



## OPEN, CUSTOM, & SUPPLEMENTARY TIMED WRITINGS

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**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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	Proofreading Viewer: <input checked="" type="radio"/> Yes <input type="radio"/> No

### 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).

# Sup Timed Writings Coll Kybd

**Lingsheng Yao**



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