Getting Started with HistoryClass for
Ways of the World: A Brief Global History with Sources, First Edition

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Overview

Welcome to HistoryClass for Ways of the World: A Brief Global History with Sources, First Edition. HistoryClass 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 HistoryClass 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 HistoryClass instructor course materials
- Use the HistoryClass gradebook
- Manage course mail

Online Help

For more details on using the many HistoryClass features and tools, click the Help (?) button in the lower-left corner of any HistoryClass screen. (Note: This online help system is only available after you’ve logged in to HistoryClass.)

Want live help and training? Visit us at bwtraining.webex.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.
System Requirements

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

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

In addition, some HistoryClass 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 online help system and select the **System Check** link from the System Requirements section. You can also go directly to [http://courses.bfwpub.com/syscheck/](http://courses.bfwpub.com/syscheck/).

*Note: To view some features of HistoryClass, you may need to turn off your browser’s pop-up blocker(s).*

Adopting HistoryClass

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

1. Go to [yourhistoryclass.com](http://yourhistoryclass.com).

2. Select the **TEACHERS** tab at the top of the page and click **ADOPT NOW**.

3. Scroll down the page to select your course and volume, and click the **Adopt HistoryClass Today** link. A form will pop up. Fill in all the requested information.

4. Click the **Submit** button at the bottom of the screen.

5. 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 HistoryClass

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

1. If you have ordered HistoryClass access cards, stand-alone or packaged with a book, your students can purchase them through the campus bookstore.

2. They can purchase access to HistoryClass 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:

1. Go to yourhistoryclass.com and click on the link to REGISTER YOUR CODE.

2. Scroll down to select your version (and volume, if necessary) of HistoryClass and click on the link to REGISTER YOUR CODE. The registration screen will appear.

For technical support call 1-800-936-6899.
3. Click **REGISTER your Code**. The registration screen will appear.

4. Enter your **Activation Code**, name, and e-mail address, which will serve as your HistoryClass 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**

Give the following directions to your students:

1. Go to [yourhistoryclass.com](http://yourhistoryclass.com) and click on the link to **PURCHASE ACCESS TODAY**.
2. Scroll down to select your version of HistoryClass and click on the link to PURCHASE. The purchase screen will appear.

3. Select your institution’s state/province, your institution name, and the course title/instructor from the drop-down menus.

4. 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. Likewise, the 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.

6. Click NEXT.

7. After confirming your information, click on PLACE YOUR ORDER.

8. Once the system has accepted your payment, a thank you screen will confirm your name, e-mail address, username, and password.

9. You will also receive a confirmation e-mail.

Logging in to your Course

Both you and your students should go to yourhistoryclass.com to login to your HistoryClass 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 information, tools, and course materials in HistoryClass. **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 HistoryClass, 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.
- Search the entire course for a topic, or jump to a page or section.
- Add info about yourself and your course.
- View the course calendar.
- Launch the online help.
- Switch to a different section.
- Switch to a 508-compliant version.
- Log out.
- Edit your user profile, forward course mail, and set system settings.
- Jump directly to a chapter of the e-book.
- Jump to the gradebook, course roster, and other course-work related options.

**Note:** If you or your students have a visual disability, click the 508 button in the bottom-left corner to switch to a version of HistoryClass that’s compliant with the 508 amendment to the American Rehabilitation Act. This version is compatible with screen-reader software.

Many parts of HistoryClass 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 HistoryClass 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

HistoryClass 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, add, remove, rearrange, or edit Home page components, 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. Click Customize HistoryClass at the top-left corner of the Home page.
2. Click Course description.
3. Enter your course description into the writing space. 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 and to change the course’s name. 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. If you've posted your syllabus on another Web site, enter a link to the syllabus in the **Syllabus Link** field. Alternatively, click the **Upload** button to upload a syllabus file that your students can download.

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.

You may also want 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-left corner of the screen.
2. Click **Personal Information**.
3. Fill in whichever fields you like: nickname, Internet Home page, your phone number, and a brief biography in the About Me text area. You can also add a photo.
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.
- **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 HistoryClass 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.

For technical support call 1-800-936-6899.
Setting the Time Zone

The time zone function affects due dates, calendar dates, and other settings in HistoryClass. By default, HistoryClass 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 HistoryClass.
2. Click Time zone settings.
3. Use the radio buttons to select your time zone.
4. Click Submit.

Tab Setup

Across the top of the Class window are labeled tabs that jump to specific pages 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 HistoryClass.
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 input 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 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.

For technical support call 1-800-936-6899.
The Assignment Center

HistoryClass 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 HistoryClass can be assigned using the procedure outlined here.

Assigning an E-book Chapter

1. Select the assignments tab at the top of the screen. This takes you to the HistoryClass Assignment Center.
2. From this page, you can set or reset due dates for quizzes and any other content you have assigned. You can also click the Remove buttons on the right side of the window to remove assignments.
3. To begin, click the Add an assignment button.
4. From the option to Assign an existing content item, select e-Book from the content item drop-down menu. Click the go button. (We’ll cover creating new assignments below.)
5. From the subsequent list, click the plus (+) icon to expand the Ways of the World e-book. Use the checkbox to select Chapter 13: The Worlds of the Fifteenth Century. You can actually select more than one chapter or more than one section within a chapter to assign, but we’ll keep it simple for now.
6. Click the Continue button at the bottom of the screen.
7. When the Add Assignment screen displays, set your desired due date. If you are not sure, approximate the date – you can change it later.
8. Click Save when finished.
9. Return to the Assignment Center. Your assignment will be posted and visible to students.

Using the Calendar

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

For technical support call 1-800-936-6899.
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 on the Home page.)

2. Locate and click on any assignment you’ve posted. Note that you (or your students) are then taken directly to the assignment.

3. Return to the Calendar.

4. Hover your cursor over any 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 selected 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.

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**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.

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### Creating and Assigning Quizzes

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 hundreds of test questions that come with HistoryClass, 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. Use the **Create a new assignment** drop-down menu to select a **Quiz** 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 & Change Settings.

3. Once 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 “In Pennsylvania, Scots-Irish settlers who had little if any taxable property were called __________.” In the answer fields put peasants, yeomen, freeholders, inmates, and tenants, and next to inmates, put 1 point.

5. Click Save.

6. 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 that accompanies Ways of the World with Sources. Step 1: Under the Choose a question bank section, use the drop-down menu to select All Questions and click go. Step 2: Under the Choose between one and four chapters section, choose Chapter 1 Question Banks. Step 3: Click go.

8. You have a lot of question sets to choose from. Click the small blue triangles (▼) to preview the full questions and answers. Use the checkboxes to select some question sets and click the Add Selected Items button. Current questions will be listed on the right side of the screen.

Questions can be edited by clicking the pencil icons (✏️) and deleted by clicking the (❌) icons. Click the done adding questions link at the top of the screen when you have finished.

9. Back at the Assignment Center, you will see your new quiz listed on the page. If you like, click view as to enter student view, go to the student’s Assignment Center, and click on the quiz title. You can now take the quiz as a student.

10. If ever you want to unassign an item you’ve previously assigned, go to the Assignment Center and click the Remove button associated with the item. Click Unassign.

11. To access the item after you’ve unassigned it, click Show unassigned items at the top-right corner of the Assignment Center.
Adding and Assigning Your Own Course Materials

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

1. Click the assignments tab to go to the Assignment Center. Use the Create a new assignment drop down to select CHOOSE FROM A MENU OF ALL ITEM TYPES.
2. Click Link to create a link to another Web site.
3. On the Content tab of the New Link settings supply a link name – Primary Source Link. At the bottom of the Content tab supply a Link URL.
4. Click the Assignment settings tab. Set a due date.
5. Click Save when finished.
6. 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 content, 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 HistoryClass. Examples include discussion forums, drop boxes, multi-part lessons, and folders.

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. Discussion forum for January 12, 2011.
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 HistoryClass, 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 responding to class assignments and practicing their analytic skills.
The **Communicate** component on your Home page provides links to your blog and student blogs. You can also add the **Blog** component to your Communicate page.

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

### Course Mail

HistoryClass includes its own e-mail system for communicating with your students and others in your course. You can access your course mail from either the Communicate page or the Home page. On the Communicate page, click **Read and compose course mail messages** in the e-mail component. On the Home page, click **Inbox** in the Communicate component, or click **Compose** to jump directly into writing an e-mail.

As noted above, you can use the "Assignment Reminder" function to have HistoryClass 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 HistoryClass. 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.

Your Course Mail inbox will look like this:
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:

![Compose Message](image)

The E-book

Your HistoryClass course comes pre-loaded with the e-book: an online version of *Ways of the World: A Brief Global History with Sources* by Robert Strayer (under the e-book tab), and additional World History Documents (under the Documents tab). (Note: Your course will include either Volume I or Volume II of the e-book unless you are using the combined version.)

Once you’re in the e-book, use the navigation pane on the left to get around a section or to go to another section.

Click the e-Book Tools link on any 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 you can move to wherever you want them 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 top note:

1. Navigate to any e-book section.
2. Click eBook Tools. From the resulting pop-up, click Add Top Note.
3. Type in your note.
4. 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.
5. 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.
6. 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 eBook or Documents tab at the top of HistoryClass 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.

For technical support call 1-800-936-6899.
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 access the e-book.
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 specified 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 HistoryClass—anywhere in the e-book. To add an item to the e-book, 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 contents. Rearrange the items, as described above, to move them into place.

Moving E-book Content

To move an already-existing content item from one chapter to another or one section to another, follow these steps:

1. Hover your mouse over the content item. Click on the utilities option that appears just below the item’s name. Select Move Item. Choose the location you want to move the item to.
Course Materials

The Course Materials page contains study and review quizzes, interactive activities, help analyzing documents, and online research and reference aids. You can also access instructor resources, including an Instructor’s Manual, Powerpoint chapter outlines with maps and images, i>clicker content, and more! In addition, add your own content for your students to see.

1. From anywhere in HistoryClass, click on the Course Materials tab.
2. Click to select materials.

The Gradebook

From the HistoryClass 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.

For technical support call 1-800-936-6899.
Gradebook Export

Use the Gradebook Export option to backup your Gradebook and/or to create a file that can be used to populate a spreadsheet or the gradebook in 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. Use radio buttons to select Comma Separated format for the export file. Optionally, include Averages, Course ID and select the Percentage or Points output format. Click Export to finish. You will be prompted to save the file with the default file name gradebook.csv.