

Steps to Using the Computer Software
OST 105/110/162/210

1. Computers and monitors should be on. Laser printers will come on automatically.
2. When the window "Enter Network Password" opens, key **ostlab703** in the password box, then click **Ok** once. **Do not make any changes to the User Name or Domain name.**
3. When the window opens with the **Icons** on the left side of the screen, **double click** with the left mouse button on the icon representing the software you want to use.

Keyboarding--GDP classes Access 2003--Microsoft Access
Excel 2003--Microsoft Excel Word 2003--Microsoft Word
PowerPoint 2003--Microsoft PowerPoint

4. Once you have **double clicked** on the correct icon, the software will open. **Put your work disk in the disk drive.**
5. The **Course/Section List Screen** displays next. Select a course and section by highlighting the course/section name on the list and clicking **OK**.
6. The student list for the selected class appears next. If this is your first time using GDP, you need to register into the class as a new student by clicking **New**. If you are already registered into the classes, highlight your name on the student list and click **OK**.
7. The first time you use GDP, the Log-On Information screen needs to be completed. Subsequently, you only need to provide your password.

Initial Log-On

1. Type your first name, last name, and course name, using the TAB key or mouse click to move from one field to the next.
2. In the **Options File list box**, choose **OST**. Click on the down arrow button to the right of the Options list box and click on **OST**.
3. The computer's date appears in the Date field. **Do not change the date.**
4. If needed, type a password of up to eight characters in the Password field. Note that **asterisks(****)** appear instead of the characters typed so that others cannot see your password.
5. When the Log-on Information screen is completed, click **Save** or press **Enter** to continue. The Verify Password dialog box displays. Retype your password and click **OK** or press Enter.
6. The program will record the log-on information for future use.

Subsequent Log-ons

1. When you return to GDP after the initial log-on, the Log-on Information screen displays all of your log-on information except the password.
2. If needed, you should enter your **password exactly** as you did the first time you entered the software. You must remember your password to get into the software each time you come to class or lab.

Working on Lesson Exercises

After you log on, the Lessons menu displays a stack of folders, one for each of the 20 Lessons in the current part plus a test to be taken after the last lesson in the part. At the bottom of the screen, an exercise folder for the lesson the student worked on last displays the lesson's exercises in a scrolling list. A black bullet preceding an exercise indicates that the exercise has been completed.

To work on an exercise:

1. Choose the lesson on which you want to work. The exercise folder of the lesson last worked on is displayed at the bottom of the screen. To work on a different lesson, click on the tab of the desired lesson.
2. Choose an exercise from the lesson's exercise folder. The exercise last worked on is highlighted on the list. Use the scroll bar to move through the exercise list, and double click on the name of the exercise on which you want to work.
3. Read the introductory or instruction screen(s), and turn to the appropriate page in the textbook. Click the **Continue** (↵) button on the toolbar, or press F6 to continue to the next screen.
4. Type the text for the exercise.

***Timings:** The student types until time is up, at which point the program scores the student's work and allows the student to review the scored text.

***Document processing exercises:** The student types the document, proofreads, and uses the spell checker to check his or her work, prints a copy, and then exits the word processor by selecting GDP/Return to GDP on the menu bar.

***All other exercises:** The student types the exercise to completion, and then clicks the **Continue** (↵) button on the toolbar or presses **F6** to continue to the next exercise.

For more detailed directions, click the **Directions** button on the toolbar.

5. The program automatically sequences through the exercises in the lesson. At the end of the last exercise for a particular lesson, the program returns to the Lessons menu.

Pressing the **ESC** key allows the student to exit an exercise at any time. The student can exit the program at any point by selecting **Exit GDP** from the **File menu**.

The Exercise Screen

Exercise Screens have the same basic layout throughout the program:

1. **Title bar:** includes the window control menu box, the program name, and a minimize button.
2. **Menu bar:** lists all of the drop-down menus.
3. **Toolbar:** includes the exercise menu, the word wrap setting, and icons for navigation and on-screen guidance.
4. **Dialog bar:** specifies the speed and accuracy goal for timings, as well as the student's scores if the timing has been completed at least once. Goals and scores are noted as follows: number of words a minute/number of minutes/number of errors; for example, "30/3'/5e" indicates 30 words a minute for three minutes, with 5 errors.
5. **Body of the screen:** provides instructions or an area for typing text.
6. **Status bar:** specifies the student name, options file being used, lesson number, and textbook page. Line numbers and length of a timing are indicated when applicable.

Viewing and Printing Student Work

GDP provides a chart and two types of reports to help students keep track of their progress and review completed exercises. The chart and reports can be viewed on screen and printed.

The Student Portfolio

The student's portfolio contains two types of reports. The **Summary Report** provides a snapshot of all exercises on which the student has worked, with results and completion status for each. **Detailed Reports** include the scored text for any exercise on which the student has worked--unless the student has used the Delete Files option on the File drop-down menu to delete some exercises.

To access the student's reports:

1. The student selects the **Portfolio...** option on the file drop-down menu. The Portfolio Options dialog box displays.
2. The student specifies a date range, sort order (ascending or descending by date), lesson(s), and exercise type(s) to include in the Summary Report, and then clicks OK or presses Enter.

At least one lesson number and at least one exercise type must be specified in order for a Summary Report to be generated.

3. The Summary Report window lists all of the completed exercises specified for Portfolio Options, one exercise per line.

For each exercise, the Student Portfolio lists:

Completion Date

Lesson number, exercise letter, and exercise description.

Results: WAM speed and number of errors for scored exercises; blank for unscored exercises.

Time on Task: total elapsed time in the exercise beginning with the first instruction sheet.

4. To print a copy of the **Summary Report**, the student clicks **Print Report**. To print a copy of the scored text for any or all exercises, the student clicks once on the lines for the desired exercises (they must be preceded by a black bullet in the Date Column) and then clicks **Print Text**.
5. To view the text for any exercises (that is, get a Detailed Report), the student clicks on the desired exercise lines on the Summary Report (they must be preceded by a black bullet in the Date Column) and clicks **View Text**. The Detailed Report window displays the student's text and scores.

To print the Detailed Report, the student clicks **Print Text**.

If the student selected more than one exercise to view text for, **Next** and **Previous** buttons can be used to move among the Detailed Reports.

Documents appear as unformatted as they appear in the word processor, the student clicks **View in Word Processor**. The student will be able to make changes to the document, but these changes will not be saved. To return to GDP, the student selects Return to GDP on the GDP menu on the menu bar.

To print an unscored, unformatted document (verses the unformatted, unscored text), the student clicks **Print in Word Processor**.

When finished viewing the Detailed Reports, the students clicks **Close** to return to the Summary Report.

6. To exit the Summary Report, the student clicks **Close**, which returns to the Portfolio Options dialog box display. The student clicks **Cancel**.

