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**CompClass Instructor Quick Start  
for *The St. Martin's Guide to Writing*,  
Eighth Edition**

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## 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/>.

The screenshot shows the CompClass login interface. At the top, it says 'compclass' and 'Bedford / St. Martin's'. Below that is the title 'THE ST. MARTIN'S GUIDE TO WRITING'. The main content area is divided into two columns. The left column is for logging in, with fields for 'Email Address' and 'Password', a 'LOG IN' button, and links for 'Forgot your password?' and 'Need to switch courses?'. The right column is for new users, with a 'New to CompClass? Get Started Here!' heading and links for 'Preview', 'Students', and 'Instructors'. The footer contains links for 'Privacy Policy', 'Terms of Service', 'Refund Policy', 'Contact Us - Technical Support', and 'System Check', with the latter circled in red.

**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.

## 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 the CompClass login page at <http://courses.bfwpub.com/theguide8e>.
2. Click **ADOPT** CompClass. A form will pop up. Fill in all the requested information.
3. Click the **Submit** button at the bottom of the screen.
4. Once you have completed these steps, the course will be created within 48 hours. You will receive all of the necessary information and instructions by e-mail.

## Student Access

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

***Note:** We can provide you with an electronic handout/syllabus insert and PowerPoint slides to help you explain the registration process to your students.*

### Student Option One: Purchase Access Directly from the Site

1. Students should go to <http://courses.bfwpub.com/theguide8e>, click **PURCHASE access to CompClass** and select their state/province from the drop down menu. Students will then select their institution and your course from additional menus.
2. Students will set up the profile that they will use to access the portal. They must enter a name and e-mail address and choose a password.
3. Students then enter payment information, including their name (as it appears on the credit card), credit card number, expiration date, and billing address, and click **NEXT**. After confirming their information, students will click **PLACE YOUR ORDER**.
4. Once the system has confirmed payment, a thank you screen will display that confirms the student's profile information. Students will also receive a confirmation email.
5. When the payment has been processed, students will be able to log into CompClass using the profiles set up in Step 2. They will not need an Activation Code.

### Student Option Two: Register with an Activation Code

1. Students who received an Activation Code do not need to purchase access through the site. Instead, they should go to <http://courses.bfwpub.com/theguide8e> and click **REGISTER an Activation Code**. The registration screen will appear.
2. Students will enter their Activation Code, name, and e-mail address (the email address will serve as the student's CompClass username).
3. Students then create a password and password hint. The password must be at least 4 characters long and should be something memorable.
4. Students register for a specific class by selecting their school's location, name, and your course from the drop-down menus.
5. Students then click **NEXT** at the bottom of the screen, confirm their account information, and click **CREATE ACCOUNT** to complete the registration process.

***Note:** Students won't be able to change their email address once they've registered, so they must choose an address that will be valid for the duration of the course.*

## Logging in to the Course

Both you and your students will go to <http://courses.bfwpub.com/theguide8e> to login to the CompClass course.

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

***Note:** If you or your students have trouble with a login ID or password, contact tech support by phone at 1-800-936-6899 or e-mail at [techsupport@bfwpub.com](mailto: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 grade assignments.
4. To return to Instructor view, click **view as** again, and click **OK**.

## Online Help



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

1. 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.

## CompClass E-book

The CompClass e-book is a complete online version of Axelrod and Cooper's *The St. Martin's Guide to Writing*, Eighth Edition.

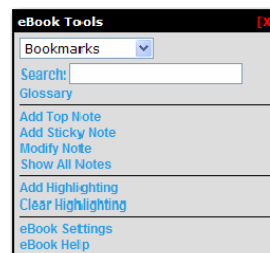
### Navigating the E-book

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.



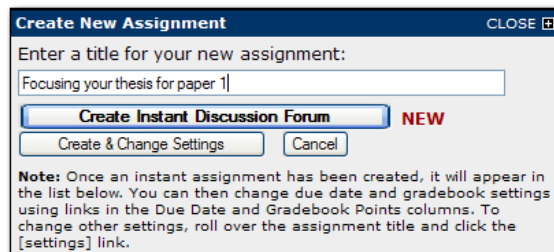
## Course Materials

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**.
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, from the Communicate tab, and on the Calendar.

# 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 Printable Version

*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	<input checked="" type="checkbox"/> Essay One: An i	<input checked="" type="checkbox"/> Quiz 6-12-2008	Peer Review Overall	<input checked="" type="checkbox"/> Peer Review On	Reading Analysis O	<input checked="" type="checkbox"/> Incorporating sc	<input checked="" type="checkbox"/> Argument Techn
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	45/60	'	'	'	'	'	'
Lovelace, Ada (alovelace@c	177/285	55/60	'	20/25	80/100	0/0	70/100	19.5/30
Pasteur, Louis (lpasteur@co	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	80/100	19.5/30