KPDO Student User’s Guide

What Do I Need to Get Started?

You will need the following items to use KPDO (Keyboarding Pro DELUXE Online).

- Computer with high-speed Internet connection—preferably a direct connection
- Browser—either Firefox 11 or higher or Internet Explorer 9 or higher.
- Microsoft® Word 2013 installed on your computer if you will be completing lessons beyond Lesson 25 in College Keyboarding 19Ce.
- Access code for KPDO for the appropriate lesson range for your class. Check with your instructor before you purchase.
- Username and password for the site www.nelsonbrain.com. NOTE: If you don’t have these, see below about “Create an Account”.
- Course Code from your instructor to join a specific class.

You will access KPDO at www.nelsonbrain.com each time you use it. All of your assignments will be saved to this site; assignments are not saved to a flash drive or your computer. Your instructor will be able to view your assignments and various reports at a related website.

Step 1. Register KPDO using Access Code

To log into KPDO, go directly to CengageBrain and follow these steps:

1. Enter the url http://login.nelsonbrain.com in your browser.
   
   ① Enter your username and password and click Log In.
   ② If you do not have an account, click Create an Account.
2. Add *KPDO* to your bookshelf by entering your **access code**. This may be a printed access code (PAC) packaged in a slimpack or an instant access code (IAC) that you purchased online.

![Image of KPDO access code registration]

*Have Another Product to Register?*
Register another Access Code. For Apilla, CengageNOW, or MindTap enter your Course Key.

- Your Access Code should be similar to `FX9Y8XJ62B36`  
  Course Key example: `ABCD-2345-67FG`

Find Product with Free Access

3. Click the link to **KPDO**.

![Image of NelsonBrain dashboard]

**Step 2 Install KPDO Tools**

The first time you access **KPDO**, the program will check your computer for the following components to make sure your computer is configured to run the program:

- KPDO Plug-in
- *Microsoft® Word 2013* (Not required for classes that are in the Lessons 1-25 range)
- Visual Studio Tools for Office Runtime Version 4
- KPDO WORD 2013 Add-In
- Flash Player

The program will present required components to you and ask you to install them. Depending on what is already installed on your computer, you may not have to install all five. Follow the prompts and run each installation. This should be a one-time installation. On subsequent log ins, the
student portal will display as soon as you click the link from your bookshelf.

**Step 3: Enter Course Code**

Locate and open the file that contains the course code provided by your instructor. Copy and paste the course code to join the class. To copy the course code, double-click it with your mouse, enter Ctrl C (Ctrl key + C), toggle to the screen shown below (Alt + Tab), and paste (Ctrl + V) the course code. Keep a copy of your course code in a safe place.

![Enter the course code provided by your instructor](image)

**Trouble Shooting: I don’t have an access code—how do I get one?**

- If you have purchased a bundle with a textbook and access code, the access code will be in the slimpack.
- If you have a used book, the access code may be available for purchase in the bookstore.
- If you do not have an access code, you may purchase one at www.nelsonbrain.com.

**A Brief Overview of KPDO**

The next few paragraphs provide a quick overview of KPDO that will help you move around the program easily.

**Self Analysis**

Your instructor may require that you take the Skill Analysis before you complete any lessons. This is simply a timed writing that will indicate your keyboarding skills before you begin the course. If the Skill Analysis is required, you will not be able to go into the lessons until you take this timing. Type at a controlled pace that is comfortable for you and concentrate on typing accurately. The results will display in the Skill Analysis report.

**Welcome Screen**

The Welcome screen displays when you enter the software. You can access the Skill Analysis feature at the bottom of this page. Read the Welcome page to get started. You can always return to the Welcome page by clicking on the product name *Keyboarding Pro DELUXE Online* shown in gray.
### Left Navigation

The main KPDO navigation appears in the left pane as tabs. The tabs identify the key workflows.

- **Lessons**
- **Skill Building**
- **Timed Writings**
- **References**
- **Keypad**
- **Games**
- **Reports**

Click the tabs to display the menus for each option. Once a selection is made, the left navigation menu closes so that you can view your selection in a full screen. The left pane provides access to lessons and other activities. When you select an activity, the Welcome screen disappears.

### Right Navigation Menus

When you select a lesson, KPDO opens to the first activity. See screen on next page. The other activities associated with that specific lesson appear in the right drop-down menu *(A)*. This menu collapses and most of it disappears, but simply click on it when you want to navigate between activities.
To enlarge the font size, click the A+ button (B); the new size is retained for the rest of this session.

The last tab in a lesson is the Lesson Report (C), which summarizes the results of what you have done. Located in the bottom navigation, the Print button enables you print the Lesson Report.
**Top Navigation Bar**
The top navigation bar lists your name and includes access to the following features:

- **Word Processor**
  A Windows word processor which enables you to create documents or type drills and timed writings. Documents can be saved and edited later. Timed Writings can be saved but not edited.

- **Help**
  Provides access to global Help. This button launches the *KPDO* Instructor Help system in a new browser window. The Contents search pane will open automatically.

- **Log Out**
  Saves your work and closes your *KPDO* session and then returns you to your SSO dashboard.

- **Preferences**
  Enables you to customize some features. If the instructor has locked the preferences, you will be able to change the language of the screen directions from English to Spanish.

**Word Processor**
The word processor enables you to type drills, documents, and timed writings. This word processor has a different interface than *Word 2013*; it is menu driven. Documents can be saved and edited later; Timed Writings can be saved and printed but not edited.
**Word Processor Timer**

Use the timer to type a timed writing from any source. Because you can type from any source, the Word Processor reports your GWAM but not errors. You can set the timer for various lengths of time. Click **Close** when you are ready to begin.

**Timed Writing Settings**

Select your Timed Writings in the left Navigation, then enter your settings below. Click the close button when you have completed entering your settings.

- **Timing Length**
  - 1 Minute
  - 2 Minutes
  - 3 Minutes
  - 5 Minutes

- **Source**
  - Entire Writing
  - Paragraph 1
  - Paragraph 2
  - Paragraph 3

- **Diagnostic**
  - On
  - Off

**Timed Writings**

Select a timing from the Timed Writing dialog box and type the timing from your textbook. You will have an opportunity to type the timing twice and print the results. The printout will report your speed, number of errors, and whether the Backspace key was used for each timing; errors will be highlighted. Error diagnostics display for your last timing, identifying the types of error made.
Working with *Word* Documents

Beginning in Lesson 27, *KPDO* opens *Word* automatically whenever a drill or application that uses *Word* is launched. The message below displays while *Word* launches. Then an informational screen displays the exercise number; occasionally special instructions will also display. **NOTE** that Lesson 26 uses *Word* only and not KPDO.

All documents created in *Word 2013* are saved directly to the primary *KPDO* database. In the event your browser crashes or you lose connectivity, all work completed up to that point will be restored when you log in again.

**Document Options Menu**

After selecting a document, the Document Options box displays four options. If this is the first time you have typed the document, only *Begin new document* is active.

**Begin new document**: Beginning a new document creates a pass. If you begin the document again, results will be replaced with the new pass (starting from a blank page).

Some documents require opening a document from an earlier lesson. You must complete the first document in order to reopen it and revise it later.

**Data Files**

If an activity requires a data file, the software will automatically open the data file or a prerecorded document. In the textbook, these data files are identified with an icon. Occasionally, you will be directed to insert a data file. Data files can be downloaded from the product website or at [http://www.nelson.com/site/keyboarding19ce](http://www.nelson.com/site/keyboarding19ce). Files are organized by module.
Open existing document: Choose this option to edit or revise an existing document. A pass can be edited several times unless the instructor has restricted the number of edits. The Total Time on Document represents the time devoted to all edits of the current pass.

Print document without error report: This option opens the completed document as a Word document for printing; errors and header information (user’s initials and exercise number) are not identified.

Print document with error report: This option prints the checked document with errors identified. (Note tables will not display the extra space that is actually in the file.)

KPDO Student Tab

The KPDO Student tab enables the user to save, open, and check a Word documents. The KPDO Student tab includes these options:

Save and Close Saves document without checking; user returns to Lesson menu.
Check Document Compares the document to the solution and records the results.
Information Identifies the open document and any special instructions
Help Accesses Global Help.

When the checked document displays, the KPDO Student tab includes commands that enable you to review the explanation for each error. Move to the previous or next activity without closing or exiting Word.

Exit Word Closes Word and returns you to the lesson menu.
Document Information Displays the exercise number and page.
Error Report Displays the type of mistakes made.
Previous/Next Activity Move to another application without closing Word.
Help Provides access to global help.

Most Word documents are checked for speed and accuracy. If your instructor has enabled Format Checking, the program will also check format (use of Word commands). The checkmark next to the W indicates that the document is checked.

Documents such as composition activities are not checked for accuracy—only GWAM is recorded in
the Lesson Report; unchecked documents do not have a checkmark √ on the Lesson menu.

Documents with a √ next to the W are checked for accuracy.

29-d2 is not checked.

The Word 2013 Report and Lesson Report indicate the Pass (the number of times you have created a new Word activity) and the results from the last three Edits (times the document was saved/revised). Only the most recent pass is saved as a document.

**IMPORTANT NOTE:** Your browser cannot remain inactive on your screen for longer than 1 hour. If you time out, you will be notified with a caution dialog box and asked to log in again. You will need to wait a short time (about a minute) before logging in again.

When you are working in Word, your browser is idle; therefore, if you expect to be working longer than an hour on a single document, click **Save and Close** from the KPDO Student tab and then reopen the document. This action will keep your browser active.
FAQs

I do not have an access code. How do I get one?

- If you purchased a bundle with a textbook and access code, the access code is in the slimpack.
- If you have a used book, the access code may be available for purchase in the bookstore. You may also purchase an access code from www.nelson.com

Can I use KPDO with a dial-up modem?

No, you must have a high-speed Internet connection. A direct connection is best.

How well will KPDO perform with a wireless Internet connection?

Performance depends on the strength and bandwidth of the wireless connection.

How long can I work within one session?

You can work for an unlimited amount of time within the software. However, if you leave the KPDO web page idle for longer than 1 hour, you will need to wait a short time in order to be able to log back in.

I am not able to log into the software.

The program cannot remain idle or inactive on your screen for longer than 60 minutes. The 60-minute time out begins from your last action in KPDO. If you time out, you will be notified with a caution dialog box and asked to log in again.

What can I do to speed up the time it takes to open/launch the graphic screens in KPDO? The videos and key presentations take too long to load.

Use a faster Internet connection to speed up opening lesson parts with graphics.

I do not understand why various format errors were marked as incorrect in my document.

Please download the document Guide to Format Checking at the student companion site for Keyboarding Pro DELUXE Online.

Can a Word activity be checked if it is not complete?

Only documents that are at least 90% complete can be checked. Because of this 90% rule, missing reference initials, copy notations, or small amounts of copy toward the end of the document will not be marked as an error if at least 90% of the document is complete.

Need help? Contact Technical Support at techsupport@nelson.com. Complete the form. You will receive a tracking number. Respond with this tracking number until the issue is solved.