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What is CourseCompass?

With CourseCompass, you can easily build and manage online course materials that enhance your classroom teaching time. To use CourseCompass, you and your students need an Internet connection and a web browser. Because CourseCompass is nationally hosted, no one at your academic institution needs to set up or maintain CourseCompass.

CourseCompass contains powerful Blackboard® features for teaching and learning, as well as other features that make CourseCompass easy to use and unique. With CourseCompass, you can adopt ready-made online courses that feature textbook-specific course materials provided by the Higher Education publishers of Pearson Education. These course materials can include assessments, multimedia supplements, an electronic version of a classroom textbook, and more.

The advantages of CourseCompass include:

- **Flexibility.** CourseCompass lets you add files of any type to your course, from simple text documents to complex slide presentations and animations.
- **Preloaded and customizable assessments.** Many CourseCompass course materials include a rich selection of preloaded assessments—such as readiness quizzes, practice tests, and electronic testbanks. You can use existing assessments “as-is,” modify or remove questions to suit your needs, or create your own assessments.
- **Automated grading.** CourseCompass grades student assessments as students complete them, and automatically posts scores to an online gradebook. As a result, you can spend more time teaching and less time grading.
- **Superior product support.** CourseCompass provides product support as well as this *Instructor Quick Start Guide* and comprehensive online Help tailored for you. CourseCompass also includes a *Student Quick Start Guide* and online Help for students, so you can focus on teaching your course, not on teaching CourseCompass.

To use CourseCompass, you must register, log in, and then assemble a set of materials known as your **CourseCompass course**. You can customize this course in many ways using the features in CourseCompass. When you are ready, you can make the course available for your students. Students register and enroll in your unique CourseCompass course using an online registration system.

How to use this *Instructor Quick Start Guide*

This *Instructor Quick Start Guide* covers all the steps you need to register, log in to CourseCompass, and create your first CourseCompass course. It also guides you through common tasks you complete while setting up and managing your online course. You'll learn how to:

- Review and evaluate the online material that comes with ready-made courses.
- Add and manage your own custom materials, such as announcements, your syllabus, lecture materials, and customized assessments to the online material that comes with your course.
- Create CourseCompass courses in a variety of ways, including: selecting course materials by searching for a specific author, discipline or textbook title; copying another instructor's CourseCompass course; and even building a course from scratch.
- Set up online assignments and, once the course is underway, pick up and return student assignments electronically.
- Interact with students using communication tools such as Virtual Classroom lectures and Discussion Board forums.



Note For the latest information, you can download the most recent version of this *Instructor Quick Start Guide* in either of two ways:

- Go to the CourseCompass instructor website at <http://www.coursecompass.com>, click the **Support** tab at the top of the page, and then click the [Instructor Quick Start Guide](#) link.
- Log in to CourseCompass (from <http://www.coursecompass.com>) and click the [CourseCompass Instructor Quick Start Guide](#) link under **How to Use CourseCompass** on the My CourseCompass page. To log in to CourseCompass, you need to have registered. For instructions, see “Getting started with CourseCompass” on page 7.

Audience for this guide

This guide is intended for instructors and teaching assistants who will use CourseCompass to teach with. For brevity, both of these CourseCompass user roles are referred to as “instructors” in this guide. Any CourseCompass features that are exclusive to those with the instructor-only access are called out with a note.

For information beyond this guide

CourseCompass includes rich functionality well beyond what appears in this *Instructor Quick Start Guide*. For in-depth information as you work with your course, you can consult any of the following resources:

For these instructions	See page
Getting answers quickly using How Do I?	3
Finding information in CourseCompass Help	4
Finding information on the CourseCompass Home page	5
Reading Release Notes	5
Contacting your Sales Representative	6
Contacting Product Support	6

Getting answers quickly using How Do I?

If you have a question on a common CourseCompass instructor task, check the topics listed in the How Do I? window. (You must be logged in and have created a course to view this resource.)

- 1 From most pages in your course, click the **How Do I?** button below the Control Panel button.

Another browser window opens, displaying links to common CourseCompass instructor tasks. When students click this button, they see student How Do I? topics.

- 2 Click any link to display the steps for completing that task.
- 3 When you finish reading, close the window to return to CourseCompass and continue working.



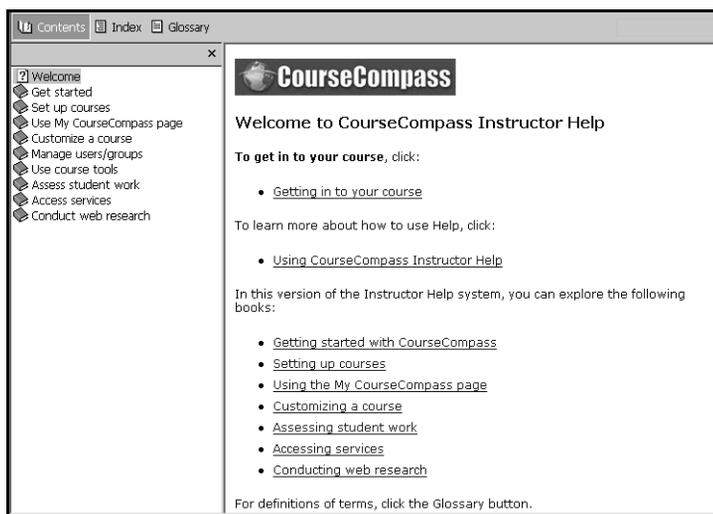
Note Students can access their own version of How Do I? topics by clicking How Do I? in the Learning with CourseCompass module on the My CourseCompass page. To view these student topics and all other student CourseCompass documentation available, add the student information module Learning with CourseCompass to your My CourseCompass page. To do this, click the Content button from the My CourseCompass page. Select Learning with CourseCompass from the list of available modules, click Add beneath the panel where you want this module to appear, then click Submit.

Finding information in CourseCompass Help

To open CourseCompass Instructor Help, you must be logged in to CourseCompass.

- Click the Help icon at the top of the CourseCompass page.

CourseCompass Help opens in a separate browser window so you can read Help as you continue with your work.



Tip Because Help contains a wealth of information, it can take a few minutes to appear. You might find it useful to open Help each time you begin work in CourseCompass, and leave the Help window open as you work. Opening Help in advance lets you quickly access a Help topic when you need it.

When the Help window is open, you can easily find the information you need. To use online Help, click the:

- **Contents** tab to view the general organization of available Help topics. To open a book and display its pages, click the book icon. Then, click a page to view the corresponding topic in the area to the right.
- **Index** tab to search for a particular word (keyword) or words. You can either scroll to find a word, or enter a word in the box at the top of the left pane. Click or double-click a keyword to view the corresponding topic in the topic pane.

- **Glossary** tab to view a list of frequently used terms. Select a term in the top left pane and its definition will display in the bottom left pane of the Help window.



Tip To print a Help topic, click the text of the topic and then click your browser's Print button or select Print from the File menu.



Note Students can access their own version of online Help topics by clicking the Help icon at the top of the My CourseCompass page. To view these student topics and all other student CourseCompass documentation available, add the student information module Learning with CourseCompass to your My CourseCompass page. To do this, click the Content button from the My CourseCompass page. Select Learning with CourseCompass from the list of available modules, click Add beneath the panel where you want this module to appear, then click Submit.

Finding information on the CourseCompass Home page

You can find out more about CourseCompass from the CourseCompass instructor website at <http://www.coursecompass.com>. Information on this website is updated regularly. Once there, you can click the:

- **Features** tab for information on the latest CourseCompass features
- **Getting Started** tab to discover how easy it is to begin using this popular eLearning program, including the ability to take a tour of CourseCompass
- **Support** tab to find out about system requirements and how to contact Product Support
- **FAQs** tab for answers to frequently asked questions

Reading Release Notes

CourseCompass Release Notes describe system requirements, updates, and issues to keep in mind when using the product. You must be logged in to CourseCompass to access Release Notes.

To access Release Notes:

- From the My CourseCompass page, click the [CourseCompass Release Notes](#) link in the **How to Use CourseCompass** module.

Contacting your Sales Representative

Your sales representative can help you with a variety of issues during the adoption process, including providing you with the appropriate ISBNs for the textbooks and student access kits associated with the CourseCompass course material you selected. Use the following table to locate your sales representative.

For this publisher	Go to
Addison Wesley/ Benjamin Cummings	http://www.aw.com/relocator
Allyn & Bacon/Longman	http://www.ablongman.com/relocator
Prentice Hall	http://www.prenhall.com/relocator

Contacting Product Support

The CourseCompass Product Support Team is available weekdays from 9 AM to 6 PM, Eastern time (US and Canada). Instructors can contact Product Support by:

- Clicking the [Product Support form](#) link on the Services page or in the Services and Support module on the My CourseCompass page
- Calling **1-800-677-6337**

Getting started with CourseCompass

To learn how to access CourseCompass for the first time, sample some available course materials, and prepare your course for access by students, complete the following steps.

For these instructions	See page
Step 1. Obtaining an instructor access code	7
Step 2. Registering for CourseCompass	8
Step 3. Logging in to CourseCompass	16
Step 4. Creating your first course	17
Step 5. Enabling students to access your course	22

Step 1. Obtaining an instructor access code

CourseCompass course materials include instructor-only content. For example, course materials often include testbanks and quizzes with identified answers. To prevent unauthorized access to this and other “instructor-eyes-only” material, CourseCompass requires an ***instructor access code*** that identifies you as an instructor when you register online with it. By contrast, each student receives a ***student access code*** that, upon registration and enrollment, provides access to the student view of resources in your CourseCompass course.

If your textbook publisher’s sales representative already sent you an instructor access code or if this guide includes an instructor access code on the first page, then you can skip this section and begin registration, as described in the next section, “Step 2. Registering for CourseCompass” on page 8.



Note If you are reading the online version of this guide, which does not include an access code, or if the code in this guide has already been used to register for CourseCompass, you can obtain an instructor access code in either of two ways:

- Contact your textbook sales representative. To find out how to contact your sales representative, see “Contacting your Sales Representative” on page 6.
- Fill out an online form:
 - 1 Go to the CourseCompass instructor website at <http://www.coursecompass.com>.

- 2 Click the **Request Instructor Access Code** button on the left side of the page.
- 3 Complete and submit the online form.

You will receive an email with a unique six “word” instructor access code. Registering online using this code gives you instructor-level access to all CourseCompass course materials. Getting your instructor access code usually takes one or two business days.

Step 2. Registering for CourseCompass

As you complete each registration page, you can track your progress in the column on the right side of the page. These steps take just a few minutes.



Note You need to register as a CourseCompass instructor only once, although each time you want to use CourseCompass you must log in. After you register, you have access to *all* CourseCompass course materials and can create as many courses as you need.

To register, you must provide information in each box with an asterisk (*) next to it. If you skip one of these boxes and click **Next**, you will be prompted in red to insert an entry.

For these instructions	See page
Providing access information	8
Providing contact information	11
Selecting your academic institution	12
Entering academic institution information	12
Entering login information	13

Providing access information

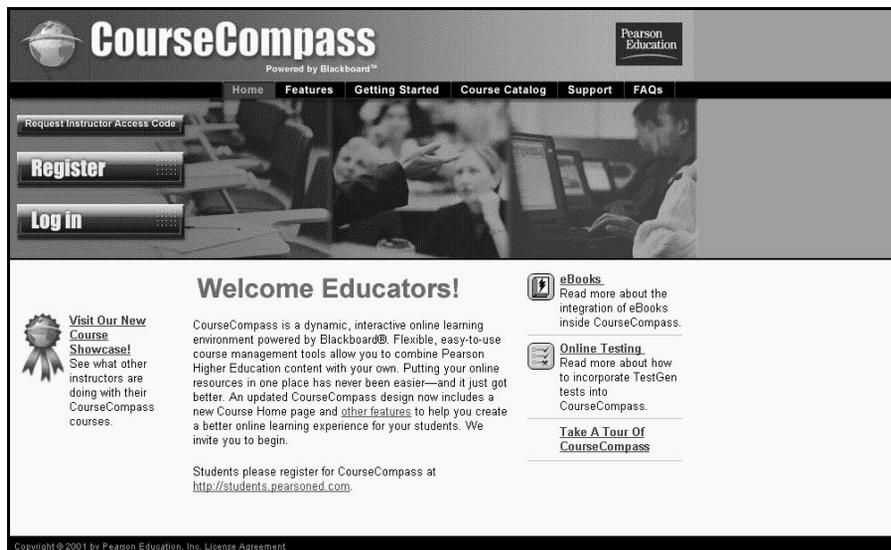


Tip Before you begin, be sure that you have an instructor access code, a valid email address, and that you have your school ZIP code handy.

- 1 Go to the CourseCompass instructor website at <http://www.coursecompass.com> or go to your textbook publisher's CourseCompass page (shown on the cover of the printed *Instructor Quick Start Guide*).



Note Students can register and log in to CourseCompass by going to <http://students.pearsoned.com>.



- 2 Click the **Register** button or, if registering from a publisher's CourseCompass page click the appropriate link to register.



- 3 Type your six “word” instructor access code in the boxes provided. Type one word per box.

<i>Example</i>					
SMPLE	FRILL	TONLE	WEIRS	CHOIR	FLEES
PSJXK	NJORD	PUPPE	TORSI	TENAS	PROWS



Tip Type only the access code words; don't type the dashes. Once you complete registration, you will not need to use this information again.

- 4 If you have ever registered for a Pearson Education online site or course materials that accompanied a textbook published by Addison Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall you may already have an instructor account with Pearson Education.

In this case, click **Yes** and type in both your existing login name (or user ID) and your password. When you click **Next**, the registration system looks up all the information you entered before and displays it as you proceed through this registration process.

Yes, look me up.

Login Name *Password*

▶

[Forgot your Login Name/ Password?](#)

If you don't have an instructor account, leave **No** selected.



Note Using the same account not only saves time during CourseCompass registration, but lets you use the same login name and password for multiple Pearson Education online products.

- 5 Click **Next**.

Providing contact information

Title:	<input type="text" value="Professor"/>	
*First Name:	<input type="text" value="Jeanne"/>	Middle Initial: <input type="text"/>
*Last Name:	<input type="text" value="Adams"/>	
Daytime Phone Number:	<input type="text"/>	
*Email:	<input type="text" value="jadams@pearsonedu.edu"/>	
	<i>Be sure to enter a valid email address.</i>	
*School ZIP/Postal Code:	<input type="text" value="02114"/>	
	<i>We will use this code to locate schools in your area. If you don't have this information handy, try any local ZIP code.</i>	

- 1 (Optional) Select your title from the **Title** list.
- 2 Type your first name, middle initial (optional), and your last name.
- 3 (Optional) Type your office phone number.
- 4 Type your email address.

Make sure you provide an email address you check regularly as this is the address at which you'll receive your CourseCompass registration confirmation and other CourseCompass announcements.
- 5 Enter your academic institution's ZIP code (US) or postal code (international).
- 6 Click **Next**.

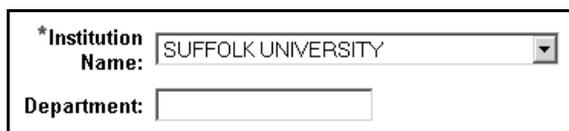


Note You can review the information you have entered so far by looking in the column on the far right of the page. If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update your account information later in CourseCompass, by clicking the Personal Information link in the **Tools** module of the My CourseCompass page.

Selecting your academic institution

Based on the ZIP/postal code you provided, the registration system builds a list of academic institutions in your area.

Note If the registration system is unable to generate an appropriate list of institutions, it may not display this page. In this case, skip to “Entering academic institution information” on page 12.



*Institution Name: SUFFOLK UNIVERSITY
Department:

- 1 Select your school from the **Institution Name** list.

If your school's name doesn't appear, scroll to the bottom of the list and click **Other**.

- 2 (Optional) Type your department in the **Department** box.
- 3 Click **Next**.



Note You can review the information you have entered so far by looking in the column on the far right of the page. If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update registration information later in CourseCompass, by clicking the [Personal Information](#) link in the **Tools** module of the My CourseCompass page.

Entering academic institution information



Tip If you selected your school from the list on the previous page, skip to “Entering login information” on page 13.

If you selected **Other** on the previous page or if the registration system was unable to generate an appropriate list of institutions, the system prompts you to provide additional information about your academic institution.

Select the name of your school from the list. If your school is not listed, select "Other" from the end of the list.

***Institution Name:**

***Institution Other:**

Department:

***City:**

If you don't see your school's location listed under the State/Prov or Country lists, select Other from the end of the list, and type the location in the space provided.

State/Prov: *Other:*

***Country:** *Other:*

- 1 Type the name of your school in the **Institution Other** box.
- 2 (Optional) Type your department in the **Department** box.
- 3 Type the city where the school is located in the **City** box.
- 4 Select the name of your state or province from the **State/Prov** box. If your area doesn't appear in the list, click **Other** at the end of the list and enter the area name in the **Other** box.
- 5 Select the name of your country from the **Country** box. If your country's name doesn't appear in the list, click **Other** at the end of the list and enter its name in the **Other** box.
- 6 Click **Next**.



Note You can review the information you have entered so far by looking in the column on the far right of the page. If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update registration information later in CourseCompass, by clicking the [Personal Information](#) link in the **Tools** module of the My CourseCompass page.

Entering login information

If you did not provide an existing login name and password earlier in the registration process, you must create a personal login name and password to complete your registration. You will use your unique login name and password combination each time you access a Pearson Education online product.

- 1 Enter your desired login name. Pick something you can remember but that you don't think anyone else would request. For example, you may want to use both letters and numbers, such as *proffadams12*. Do not use symbols, punctuation marks or blank spaces.

* Login Name:	<input type="text" value="proffadams12"/>
* Password:	<input type="text" value="arugula"/>

- 2 Similarly, enter a password you can remember but you don't think anyone else would request, for example, *arugula*. Do not use symbols, punctuation marks or blank spaces.

If the login name/password combination you choose is not unique, you will be prompted to try again when you click **Next**.

- 3 Write down your login name and password. Keep this information handy for reference, but out of the view of students.



Note Once you are registered, you will receive an email confirming your login name and password.



Tip In case you forget or misplace your unique login name/password combination, you can click the [Forgot your login name/password?](#) link on the CourseCompass Log in page.

- 4 Select a question and enter the correct response to help verify your identity in case you forget your login name or password.

* Question:	<input type="text" value="What is my mother's year of birth?"/>
* Answer:	<input type="text" value="1924"/>

- 5 Click the [License Agreement](#) link to open and read the license agreement in a new window.
- 6 Return to the original window and click the **I agree** box to confirm that you agree with the terms and conditions of the license.

* <input checked="" type="checkbox"/> I agree

7 Review your registration information in the column on the right.



Note If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update account information later in CourseCompass, by clicking the Personal Information link in the **Tools** module of the My CourseCompass page.

8 Click **Next**.

If the login name or password you specified is already in use, CourseCompass prompts you to enter another one. Login name/password combinations must be unique.

A page appears confirming that your registration is complete. Print this page to keep a copy of your login name and password for your reference.

Login name: profjadams12	Password: arugula
---------------------------------	--------------------------



Note You will need to provide the login name and password each time you want to use CourseCompass. You will also use this login name and password to access other online products made available to you by your publisher.

Congratulations! You have completed CourseCompass registration and established your instructor account.

9 Click the **Log in now!** button or the <http://www.coursecompass.com> link on the Confirmation and Summary page to go to the CourseCompass instructor website.

To access CourseCompass, go to <u>http://www.coursecompass.com</u> and log in	Log in now! ▶
--------------------------------------------------------------------------------------------------------------------------	----------------------



Note When you register for CourseCompass, you may receive additional online product subscriptions courtesy of your publisher. To find out more about these subscriptions, simply click the appropriate **Log in now!** button or the login URL for each site. Then, enter the login name and password that you created during online registration.

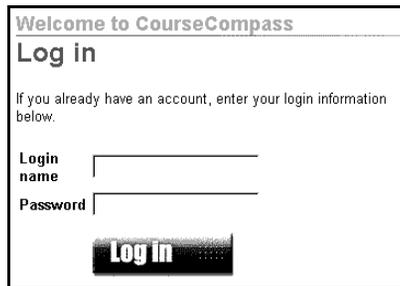
Step 3. Logging in to CourseCompass

To log in:

- 1 From the home page of the CourseCompass instructor site, <http://www.coursecompass.com>, click the **Log in** button.



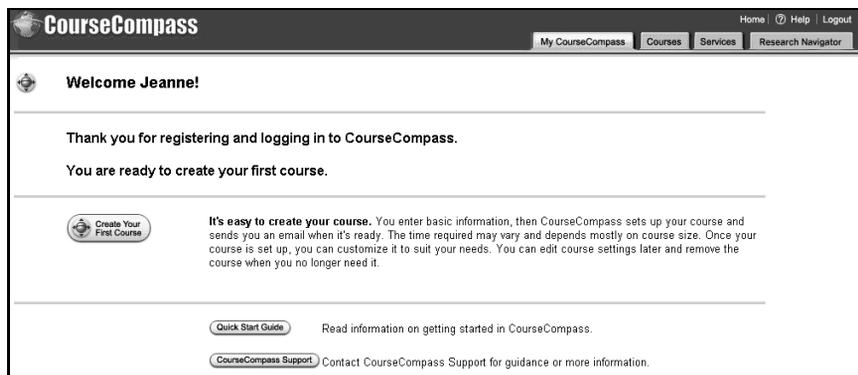
The CourseCompass Log in page appears:

A screenshot of the "Welcome to CourseCompass" login page. The page has a white background with a black border. At the top, it says "Welcome to CourseCompass" in a grey font, followed by "Log in" in a larger, bold black font. Below this, a message reads: "If you already have an account, enter your login information below." There are two input fields: "Login name" and "Password", each with a small vertical line on the left side. At the bottom, there is a "Log in" button with a dark, metallic appearance and a grid of small dots on the right side.

Note Students can register and log in to CourseCompass by going to <http://students.pearsoned.com>.

- 2 Type your login name and password in the appropriate boxes. Use the name and password you created during registration.
- 3 Click the **Log in** button.

A personalized Welcome page appears:



The Welcome page appears the first time you log in to CourseCompass. The next time you log in, your personal My CourseCompass page appears.



Note (Optional) To display a PDF version of this *Instructor Quick Start Guide*, click the **Quick Start Guide** button. To contact Product Support, click the **CourseCompass Support** button. You can always access these options later from within CourseCompass.

Step 4. Creating your first course



Note Only instructors can create a course; teaching assistants cannot create courses.

To sample a ready-made course in CourseCompass, you need to select course materials and specify some information for the course. You can create your first preview course easily, by completing the following steps:

For these instructions	See page
Selecting course material	17
Entering your course name, description, and end date	19

Selecting course material

Course materials in CourseCompass are sets of online materials that can include assessments, multimedia, presentations, an electronic version of a textbook, and/or other materials that complement your choice of textbook. When you choose a set of course materials, these will appear in CourseCompass as a **course**.

To select a set of course materials from a preloaded array of quality educational resources:

- 1 From the Welcome page, click the **Create Your First Course** button.



Tip After you have created your first course, you can initiate the course creation process by clicking the **Create a Course** button from the My CourseCompass page. For instructions, see “Creating additional courses” on page 75.

- 2 Click your teaching discipline on the Browse Discipline page.
- 3 Click the publisher of the course materials you want to use.
- 4 On the Browse Course Materials page, review the course materials that match the publisher and discipline you selected.



Note The course material catalog may include several sets of course material based on the same textbook, with different content options in each set. For example, the catalog may include one set of course materials with and another without an online textbook, called an eBook. Once you decide to adopt a CourseCompass course, you will need to order the appropriate ISBNs for your students based on the course materials you select here. For information on ordering ISBNs, see “Step 5. Enabling students to access your course” on page 22.

One or more icons appear with each set of course materials, designating the types of content provided. Refer to the legend at the top of the Browse Course Materials page for the meaning of these icons. The course description text provides additional detail.

	Student Resources: May include course objectives, lecture notes, quizzes and web links
	Tests: Includes test item file to accompany textbook
	Multimedia: May include audio, video, presentation slides and interactive activities
	eBook: Includes the electronic textbook

- 5 Click the **Select Course Material** button for the set of course materials you want to use.
- 6 Click the **Submit** button.



Note You can also create a course by building one from scratch (that is, without ready-made course materials) or by copying a course created by another instructor. For instructions, see “Building a course from scratch” on page 78 or “Copying another instructor’s course” on page 83, respectively.

Entering your course name, description, and end date

CourseCompass automatically creates a unique **course ID** that identifies your new CourseCompass course, typically using your last name and a five-digit number. You may want to make a note of it, as you will need to give this course ID to students so they can register in CourseCompass and access your online course.



Note If you want to enable another instructor to copy your course, you will need to give the instructor the course ID. For information on how to make your course available for copying, search for *allow copying* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Enter Course Name and Description
 CourseCompass automatically assigns a course ID to your course. Students need this course ID to enroll in your course.

Enter the course name and, optionally, the course description. You can also edit the course name and description now or later.

Course ID: hall19805

* Course Name:

Description:

- 1 Type the name of your course in the **Course Name** box.
 What you enter here will appear as the course name for this course on the My CourseCompass page.
- 2 (Optional) Type a description for your course in the **Description** box.
- 3 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.

Step 4. Creating your first course

Enter Course End Date
Set the end date, the last day students can access your course. You can also edit the end date later, if you want.

Course End Date:

Students will be unable to access this course beyond the course end date, though you may amend it later. For information on changing the course end date, search for *course dates* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

 **Tip** You may want to set the end date a month or so after the last day of classes to allow students time to complete makeup work, or to allow you time to copy course material you plan to teach again. For information on copying some or all of your course material for later use, see “Copying a course or course components into a new course” on page 80.

4 Click the **Submit** button to create your course.

CourseCompass displays the Create Course Confirmation page:

 **Create Course Confirmation**
Receipt in Progress...

 Thank you! CourseCompass received your request to create the course hall39314.

How long will it take?

- The time required to create your course depends on the number of requests in line ahead of you and the size of your course materials. Your course may be ready in as little as one hour, or may take up to one business day.

How will you know when the course is ready?

- You will receive email from CourseCompass Support.
- A link to your new course appears on the My CourseCompass page.

While you are waiting you can:

Log out and come back when your course is ready
There's no need to stay online while CourseCompass creates your course. You can safely close your browser, or even shut down your computer, and come back after you receive the confirming email. [Log Out Now](#)

Explore CourseCompass now
You can start learning about CourseCompass now, using online Help, the Instructor Quick Start Guide, and News from Pearson Education. [Explore CourseCompass](#)

CourseCompass creates your course using the set of course materials you selected. Depending on the number of other course creation requests and the size of the course materials you selected, this process can take less than an hour or up to one business day.

- 5 You can click the **Log Out Now** button and return to CourseCompass later, after you receive an email saying your course is ready. Alternatively, you can click the **Explore CourseCompass** button to investigate the CourseCompass environment while you wait.



Note You do not need to stay logged in to CourseCompass or connected to the Internet while CourseCompass creates your course.

- 6 When you receive the email that says your course is ready, return to the CourseCompass instructor site at <http://www.coursecompass.com> and click the **Log in** button.

A link to your new course appears on the My CourseCompass page in the list of courses you are previewing:

The screenshot shows the CourseCompass instructor interface. At the top, there is a navigation bar with 'Home | Help | Logout' and tabs for 'My CourseCompass', 'Courses', 'Services', and 'Research Navigator'. The main content area is titled 'Welcome, Jeanne!' and includes a 'Colors | Content' link. A box titled 'Courses you are previewing' contains a message: 'To allow students to enroll in your course, click the "Adopt" button.' Below this message is a course entry for 'Managing Star Performers' with an 'Adopt' button. A line points from the text 'Course link' to the 'Managing Star Performers' entry. To the right, there are sections for 'My Announcements' (showing 'System Announcements' and 'Managing Star Performers'), 'How To Use CourseCompass' (with links like 'Online Help for Instructors'), and a 'Tools' sidebar with links like 'Announcements', 'Calendar', 'Tasks', 'My Grades', 'Send E-mail', 'Address Book', and 'Personal Information'. A 'Search the Web' box is also present.

Once your course is ready, you can simply review its contents and make it available for students or you can customize its contents and then make it available for students. The choice is yours.

- **For instructions on reviewing course content**, see “Opening your course and checking its contents” on page 30.
- **For instructions on customizing your course**, see “Setting up your course” on page 33.
- **For instructions on providing your students with access to your course**, see “Step 5. Enabling students to access your course” on page 22.

Step 5. Enabling students to access your course

You can preview your course and spend as much time setting it up as you like. To enable students to access your online course, however, you must:

- **Adopt the course.** To adopt a course, click the **Adopt** button next to the course name on the My CourseCompass page. You can continue adding to or changing your course—for example, adding assignments or changing quiz availability—even after you adopt the course.

For more information, click the [Clicking the Adopt button](#) link in the **How to Use CourseCompass** module on the My CourseCompass page.



Note Only instructors can adopt a course; TAs cannot adopt a course.

- **Communicate the course ID to your students.** When you create your course, CourseCompass automatically assigns it a unique course ID, usually consisting of your last name and five numbers. A sample course ID looks like this:
Lee21754

You need to communicate this course ID to each student in your class. You can find the course ID for each course you're teaching by clicking the Courses tab at the top of any CourseCompass page. Students need to specify this course ID when they register and enroll in your CourseCompass course.

- **Order CourseCompass Student Access Kits** for the associated textbook that you are teaching with. You can obtain the Student Access Kit ISBNs on the Course List page at anytime, or you can contact your sales representative. To find out how to contact your sales representative, see “Contacting your Sales Representative” on page 6.

You will need to order one of the following Student Access Kit ISBNs:

- **Bundle** (Textbook and Student Access Kit) - This option is the best value for your students.
- **Standalone** (Student Access Kit) - This option is available for students who do not purchase a new textbook.

The **CourseCompass student access kit** consists of a card with printed instructions for the online enrollment process and a pull-tab that reveals the student access code. This code can only be used to enroll in a single CourseCompass course by an individual student.

To enroll in your CourseCompass course, students need a student access code (contained in the student access kit). Alternatively, students can use a credit card during the online registration and enrollment process. For more information about bookstore ordering, click the Getting Started tab on the CourseCompass instructor site at <http://www.coursecompass.com>.



Note Some textbooks and their related CourseCompass course materials may cover two or more semesters' worth of study. When the follow-on course is created with the same course materials, students do not need to purchase an additional CourseCompass student access code (or use a credit card) to enroll in the second or third semester course. For more information on multise­mester-type courses, click [About Multise­mester Student Enrollment](#) in the **How to Use CourseCompass** module on the My CourseCompass page.

The cost of a CourseCompass student access kit varies, depending on the set of course materials you select when creating your course. For example, if a set of course materials includes a MetaText eBook, the cost is slightly higher.

- **Make sure the dates set for your course are correct.** By default, any course you create in CourseCompass is available for nine months. You can always modify the availability of your course for students, by changing the start and end date of the course or by changing the start and end of the student enrollment period.

To make these changes, click the **Control Panel** button from the Course Home page. In the Course Options area, click [Course Settings](#), and then click the [Course Dates](#) link. Revise the dates and click **Submit**.

How students register for CourseCompass

Students register and log in to CourseCompass by going to <http://students.pearsoned.com>. For step-by-step directions in completing online registration, which includes enrolling in your CourseCompass course, students can click the ? symbol next to the **Register** button or they can follow the instructions in their CourseCompass Student Access Kit (if they received one with the purchase of a new textbook or if they purchased separately in the campus bookstore).



Tip You can print these pages and distribute them to your students.

Alternatively, students and instructors can download and print a copy of the *Student Quick Start Guide*, which contains registration instructions, from <http://students.pearsoned.com>. Click the ? symbol next to the **Log in** button, then look for the [Student Quick Start Guide](#) link.

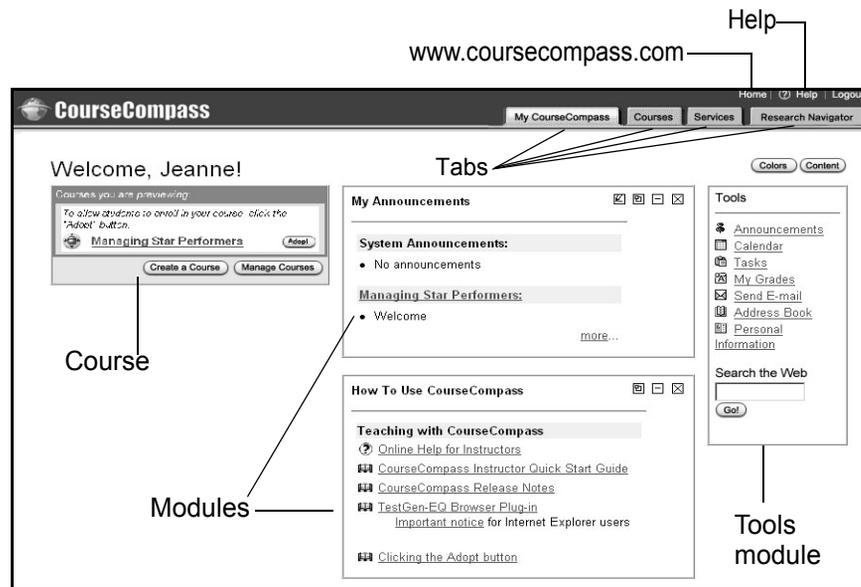
Navigating in CourseCompass

After you register and create a CourseCompass course using available course materials, you can get a bit more acquainted with CourseCompass.

For these instructions	See page
Moving around in CourseCompass	24
Comparing instructor, teaching assistant and student views	26
Opening your course and checking its contents	30
Logging out of CourseCompass	32

Moving around in CourseCompass

When you log in to CourseCompass it opens to the My CourseCompass page. CourseCompass is organized by four tabs that appear at the top right of the page. Whenever you want to return to the My CourseCompass page, click **Home** at the top right in CourseCompass. If you are ever unsure of how to proceed, you can access the Instructor Help system by clicking **Help**.



To move around in CourseCompass, you can:

- Click any link or button on a page
- Click any of the four main tabs: My CourseCompass, Courses, Services or Research Navigator

Clicking this tab	Displays
My CourseCompass	<p>A series of modules—such as My Announcements, How to Use CourseCompass, and Services & Support—that give you access to CourseCompass courses, features, and information. This page also displays a Tools module with links to common resources, such as your personal Tasks list and a web search tool.</p> <p>The module that lists courses you are teaching or previewing always appears (instructor view only), as do the News from Pearson Education (further down the page) and Tools modules (on the right). You can remove or rearrange other modules on the My CourseCompass page, as well as add other modules.</p> <p>For information on customizing modules on the My CourseCompass page, search for <i>My CourseCompass page</i> in the Instructor Help index. In particular, you might want to add the Learning with CourseCompass module, which gives you access to all the CourseCompass documentation available to your students. When students log in to CourseCompass, they automatically see the Learning with CourseCompass module.</p>
Courses	<p>The Course List page, which lists courses you are currently teaching or previewing, as well as courses you are taking (if you are enrolled as a student or teaching assistant).</p> <p>The Course List page also displays the CourseCompass student access kit ISBNs for each course to assist with bookstore ordering. You will need to order the following ISBNs so students can register and enroll in your online course:</p> <ul style="list-style-type: none"> • Bundle (textbook and student access kit) • Standalone (student access kit) <p>For information on bookstore ordering, search for <i>ordering</i> then click <i>student access kits</i> in the Instructor Help index.</p> <p>Click a course to go to the Course Home page for that course.</p>
Services	<p>The Welcome to CourseCompass Service and Support page, which contains information on how to contact Product Support as well as the technical requirements for running CourseCompass.</p>
Research Navigator	<p>A website that both instructors and students can use to begin a research project. Research Navigator includes searchable databases of journal articles and discipline-specific websites in addition to research guidelines.</p>

Comparing instructor, teaching assistant and student views

When a user logs in, CourseCompass presents a view that is specific to the user role, whether instructor, teaching assistant or student. However, the CourseCompass experience is consistent for the most part. The major differences are access to the Control Panel by instructors and teaching assistants (limited access) and the default display of user information by role.

For this information	See page
Access to the Control Panel	26
Access to user information by role	27

Access to the Control Panel



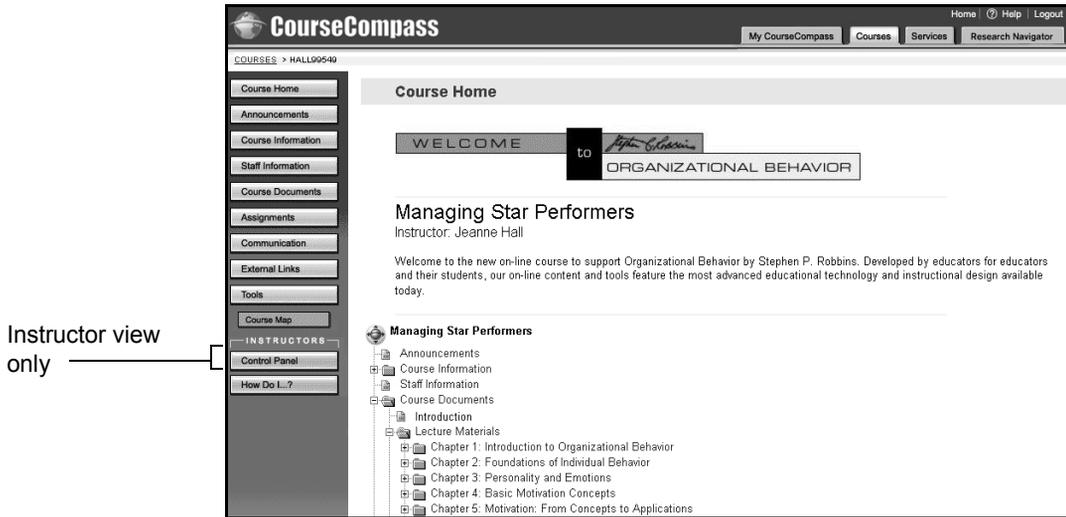
Note Teaching assistants have limited access to the Control Panel. For example, teaching assistants cannot access the [Course Properties](#) or [Course Dates](#) in the **Course Settings** area.

Most of the tasks that you complete while setting up and managing your web-based courses are initiated from the Control Panel, which you can access from almost any content page in your course. CourseCompass pages that you access from the Control Panel are visible only to you, not to students. For example, clicking the Control Panel allows you to access the online gradebook for your CourseCompass course.

To access the Control Panel:

- 1 From the My CourseCompass page, click a course name.

CourseCompass displays the Course Home page for that course. The Control Panel button is on the lower left.



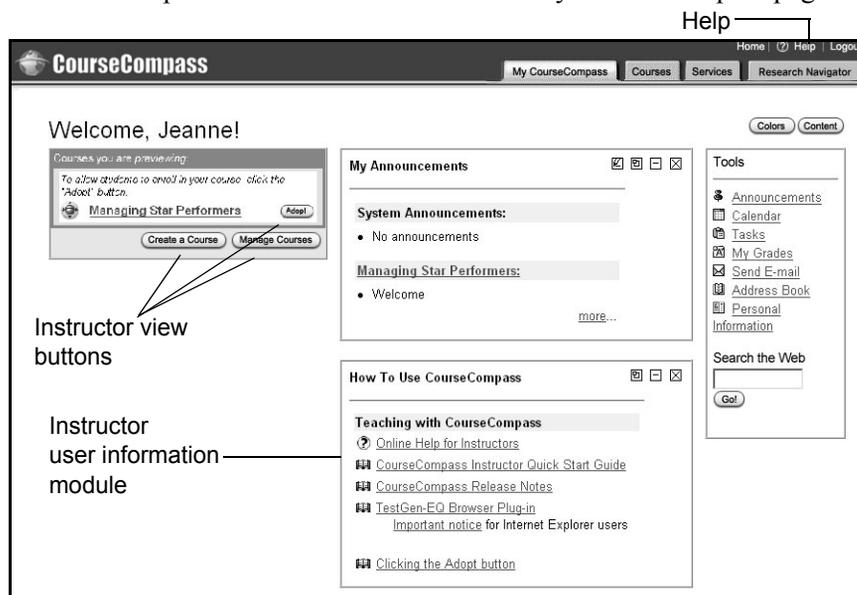
Access to user information by role

CourseCompass provides a full set of user information to support each role: instructor, teaching assistant and student. Due to the differences in roles, however, the instructor CourseCompass user information is not accessible to students.

Once you are logged in to CourseCompass, supportive user information by role is accessible via the respective user information modules (see the following table) and by clicking the Help button in the upper right.

In addition, instructors can access a form of quick help called How Do I? featuring instructor-specific topics. For instructors, the How Do I? button appears beneath the Control Panel on the Course Home page (refer to previous figure). Students can access their own version of How Do I? topics by clicking How Do I? in the Learning with CourseCompass module on the My CourseCompass page.

Here is a sample of an instructor view of the My CourseCompass page:



The minor differences between the views of the My CourseCompass page are as follows:

	Instructor view	Student view
List of accessible courses	Display under the headings: <i>Courses you are previewing</i> , <i>Courses you are teaching</i> , or <i>Courses you are taking</i> (appears only if you enroll in a course, such as CourseCompass 101)	Display under the heading: <i>Courses you are taking</i>
Buttons	Adopt Create a Course Manage Courses	Enroll in a New Course
User information module	How to Use CourseCompass module contains links to: <ul style="list-style-type: none"> • Online Help for Instructors • CourseCompass Instructor Quick Start Guide • CourseCompass Release Notes • CourseCompass 101 Orientation Course • TestGen Browser Plug-in • Clicking the Adopt button • About Multisemester Student Enrollment 	Learning with CourseCompass module contains links to: <ul style="list-style-type: none"> • How Do I? • Online Help for Students • CourseCompass Student Quick Start Guide • CourseCompass Release Notes • Test-Gen Browser Plug-in



Note If you have teaching assistant access to a course, and you are not also registered as an instructor (with the same login name and password), your view of CourseCompass will be more student-like. To access the Instructor Quick Start Guide, go to <http://www.coursecompass.com> and click its link from the Support page. To access Instructor Help, go to the Control Panel and click [CourseCompass Instructor Help](#).



Tip Instructors may find it helpful to add the student information module, Learning with CourseCompass, to their My CourseCompass page. To do this, click the **Content** button from the My CourseCompass page. Select **Learning with CourseCompass** from the list of available modules, click **Add** beneath the panel where you want this module to appear, then click **Submit**.

Instructors and students can also locate student registration instructions and a downloadable version of the *CourseCompass Student Quick Start Guide* by going to the CourseCompass student registration and login site at <http://students.pearsoned.com>.

- To view registration instructions, click the ? symbol next to the **Register** button.
- For the *Student Quick Start Guide*, click the ? symbol next to the **Log in** button.



For more information on accessing user information, see “For information beyond this guide” on page 3.

Opening your course and checking its contents

When you log in to CourseCompass, you can open your course and start setting it up to reflect your teaching preferences, known as *customizing* your course. If you are new to online course management systems such as CourseCompass and are cautious about making changes to your preview course, that's okay. The preview course is a complete course, even if you don't make any changes to it. To determine if you want to customize your course, you need to open it and examine its contents.



Important Before your course can be accessed by students, you must complete the tasks in “Step 5. Enabling students to access your course” on page 22.

To open your CourseCompass course and view its contents:

- 1 Log in to CourseCompass. For instructions, see “Step 3. Logging in to CourseCompass” on page 16.
- 2 From the My CourseCompass page, click the name of the course you want to open.

Course name

The Course Home page appears, with an outline of your course content. For example, the Managing Star Performers outline shows lecture materials, organized by chapter, in the Course Documents area.

The screenshot shows the CourseCompass interface. On the left, a vertical navigation menu contains buttons for 'Course Home', 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'External Links', 'Tools', and 'Course Map'. Below these are buttons for 'INSTRUCTORS', 'Control Panel', and 'How Do I...?'. The main content area is titled 'Course Home' and features a 'WELCOME' message to 'ORGANIZATIONAL BEHAVIOR' by Stephen P. Robbins, developed by Jeanne Hall. Below this, a section titled 'Managing Star Performers' displays a tree view of course content: Announcements, Course Information, Staff Information, Course Documents, Introduction, Lecture Materials, Chapter 1: Introduction to Organizational Behavior, Chapter 2: Foundations of Individual Behavior, Chapter 3: Personality and Emotions, Chapter 4: Basic Motivation Concepts, and Chapter 5: Motivation: From Concepts to Applications. Two callout boxes with lines pointing to the navigation menu and the tree view are present. The first callout box is labeled 'Content area buttons' and points to the navigation menu. The second callout box is labeled 'Course content outline; contains links to content areas' and points to the tree view.

3 To view a content area or an item in that content area, you can:

- Click its link in the outline on the Course Home page.
- Click any of the content area buttons on the left side of the page to display that page. These buttons appear on most CourseCompass pages in your course, so you don't have to return to the Course Home page to move from one content area to another in your course.

Content area pages are always visible to you and are visible to your students, once you adopt the course and students enroll in your course by completing the online registration process. For more information, see “Step 5. Enabling students to access your course” on page 22. You modify, move or add items, folders, and assessments to course content (also known as customizing) from the instructor Control Panel, as described in “Setting up your course” on page 33.



Note Depending on the course material you selected, your course may include a PDF eBook, an HTML eBook, a MetaText eBook, or no eBook. An eBook is an electronic version of the textbook associated with your course. By default, the Books button appears only if your course includes a MetaText eBook.

Logging out of CourseCompass

When you are done working in CourseCompass you should end your session.

To log out of CourseCompass:

- 1 Click **Log out** at the top right of the page.



Note Avoid just closing the browser window (especially if you share a computer) as this may not end your CourseCompass session.

Setting up your course

You have a great deal of flexibility in setting up and working with a CourseCompass course. You can choose to follow or skip any of the procedures covered in this section. The following topics describe some of your options for setting up your course.

For these instructions	See page
Customizing your Course Home page	33
Adding course announcements	34
Adding a course syllabus	37
Structuring course content with learning units	41
Setting up course assignments	45
Reviewing and creating course assessments	50
Setting up Discussion Board forums	58
Continuing to customize your course	60

Customizing your Course Home page

You can change the appearance of the Course Home page by revising the description of the course content after you customize the course. You can also add images to the Course Home page, such as a school banner.

To change the course description and add an image to your Course Home page:

- 1 From the My CourseCompass page, click the title of the course whose home page you want to change.
- 2 From the Course Home page, click the **Control Panel** button.
- 3 Click Course Home in the **Content Areas** module.
- 4 Depending on where you want to add an image, click **Image #1**, **Image #2**, or both.

Image #1 appears to the left of the banner image; image #2 appears above the banner image.

5 For each image you selected, click the **Browse** button and locate the GIF or JPG image file you want to display on the Course Home page. For example, you might choose to display an image that is specific to your department, discipline, or school.

6 In the **Description** box, change or add to the text.

For example, you might direct students to check your office hours in the Staff Information area, and download the browser and plug-in updates available in the Course Information content area.

7 When you finish modifying the course description, click **Submit**, and then click **OK** on the receipt page that appears.

The Course Home page appears, with your changes.



Tip Consider returning to the Course Home page each time you change course content. When you open this page after changing course content, CourseCompass updates the course outline. The process takes a moment for you, but makes the outline appear more quickly for your students.

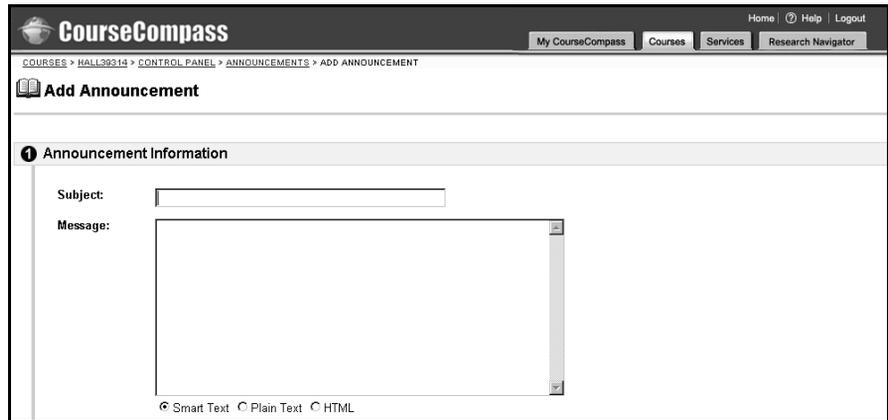
Adding course announcements

To welcome students to your course, you can add your own welcome announcement. Once the class starts, you can use announcements to inform students about new assignments, remind students of upcoming tests, or post information about course-related seminars and resources.

To add a custom course announcement:

- 1** From the My CourseCompass page, click the title of the course to which you want to add an announcement.
- 2** From the Course Home page, click the **Control Panel** button.

- 3 Click the Announcements link in the **Content Areas** module.
- 4 Click the **Add Announcement** button to display the Add Announcement page:



- 5 Add announcement information:
 - a. Click in the **Subject** box, and type the topic of the announcement. For example, if this is your first course announcement, you might type “Welcome to the Managing Star Performers course.”
 - b. Click in the **Message** box, and type the text of the announcement. For example, in your first announcement, you might tell students to download the course syllabus, and make sure they have the necessary plug-ins before the first course session.
 - c. Select one of the following options to display text:

Click this option	To display text
Smart Text	As you type it. This option also converts URLs and email addresses into links and formats HTML tags. Depending on your browser, it may also format text. For example, text in quotes may appear italic.
Plain Text	Exactly as you type it, with no links.

Click this option	To display text
HTML	<p>As you format it, using HTML tags that you type in this box.</p> <p>Important This option is best suited for simple HTML (for example, formatting your text in different character formats). For more sophisticated HTML (including HTML forms and JavaScript), you should create the HTML file, save it, then upload it as an attachment for best results. For instructions on uploading attachments, search for <i>adding</i> in the Instructor Help index, and click <i>attachment</i>.</p>



For information on formatting text you add to CourseCompass, search for *formatting text* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

- 6 Under **Options**, click **Yes** to have your announcement appear permanently on the Announcements page, or click **No** to have the announcement appear for a set period of time.

Options

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Jul | 23 | 2001 | [calendar icon]

12 | 00 | AM

Display Until

Jul | 23 | 2001 | [calendar icon]

12 | 00 | AM

- 7 If you want to limit when the announcement appears:
 - a. Click **Display After**, and select a date and time after which you want the announcement to appear.
 - b. Click **Display Until** and select a date and time until which you want the announcement to appear.
- 8 Click the **Submit** button to create the announcement, or click **Cancel** to discard the announcement.

CourseCompass displays a receipt page on which you can check the content of the announcement you just added.

- 9 Click **OK** to view the announcement you just added. From this page, you can also modify the announcement, or remove it when you no longer need it.

You can also view an announcement by clicking the Courses tab, clicking the course name, and then clicking the **Announcements** button on the left. You can determine which announcements you want to see—for a day, a week, a month, or all announcements—by clicking the appropriate tab at the top of the Announcements page.

-  **Tip** CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. To select visibility time ranges for items (see step 7 of the previous procedure), you may need to calculate any difference in time zones, depending on your location. For example:

GMT Dublin, Edinburgh, London
 GMT + 8:00 Beijing, Hong Kong, Kuala Lumpur, Singapore
 GMT + 9:30 Adelaide, Darwin
 GMT +10:00 Canberra, Melbourne, Sydney, Brisbane
 GMT +12:00 New Zealand

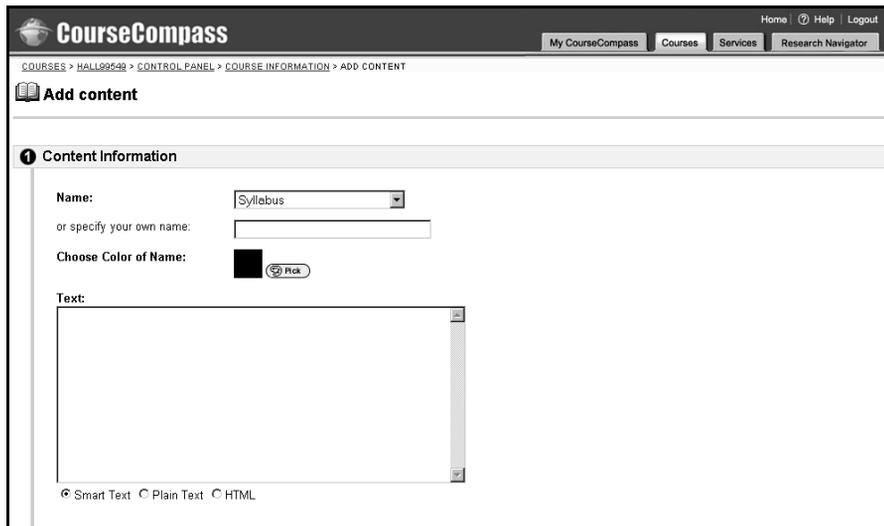
To set an announcement to be available at 10:00 AM Pacific Time (US and Canada), you need to add 3 hours.

Adding a course syllabus

To create or link to your course syllabus:

- 1 From the My CourseCompass page, click the name of the course in which you want to add a syllabus.

- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Course Information in the **Content Areas** module.
- 4 Click **Add Item**.



The screenshot shows the CourseCompass interface for adding content. The breadcrumb trail is COURSES > HALL99548 > CONTROL PANEL > COURSE INFORMATION > ADD CONTENT. The page title is 'Add content'. The main section is 'Content Information'. It includes a 'Name' dropdown menu with 'Syllabus' selected, an 'or specify your own name:' text box, a 'Choose Color of Name:' section with a black color swatch and a 'Pick' button, and a 'Text' text area. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'.

- 5 In the **Content Information** area, add your syllabus information:
 - a. Select the type of item you want to create from the **Name** box. In this case, you want to create a syllabus, the first item on the list.
 - b. If you want to display the syllabus title in a color other than black, click the **Pick** button. Click the color you want to use in the Color Picker window that appears. The color you selected fills the box next to the Pick button.
 - c. Click inside the **Text** box and type the course syllabus, or type a description of the course syllabus if you plan to attach a file containing the course syllabus in the next step.



Tip Your academic institution may specify a format for syllabus and other course documents. In this case, you might find it easier to create your syllabus in your institution's established format using a word processing program and then attach the syllabus file to CourseCompass, as described in the next step.

d. Select one of the following options to display text:

Click this option	To display text
Smart Text	As you type it. This option also converts URLs and email addresses into links and formats HTML tags. Depending on your browser, it may also format text. For example, text in quotes may appear italic.
Plain Text	Exactly as you type it, with no links.
HTML	As you format it, using HTML tags that you type in this box. Important This option is best suited for simple HTML (for example, formatting your text in different character formats). For more sophisticated HTML (including HTML forms and JavaScript), you should create the HTML file, save it, then upload it as an attachment for best results. For instructions on uploading attachments, see step 6 below.



For information on formatting text you add to CourseCompass, search for *formatting text* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

6 To attach a syllabus file, follow these steps in the Content Attachments section.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:

Special Action:

- a. In the **File to Attach** box, type the name and path of the syllabus file. You can also click the **Browse** button, locate the file, and click **Open**.
- b. In the **Name of Link to File** box, type a name for the syllabus file. The name you type appears as the text that students click when they want to open your syllabus file. For example, you might type “Managing Star Performers Course Syllabus.”

- c. Select one of the following options from the **Special Action** box:
 - **Create a link to the file** displays a link to the syllabus file. Students click the link to see your syllabus document.
 - **Display media file within the page** immediately displays the content of the syllabus file in the CourseCompass page.
 - **Unpackage file** tells CourseCompass to decompress (unzip) a compressed file before displaying its content.

7 Set item options:

- a. Under **Options**, leave the first three questions set to **No**:
 - Do you want to add offline content?
 - Do you want to track number of views?
 - Do you want to add Metadata?



For information about these options, search for *metadata* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

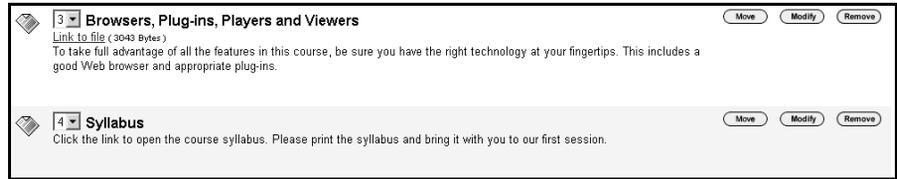
- b. If you want to limit when the announcement appears:
 - Click **Display After**, and select a date and time after which you want the syllabus to appear.
 - Click **Display Until**, and select a date and time until which you want the syllabus to appear.
 - Click **Yes** next to **Do you want to make the content visible?** to make this syllabus visible.



Note CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. Depending on your location, you may need to adjust for any difference in time zones.

- 8** Click the **Submit** button to finish adding the syllabus to your course, and click **OK** on the receipt page.

CourseCompass displays the Course Information page; the syllabus item you just created appears after any other items on the Course Information page.



You can click the link to make sure it appears correctly.

-  **Tip** You can modify or remove the syllabus from your course at any time. For instructions, see “Changing or removing items” on page 61. Additionally, you can move the syllabus to another content area, for example, Course Documents. For instructions on moving, see “Moving content” on page 61.

Structuring course content with learning units

A **learning unit** is a set of course items and files that you want to present as a group. Depending on how you create the learning unit, you can group related material together for students to explore in any order, or can enforce a specific progression through the material.

You can create learning units in the Course Documents, Course Information, Books, and Assignments content areas. Learning units can include items, files, and links to assessments.

-  **Tip** If you plan to use learning units in your course, you must create the learning unit *before* you add the items or files you store in the learning unit. You cannot create items or files and then move them into a learning unit.

For these instructions	See page
Creating a learning unit	42
Adding content to a learning unit	44
Adding assessments to learning units	45

Creating a learning unit

- 1 On the My CourseCompass page, click the course to which you want to add a learning unit.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 In the **Content Areas** module, click the content area in which you want to create the learning unit.

For example, you might store learning units in the Course Documents area.

- 4 Click the **Add Learning Unit** button.

The Add learning unit page appears:

The screenshot shows the CourseCompass interface for adding a learning unit. The breadcrumb trail is COURSES > HALL99549 > CONTROL PANEL > COURSE DOCUMENTS > ADD LEARNING UNIT. The page title is 'Add learning unit'. The main section is 'Learning Unit Information'. It contains a 'Name:' dropdown menu with 'Learning Unit' selected, a text input field for 'or specify your own name:', a 'Choose Color of Name:' section with a color selection tool and a 'Pick' button, and a 'Text:' field with a large text area. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML'.

- 5 In the **Learning Unit Information** section:
 - a. Click a name for the learning unit in the dropdown box, or type another name for the learning unit.
 - b. Select a color for the text of the learning unit name.
 - c. In the **Text** box, type a description of the learning unit.

6 Select one of the following options to display text:

Click this option	To display text
Smart Text	As you type it. This option also converts URLs and email addresses into links and formats HTML tags. Depending on your browser, it may also format text. For example, text in quotes may appear italic.
Plain Text	Exactly as you type it, with no links.
HTML	As you format it, using HTML tags that you type in this box. Important This option is best suited for simple HTML (for example, formatting your text in different character formats). For more sophisticated HTML (including HTML forms and JavaScript), you should create the HTML file, save it, then upload it as an attachment for best results. For instructions on uploading attachments, search for <i>adding</i> in the Instructor Help index, and click <i>attachment</i> .



For more information on formatting text you add to CourseCompass, search for *formatting text* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

- 7 In the **Options** section, set options to determine how students view learning unit content, and when the learning unit appears in your course:
- Click **Yes** next to the first option to make students view each item in the learning unit in the order you set. Click **No** to allow students to view learning unit items in any order.
 - Click **Yes** next to the second option to open the learning unit in a new window; click **No** next to this option to have learning unit content appear in the CourseCompass window.
 - Click **Display After**, and select a date and time after which you want the assessment available to students.
 - Click **Display Until** and select a date and time until which you want the assessment available to students.



Note If you do not click either Display After or Display Until, the learning unit is always available. Also, CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. Depending on your location, you may need to adjust for any difference in time zones.

- e. Click **Yes** next to the last option to make the learning unit visible to students. Click **No** next to the last option to keep the learning unit hidden.
- 8** Click the **Submit** button for CourseCompass to create the learning unit.

Adding content to a learning unit

You add items and files to the learning unit the same way you add items elsewhere in CourseCompass.

How is adding a file different from adding an item with an attached file? The file itself can be added using either button, but the result appears differently when you view the learning unit. If you click through the contents of a learning unit, files attached to items appear as links in the item text. When clicked, the link opens the attached file.

By contrast, files added using Add File appear as you click through learning unit items, like slides in a slide show; you don't have to click the item and then click a link to open each file. You might use the Add File option to display a sequence of slides or graphics, for example, and use Add Item with a file attachment when the attached file needs additional discussion or introduction.

To add an item or file to a learning unit:

- 1** From the My CourseCompass page, click the title of the course in which you want to add items to a learning unit.
- 2** On the Course Home page, click the **Control Panel** button.
- 3** Click the content area in which you stored the learning unit.
- 4** Click the learning unit in which you want to add an item or file.
- 5** Click the **Add Item** or **Add File** button.

The Add Item or Add File page appears. Notice that this page looks very similar to the page on which you added your syllabus item. You'll see pages like this one each time you add an item or file to your course.

- 6** Add the item or file:
 - a. Select or type an item or file name and type a brief description in the **Text** box. Select one of the text display options.

- b. Add item attachments. In this case, you might link to a file that lists all your assignments.
- c. Leave the item options as they are.

7 Click the **Submit** button.

Your item or file appears after any existing content items in the learning unit.

Adding assessments to learning units

You can add an assessment to a learning unit by linking the assessment to the learning unit when you make the assessment available for students. For more information on this option, see “Customizing assessments” on page 51.



Note If you add one or more assessments to a learning unit and later copy your customizations into a new edition or new version course, any modified assessments will copy into the Assessment Manager of the new course (versus staying with the learning unit).

Setting up course assignments

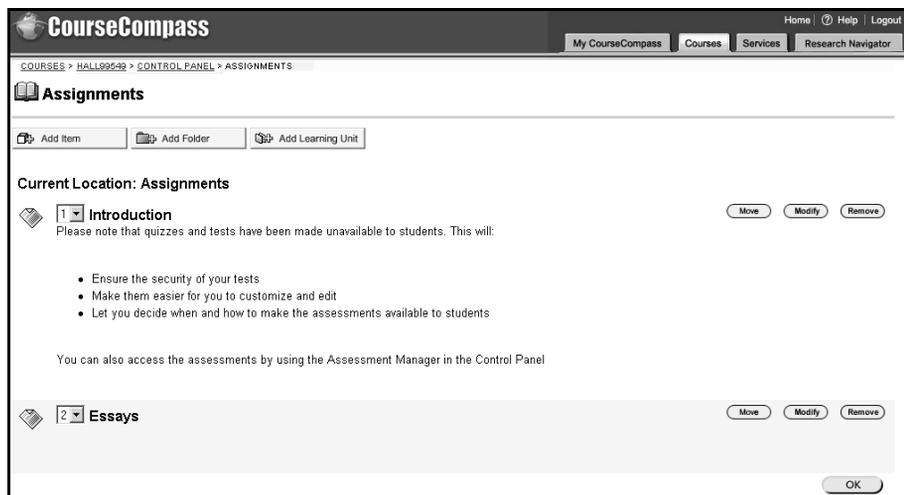
You’ll probably spend most of your course setup time creating assignments and assessments.

If you have already created an assignment document using a word processing program, you can attach it to your course just as you attached the syllabus file. Alternatively, you can create individual assignments in CourseCompass. Lastly, you can create assignments that link directly to a MetaText eBook, if your course includes one.

For these instructions	See page
Attaching a document that contains course assignments	46
Adding individual assignments	47
Creating assignments linked to an eBook	47

Attaching a document that contains course assignments

- 1 From the My CourseCompass page, click the title of the course in which you want to set up assignments.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assignments in the **Content Areas** module.



- 4 Click the **Add Item** button.

Notice that the Add Item page that appears looks very similar to the pages you used to add your syllabus and add items and files to learning units, if you have added any of these.

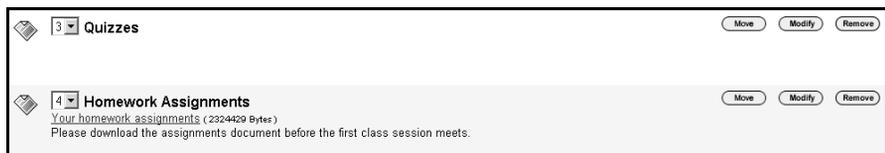
- 5 Add the assignment file:
 - a. Select or type an item name and type a brief description in the **Text** box.
 - b. Select a color for the text of the name.
 - c. Add item attachments. In this case, you might link to a file that lists all your assignments.
 - d. Leave the item options as they are.
 - e. Click the **Submit** button.

Your assignment file appears after any existing content items on the Assignments page.

Adding individual assignments

- 1 From the My CourseCompass page, click the title of the course in which you want to set up assignments.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assignments in the **Content Areas** module.
- 4 Click the **Add Item** button.
- 5 Add the assignment:
 - a. Select or type an assignment name and type the assignment in the **Text** box.
 - b. Select a color for the text of the name.
 - c. Add item attachments, if any.
 - d. Leave the item options as they are.
 - e. Click the **Submit** button.

Your assignment item appears after any existing content items in the Assignments area:



Creating assignments linked to an eBook

You can also create assignments that link to specific pages in the MetaText eBook, if your course includes one.

- 1 From the My CourseCompass page, click the title of the course in which you want to create an assignment with an eBook link.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assignments in the **Content Areas** module.
- 4 Click the **Add eBook Link** button.



Note If your course does not include a MetaText eBook, this button does not appear. However your course may still include another type of eBook, such as an HTML eBook or a PDF version of the associated textbook for your course.

- 5 In the **Item Information** section, add the following information:
 - a. In the dropdown box, click **Other** and type a name for the eBook link.
 - b. Select a color for the text of the eBook link.
 - c. Type the text of the eBook link. For example, you might type a chapter or section title where the reading assignment begins.
 - d. Type the page number from the printed textbook where you want the student to begin reading.
 - e. (Optional) Type a description or additional instructions for the assignment. For example, you might note that students should complete the review questions at the end of a reading assignment. You might also indicate where on the pages you've linked you want students to begin reading, if a reading assignment begins in the middle of a page.

- 6 If you want to limit when the eBook link appears in your course, in the **Options** section:
 - a. Click the **Display After** box and click a month, day, year, and time after which you want the eBook link to appear in your course. For example, you might make eBook reading assignments available at weekly intervals.
 - b. Click the **Display Until** box and click a month, day, year, and time until which you want the eBook link visible in your course.

If you do not click either the **Display After** or **Display Until** option, the eBook link is always visible.



Note CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. Depending on your location, you may need to adjust for any difference in time zones.

- 7 Click the **Submit** button.



Note You can also create eBook links in the Course Documents, Books, and Course Information content areas, as well as in learning units and in assessments. The steps for adding eBook links are identical in all locations.



Tip If you plan to create a number of course assignments, you might want to organize and store the assignment items in folders. If you expect to use folders, create the folders *before* you create the items to place in the folder. You cannot create items and then move them into a folder later. For more information on creating and working with folders, search for *folder* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Reviewing and creating course assessments

Many CourseCompass courses include a rich selection of assessments associated with the textbook you selected. If your course includes preloaded assessments, you may want to spend some time deciding which assessments to use and whether you want to create your own assessments.

For these instructions	See page
Reviewing assessments	50
Customizing assessments	51
Adding a test or quiz created in TestGen	56

Reviewing assessments

To review existing course assessments:

- 1 From the My CourseCompass page, click the course whose assessments you want to review.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assessment Manager in the **Assessment** module.

The screenshot displays the CourseCompass Assessment Manager interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this, the breadcrumb trail reads 'COURSES > HALL69549 > CONTROL PANEL > ASSESSMENT MANAGER'. The main heading is 'Assessment Manager'. Below the heading, there are several action buttons: 'Add Quiz/Exam', 'Add Survey', 'Add TestGen-EQ', 'Import Assessment', and 'Export Assessment'. The main content area is a table with the following columns: 'Last Modified', 'Name', 'Type', and 'Availability'. Each row represents an assessment and includes a checkbox on the left, a 'Set Availability' button, and 'Preview', 'Modify', and 'Remove' buttons on the right.

Last Modified	Name	Type	Availability
Jul 23, 2001	Chapter 014 - Instructor Test Items	Quiz/Exam	Available
Jul 23, 2001	Chapter 10: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 11: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 12: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 13: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 14: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 15: Readiness Assessment Quiz	Quiz/Exam	Available
Jul 23, 2001	Chapter 16: Readiness Assessment Quiz	Quiz/Exam	Available

4 Scroll to the assessment you want to preview.

For example, you might want to review each Readiness Assessment Quiz to see whether it covers material you expect students to understand before they start reading a chapter.

5 Click one of the following options:

- a. Click **Preview** to view or take the test.
- b. Click **Modify** to change the assessment description, instructions, question order, or availability. (Note that you can modify or delete an assessment only after you make it unavailable, as described in the next section.)
- c. Click **Remove** to delete the assessment and all of its associated questions. CourseCompass displays a warning asking you to confirm that you want to delete the assessment. Alternatively, you can make the assessment unavailable, as described in the next section.

Customizing assessments

You can customize an existing assessment by modifying, adding, or deleting its assessment questions. In addition to customizing existing assessments, you can do any of the following:

- **Create your own assessments.** For information on creating your own assessments, search for *creating* in the Instructor Help index.
- **Create assessments using questions from the Pool Manager.** For information on using the Pool Manager, search for *pool manager* in the Instructor Help index.
- **Move an assessment.** Once an assessment has been made available and placed in a content area, it can then be moved from one content area to another. For more information on moving, see “Moving content” on page 61.
- **Add tests or quizzes created with TestGen,** a separate test generation program that lets you create assessments from Pearson Education question testbanks. For information on installing and using TestGen to create tests, click the TestGen browser plug-in link in the How to Use CourseCompass module on the My CourseCompass page. For information on adding a TestGen test or quiz to your course, see “Adding a test or quiz created in TestGen” on page 56.

- **Add eBook links to assessments.** For information on adding eBook links, see “Creating assignments linked to an eBook” on page 47.

Customizing an existing assessment takes a few steps:

For these instructions	See page
Step 1. Making assessments unavailable	52
Step 2. Changing assessment content	54
Step 3. Making assessments available	55

Step 1. Making assessments unavailable

In preloaded assessments that come with your CourseCompass course materials, readiness assessments are available by default and all other kinds of assessments are unavailable. If the text above the Set Availability button in an exam or quiz says “Unavailable,” you can skip these steps and start with the steps in “Step 2. Changing assessment content” on page 54.



Warning Making an assessment unavailable deletes any grades associated with that assessment from the online gradebook. Make sure you make an assessment available for students to take only *after* you’re certain you don’t need to change it again.

To make an assessment unavailable:

- 1 From the My CourseCompass page, click the name of the course that contains the assessment you want to make unavailable.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assessment Manager in the **Assessment** module.
- 4 If the text above the Set Availability button for the assessment whose content you want to change says “Available,” click the **Set Availability** button.
- 5 On the Set Availability page, click **No** next to **Make Assessment Available?**

CourseCompass Home | Help | Logout

My CourseCompass Courses Services Research Navigator

COURSES > HALL9549 > CONTROL PANEL > ASSESSMENT MANAGER > SET AVAILABILITY

Set Availability

1 Assessment Availability Information

You can make your assessment "Available" or "Not Available" for access by users. If you are making this assessment "Available", you will need to designate the option details for this assessment. If you are making this assessment "Unavailable", you will be removing access to this assessment. By making this assessment "Unavailable" you will lose any grade information that has already been associated with this assessment.

Name: Chapter 1: Readiness Assessment Quiz

Description: [None]

Status: Available

Make Assessment Available? Yes No

Currently Accessible in:
Assignments/Quizzes

2 Options

Show detailed result: Show your students the results for each question instead of simply their final grade.

Reveal correct answer: Show your students the correct answer for each question. (Shown only when Show Detailed Result checked.)

Feedback enabled: Allow your students to view the feedback that you have entered for each question. (Shown only when Show Detailed Result and Reveal Correct Answer checked.)

Allow multiple attempts: Allow your students to take this assessment multiple times.

CourseCompass displays a prompt explaining the consequences of making an assessment unavailable.

- 6 Click **OK** at the prompt.
- 7 Review and change any assessment options.

For example, by default, students have an unlimited amount of time to complete assessments. You may want to set assessment time limits, such as one hour for a chapter test and three hours for a final exam.

You can change assessment options now, or you can change them when you make the assessment available again, as described later in this section.

- 8 Click the **Submit** button.
- 9 CourseCompass prompts you again about whether you want to make the assessment unavailable. You *do* want to make the assessment unavailable in this case, so click **OK**.

The Assessment Manager page appears. The assessment that you just made unavailable appears in alphabetical order with other unavailable assessments.

Step 2. Changing assessment content

Now that the assessment is unavailable to students, you can begin changing its content. For example, you might add or remove questions, change the scoring associated with each question, or switch question order.

- 1 From the Assessment Manager page, click the **Modify** button next to the assessment you just made unavailable.

The Assessment Builder page appears:

- 2 Change any aspect of the assessment you want.

For example, you can:

- Change the number of points assigned to different questions.
- Remove questions.
- Add questions.
- Change the wording and order of questions and answers.



For more information on these and other changes you can make to assessments, search for *modifying* in the Instructor Help index, and click *assessment*. To access Instructor Help, click the Help button at the top right of the page.

Step 3. Making assessments available

The last step in modifying an assessment is making it available again.

- 1 At the bottom of the Assessment Builder page, click **Save and Make Available**.
- 2 On the Set Availability page, click **Yes** next to **Make Assessment Available?**
- 3 In the **Assessment Availability Information** section, click **Generate an Announcement?** to display an announcement about the assessment's availability on the course Announcements page.
- 4 Select the content area or folder within a content area in which you want CourseCompass to display a link to the assessment.
- 5 If you want to set a specific time period in which the assessment will be available:
 - a. Click **Display After**, and select a date and time after which you want the assessment available to students.
 - b. Click **Display Until** and select a date and time until which you want the assessment available to students.



Note CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. Depending on your location, you may need to adjust for any difference in time zones.

- 6 In the **Options** section, change any other assessment options.
- 7 Click the **Submit** button.

The modified assessment appears in alphabetical order with other available assessments, and an announcement of the assessment's availability appears on the course Announcements page either immediately, or at the time and date you specified.



Tip You can create or modify assessments before your course begins, or at any time during the course. You can limit student access to assessments by setting availability date ranges for each assessment or by keeping the assessment unavailable until you want students to access it.

Adding a test or quiz created in TestGen

You can create your own tests and quizzes using a separate program called TestGen, and then integrate those tests into your CourseCompass course. Once you add the test or quiz to your course, you work with it in the same way you work with any other test or quiz in CourseCompass: you make the test available to students when you want; students take the test; and the grades appear in the online gradebook, just like grades for other CourseCompass tests.

Before you can add the TestGen test to CourseCompass, you need to:

- Install Version 3.3.3 or higher of the TestGen program on your computer. You'll use this program to create your test.
- Install the TestGen browser plug-in. This plug-in lets you view your test in CourseCompass. (Your students also need to install the plug-in to view and take a TestGen test.)

You can download both the TestGen program and TestGen browser plug-in by clicking the [TestGen Browser Plug-in](#) link in the **How to Use CourseCompass** module on the My CourseCompass page.



Note Only instructors can download the TestGen program to create tests; teaching assistants without instructor access cannot access TestGen program. You have instructor access if you have previously registered as an instructor for another Pearson Education online course.



For more information on creating tests with TestGen, see the TestGen user guides. You can download these by clicking the [TestGen Browser Plug-in](#) link in the **How to Use CourseCompass** module.

After you create the TestGen test, follow these steps to add the test to your course:

- 1 From the My CourseCompass page, click the course in which you want to add a TestGen test or quiz.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click [Assessment Manager](#) in the **Assessment** module.
- 4 Click the **Add TestGen Test** button.

The TestGen Assessment Properties page appears.

- 5 Type a name for the TestGen test or quiz in the **Name** box.
- 6 (Optional) Type a description of the test or quiz.
- 7 Click the **Submit** button.
- 8 Type instructions for students in the **Instructions** box and then click **Submit** again.

The Select TestGen Test File page appears:

CourseCompass Home | Help | Logout
My CourseCompass Courses Services Research Navigator

COURSES > HALL995-99 > CONTROL PANEL > ASSESSMENT MANAGER > SELECT TESTGEN-EQ TEST FILE

Select TestGen-EQ Test File

1 TestGen-EQ Test File

You need to use the TestGen-EQ offline application to create or modify a TestGen-EQ test.

Please "**Browse**" for the location of the TestGen-EQ test file:

2 Options

Show a score screen after the test is complete.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Enable the test review option.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Allow the test to be printed from the review page.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Allow your students to take this assessment multiple times.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Display the correct answer on the review screen.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Display the students' answer on the review screen.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Regenerate random numbers for each question.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Shuffle multiple choice answers for each question.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Scramble the order of question.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Number of minutes to take the test.	<input type="text" value="60"/>	
Number of minutes left on test to warn user.	<input type="text" value="5"/>	

- 9 Click the **Browse** button and select the TestGen test file you want to add to CourseCompass. (In Windows, the file name ends in .tst.)
- 10 In the **Options** section, select your test options. Note that you can set a password for the test. If you do so, be sure to provide the password to your students and explain that the password is case sensitive. You will also need to enter any password you set if you open the test to preview it.
- 11 In the **Total Score** section, type the number of points assigned to the test. For example, if you include extra credit questions, the total points for a test might exceed 100.
- 12 Click the **Submit** button when you finish.

CourseCompass displays the new test or quiz in alphabetical order with other unavailable assessments. For information on making the assessment available or setting other CourseCompass test options, see “Customizing assessments” on page 51.

Setting up Discussion Board forums

Discussion Board is a communication tool that lets you and your students participate in course-related discussions. Unlike Virtual Classroom sessions (described in “Lecturing online with the Virtual Classroom” on page 63), which occur at a specified time, you and your students can participate in Discussion Board conversations, called *forums*, at any time.

Discussion Board groups forum messages and all related responses together in a discussion *thread*. You can expand and collapse threads of a forum discussion to see as much or as little detail as you want.



For information on adding messages to a Discussion Board forum, see “Monitoring Discussion Board forums” on page 66.

To set up a Discussion Board forum:

- 1 From the My CourseCompass page, click the course in which you want to create a Discussion Board forum.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Discussion Board in the **Course Tools** module.

The Discussion Board page appears. Depending on the course material you selected, your course may already include forums, or may be blank.

4 Click the **Add Forum** button.

CourseCompass Home | Help | Logout
My CourseCompass Courses Services Research Navigator

COURSES > HALL99999 > CONTROL PANEL > DISCUSSION BOARD > ADD FORUM

Add Forum

Title:

Description:

Smart Text Plain Text HTML

Forum Settings:

Allow anonymous posts
 Allow author to edit message after posting
 Allow author to remove own posted messages
 Allow file attachments
 Allow new threads

Forum User Settings:
 ▲ = Forum **Administrator** privileges
 ▲ = Permanent Forum **Administrator**
 ▲ = User is **blocked** from posting

5 Enter a title and description for the forum.

6 Click one of the options for displaying text.

7 Select one or more of the following forum settings:

This setting	Lets participants
Allow anonymous posts	Add and respond to messages without identifying themselves
Allow author to edit message after posting	Modify their messages after adding them to the forum
Allow author to remove own posted messages	Delete their messages after adding them to the forum
Allow file attachments	Attach a document, graphic, or multimedia file to a message
Allow new threads	Add a new main topic to the forum

- 8 Assign forum user settings by clicking a name in the box and then clicking one of the following buttons:

This button	Lets you
Admin	Assign administrator privileges to a forum participant
Normal	Revoke a participant's administrator privileges
Block	Prevent a participant from posting messages to a forum
Unblock	Return posting privileges to a participant



For more information on privileges and how to assign them, search for *setting forum privileges* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

- 9 Click the **Submit** button.

The new forum appears at the bottom of the Discussion Board page.

Continuing to customize your course

If you followed the procedures in this *Instructor Quick Start Guide* through to this point, you have a good grounding in how to add content items and files to your course. You follow the same general sets of steps to work with any kind of content you want to add.

Adding a document or multimedia file

To add a document (for example, lecture notes that you created in another application) or multimedia (audio or video) file to your lecture materials, you click the **Control Panel** button, open the **Course Documents** content area, and click the **Add Item** button. From that point, the steps you follow to add a document or multimedia file are exactly the same as the steps you follow to add a syllabus or assignment file. For instructions, see “Adding a course syllabus” on page 37 or “Setting up course assignments” on page 45.

After you add your new file, you can move it to a different content area. For instructions on moving content, see “Moving content” on page 61.



Tips Before adding any new files to CourseCompass check the file size. The maximum total for all your added files should not exceed 15 MB.

Also, it is a good practice to keep local electronic copies (for example, on your computer's hard drive or on a recordable CD or disk) of all files you add to CourseCompass.



For more information on adding documents and multimedia files to your CourseCompass course, search for *adding* and then click the appropriate content type. To access Instructor Help, click the Help button at the top right of the page.

Changing or removing items

You can change items in your course or remove them by clicking the **Control Panel** button, opening the content area in which the item resides and clicking the **Modify** button or the **Remove** button next to the item.



For more information on changing or removing items in your content area, search for *changing* or *removing* and then click *the appropriate item* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Moving content

You can move content between different areas of your course. For example, you can move an item, assessment, folder or learning unit from the Course Documents content area into the Assignments area and vice versa. You can move such content items into the following content areas: Course Information, Course Documents, Assignments, and Books.

You cannot move a “parent” folder into one of its “child” folders and you cannot move a folder or learning unit into another learning unit.



For more information on content you can move, search for *moving* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

To move content:

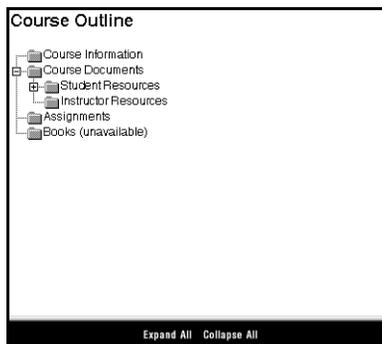
- 1 On the Course Home page, click the **Control Panel** button.
- 2 In the **Content Areas** module, click the content area that contains the content you would like to move (for example, Course Documents).

- 3 Click the **Move** button next to content you would like to move, whether it is a learning unit, folder, or item.

The Move Course Document/Folder page appears.

- 4 Under **Destination**, click **Browse** to choose the location where you want to copy the content to.

A Course Outline window appears with a list of your course's valid destinations.



You can select **Expand All** or **Collapse All** to expand or collapse all folders in this window, respectively.



Note CourseCompass allows you to move Staff Information content and External Links content into and out of folders within their respective content areas only.

- 5 Click the destination to select it and return to the Move Course Document/Folder page.
- 6 On the Move Course Document/Folder page, click **Submit** when you are finished.

You return to the content item page, and the item you moved will not appear. Notice that the other items on this page retain their order. To move another item, repeat the process. To view the moved item in its new location, go to that folder or content area in the Control Panel.



Tip Consider returning to the Course Home page each time you move course content. When you open this page after moving course content, CourseCompass updates the course outline. The process takes a moment for you, but makes the outline appear more quickly for your students.

Managing your online class

Once students enroll in your class, you can use CourseCompass tools to streamline and manage your online course.

For these instructions	See page
Lecturing online with the Virtual Classroom	63
Monitoring Discussion Board forums	66
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Lecturing online with the Virtual Classroom

The *Virtual Classroom* is a communication tool that lets you and your students interact online in real time. You can work from any web-enabled computer to log in and participate in a Virtual Classroom session.

You can use Virtual Classroom sessions to replace one or more face-to-face classroom sessions for your course, or you can use them as adjunct sessions as needed. For example, if your course includes term projects, you might break the class into groups and have each group meet in a Virtual Classroom session to share ideas about their project.



Note To use CourseCompass and the Virtual Classroom, the browsers of all participants must have Java, JavaScript, and cookies enabled. These options are usually turned on in your browser by default. If not, see your browser Help for instructions on how to change these settings.

Setting up a Virtual Classroom session is easy—you create an announcement to let students know what the session is about, and when it begins and ends. (For details on how to post an announcement, see “Adding course announcements” on page 34.)

After that, everything happens in real time. You can:

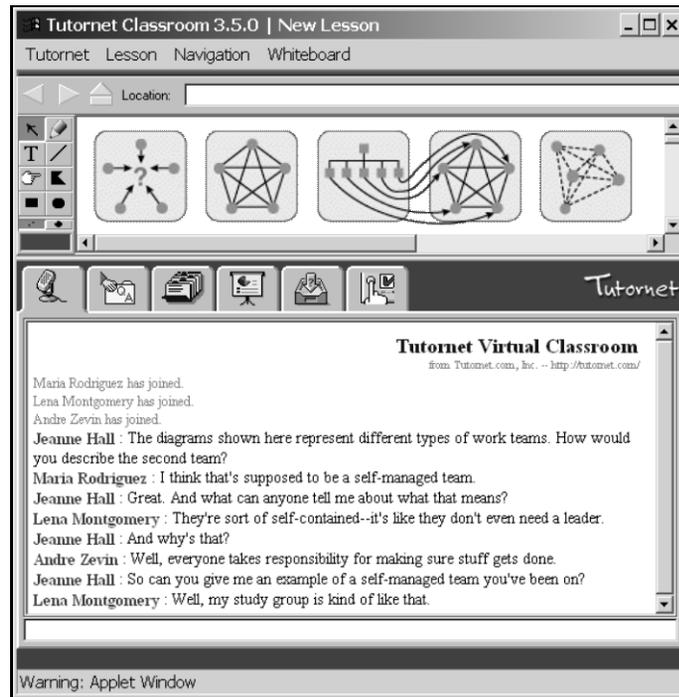
- Participate in a chat with all participants
- Receive and answer questions from any participant
- Create and display lecture slides on the whiteboard
- Draw on and add text to a slide displayed on the whiteboard

To start a Virtual Classroom session and chat with your students:

- 1 From the My CourseCompass page, click the course in which you want to open a Virtual Classroom session.
- 2 Do one of the following from the Course Home page:
 - Click **Communication** and then click **Virtual Classroom**.
 - Click **Control Panel**, and click Virtual Classroom under **Course Tools**.
- 3 Click the Enter Virtual Classroom link.

Text appears on your screen and status bar while the Virtual Classroom starts in a separate browser window. This process may take a few minutes, depending on the speed of your Internet connection.

When the Virtual Classroom finishes loading, a window similar to the following appears:



Note The student Virtual Classroom window is similar to this one, but it does not have as many tabs. Both you and your students enter chat comments in the bottom box on the group discussion tab (microphone tab to the far left). The comments of all participants appear on the same tab.

- 4 View the comments from other Virtual Chat participants.
- 5 Type a comment in the box at the bottom, and press **Enter** on your keyboard. Your comment becomes part of the discussion log and is immediately visible to everyone else in the Virtual Classroom session.
- 6 When the session is over, select **Quit** from the Tutornet menu in the window.



For more information on ways to interact with students using this communications tool, search for *Virtual Classroom* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Monitoring Discussion Board forums

You can set up Discussion Board forums so students can share course-related information with each other. Forum participation may also improve classroom discussions. For example, if your course includes several writing assignments, you might set up a Discussion Board forum for each assignment and ask students to use it as a sounding board or brainstorming tool. If their Discussion Board time precedes their classroom time, you might find that students have more or better-prepared ideas to share in the classroom.



Tip You can kick off a forum by adding a start-up message that sets your expectations for the forum. Once a forum is in regular use, you might want to check it occasionally to make sure that participants are staying on task.

To add a message to a Discussion Board forum:

- 1 From the My CourseCompass page, click the course in which you want to add a Discussion Board message.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Discussion Board in the **Course Tools** module to open the Discussion Board page.

The screenshot displays the CourseCompass interface for a Discussion Board. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout'. Below that, a breadcrumb trail reads 'COURSES > HALL09049 > CONTROL_PANEL > DISCUSSION BOARD'. The main heading is 'Discussion Board'. There's an 'Add Forum' button. Below are four forum entries, each with a dropdown menu (1, 2, 3, 4), a title, a description, and 'Modify' and 'Remove' buttons. The descriptions are:

- Forum 1: 'Chapter 1: Challenges and Opportunities for OB: A Managerial Perspective'. Description: 'As we hope you've seen, the job of a manager has changed drastically since the early part of this century. What other things do managers have to cope with today that they didn't have to think about (or worry about) 10 years ago?' [No Messages]
- Forum 2: 'Chapter 2: Attitudes'. Description: 'Most of us can identify with this feeling of cognitive dissonance. If you've ever done something that you know is inconsistent with the way you see yourself, then you've felt cognitive dissonance. Here's another example: have you ever had to make a big decision between buying two products, like two cars, and then after buying one of them you found yourself downgrading the one you didn't buy? That's called "post-decisional dissonance." The dissonance here results from your having liked two products but having to choose one. You are now in a position where you have to make yourself feel comfortable with the decision you made. Have you ever found yourself feeling post-decisional dissonance? What did you do about it?' [No Messages]
- Forum 3: 'Chapter 3: Person Perception: Making Judgements About Others'. Description: 'While stereotypes are sometimes used to make decisions about others in organizations, they are usually inaccurate. Have you ever been involved in a work-related situation such as an employment interview or a performance review, where you felt that conclusions were reached about you based on stereotypes rather than based on your true characteristics and abilities? How prevalent do you think stereotyping in organizations is?' [No Messages]
- Forum 4: 'Chapter 3: Personality'. Description: [No Messages]

- 4 Click the forum in which you want to add a message.

- 5 Click **Add New Thread** to begin a new set of messages or click a message to which you want to reply and click the **Reply** button on the far right.

Depending on which kind of message you're creating, the Create New Message or Your Response page appears:

- 6 Type a subject for the message. If you are replying to an existing message, the subject box contains text that you can replace if you want.
- 7 Select one of the following options to display text:

Click this option	To display text
Smart Text	As you type it. This option also converts URLs and email addresses into links and formats HTML tags. Depending on your browser, it may also format text. For example, text in quotes may appear italic.
Plain Text	Exactly as you type it, with no links.
HTML	As you format it, using HTML tags that you type in this box.

Important This option is best suited for simple HTML (for example, formatting your text in different character formats). For more sophisticated HTML (including HTML forms and JavaScript), you should create the HTML file, save it, then upload it as an attachment for best results. For instructions on uploading attachments, see step 8 below.



For more information For more information on formatting text you add to CourseCompass, search for *formatting text* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

- 8 To attach a file, click the **Browse** button, navigate to the directory on your computer in which you stored the file, click the file, and then click **Open**.
- 9 When you finish, click the **Submit** button at the bottom of the page.
The Discussion Board page appears, displaying your message or response.

Picking up and returning student work with the Digital Drop Box



Note If you have enabled a teaching assistant to access your course, they will share the Digital Drop Box with you.

You can pick up and return student work electronically using the Digital Drop Box.

For these instructions	See page
Picking up student work	69
Returning student work	69

Files in the Digital Drop Box include information on their status:

Files you added...	Have this status
But have not yet sent	Posted
And have also sent	Submitted
Files you received...	Have this status
But have not yet picked up	Submitted
And have also picked up	Submitted and Received



Tip To keep track of files you added, sent, received, or picked up, consider creating a set of folders on your computer. (Remember, CourseCompass is a nationally hosted product that you access with a web browser, so creating these folders on your computer puts them outside of CourseCompass.) You might create folders by assignment, by student, or by project, for example. Then, when you send or receive a file using the Digital Drop Box, you can save the file in the appropriate folder and remove it from the Digital Drop Box by clicking the Remove button next to it.

Picking up student work

- 1 From the My CourseCompass page, click the course for which you want to pick up student work.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Digital Drop Box in the **Course Tools** module to display the Digital Drop Box page:



- 4 Click the link to the file you want to pick up.
- 5 Depending on your browser, the file appears immediately or a prompt window appears, giving you a choice of opening the file to view now or saving the file on your computer's hard drive. In this case, click **Open it** to launch the program used to create the file and display the file, or click **Save it to disk** to display a Save As dialog box so you can indicate where you want to save the file. CourseCompass either displays or saves the file.

Returning student work

You can send a file from your Digital Drop Box to one or more students. You can also send files to students that are not in your Digital Drop Box.

To return a student's file in your Digital Drop Box with comments, you first need to pick up the file, rename it offline, add your comments and then return the file to your student.



For information on how to return a student's work with comments, search for *commenting* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

To return a student's work:

- 1 From the My CourseCompass page, click the course in which you want to return student work.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Digital Drop Box in the **Course Tools** module.
- 4 Click **Send File** to both add the file to the Digital Drop Box and send it. Alternatively, you could click the **Add File** button to add an item to the Digital Drop Box that you plan to send at another time
- 5 Click the name of the student to whom you want to send the file.



Tip To send the file to more than one student, hold down the **Ctrl** key and click each name.

- 6 Select a file from the **Select file** box to send a file you've already added to the Digital Drop Box, or upload a new file:
 - a. Type a title to identify what you're returning to the student.
 - b. Click the **Browse** button and locate the directory on your computer in which you saved the file you're returning.
 - c. Click the file name and click **Open**.
- 7 (Optional) Type additional information or instructions in the **Comments** box.
- 8 Click **Submit** to both add the file to your Digital Drop Box and send it.

Using the online gradebook

CourseCompass comes with a preloaded online gradebook: as students enroll in your course, their names are automatically added to the online gradebook. You don't have to do any setup work to create the online gradebook.

For this information	See page
Automatic vs. manual grading	71
Additional features of the online gradebook	71
Viewing the online gradebook	72

- If a student enrolls in your CourseCompass course and later drops the class, you can change the student’s status to inactive, so that they can no longer log in to your course and their name will appear grayed out in the roster for your online gradebook. For more information, see “Modifying student access to your course” on page 74.
- You cannot remove a student’s name from the CourseCompass online gradebook yourself. To do so, you must contact Product Support. To find out how to contact Product Support, see “Contacting Product Support” on page 6.

Automatic vs. manual grading

As your course progresses, CourseCompass automatically scores and posts student grades associated with assessment questions that have defined answers, such as True/False or Multiple Choice tests.

You can manually enter grades for assessments that CourseCompass cannot automatically score, such as Short Answer/Essay questions, on the Spreadsheet View page of the online gradebook. You can also manually enter scores for grades associated with work completed outside CourseCompass.



For information on how to manually enter grades, search for *spreadsheet view* and then select *Entering a grade in the Spreadsheet View* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Additional features of the online gradebook

In addition to collecting assessment scores, you can use the online gradebook to:

- View performance statistics
- Add or change student scores
- Generate reports
- Export final grades for record keeping

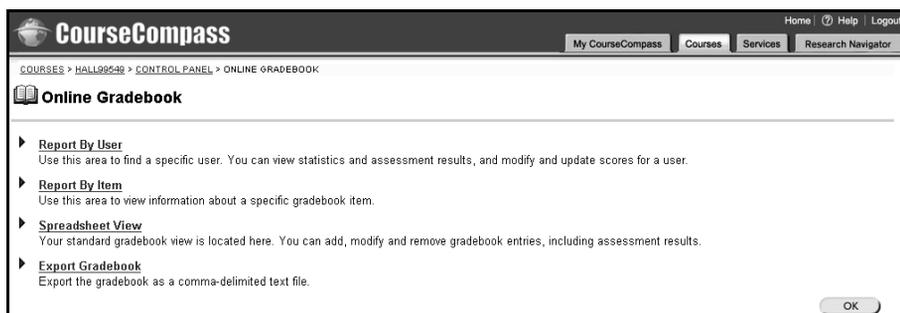


For more information on these and other tasks possible with the online gradebook, search for *online gradebook* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

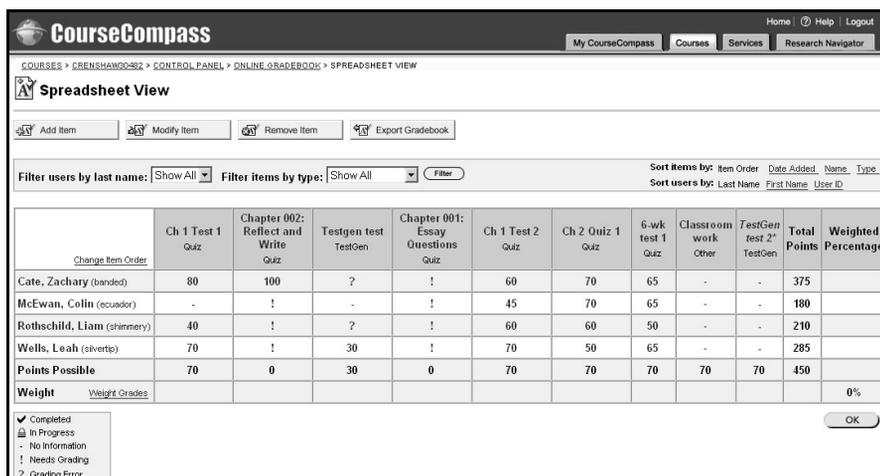
Viewing the online gradebook

To view the online gradebook:

- 1 From the My CourseCompass page, click the course whose online gradebook you want to view.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Online Gradebook in the **Assessment** module to display the Online Gradebook page:



- 4 Click the Spreadsheet View link to display the online gradebook for all students enrolled in your course.



Notice that the online gradebook indicates the status of each quiz or test. For example, if a quiz includes an essay question, which requires manual grading, the quiz score includes an exclamation point, indicating that more grading

work is required. The status icon legend appears in the bottom-left corner of the online gradebook spreadsheet.

- 5 Click **OK** when you finish viewing the online gradebook.

Enabling teaching assistants to access your course



Note Only instructors can allow teaching assistants to access their course; teaching assistants cannot allow other teaching assistants to access the course.

You can allow one or more teaching assistants to access your CourseCompass course for the purpose of helping create assessments, manage the online gradebook or make other modifications to your course. Teaching assistants can control most of the course aspects available through the Control Panel.



Note Before you can enable TA access for an individual, he or she must first register and enroll online as a student. To register and enroll, teaching assistants will need the unique course ID, a valid email address and a student access code. Instructors can obtain student access codes for teaching assistants from their sales representative or from Product Support. To find out how to contact your sales representative, see “Contacting your Sales Representative” on page 6. To contact Product Support, “Contacting Product Support” on page 6.

To enable a teaching assistant to access your course, after he or she has enrolled as a student:

- 1 From the My CourseCompass page, click the course for which you want to provide TA access.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click List/Modify Users in the **User Management** module to open the List/Modify Users page.

By default, all enrolled students are listed.

- 4 Navigate to the name of the teaching assistant you want to give course access to and select the **TA Access** checkbox.
- 5 Click **Submit** to change the user’s role to teaching assistant, or **Cancel** to return to the previous page without making any changes.

If you accidentally select a wrong name, you can easily restore the user’s role to student by returning to this page and clearing the **TA Access** checkbox. The change is effective immediately, and any grades associated with the student are restored.



For information on specific tasks that a teaching assistant can perform in your CourseCompass course, search for *teaching assistant* in the Instructor Help index.

Modifying student access to your course



Note Only instructors can modify student access to their course; teaching assistants cannot modify student access to the course.

Once a student enrolls in your CourseCompass course by completing the registration process, their name appears in your CourseCompass online gradebook as an active student. From time-to-time you may have a student who has enrolled in the wrong class section and needs to drop your course. In this type of situation you will want to modify that student's access to your course. By modifying a student's enrollment status from active to inactive, the student will no longer be able to access your course and the student's name will appear grayed out in the online gradebook.



Note To remove a student's name completely from the online gradebook, contact CourseCompass Product Support. To find out how to contact Product Support, see "Contacting Product Support" on page 6.

To modify a student's status so they can no longer access your course:

- 1 From the My CourseCompass page, click the course in which you want to modify the student's status.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click List/Modify Users in the **User Management** module to open the List/Modify Users page.

By default, all enrolled students have an active enrollment status.

- 4 Navigate to the name of the student you want to remove from your course and click **Inactive**.
- 5 Click **Submit** to modify the student's enrollment status, or **Cancel** to return to the previous page without making any changes.

If you accidentally click the wrong name, you can easily reactivate the student's access by returning to this page and clicking the **Active** button. The change is effective immediately.

Creating additional courses



Note Only instructors can create a course; TAs without instructor access cannot create a course. You have instructor access if you have previously registered as an instructor in another Pearson Education online course.

After you have created your first CourseCompass course you can create additional courses in a variety of ways. For example, you can browse or search available course materials, build a course without preloaded content, or copy an existing course. You can also create a new course by copying customizations from an existing course to a new edition or new version course materials.

For these instructions	See page
Browsing for available course materials	75
Searching for available course materials by author or title	77
Building a course from scratch	78
Copying an existing course	80
Copying course customizations to an upgraded course	85



Note Courses that are copied and courses that are created by selecting exactly the same set of course materials from the CourseCompass catalog listing are courses created with the **same course materials**. You will still need to provide your students with the course ID so they can enroll in the new course. However, students who enrolled in the first course will not need to obtain a new student access code (or purchase course access online) to enroll in these types of continuation or repeat courses. Situations where this may occur are: multisection courses, a student retaking a course, or a student who needs to switch sections.

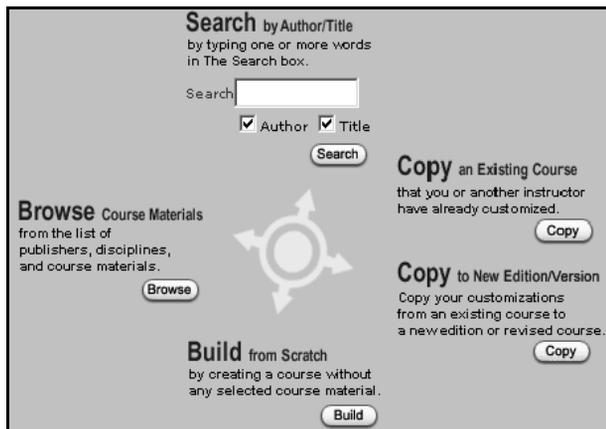
Browsing for available course materials

You can browse by discipline and publisher for available course materials. Course materials can include ready-made assessments, multimedia presentations, and an eBook that complement your textbook. The course you create will contain preloaded content based on your selection of course materials.

To create a course by browsing available course materials:

- 1 From the My CourseCompass page, click the **Create a Course** button.

The Create a Course page appears:



The screenshot shows the 'Create a Course' page interface. At the top, there is a search section titled 'Search by Author/Title' with a subtext 'by typing one or more words in The Search box.' Below this is a search input field, two checked checkboxes for 'Author' and 'Title', and a 'Search' button. In the center, there is a large circular icon with four arrows pointing outwards. To the left of this icon is the 'Browse Course Materials' section, which includes the text 'from the list of publishers, disciplines, and course materials.' and a 'Browse' button. To the right is the 'Copy an Existing Course' section, with the text 'that you or another instructor have already customized.' and a 'Copy' button. Below the central icon is the 'Build from Scratch' section, with the text 'by creating a course without any selected course material.' and a 'Build' button.

- 2 On the Create a Course page, click **Browse**.
- 3 Click the appropriate discipline for your course.
- 4 Click the publisher of the course materials you want to use.
- 5 Click the **Select Course Materials** button next to the textbook cover of the course materials you want to use. Use the key at the upper right of the Browse Course Materials page to compare the different course materials related to your textbook.
- 6 On the Enter Course Information page, note the course ID.



Note You need to give this course ID to the students in your course so they can enroll in this specific course.

- 7 Enter the name of your course in the **Course Name** box.
- 8 (Optional) Type a description for your course in the **Description** box.
- 9 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date, until the course is deleted.

- 10 Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.

CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the course material you selected, this process may take as little as an hour or as long as a business day. You do not need to stay connected to the Internet while CourseCompass creates your course.

- 11 Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue working in CourseCompass.

When CourseCompass finishes creating your course, you will receive an email message. When you log in to CourseCompass, your course appears under *Courses you are previewing* on the My CourseCompass page.

Searching for available course materials by author or title

You can search by textbook author or title for available course materials. Course materials can include ready-made assessments, multimedia presentations, and an eBook that complement your textbook. The course you create will contain preloaded content based on your selection of course materials.

To create a course by searching for available course materials by author or title:

- 1 From the My CourseCompass page, click the **Create a Course** button.
- 2 On the Create a Course page, enter a title and/or author in the **Search** box and select the appropriate box to indicate the type of information you have entered.
- 3 Click the **Search** button.

The search results display a list of available course materials that match your author or title criteria.

- 4 Click the **Select Course Materials** button next to the textbook cover of the set of course materials you want to use. Use the key at the upper right of the Browse Course Materials page to compare the different course materials related to your textbook.
- 5 On the Enter Course Information page, note the course ID.



Note You will need to give this course ID to the students in your course so they can enroll.

- 6 Enter the name of your course in the **Course Name** box.
- 7 (Optional) Type a description for your course in the **Description** box.
- 8 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date, until the course is deleted.

- 9 Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.

CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the course material you selected, this process may take as little as an hour or as long as a business day. You do not need to stay connected to the Internet while CourseCompass creates your course.

- 10 Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue working in CourseCompass.

When CourseCompass finishes adding your course material, you will receive an email message. When you log in to CourseCompass, your course appears under *Courses you are previewing* on the My CourseCompass page.

Building a course from scratch



Note You may choose to build a course from scratch before course materials associated with the textbook you are teaching with are published. Later you can copy the built-from-scratch course and choose to upgrade it to include publisher course materials or not. For information on copying your built-from-scratch course customizations to include the newly published course materials, search for *upgrading* in the Instructor Help index. To access Instructor Help, click the **Help** button at the top right of the page.

You can build a course in CourseCompass featuring your own added customizations without using any of the available publisher course materials.

To build a course from scratch:

- 1 From the My CourseCompass page, click the **Create a Course** button.
- 2 On the Create a Course page, click the **Build** button.
- 3 On the Enter Course Information page, note the course ID.



Note You will need to give this course ID to the students in your course so they can enroll.

- 4 Enter the name of your new course in the **Course Name** box.
- 5 (Optional) Type a description for your course in the **Description** box.
- 6 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date, until the course is deleted.

- 7 Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.
- 8 Click **OK** to go to the My CourseCompass page, where your course appears in the list of courses you are previewing.
- 9 Add content to your course. For information on adding course content, search for *adding course content* in the Instructor Help index. To access Instructor Help, click the **Help** button at the top right of the page.



Note You will still need to order CourseCompass ISBNs for this type of course. Students purchasing student access kits for courses created by instructors who choose to build a course from scratch should look in the campus bookstore for CourseCompass “Personal Edition” Student Access Kits. For information on ordering ISBNs, see “Step 5. Enabling students to access your course” on page 22.

Copying an existing course

You can also create a new course by copying an existing course.

Similar to creating any new course, when you copy an existing course, you will still need to click the Adopt button to allow students to enroll in your course.

For these instructions	See page
Copying a course or course components into a new course	80
Copying another instructor's course	83



Note Whenever you copy a CourseCompass course, the new course has a unique course ID and clean online gradebook in preparation for new students.

Copying a course or course components into a new course



Note If you are copying your own course, the original course is not removed under *Courses you are teaching* on the My CourseCompass page after you copy to the new course. You may want to delete the old course to avoid confusion. For information on removing courses, see “Deleting courses” on page 94.

To copy an existing course or course components:

- 1 From the My CourseCompass page, click the **Create a Course** button.
- 2 On the Create a Course page, click the **Copy** button beneath **Copy an Existing Course**.

A list of the course materials and courses you have adopted displays beneath the heading To Copy One of Your Existing Courses.

3 Click the **Copy** button next to the course you want to copy.



Note When new course materials for the course you are copying become available, CourseCompass displays the Copy Existing Course Notice page. Depending on the status of the course materials, you will have different options. Use the following table to determine what you need to do to upgrade to the latest course materials.

If you see this message	Then you can
A new edition or revised version of the course materials used to create your CourseCompass course is available.	<p>Choose to copy the new course material available or to copy your current course. Any customizations from your current course will be copied to the new course.</p> <ul style="list-style-type: none"> • If you choose to upgrade to the new edition or new version, go to step 6 in the “Copying course customizations to an upgraded course” on page 85. • If you choose to copy your existing course, proceed to step 4 of this instruction set.
The course cannot be copied because the course material used to create it has been retired. However, <i>a new edition or a revised version of the course material is available</i> .	Proceed to step 6 in the “Copying course customizations to an upgraded course” on page 85. Any customizations from your current course will be copied to the new course.
The course cannot be copied because the course material used to create it has been retired and <i>a newer edition of the course material is not available</i> .	<p>Copy your customizations into an empty course so that when a new edition or new version of course materials is released, you can apply the customizations to the new edition.</p> <p>Click Continue and then proceed to step 6 in the “Copying course customizations to an upgraded course” on page 86.</p>



Note If you choose to upgrade to a new course materials, you may need to order new student access kit ISBNs for your students. For information on ordering ISBNs, see “Step 5. Enabling students to access your course” on page 22.



For more information on upgrading to new course materials, see “Copying course customizations to an upgraded course” on page 85.

- 4 On the Select Copy Options page, choose the components of the existing course you want to copy to the new course, such as **Assessments & Pools**.
- 5 Click **Submit** to continue, or **Cancel** to return to the My CourseCompass page.
- 6 On the Enter Course Information page, note the course ID.



Note You will need to give this course ID to the students in your course so they can enroll in this specific course.

- 7 Enter the name of your new course in the **Course Name** box.
- 8 (Optional) Type a description for your course in the **Description** box. Enrolled students will be able to view this description, if you choose to provide one.
- 9 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Enrolled students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date, until the course is deleted.

- 10 Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.

CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the course material you selected, this process may take some time. During this time, the CourseCompass Status window appears.

- 11 Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue working in CourseCompass.

When CourseCompass finishes adding your course material, an email message is sent to you. When you log in to CourseCompass, your course appears under *Courses you are previewing* on the My CourseCompass page.



Note Assessments you copy from another course maintain the same availability setting as in the original course. For example, if an assessment in the original course was set to *available* it will also be available in the new course. To ensure that assessments in the new course have the availability

setting that you want (*available* or *unavailable*), check the settings in the Assessment Manager before you plan to teach with the new course.

Copying another instructor's course

You may want to copy another instructor's course with their permission if you are teaching a section of the same course or planning to teach the course next semester. After you copy the course, you can customize it further.



Note To enable another instructor to copy one of your courses, you must make the course available for copying and provide the course ID to the other instructor. For information on how to make your course available for copying, search for *allow copying* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

To copy another instructor's course:

- 1 Check with the other instructor to get the unique course ID for the course.
- 2 From the My CourseCompass page, click the **Create a Course** button.
- 3 On the Create a Course page, click the **Copy** button beneath **Copy an Existing Course**. A list of the courses available for copying displays.
- 4 Under **To Copy Another Instructor's Course**, enter the course ID of the course you want to copy.
- 5 Click **Copy** next to the box for the course ID.



Note When new course materials for the course you are copying become available, CourseCompass displays the Copy Existing Course Notice page. Depending on the status of the course materials, you will have different options. Use the table on page 81 to determine what you need to do to upgrade to the latest course materials.

- 6 On the Select Copy Options page, choose the components of the existing course you want to copy to the new course.
- 7 Click **Submit** to continue, or **Cancel** to return to the My CourseCompass page.
- 8 On the Enter Course Information page, note the course ID.



Note You will need to give this course ID to the students in your course so they can enroll in this specific course.

- 9 Enter the name of your new course in the **Course Name** box.
- 10 (Optional) Type a description for your course in the **Description** box.
- 11 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Enrolled students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date, until the course is deleted. For information on changing the course end date, search for *course dates* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

- 12 Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.

CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the course material you selected, this process may take a few minutes or a day. You do not need to stay connected to the Internet while CourseCompass creates your course.

- 13 Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue working in CourseCompass.

When CourseCompass finishes adding your course material, an email message is sent to you. When you log in to CourseCompass, your course appears under *Courses you are previewing* on the My CourseCompass page.



Note Assessments you copy from another course maintain the same availability setting as in the original course. For example, if an assessment in the original course was set to *available* it will also be available in the new course. To ensure that assessments in the new course have the availability setting that you want (*available* or *unavailable*), check the settings in the Assessment Manager before adopting the new course.

Copying course customizations to an upgraded course

The course materials available for you to choose from when creating a new course are updated for new editions from time to time, reflecting the edition cycles of published textbooks. Similarly, new versions of course materials can be made available to you for a variety of reasons—for example, when a course has been retired or it has been reissued with improved content. Both new edition and new version courses are known as *upgraded courses*.

When a new edition or new version of course materials becomes available for a course you are previewing or teaching, CourseCompass displays a "New edition available!" or "New version available!" link, respectively, for the course name on the My CourseCompass page and the Course List page.

CourseCompass copies the customizations from your current course into the new course that is created. No changes occur to the current course (based on earlier course materials) that you are teaching with when you create the new course. And, similar to copying other courses, when you upgrade a course your original course is not removed under *Courses you are teaching* on the My CourseCompass page until the course is deleted.

When you upgrade a course, your customizations are stored in separate folders in the appropriate content areas. The copied customization folders in the new course look like this: **Copied from** [old course ID]. CourseCompass does not further flag the differences between your customizations and the new course material, so you will have to assess which customizations to integrate into your new course after it is created.



Note Because the new edition or new version textbook may have different page numbers than the previous edition, any eBook links you created in the previous course will not be carried over to the new course. You can, however, create new eBook links in the new course. For instructions on how to do so, see “Creating assignments linked to an eBook” on page 47.

To create a course with available course materials based on the new edition or new version textbook and also to copy your previous course customizations into it:

- 1 From the My CourseCompass page, click the **Create a Course** button.
- 2 On the Create a Course page, click the **Copy** button beneath **Copy to New Edition/Version**.
- 3 On the Confirm Copy to New Edition/Version page, click **Continue** to proceed, or **Cancel** to return to the Create a Course page.

A list of your courses that have new edition or new version course materials available appears.

- 4 On the Select Course to Copy Customizations from page, click **Copy** next to the course you want to upgrade with new course materials. Any customizations you made to the original course will be copied to the new course.
- 5 On the Select New Edition/Version page, click **Select Course Materials** next to the course materials you want to upgrade to.
- 6 On the Select Edition/Version Upgrade Copy Options page, choose the components of the existing course you want to copy to the new course, such as **Assessments & Pools**. To copy all course components to the new course, leave all the items selected. Click the **Submit** button to finish building your course or **Cancel** to quit without making changes.
- 7 On the Enter Course Information page, note the course ID. CourseCompass will generate a new course ID for the upgraded course.



Note You will need to give this course ID to students so they can enroll in your course. You can also view the course ID for each of your courses later by clicking the Courses tab.

- 8 Enter the name of your course in the **Course Name** box.



Tip Name your new course something that will help you identify that it contains your previous course customizations as well as the new course materials.

- 9 (Optional) Type a description for your course in the **Description** box.
- 10 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your course.



Note Enrolled students will be unable to access this course beyond the course end date. As an instructor, you will be able to access the course beyond this date and continue to modify its end date, until the course is deleted.

- 11** Click **Submit** to create your course, or **Cancel** to return to the My CourseCompass page without creating the course.

CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the course material you selected, this process may take as little as an hour or as long as a business day. You do not need to stay connected to the Internet while CourseCompass creates your course.

- 12** Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue in CourseCompass.

When CourseCompass finishes creating the course based on new edition or new version course materials and copying customizations from the existing one, you will receive an email message. When you log in to CourseCompass, your new course appears under *Courses you are previewing* on the My CourseCompass page.

In the new course, you should review the customized content that has been copied from your old course. Most copied customizations (except Announcements and changes to the Course Home page) are unavailable until you move them out of the respective content area folders. For instructions, see “Integrating your customized materials into the upgraded course” on page 88.

Integrating your customized materials into the upgraded course

After CourseCompass has copied your previous course customizations into your new edition or new version course, you will want to selectively integrate those customizations to the appropriate content areas of the new course. You will also want to verify whether previous customizations still apply appropriately to the new course content, which is based on the new course materials.



Note CourseCompass does not identify which course materials have changed in the new edition or version. You should compare the contents of each customizations folder with the new course materials to be sure they are still applicable.

- 1 From the My CourseCompass page, click the new edition or new version course name.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Under the **Content Areas** module, click a content area, such as Course Documents, in which you made customizations in the previous edition course.
- 4 Find the folder for your customizations in that content area.

In all the content areas (except Assessments and permanent Announcements), the folders appear at the bottom of the page and look like this: **Copied from:** [*old course ID*].

- In the Assessments area, all customized assessments appear at the top of the unavailable portion of the assessment list (you may have to scroll down the page) and looks like this: **Copied from** [*old course ID*]: [*assessment name*].
 - In the Announcements area, permanent announcements appear at the top of the page and non-permanent announcements appear at the bottom of the page. Copied announcements look like this: **Copied from** [*old course ID*]: [*announcement name*].
- 5 Within the customizations folder, select a component, and do any of the following:
 - **Move the content.** For instructions on moving content to and from content areas, see “Moving content” on page 61.
 - **Modify or remove the content.** For instructions, see “Changing or removing items” on page 61.

- ***Make your customized content available.*** For instructions, see “Displaying the right content areas and tools for your course” on page 90.

By default, most content items will be hidden from view. However, announcements and customizations you made to your Course Home page will be visible, and you will be able to modify or remove them.



Note Assessments copied to a new edition or new version have an availability setting of *unavailable*. Additionally, announcements created by setting an assessment to available in the previous edition or version course are not copied to the new edition or version course. You will have to create a new announcement when you make the copied assessment available.

- 6 Repeat step 5 for all components in the customizations folder for that course area. Repeat steps 3-5 for all course areas in which you had customized materials in the previous course.
- 7 When you are done you can make your new course available to students. For instructions see “Step 5. Enabling students to access your course” on page 22.

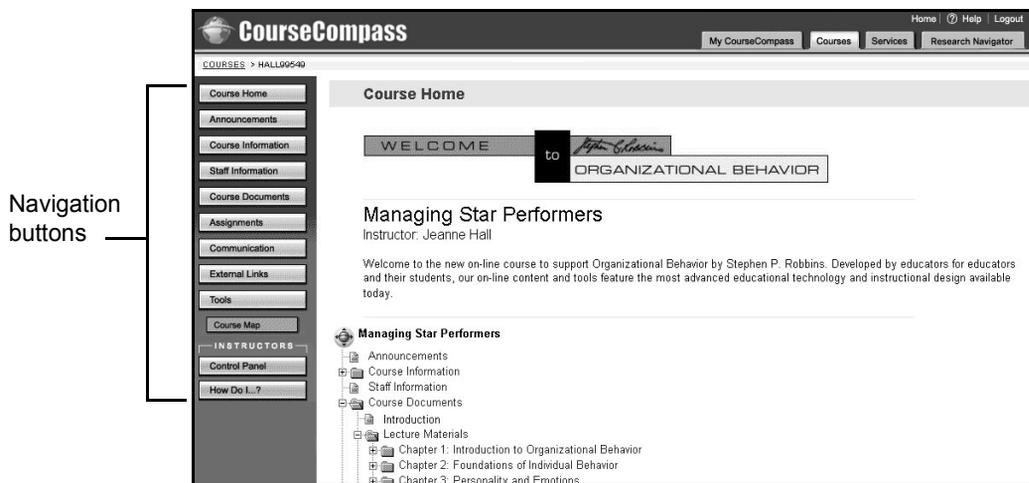
Working efficiently with CourseCompass

You can take advantage of many CourseCompass features designed to help you build and teach effectively in this web-based environment.

For these instructions	See page
Displaying the right content areas and tools for your course	90
Exporting and importing assessments	93
Using announcements to communicate key tasks	93
Deleting courses	94

Displaying the right content areas and tools for your course

When you create a course, it contains a number of default navigation buttons on the left, as shown here:



You can customize the button display to suit your course's organization and curriculum by hiding buttons you do not need, displaying other ones, or even changing the button names. For example, if your course has a large lab component, you might decide to change the name of the Assignment button to Labs. Then, you could use the Labs content area to store lab procedures, results, and other relevant information.

Hiding buttons you do not plan to use is also a good idea. You do not want students to see buttons that open empty content areas. Likewise, enabling buttons for common tasks is helpful to both you and your students. If you plan to use the Virtual Classroom and Discussion Board tools frequently, you may want to enable buttons for these tools. Then, both you and your students can open these tools with a single click.

Finally, you should review the list of course tools displayed when you click either the Communication or Tools buttons from a course page. Review the tools you expect to use, and disable the ones you do not want.

To select and name navigation buttons, and then review tools:

- 1 From the My CourseCompass page, click the course in which you want to customize content areas.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Course Settings in the **Course Options** module, and click **Area Availability**.
- 4 In the **Set Area Availability** section, review the list of available areas, each one of which is represented by a navigation button in CourseCompass.

CourseCompass Home | Help | Logout
My CourseCompass Courses Services Research Navigator

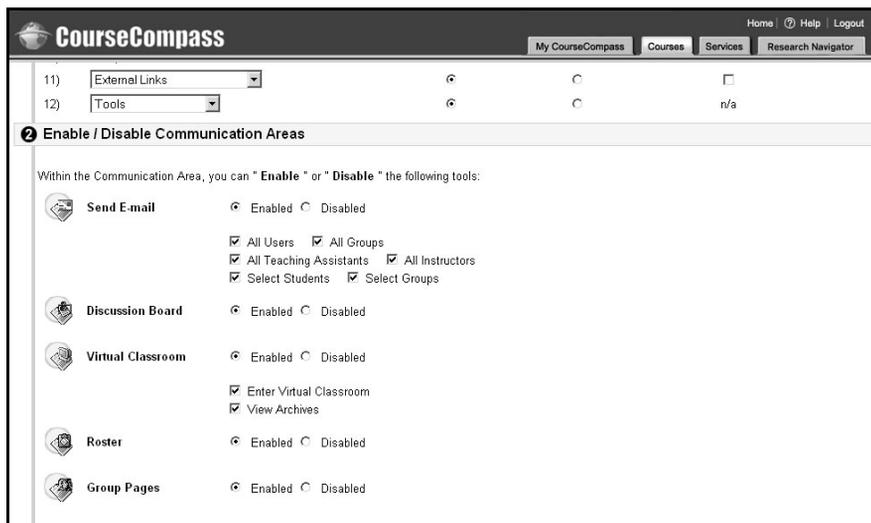
Area Availability

1 Set Area Availability

You can designate the various areas for your course below. Simply select the area title from the lists below, and check whether it is "Enabled" or "Disabled". You can also secure the area by checking the box related to each area under the "Secure" heading. By setting an area to "Secure", only users who are enrolled in your course will have access to the area.

	Areas	Enable	Disable	Secure
1)	Announcements	n/a	n/a	n/a
2)	Course Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
3)	Staff Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
4)	Course Documents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
5)	Assignments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
6)	Books	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
7)	Communication	<input checked="" type="radio"/>	<input type="radio"/>	n/a
8)	Virtual Classroom	<input type="radio"/>	<input checked="" type="radio"/>	n/a
9)	Discussion Board	<input type="radio"/>	<input checked="" type="radio"/>	n/a
10)	Groups	<input type="radio"/>	<input checked="" type="radio"/>	n/a
11)	External Links	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
12)	Tools	<input checked="" type="radio"/>	<input type="radio"/>	n/a

- 5 Do any of the following:
 - For any hidden area you want to display, click the **Enable** button to its right.
 - For any visible area you want to hide, click the **Disable** button to its right.
 - To rename an area, select another name from the dropdown box.
- 6 In the **Enable/Disable Communication Areas** and **Enable/Disable Tools** sections, click the **Disable** button to the right of any tool you do not want students to use. By default, all tools are enabled.



Note If you enabled a Virtual Classroom or Discussion Board navigation button, you may want to disable, or hide, the link to that tool in the **Enable/Disable Communication Areas** section.

- 7 Click the **Submit** button.

The buttons you enabled appear, with the names you selected. When you click the **Communication** or **Tools** buttons, you see links to the tools you enabled.

Exporting and importing assessments

You can export assessments from your computer for reuse in another course. When you are ready, you can then import the assessment to the appropriate CourseCompass course.

To export an assessment:

- 1 From the My CourseCompass page, click the course from which you want to export an assignment.
- 2 On the Course Home page, click the **Control Panel** button.
- 3 Click Assessment Manager under the **Assessment** module.
- 4 Click the **Export Assessment** button at the top of the page.
- 5 Select the test you want to export from the list of available tests and surveys.
- 6 Click the **Submit** button.
- 7 On the receipt page, click the here link to download the exported file.

You need to download the file to then import it into another course or use it in another way.

- 8 In the File Download dialog box, accept the default **Save this file to disk** and click **OK**. Note the name of the exported test (a .zip file).
- 9 Select a location in which to store the exported test.
- 10 When the file has downloaded, click **Close**.
- 11 Click **OK** to return to the Assessment Manager page.



For information on importing an assessment into a course, search for *importing* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of the page.

Using announcements to communicate key tasks

You can take advantage of CourseCompass as an online environment by using announcements to highlight key tasks for students. For example, the announcement you display for an assessment includes a link to that assessment.

Students can click that link and take the test rather than spending time trying to find the test or asking you for directions.

CourseCompass gives you the option of displaying an announcement link when you make an assessment available. You can also announce other new content or important tasks in announcements, and encourage students to look in your course's announcements as soon as they log in to CourseCompass.

For information on posting course announcements, see “Adding course announcements” on page 34. For information on setting assessment availability, see “Reviewing and creating course assessments” on page 50.

Deleting courses



Note Only instructors can delete a course; TAs cannot delete a course.

You can preview as many courses as you like, and adopt only those you plan to teach. If you decide not to teach a course, you should remove it from CourseCompass because it will be taking up disk storage space unnecessarily.

- 1 From the My CourseCompass page, click the **Manage Courses** button.
- 2 Next to the title of the course you want to delete, click the **Remove** button.
- 3 Click **OK** to confirm the deletion.

The course no longer appears on the My CourseCompass page.

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