CompClass User Guide for Instructors

The St. Martin’s Guide to Writing, Ninth Edition

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For technical support call 1-800-936-6899.
Overview

Welcome to CompClass for *The St. Martin’s Guide to Writing*, Eighth Edition. CompClass combines an array of instructor and student content with numerous course management tools. In this guide we’ve outlined steps you can use to set up your course and get started quickly.

After reading this guide, you will be able to:

- Add a course description and contact information
- Publish your syllabus
- Design your home page
- Set your course time zone
- Assign a CompClass resource
- Create and assign discussion forums
- Post to your blog and access student blogs
- Create and assign a quiz
- Create and assign additional course materials
- Customize the e-book by adding notes, rearranging chapters, and removing sections
- Access CompClass instructor course materials
- Use the CompClass Gradebook
- Manage course mail

Online Help

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

1. Once you’ve logged in, Click the Help button available from any screen in CompClass.
2. Click on highlighted words, arrows, and image icons for detailed directions or more information about a topic.

*Note:* To sign up for a live, Web-based training session, visit us at [http://bfwtraining.webex.com/](http://bfwtraining.webex.com/)

Sessions take about an hour and a trainer walks you through all of the tools and options.
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 toolbar(s) you may have added to your browser, such as the Google or Yahoo toolbar.*

Adopting CompClass

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/theguide9e
2. Click the ADOPT CompClass link. 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 delivered to you (via e-mail) within 48 hours. You will receive all of the necessary information and instructions by e-mail.

For technical support call 1-800-936-6899.
Student Access to CompClass

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 below for both options.

Option One: Registration with an Activation Code

Give the following directions to your students:

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. 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.
6. 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

Give the following directions to your students:

2. Click **PURCHASE access to CompClass**.
3. Select your institution’s state/province from the drop down menu. You will be prompted to select your institution and course from subsequent drop-down menus.
4. You will then set up your CompClass profile, including email 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. Your password must be at least 4 characters long and should be something memorable.
5. Provide payment information, including your name as it appears on your credit card, your credit card number and expiration date, and billing address, and click **NEXT**. After confirming this information, click on **PLACE YOUR ORDER**.
6. Once the system has confirmed payment, a thank you screen will display that confirms your name, email address, username, and password. You will also receive a confirmation email. When the payment has been processed, you will be able to log into the portal using the profile set up in Step 4. You will not need an Activation Code.

Logging in to your Course

Both you and your students will go to [http://courses.bfwpub.com/theguide8e](http://courses.bfwpub.com/theguide8e) to login to the CompClass course. Enter your e-mail address and password and click **LOG IN**.

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

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

Once you’ve logged in, you will arrive on the Home page, where you can access all the information, tools, and course materials in CompClass. **As the instructor, you can customize this Home page to match the needs of your class. If you customize the Home page and/or other areas of CompClass, they will not exactly match the screenshots you see in this guide.**

From the Home page, you will be able to:

- Use tabs to go to specific pages of the course.
- View your course from a student’s perspective.
- View or add info about yourself and your course.
- Jump to the Gradebook, course roster, and other course-work related pages.
- Launch the online help.
- Log out.
- Search the entire course for a topic, or find a section or topic in the eBook.
- Add, edit, and view course announcements.
- Jump directly to a chapter of the eBook.
- Edit your user profile, forward course mail, and set system settings.
- Many parts of CompClass look different to students than they do to instructors. To view your course from a student’s perspective, click the view as button in the upper-left corner of any CompClass screen. To return to the instructor view, click the view as button again.

For technical support call 1-800-936-6899.
Customizing Your Home Page and Course Environment

CompClass offers a number of tools for customizing your course environment. For example, you can enter a course description to appear at the top of the Home page, upload or link to your course syllabus, customize the components available on your Home page, and set the time zone for your course. We'll cover these customization options here. For more options, check the online help.

Adding a Course Description

To add a course description that will appear at the top of your Home page:

1. From the home page, click Customize CompClass in the top-left corner of the window.
2. Click Course description.
3. Enter your course description. You can use the toolbar to format text, insert links, and add pictures.
4. Click Submit Description. Your new description will be displayed at the top of the Home page. If you see a mistake, follow the same steps outlined above to make edits.
Adding Your Contact Information, Syllabus, and User Profile

The Course Info component on your Home page allows you to enter details about your course. Note that if you remove the Course Info component, you will need to add it back to your Home page to change the name of your course. Follow the steps below to set up your Course Info component.

1. From the Home page, click the light grey Edit icon for the Course Info component.
2. Supply or edit your course name, course/section code, your name, your contact information, and your office hours. You can enter as much or as little information as you wish.
3. To add a downloadable copy of your syllabus to CompClass, click the "Upload" button and follow the instructions in the pop-up dialog. If you've posted your syllabus on another website, you can enter a link to the syllabus in the Syllabus Link field.
4. Click Update when you're done entering information.

When finished, your Course Info component display will be similar to the one shown to the right.

The Preferences button on your home page allows you to personalize your Profile. An instructor’s profile is available to students when they view the roster of course users.

Follow the steps below to set your user profile:

1. From your Home page, click the Preferences button on the bottom of the screen.
2. Click Personal Information.
3. Enter any personal or contact information you would like to share with the students in your course. There is room to add a descriptive About Me paragraph and a photo if you like.
4. Click Save when you’re finished.
Customizing Your Home Page Layout

You can customize the components available to you and your students on your course Home page. To edit individual components, click the light gray Edit button that appears in the upper-right corner of the component.

Available Home page components include:

- **Course Info**: Contains information about your course, including your contact information and syllabus.
- **Calendar**: Lists assignments by due date.
- **Communicate**: Includes links to course e-mail, blogs, discussion forums, and live chat.
- **Course Work**: Includes links to access your course roster, manage students' grades, record attendance, and access the calendar.
- **Announcements**: Allows you to post class notices.
- **Course Materials**: Provides direct links to your e-book and other CompClass resources.
- **Merriam-Webster Dictionary**: Provides direct dictionary access.
- **And many more**: There are more than 20 available components. Try them out and see what you find useful for your course.

To add, delete, or rearrange your Home page components:

1. From your Home page, select **Customize CompClass** in the upper-left corner of the screen.
2. Click **Home page layout**.
3. To add a component to your Home page, highlight it in the list and click **Add Component** at the bottom of the Available Components list. The component will appear at the bottom of Column 1 in the layout.
4. Drag and drop components into Columns 1, 2, or 3 to rearrange them on the Home page.
5. To remove a component, click the small “X” to the right of the component name in the layout.
6. Click the **Save** button when you've made your desired changes.
Setting the Time Zone

The time zone function affects due dates, calendar dates, and other settings in CompClass. By default, CompClass courses are set to US Eastern Time. Follow the steps below to set the time zone for your course.

1. From your Home page, select **Customize CompClass**.
2. Click **Time zone settings**.
3. Use the radio buttons to select your time zone.
4. Click **Submit**.

*Note: Daylight savings time changes will be automatically taken care of by the Portal.*

Tab Setup

Across the top of the Class window are labeled tabs that jump to specific areas of your course. You can modify these tabs, create new tabs, and control which ones are available to students.

1. From your Home page, select **Customize CompClass**.
2. Click **Tab setup**.
3. Click the **about** link for a description of the tab’s function.
4. Click the checkboxes to include or remove tabs from your course.
5. Rename the tabs by changing the text in the **Name** fields.
6. Use the yes/no radio buttons to indicate whether or not each tab should be available to students.
7. Reorder the tabs using the **up** and down **down** arrows.
8. For Custom Tabs, you will be asked to supply a URL or content item to link to from the tab.
9. When you’re done, click the **Apply Changes** button at the bottom of the page.
10. Click the **Revert to Default Settings** button to abandon changes.
The Assignment Center

CompClass offers a wealth of activities, quizzes, and e-book content you can access to shape your course. You can also create assignments using your own content. Here, we’ll walk you through assigning an e-book chapter and creating a quiz. Note that anything in CompClass can be assigned, using the procedures outlined here.

Assigning an E-book Chapter

1. Select the assignments tab at the top of the screen. This takes you to the CompClass Assignment Center.
2. From this page, you can set or reset due dates for quizzes and any other content you have assigned. You can click the Remove buttons on the right side of the window to remove assignments. For now, click the Add an assignment button.
3. From the option to Assign an existing content item, select CompClass Course Materials from the content item drop-down menu. Click the go button. (We’ll cover creating new assignments below.)
4. On the subsequent page, use the ( ) icon to expand The St. Martin’s Guide to Writing e-Book. Click the checkbox for Remembering an Event. You can actually select more than one chapter to assign, or click the chapter name to burrow in and assign a specific section, but we’ll keep it simple for now.
5. Click the Continue button at the bottom of the screen.
6. On the Add Assignment screen, set your due date. If you are not sure, approximate the date – you can change it later.
7. Click Save when finished.
8. Return to the Assignment Center. Your assignment will be posted and visible to students.

For technical support call 1-800-936-6899.
Using the Calendar

One convenient feature of CompClass is that your assignments automatically appear on the calendar:

1. From the Assignment Center, select the link in the upper-right corner of the window to Go to calendar. (There is also a link to the Calendar from the Course Work component on the Home page.)
2. Locate and click on the assignment you just posted. Note that you (or your students) are then taken directly to the assignment (in this case, the table of contents for the eBook chapter).
3. Return to the Calendar.
4. Hover your mouse over the Remembering an Event assignment. As the instructor, you can use the pop-up menu to edit the assignment.
5. Select Edit.

You will be directed into the settings for the assignment. There are many options available here. For example, you can send your students a reminder via Course Mail about the assignment 24 hours before it is due. Additional settings are described below; see the online help for complete information on content item settings.

**Important Note:** You can also edit assignment settings by rolling over the assignment’s title in the Assignment Center and clicking the settings link that will appear there. Additionally, from inside the assigned content item itself, you can click the change settings link just under the item title.
Creating and Assigning Quizzes

In addition to assigning the Exercises listed in the course materials area, you can create your own quizzes to use for homework assignments or online tests. When you create a quiz, you can pull questions from a bank of thousands of test questions that come with CompClass, or you can create your own questions. Let’s take a walk through the process of creating a quiz.

1. Go to your Assignment Center. Click Add an assignment, then select Quiz from the Create a new assignment drop-down and click go.
2. To quickly create a quiz and start adding questions, enter the quiz name and click Create Instant Quiz. You can come back to the Assignment Center later to set the due date and other settings (for example, you can scramble the questions and/or multiple choice answers in the quiz). To edit these settings before creating the quiz, click Create Quiz & Edit Settings.
3. Now that you’ve created an instant quiz, you can begin adding and/or composing questions. To begin, try creating a question of your own. Under the Create your Own dialog box, use the drop-down menu to view your options. Select Multiple Choice and click go.
4. In the text field type the question "Which of the following is an adjective?" In the answer fields put car, truck, fast, train, and next to fast, put 1 point.
5. In General Feedback, type “See section B1 for review”. You can add feedback for specific answers selected in the fields to the right of the answer choices.
6. Click Save. Note that your new question will be listed on the right side of the screen.
7. Now that you have created your own question you may want to see what questions are available to you from the test bank. Under the From the Testing Toolkit section, use the drop-down menu to select Adjectives and Adverbs and click go.
8. You have a lot of question sets to choose from. Click the small blue triangles (.scene) to preview the full questions and answers. Use the checkboxes to select some question sets and click the Add Selected Items button. Questions included in your quiz will be listed on the right side of the screen.
9. Edit questions by clicking the pencil icon (แก้ไข) and delete them by clicking the (ลบ) icons. Use the arrow icons to move questions up and down in the quiz. Click the done adding questions link at the top of the screen when you have finished. Back at the Assignment Center, you will see your new quiz listed on the page. You can click on the assignment and use the Begin Quiz link at the top of the page to experiment and take the quiz.
10. Click the Remove button associated with the quiz to Unassign or Delete it.
11. To access the item after you’ve unassigned it, click Show unassigned items at the top-right corner of the Assignment Center.
Assigning Diagnostic Quizzes

CompClass includes a set of quizzes to help ascertain students’ comprehension of topics such as basic grammar, punctuation, and word choice. After students take a diagnostic quiz, CompClass immediately presents them with the quiz results and a personalized study plan that links to exercises they can take to strengthen their skills.

Students can take diagnostic quizzes at any time during the course. Alternatively, you can assign quizzes for credit, or just to get an idea of your students’ strengths and weaknesses.

To assign a diagnostic quiz:

1. Go to the course materials tab.

2. Choose Exercise Central Diagnostics. The Diagnostic Quizzing Index Page appears, listing quizzes available for the course.

3. Click Assign next to the quiz you want your students to take.

4. In the Settings dialog box, you can assign the quiz to students, include it in your gradebook, set a time limit or maximum number of attempts allowed, determine whether to show students correct answers (after they take the quiz), and set availability options.

Note: Setting availability dates is not the same as assigning. To assign a quiz, click Modify Assignment Settings and set the due date and time. The purpose of setting availability dates is to tell CompClass when to make an assigned quiz appear in and disappear from your students’ Assignment Center.

Viewing Your Students’ Diagnostic Quiz Results

You can use the Diagnostic Quiz Overview to see how students performed as a group or individually in each area tested. Once you analyze the results, you may want to adjust your teaching strategy address the various needs of your students.
1. From the Diagnostic Quizzing Index page, click **Report** next to the quiz for which you want to see a summary of the class’s results.

2. To see an individual student’s overall results, select the student’s name from the **ALL ENROLLED USERS** drop-down menu at the top right of the page.

3. To see a student’s personalized study plan, click the **Personalized Study Plan** button.
Adding and Assigning Your Own Course Materials

You may add your own content to several different sections of CompClass, including the e-book, the Course Materials area, and the Assignment Center. Follow the steps below to add your own content to CompClass. In this example, we will assign a Web site for students to visit.

1. Click the assignments tab to go to the Assignment Center.
2. Click the Add an assignment button.
3. Use the Create a new assignment drop down to select CHOOSE FROM A MENU OF ALL ITEM TYPES. Click the go button
4. Click Link to create a link to another Web site.
5. On the Content tab of the New Link settings supply a link name – Writer’s Link. At the bottom of the Content tab supply a Link URL.
6. Click the Assignment settings tab. Set a due date. Since web links cannot be scored, make sure “Include item in Gradebook” is not checked.
7. Click Save when finished.
8. Return to the Assignment Center or go to the Calendar. You will see your newly created Web link within both areas.

To add content to the Course Materials area, click the course materials tab. In the Instructor-added course materials section, click Add a new content item, which will open the menu of all item types—the same menu that appears when you select CHOOSE FROM A MENU OF ALL ITEM TYPES within the Assignment Center.

See the online help for descriptions of all the different types of content items you can add to CompClass, such as discussion forums, multi-part lessons, and folders, and the different options and settings for each.
The Communicate Page

The Communicate page contains components that encourage 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

A discussion forum is a space where you can set up 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. If you require class participation as part of your course, the forums are a useful tool for tracking how often individual students participate, as well as how much they say.

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.

Existing forums will be listed on the Communicate page, as well as within the Communicate and Course Work components on your Home page. While you could create a discussion forum from these components, the easiest way to create a discussion forum is from the Assignment Center.

1. Go to your Assignment Center. Use the Create a new assignment dropdown to select a Discussion Forum and click go.
2. Supply a forum name – e.g. Focusing your thesis for paper 1.
3. Click Create Instant Discussion Forum. You can go back to the Assignment Center later to set the due date and other settings. (To edit these settings before creating the quiz, you would click Create & Change Settings).
4. You will be directed into your new discussion forum where you can use the Start New Thread button to post the initial message.

The new discussion forum will be listed in the Assignment Center, on
the Communicate page, and on the Calendar.

Blogs

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

You can use an instructor blog to keep students up-to-date on class activities, or as a fun way for students to get to know you. The student blogs can be useful for getting students in the habit of daily writing and reflection.

The Communicate component on your Home page provides links to your blog and student blogs. You can also add the Blogs component to your Communicate page.

1. Click the My Blog Link within the Communicate component on your Home page.
2. Click the link to Add a title for your blog and name your blog – e.g. Instructor CompClass Blog.
3. Click the New Post button.
4. Key in a post title and some text.
5. Click Submit when finished.

Course Mail

CompClass includes its own e-mail system for communicating with your students and others in your course. To access your course mail, click Inbox in the Communicate component of your home page, or click Compose to jump directly into writing an email.

As noted above, you can use the “Assignment Reminder” function to have CompClass automatically send an e-mail to all your students a certain number of hours before an assignment is due. This e-mail will go to their course mail inbox. Posts to discussion forums can also be sent directly to students’ and instructors’ course mail inbox.
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 bottom 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 associated with the sender, not through the course mail system.

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. 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:
For technical support call 1-800-936-6899.
The 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. To open the e-book’s table of contents, click the e-book tab at the top of any CompClass screen. From there, select the chapter you want to see.

Once you’re in the eBook, use the navigation pane on the left and the Previous and Next links to get around a chapter or to go to another chapter. Use the search in the upper right corner of the window for a list of eBook sections and course materials about any given topic. Use the Open in new window link to keep an eBook page open while you visit other course content.

Click the eBook Tools button on each e-book page to access the bookmarking and note-taking tools. Double-clicking any phrase in the e-book will highlight the phrase.
Customizing Your E-book with Notes

Notes are one of the most powerful features of the e-book. The two types of e-book notes are top notes, which always appear at the top of the section where you place them, and sticky notes, which can be positioned anywhere on the page.

Both you and your students can add notes to any e-book section. Best of all, you can set up notes for your students to see when they open their e-book. To add a note:

1. Navigate to any eBook section and click the eBook Tools button. From the resulting pop-up, click Add Top Note or Add Sticky Note.
2. Type in your note.
3. If you want your students to see this note, choose Public from the drop-down menu above the note text. "Private" notes will not be visible by your students.
4. Click SAVE. If you designated the note as public, your students will automatically see the note in this section the next time they log in.
5. Students can also add their own notes to each section; their notes will show up right above yours in their copy of the e-book.
Rearranging E-book Chapters

You can easily rearrange the chapters in the e-book to match the order in which you will cover topics in your course. To do so, follow these steps:

1. Click the e-book tab at the top of CompClass to see the e-book table of contents.
2. Click the rearrange link just under the e-book title.
3. Drag and drop the chapters to reorder them.
4. Click Save when finished.

Hiding E-book Chapters from Student View

If you don’t want to use particular chapters in the e-book, you can hide them so that students can’t access them.

1. Click the e-book tab to view the table of contents.
2. Roll your mouse over the chapter you want to hide.
3. Click settings.
4. Click the Access tab of the settings menu.
5. Check Do not allow users to view this item.
6. Click Save.

You also have the option of deleting chapters entirely, though we don’t recommend that you do so, for it’s difficult to restore deleted content. To delete a chapter entirely, click the e-book tab again to view the table of contents, roll your mouse over the chapter you want to delete, and click the delete link that will appear under the chapter title. From the subsequent screen, choose the first link Delete This Folder and confirm that you really want to delete the item.

Adding Content to the E-book

You can also add new content items—e.g., Web links, uploaded documents, or pages you write from scratch right in CompClass—anywhere in the e-book. To do so, navigate to the place where you’d like to add the item, click the add content link under the title at the top of the screen, and follow the steps outlined in the “Adding and Assigning Your Own Course Materials” section above. New items will be placed at the bottom of the chapter or section. Rearrange the items, as described above, to move them into place.
To point to an already-existing content item from another area in the course select the item type **Shortcut** from the menu of items to add. Expand the list of course content until you find the material that you wish to add.

**Course Materials**

The CompClass Course Materials page contains tutorials, ESL Help, model documents, cite visualizing sources, and peer review resources for you and your students. You can also access instructor-specific course materials, such as ancillaries and exercise handouts.

1. From anywhere in CompClass, click on the **course materials** tab.
2. Click on any of the links in the CompClass Course Materials section to review and assign the many resources.
3. To access instructor-only resources, click the link for Instructor Resources at the bottom of the course materials list. This link will not be available to your students.
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. We’ve provided an overview of Gradebook options in the following sections. For more information, consult the online help.

Gradebook Export

Use the Gradebook Export option to backup your Gradebook and/or to create a file that can be used to manage your grades in a spreadsheet or another course management system. Follow the steps below to export your Gradebook to a CSV (comma separated value) file.

1. From the Gradebook, click the **Other Gradebook functions** menu at the top of the window and choose **Export Grades**.
2. Use radio buttons to select **Comma Separated** format for the export file. Check the boxes for Averages and Course ID if you would like to export these, and choose Percentages or Points to export.
3. Click **Export** to finish. You will be prompted to save the file with the default file name gradebook.csv.