



## Orientation to BOT 101 – Keyboarding & Document Production

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*If you discover an error in this Orientation, or you do not understand something, please email your instructor immediately at [edna.prigmore@gcccd.edu](mailto:edna.prigmore@gcccd.edu)*

Welcome to the online class for BOT 101—Keyboarding & Document Production!

I suggest you print out this Orientation because it will become an inventory of needs, quick reference information, and the basics you need to know before getting your course materials and instructions.

Before you get your course materials, there are some things you should evaluate about your situation. You need to know how to be successful as an online student. So to begin—circle the answers as they relate to you in the following Yes or No questions:

### First Part of BOT 101 Online Orientation

- Are you a self-starter who can read and follow instructions? Yes No  
Are you determined to submit only the best quality of work to your instructor? Yes No  
Are you disciplined enough to follow a prescribed schedule and hand in your assignments on time? Yes No  
Are you determined to read your instructions in the textbook, on the screen, in the Software, and in the Announcements and Assignments on a weekly basis? Yes No

Do you have the following technical skills to succeed?

- Can you navigate the Web? Yes No  
Can you download files to your computer? Yes No  
Can you install software on your computer? Yes No  
Can you send and receive e-mails? Yes No  
Can you open and read attachments to e-mails? Yes No  
Can you manage files by using: search, delete, rename, open, and print? Yes No  
Can you use WinZip or a similar program to zip and unzip files? Yes No  
Do you have excellent reading skills with English? Yes No  
Do you have excellent writing skills with English? Yes No

Do you have the following **required computer hardware** at home?

- Note:** The keyboarding software **will not** work on Macintosh computers  
A PC/Windows computer with Pentium III or 233-MHz or faster. Yes No  
16 MB RAM for Windows 95 and 98 systems. Yes No  
128 MB RAM for Windows XP or 2003. Yes No  
Hard disk drive with 150 MB of free space. Yes No

CD-ROM drive (8X or faster). Yes No  
Color monitor that supports 800 x 600 high color or true color resolution. Yes No  
USB port for a memory stick or flash drive. Yes No  
Standard audio card compatible with Windows. Yes No

Do you have the following **required computer software** at home?

Microsoft Windows 95, 98, NT, ME, 2000, XP or 2003. Yes No

Internet Browser—Microsoft Internet Explorer 6.0 or higher. Yes No

An email address. Yes No

A current virus protection software program. Yes No

Microsoft Word 2007 for document processing. Yes No

The Gregg College Keyboarding and Document Processing, Lessons 1-60; Kit 1,  
Microsoft Office Word 2007 Update, 10th Edition, by Scot Ober, Jack E Johnson,  
Arlene Zimmerly, ©2008, ISBN- **978-0-07-726053-8** from McGraw-Hill that is available  
from the bookstore? Yes No

The Gregg College Keyboarding and Document Processing software will be referenced throughout the class as “the **GDP software**”, (**G**regg **D**ocument **P**rocessing).

**NOTE: The cheapest price for students to buy Office 2007 (\$59) is through “Microsoft’s Ultimate Steal” at this web site:**

**<http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>**

Can you stay on schedule?

Turn in weekly work before noon on every Monday. Yes No

Avoid late work penalties. Yes No

Check your email, class announcements, and job annotations BEFORE you do your class assignments. Yes No

Complete all assigned sections in Lessons 1 through 60. Yes No

Proofread your work. Yes No

Correct any errors. Yes No

Save your work. Yes No

Upload your work in the Gregg Document Processing (GDP) software. Yes No

### **A. Production Work**

1. Will you prepare production work such as business letters and memos that are mailable (free from errors)? Yes No
2. Will you have the GDP software **score** all your Word documents? Yes No
3. Will you have the GDP software **review** all your Word document errors? Yes No
4. Will you **edit** your Word document and correct all indicated errors so there are no typographical, formatting or spacing errors in documents you will upload? Yes No

5. Will you make sure there are NO SPACE characters between the period at the end of a paragraph and the ENTER to begin a new paragraph as this will count as an error even though there appears to be no error? Yes No
6. Will you email your instructor if you do not understand an error when you review your Word documents? Yes No
7. Will you read **and** follow directions to format production work? Yes No

### **B. Proper Keyboarding Technique**

1. Will you use the correct fingers on all keys to be able to Type By Touch? Yes No
2. Will you keyboard using acceptable techniques on all areas indicated on the Keyboard? Yes No
3. Will you prepare a Technique Evaluation report and send it to your instructor when directed in the Assignment Schedule? There is a suggested Technique Form in the Assignment section in Blackboard, however, you can create your own.

### **C. Timed Writings**

1. Will you repeat 1-minute, 2-minute, 3-minute, & 5-minute Timed Writings until you reach the desired goal with no more than one error per minute? Yes No
2. Do you know what **GDP** stands for? Yes No

If you have more than 95% answers of Yes, then you are ready to move to the second part of this Orientation. If you have less than 95%, please email your instructor immediately and discuss your situation that may prevent successful completion of the class.

## **Second Part of BOT 101 Online Orientation**

The Second Part of the Orientation is a section of key references you must know and refer back to throughout this class:

1. If you have a problem installing, working with, or uploading your work, you should *immediately* call Student Technical Support at 1-800-331-5094. The number is inside the cover of a black book in your textbook kit.
2. If you do not understand something you read—read it a second time, concentrating on only what you are reading. Sometimes it helps to sketch out what your mind is understanding from what you are reading. If after re-reading and concentrating on the information you still do not understand it, then write your instructor an email.

Clearly explain what you are reading and attempting to understand. Your instructor will help you anytime this happens.

3. You should follow all instructions given in Blackboard. Every week there will be at least one announcement. Click the VIEW ALL tab if you do not see the weekly announcements. You will find everything you need to succeed in this class in Blackboard. You will find your syllabus, information about the books in your textbook kit, instructions on how to install your software, how to upload your lessons, and an Assignment Schedule which lists when assignments should be worked on and when they should be uploaded for grading.
4. The first day of class is, August 24, 2009.
5. Holidays are September 7 (Labor Day), November 13-14 (Veterans' Holiday), and November 26-28 (Thanksgiving Holiday).
6. The last day to turn in work, quizzes, or Evaluation Techniques is by noon on December 16, 2009
7. Finals week is December 14-19, 2009. Your final exam is due no later than noon on December 16, 2009
8. The last day to drop this class without a W grade is September 4, 2009. The last day to drop this class and get a W grade is November 12, 2009.
9. If your computer has problems, there are computers you can use in the northeast corner of the Tech Mall that have Word 2007 and the GDP software installed on them. They are F167 – F172. Bring your course syllabus with you and a memory stick to save your work.
10. Your instructor teaches many online classes, so whenever you send an email, please put your complete name and BOT 101-2393 in the subject line. (Example: **Amber Jones BOT 101-2393**). Because there are so many students in this online class, it is very important that you clearly identify **who you are and give clear details of your situation**.
11. You should Upload your lessons by noon **every Monday** from within the GDP software.
12. You will get a confirmation on your screen listing all the Uploaded work **IF** the upload was successful. If it was not successful, try it a second time and read each screen very carefully. If it does not work, ***immediately*** call Student Technical Support at 1-800-331-5094.
13. **Do not** send your instructor an email asking if they have received your work! If you uploaded it *successfully*, you can be sure your instructor received your work.

## Third Part of BOT 101 Online Orientation

The technique you develop as you keyboard is vital to your success and essential to your progress. Your speed and accuracy depend upon it. Your comfort and freedom from repetitive stress injuries such as Carpal Tunnel Syndrome depend on it. Pay attention to your technique as you work through your lessons. Proper keyboarding techniques can also allow you to key comfortably for longer periods of time without developing aches and pains in your neck, back, wrists and forearms.

It is important to develop the habit of keeping your eyes on the hard copy as you key. By keeping your eyes on the copy, you increase your accuracy and speed.

Do not allow yourself to look at your hands and fingers as you keyboard. If you wish, you may look at your hands before and/or after you finish keyboarding a line. What would happen if you kept your eyes on your pedals when you were learning to ride your bicycle? Don't crash and burn in Keyboarding!!

Study the "Typing Technique" section on page xii in the Introduction of your textbook and on the last page of the Technique Evaluation form. Read the technique suggestions and reminders you will see in your textbook and on your software screens. You need to develop a consciousness of your body's position so you can evaluate your own typing technique. Be aware of your back, legs, feet, neck, head, arms, elbows, wrist, and fingers in relations to your copy, screen, chair, and keyboard. Does anything feel uncomfortable? Hurt? Get tired? Those are big clues! You will be doing an evaluation after lessons 15, 30, 45, and 60.

## Fourth Part of BOT 101 Online Orientation

Before you begin working on your assignments, please print and read through the entire syllabus and make notations on it.

Before starting a lesson, review the Assignment instructions in Blackboard.

While doing each lesson section, be sure to read and follow all the column information in your textbook.

While keyboarding, pay attention to, and follow, the software directions to complete each assigned section of all 60 lessons.

## Fifth Part of BOT 101 Online Orientation

This part addresses important items that help you succeed as an online student.

**Keep up with the class Assignment Schedule.** The biggest problem online students have is gradually falling behind. You lose points when assignments are late, and you may be dropped from the class if you get too far behind.

**Contact your instructor** as soon as you begin to have problems or if you decide to drop the class.

**Schedule at least 10 hours per week to focus on this class.** It is best to work one to two hours daily. Do not have sessions that are longer than two hours. Some students may need more time or less time, so you can make adjustments based on your skill level as you proceed through the 60 lessons.

Where to get [help with software questions](#)? Check your [textbook](#) and use the [Help feature in Word](#). Pretend your boss is out of the office and your assignment is due at 5:00 pm. Be resourceful!

**Don't wait until the last minute to start an assignment. If you run into a problem, it may take time to get help.**

## Sixth Part of BOT 101 Online Orientation

Now let's review how you get into Blackboard and get your course information. To log into the course Web Site on Blackboard do the following steps:

1. Launch your web browser and go to <http://bb.gcccd.edu> (no www) and bookmark this URL so you can quickly return to it next time.
2. Note the links. After you have read the information on the screen, click the **User Login** button. You can print these screens for further reference if you wish.
3. Enter your Username: `firstname.lastname` (same login as WebAdvisor login name).
4. Enter your Password: six digit birthdate – (example is 072283). If you have changed your password and cannot remember what it is, you can go online to the WebAdvisor and click on the "password hint" link. Also, you can ask for a new password in Blackboard and it will email you a confirmation link.
5. After entering your username and password, click the **Login** button. If you added this class after August 19, 2009, you must send your instructor an email so you can be added into Blackboard. The information your instructor needs is your student ID number, your complete name, your birthdate, month and year, and your area code and telephone number so they can call you if Blackboard will not accept this information. Area codes are very important!
6. You will then be in the Blackboard Welcome page. In the My Courses section of the window you see a list of all Blackboard classes you are registered in.
7. Click on the **BOT-101-2393-Keyboarding and Document Processing** link.

8. You will enter the BOT 101 course web site at the Announcements page. If you do not see any announcements, click the VIEW ALL tab. Always read through the new Announcements. You may also wish to print the Announcements.
9. Now you will learn to use the blue buttons at the left of the screen. This is called the Navigation Bar. Click (select) the **Tools** button. Click the **Personal Information** link. Click (select) the **Edit Personal Information** link. Edit (fill in the textbox) for your first name, last name, and the email address that you prefer to use for this class. All starred information **must** be filled in. The other information is optional. If you change your email address during this course, be sure and notify your instructor and edit your Personal Information again. Save any changes by scrolling to the bottom of the window and clicking **SUBMIT, OK, and OK**.
10. You will notice a My Grades link in the Tools area. This is where you will come whenever you wish to check the work I have graded. I'll try to do it by Wednesday, but if I get behind a bit, don't worry—your work has been received and will be graded.
11. Now click on the Staff Information button. There I am! There is my contact information too. Please use my work phone to leave a message for urgent questions or help!
12. Now let's check out the Publisher Info button. Click the link for Quick Slides for Students. The publishers have created these seven PowerPoint presentations to help you develop as you go through this class. You will only open and read one of the presentations now. The other presentations you can view as you wish or as they are assigned. You now will click on the Online Keyboarding Orientation link. You are asked if you wish to Save or Open the presentation. Click Open for now. It takes a few seconds for the presentations to load. If you wish to print the presentations, you need to click Save. After the presentation is saved you have another Open option.
13. To move forward through the slides, click the mouse or the spacebar. When the presentation ends and the screen turns black. Click the mouse or press the spacebar to continue. Click the red box with the white X (Close box) in the upper right corner of the window to close the window and you are returned to the listing of presentations.
14. Click on the Assignments button on the Navigation Bar. Use the mouse wheel or the vertical scroll bar to see other listed Lessons. You will click the Assignment Schedule link and print a copy of the Assignment Schedule for further reference.
15. Click the Course Information button. Click the Evaluation Technique link and proceed with the instructions to print out a copy for use after Lesson 15.

16. Click the Syllabus button. You need to read the complete syllabus before you begin your work. I suggest you print it out if you have not already done so, and then you will have it to read and make comments on and also have it for a quick reference as you do your lessons.
17. The last button to check out on the Navigation Bar is the Communication button. Click it now. You can use the E-mail link to send me emails. Send me an email now and tell me how this Orientation is going for you. Before you actually send the email notice the “Breadcrumb Trail” at the top of the screen that lets you know the levels you are currently working with in Blackboard. Right now you are in Send Email. To actually send the email, scroll to the bottom of the window and click **Submit, OK, OK**. If you click the Rosters link, the Starts With tab, and the beginning letter of your last name, and press the Search button, you will see your name.
18. Notice above the Roster you are **Rosters** in a “Breadcrumb Trail”. Click on **Communications** in the breadcrumb trail and you go back one level. Click on **BOT-101-2393-KEYBOARDING/DOC PROCESSING (2009FA-BOT-101-2393)** and you go back another level. Clicking on **Courses** takes you to the screen on which you entered Blackboard. You can use the Breadcrumb Trail links at any time to move backwards through Blackboard.
19. If you clicked on Courses, re-enter the BOT class web site.
20. One more very important tip that can save you a lot of time in Blackboard when you feel lost and are looking for something. Click the Course Map button and then click the Expand All button to see a Table of Contents of the Blackboard site. You can quickly locate anything you need with this tip. You are now finished with the Orientation and I hope you have printed it out, made notes on it and studied it carefully and will follow all the instructions.
21. When you are finished using Blackboard, always click the Logout icon near the top of the window.
22. Then click the red box with the white X in it (Close box) in the upper right corner to close the Blackboard window and return to your desktop.
23. Be sure that BEFORE you begin your class work you send me your phone number in an email and confirm you are active in the class and that you have printed and completed this Orientation. I also need your email address so I can enter you into my grade book. If you have already sent me your phone number, skip this step.
24. You are now ready to do **After Orientation** and install your GDP software and begin your Assignments! Click Course Information on the Navigation Bar and print the three handouts: (1) How to Install GDP, (2) How to Launch and Use GDP, and (3) How Do I Upload My Lessons.

You are ready now to follow the directions to Install and then use the GDP Keyboarding software.

Happy Keyboarding!!