GDP11 Student User's Guide

V. 1.7

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Contents

Getting Started with GDP11

Gregg College Keyboarding & Document Processing (GDP) is a Web-based distance learning program that is designed for use with the *Gregg College Keyboarding & Document Processing Lessons 1-120, 11th Edition* textbook. The software and textbook mirror and reinforce each other. From new key presentations to advanced document processing, all exercises in the textbook are included in one all-encompassing program. For document processing exercises, GDP links to Microsoft Word® 2007 and Microsoft Word® 2010. The program is 100% online and requires only a browser with the Flash Player installed. No custom download is required. Student work is recorded, scored, and can be reviewed in the Student Portfolio.

Program Structure

Lessons

Every lesson begins with a **Warmup** that should be keyed as soon as students are settled at the keyboard. All alphabet, number, and symbol keys are introduced in the first 20 lessons. Drill lines in this section provide the practice necessary to achieve keyboarding skills.

Skillbuilding sections are found in every lesson, and can be accessed directly from the GDP button toolbar. Each drill presents a variety of different activities designed to improve speed and accuracy. Skillbuilding exercises include Technique Practices, Paced Practice, Progressive Practice, MAP+ (Misstroke Analysis and Prescription), and Sustained Practice, and Timed Writings. Many lessons also include a Pretest, Practice, and Posttest routine that identifies speed and accuracy needs and measures improvement.

Lessons Menu

The Lessons section of GDP takes you through every exercise in the text book in order. The Lessons section is divided into six parts, which are further divided into units, which are further divided into lessons.

To navigate to an exercise using the Lessons menu:

If you leave the program and return later, GDP will take you to the last exercise you viewed.

1. Click the **Lessons** button on the *Navigation* bar.
2. Click a part tab to display the units contained in that part.
3. Click a unit title to expand it and display the lessons contained in that unit.
4. Click a lesson title to expand it and display the exercises for that lesson.
5. Click an exercise title to open it.
6. The Lessons menu retracts.

7. The exercise displays. On the left side of the screen is the *Instruction Panel*. The *Instruction Panel* includes important information for completing the exercise. On the right side of the screen is the exercise itself. Along the bottom of the screen is the status area which displays the location of the exercise in the book including part, unit, lesson, page, and line numbers.

8. To open another exercise, point the current part to display the sliding menu again and choose another exercise. If you want to choose an exercise in another part, click the part tab to expand it.
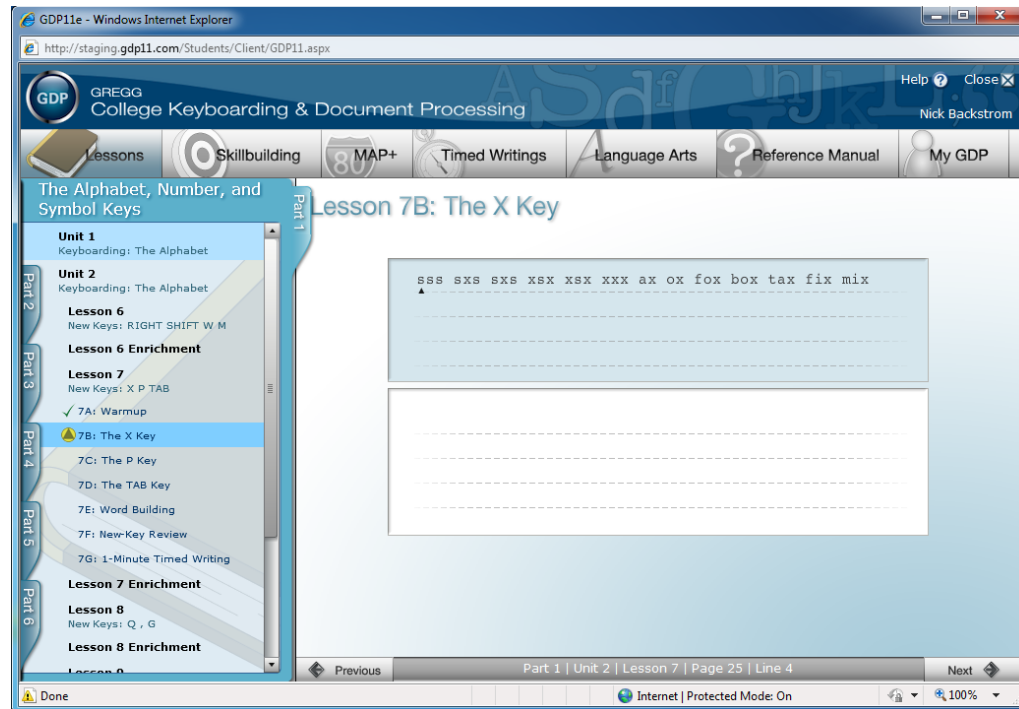
You can also navigate between exercises using the Next and Previous button located at the bottom of the screen.

Figure 1 The Lessons Menu

Navigation Bar

All of the activities contained within the lessons are also available from the *Navigation* bar. Click the **Skillbuilding**, **MAP+**, **Timed Writings**, or **Language Arts** buttons to open the menus and directly access these activities. Click **Reference Manual** on the *Navigation Bar* to review formatting instructions and examples of the types of documents taught in GDP. Click **My GDP** to access the Student Portfolio and to change student information such as student name, enrolled class, and password.

Student Portfolio

All of your scores and text are stored in a portfolio that you can access at any time other than when you are working on an exercise. Your **Student Portfolio** is a summary report listing all the exercises and exercise information for activities you have attempted. **Detailed Reports** display the scored text for exercises selected from the Student Portfolio.

GDP Technical Requirements

Since GDP11 is 100% online, there are very few actual requirements to run GDP11 successfully.

Minimum System Requirements for GDP11

- Windows XP, Windows Vista, or Windows 7
  - IE7, IE8, or Firefox 3.5
- 512 MB RAM is required, 1GB+ is recommended
- 1GHz+ processor
- Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)
- Screen resolution of 1024px x 768px or higher
- Microsoft Word 2007 or 2010 (depending on which version of the program you school has adopted)
- Hi-speed Internet access

Logging In to GDP11

1. Go to your school's GDP URL: https://*account*.GDP11.com (where *account* is your school's GDP account name).

   Note: All GDP11 URLs use the secure **https** instead of http.

2. Log in with your username and password.

   If you forget or do not know your username or password, click the **Forgot your password?** link on the GDP log in page to retrieve your username and/or password. The information will only be sent to the email that is stored in the GDP database for your account.
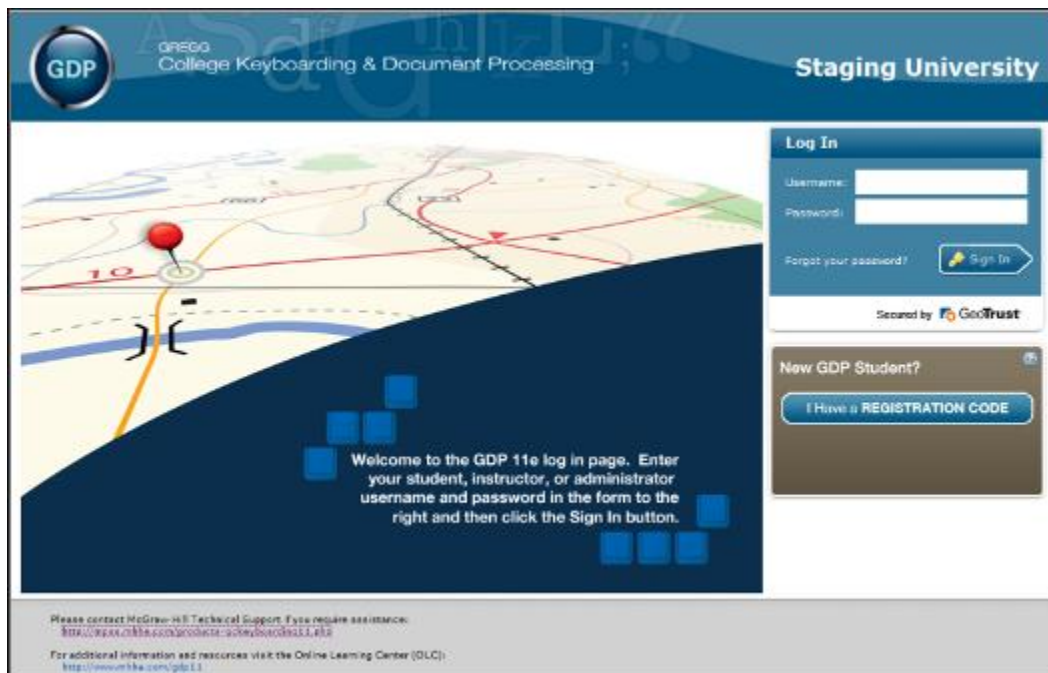

Figure 2 Logging in to GDP11

3. The GDP program will open in a pop-up window. If the pop-up window does not appear, your browser may have a pop-up blocker program which prevents the window from opening. If the pop-up does not open, GDP will display instructions for allowing pop-ups from the GDP site.

Lesson Features

Speed/Accuracy Goals

All **timed writings** include speed and accuracy goals. When you work on **Pretest/Practice/Posttest** exercises, your Pretest results will be used to determine whether you will use a speed or accuracy routine for the Practice component of the exercise.

Word Wrap

Some exercises are keyed in Word Wrap On mode, which means that you press the **ENTER** key at the end of paragraphs only. Other exercises are to be done in Word Wrap Off mode, which means that you press the **ENTER** key at the end of every line. The instruction panel will let you know whether Word Wrap is on or off.

Printing

The reports in your portfolio can be printed. You can print your scores in your Student Portfolio as well as the scored text for any exercise.

One-Space/Two-Space Option

GDP offers the option of typing one space or two spaces after punctuation: periods (at ends of sentences only), question marks, exclamation points, and colons. This option is set on a class-wide level by your instructor, and affects all scored activities, including document processing exercises. Check with your instructor, as typing one space after punctuation when the class setting is for two spaces (and vice-versa) will result in scoring errors.

Scoring

Much of the work you complete in this program will be **scored**. The program will report your words per minute (wpm) speed and the number of **errors** you make, as well as achievement of speed and accuracy goals.

Errors in scored copy are marked as follows:

- **Red**: all incorrect words.

- **<Green>**: all omitted words and hard returns (designated as **<¶>**).

- **{Blue}**: incorrectly inserted words and hard returns (designated as **{¶}**).

Examples:

Incorrect word `You` **`cane`** `go.`

Omitted word `You` **`<can>`** `go.`

Inserted word `You` **`{perhaps}`** `can go.`

Inserted hard return `You can go.`**`{¶}`**

Speed Calculation

GDP will calculate your speed on all timed writings. Your words-per-minute (wpm) speed is based on the following formula:

The total number of 5-character words is divided by the number of minutes in the timing.

25 words ÷ 1 minute = 25 wpm

50 words ÷ 2 minutes = 25 wpm

75 words ÷ 3 minutes = 25 wpm

125 words ÷ 5 minutes = 25 wpm

Scored and Unscored Exercises

Scored exercise speed and accuracy results and exercise completion status are listed in the Student Portfolio and the Detailed Report. Unscored exercises are marked for completion status only; no speed or accuracy results are given. Unscored text typed by a student may be viewed by opening the Detailed Report for that exercise.

Note: The list of scored and unscored exercises refer to GDP scoring algorithms only, and may or may not be factored into your grade. Your instructor chooses which exercises are graded, and may include unscored exercises as part of your grade. In addition, there may be instances where scored exercises are not counted towards a grade. Check with your instructor to determine which exercises are graded.

Scored Exercises	Unscored Exercises
12-Second Sprints	Alphabet Practice
1-Minute Timed Writings	Alphabet Review
2-Minute Timed Writings	BACKSPACE Key Practice
3-Minute Timed Writings	Clauses
5-Minute Timed Writings	Common Letter Combinations
Custom Timed Writings	Corresponding-Finger Practices
Language Arts	Minimum-Change Practice
New Key Drills	New-Key Reinforcement
Numeric Keypad	New-Key Review
Paced Practice	Number Key Reinforcement
Pretest/Practice/Posttest	Number Key Review
Progressive Practice: Alphabet	Numeric Keypad Review
Progressive Practice: Numbers	Paragraph Typing
Supplementary Timed Writings	Placement of Quotation Marks
Sustained Practice	Practice portion of Pretest/Practice/Posttest sequence
Document Processing	Punctuation Review
	Row Practice
	Sentences
	SHIFT Key Practices
	Short Phrases
	SPACE BAR Practice
	Substitution Errors
	Symbol Review
	Technique Practice
	Vertical Reaches
	Warmup
	Word Building
	Word Processing

Exercises

Warmups

Warmups are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

Line 1 of each Warmup contains all of the letters you have learned—to build accuracy. Line 2 consists of a specific type of reach—to build technique. Line 3 consists of alternate-hand words—to build speed.

In order to mark the Warmup as complete, you must type at least 90% of the passage and click the **Done** button.

New Key Exercises

New Key Exercises are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

New Key exercises introduce you to new keyboard characters. As you sequence through the instruction screens, you are instructed which finger to use for each new key. An animated demonstration of the correct technique is also provided. As you progress through the exercise, you will type several lock-stepped sequences of the new keys, which require you to type the correct key before continuing. After each lock-stepped line, there are additional drill lines for you to type.

Technique Practice

Technique Practices are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

Technique Practices are drills that reinforce specific keys, reaches, and keyboarding skills. Techniques Practices are not scored. Text typed for Technique Practices can be reviewed in the **Student Portfolio**.

Timed Writings

Timed Writings are accessed from either the **Lessons** menu or from the **Timed Writings** menu. Additional open, custom, and supplementary timed writings are accessible from the Timed Writings menus only.

Timed writing exercises encourage speed and accuracy improvement by typing passages under a deadline. Your text is scored for speed and accuracy. Your timed writing results can be reviewed in your **Student Portfolio**. Timed writings range from 1- to 5-minute exercises in lesson exercises.

In order to mark a timed writing as complete, you must take two attempts at the timed writing. Scored text for timed writings can be reviewed in the **Student Portfolio**.

12-Second Speed Sprints

12-Second Speed Sprints are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

The 12-Second Speed Sprints foster speed improvement through the use of fast, repetitive typing on short, easy sentences without an error limit. You will take three "sprints" on four individual lines of text.

You must complete all twelve sprints in order to mark the exercise and complete and write your results to the **Student Portfolio**.

Sustained Practice

Sustained Practices are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

Sustained Practices challenge your keyboarding skills with a series of four increasingly difficult paragraphs that focus on a specific skill. Once the base speed on the first paragraph is established, you will have a total of four attempts to meet the goals for the remaining three paragraphs. Each one-minute timed writing is scored.

You must complete all four passages or the entry timed writing plus another four timed writing attempts for the exercise to be marked as complete and to be written to the **Student Portfolio**.

Pretest > Practice > Posttest

Prestest > Practice > Posttest exercises are accessed from either the **Lessons** menu or from the **Skillbuilding** menu.

Many lessons include a Pretest, Practice, and Posttest routine that identifies speed and accuracy needs and measures improvement. The **Pretest** is a 1-minute, scored timed writing that targets a specific typing technique. **Practices** are unscored drills that reinforce the skill tested. The **Posttest** is a repeat of the Pretest. Your goal is to improve your Pretest score when you take the Posttest. You must complete the Pretest before you will be allowed to attempt the associated Practices or Posttest.

 Results of your Pretests and Posttests, as well as your typed text, are available in your Student Portfolio.

Paced Practice

Paced Practices are accessed from either the **Lessons** menu or the **Skillbuilding** menu.

One of the best ways to develop speed and control errors is through the use of paced exercises. The Paced Practice paragraphs in GDP are written to contain an exact number of words to be typed within two minutes. Your goal is to complete each paragraph within two minutes with no more than two errors. To help pace yourself, the paragraph contains quarter-minute markers.

Paced Practices build speed and accuracy by using individualized goals and immediate feedback. An entry timed writing that establishes your base speed is taken the first time a Paced Practice is attempted. Paced Practice routines incorporate both speed and accuracy goals. A Paced Practice paragraph consists of a series of two-minute timed writings for speeds ranging from 16 wpm to 96 wpm. Students type timed passages with red goal markers at 15-second intervals. When speed and accuracy goals are achieved, GDP progresses to the next passage.

An exercise is marked as complete when you have completed three Paced Practice passages for that lesson.

Progressive Practice

Progressive Practices can be accessed from either the **Lessons** menu or the **Skillbuilding** menu.

Progressive Practice exercises are a series of 30-second timed writings that will help you increase both speed and accuracy. Progressive Practice: Alphabet exercises concentrate on keying all of the letters of the alphabet, while Progressive Practice: Numbers focus on keying numerical expressions and words. The timed writings range from 16 to 104 wpm.

An entry timed writing that establishes your beginning speed is taken the first time Progressive Practice is attempted. Once the entry timed writing is scored, GDP will present a Progressive Practice paragraph that is 2 wpm faster than your most recently achieved goal. Your goal is to key the passage within 30 seconds with no errors. When you have achieved that goal, GDP will promote you to the next passage so that you can increase your speed and accuracy skills.

An exercise is marked as complete when you have completed six Progressive Practice passages for that lesson.

Language Arts

Language Arts exercises can be accessed through the **Lessons** menu or through the **Language Arts** menu.

There are four basic types of Language Arts exercises in GDP 11:

Rules

Language Arts Rules exercises introduce a rule, illustrates its use by giving examples, then takes you through a tutorial that tests your knowledge by asking you to apply the rule in a particular passage. GDP then presents a series of sentences for you to edit.

Proofreading

Language Arts Proofreading exercises present a passage which contains errors. You are to edit the passage correcting any errors found. Click **Done** to score your work and see your results.

Spelling

Language Arts Spelling exercises first present you with a series of often misspelled words. Practice typing these words pressing ENTER after each line to display the next line. The second part of the exercise asks you to edit sentences correcting any spelling errors found. Click **Done** after correcting the sentence to submit your work. You can view your scored text in the Student Portfolio.

Composing

Language Art Composing exercises ask you to perform a free-writing exercise based on an assignment from the text book. Write your answer in the box provided and click **Done** to submit your work to your instructor.

MAP+

MAP+ (Misstroke Analysis and Prescription) is a highly sophisticated, individualized error-analysis and remediation program. MAP+ analyzes the errors you make on a Pretest and then recommends prescriptive drills to help correct your keystroking weaknesses. The prescriptive drills in MAP+ are generated by a sophisticated analysis program so you never see the same drill twice.

MAP+ can be accessed through the **Lessons** menus or through the **MAP+** button on the *Navigation* bar. If you access MAP+ from a Lesson menu, the first screen you see is the MAP+ Pretest for that specific lesson. If you go to MAP+ from the Navigation bar at the top of the screen, you will begin by selecting a Pretest from the Pretest menu.

1. Type the Pretest, following the directions in the left-hand instruction panel. Notice that during the Pretest, you cannot correct mistakes as you type.
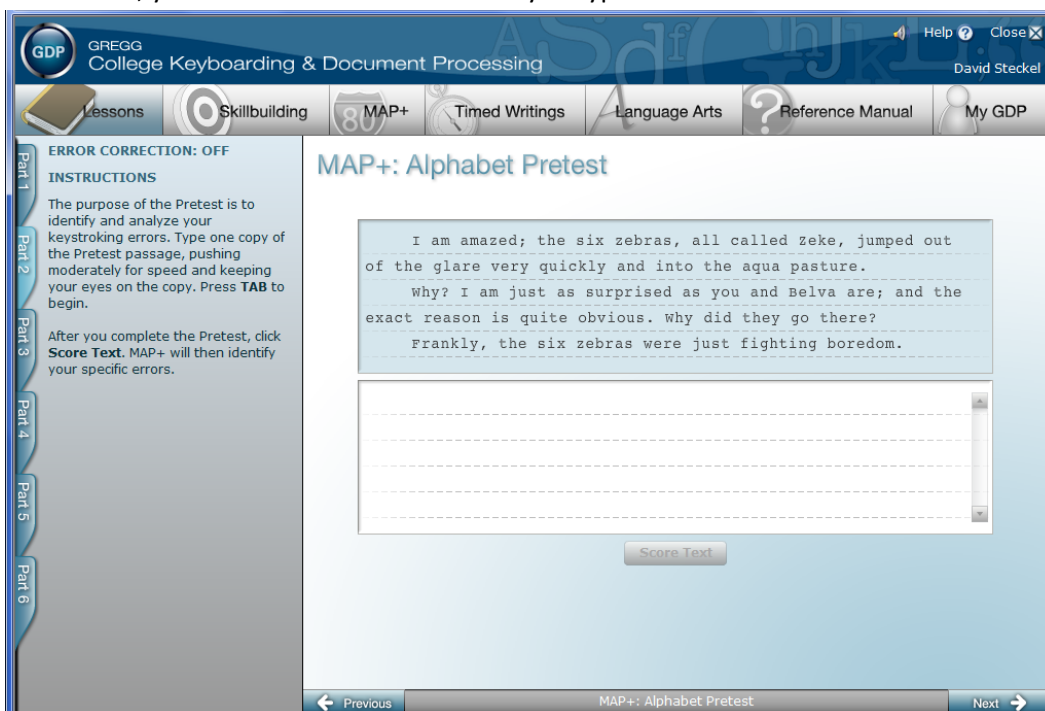
Figure 3 MAP+ Pretest

2. When you are finished typing the Pretest, click the **Score Text** button. MAP+ will then analyze the errors you made and assign up to three prescriptive drills which you must complete to receive a "completed" credit for the exercise. You can complete the prescriptive drill(s) in any order.
   a. To go directly to the first Prescriptive Drill, click the **First Prescriptive Drill** button.
   b. To go the MAP+ Summary screen instead and take the Prescriptive Drills out of order, click the **MAP+Summary** button. From the MAP+ Summary screen, click the **Next** button in the bottom navigation bar to go to the next uncompleted prescriptive drill in the sequence.
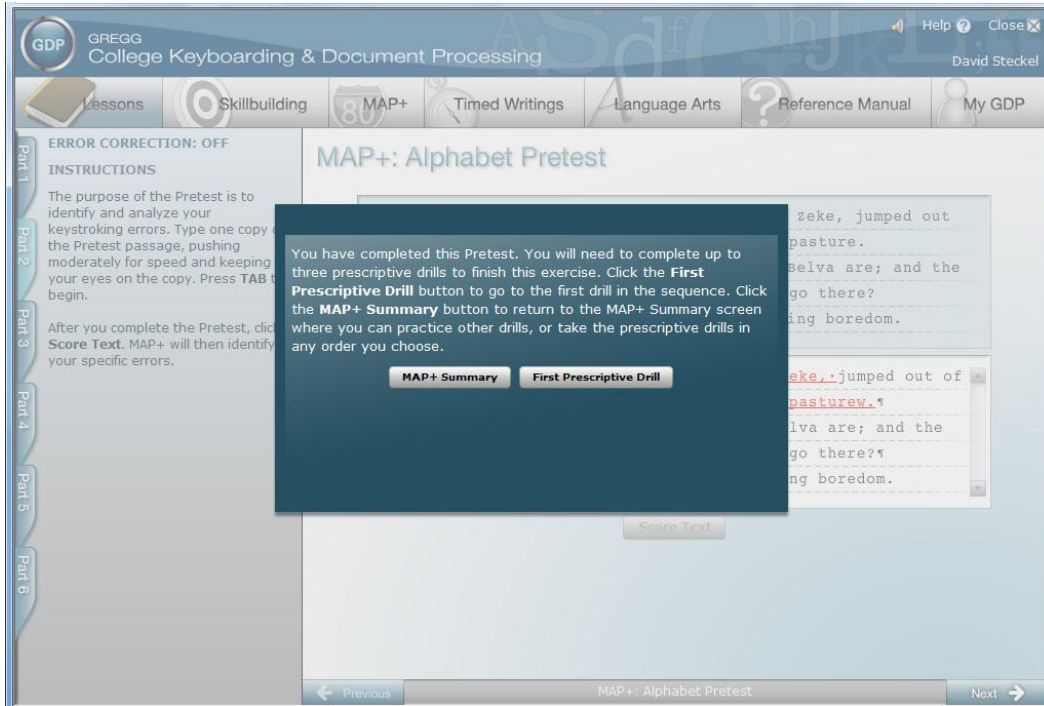
Figure 4 After Completing a MAP+ Pretest

3.   Notice that in the prescriptive drills when you make an error, the program will prompt you to strike the correct key to continue. When you complete the first prescriptive drill, you again have the choice of advancing to the next prescriptive drill in the sequence automatically or going to the MAP+ Summary screen. Click the **Next Prescriptive Drill** or **MAP+ Summary** button.
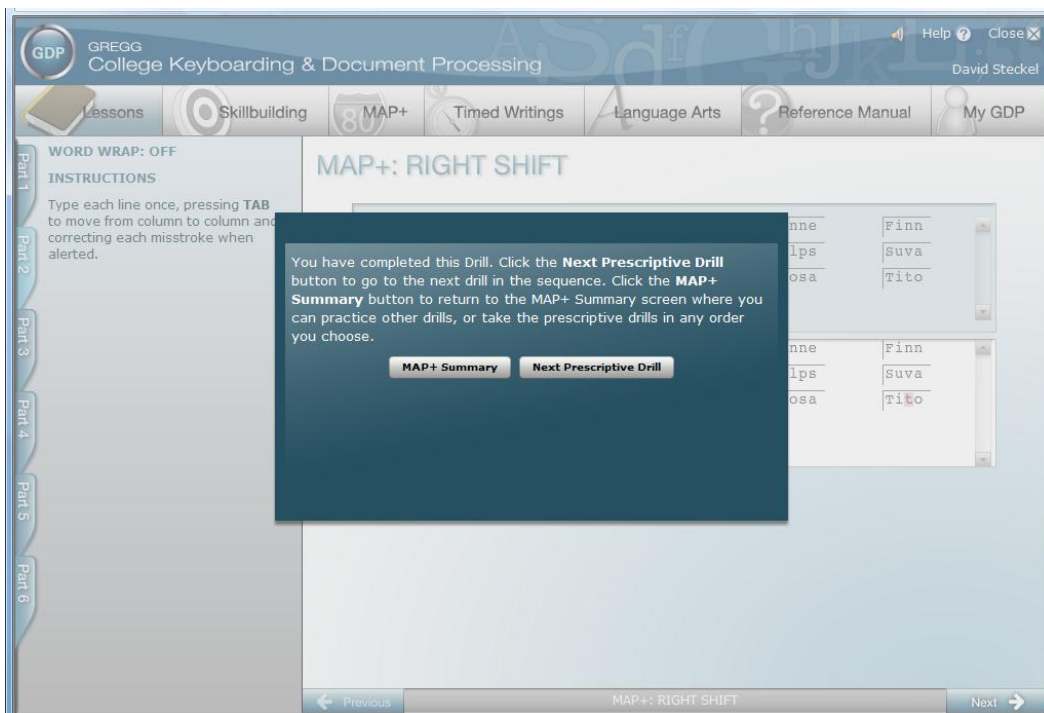

Figure 5 After Completing a MAP+ Prescriptive Drill

4. When there are no more prescriptive drills, the program will prompt you to click the **MAP+ Summary** button. At this point, your MAP+ exercise is recorded in the Portfolio as complete.
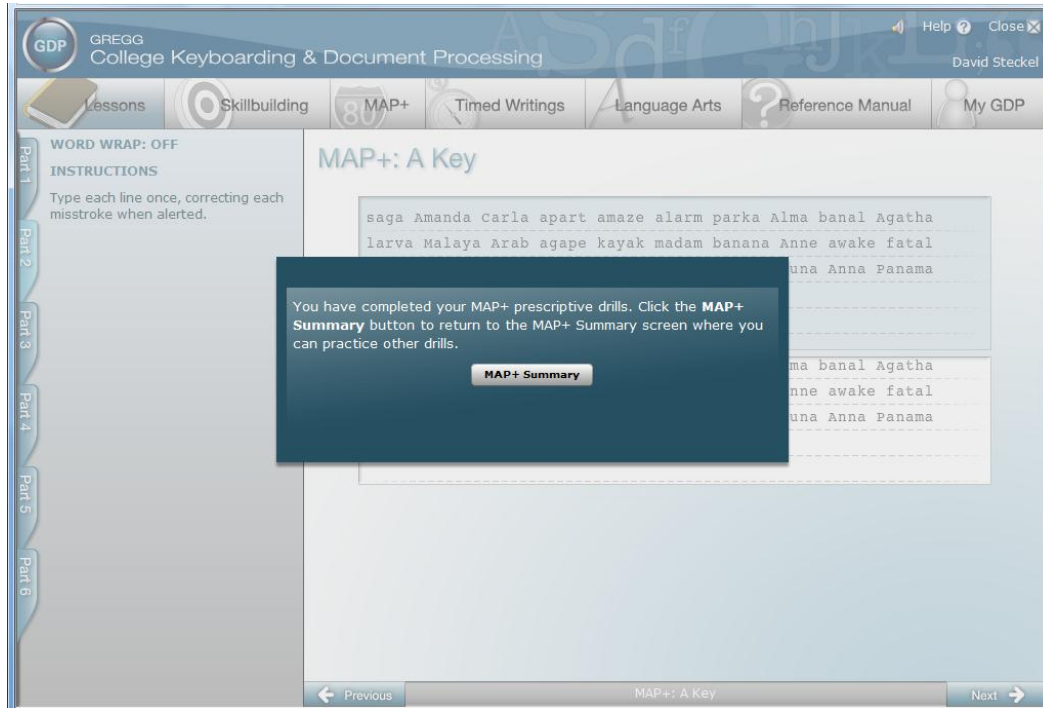
Figure 6 After the Last MAP+ Prescriptive Drill is Complete

MAP+ Summary Screen

The MAP+ Summary screen displays a detailed analysis of the errors you made in the Pretest:

- In the upper part of the left side of the screen, the Errors boxes list the number of errors you made by error type.
- In the lower part of the left side of the screen, the Prescriptive Drills boxes list the drills generated by your Pretest results.
- On the keyboard image, that keys where you made errors have the number of errors in the upper right corner of the key.
- Below the keyboard, the finger images show how many errors you made specific to each finger.
- To the right of the keyboard, buttons for each keyboard row summarize the number of errors you made for each row.

To see your scored Pretest, click the **View Scored Text** button in the bottom navigation bar.

From the MAP+ Summary screen, you can access any type of prescriptive drill, regardless of your Pretest results. Click any key, finger, or text box for intensive practice on that element. For example, if you click **Substitution Errors** in the *Errors* box at the left side of the screen, you will receive practice on the most

commonly occurring substitution errors. If you click the image of the D finger below the keyboard, you will receive practice on all keys controlled by the D finger (D, E, and C).

Figure 7 MAP+ Summary Screen

In the Summary Screen example above, the student had five insertion/omission errors, one functional key error (the Right Shift key), and one alphabet key error (the A key). Prescriptive drills were assigned specifically for the Right Shift key, the functional keys, and the A key.

Once you have completed the prescriptive drills, you can take (or re-take) any assigned prescriptive drills from your Pretest results by clicking one of the drills in the box at the lower left side of the MAP+ Summary.

MAP+ Lessons 1-18

Because making errors is a normal part of learning a new keystroke, no error analysis is performed until Lesson 17. However, if you want additional skillbuilding practice on the new-key lessons (lessons 1-18), click the **Lessons 1-18** button at the upper right corner of the MAP+ page, and then select the lesson you want. MAP+ will provide additional practice based on the keys you have learned up to and including that lesson. (Please note: there are no practice drills for Lessons 10 or 15 as those lessons do not introduce any new keys.)

Word Processing Exercises

Word Processing exercises can only be accessed from the **Lessons** menu.

Click the **Start Work** button to open a Microsoft Word document to work on. Follow all the PRACTICE steps to complete the exercise. Some exercises require extra files for you to work with. These exercises include a **Download File** button. Click the **Download File** button and save the file to a location on your computer where you will be able to access it later. See the section on File Management for more information on how to open and save files.

Document Processing Exercises

Document Processing exercises can only be accessed from the **Lessons** menu.

GDP links to Word for document processing exercises. To produce a document in the textbook, select the document from the lesson's exercise list on the **Lessons** menu. The document processing page is divided into 3 steps:

Step 1: Download File to Begin Work

When you first open a document processing exercise only the **Start Work** button is active. Click this button to open Microsoft Word and create your document (see the section on File Management for how to open files from GDP11).

Type the document and proofread and spell-check it. When you are finished working on the document, save it to the location on your computer as directed by your instructor. You will need to remember this location in order to find the file to upload to GDP in the next step (Step 2).

Step 2: Upload/Save File to GDP

To upload a copy of your in-progress or completed work to GDP, click the **Browse** button and find the saved file on your computer. Clicking the **Browse** button and selecting your work will replace any existing file that has been previously uploaded for this project attempt. Uploading a file saves the file to the GDP system, but does not submit it for scoring and does not count as an attempt.

Step 3: Score Your Work

To submit your project for grading, click the **Submit Work** button. In order to submit a project for grading you need to first **upload the completed project.** (See Step 2) After you click **Submit Work** you will see a progress icon while your project is being graded (*Note*: this may take up to several seconds). Your results window will display any keystroking and formatting alerts for the project.

Edit Work:

After you have submitted a file to the GDP system (Step 3), the **Edit Work** button becomes active. Click the **Edit Work** button to download the last uploaded version of the document

processing exercise. If your instructor has enabled the **Proofreading Viewer**, a dialog displaying your last submitted results will appear. Continue working on the document and save it to the location of your computer as directed by your instructor. Repeat Step 2 and Step 3 to submit a new attempt at the exercise.

Keystroking Scoring

The keystroking scoring feature analyzes the text you typed and uses the same scoring algorithm that is used for the keyboard part of the GDP11 program. Any misstrokes will appear in red text, omissions in green text, and insertions in blue.

Format Scoring

The format scoring feature in GDP11 evaluates your submitted document analyzing the formatting techniques used to create the document. Some of the common formatting elements the format scoring feature analyzes include, but are not limited to:

Font	**Underline**	**Page Numbers**
Font-size	**Line Spacing**	**Numbered Lists**
Bold	**Alignment**	**Bulleted Lists**
Italics	**Table Borders**	**Font Color**

When working on a document processing project, be sure to follow the same steps for formatting the document that you learned in the Word Manual. If you use different formatting techniques, your work may be graded as incorrect.

File Management

Both Word Processing exercises and Document Processing exercises require you to open and save files from Microsoft Word. If you are unfamiliar with opening and saving files, review this section carefully before beginning a Word Processing or Document Processing exercise.

Opening Files

Depending on which browser you are using, you may see a different dialog when click the Start Work or Edit Work button in GDP11.

If you are using Internet Explorer:
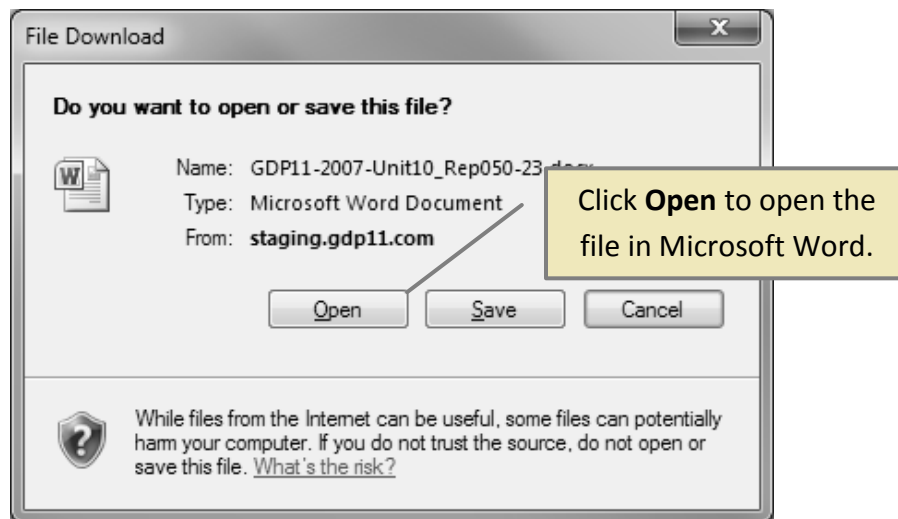
Figure 8 Opening a File in Internet Explorer

If you are using Firefox:

Click the **Open with Microsoft Word** radio button.

Click **OK** to open the file in Microsoft Word.
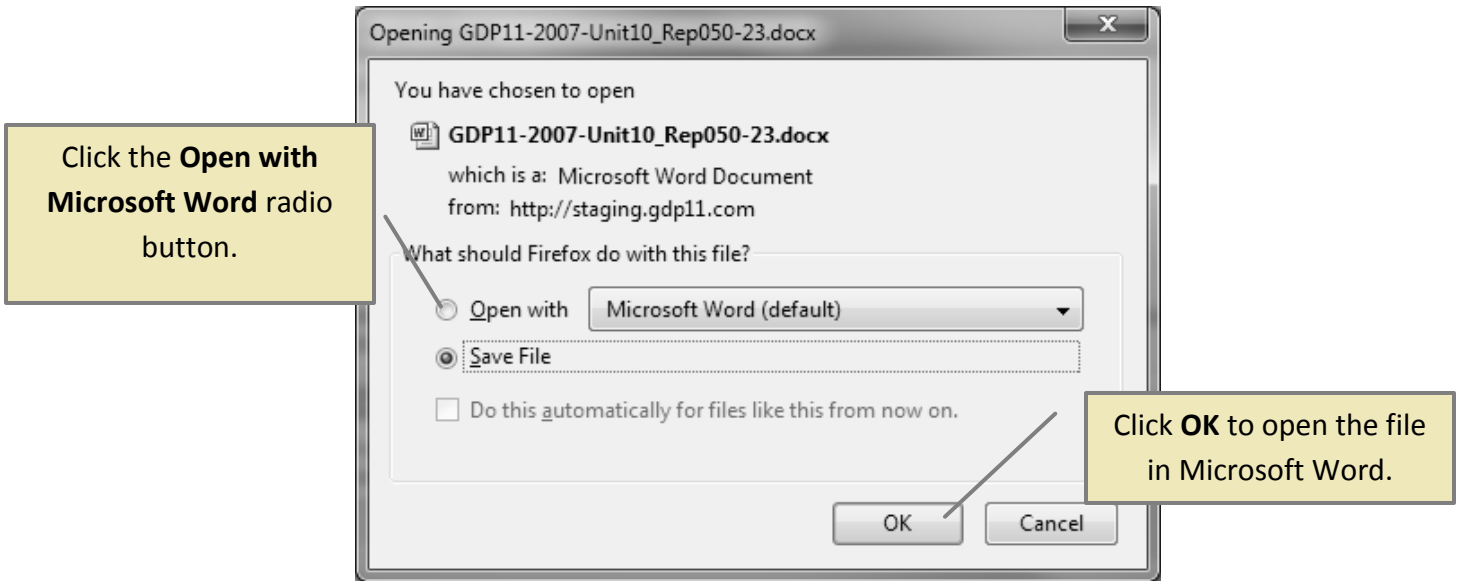
Figure 9 Opening a File in Firefox

If you are using Google Chrome, a blank window will open with a button for the file at the bottom of the screen. Click the button to open this menu:

Click **Open** to open the file in Microsoft Word.
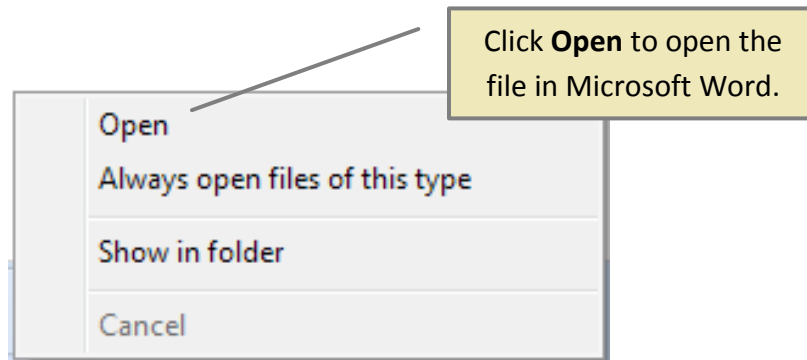
Figure 10 Opening a File in Google Chrome

Downloading Files

If you are using Internet Explorer:
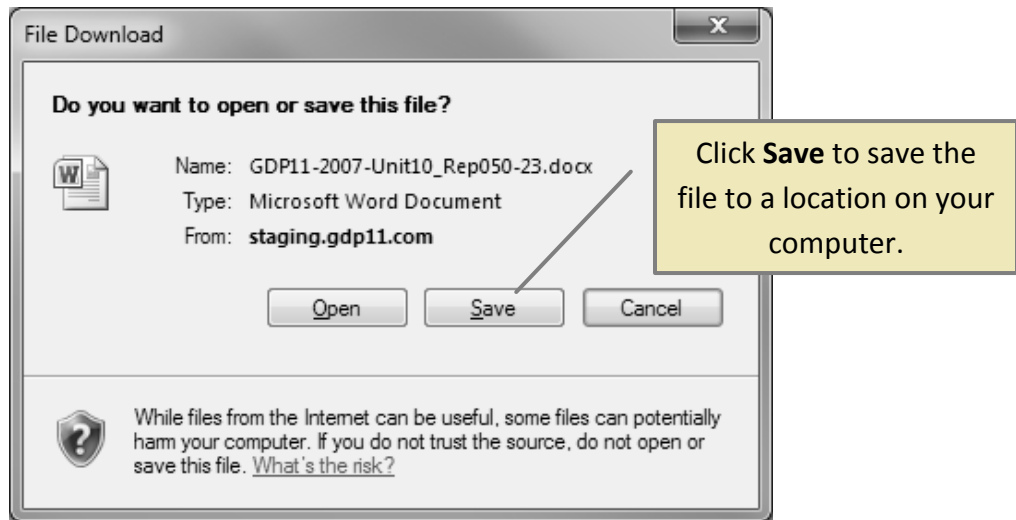
Figure 11 Saving a File in Internet Explorer

If you are using Firefox:

Figure 12 Saving a File in Firefox

Saving Files

In document processing exercises, you must first upload and save the file to the GDP system before it can be submitted for grading. In Step 2, click the **Browse** button. A dialog box similar to the one shown here will open. Navigate to the location where you saved the document you want to upload. Select the file and click the **Open** button. The dialog box will close and the file will be uploaded and saved to the GDP system.
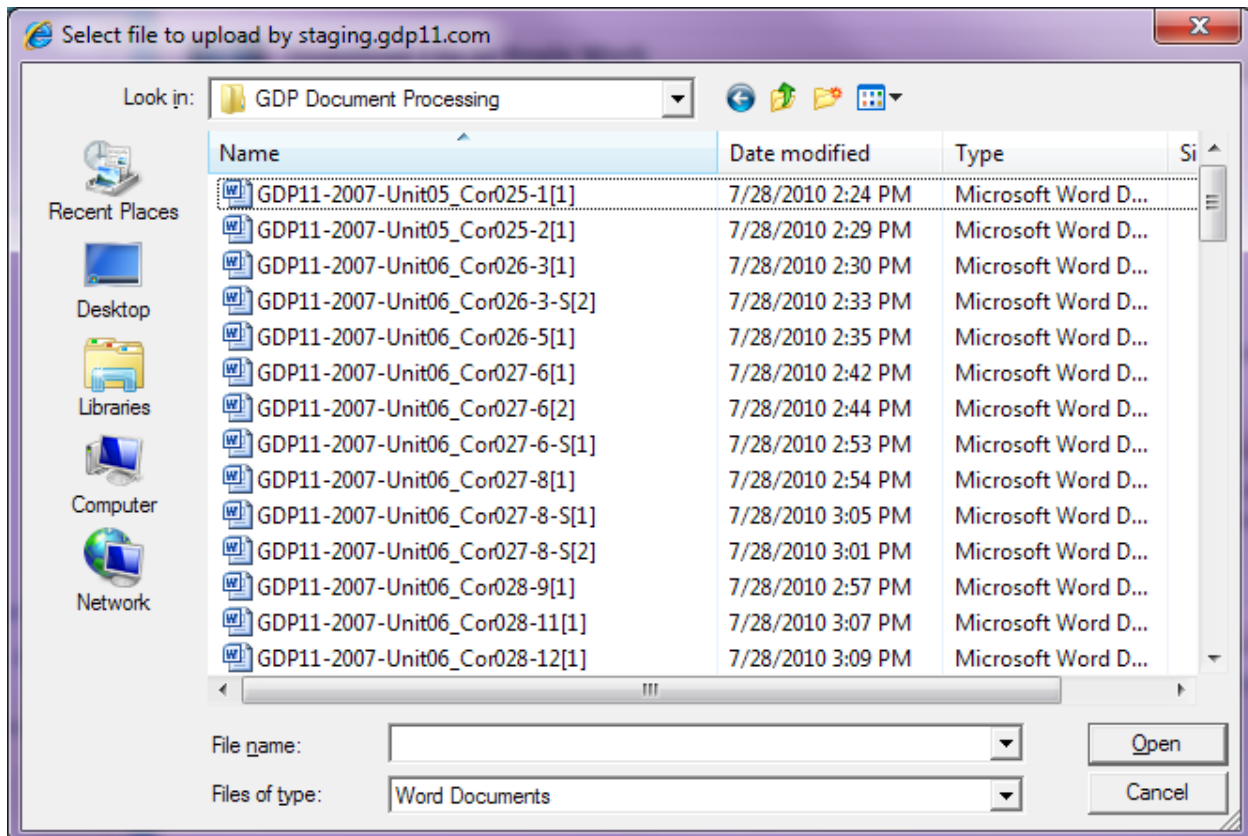
Figure 13 Select file to upload dialog

Notes on File Naming in GDP

A note about file names: You may notice that when you click the **Start Work** button for a Document Processing exercise, the file that is opened may have a [1] after the file name, or a [1][1] or a [2]. This happens because certain browsers and operating systems automatically append a number to the end of the file name when downloading the file to the temporary file location. For example, if you download the file memo.docx, Internet Explorer 8 will save it to the temporary downloads folder with the name memo[1].docx. If you download it a second time, Internet Explorer will not necessarily overwrite the initial file and will instead name this file memo[1][1].docx or memo[2].docx instead. These file names do not affect the scoring of the document processing exercises. When you work on documents, you should save the documents to your personal folder location (whether that's on the local drive, network, or

removable media such as a Flash drive). If the file name includes the appended number, the GDP program will ignore it.

My GDP

Student Portfolio

The **Student Portfolio** is opened by clicking the **My GDP** button the toolbar. The Student Portfolio is a record of every exercise you have completed in the GDP program. To refine this list, type an exercise lesson and letter in the *Lesson* box at the top of the list, or type any part of an exercise title in the *Title* box at the top of the list. Click the **Advanced Filter** button to specify exercise types and date ranges to display. Click the **Show All** button to clear any filters you have applied.

One line appears for each exercise, showing the date, lesson, exercise title, and amount of time you spent working on the exercise. Each exercise includes a triangle that appears next to the date. Click the triangle to display an expanded view of the exercise, including all completed exercise attempts and further information, such as words per minute and errors. If there is more information for the exercise, you will see a *Details* button. Click this button to open a window where you can see more information about the attempt, including scored and submitted text.

Annotations

When you open the *Details* view for an exercise attempt, you may see a small yellow circle in the text. This icon indicates that your instructor has included an annotation for the exercise. Rest your mouse over the annotation icon to display the note from your instructor. Sometimes your instructor will add one general comment for the exercise, these are displayed directly above the scored text with the label *General Comment*.
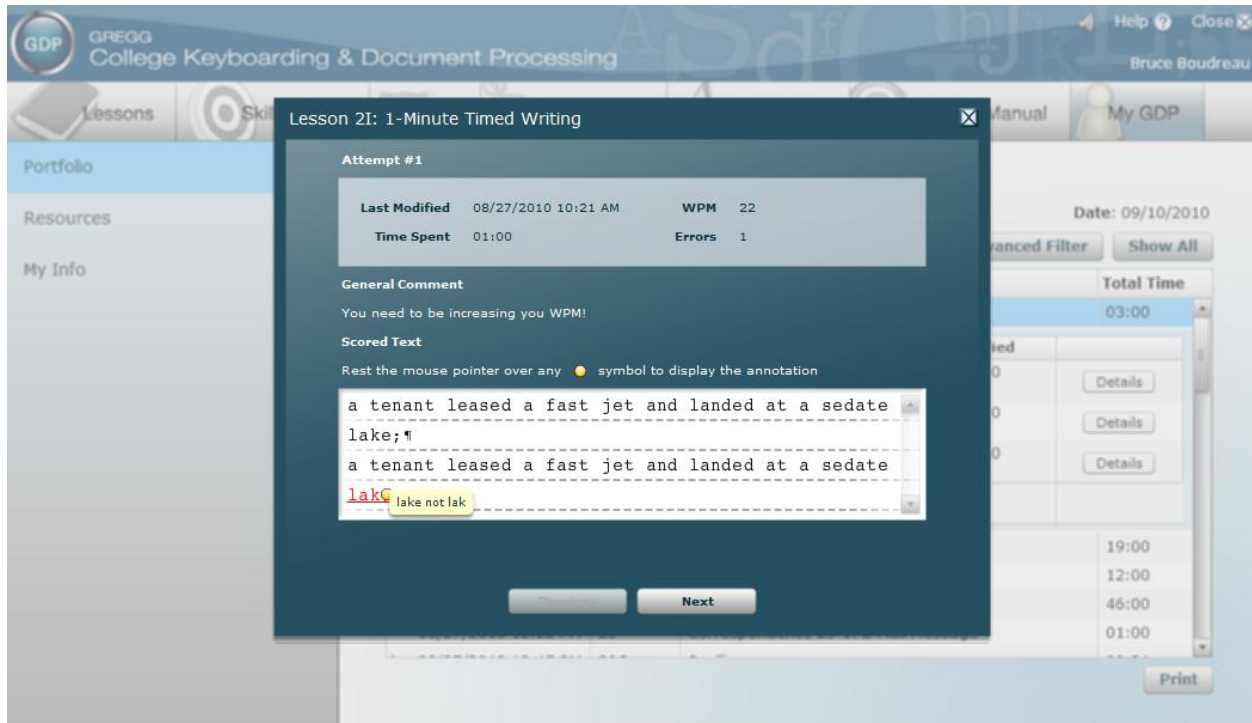
Resources

Resources are items which your instructor provides for you. They can be links to a Web site or to a document stored online, such as your class syllabus. To open a resource, click the **Open** button next to the resource you want to display. If you select a link, GDP will open a new browser window and navigate to that Web site. If it is a file, GDP will open the file in the associated program.

Message Center

The Message Center section will appear if you are enrolled in a class that uses the Message Center. Use the Message Center to send messages to and receive messages from the instructor assigned to your class.
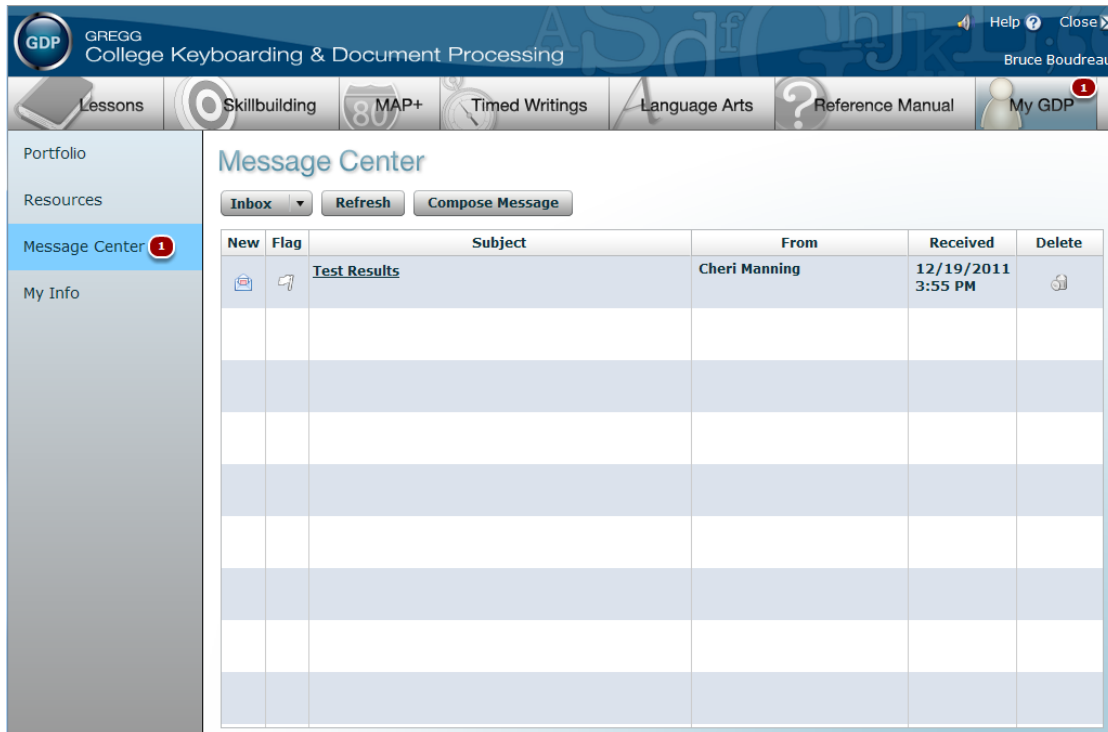
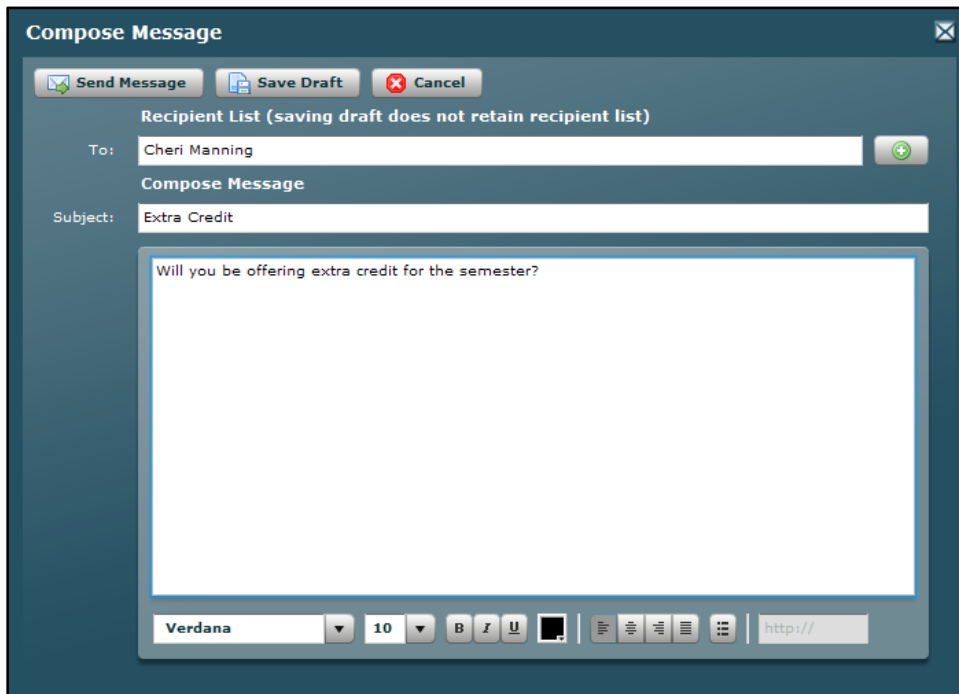To view a message in your Inbox, click the message's link in the Subject column.

Click the Inbox button arrow to view your **Drafts** and **Sent** messages. You can also click the **Refresh** button to refresh the list of messages in your inbox.

To Delete a message from your Inbox, click the trash can icon in the **Delete** column.

Creating a Message

To create a message:

1. Click the **Compose Message** button.
2. Click the green plus icon to the right of the **To:** field to add recipients.
3. In the **Compose Message** section, type the subject of your message in the **Subject** box.
4. Type your message.
5. If you want to save your message as a draft and send it later, click the **Save Draft** button. If not, click the **Send Message** button to send your message.

My Info

The My Info section displays all the information for your account in GDP. Here you can change information such as your password, class, e-mail address, or user name. Your Student ID is a permanent record within GDP and cannot be changed. Click the **Edit** button to change the information for your account. When you are finished, click **Save Settings** button to save your changes.