



compclass

The Writing Tab

A Supplement to the
CompClass Student User Guide

Getting Started with The Writing Tab for all versions of CompClass

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Overview

You can use the **writing** tab to compose, upload, and submit documents to writing assignments. Your instructor can review, comment on, and grade your documents right in CompClass. Your instructor may also set up a peer review, where you can review and comment on your classmates' writing.

The **writing** tab consists of two pages: My Documents and Writing and Comment Assignments. When you click on the **writing** tab, the first thing you'll see is My Documents. To get to Writing and Comment Assignments, click on [WRITING AND COMMENT ASSIGNMENTS](#). To return to My Documents from inside Writing and Comment Assignments, click on [MY DOCUMENTS](#).

My Documents

In the My Documents page of the **writing** tab, you can compose a new document, edit an existing document, upload or copy and paste a document you've written outside of CompClass, submit a document for a given assignment, and view any comments your instructor or peers have made on your submissions. You can also delete, re-title, or make a copy of a document for revising.

The My Documents page lists all documents you've created or uploaded for the course, along with modification dates, word counts, and the names of assignments to which documents have been submitted.

My Documents [WRITING AND COMMENT ASSIGNMENTS](#) [WRITING TAB USER GUIDE](#)

[COMPOSE NEW DOCUMENT](#) [UPLOAD FILE](#)

| DOCUMENTS | | | | | |
|-------------------------------|----------------------|--|------------------------|------------|---------------------------|
| TITLE | | ASSOCIATED ASSIGNMENT(S) | LAST MODIFIED | WORD COUNT | |
| newpaper | EDIT | | 1/22/2009 at 1:04 PM | 4 | ACTIONS ▾ |
| To Clone or Not to Clone | EDIT | • Writing Assignment 12-3-2008 VIEW COMMENTS (0) | 12/16/2008 at 12:03 PM | 808 | ACTIONS ▾ |
| The Benefits of Breastfeeding | EDIT | | 12/9/2008 at 2:56 PM | 0 | ACTIONS ▾ |
| narrative essay_draft 1 | EDIT | | 12/9/2008 at 2:32 PM | 7 | ACTIONS ▾ |

Composing a Document

The **writing** tab includes its own word processor so that you can write and format documents directly in CompClass.

To compose a document in My Documents:

1. Click the *Compose New Document* button.

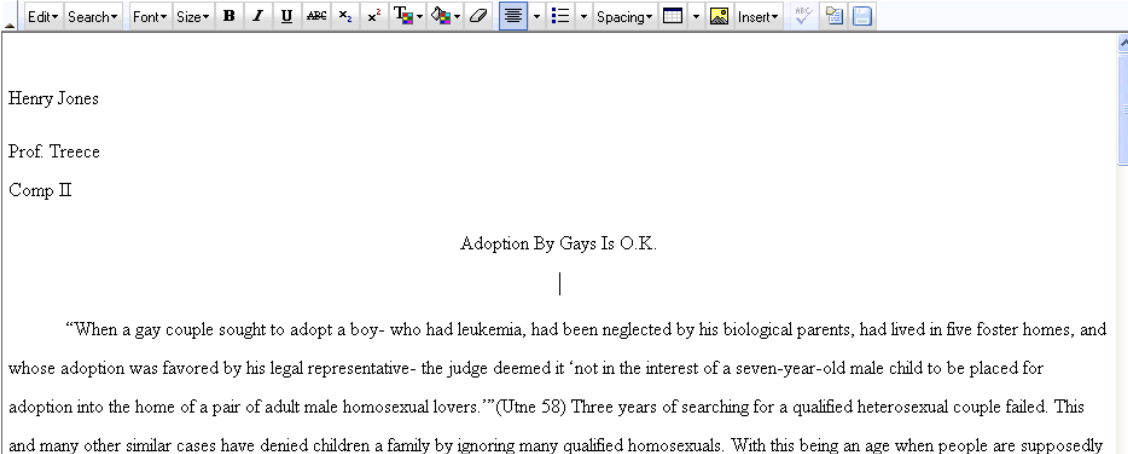
2. Type your essay into the composing space, using the toolbar to edit your text.

Note: Unlike the other writing spaces inside CompClass, the composing space inside the **writing** tab will not allow you to embed video. It will, however, accept URLs, images, and links to other CompClass course content.

BACK TO WRITING TAB MAIN

Adoption By Gays Is OK_draft 2 by Henry Jones
 (instructor@courses.bfwpub.com)

File Menu Word Count: 1100



Henry Jones

Prof. Treece

Comp II

Adoption By Gays Is O.K.

When a gay couple sought to adopt a boy- who had leukemia, had been neglected by his biological parents, had lived in five foster homes, and whose adoption was favored by his legal representative- the judge deemed it 'not in the interest of a seven-year-old male child to be placed for adoption into the home of a pair of adult male homosexual lovers.' (Utne 58) Three years of searching for a qualified heterosexual couple failed. This and many other similar cases have denied children a family by ignoring many qualified homosexuals. With this being an age when people are supposedly

3. To save your document, click . Give the document a title and click Save.

When you return to the My Documents page, you'll see your new document in the list, along with its modified date and word count.

Uploading a Document

If you prefer to use your own word processing program, such as Microsoft Word, to compose your document, you can upload the document into My Documents anytime you wish.

To upload a document into My Documents:

1. From the My Documents page, click *Upload File*.
2. Click *Browse* to search for the document you want to upload.
3. Enter a title for the document.
4. Click *Upload*.
5. Click *Save*.

The text of the document appears in the composing space. You can edit it here using the toolbar. As you edit, be sure to save often.

Copying and Pasting a Document

If you compose your document with a word-processing program other than Microsoft Word, such as OpenOffice Writer or Corel WordPerfect, you will not be allowed to upload your document into the My Documents composing space. Instead, you must copy and paste the text of your document into the composing space.

To copy and paste a document into My Documents:

1. Open the document you composed on your own word-processing program.
2. From the My Documents page, click the *Compose New Document* button.
3. Select all of the text of your document and hit **Ctrl+C** on your keyboard to copy the text.
4. Place your cursor in the composing space and hit **Ctrl+V** on your keyboard to paste the text.
5. Use the text editor toolbar to format your text.
6. To save your document, click **SAVE**. Give the document a title and click *Save*.

When you return to the My Documents page, you'll see your new document in the list, along with its modified date and word count.

Submitting a Document

From My Documents, there are two ways to submit a document for a writing assignment: through the Actions button on the My Documents page or from inside a document open in the My Documents composing space.

From the My Documents page:


1. Find the document you want to submit for an assignment.
2. Click the *Actions* button associated with your document.

| DOCUMENTS | | | | |
|---|----------------------------------|----------------------|------------|--|
| TITLE | ASSOCIATED ASSIGNMENT(S) | LAST MODIFIED | WORD COUNT | ACTIONS |
| newspaper <input type="button" value="EDIT"/> | | 1/22/2009 at 1:04 PM | 4 | <input type="button" value="ACTIONS"/> |
| To Clone or Not to Clone <input type="button" value="EDIT"/> | •Writing Assignment 12-3-2008 | | | <input type="button" value="ACTIONS"/> |
| The Benefits of Breastfeeding <input type="button" value="EDIT"/> | | | | <input type="button" value="ACTIONS"/> |
| narrative essay_draft 1 <input type="button" value="EDIT"/> | | 12/9/2008 at 2:32 PM | 7 | <input type="button" value="ACTIONS"/> |

NEWSPAPER

3. Click *Submit for Assignment*.
4. Select the name of the assignment from the *Choose Assignment* drop-down list.
5. Click *Submit*.

The assignment to which you submitted the document appears in the Associated Assignment(s) column.

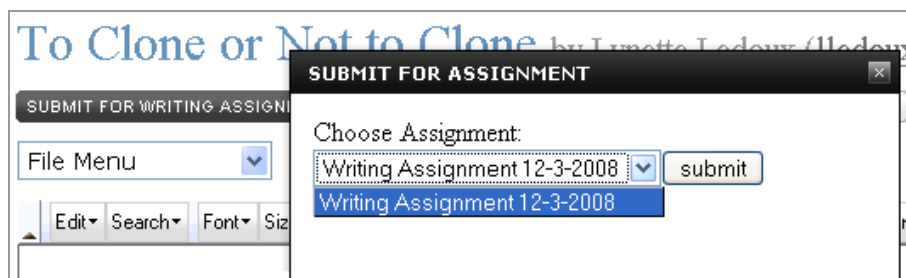


| DOCUMENTS | | | | |
|--|---|------------------------|------------|------------------------|
| TITLE | ASSOCIATED ASSIGNMENT(S) | LAST MODIFIED | WORD COUNT | |
| newspaper EDIT | | 1/22/2009 at 1:04 PM | 4 | ACTIONS ▾ |
| To Clone or Not to Clone EDIT | • Writing Assignment 12-3-2008 VIEW COMMENTS (0) | 12/16/2008 at 12:03 PM | 808 | ACTIONS ▾ |

Note: You cannot submit an essay to a writing assignment whose due date has already passed.

From inside a document open in the My Documents composing space:

1. Click the *Submit for Writing Assignment* button.
2. Choose an assignment from the list.
3. Click *Submit*.




Viewing Comments on Your Document

To view comments from My Documents:

1. Click on the **writing** tab.
2. Click *My Documents*.
3. Locate the submission title. Click the *View Comments* button associated with this submission.

| DOCUMENTS | | | | |
|--|---|------------------------|------------|------------------------|
| TITLE | ASSOCIATED ASSIGNMENT(S) | LAST MODIFIED | WORD COUNT | |
| newspaper EDIT | | 1/22/2009 at 1:04 PM | 4 | ACTIONS ▾ |
| To Clone or Not to Clone EDIT | • Writing Assignment 12-3-2008 VIEW COMMENTS (0) | 12/16/2008 at 12:03 PM | 808 | ACTIONS ▾ |



Making a Copy of a Document

After your instructor and/or peers have reviewed your submission, your instructor may want you to revise your essay using the feedback you received. Before doing so, you should make a copy of your document so that, if you need to, you can refer to the previous draft while you're working on the revision.

To copy a document:

1. From the My Documents page, click on the *Actions* button associated with the essay you want to copy.

| DOCUMENTS | | | | |
|--|---|----------------------|------------|--|
| TITLE | ASSOCIATED ASSIGNMENT(S) | LAST MODIFIED | WORD COUNT | |
| Video Games Comparison <input type="button" value="EDIT"/> | | 6/4/2009 at 4:19 PM | 28 | <input type="button" value="ACTIONS"/> |
| Obama speech points <input type="button" value="EDIT"/> | • Writing Assignment 3-9-2009 <input type="button" value="VIEW COMMENTS (1)"/> | 1/22/2009 at 7:04 AM | 297 | <input type="button" value="ACTIONS"/> |

OBAMA SPEECH POINTS

2. Click *Create a Copy*.
3. By default, CompClass will add the word "COPY" to the end of the new document's file name, but you can call it anything you like. For example, if your first draft was called "The Joys of Long-Distance Running," you may want to name the new file, "The Joys of Long-Distance Running_draft 2."
4. Click *Create a Copy* again.
5. The new document appears in the Documents list. Use this new document to revise your previous draft.

Writing and Comment Assignments

The Writing and Comment Assignments page lists all writing and comment assignments your instructor has given, as well as their due dates. Comment assignments allow you to review and comment on your classmates' work.

In the Writing Assignment column, click on a writing assignment name to read your teacher's instructions and to submit a document to the assignment. In the Associated Comment Assignment column, click on a comment assignment name to make comments on your classmates' documents.

Writing and Comment Assignments

[MY DOCUMENTS](#)
[WRITING TAB USER GUIDE](#)

| ASSIGNMENTS | | | |
|------------------------------------|------------|---|------------|
| WRITING ASSIGNMENT | DUE DATE | ASSOCIATED COMMENT ASSIGNMENT | DUE DATE |
| Writing Assignment 5-8-2009 | 6/23/2009 | Peer Review: Writing Assignment 5-8-2009 | 5/22/2009 |
| Winter Break | 8/6/2008 | Peer Review: PW Writing Assignment 7-30-2008 #1 | 8/13/2008 |
| Stem Cell Research | 9/28/2008 | Peer Review: Stem Cell Research | 10/18/2008 |
| PW Writing Assignment 7-30-2008 #2 | 10/9/2008 | Peer Review: PW Writing Assignment 7-30-2008 #2 | 11/16/2008 |
| The Explaining Essay | 10/10/2008 | Peer Review: The Explaining Essay | 10/15/2009 |

Submitting a Document

You can also submit a document to a writing assignment from the Writing and Comment Assignments page.

To submit a document for a writing assignment:

1. From the Writing and Comment Assignments page, click on the title of the writing assignment to which you wish to submit your document.
2. Once inside the assignment, you have three options:

Writing Assignment 6-23-2009

The due date for this Writing Assignment is **6/30/2009 at 10:10 AM**.

You have not submitted a document for the assignment.

Since the due date for the assignment has not yet passed, you can use the controls below to create or submit a document.

Submit an existing document: or or

Choose document...

Choose document...

Video Games Comparison

Obama speech points

- If you've already composed, copied and pasted, or uploaded your document in My Documents, select the document from the *Submit an Existing Document* drop-down menu and click *Submit*.

A message will inform you that you successfully submitted. You can also confirm your submission by checking the information in the lightly outlined box on the writing assignment screen.

The due date for this Writing Assignment is **6/23/2009 at 6:50 PM**.

You submitted a document titled **modern student**, on 6/16/2009 at 6:54 PM.

You can view the document and any current comments by clicking the document's title above.

- If you haven't yet written your document, click *Compose and Submit New Document* to open the **writing** tab's composing space.
- If you need to upload a document you've written on your own word-processing program, click *Upload and Submit New File*.

Viewing Comments on Your Document

To view comments through the writing assignment:

1. Click on the **writing** tab.
2. Click *Writing and Comment Assignments*.
3. Click on the writing assignment title.
4. Click on the submission title.

The due date for this Writing Assignment is **6/23/2009 at 6:50 PM**.

You submitted a document titled Bacon's Rebellion on 6/18/2009 at 5:00 PM.

You can view the document and any current comments by clicking the document's title above.

To view comments through the comment assignment:

1. Click on the **writing** tab.
2. Click *Writing and Comment Assignments*.
3. Click on the peer review assignment title.
4. Click on the submission title.

| SUBMISSIONS AVAILABLE FOR REVIEW | | | |
|----------------------------------|---|-----------|--------------------|
| TITLE | AUTHOR | REVIEWERS | NUMBER OF COMMENTS |
| <u>Gail Collins Essay</u> | BSM Editorial (editorial@bedfordstmartins.com) | 2 | 2 |

Commenting on a Peer's Document

Your instructor may want you to conduct a peer review of your classmates' work. If your instructor has set up peer review teams, you will see your team name in the Comment Team column on the peer review assignment page.

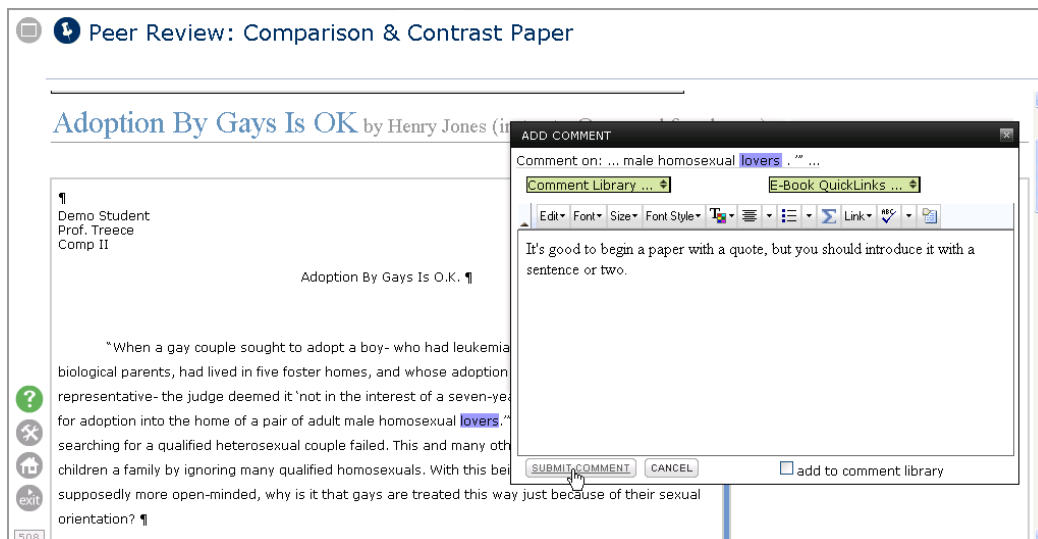
| SUBMISSIONS AVAILABLE FOR REVIEW | | | | |
|---|--|-----------|--------------------|--------------|
| TITLE | AUTHOR | REVIEWERS | NUMBER OF COMMENTS | COMMENT TEAM |
| Abstinence and STD Prevention | Louis Pasteur (lpasteur@courses.bfwpub.com) | 0 | 0 | Team 1 |
| To Clone or Not to Clone | Lynette Ledoux (lledoux@bedfordstmartins.com) | 0 | 0 | Team 1 |

Note: An associated comment assignment has its own due date, after which you will not be allowed to insert comments.

To make comments on a classmate's document:

1. Click the **writing** tab.
2. Click the *Writing and Comment Assignments* button.
3. Click the title of the peer review assignment in the Associated Comment Assignment column.
4. Click on the title of the document you want to review. (Students' names are shown in the Author column.)
5. In the body of the document, place your cursor over a word you want to comment on. The word highlights blue.
6. Click the word to open the Add Comment window.
7. Type your comment in the writing space. You can use text editor tools to format the text.
 - Click the *E-Book Quick Links* drop-down menu to drill down to a section of the e-book to which you'd like to link.
 - To insert a link to some other course material, select *Course Content Link* from the *Link* drop-down menu and browse to the material you want to link to.
 - To save the comment to use again when reviewing other documents, select *Add to Comment Library* and enter a title for the comment in the *Title* text box.
8. Click *Submit Comment*.

Note: If you want to comment on a phrase, sentence, or paragraph, click the last word of it and begin your remarks by telling the author to what part of the text you are referring.



Reading Comments in a Document

Within the body of a document, comment insertions are indicated with numbers beginning with **[1]**. The comments themselves appear in a column to the right. Instructors' comments are yellow.

To read comments in a document:

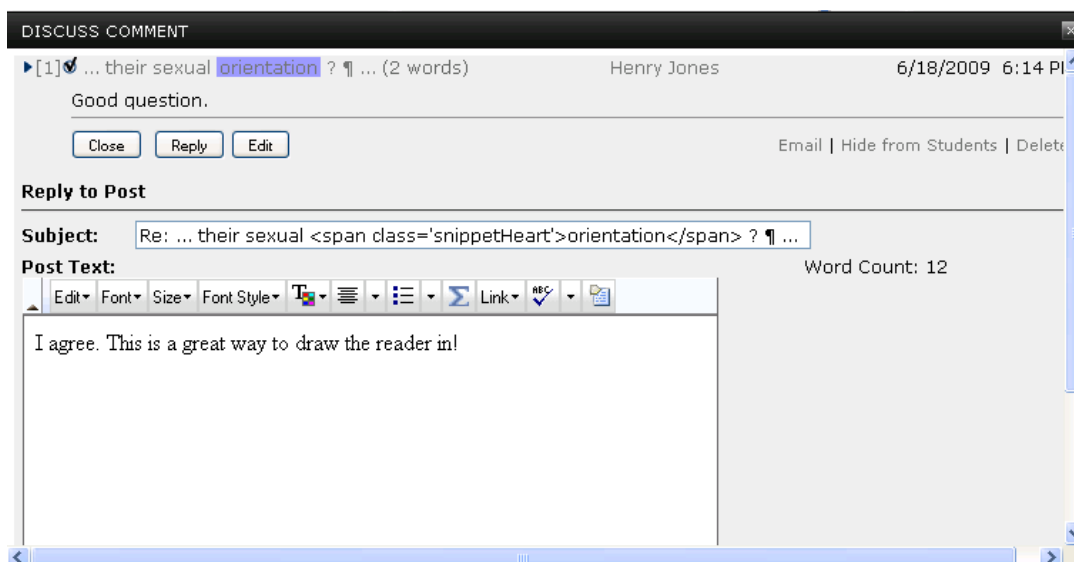
1. Click the **writing** tab.
2. From the Writing and Comment Assignments page, click the title of the peer review assignment in the Associated Comment Assignment column.
3. Click the title of the document you want to view. (The Number of Comments column indicates how many comments have been made.)
4. Read the comments in the column on the right. Their numbers correspond to the numbers in the document.

Discussing Comments inside a Document

Your instructor may ask you to discuss comments inside documents. For example, if, in your own essay, you have a question about something your instructor or a peer has written, you can use the **SHOW DISCUSS** button to ask your question, thereby continuing the conversation.

To discuss comments inside a document:

1. Click on the **SHOW DISCUSS** button inside the comment you want to discuss. This opens the Show Comment window.
2. Click *Discuss* to open the Discuss Comment window.
3. Click *Reply*.
4. Type the text of your reply and click *Post*.

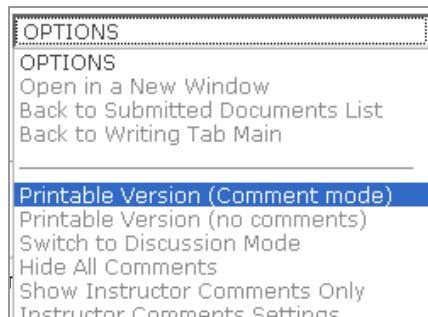


The number on the Show Discuss button **SHOW DISCUSS (1)** indicates the number of replies to a comment. To read or add to the discussion, repeat the preceding steps.

Printing or Saving a Document with Comments

To print or save a document with comments, select *Printable Version (Comment Mode)* from the Options drop-down menu in the upper-right corner of the screen.

The document opens in a separate browser window. From here, you can print it or save an HTML copy onto your computer.

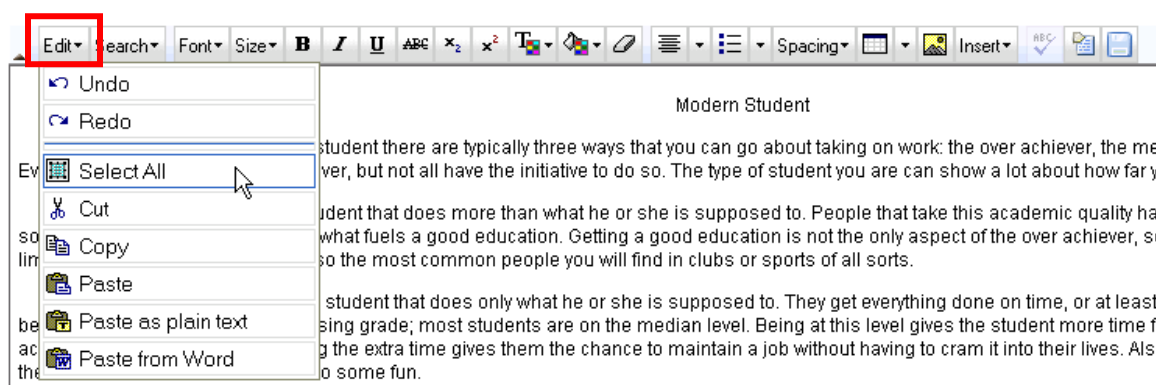


The Writing Tab and MLA Style

When you upload or copy and paste documents into the **writing** tab's composing space, the text editor doesn't always retain formatting such as spacing and font. Neither is the text editor capable of inserting headers and footers. However, you can manually format your document to conform to MLA style.

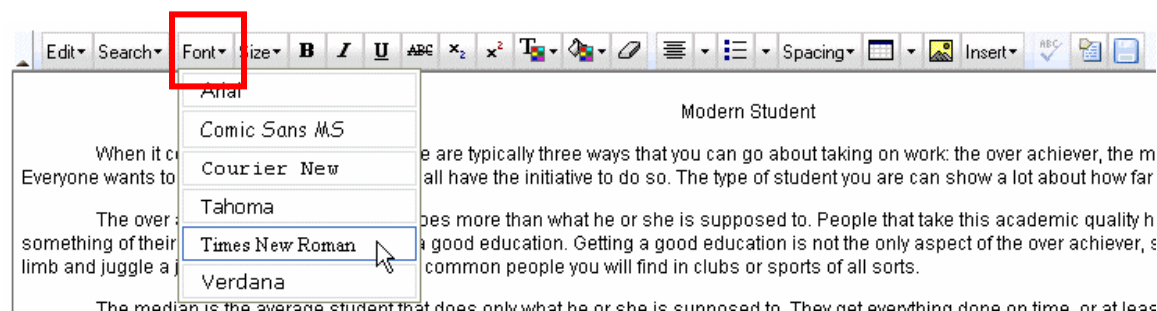
Formatting Documents in the Text Editor

To select all text in a document:



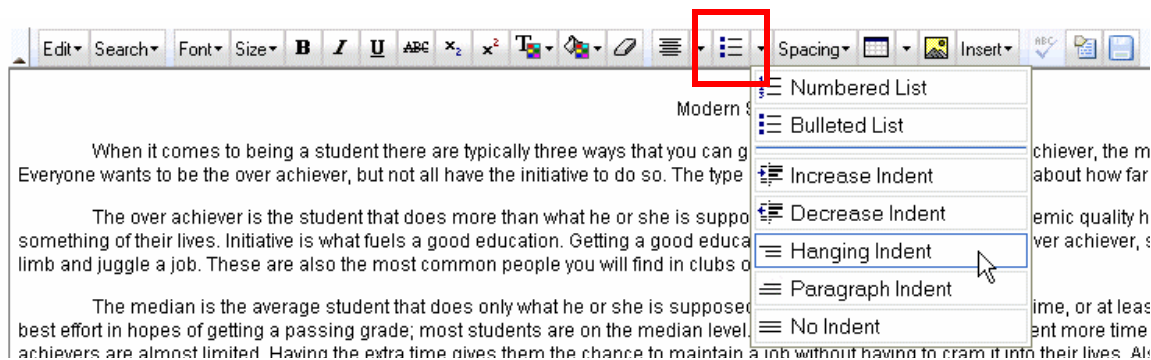
1. Click *Edit*.
2. Select *Select All*.

To change font to Times New Roman:



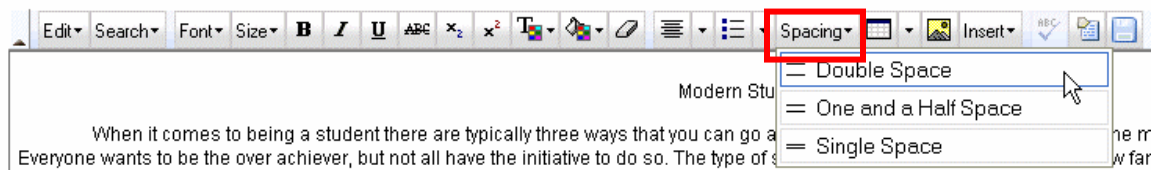
1. Click *Font*.
2. Select *Times New Roman*.

To set hanging indents in a Works Cited page:



1. Click the *Insert/Remove Bulleted List* button.
2. Select *Hanging Indent*.

To double-space a document:



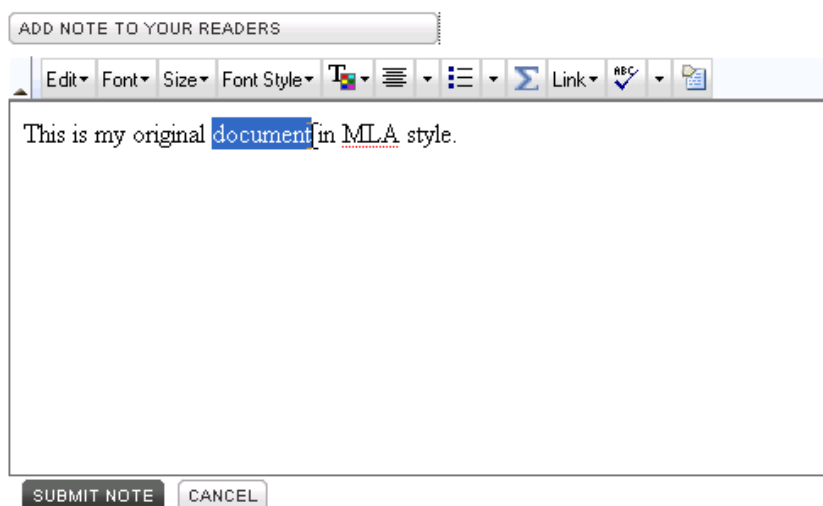
1. Click *Spacing*.
2. Select *Double Space*.

Uploading Original Files into the Author Note

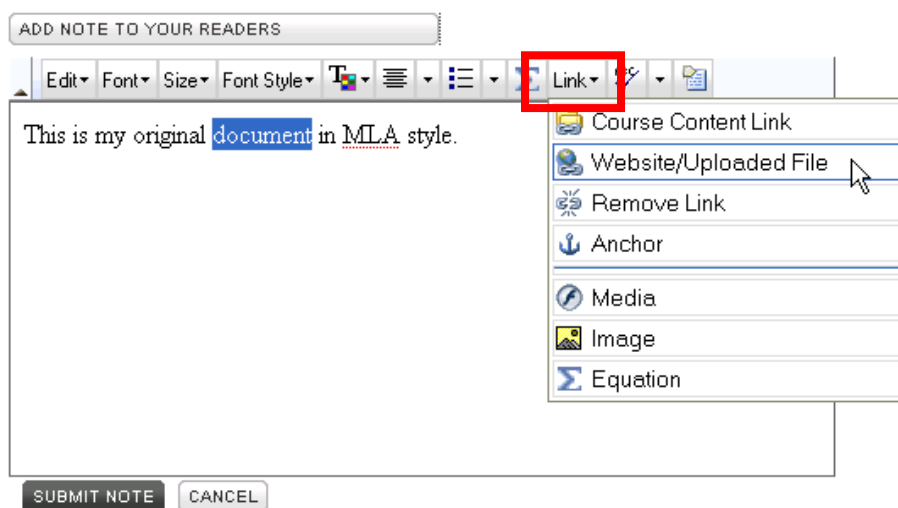
The Author Note inside a document's commenting space is for you to direct your instructor's or peers' attention to parts of your document that need most help. However, you could use the Author Note in another way: After submitting your document to a writing assignment, you could upload your original document into the Author Note, which would preserve MLA formatting. In this way, you won't have to format your document twice: Once in your own word-processing program and again the My Documents composing space.

To upload a document into the Author Note:

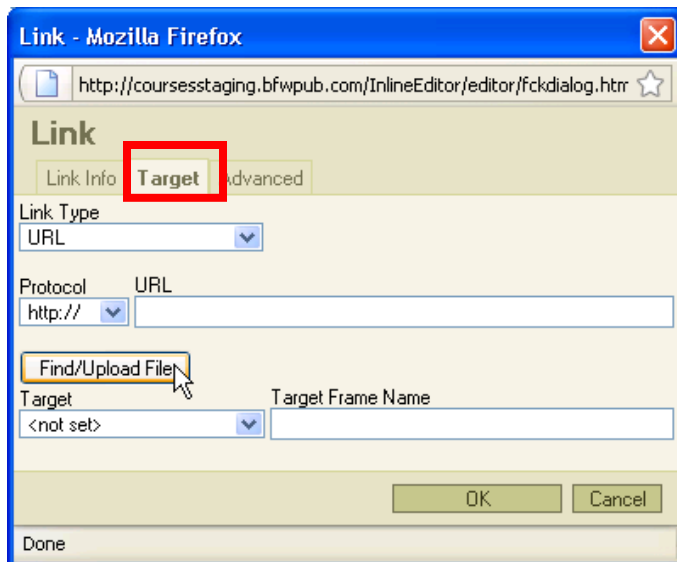
1. Submit a document to a writing assignment.
2. Open the writing assignment.
3. Click on the title of your submission.
4. Click *Add Note to Your Readers*.
5. In the text area, type something like "This is my original document in MLA style."
6. Select the word "document."



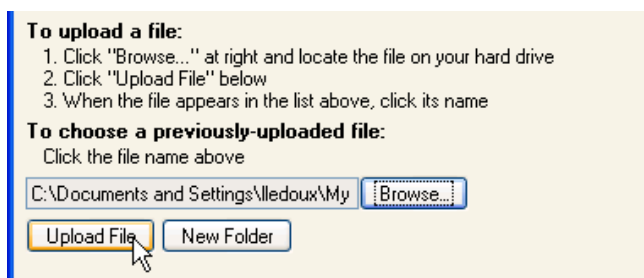
7. Click *Link* and *Website/Uploaded File*.



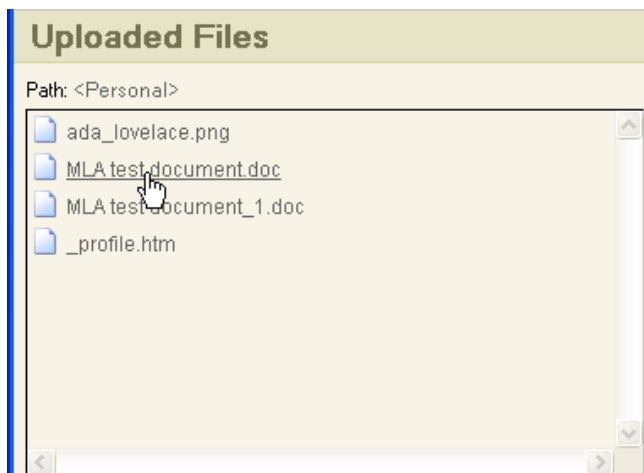
8. Click *Target* and *Find/Upload File*. Search for the file you wish to upload.



9. Browse for the file you wish to upload and click *Upload File*.



10. The Uploaded Files window will list all of the files you've uploaded into CompClass. Select the correct document by clicking on the file name.



11. Click *OK*.

Link

Link Info Target Advanced

Instructions

- To link to an **external website**, enter the site address (e.g. "www.yahoo.com") in the "URL" field.
- To link to an **uploaded file**, click the "Find/Upload File" button, then follow the instructions in the subsequent window.

Link Type
URL

Protocol URL
http:// coursesstaging.bfwpub.com/AngelUploads/Files/alovelace_cours

Find/Upload File

OK Cancel

12. Click **SUBMIT NOTE**.

Your instructor will now be able to view your document to grade you on MLA style. To open the file you uploaded, click the linked word in the Author Note.