



# Coastal Carolina Community College

## Uploading Student Data to the Instructor Management Web Site

### **Important:**

In order to successfully export your Keyboarding files in GD10 to your instructor, you must have a Coastal Carolina Community College (CCCC) email account. If you already have one established, make sure it is still active by logging into your account. If you are denied access or you know that you do not have an email account, contact the helpdesk at (910) 938-6123.

When you first install the GD10 Keyboarding program on your computer, it will ask for some personal information...one item is your email address. You must enter your CCCC email address. This is the address that your instructor will be using. Your email address will be your last name (lower case) + last four of your SSN @ coastalcarolina.edu (Example: smith0000@coastalcarolina.edu). The password will be preset to 123.

### **Upload Distance Learning Data**

#### *Sending Distance-Learning Student Data to the Instructor Management Web site*

You can upload your GDP data files to the Instructor Management Web site and receive back information from your instructor (for example, class announcements and instructor comments on specific GDP exercises). For the distance learning configuration to work properly, the following conditions must be met:

1. Your system must have a default e-mail address. (GDP uses the system default e-mail address when updating student data to the Instructor Management Web site.)
2. Your instructor's e-mail address and the e-mail address for Instructor Management must be correct in the class settings.
3. Your instructor must register you on the Instructor Management Web site before you can update your data.
4. Your e-mail address must be correct, and it must match the e-mail address used in the Personal Information form, which is accessible from the *Options* menu.
5. You must complete at least one exercise.

At any time while logged on to GDP, the distance learning student can send updated information to the Instructor Management Web site, as follows:

1. Click the **Upload** button on the toolbar to open the Upload dialog box.
2. The software will determine if the system is configured with MAPI-compliant e-mail and will present the appropriate dialog box depending on the system's configuration. If the system is configured with MAPI and e-mail, the GDP software will display the Upload dialog. If the system is not configured with MAPI, the GDP software will display the Upload Work dialog that allows students to upload work with the Student Upload Web site.
3. If GDP detects that MAPI is installed, the Upload dialog will be displayed and the student can send work via e-mail as described below.
4. To e-mail updated work, click **Send Work Via E-mail**. This choice sends the student's updated work directly to the instructor at the e-mail address specified in Settings.

If your e-mail is not functioning properly or is unavailable, you can use the Student Upload Web site to upload work. Click **Upload Work to Student Upload Web Site**. In the Upload Work dialog, a location is specified to store the upload file. Once the upload file is stored, click **Store the Upload File**. GDP will try to use a browser to access the Student Upload Web site, located at <http://gdpupload.mhhe.com>. This site must be accessed to finish the upload process.

When files are updated, GDP establishes an online connection and sends data files in an e-mail to the Instructor Management Web site. This process can take several minutes, depending on the amount of information that needs to be transmitted and the speed of the Internet connection.

If GDP does not detect the presence of MAPI, the software will display the **Upload Work** dialog:

The software will create an upload file of your work and will specify a location for storing that file. The default location provided is your data folder. You can change the location for storing the upload file by clicking on the **Browse** button and selecting a new location.

Once you store the upload file, GDP will try to use your browser to access the Student Upload Web site, located at <http://gdpupload.mhhe.com>. You must access this site to finish the upload process. If the software is unable to load the web site automatically, the software will provide a button that you can click to go directly to the Student Upload Web site.

The Student Upload Web site will prompt the user to specify the location of the upload file by clicking on the **Browse** button and selecting the file.

After selecting the Upload file, the student will click the **Upload** button. The software will display a list of the files that have been uploaded.

**Note: There may be other reasons that you are unable to upload your files to the Instructor Management Web Site. A few of these are:**

- The browser you may be using. (Use Internet Explorer)
- Installed firewalls and Antivirus Programs. (Try turning them off or shutting them down.)
- User installed programs. (Yahoo toolbar, Google toolbar, any search bar.)
- Adware and Spyware that may be on your computer. (There are free downloads of Adware and Spyware Programs that you can use to clean these items from your computer).
- Excessive cookies, temporary files, or temporary Internet Files. Delete these items from your computer.

If you still can not upload your files, you will need to come into the computer lab at CCCC. The computer lab is located in the Ragsdale building, room 105.

## **Export Student Data**

### **Using Import/Export to Transfer Data Files Between Campus and Home**

If you use GDP both on campus and at home, your data files must match in both locations. If your student data is stored on a floppy disk, use the same floppy disk in both locations. If your student data is stored on a hard disk or on the campus network, you should use GDP's Import/Export feature to make sure that data files are up-to-date in both locations. The Export feature creates a compressed export file that can be copied onto a floppy disk or imported into GDP on a different computer.

To export work:

1. Select **Export Student Data...** on the *File* menu. The Export dialog displays and reminds you that Export is used to move work from one computer to another. Click **OK** to continue.
2. Choose the lessons and documents to export:

**All Lessons** – Click **Export all lessons** if all of your work is to be exported.

**By Date** – To export work completed within a specific date range, click **Export lessons completed between the following dates**. To select a date range, click the month, day, or year to select it. Type the new date or use the up and down arrows at the right of the date field to change the date.

**By Lesson** – To export work completed for specific lessons, click **Export lessons**. To enter a lesson range, type the lesson numbers followed by commas or, for a contiguous range, type the start and end lesson numbers separated by a hyphen. To select lesson numbers from the list, press the **Ctrl** key and click the desired lesson numbers. To select a contiguous range of lessons, press the **Shift** key and click the start and end lessons.

3. **Microsoft Word Document processing files** – Click once to check **Include Microsoft Word document files for the selected lessons** if you want to add your document processing files to the export file. If you want to exclude these files from the export, click the checked box to remove the check. The default is to include the Word files (checked box).
4. To specify a location where the export file is to be stored, use the default location provided or type the path to indicate a different location or name. To browse for a folder location, click the **Browse** button, select a location from the file directory, and click **OK**.
5. If you are exporting to a floppy disk, put a floppy disk in the floppy disk drive.
6. Click **Export**. Click **Cancel** to close the Export dialog box and return to GDP.

Once the work is exported, it will need to be imported to the GDP workstation, for example, to the instructor's workstation or to a home computer.

## Import Student Data

### Using Import/Export to Transfer Data Files Between Campus and Home

If you use GDP both on campus and at home, your data files must match in both locations. If your student data is stored on a floppy disk, use the same floppy disk in both locations. If your student data is stored on a hard disk or on the campus network, you should use GDP's Import/Export feature to make sure that data files are up-to-date in both locations. The Export feature creates a compressed export file that can be copied onto a floppy disk or imported into GDP on a different computer.

Once the work is exported, it will need to be imported to the desired GDP workstation, for example, to the instructor's workstation or to a home computer.

To import work:

1. Log on to GDP. (If you are an instructor importing a student's export file, you will need to log on to the GDP instructor workstation as the student).
2. Select **Import Student Data...** on the *File* menu.
3. In the Open dialog box, select the export file (which has an ".EXP" file name extension) and click **Open**.  
**Note:** To view the extension, try changing the view to Details.
4. The exported data is copied to the student data storage location, overwriting existing data if the export includes the same lessons that are in the student's data files.