Attempt #1	0	0	Started	01:21	01/27/2011 10:40 AM A	Details
Average	0	0				

View Annotated Work Only

- ▶ In the Portfolio, click **Advanced Filter Off**; in the **Filter Student Portfolio** dialog box, check **Annotated only**; click **OK**.

The screenshot shows the 'Filter Student Portfolio' dialog box overlaid on a portfolio interface. The dialog box has a dark blue header and contains the following sections:

- Exercise Category:** A list of categories with checkboxes: Document Processing, Language Arts, MAP+, Skillbuilding, and Timed Writing. All are checked.
- Exercise Type:** A list of exercise types with checkboxes: 12-Second Speed Sprints, Alpha/Number/Symbol Practice, Composing, Correspondence, Form, Formatting Instructions, and Language Arts Rules. All are checked.
- Specify a comma-separated list of ranges, like this: 1-10, 15-20, 30-32:** Two input fields for Lesson Range and Test Range.
- Start Date:** A date field with a calendar icon, showing 01/2010. A red circle with the number '2' is around the date.
- End Date:** A date field with a calendar icon, showing 01/27/2011.
- Include...:** A list of radio button options: all exercises, required exercises, locked exercises, exercises pending manual grade, and exercises with completion grading. 'all exercises' is selected.
- Annotated only:** A checkbox that is checked.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom. A red circle with the number '3' is around the 'OK' button.

The background interface shows a table with columns 'Total Time' and 'Score'. A red circle with the number '1' is around the 'Advanced Filter Off' button. A 'Details' button is visible below the table.

General Comments and Annotations

- Read the **General Comment**; mouse over it to display long comments.
- Always scroll down to view any annotated items that might be hidden.
- When applicable, click **Next** to move to the next screen or **Previous** to move to a previous screen.

Lesson 1J: 1-Minute Timed Writing

Attempt #1

Last Modified	11/16/2010 4:51 PM	WPM	51
Time Spent	01:00	Errors	4

General Comment
Try the Timed Writing again.

Scored Text
Rest the mouse pointer over any ● symbol to display the annotation

ask ● ... k salad; a
lad ● ...
{●} Enrichment Lesson 1 on p. 6.

ask a sad lad; a fall fad; add a jak salad; a

Previous Print Next

Other Abbreviations (only if a gradebook is in use)

A Annotation	R Required	? Grade Pending	C Completion Graded
Overridden/Locked Grade	Used in Grading		

R designates required work.

? In the Grade column means a grade is pending.

C means that item earns a grade of A when it is completed.

A lock to the right of a grade means any subsequent work you may submit for that item will not be considered for grading purposes.

A green check marks the best attempt used for grading purposes.

Date	Lesson	Title	Total Time	Score	Grade	
01/15/2011 10:22 AM R	60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+	
	Attempt	WPM	Errors	Time Spent	Last Modified	
	Attempt #1	41	18	05:00	01/11/2011 3:49 PM	Details
	Attempt #2	41	0	05:00	01/11/2011 3:55 PM	Details
	Attempt #3	45	0	05:00	01/15/2011 10:22 AM	Details

Note: A red arrow points from the 'Attempt #3' row to the 'Grade' column of the summary row, and another red arrow points from the 'Lock icon' text to the lock icon in the 'Grade' column.

Grading Categories

- Grading Category names correspond to each grading category in the course outline for Keyboarding 1.
- Being aware of a Grading Category and its grading weight helps you understand where best to concentrate your efforts. In this example, the student should focus on raising the D grade for the Timed Writing category, which is weighted at 50% of the final grade. See the [Course Outline](#) for details on each Grading Category.

Date	Lesson	Title	Total Time	Score	Grade
01/26/2011 3:50 PM R	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	10:00		D
01/11/2011 4:00 PM R		Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A
01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A
01/26/2011 10:08 PM R	26	Correspondence 26-5: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	01:2	50% 5-Minute Timed Writing, 5-Error Limit	
01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	06:4		
01/27/2011 10:29 AM ARC	61B	MAP+: Alphabet Grading Category: Skillbuilding (Completion/10)	01:		

A = 45+ wpm
 B = 41-44
 C = 37-40
 D = 33-36
 F = 32 or below

20% [Document Processing Tests](#)
 5% [Practice Document Processing Tests](#)
 10% [Document Processing Jobs](#)
 5% [Proofreading Checks](#)
 10% [Skillbuilding](#)

Typing Technique

- ❑ Correct position at the keyboard enables you to type with greater speed and accuracy and with less fatigue.
- ❑ When typing for a long period, rest your eyes occasionally by looking away from the screen.
- ❑ Change position, walk around, or stretch when your muscles feel tired.
- ❑ Making such movements and adjustments may help prevent your body from becoming too tired. In addition, long-term bodily damage, such as carpal tunnel syndrome, can be prevented.

Correct Position



Type by touch with fingertips, *not* fingernails.

When you can “feel” the raised bars on the “F” and “J” keys, you know you’re on home row.

See page xxix in your textbook for tension-reducing exercises.

Workstation

If possible, adjust your workstation as follows:

- Position your chair so that your upper and lower legs form a greater-than-90-degree angle and your lower back is supported, with your knees slightly lower than your hips.
- Position your text on either side of the monitor as close to the monitor vertically and horizontally as possible.
- Position the mouse on a pad next to and at the same height as your keyboard.
- Tilt the top of the monitor slightly away from you and slightly farther than an arm's length from you.

Position at the Keyboard


- ❑ Center your body in front of the keyboard.
- ❑ Sit slightly reclined, with your lower back touching the back of the chair and your feet flat on the floor.
- ❑ Keep your elbows close to your body in a relaxed position.
- ❑ Curve your fingers naturally over the home-row position, with the back of your hands at the same angle as the keyboard.
- ❑ Move the mouse with your whole arm—not just your wrist.

Keystroking

- Operate all keys by touch, using the correct fingers.
- Keep your eyes on the copy most of the time while typing.
- Keep your forearms at a slight downward slant and raise your hands slightly when typing so that your wrists do not touch the keyboard.
- Make quick, light strokes, returning your fingers immediately to the home-row position or moving to the next position after each stroke.

Technique Check

- After Lesson 10, you are ready for a [Technique Check](#).
- Review [Orientation to Technique Checks & MAP+](#) for details.

 **TECHNIQUE CHECK**

Name: _____ Date: _____ Grade: _____

Comments:

Technique	Acceptable	Needs Improvement	Not Acceptable
Eyes on copy			
Correct finger reaches (strikes key with correct finger)			
Continuity (keyboard without hesitation) and accuracy			
Body, hand, finger, wrist, and arm position			
Stroking technique (quick strokes; fingers return to home position)			
ENTER (J home)			
SHIFT (F/J home)			
TAB (F home)			

Excellent: Uses acceptable technique consistently
Very Good: Uses acceptable technique most of the time; needs some minor improvement
Needs Improvement: Needs several improvements
Unacceptable: Needs major improvement

Shading indicates critical technique. If a shaded area is marked unacceptable, the student should be evaluated again after practicing.

Assessment

- ▶ See the [Course Outline](#) for details on assessment.

As a result of successfully completing Computer Keyboarding 1, students will:

1. Type a minimum of 37 wpm on a 5-minute timed writing with 5 or fewer errors.
2. Demonstrate good work habits, acceptable typing technique, and skill in using a computer and printer.
3. Recognize, evaluate, and correct errors in content and format of documents.
4. Demonstrate skill in language arts, including word division, proofreading, punctuation, grammar, spelling, and keyboard composing.
5. Produce mailable business documents including letters, tables, reports, and memos using Microsoft Word.

Assessment Weights and Categories

50% 5-Minute Timed Writing, 5-Error Limit (by touch)

- A = 45+ wpm
- B = 41-44
- C = 37-40
- D = 33-36
- F = 32 or below

20% Document Processing Tests

5% Practice Document Processing Tests

10% Document Processing Jobs: All jobs must be mailable (error free) to earn a grade of A. For jobs that include errors (keystroking or formatting), the severity of the error will be considered when assigning a grade.

5% Proofreading Checks






10% Skillbuilding

Up to +10% Extra Credit: Extra Proofreading Checks, documents, and skillbuilding

Up to -10% Attendance Deductions

Assessment—Timed Writings

- ▶ You will be given a series of 5-minute timings on campus at the end of the course. The best two timings are averaged to determine your speed.
- ▶ If your timings are not within the 5-error limit, 2 wpm (words per minute) will be subtracted from the gwpm (gross words per minute) for each error over the maximum number of errors allowed. For example, if your speed was 40 and your errors were 6, your nwpm (net words per minute) would be 38.

	A = 45+ wpm
	B = 41-44
	C = 37-40
	D = 33-36
	F = 32 or below

Assessment—Document Processing

- ▶ Review [Orientation to Word Processing](#) for all details on assessment of document processing tests, practice document processing tests, document processing jobs, and Proofreading Check jobs.
- ▶ When you begin Lesson 21 in [Week 7](#), a separate orientation for word processing will be scheduled.

Mandatory Orientation

- ▶ A mandatory orientation will be held the first week of the semester. Check the Schedule of Classes for details.
- ▶ All topics in this orientation will be covered.
- ▶ Bring your [supplies](#), including your Online Software Registration Card.
- ▶ Be prepared for hands-on activities.



Feedback?



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

arlene_zimmerly@hotmail.com

Happy keyboarding!



Note: This presentation was created to serve as a possible example of an orientation to an online keyboarding course. Your specific course requirements may vary.