



BEST CLASSROOM PRACTICES FOR STUDENTS

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Note: Consult with your instructor for the best classroom practices if you work on a computer at a second location, such as from home or at work. The best practices below assume you are using a GDPFILES directory to segregate Word files for document processing jobs.

Registration Codes

Type the case-sensitive registration code in all caps exactly as it appears on the back of the software registration card, including any hyphens—codes do not contain ones or zeros. If you need help, call the **software hotline number** at **800-331-5094** or visit the [McGraw-Hill Higher Education Digital Products Support Center](#).

- Each student must purchase a registration code—codes may not be shared. Wait to remove the card from the sealed packaging until you are in class with your instructor present.
- Registration codes are bundled with some textbooks (or may be bought separately from the log-on screen), are valid for Lessons 1-120, and are supported for two years from the activation date. If you order books from third-party sources, such sites do not always guarantee codes. Let the buyer beware!

Daily Routine

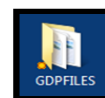
- See “[11e Errata List for Students](#)” for a list of print and software errata.
- Click **Done** as soon as you finish a skillbuilding exercise, or it won’t be saved.
- Before exiting GDP to end a session, always use **Browse** to upload all Word files for document processing jobs (in progress or finished); if time on task is a grading factor, click **Submit Work** immediately after using **Browse** to record **Time Spent** in the Portfolio for that session.
- Consider deleting all uploaded or old Word files from the GDPFILES directory (or wherever you have saved such files) so that you will start with an empty directory in the next GDP session. This housekeeping routine simplifies browsing for files in your next GDP session.
- When you click **My GDP, Portfolio**, to check your work, click **Advanced Filter Off**; in the **Filter Student Portfolio** dialog box, click **Annotated only** to view only annotated work.
- Whenever you see a red number by **My GDP**, click **My GDP**; look for a number by **Resources** or **Message Center**, and review any new resources or messages posted by your instructor.
- In **My GDP, Portfolio**, click the **Show All** button and clear the **Filter** boxes for **Lesson** and **Title** to refresh the Portfolio listings and display all work.



Note: Skillbuilding is automatically uploaded—no special steps needed.

Document Processing (Lesson 21 and beyond)

- To segregate downloaded Word files used in document processing, save them routinely in a GDPFILES directory (on the **Windows Desktop**), **My Documents**, or a flash drive.
- Always use **Save As (F12)**, *not* **Save**, for saving downloaded files. Take special care to remember the **location and name of the saved file** so you can find it when you use **Browse (Upload/Save File to GDP)**.
- When you click **Edit Work**, the **Scoring Results** window for that job appears behind the Word window. To alternate between windows to view errors, try this:
 - ✓ Press **ALT + TAB**.
 - ✓ Use the **Windows Taskbar** and alternately click the **GDP11e** and **Word** file buttons.



- After you edit the work and close Word to return to GDP, **close the Scoring Results window for the previous attempt**. When you next **Browse** to upload the most recent attempt and **Submit Work**, a scored copy window will appear again with updated results for that attempt.
- See "[Practice Exercises and Document Processing Jobs](#)" for more helpful information.