CompClass User Guide for Students
The Bedford Guide for College Writers, Ninth Edition
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Overview

Welcome to CompClass, your complete Web-based study tool for *The Bedford Guide for College Writers*, Ninth Edition. Not only does it lighten your backpack by offering online access to your textbook and other course materials, but communication tools make it easier to connect with your class community. With CompClass, you can:

- Work with supplemental resource material, such as animations and tutorials.
- Do homework with instant grading and feedback.
- Take and share online notes.
- Participate in discussion forums and chat rooms.
- Maintain your own course blog.
- Communicate with your instructor and/or other students via course e-mail.

This guide is designed to get you into the course software, introduce you to the main features, and leave you comfortable enough to begin working in CompClass on your own.

*Note: Depending on how your instructor has configured CompClass for your course, you may not have access to all the features described in this user guide.*

Getting Help

Details on using the many CompClass features and tools are available in Online Help.

1. Once you've logged in, click the green Help button in the lower-left corner of any CompClass screen.
2. Click on highlighted words, arrows, and image icons for detailed directions or more information about a topic.

For questions that aren’t answered by the help system, call CompClass Technical Support at 1-800-936-6899, or click on submit a support ticket.
System Requirements

The following Web browsers are formally supported and tested for use with CompClass:

- **Windows**: Internet Explorer 6.0 and above; Firefox 1.0 and above.
- **Mac OS X**: Firefox 1.0 and above.

In addition, some CompClass course materials require Adobe Shockwave Player, Adobe Flash Player, Apple QuickTime (5.0 or above), Java, or Adobe Acrobat (version 6 or above). The latest versions of these plug-ins can be downloaded free of charge from Adobe, Sun, or Apple Web sites.

To see which plug-ins you have installed and to find installers, go to the System Check page, available from the CompClass Welcome Screen, the online help system (in the System Requirements section), or directly at http://courses.bfwpub.com/syscheck/.

**Note**: To view some features of CompClass, you may need to turn off your browser’s pop-up blocker, and any pop-up blocker(s) in third-party toolbars you may have added to your browser, such as the Google or Yahoo toolbar.
Registering for Your CompClass Course

To get access to CompClass, you have two options:

1. Purchase a CompClass activation code through the campus bookstore (either packaged with a printed textbook or by itself).
2. Purchase access to CompClass directly from our Web site.

Option One: Registration with an Activation Code

2. Click REGISTER an Activation Code. The registration screen will appear.
3. Enter your Activation Code, name, and e-mail address, which will serve as your CompClass username. You won’t be able to change your e-mail address after you register, so pick one that will be valid for the duration of the course.
4. Create a password and password hint. The password must be at least 4 characters long and should be something memorable.
5. After confirming your email address, select your school location (state/province) from the drop-down menu at the bottom of the screen. A new drop-down menu will then appear where you can choose your institution; then a course/instructor drop-down menu will appear where you can select your course.
6. Click NEXT at the bottom of this screen, confirm your information on the following screen, and click CREATE ACCOUNT to complete the registration process.
Option Two: Purchase Access from the Site

2. Click PURCHASE access to CompClass.
3. Select your institution’s state/province from the drop down menu. You will then be prompted to select your institution and your course from additional drop-down menus.
4. You will set up a profile that will be used to access CompClass. Enter an email address and password, as described in the Activation Code instructions on page 3.
5. Provide payment information, including your name as it appears on your credit card, your credit card number and expiration date, and billing address.
6. Click NEXT.
7. After confirming your information, click on PLACE YOUR ORDER.
8. Once the system has confirmed your payment, a thank you screen will display that confirms your name, email address, username, and password. You will also receive a confirmation email. Once the payment has been processed, you will be able to log into CompClass using the profiles set up in Step 2. You will not need an Activation Code.

Once you have completed the registration process, you will have access to your CompClass course. See LOG IN instructions below.

Logging in to Your Course

Go to http://courses.bfwpub.com/bedguide9e to login to the CompClass course. Enter your e-mail address and password and click LOG IN.

If you have trouble with a log-in ID or password, contact technical support at 1-800-936-6899 or via e-mail at techsupport@bfwpub.com.
Once you've logged in to CompClass, the Home page appears. From here, you can access all the information, tools, and course materials in CompClass.

**Note:** Your instructor can customize this Home page to suit the needs of your class, so what you see on your class’s Home page may not exactly match what’s shown here.

From the Home page, you will be able to:

- **View info about the course and the instructor.**
- **Use tabs to go to specific areas of CompClass.**
- **Search CompClass or the eBook for a topic.**
- **Read or send course mail, update your course blog, or access other communication tools.**
- **View course announcements.**
- **Check your grades, or upcoming assignments, and view other course work related pages.**
- **Jump directly to a chapter of the eBook.**
- **Display online help.**
- **Edit your user profile, forward course mail, and set system settings.**
- **Log out.**

For technical support call 1-800-936-6899.
Home Page Components

Depending on how your instructor plans to use CompClass, the “components” available to you on your course Home page may have been customized. The most commonly used Home page components include:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Info</td>
<td>Contains information about your course, your instructor’s contact information, and course syllabus.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Provides access to assignments your instructor has created by date. All assignments are automatically added to the calendar.</td>
</tr>
<tr>
<td>Communicate</td>
<td>Includes links to course mail tool and other communication tools, such as blogs, discussion forums, and chat rooms.</td>
</tr>
<tr>
<td>Course Work</td>
<td>Includes links to access the course roster, view your grades and attendance, and access the calendar.</td>
</tr>
<tr>
<td>Announcements</td>
<td>Allows you to view class notices.</td>
</tr>
<tr>
<td>CompClass QuickStart</td>
<td>Provides direct links to your e-book.</td>
</tr>
<tr>
<td>Course Materials</td>
<td>Provides links to tutorials, exercises, model documents, and peer review resources.</td>
</tr>
<tr>
<td>Merriam-Webster</td>
<td>Provides dictionary access.</td>
</tr>
</tbody>
</table>

The E-book

The CompClass e-book is a complete online version of X.J. Kennedy’s *The Bedford Guide for College Writers*, Ninth Edition. To open the e-book’s table of contents, click the e-book tab at the top of the page. From there, select the chapter you want to go to.

Once you’re in the e-book, use the navigation pane on the left to jump directly to a section, or the Previous and Next links to get around a section or to go to another section. Use the Open in new window link to keep an eBook page open while you visit other CompClass content. Click the eBook Tools link on each page to access the bookmarking and note-taking tools. Double-clicking any phrase in the e-book will highlight the phrase.
Taking Notes

You and your instructor can add notes to the e-book inside CompClass. Throughout the book, you’ll see the notes your instructor has added Top notes appear at the top of the section to which they were added, and sticky notes appear wherever you or your instructor place them. To add a note:

1. Go to any page of text in the eBook and click the eBook Tools button.
2. From the pop-up menu, click Add Top Note or Add Sticky Note.
3. In the displayed Note Box, type the text of your note. Use the buttons to add bold or italic text. You can even insert a link to a Web site, an image, or embed a video.
4. Use the drop-down list to specify your note as Public (anyone subscribed to your note set can view these notes, but only you can edit them), Shared (anyone subscribed to your note set can edit these notes), or Private (only you can view or edit these notes).
5. Click SAVE to save your note. To edit the saved note later, click the Edit icon in the note’s top-left corner.

Note: For more on sharing notes, refer to CompClass online help.
The Communicate page contains components that allow you to do various types of writing, from informal to formal, and from public to private. Here we’ll cover discussion forums, blogs, and course mail.

**Discussion Forums**

Your instructor may add a discussion forum to your course— a space for class- or group-wide conversations about assignments or hot topics. Each forum member can post messages, and all members can respond to any message or to other responses.

An initial message post and all subsequent responses to it—or to other responses—are tied together in what’s called a thread. All forum content is organized by threads, with responses indented, so that you can easily follow the flow of a conversation.

The Communicate and Course Work components on your Home page provide a link to access existing discussion forums. Discussions forums can also be accessed from your Communicate page and the Assignment Center.

If you want to be notified when others post to a discussion forum, click the Subscribe link underneath the link to access the forum. By subscribing to a discussion forum, any post made to the forum will be automatically sent to your Internet e-mail account.

**Blogs**

When you register for CompClass, you are automatically given a blog to use as a public journal. Other students can post responses, but only you can make a new post. The most recent blog post appears at the top of the screen, with all others below it.

Your instructor may use a blog to keep you up-to-date on class activities, or as a fun way to let you get to know him or her. If your instructor hasn’t removed the blog feature, you can, for example, use your blog to record notes on the reading you’re doing for class, or to tell your classmates about yourself.

You can access your class’s blogs from the Communicate page or the Communicate component on your Home page, where you’ll find links to your blog and the blogs of other class members, including your instructor.
Note: If your instructor has removed the class blog feature, the steps below will not work.

1. From the Home page, click the Class Blogs link.
2. From the Class Blog Index, you can access your blog, your instructor’s blog, and those of other class members.
3. Click the Your blog: link.
4. Click the New Post button.
5. Type in a title for your post and add text. As in other areas of CompClass, you can add links to Web sites, upload images, and embed video.
6. Click Submit when finished.

Course Mail

CompClass includes its own e-mail system for communicating with your instructor and others in your course. Your instructor may use this course mail to send out reminders or to communicate directly with you. To access your course mail, click Inbox in the Communicate area of your home page, or click Compose to jump directly into writing an email.)

Note: Your course mail will be automatically forwarded to the e-mail address you use to sign in to CompClass. To change your e-mail forwarding address, click the Preferences button in the sidebar on the left of your screen. Click System Settings, page down to Mail Settings, and enter the e-mail address to forward your mail to in the Forwarding Address field. Select a forwarding mode, and click Save. When you reply to forwarded course mail, the reply is sent through the outside e-mail address associated with the sender, not through the course mail system.

For technical support call 1-800-936-6899.
Below is an overview of the Course Mail inbox. Please refer to the online help for more information.

To send an e-mail from the Home page, click **Compose**. Next, click **Add Recipients** and add course members to the To, CC, or BCC lists, then click **OK**. Type the subject and e-mail text, then click **Send**.

Your Compose Message screen will look like this:
The CompClass Course Materials page contains tutorials, ESL Help, model documents, i-cite visualizing sources, and peer review resources.

In addition to resources supplied by the publisher, your instructor may add course-specific materials, such as essay guidelines. These will also be listed on the Course Materials page.

1. From anywhere in CompClass, select the course materials tab.
2. Select one or more of the CompClass Course Materials and view the resource.

Note: Your instructor may also add course materials directly to the e-book. These will appear at the bottom of the page.
Note: Your instructor may set up CompClass so that your assignments are listed in the Course Materials tab, or your assignments may simply be called out through an announcement. Check with your instructor to make sure you know how to access the assignments.

When your instructor creates an assignment in CompClass, it is added to the Assignment Center. CompClass keeps track of what assignments you’ve completed and when upcoming assignments are due.

Assignments due in the current week are listed on your Home page under calendar. To view all assignments, both past and upcoming, click the assignments tab.

The Assignment Center lists all of your course assignments. It shows each assignment’s due date, Gradebook points, and the status of the assignment. You can use the Sort Assignments by drop-down menu to change the order in which assignments are listed. Click an assignment to work on it.

Due dates for assignments are also posted in your course calendar. Click Go to Calendar to display the calendar.
Checking Your Grades

On your Home page, click the Grades link within the course work component to check your current status in the course. Your grades may also be listed in the Gradebook tab, if your instructor has made this tab available to students. The Grades page shows your current overall grade at the top of the page. Grades for each assignment follow, along with any comments entered by your instructor.