

Orientation to Working in Multiple Locations



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Document Processing*

Import, Export, and/or Upload

- ◆ This presentation is for students who work in multiple locations (at home, on campus, and/or at work) and need to synchronize (match and update) data files in both locations.
- ◆ GDP can synchronize your work using the *Import/Export* features.
- ◆ GDP can also synchronize your work using the *Upload* feature if your instructor uses the Instructor Management Web Site (IMWS) and the Student Web Site (SWS).

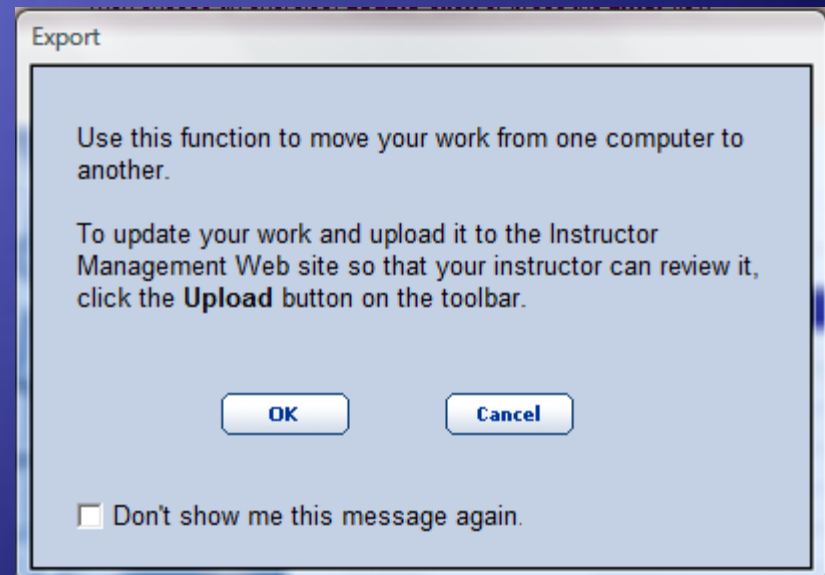
Using Export

To export work using GDP's *Export Student Data* feature:

- ◆ Click *File, Export Student Data*.

The **Export** dialog box displays and reminds you that **Export** is used to move work from one computer to another.

- ◆ Click **OK**.



Using Export

- ◆ From the **Export** window, choose the desired lessons and documents.

Export

Use this function to archive your work or to move it from one computer to another. Specify which lessons to export, then click the **Export** button.

Export all lessons Export lessons completed between the following dates: Export lessons:

Start Date: 3/11/2008 Enter a lesson range:

End Date: 4/ 2/2008 Or select lessons from this list

Include Microsoft Word document files for the selected lessons

1
2
3
4
5
6
7
8
9
10
11
12

C:\GDPDATA\ArleneYahoo.EXP **Browse**

Export **Cancel** **Help**

Recommendation: Check *Export all lessons* and *Include Microsoft Word document files for the selected lessons*.

Using Export

Note that the export file includes your first and last name with the EXP extension. You could also open your e-mail software and send your export file to yourself as an e-mail attachment.

The screenshot shows the 'Export' dialog box with a blue callout box containing instructions. The callout box has two bullet points: 'Click **Browse** and browse to **removable media** (such as a flash drive if you need to take the file with you) or the **Windows Desktop** to store the export file for ease in finding it later and to avoid conflicts with rights to save to a campus network.' and 'Click **Export**.' The dialog box itself has a checked option 'Include Microsoft Word documents'. Below this are three file path input fields, each with a 'Browse' button. The first field contains 'G:\ArleneYahoo.EXP', the second 'C:\Users\Arlene\Desktop\ArleneYahoo.EXP', and the third 'C:\GDPDATA\ArleneYahoo.EXP'. Red arrows point from the first field to the second, and from the second to the third. At the bottom are 'Export', 'Cancel', and 'Help' buttons.

- ◆ Click **Browse** and browse to **removable media** (such as a flash drive if you need to take the file with you) or the **Windows Desktop** to store the export file for ease in finding it later and to avoid conflicts with rights to save to a campus network.
- ◆ Click **Export**.

Include Microsoft Word documents

G:\ArleneYahoo.EXP

C:\Users\Arlene\Desktop\ArleneYahoo.EXP

Specify where you want to store the export file. Use the default location provided, or specify a different name or location.

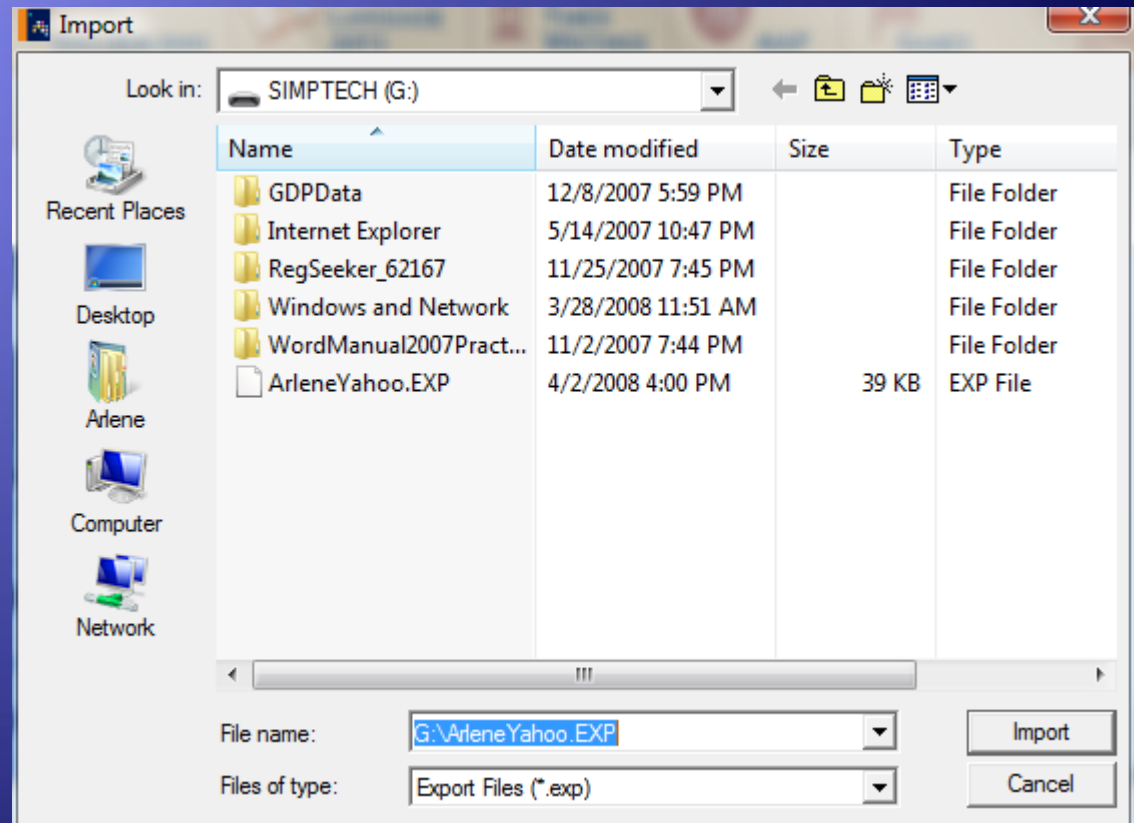
C:\GDPDATA\ArleneYahoo.EXP

Using Import

Once the work is exported, move to the second location and import work — for example, to a home computer or to a campus computer if you are moving from home to campus.

- ◆ Click *File, Import Student Data* — the **Import** dialog box displays.
- ◆ From the **Import** window, browse to the export file and click *Import*.

The data from the export file is copied to the student data storage location and work is now synchronized.



Upload — IMWS and SWS

- ◆ GDP can also synchronize your work using the *Upload* feature **if** your instructor uses the IMWS and the SWS **and** if you always upload each time you leave one location and move to the next **and** if you have entered an e-mail address in GDP under *Options, Personal Information, Your e-mail address*.

Note: Your e-mail address must be an exact match to the e-mail address your instructor used to register you at the IMWS.

- ◆ You can also download your work and create an export file directly from the SWS — no need to save and transport export files from one location to another.

Using Upload

To synchronize work using GDP's *Upload* feature:

- ◆ Click *Upload Work to Student Upload Web Site*.

Upload

Use this function to upload your work so that your instructor can review it. Specify which work to upload.

Upload work completed since your last update

Upload all work

Note: In order to upload data you must be registered by your instructor in a distance-learning class.

Click the button below to upload your data.

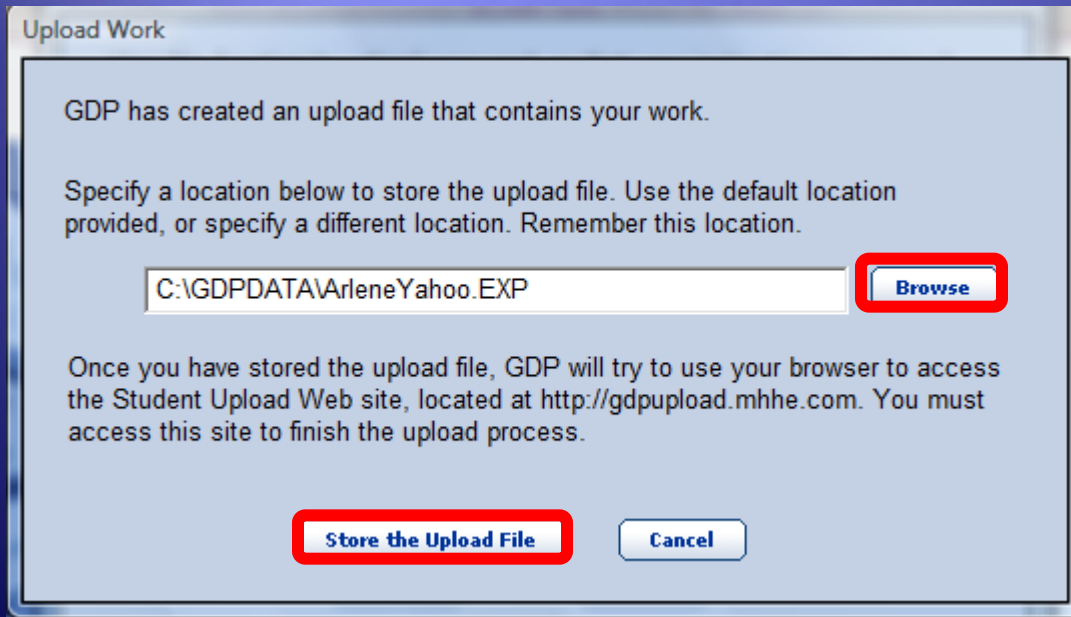
Upload Work to Student Upload Web Site

Cancel Help

Recommendation:
Always use *Upload all work*.

Upload Work

- ◆ In the **Upload Work** window, click *Browse* and browse to the desired location.
- ◆ Click *Store the Upload File*.



Recommendation:
If you're on campus,
browse to the **Windows
Desktop** to avoid
conflicts with rights to
save to a campus
network.

Student Upload Web Site

- ◆ Right-click in the **Browse** box, click *Paste*, and click *Upload*.

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STUDENT UPLOAD WEB SITE

Upload Work to Instructor Management Web Site

Your most recent upload file is:
C:\GDPDATA\ArleneYahoo.EXP

To upload this file, copy and paste the entire path and filename above into the text box below.

For convenience, the path location of your upload file has been saved to your Clipboard. Right click to paste (Ctrl+V) the path into the Browse box.

To upload a different file, click the **Browse** button to locate the file.

C:\GDPDATA\ArleneYahoo.EXP

Click the **Upload** button to copy the file shown above to the Instructor Management Web site. When the upload is complete, you will see a list of the exercises and documents that were successfully uploaded.

Internet | Protected Mode: Off 100%

You must have an Internet connection at this point.

Upload Confirmation

- ◆ If your work was uploaded successfully to both the IMWS and SWS, you will see a confirmation message similar to the circled one.
- ◆ If your work did not upload successfully, you will see a notification message that there was a problem — you should then contact your instructor for help.

STUDENT UPLOAD WEB SITE

Upload Work to Instructor Management Web Site

The file ArleneYahoo.EXP was uploaded to the Instructor Management Web Site.
The e-mail address used for placing the data was arlene_zimmerly@yahoo.com.
The following exercises and files were contained in the upload file:

Part 2, Lesson 31, Warmup
Part 2, Lesson 31, 12-Second Speed Sprints
Part 2, Lesson 31, Capitalization—Sentence, Dates, Holidays
Part 2, Lesson 31, Capitalization—Proper Nouns/Adjectives
Part 2, Lesson 31, Capitalization—Exercises
Part 2, Lesson 31, Word Processing: Insert Date
Part 2, Lesson 31, Correspondence 31-3
Part 2, Lesson 32, 3-Minute Timed Writing
Part 2, Lesson 32, Correspondence 32-6
Part 2, Lesson 32, Correspondence 32-6
Part 7, Lesson 185, MAP (Pretest)
Part 7, Lesson 185, MAP (Pretest) (Omission)

If you believe there should have been more files contained in the Upload file, please use the Update/Upload option in the Gregg College Keyboarding and Document Processing, 10th Edition software again, carefully specifying the files to upload. Then upload that file.

You have just sent your work to two locations — to your instructor at the IMWS and to yourself at the SWS.

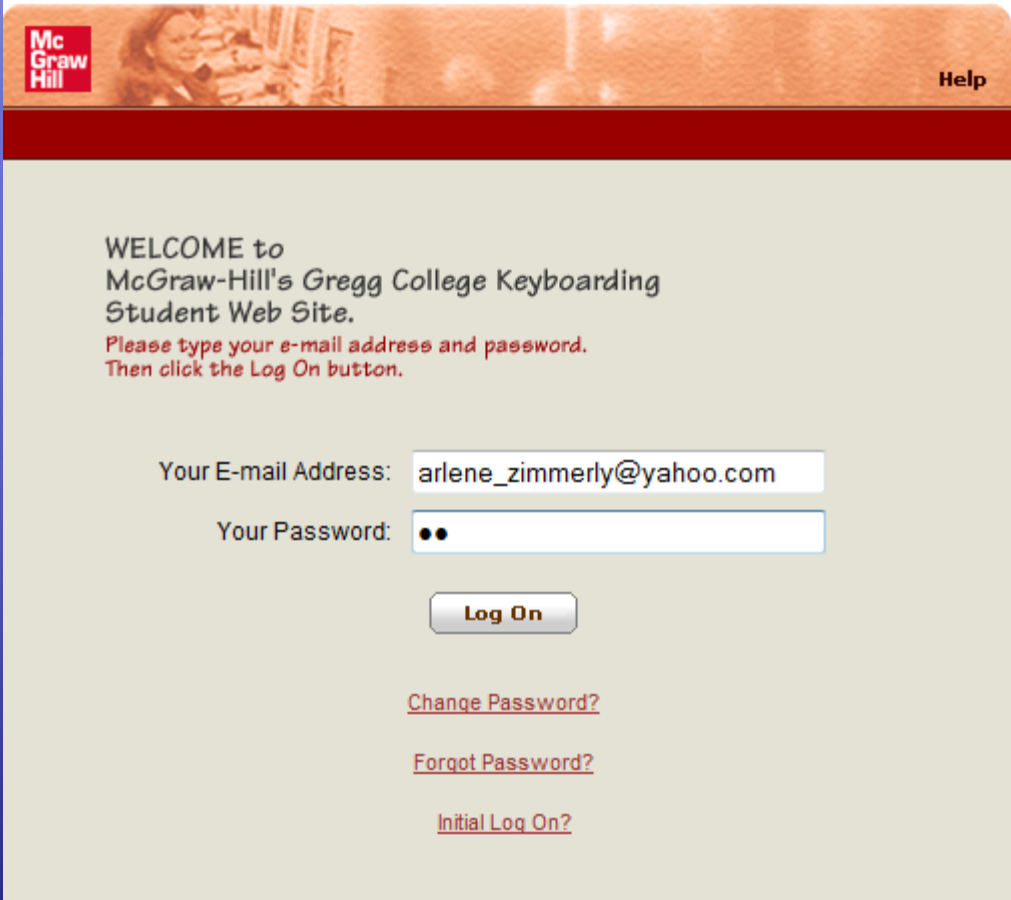
Open the SWS

- ◆ You can now move to a second location, download your work from the SWS by creating an export file directly from the SWS — no need to save and transport export files from one location to another.
- ◆ Open the SWS at <http://gdpstudent.mhhe.com/>.

Log In — SWS

- ◆ Type your e-mail address and password in the log-in boxes.
- ◆ Click *Log On*.

Contact your instructor
if you have trouble
with a password or
logging on.



The screenshot shows the login page for McGraw-Hill's Gregg College Keyboarding Student Web Site. At the top left is the McGraw-Hill logo, and at the top right is a "Help" link. The main content area has a light beige background with a dark red header bar. The text reads: "WELCOME to McGraw-Hill's Gregg College Keyboarding Student Web Site. Please type your e-mail address and password. Then click the Log On button." Below this, there are two input fields: "Your E-mail Address:" with the value "arlene_zimmerly@yahoo.com" and "Your Password:" with two black dots. A "Log On" button is positioned below the password field. At the bottom, there are three links: "Change Password?", "Forgot Password?", and "Initial Log On?".

McGraw Hill

Help

WELCOME to
McGraw-Hill's Gregg College Keyboarding
Student Web Site.
Please type your e-mail address and password.
Then click the Log On button.

Your E-mail Address: arlene_zimmerly@yahoo.com

Your Password: ●●

Log On

[Change Password?](#)

[Forgot Password?](#)

[Initial Log On?](#)

Download Grades — SWS

- ◆ Click *Download Grades*, and follow the directions on the screen to download work and then import at the desired location.

Using *Upload* at the end of *each* GDP session ensures that your work is always synchronized at both the SWS and the IMWS.



Downloading your grades from the GDP Student Web Site creates an Export file (.exp) that you can import into your GDP software using the Import Student Data...function.

To Download your grades:

1. Click the **Download Grades** button below.
2. The File Download dialog box that displays is the standard dialog box that displays when you download a file or application from the internet. Click **Save**.
3. A Save As... dialog box will display. Select the folder in which you want to save the Export file of your grades, make note of this location, and click **Save**. Do not change the filename. Once you have downloaded your grades, you will need to import it into your software (see below). In order to import the file, you will need to know the location of the file. For this reason, we recommend that you save the file to your Desktop.
4. The file will begin to download. The download dialog will automatically close when the download is complete.

To import your grades into your GDP software:

1. Launch GDP and log in as you normally would. If you are using the Home Version, you do not have to log in.
2. Select Import Student Data... from the File menu in your GDP software.

port file, select the file, and click **Import**. Note: You may need to change the you can see the file extensions.

to view your grades and your instructor's annotations in your GDP software.

Download Grades

Any instructor annotations will be included in the export file.

E-Mail Message



- To earn credit for this presentation, send me an e-mail message with the subject line *Orientation to Working in Multiple Locations*.
- In the body of the message, explain three of the most helpful things you learned from this presentation regarding moving work between multiple locations.