



OPEN, CUSTOM, & SUPPLEMENTARY TIMED WRITINGS

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Note! The screen shots in this handout in some cases represent Classes and Sections in which the Interim Gradebook is enabled and in use. If you do not have a Gradebook enabled, your views and some features will vary. The enabling or disabling of Messaging, Resources, Formatting Assistant, Hide Format Scoring from Student, Score Keystroking, and Proofreading Viewer also affects the appearance of GDP screens:

<p>Default Preferences</p> <p>Messaging Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Resources Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Gradebook Type: <input type="text" value="Interim"/></p>	<p>Document Processing</p> <p>Formatting Assistant: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Hide Format Scoring from Student: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Score Keystroking: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Proofreading Viewer: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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Open Timed Writings (OTW)

Copy for an OTW can be duplicated and distributed to students, or students can type any desired copy. In GDP, students select the duration of the OTW, and GDP will automatically calculate speed but cannot score errors. Instead, students will be asked to proofread the passage and enter the total number of errors when the OTW ends.

To take an OTW:

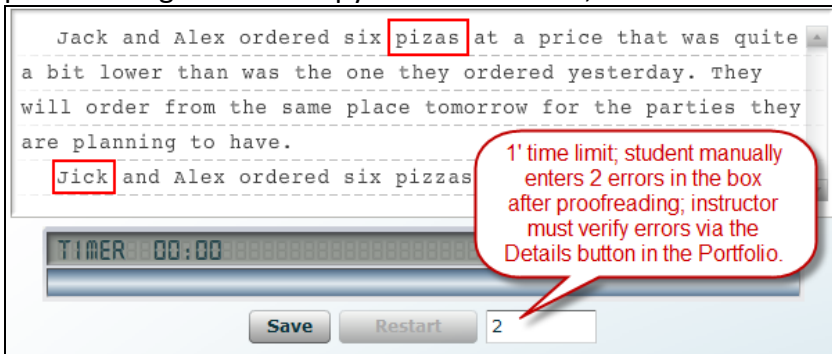
Print the OTW copy, and distribute copy to students. Direct students to access OTWs via the **Timed Writings** button as follows:

1. From the **Timed Writings** button, **Other** tab, **Open Timed Writing**, click **Open Timed Writing**.
2. From the **Select your time limit** dialog box, check **1 minute**, **2 minutes**, **3 minutes**, **5 minutes**, or **No time**; click **OK**.
3. In the **Open Timed Writing** box, type the copy until time is up.

Note: If **No time** was checked in step 2, when students take the OTW, direct them to finish all copy and then click **OK**.

4. Note that when the timer runs out, the OTW ends automatically; click **OK**.
5. Review the copy, and in the blank box, enter the total number of errors—if you had no errors type a zero (**0**).

Note: The instructor must verify the accuracy of the errors entered by manually proofreading the OTW copy via the **Portfolio, Details** button.



6. Click **Save, Next**; repeat the OTW if desired.

Note: The OTW results are recorded in the Portfolio. If students chose **No time** when they took the OTW, the count-down timer will not run, but speed will still be calculated when students click OK to end the OTW. Time Spent in the Portfolio is recorded as 0:00.

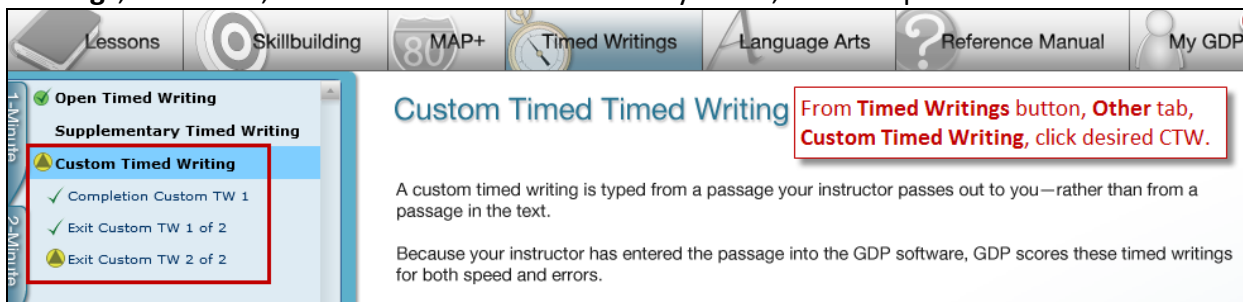
Date	Lesson	Title	Total Time	Goal	Score	Grade
04/12/2012 5:47 PM		Open Timed Writing	01:00			
Attempt	WPM	Errors	Time Spent	Last Modified		
Attempt #2	55	1	00:00	04/12/2012 5:47 PM	Details	
Attempt #1	47	2	01:00	04/12/2012 5:43 PM	Details	
Average	51	2				

"No time" time limit

1' time limit

Custom Timed Writings (CTW)

Custom timed writing copy is entered manually into GDP by the instructor via Course Manager, and hard copy is distributed to students when they take the CTW in GDP. GDP scores these CTWs for both speed and accuracy. A menu item is generated on student side under **Timed Writings, Other** tab, when the instructor creates any CTWs; for example:



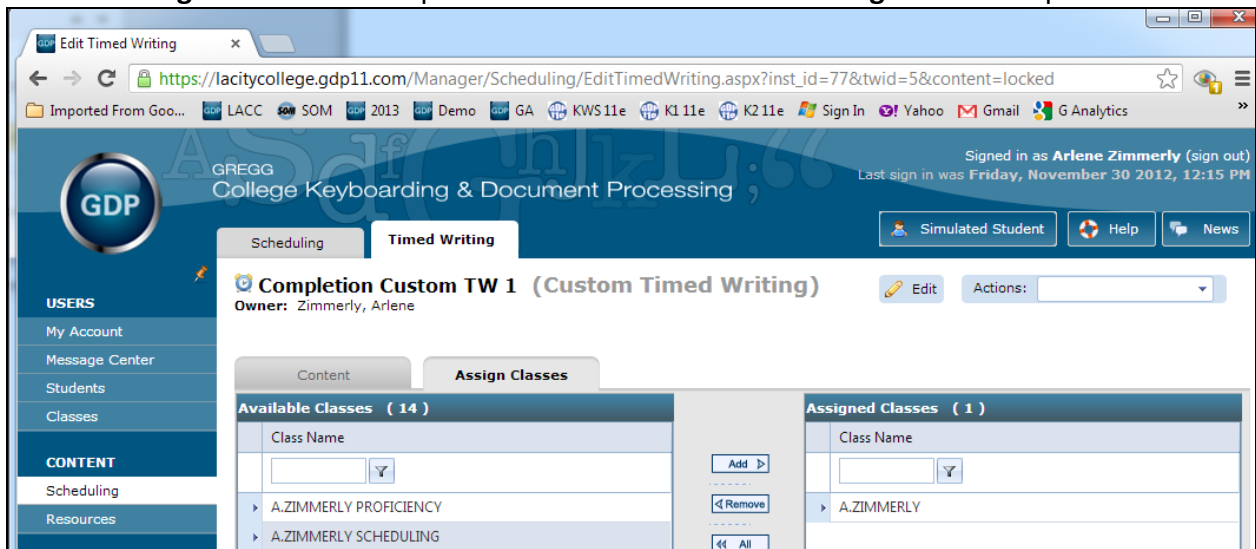
To create a CTW:

1. From **Scheduling, Timed Writing** tab, under **New Custom Timed Writing**, in the **Title** box, type a title; click **Create**; note that a **Content** tab appears.
2. From the **Content** tab, under **Preferences, Duration**, click the list arrow, and click **No Time, 1 minute, 2 minutes, 3 minutes, or 5 minutes**.
3. Type the CTW text in the **Custom Timed Writing** box to the right. (You can also paste any copied text—any word processing formatting will be stripped out of the pasted text.)

4. Note that under **Word Count, Actual**, the number of words displayed continues to increase as you enter text in the CTW box.
5. Note that if you check **Set Goals** and enter a **WPM Goal** and **Error Limit**, under **Word Count, Recommended**, the number of words displayed will indicate the maximum number of words you should include in the CTW to correspond to the set **WPM Goal**.
6. If you want to specify goals for the CTW, check **Set Goals**; then set the goals:
 - a. Check **Completion** to require students to complete the passage in the set **Duration** time; note that **WPM Goal** and **Error Limit** boxes dim.
 - b. Or enter specific values in the **WPM Goal** and **Error Limit** boxes.
7. Click **Save** to save the CTW and Preferences.
8. Note that the **Save** button changes to an **Edit** button, which you can click to edit the CTW.

To assign a CTW:

1. Click the **Assign Classes** tab to open the **Available Classes** and **Assigned Classes** pane.



Tip: If you are just entering Course Manager, to return to the **Assign Classes** tab, from **Scheduling**, click the **Timed Writing** tab; from the **Actions** menu for the desired Custom Timed Writing, click **Edit**; from the secondary set of tabs, click the **Assign Classes** tab; continue with the steps below.

2. From the **Available Classes** list click the desired Class to assign the CTW to that Class and all Sections or expand the Class and click only the desired Section.
3. Click **Add** to move the Class or Section to the **Assigned Classes Pane**.
4. Note that the **Timed Writing Assignment Details** window opens.
5. From the **Timed Writing Assignment Details** window, under **Scheduling**, enter any desired **Start Date, Due Date, or Delay Date**. (See for details on Start Date, Due Date, and Delay Date.)
6. Under **Restrictions**, enter any desired password in the **Password** box.
7. Under **Restrictions**, click the list arrow for **IP restrictions** to enter any desired IP restrictions—enter an address in the **IP Address** box and click **Add**. (Click **Remove** to remove an IP restriction.)
8. When you are finished with **Scheduling** and **Restrictions**, click **Save**.

To use the CTW Actions menu:

The Custom Timed Writings page lists all the custom timed writings you have created and those that other instructors have created and assigned to your class.

1. From **Scheduling, Timed Writing** tab, under **Result**, Actions column click the Actions list arrow for the desired CTW.
2. Click any desired choice:
 - **Snapshot** shows the details for the custom timed writing and the classes to which it is assigned.
 - **Print Snapshot** opens a version of the Snapshot formatted for printing.
 - **Print Timed Writing Text** displays a version of the text suitable for printing and distribution to your students to use when they take the CTW.
 - **Edit** opens the Edit page for the timed writing so you can change goals or modify assignments.

Note: If the Edit button is dimmed, you cannot edit that CTW because you did not create it—only the person who created the CTW can edit its content. However, you can still edit the scheduling of the CTW: From **Classes, Classes** tab, expand the desired Class, and click the desired Section; from the **Actions** menu for the desired Section, click **Edit**; from the **Assigned Timed Writings** tab, under **Assigned Custom Timed Writings**, expand the desired CTW; under **Assignment Details**, click **Edit**; from the **Update Timed Writing Assignment Details** window, make the desired changes, and click **Save**.

- **Copy** creates a copy of the timed writing.
- **Delete** removes the timed writing, all assignments, and all student results from the GDP database. Instructors can only delete timed writings that they created. Administrators and Campus Administrators can delete any timed writing in the list.

To take a CTW:

Print the CTW from the Actions menu, [Print Timed Writing Text](#) as described in [step 2](#) in the previous section, and distribute copy to students. Direct students to access CTWs via the **Timed Writings** button as follows:

1. From the **Timed Writings** button, **Other** tab, **Custom Timed Writing**, click the desired CTW from the list.
2. In the CTW box, type the copy until time is up.

Note: If **Completion** was checked in step 2, when students takes the CTW, direct them to finish all copy if possible within the designated time limit before the count-down timer ends the CTW, and then click **Next**. The goal will display 0 wpm, so is NA in this situation. When the timer runs out, the CTW ends automatically.

Lessons Skillbuilding MAP+ Timed Writings Language Arts Reference Manual My GDP

GOAL
0 wpm/2/0e

Attempt #2
22 wpm/2/1e

Attempt #1
34 wpm/2/8e

WORD WRAP: C

INSTRUCTIONS
Take two custom timed writings.

Completion Custom Timed Writing 1

You have completed all required attempts for this exercise. Click **Next** to continue.

[T]Holding a good business meeting may require a great deal of thought and planning. The meeting must be well organized, and an agenda must be prepared. It may be hard to judge how long a meeting will take or how many

TIMER 00:00

Next Attempt Restart

Note the Goal is 0 wpm because the CTW was set for Completion when it was created.

3. Review the scored copy and click **Next Attempt**.
4. Repeat the CTW if desired, review the copy, and click **Next**.

Note: The CTW results are recorded in the Portfolio. For CTWs set for Completion, the Goal is 0 wpm. If a Goal is displayed, that CTW was created using a designated wpm and error limit goal.

Date	Lesson	Title	Total Time	Goal	Score	Grade
04/12/2012 7:26 PM		Completion Custom Timed Writing 1	08:00	0 wpm/2/0e		
	Attempt	WPM	Errors	Time Spent	Last Modified	
	Attempt #4	30	10	02:00	04/12/2012 7:26 PM	Details
	Attempt #3	25	1	02:00	04/12/2012 7:21 PM	Details
	Attempt #2	22	1	02:00	04/12/2012 6:58 PM	Details
	Average	28	5			

Note the Goal is 0 wpm when the CTW was set for Completion.

Date	Lesson	Title	Total Time	Goal	Score	Grade
04/12/2012 7:03 PM		Exit Custom Timed Writing 1	03:00	28 wpm/3/3e		
	Attempt	WPM	Errors	Time Spent	Last Modified	
	Attempt #1	30	2	03:00	04/12/2012 7:03 PM	Details
	Average	30	2			


Note the Goal is displayed because this CTW was created with a designated speed and error goal.

Accessing Detailed WPM Table Report for OTWs and CTWs

See [Managing Detailed WPM Reports in Course Manager](#) for details viewing a Detailed WPM Table or Chart report for Custom Timed Writings and Open Timed Writings.

Supplementary Timed Writings

Ten Supplementary Timed Writings are found in the Skillbuilding section in the back of the textbook on pages SB-26 through SB-35. To use the [Supplementary Timed Writings](#) feature, students click the **Timed Writings** button, **Other** tab, **Supplementary Timed Writing**; then click the desired timed writing and time limit of 3' or 5' while viewing the appropriate page in the back of the textbook for copy.

 **Tip:** If you wish to use Scheduling for Supplementary Timed Writings (or any category of timed writing), from the **Scheduling** tab, **Segment** box, click **Category**; in the next box, click **Timed Writing**; in the final box, click **All**, **Timed Writing**, **Timed Writing – Open**, or **Timed Writing – Supplementary**.