



CompClass Instructor Quick Start
for *The Bedford Handbook*, Seventh
Edition

System Requirements

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

- Windows:** Internet Explorer version 6 or 7 and Firefox version 1.0.7+ and above.
- Mac OS X:** Firefox version 1.5 and above.

In addition, some CompClass resources require plug-ins such as Adobe Flash Player, Java, or QuickTime. To see which you already have and to find installers, click the **System Check** link at the bottom of the CompClass login screen or go directly to <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 toolbar(s) you may have added to your browser, such as the Google or Yahoo toolbar.

Online Help



For more details on using the many CompClass features and tools, click the Help (?) button in the lower-left corner of any CompClass screen.

(Note: This online help system is only available after you've logged in to CompClass.)

Want live help and training? Visit us at yourcompclass.com to sign up for a live, Web-based training session. Sessions take about an hour, and a trainer walks you through all of the tools and options below.



Instructor Access

If you don't yet have access to your own CompClass course, take the following steps to begin your course activation process:

1. Go to yourcompclass.com.
2. Under the **Teachers** tab, select **Overview**.
3. Click the **ADOPT** link next to the version of CompClass you wish to adopt.
4. A form will open in a new window. Fill in all four screens.
5. Click **Submit**.
6. Once you have completed these steps, the course will be delivered to you (via e-mail) within 48 hours. You will receive all of the necessary information and instructions by e-mail.

Student Access

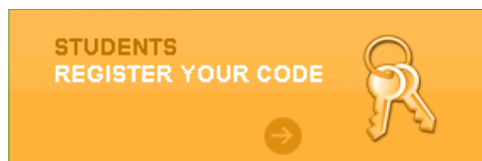
Your students can register for and access your course once you set it up. To get access to CompClass, your students have two options:

1. If you have ordered CompClass access cards, stand-alone or packaged with a book, your students can purchase them through the campus bookstore.
2. They can purchase access to CompClass directly from our Web site.

We can provide you with an electronic handout/syllabus insert and PowerPoint slides to help you explain the registration process to your students. We've also included the directions for each option below.

Option One: Registration with an Activation Code

1. Go to yourcompclass.com.
2. Click **REGISTER YOUR CODE**.
3. Scroll down to CompClass for *The Bedford Handbook* and click on the link to **REGISTER YOUR CODE**.
4. 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.
5. Create a password and password hint. The password must be at least 4 characters long and should be something memorable.
6. Register for a specific class by selecting your school location (state/province) from the drop-down menu at the bottom of the screen. Subsequent drop-down menus allow you to choose your institution and course title/instructor.
7. Finally, click **NEXT** at the bottom of the screen, confirm your account information, and click **CREATE ACCOUNT** to complete the registration process.



Option Two: Students Purchase Access from the Site

1. Go to yourcompclass.com.
2. Click **PURCHASE ACCESS TODAY**.
3. Scroll down to CompClass for *The Bedford Handbook* and click on the link to **PURCHASE**.
4. Select your institution's state/province, your institution name, and the course title/instructor from the drop-down menus.
5. Enter an e-mail address and password. 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. The password must be at least 4 characters long and should be something memorable.
6. Provide payment information, including your name as it appears on your credit card, your credit card number and expiration date, and billing address.
7. Click **NEXT**.
8. After confirming your information, click on **PLACE YOUR ORDER**.



9. Once the system has accepted your payment, a thank you screen will confirm your name, e-mail address, username, and password.
10. You will also receive a confirmation e-mail.

Logging in to your Course

Both you and your students should go to yourcompclass.com to login to your CompClass course.

1. Enter your e-mail address and password.
2. Click **Login**.

If you or your students have trouble with a log-in ID or password, contact technical support: 1-800-936-6899 or via e-mail at techsupport@bfwpub.com.

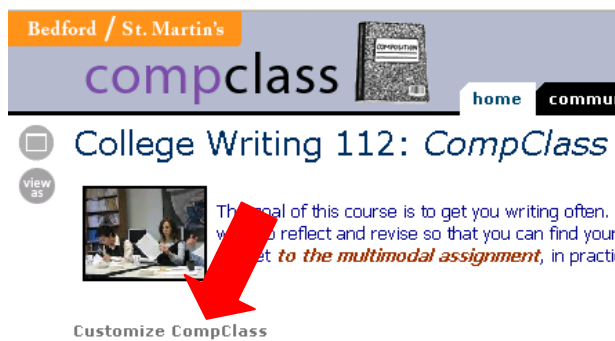
The Home Page

Once you've logged in, you will arrive on the Home page, where you can access all the resources in CompClass.

Customize CompClass

As the instructor, you can customize the Home page to address your course needs. Click **Customize CompClass** to access the Customize CompClass menu. From here, you can do the following:

1. Click **Home page layout** to add, remove, or rearrange Home page components.
2. Click **Course description** to add a course description to your Home page.
3. Click **Tab Setup** to add or remove tabs from the banner of your course.
4. If you're not in Eastern Standard Time, click **Time zone settings** to set your time zone.
5. Click **Advanced course settings** and **Set-Up** to help you set up your Gradebook.



View the Course as a Student



What you see in CompClass is often different from what your students see. The current view mode is indicated by either (Student) or (Instructor) after your name in the upper-right corner of any screen.

1. To see how your course looks to your students, click **view as** in the top-left corner of any screen.
2. Click **OK** to confirm entering Student view.
3. In Student view, you won't be able to modify the course or to grade assignments.
4. To return to Instructor view, click **view as** again, and click **OK**.

CompClass E-book

The CompClass e-book is a complete online version of Diana Hacker's *The Bedford Handbook*, Seventh Edition.

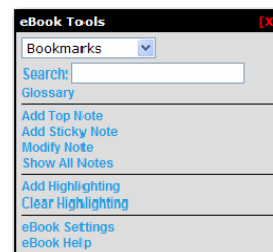
Navigating the E-book

1. Click the **e-book** tab at the top of any screen to open the Table of Contents.
2. Use the **Navigation Pane** on the left to search through the chapters, and the Previous and Next links on the upper right to move from page to page.
3. Use the **Open in new window link** at the top right to keep an eBook page open while you visit other Portal content.

E-book Tools

The **eBook Tools** menu allows you and your students to add bookmarks, highlighting, and notes.

1. Navigate to any e-book section and click the eBook Tools button on the right of the page.
2. The **eBook Tools** menu shown here will appear.



Course Materials

Click on the **course materials** tab for a list of readings; model documents; tutorials; writing, grammar, and ESL exercises; and peer-review resources. Click any item on the list to review and assign the materials. To add your own course materials to this page, click the **Add a new content item** button below the list of CompClass Course Materials.

Assignments

In CompClass, you can assign our preloaded course materials and e-book content, or create your own. Here, we'll walk you through creating a discussion forum, a space where you can set up class- or group-wide conversations about assignments or hot topics. Use this procedure as a model to assign other CompClass content.

1. Click on the **Assignments** tab to go to your Assignment Center. Click **Add an assignment** at the top of the page. You will then see two drop-down menus.
2. From the **Create a new assignment** drop-down, select **Discussion Forum** and click **go**.

Create New Assignment CLOSE

Enter a title for your new assignment:

Create Instant Discussion Forum **NEW**

Note: Once an instant assignment has been created, it will appear in the list below. You can then change due date and gradebook settings using links in the Due Date and Gradebook Points columns. To change other settings, roll over the assignment title and click the [settings] link.

3. Supply a forum name – e.g., **Focusing your thesis for paper 1**.
4. Click **Create Instant Discussion Forum** to let CompClass provide default assignment settings, or click **Create & Change Settings** to set your own.
5. You will be placed into your new discussion forum where you can use the **Start New Thread** button to post an initial message.

You and your students can access the discussion forum from the Assignment Center or from the Communicate tab..

Gradebook

From the CompClass Gradebook, you can view and edit your course roster and students' grades, as well as create groups of students and set up attendance.

Gradebook

Add Assignment • Course Roster • Groups/Sections • Attendance • Transfer Grades to LMS (BETA) • Other Gradebook Functions

Show: **ALL GROUPS/SECTIONS** Only Students Number to Display: 25 View: Default Points Percentage

*Click column headers to sort, grade, change settings for, or rearrange assignments.
 Click student names on the left to enter grades by student.*

[taller grid area](#) | [shorter grid area](#)

User Name	Overall	Essay One: An	Quiz 6-12-2008	Peer Review Overall	Peer Review On Reading Analysis	Incorporating st	Argument Tech
Raw Class Average	51.2/60	0/100	20.19/25	80.75/100	0/0	85/100	21.75/30
Curie, Marie (mcurie@course)	244.5/285	58/60	19.5/25	78/100	0/0	100/100	22.5/30
Emerson, Ralph (remerson@)	45/60						
Lovelace, Ada (alovelace@)	177/285	55/60	20/25	80/100	0/0	70/100	19.5/30
Pasteur, Louis (lpasteur@cc)	238.5/285	58/60	22.5/25	90/100	0/0	90/100	25.5/30
Smith, Adam (asmith@course)	188.75/285	40/60	18.75/25	75/100	0/0	88/100	19.5/30