



OPEN, CUSTOM, & SUPPLEMENTARY TIMED WRITINGS

Open Timed Writings (OTW).....	1
To take an OTW:	1
Custom Timed Writings (CTW)	2
To create a CTW:.....	2
To assign a CTW:	3
To use the CTW Actions menu:.....	4
To take a CTW:.....	4
Accessing Detailed WPM Table Report for OTWs and CTWs	5
Supplementary Timed Writings	5



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:

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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).

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Didier Musso



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Table of Contents Sup Timed Writings Coll Kybd

1. Understanding the eBook Sup Timed Writings Coll Kybd
 - The Rise of Digital Reading Sup Timed Writings Coll Kybd
 - Advantages of eBooks Over Traditional Books
2. Identifying Sup Timed Writings Coll Kybd
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sup Timed Writings Coll Kybd
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sup Timed Writings Coll Kybd
 - Personalized Recommendations
 - Sup Timed Writings Coll Kybd User Reviews and Ratings
 - Sup Timed Writings Coll Kybd and Bestseller Lists
5. Accessing Sup Timed Writings Coll Kybd Free and Paid eBooks
 - Sup Timed Writings Coll Kybd Public Domain eBooks
 - Sup Timed Writings Coll Kybd eBook Subscription Services
 - Sup Timed Writings Coll Kybd Budget-Friendly Options
6. Navigating Sup Timed Writings Coll Kybd eBook Formats

- ePub, PDF, MOBI, and More
 - Sup Timed Writings Coll Kybd Compatibility with Devices
 - Sup Timed Writings Coll Kybd Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sup Timed Writings Coll Kybd
 - Highlighting and Note-Taking Sup Timed Writings Coll Kybd
 - Interactive Elements Sup Timed Writings Coll Kybd
 8. Staying Engaged with Sup Timed Writings Coll Kybd
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sup Timed Writings Coll Kybd
 9. Balancing eBooks and Physical Books Sup Timed Writings Coll Kybd
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sup Timed Writings Coll Kybd
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sup Timed Writings Coll Kybd
 - Setting Reading Goals Sup Timed Writings Coll Kybd
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sup Timed Writings Coll Kybd
 - Fact-Checking eBook Content of Sup Timed Writings Coll Kybd
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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