

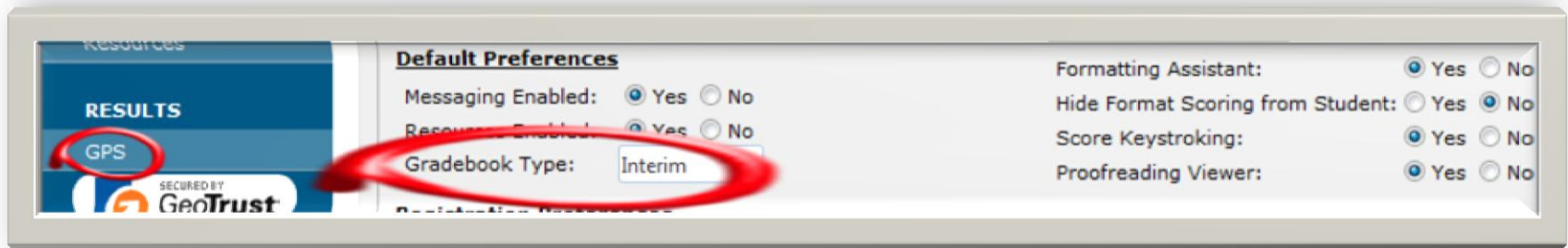
INSTRUCTOR:

Interim Gradebook (Part 2)

INSTRUCTOR: Interim
Gradebook (Part 1)

Jan 19 2012
13:57 min
358 views

Note: View "INSTRUCTOR: Interim Gradebook (Part 1)" before viewing this one.

















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Gregg College Keyboarding & Document Processing, 11e



Note: This presentation is for instructor use only to learn about GDP's Interim Gradebook, which is accessed via GDP's Course Manager. Your specific procedures may vary.

Gradebook Categories

From the **Gradebook** tab, **Configure**, click **Categories**. Here are my final categories:

Edit	Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
	5' Timed Writings (Custom/50%)	50	100%	0%		Average the best 2 exercises.
	DP Tests (20%)	20	100%	0%		Average all exercises.
	Practice DP Tests (5%)	5	100%	0%		Average all exercises.
	DP Jobs (10%)	10	100%	0%		Average all exercises.
	Proofreading Checks (5%)	5	100%	0%		Average all exercises.
	Skillbuilding (10%)	10	100%	0%		Average all exercises.
	EXTRA CREDIT	0	100%	0%		N/A
	ATTENDANCE DEDUCTIONS	0	100%	0%		N/A

Remember, in order for my assessment strategy to return the desired results, my Grading Category Weights must total 100 exactly.

8 Columns Selected

Total: 100

Close

Note: The total grading category weight does not need to equal 100.

Gradebook Category Names

Final category names:

- Are descriptive and concise.
- Include “**Custom**” when Custom Grading Method is used.
- Include the **category weight** :

Grading Category	Grading Category Weight
5' Timed Writings (Custom 50%)	50
DP Tests (20%)	20
Practice DP Tests (5%)	5
DP Jobs (10%)	10
Proofreading Checks (5%)	5
Skillbuilding (10%)	10
EXTRA CREDIT	0
ATTENDANCE DEDUCTIONS	0

5' Timed Writings (Custom/50%)

- **Keystrokes Grade/Format Grade:** NA for timings--ignore.
- **Assign Exercises:** Yes (timed writings to be assigned later).
- **Exercise Calculation:**
 - **Average, Best, 2:** Automatic average of 2 best assigned timed writings based on the WPM/error specified in Configure Exercises).
 - **Always include test exercises in average:** Uncheck so timings from tests will *not* be forced into the average.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
5' Timed Writings (Cus	50	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Average:</p> <p><input type="radio"/> All Exercises</p> <p><input checked="" type="radio"/> Best 2</p> <p><input type="checkbox"/> Always include test exercises in average.</p>

Note: See the movie "INSTRUCTOR: Detailed WPM Report" for an alternative way to arrive at a final grade for timed writings.

Uncheck

DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

- **Keystrokes Grade/Format Grade:** For Manual Grading Method with one grade per document, set **Keystrokes Grade** to **100%** and **Format Grade** to **0%**.
- **Assign Exercises:** Yes (jobs to be assigned later).
- **Exercise Calculation:**
 - **Average, All Exercises:** Automatic average of all required jobs.
 - **Always include test exercises in average:** Uncheck so jobs from tests will *not* be forced into the average.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
DP Tests (20%)	20	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Average:</p> <p><input checked="" type="radio"/> All Exercises</p> <p><input type="radio"/> Best 4</p> <p><input type="checkbox"/> Always include test exercises in average.</p>

Uncheck

Proofreading Checks (5%)

- **Keystrokes Grade/Format Grade:** For Manual Grading Method with one grade per document, set **Keystrokes Grade** to **100%** and **Format Grade** to **0%**.
- **Assign Exercises:** **Yes** (jobs to be assigned later).
- **Exercise Calculation:**
 - **All Exercises:** Automatic average of all required exercises.
 - **Always include test exercises in average:** Uncheck so jobs from tests will *not* be forced into the average.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
Proofreading Checks (I	5	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Average:</p> <p><input checked="" type="radio"/> All Exercises</p> <p><input type="radio"/> Best 4</p> <p><input type="checkbox"/> Always include test exercises in average.</p>

Uncheck

Skillbuilding (10%), Completion Grading Method

- In the **Completion Grading Method**, use **Configure Exercises** later to assign a **Due Date** and **Late Penalty** to each exercise in this category to incorporate an automatic late penalty.
- **Missing work** is assigned an automatic grade of F until it is submitted, and late penalties do not apply to missing work.
- The Completion Grading Method has many grading nuances—refer to the section “Skillbuilding (10%)” in “[Setting Up an Interim Gradebook](#)” for all details.

Skillbuilding, Completion Grading

- **Keystrokes Grade:**100%
- **Format Grade:** 0%.
- **Assign Exercises:** Yes (jobs to be assigned later).
- **Exercise Calculation:**
 - **Average, All Exercises:** Automatic average of all required jobs.
 - **Always include test exercises in average:** Uncheck so test items will *not* be forced into the average.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
Skillbuilding (10%)	10	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Average:</p> <p><input checked="" type="radio"/> All Exercises</p> <p><input type="radio"/> Best 4</p> <p><input type="checkbox"/> Always include test exercises in average.</p>

Uncheck

EXTRA CREDIT/ATTENDANCE

For **“Nonbook” Categories** (exercises are not assigned), name the category in all caps to visually distinguish it. Set choices as shown:

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
EXTRA CREDIT	0	100 %	0 %	<input type="radio"/> Yes <input checked="" type="radio"/> No	Average: <input checked="" type="radio"/> All Exercises <input type="radio"/> Best 4 <input checked="" type="checkbox"/> Always include test exercises in average.
ATTENDANCE DEDUC	0	100 %	0 %	<input type="radio"/> Yes <input checked="" type="radio"/> No	Average: <input checked="" type="radio"/> All Exercises <input type="radio"/> Best 4 <input checked="" type="checkbox"/> Always include test exercises in average.

Configure (Custom): 5' Timed Writings

- **Grading Method:** Custom
- **Due Date/End Dates/Late Penalty:** Set as desired.
- Enter minimum **WPM** for each letter grade:
A, 45; B, 41; C, 37; D, 33; there is no box for F.
- **Error:** 5 (allowable error limit).
- **Penalty** : 2 (WPM deduction for each error over limit).
- IGB will now automatically calculate timed writing results for the **“Best 2”** timed writings.

The screenshot shows the 'Configure Exercises' window. The 'Exercise Filter' on the left includes 'Lesson', 'Lesson 60', 'Timed Writing', and 'All Types'. The 'Exercises' list on the left shows '60D: 5-Minute Timed Writing' selected. The configuration table below shows the settings for this exercise.

Exercise Filter:	0	50	20	5	10	5	10	0	Batch:	Batch:	Batch:														
Lesson									<input checked="" type="radio"/> Manual	Due: 1/26/2012	-0	<div>A = 45+ wpm B = 41-44 C = 37-40 D = 33-36 F = 32 or below</div>													
Lesson 60									<input type="radio"/> Completion	End: 1/26/2012	Grade														
Timed Writing									<input type="radio"/> Custom	Set	Set														
All Types									Set																
Exercises	Unassigned	5' Timed Writings (C)	DP Tests (20%)	Practice DP Tests (5)	DP Jobs (10%)	Proofreading Checks	Skillbuilding (10%)	Nonbook Categories	Grading Method	Scheduling	Late Penalty														
60D: 5-Minute Timed Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/25/2011 End: 8/25/2011	-0 Grade	<div><table border="1"><thead><tr><th>A</th><th>B</th><th>C</th><th>D</th><th>E/Min</th><th>Penalty</th></tr></thead><tbody><tr><td>WPM</td><td>45</td><td>41</td><td>37</td><td>33</td><td>5</td><td>2</td></tr></tbody></table></div>	A	B	C	D	E/Min	Penalty	WPM	45	41	37	33	5	2
A	B	C	D	E/Min	Penalty																				
WPM	45	41	37	33	5	2																			

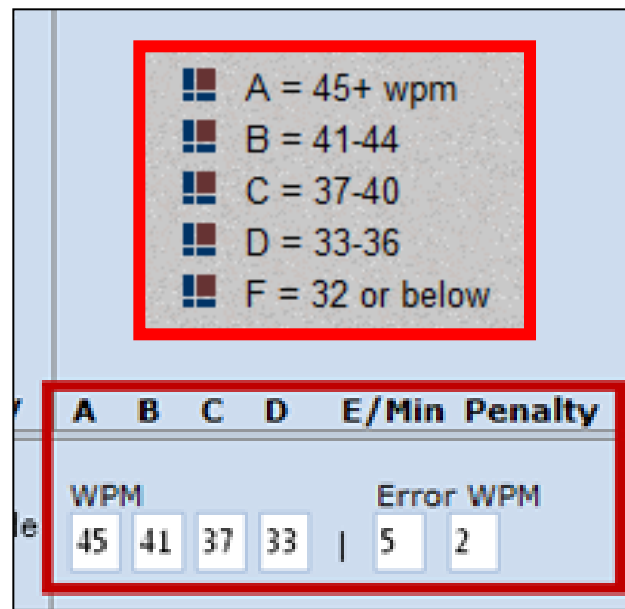
Due Date, End Date, & Late Penalty

- If you set a **Due Date** of 6/1/11, 12 a.m., for example, the item will incur an **automatic Late Penalty** of **-x** as specified in the **Late Penalty** column.
- If you set an **End Date**, the item will be **inaccessible from the Lessons menu after that date**.
- In this example for 60D, if the student typed 45 WPM with 5 errors, but submitted the timing after 6/8, the grade would be lowered from an A to a B.
- Gradebook settings are mirrored in the Scheduling tab.

Exercises	Unas	5' Ti	DP T	Prac	DP J	Prod	Skill	Nonf	Grading Method	Scheduling	Late Penalty	A	B	C	D	E/Min	Penalty		
60D: 5-Minute Timed Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div><input type="radio"/> Manual</div> <div><input type="radio"/> Completion</div> <div><input checked="" type="radio"/> Custom</div>	<div>Due: 6/1/2011</div> <div>End: 6/8/2011</div>	<div>-1</div> Grade	WPM	45	41	37	33	Error WPM	5	2

WPM: 5' Timed Writings

These WPM scales and their associated letter grade have many grading implications. For details, refer to the section “Configure Exercises for 5' Timed Writings (Custom/50%)” in “[Setting Up an Interim Gradebook](#).”



The screenshot shows a software interface with two red-bordered boxes. The top box contains a legend for letter grades based on WPM ranges. The bottom box contains a table with columns for letter grades (A, B, C, D, E/Min) and a Penalty column. Below the table, there are input fields for WPM and Error WPM values.

A	B	C	D	E/Min	Penalty
45	41	37	33	5	2

WPM: 45 41 37 33 | Error WPM: 5 2

Configure (Manual): DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

- **Grading Method: Manual.**
- **Due/End** dates: Set as desired.

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 (10%)	Nonbook Categories	Manual	Due: 1/25/2012	-0	
										Completion	End: 1/25/2012	Grade	
										Custom	Set	Set	
										Set			
Exercises										Grading Method	Scheduling	Late Penalty	A B C D E
<input type="checkbox"/>	Outcomes Assessment 2: Test 2: 3-Minute Timed Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Required			Not Graded
<input type="checkbox"/>	Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	Due: 8/25/2011		Graded Manually
<input type="checkbox"/>	Outcomes Assessment 2: Report Test 2-12: Academic Report	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	Due: 8/25/2011		Graded Manually
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completion	End: 8/25/2011		
											End: 8/25/2011		

Manual Grading & Late Penalty

- To enforce a late penalty, examine the **Date** column in the **Portfolio** and adjust manual grade accordingly.
- **Due** dates and **Submission** dates appear in the **Required Exercise List** with a report of the number of days late or early.

Exercises		Unat	5' Til	DP T	Prac	DP J	Prod	Skill	Nonl	Grading Method	Scheduling		Late Penalty	A	B	C	D	E
<input type="checkbox"/>	Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Manual <input type="radio"/> Completion	Due: 8/25/2011	End: 8/25/2011		Graded Manually				
<input type="checkbox"/>	Outcomes Assessment 2: Report Test 2-12: Academic Report	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Manual <input type="radio"/> Completion	Due: 8/25/2011	End: 8/25/2011		Graded Manually				

Configure (Completion): Skillbuilding

1

Exercise Filter:

Lesson
Lesson 1
Skillbuilding
All Types

2

Exercises

3

0

50

20

5

10

5

10

0

Unassigned

5' Timed Writings (C)

DP Tests (20%)

Practice DP Tests (5)

DP Jobs (10%)

Proofreading Checks

Skillbuilding (10%)

Nonbook Categories

4

Batch:

☐ Manual
☒ Completion
☐ Custom

5

Set

6

Batch:

Due: 1/10/2012

7

End: 1/17/2011

8

Set

9

Batch:

-1

10

Grade

Set

Grading Method

Scheduling

Late Penalty

A

B

C

D

E/Min

<input checked="" type="checkbox"/>	1C: Practice The Home-Row Keys	<input type="radio"/> Unassigned <input type="radio"/> 5' Timed Writings (C) <input type="radio"/> DP Tests (20%) <input type="radio"/> Practice DP Tests (5) <input type="radio"/> DP Jobs (10%) <input checked="" type="radio"/> Proofreading Checks <input type="radio"/> Skillbuilding (10%) <input type="radio"/> Nonbook Categories	<input type="radio"/> Manual <input checked="" type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion
<input checked="" type="checkbox"/>	1D: The F and J Keys	<input type="radio"/> Unassigned <input type="radio"/> 5' Timed Writings (C) <input type="radio"/> DP Tests (20%) <input type="radio"/> Practice DP Tests (5) <input type="radio"/> DP Jobs (10%) <input checked="" type="radio"/> Proofreading Checks <input type="radio"/> Skillbuilding (10%) <input type="radio"/> Nonbook Categories	<input type="radio"/> Manual <input checked="" type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion
<input checked="" type="checkbox"/>	1E: The D and K Keys	<input type="radio"/> Unassigned <input type="radio"/> 5' Timed Writings (C) <input type="radio"/> DP Tests (20%) <input type="radio"/> Practice DP Tests (5) <input type="radio"/> DP Jobs (10%) <input checked="" type="radio"/> Proofreading Checks <input type="radio"/> Skillbuilding (10%) <input type="radio"/> Nonbook Categories	<input type="radio"/> Manual <input checked="" type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion
<input checked="" type="checkbox"/>	1F: The S and L Keys	<input type="radio"/> Unassigned <input type="radio"/> 5' Timed Writings (C) <input type="radio"/> DP Tests (20%) <input type="radio"/> Practice DP Tests (5) <input type="radio"/> DP Jobs (10%) <input checked="" type="radio"/> Proofreading Checks <input type="radio"/> Skillbuilding (10%) <input type="radio"/> Nonbook Categories	<input type="radio"/> Manual <input checked="" type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion
<input checked="" type="checkbox"/>	1G: The A and ; Keys	<input type="radio"/> Unassigned <input type="radio"/> 5' Timed Writings (C) <input type="radio"/> DP Tests (20%) <input type="radio"/> Practice DP Tests (5) <input type="radio"/> DP Jobs (10%) <input checked="" type="radio"/> Proofreading Checks <input type="radio"/> Skillbuilding (10%) <input type="radio"/> Nonbook Categories	<input type="radio"/> Manual <input checked="" type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion
<div>11</div> <input type="checkbox"/>			<input type="radio"/> Manual <input type="radio"/> Completion	Due: 1/10/2012 End: 1/17/2011		

Save

Reset

Close

Required Exercises List (REL)

Use the **REL** to verify accuracy of final configurations:

- From **GPS**, **Gradebook** tab, select the desired section from the **Section** box.
- From the **Reports** column, click the **Required Exercises List** icon.
- Set the **Grading Category** filter to display each category.

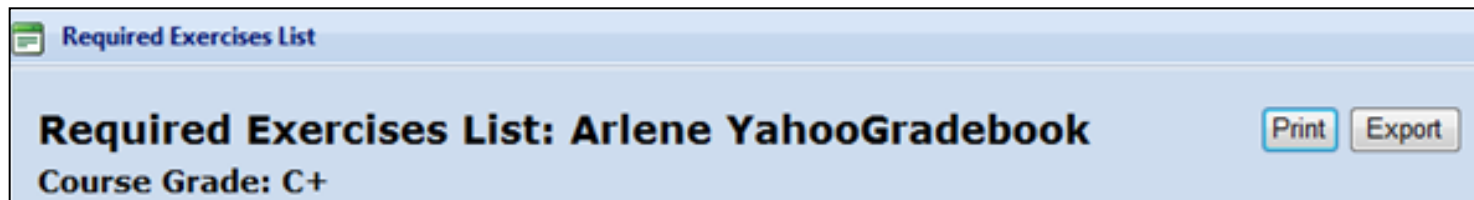
REL—Filter

Filter is set to verify only **DP Tests (20%)** category:

Required Exercises List								
Required Exercises List: Arlene YahooGradebook								
Course Grade: C+								
Filter Type: All								
Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
	DP Tests							
Test 2-21: Business Letter in Block Style	(Manual/20)				11:59:59 PM	11:59:59 PM	4:55:57 PM	early
Outcomes Assessment 2: Report Test 2-12: Academic Report	DP Tests (20%)			A	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM	2/2/2011 4:51:50 PM	182 days early
Outcomes Assessment 2A: Correspond... Test 2-21A: Business Letter in Block Style	DP Tests (20%)			?	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM		

REL—Export

- Click the **Export** button to export the **REL** as an **Excel** file.



- In **Excel**, use drop-down sort lists in **Row 1** to sort by **Grade Category** and **Exercise Name** to expedite crosschecking of entries with your own list

	A	B	C	D	E	F	G	H	I
1	Exercise Name ▾	Grading Category ▾	Format Score ▾	Text Score ▾	Grade ▾	Due Date ▾	Completion Date ▾	End Date ▾	Status
2	25: Correspondenc	Practice DP Tests (5%		C	C	8/3/2011 23:59	2/13/2011 12:15	8/3/2011 23:59	171 days early
3	25: Correspondenc	Practice DP Tests (5%		100	A+	1/11/2011 23:59	2/13/2011 12:17	8/3/2011 23:59	32 days late
4	26: Correspondenc	DP Jobs (10%)		100	A+	8/3/2011 23:59	2/13/2011 12:10	8/3/2011 23:59	171 days early
5	26: Correspondenc	DP Jobs (10%)		82	B-	8/3/2011 23:59	2/13/2011 12:12	8/3/2011 23:59	171 days early

Final Category Grades














- From the **Gradebook** tab, check the desired student.
- Click **Edit Selected Student Grades**.

Gradebook | Reports | Comments





Select a Section

Section: ZIMMERLY TEST CLASS - Score Keystroking | Configure: Categories Exercises Scales

Section Summary (4)

<input type="checkbox"/>	Reports	Name	5' Timed Writings (Custom/50%)	DP Tests (20%)	Practice DP Tests (5%)	DP Jobs (10%)
<input type="checkbox"/>		<input type="text"/> Y				
<input checked="" type="checkbox"/>	  	Phillips, Cody (cp)	F	A	B	D
<input type="checkbox"/>	  	Phillips, Roy (rp)	F	A	B	D
<input type="checkbox"/>	  	Yahoo, Arlene (ay)	F	A	B	D
<input type="checkbox"/>	  	YahooIGB, Arlene (IGB)	 B+	A+	B+	A-

Avg: 61.38% Avg: 95.75% Avg: 85.75% Avg: 70%

Edit Selected Student Grades |  = Student Portfolio  = Required Exercises List  = Completed Exercises List  = Overridden

Entering/Editing Manual Grades

- When you enter a Manual grade or override an automatic grade, that grade is automatically locked and displays a lock icon as a visual cue to students that you will not accept further attempts for that item
- Ideally, enter Manual grades when you will not accept later submissions or attempts.
- A locked grade does not prevent you from further editing of the grade nor does it prevent further submissions from students.
- The grade can be edited without unlocking, and you can unlock the grade at any time.
- Select the desired exercise in the Portfolio; click **Update Grade**, enter the desired grade, and click **Save**.

Automatic Grades

- A locked grade that has been calculated automatically by GDP using a Completion or Custom Grading Method will not be automatically changed (either raised or lowered) by GDP even if the student submits additional attempts. This ensures that further submissions of student work will not affect the related exercise grade.
- A locked grade does not prevent you from further editing of the grade nor does it prevent further submissions from students.
- The grade can be edited without unlocking, and you can unlock the grade at any time.
- To lock an automatic grade, select the desired exercise in the Portfolio; click **Update Grade**, enter the desired grade, and click **Lock Grade**.

Reset Automatic Grades

- If you have overridden an automatic grade by entering a number manually, you can reset the grade so that IGB re-enters the automatic grade.
- Unlocking an automatic grade returns the exercise to the autograded state.
- To unlock lock an automatic grade, select the desired exercise in the Portfolio; click **Update Grade**, and click **Unlock Grade**.

Override Grade & Toggle Grade Inclusion

- You can override any grade anytime regardless of whether it is a Custom or Completion grade calculated automatically by IGB or whether it is a manual grade entered by you.
- You can eliminate a particular exercise from inclusion in the category grade average. Click the checkbox next to the exercise, and click the **Toggle Grade Inclusion** button at the bottom of the screen. An excluded item will be dimmed in the Portfolio.
- Repeat these steps for any dimmed exercise to again include it in the category grade.

Nonbook Categories

- If desired, enter numbers as a matter of record for extra credit and deduction in the **Grade** box. These numbers do not affect the **Course Grade** because **Weight** is set to **0**.
- Factoring **+1%** and **-3%**, results in a net deduction from the final Course Grade of **-2%** for a final grade of 81.43%.
- Either override the Course Grade now or adjust your final grade when you submit grades on your campus.

Edit Final Grading Category Grades

Gradebook, Arlene (ag)
[Click here to view the scale for this section.](#)

Grading Category	Weight	Grade
5' Timed Writings (Custom/50%)	50	85.50 / 100
DP Tests (20%)	20	95.00 / 100
Practice DP Tests (5%)	5	85.00 / 100
DP Jobs (10%)	10	63.00 / 100
Proofreading Checks (5%)	5	81.25 / 100
Skillbuilding (10%)	10	60.00 / 100
EXTRA CREDIT	0	1.00 / 100
ATTENDANCE DEDUCTIONS	0	3.00 / 100
Course Grade	100	83.43 / 100

Academic Dishonesty

- For tips on monitoring and preventing academic dishonesty, see the handout “[Scheduling & Report Strategies For Testing & Document Processing](#)” and these sections:
 - ✓ “Delay Results for Tests and Proofreading Checks.”
 - ✓ “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 the Interim Gradebook or GDP, please send an e-mail:

arlene_zimmerly@hotmail.com



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