Welcome to GDP11e!

Gregg College Keyboarding & Document Processing, 11e
Web-Based Courseware

- Web-based courseware—no local installation.
- Seamless updates and corrections.

Instructors and students:

- Work at multiple locations with ease—all data saved on the Web.
- Access GDP via one Web site.

- All skillbuilding uploaded automatically—students hit the ground running.
One Seamless Web Site

Los Angeles City College

Log In
Username: 
Password: 
Forgot your password? 
Sign In

Secured by GeoTrust

New GDP Student?
I have a REGISTRATION CODE
I Want to Buy Online Now

Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

Please contact McGraw-Hill Technical Support if you require assistance:

For additional information and resources visit the Online Learning Center (OLC):
http://www.mhhe.com/gdp-11
McGraw-Hill Demonstration Site

https://mhdemo.gdp11.com/

GDP’s Lessons, Skillbuilding, and MAP+ features are a powerful, convenient triple-focus skillbuilding plan.

Keyboarding Success!
Intuitive lesson menus—easy navigation.

Lesson 1: Home-Row Keys

Goals

- Touch-type the home-row keys—A S D F J K L ;
- Touch-type the SPACE BAR, ENTER, and BACKSPACE keys.
- Type at least 10wpm/1/3e, that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.

Click an exercise in the menu to the left to open it and begin your work, or click Next to go to the first exercise of this lesson.
Demonstrations include audio and video.
Timed Writings

- Measure and record student success.
Enrichment Pages

- Enrichment pages for Lessons 1-20 for remediation and supplementary skillbuilding.

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**Enrichment • Lesson 1**

- **NEW-KEY REINFORCEMENT**
  1. a dads jass la daff ad add dak lad lads daks adds
  2. ads fad lall lass fads alas alfa fala sad alfalfa
  3. sal falda all fall sala as falls salad salsa flak
  4. asks flaks sass dad flasks skald bada jak ask lad
  5. alas ask salads dads dak sala fad falda flask sal
  6. alfalfa add fads all salad flak lass flask ads as
Access all skillbuilding in one click.

The 12-Second Speed Sprints foster speed improvement through the use of fast, repetitive typing on short, easy sentences without an error limit.

You will enjoy these speed sprints because you can achieve much higher speeds by typing for just 12 seconds on easy copy. Thus, the practice is motivational.

Also, this type of speed forcing in the earlier lessons is a proven way to break the habit of looking at the keys as you type.
Increased 10-key numeric keypad coverage.
Skillbuilding beginning in Lesson 1 continuing through Lesson 18 is unlimited and always new!
Click any key, finger, or button on this “live” screen for unlimited, always-new skillbuilding.
MAP+ Diagnostics

- Diagnostics for three skillbuilding categories:
  - Alphabet
  - Numbers
  - Symbols

- Unlimited Prescriptive Drills based upon a diagnostic Pretest.
Prescriptive keyboarding remediation is individualized, unlimited, and always new.
Access all timed writings in one click.

Students type from any copy or from custom timed writings you create.
Systematic coverage with electronic tutorials.

Access all tutorials in one click.
Reference Manual


Click here for full-size Reference Manual pages with formatting callouts ideal for printing.
Students access their student Portfolio, custom Resources, Message Center, Placement Tests, and My Info in one click.
Word Manual Practice exercises are followed by document processing jobs—students apply Word features to actual office documents.
Automatic Keystroking Scoring

✓ Color-coded, automatic Keystroking Errors scoring window:

1. **Insertion**: Inserted incorrect word; delete “Holt.”
2. **Omission**: Omitted word; insert “Development.”
3. **Misstroke**: Typo; correct misstroke (misspelling/trailing space/trailing hard return).
Formatting Assistant

Formatting Alerts window:

- Helps identify “possible” issues with expected formatting elements but does not always mean a correction is needed.
- Does not generally flag formatting applied by mistake.

- The best way to assess formatting is to review Formatting Alerts, then click View in Word for a direct view of the finished job.
- The Formatting Assistant feature can be disabled or results can be hidden from students.
Course Manager

GDP Movie (INSTRUCTOR movie titles)

- My Account
- Message Center
- Students (create/archive/Portfolio)
- Classes (create/import/archive)
- Scheduling (enable/disable/restrict menu items; custom/open timed writings)
- Resources (create/assign)
- GPS (gradebook/reports/comments)
## Easy navigation: Class/Section/Student boxes and Previous/Next links.

- **Class:** A ZIMMERLY
- **Section:** Keyboarding 1, Spring 11
- **Student:** Gradebook, Arlene (ag)

Report Type: Student Portfolio Report

| Course Grade: C |

### Required Exercises List

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Lesson</th>
<th>Title</th>
<th>Total Time</th>
<th>Goal</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/2011</td>
<td>2:21 PM</td>
<td>ARM</td>
<td>Report Test 2-12: Academic Report</td>
<td>00:54</td>
<td></td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>02/02/2011</td>
<td>2:23 PM</td>
<td>25</td>
<td>Correspondence 25-2: E-Mail Message</td>
<td>00:31</td>
<td></td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>02/03/2011</td>
<td>8:45 PM</td>
<td>58C</td>
<td>5-Minute Timed Writing</td>
<td>10:00</td>
<td>40 wpm/5'5&quot;</td>
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- **Powerful buttons and filters.**
Add comments directly from the **Comments Library** to documents, timed writings, and skillbuilding—no need to type the same comments each time.
Avoid using confusing personal e-mail accounts to communicate with individual students or your entire class—instead, communicate internally via GDP’s Message Center.

Monitor and archive all communication in one convenient place.
Use **Link** and **File Student Resources** to link to anything on the Web and to post uploaded handouts.

Schedule any desired Start and End (Due) Date for each post.
Scheduling—GDP Your Way

- Include or exclude selected components: exercises, lessons, units, and parts.

- Restrict access to any menu item via Start Date, End Date, Password, and IP Restrictions features, and curb academic dishonesty.

- Delay scored results and instructor annotations.
- Required, Pending, Completion, Manual, overridden items, and grading categories are identified in the Portfolio.
- Individual grades display—Category and Course Grades display when locked.
- A Required Exercises List is available.
Resources From Your Author Team

Hands-on help by instructors—for instructors and students.

- Keyboarding 11e Author Web Site
  http://gdpkeyboarding.com
- Computer Keyboarding 1
  http://11e1.gdpkeyboarding.com
- Computer Keyboarding 2
  http://11e2.gdpkeyboarding.com
Customer Experience Group
Support Center: 800-331-5094

Information Center & Online Learning Center

www.mhhe.com/gdp11

E-mail (instructors only please):
keyboarding@mheducation.com

Student and Instructor Support: