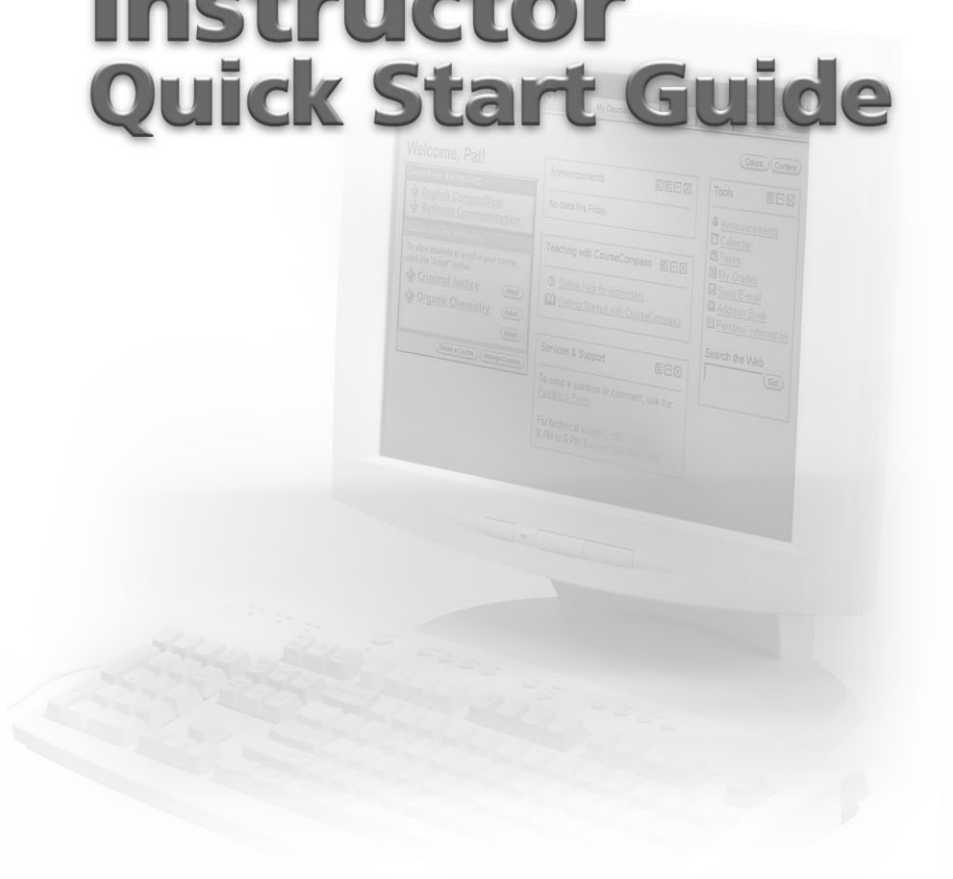




**CourseCompass™**  
Powered by Blackboard®

# Instructor Quick Start Guide



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# What is CourseCompass?

CourseCompass™ allows you to easily create and manage online course materials that enhance your classroom teaching time or can be used for distance learning. 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. 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 online 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 practice quizzes and tests. 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 some common tasks for setting up your online course.

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

**To access the most recent version of this guide**, you can always view or print the online PDF version, which is updated regularly:

<b>From</b>	<b>Follow these steps</b>
<i>CourseCompass instructor website:</i> <a href="http://www.coursecompass.com">http://www.coursecompass.com</a>	Click the Support tab, then the <a href="#">Instructor Quick Start Guide</a> link
<i>Inside CourseCompass</i> (For login instructions, see “Step 3. Logging in to CourseCompass” on page 15)	Click the <a href="#">CourseCompass Instructor Quick Start Guide</a> link under How to Use CourseCompass on the My CourseCompass page

## 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:

<b>For these instructions</b>	<b>See page</b>
Searching CourseCompass Help	3
Getting guidance for common tasks by using “How Do I?”	4
Checking out the CourseCompass Home page	5
Contacting your Sales Representative	5
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## Searching CourseCompass Help

**Online Help is the most comprehensive resource for CourseCompass user information.** To open CourseCompass Instructor Help, you must be logged in to CourseCompass (for instructions on logging in, see “Step 3. Logging in to CourseCompass” on page 15).

To open CourseCompass Instructor Help:

- Click **Help** at the top right of any CourseCompass page.

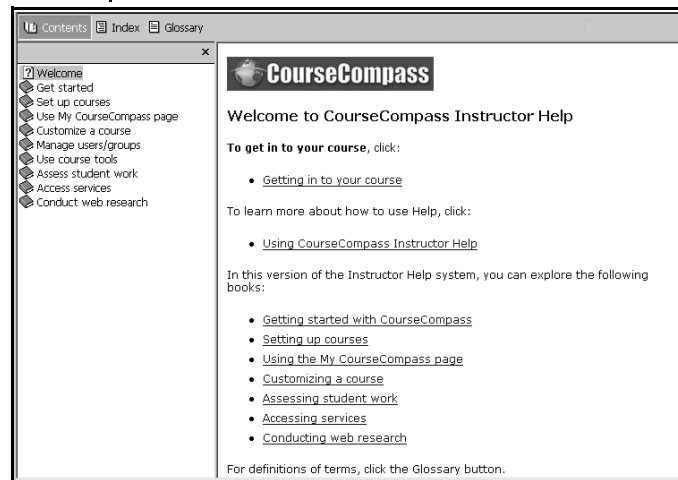


**Note** Similarly, students access the student set of online Help topics by clicking Help at the top of any CourseCompass page.

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

Click **Index** to search for a particular word or words

Help opens to Contents view. Click a book icon to view its subtopics.



**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

---

To...	Do this...
Print a Help topic	Click the text of the of the topic and then click your browser's Print button or select <b>Print</b> from its File menu.
View student Help	<i>Add the student user information module to the My CourseCompass page:</i> Click the <b>Contents</b> button in the upper right, select the <b>Learning with CourseCompass</b> module, then click <b>Submit</b> . To open the student Help, click the <u>CourseCompass Student Help</u> link. (Students can also access student Help by clicking Help at the top right of any CourseCompass page. If you are logged in as an instructor, clicking Help here displays the Instructor Help.)

---

## Getting guidance for common tasks by 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. To access these topics you must be logged in (For login instructions, see “Step 3. Logging in to CourseCompass” on page 15.) and have clicked a course name on the My CourseCompass page to open the course.

- 1 From most pages in your course, click the **How Do I?** button below the Control Panel button. (For an illustration, see the section “Access to the Control Panel (Instructors/Teaching Assistants only)” on page 30.)

Another browser window opens, displaying links to common CourseCompass instructor tasks.

- 2 Click any topic link to display the steps for completing that task.

You can view the topic and access CourseCompass at the same time.

- 3 When you finish, close the window.

---

To...	Do this...
Print a “How Do I?” topic	Right-click in the topic window and then select <b>Print</b> from your browser's File menu.
View student “How Do I?” topics	<i>Add the student user information module to the My CourseCompass page:</i> Click the Contents button in the upper right, select Learning with CourseCompass from the available modules, then click Submit. To open the student “How Do I?” quick help, click the <u>How Do I?</u> link.

---

## Checking out the CourseCompass Home page

You can find general information about using CourseCompass from the CourseCompass instructor website at <http://www.coursecompass.com>. This is the same site where you log in to CourseCompass. Information on this website is updated regularly. Click the:

- **Features** tab for information on the latest CourseCompass features
- **Getting Started** tab to discover how easy it is to begin using CourseCompass
- **Support** tab to find out system requirements and how to contact Product Support
- **FAQs** tab for answers to frequently asked questions



**Note** You can access this page instantly from CourseCompass by clicking Home in the upper right of any CourseCompass page.

## 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.

<b>For this Pearson Education publisher</b>	<b>Go to</b>
Addison Wesley/Benjamin Cummings	<a href="http://www.aw-bc.com/replocator">http://www.aw-bc.com/replocator</a>
Allyn & Bacon/Longman	<a href="http://www.ablongman.com/replocator">http://www.ablongman.com/replocator</a>
Prentice Hall	<a href="http://www.prenhall.com/replocator">http://www.prenhall.com/replocator</a>

## Reading Release Notes

*CourseCompass Release Notes* describe known issues you may want to be aware of when using Course Compass. You must be logged in to CourseCompass to access Release Notes (for instructions on logging in, see “Step 3. Logging in to CourseCompass” on page 15).

For information beyond this guide

To access Release Notes:

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

## Contacting Product Support

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

- Click the [Product Support form](#) link on the Support page or in the Support module on the My CourseCompass page
- Call **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	15
Step 4. Creating your first course	16
Step 5. Enabling students to access your course	21
Step 6. (Optional) Enabling teaching assistants to access your course	24



**Note** To check whether your computer meets the system requirements for CourseCompass, go to <http://www.coursecompass.com> and click the Support tab.

## Step 1. Obtaining an instructor access code

CourseCompass course materials include instructor-only content. For example, course materials often include tests 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:

## Step 2. Registering for CourseCompass

- Contact your textbook sales representative. To find out how to contact your sales representative, see “Contacting your Sales Representative” on page 5.
- 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

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 access your online course, students must also register online. For more information, see “How students register for CourseCompass” on page 23.



**Note** If you have already have an instructor account for CourseCompass, you can skip ahead to “Step 3. Logging in to CourseCompass” on page 15.

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

<b>For these instructions</b>	<b>See page</b>
Providing access information	9
Providing contact information	11
Selecting your academic institution	11
Entering academic institution information	12
Entering login information	13

## Providing access information

Before you begin, be sure that you have an instructor access code (see “Step 1. Obtaining an instructor access code” on page 7) and a valid email address. You will also be asked to provide your school ZIP/postal code.

- 1 Go to the CourseCompass instructor website at <http://www.coursecompass.com>.



**Note** Students can register and log in to CourseCompass by going to <http://students.pearsoned.com>. For more information, see “How students register for CourseCompass” on page 23.

The screenshot shows the CourseCompass website interface. At the top, there is a navigation menu with links for Home, Features, Getting Started, Course Catalog, Support, and FAQs. Below the navigation menu, there are three prominent buttons: 'Request Instructor Access Code', 'Register', and 'Log in'. The main content area is titled 'Welcome Educators!' and contains several links and text blocks. On the left, there is a 'Check out new features' link. In the center, there is a paragraph of text describing CourseCompass as a dynamic, interactive online learning environment powered by Blackboard. On the right, there are two links: 'Take a tour of CourseCompass' and 'Visit our course showcase'. The footer of the page contains copyright information for Pearson Education, Inc. in 2002.

- 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.

## Step 2. Registering for CourseCompass

Example

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.

- ✓ **Tip** Using the same account not only saves time during CourseCompass registration and allows you to use the same login name and password for multiple Pearson Education online products, it also allows you to view on the Account Summary page ALL of the Pearson Education products that you have registered for using this same account. If you think you may have created an account, but cannot remember your login name or password, click the [Forgot your login name/password?](#) link.

**Yes, look me up.**

Login Name Password

next ▶

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

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

- 5 Click **Next**.



## Providing contact information

<b>Title:</b>	<input type="text" value="Professor"/>	
<b>*First Name:</b>	<input type="text" value="Jeanne"/>	<b>Middle Initial:</b> <input type="text"/>
<b>*Last Name:</b>	<input type="text" value="Adams"/>	
<b>Daytime Phone Number:</b>	<input type="text"/>	
<b>*Email:</b>	<input type="text" value="jadams@pearsonedu.edu"/>	
	<i>Be sure to enter a valid email address.</i>	
<b>*School ZIP/Postal Code:</b>	<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>	

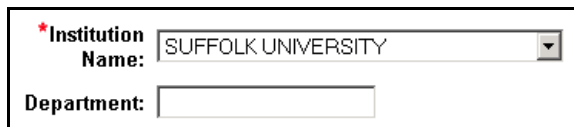
- 1 (Optional) Select your title from the **Title** list.
- 2 Type your first name, middle initial (optional), and your last name.
- 3 (Optional) Type your office phone number.
- 4 Type your email address.  

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**.
- 7 (Optional) Review the information you have entered so far by looking to the far right.

## 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.



A screenshot of a registration form. It features a dropdown menu for "Institution Name" with "SUFFOLK UNIVERSITY" selected. Below it is a text input field for "Department".

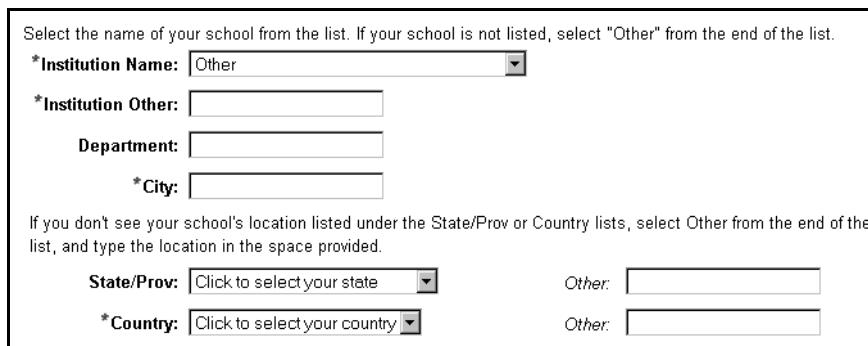
- 1 Select your school from the **Institution Name** list.  
If your school's name doesn't appear, scroll to the bottom of the list and click **Other**.
- 2 (Optional) Type your department in the **Department** box.
- 3 Click **Next**.
- 4 (Optional) Review the information you have entered so far by looking to the far right.

## 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 schools, you are prompted to provide additional information about your academic institution.



A screenshot of a registration form for schools not listed. It includes a dropdown for "Institution Name" set to "Other", and text input fields for "Institution Other", "Department", and "City". Below these are dropdown menus for "State/Prov" and "Country", each with an "Other:" text input field next to it. A note at the top reads: "Select the name of your school from the list. If your school is not listed, select 'Other' from the end of the list." Another note at the bottom reads: "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."

- 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**.
- 7 (Optional) Review the information you have entered so far by looking to the far right.

## 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 *profadams12*. Do not use symbols, punctuation marks or blank spaces.

*Login Name:	<input type="text" value="profadams12"/>
*Password:	<input type="password" value="j0k0l0m0n0o0p0q0r0s0t0u0v0w0x0y0z0"/>
*Confirm Password:	<input type="password" value="j0k0l0m0n0o0p0q0r0s0t0u0v0w0x0y0z0"/>

- 2 Similarly, enter a password you can remember but you don't think anyone else would request, for example, *arugula*. Type the password again in the **Confirm Password** box to make sure you typed it correctly. Do not use symbols, punctuation marks or blank spaces.
- 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. Keep this email as a record of this information.



**Tip** If you ever forget or misplace your unique login name/password combination in the future, 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:	What is my mother's year of birth?
*Answer:	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.

To change your account information	Do this...
Now	Click the <b>Back</b> button to return to the previous registration page, then change the desired entry.
Later (after you register)	In CourseCompass, click the <a href="#">Personal Information</a> link in the <b>Tools</b> module of the My CourseCompass page. Once you confirm your identity, your personal Account Summary page displays and you can edit the desired information.

- 8 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.

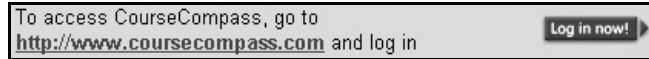
Login name: <b>profjadams12</b>	Password: <b>arugula</b>
---------------------------------	--------------------------



**Note** You will need to provide the login name and password each time you want to use CourseCompass.

*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.



**Note** When you register for CourseCompass, you may receive additional educational online product subscriptions courtesy of your publisher. To find out more about these subscriptions, 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



**Note** To log in as an instructor, you must have an established login name and password. If you do not have these yet, follow the instructions in “Step 2. Registering for CourseCompass” on page 8.

To log in to CourseCompass:

- 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 CourseCompass Log In page. It has a title "Log In" at the top. Below the title, it says "If you already have an account, enter your login information below." There are two input fields: "Login name" and "Password". Below the input fields is a "Log In" button with a right-pointing arrow.

## Step 4. Creating your first course



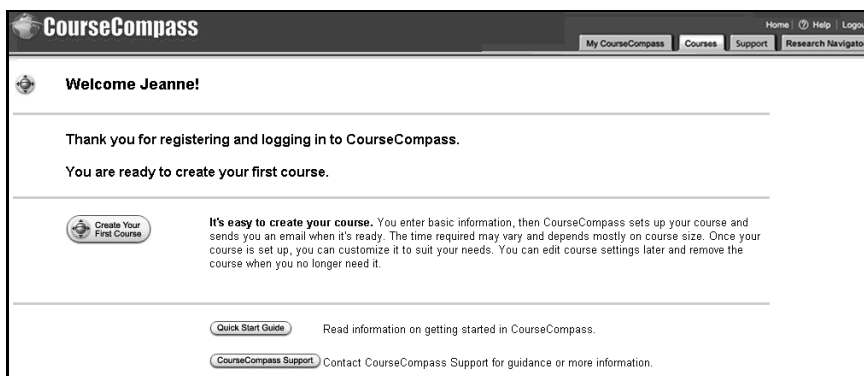
**Note** Students can register and log in to CourseCompass by going to <http://students.pearsoned.com>.

- 2 Type your login name and password in the appropriate boxes.

Use the name and password you created during registration. If needed, refer to the confirmation email you received with this information.

- 3 Click the **Log In** button.

The very first time you log in with your instructor account, a personalized Welcome page appears:



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	18

## Selecting course material

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

To select a set of course materials:

- 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 or Copy a Course** button from the My CourseCompass page. For instructions, see “Creating additional courses” on page 82.





- 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 21.

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.

## Step 4. Creating your first course

	<b>Student Resources:</b> May include course objectives, lecture notes, quizzes and web links
	<b>Tests:</b> Includes test item file to accompany textbook
	<b>Multimedia:</b> May include audio, video, presentation slides and interactive activities
	<b>eBook:</b> 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 84 or “Copying another instructor’s course” on page 88, 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 communicate 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 any CourseCompass 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 for you and for your enrolled students. (To change this or other course information later, click the course name on the CourseCompass page to access the course, click the Control Panel, then click [Settings](#) under Course Options.)

- 2 (Optional) Type a description for your course in the **Description** box.

Enter information that can help you distinguish this online course from another.

- 3 In the **Enter Course End Date** area, select the month, day and year when you want to close student access to your 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:

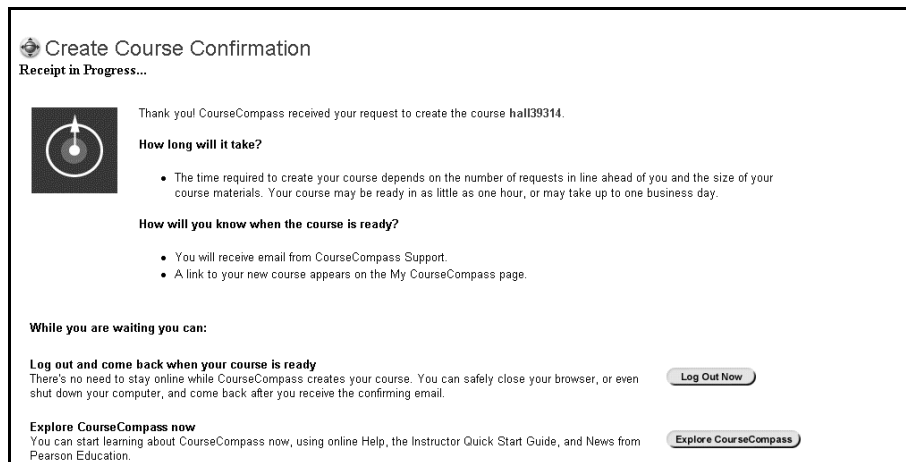
Students will be unable to access this course beyond the course end date, though you may amend it later. For information on changing the course end date, search for *course dates* in the Instructor Help index.



**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 with 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 86.

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

CourseCompass displays the Create Course Confirmation page:



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 two days.

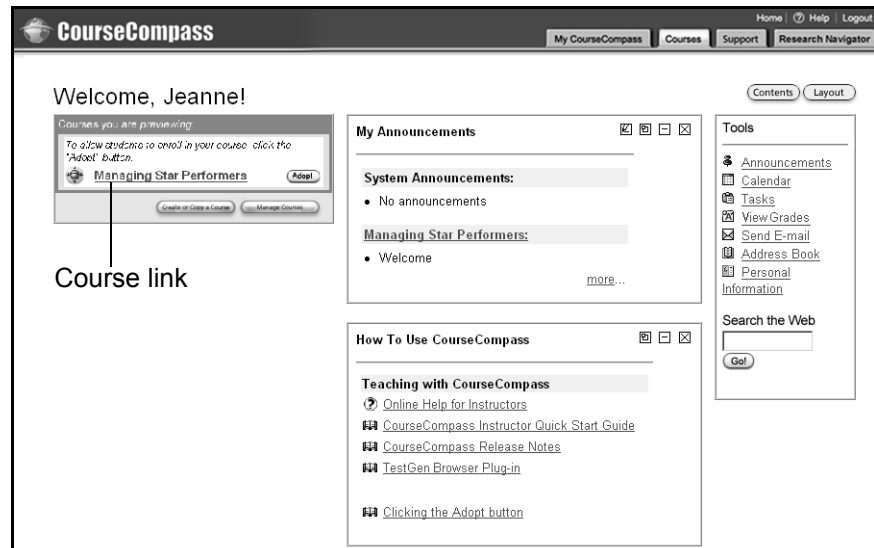
- 5 You can click the **Log Out Now** button and return to CourseCompass later, after you receive an email saying your course is ready. Alternatively, you can click the **Explore CourseCompass** button to investigate the CourseCompass environment while you wait.



**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>, click the **Log In** button, provide your login name and password, and click **Log In**.

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



Once your course is ready, you can 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 previewing course content**, see “Examining course content” on page 28.
- **For instructions on customizing your course**, see “Setting up your course” on page 34 and “Evaluating student progress” on page 55.

## 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; teaching assistants cannot adopt a course.

- **Communicate the course ID to your students.** Students need to specify this course ID when they register and enroll in your CourseCompass course.

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. To view the course ID for each of your CourseCompass courses, click the Courses tab.

- **Order CourseCompass Student Access Kits** for the associated textbook that you are teaching with. You can obtain the Student Access Kit ISBNs by clicking the Courses tab 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 5.

You can order 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 Kit (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. Under Course Options, click Settings, and then click Course Dates. Revise the dates and click **Submit**.

## How students register for CourseCompass

Students typically register and log in to CourseCompass by going to the student site <http://students.pearsoned.com>. The process is similar to instructor registration, except that students must provide the CourseCompass Course ID for your course. Student registration instructions are accessible in the following online locations, which are accessible to instructors as well as students:

Location	To access student registration instructions
<ul style="list-style-type: none"> <li>• <i>Student registration and login site:</i> <a href="http://students.pearsoned.com">http://students.pearsoned.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Click ? next to Register (for instructions on the Web)</li> <li>• Click ? next to Log In (instructions in Student Quick Start)</li> </ul>
<ul style="list-style-type: none"> <li>• <i>CourseCompass home page:</i> <a href="http://www.coursecompass.com">www.coursecompass.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Click the <b>Getting Started</b> tab, then click: <ul style="list-style-type: none"> <li>- <u>How Students Enroll</u> (various resources, including handouts)</li> <li>- <u>Take Our How Do I Tour</u> (animated demo)</li> </ul> </li> <li>• Click <b>Support</b>, then <u>Student Quick Start</u></li> </ul>

Student registration instructions are also included in the CourseCompass Student Access Kit, which students receive with the purchase of a new textbook when you order the CourseCompass bundle for your course.

## Step 6. (Optional) 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 5. 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 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click List/Modify Users under **User Management** open the List/Modify Users page.
- 4 Navigate to the name of the teaching assistant you want to give course access to and select the **TA Access** checkbox.

By default, all enrolled students are listed.

- 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.

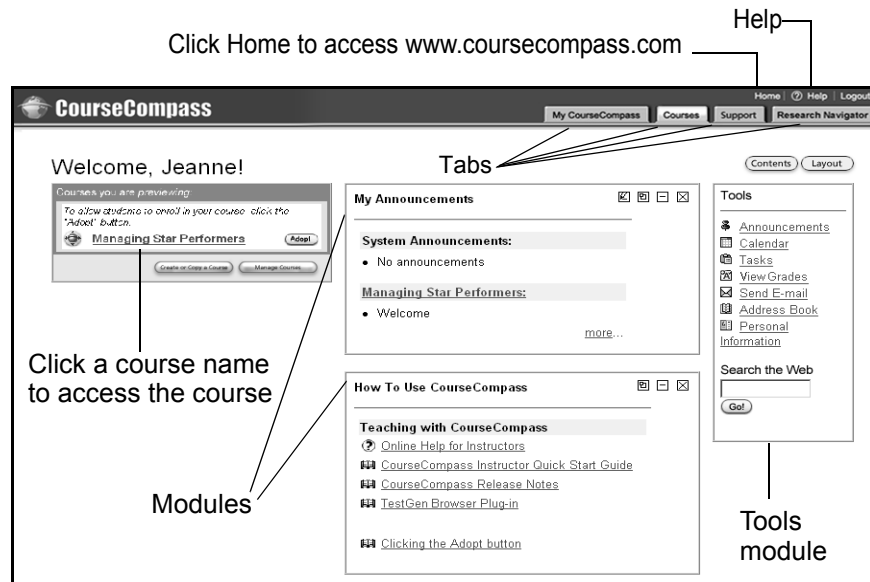
# Navigating in CourseCompass

Once you have an instructor account, you can access the CourseCompass course management system anytime.

For these instructions	See page
Moving around in CourseCompass	25
Opening a course	27
Examining course content	28
Comparing instructor, teaching assistant and student views	29
Logging out of CourseCompass	33

## Moving around in CourseCompass

When you log in to CourseCompass, your personalized My CourseCompass page appears. (For instructions on how to log in, see “Step 3. Logging in to CourseCompass” on page 15.)



To move around in CourseCompass, you can:

- Click any link or button on a page, such as the My CourseCompass page
- Click any of the tabs: My CourseCompass, Courses, Support or Research Navigator

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Clicking this tab	Displays
<b>My CourseCompass</b>	<p>Links to access your online courses. When you log in to CourseCompass you see the My CourseCompass page.</p> <p>The My CourseCompass page also displays a series of boxed areas called modules—such as My Announcements, How to Use CourseCompass, Tools, and Support—that give you access to CourseCompass features and information.</p> <p>The module that lists courses you are teaching or previewing always appears (instructor view only). You can remove or rearrange other modules on the My CourseCompass page as well as add other modules. (For instructions, search on <i>modules</i> then <i>customizing content on the My CourseCompass page</i> in the Instructor Help Index.)</p>
<b>Courses</b>	<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). To access any course, click its course name.</p> <p>The Course List page also displays the CourseCompass student access kit ISBNs for each course to assist you with bookstore ordering (instructor view only). For information on bookstore ordering, search for <i>ordering</i> then click <i>student access kits</i> in the Instructor Help index.</p>
<b>Support</b>	<p>The Welcome to CourseCompass Support page, which contains information on CourseCompass system requirements and how to contact Product Support if you need assistance. Note: some courses may have additional plug-in requirements.</p>
<b>Research Navigator</b>	<p>A resource that both instructors and students can use to access research guidelines and to locate research materials, including searchable databases of journal articles and discipline-specific websites.</p>

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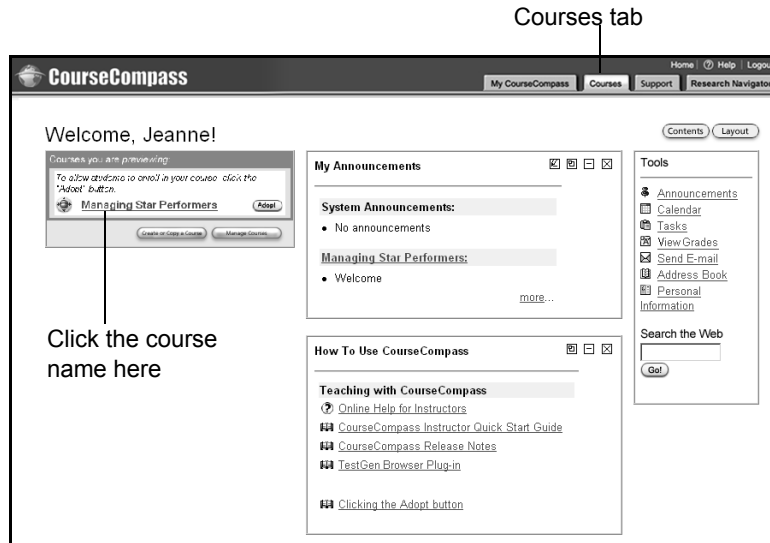
The My CourseCompass, Courses, Support and Research Navigator tabs are always accessible in CourseCompass. Similarly, you can always access the **Home**, **Help**, and **Logout** buttons in the upper right.



# Opening a course

To open a course after you log in to CourseCompass:

- Click its course name on the My CourseCompass page. You can also access your courses by clicking the Courses tab and then clicking the course name from the Course List page.

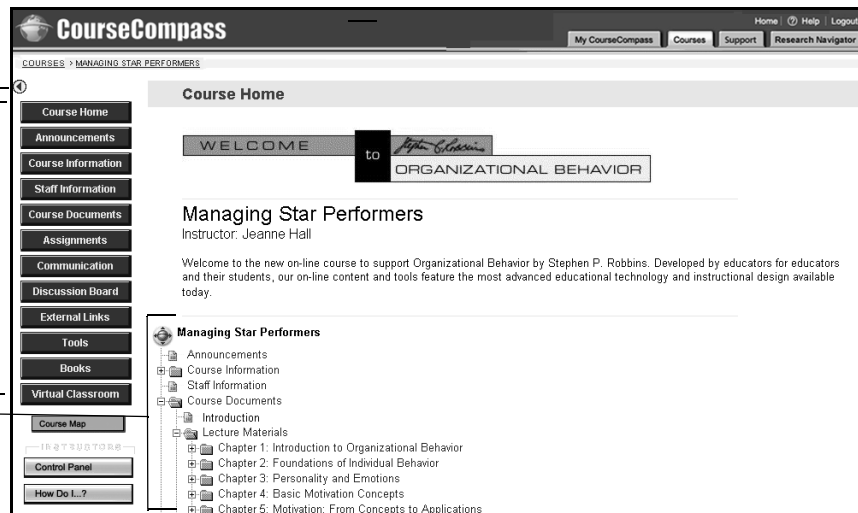


The course typically opens to its Course Home page:

Any user can click arrow to hide or display course menu below

Course menu navigation buttons

Course outline links to course content





**Note** Your course may open to an alternate page, such as Announcements.

The Course Home displays a navigable outline of your course content. For example, the Managing Star Performers outline shows lecture materials, organized by chapter, in the Course Documents area.

Both you and your students can access course content by clicking:

- Links on the Course Home page outline
- Any of the navigation buttons in the course menu on the left



**Note** When you create a course with publisher provided course materials, the course may include an electronic version of your textbook—whether a PDF eBook, an HTML eBook, or a MetaText eBook. The Books button appears in the course menu if your course includes a MetaText eBook.

## Examining course content

After you open your course, take a few minutes to click around and examine its contents. If you created a course by selecting a set of publisher-provided online course materials, you will notice that its preloaded content corresponds with the textbook. The content can include student learning resources as well as scored quizzes and tests.

**Any online course created with publisher course materials is a complete CourseCompass course, even if you don't make any changes to it.** If you are new to online course management systems such as CourseCompass, and are cautious about making changes to your preview course, you can leave the course as is.

CourseCompass is very flexible, so you can change many aspects of your online course to suit your needs. As you explore the course content, you should consider the following:

- **Whether you want to add your own information, such as a syllabus**  
You can easily add text or browse to link to a file or a Web page outside of CourseCompass. For instructions, see “Adding new materials to your course” on page 37.
- **Which content you will want to display or hide from student view**  
Course content is always accessible to instructors. However, instructors control when and where students can access course content. For instructions, see “Controlling content availability and visibility in your course” on page 49. By default, some quizzes may be available to students, but you decide which tests you want to deploy and make available in the course. For information on previewing preloaded assessments, deploying assessments, and making them available, see “Evaluating student progress” on page 55.
- **What content you will want to keep as is or edit**  
You can modify, copy or move, and remove course content from the instructor Control Panel. For instructions, see “Copying or moving content between content areas” on page 50 and “Modifying or removing content” on page 49
- **Whether you want to change the general appearance of the course**  
You can revise the course navigation buttons in the course menu on the left and you can make some changes to the Course Home page. For more information, see “Customizing the appearance of your course” on page 52.

## 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. Within that view, CourseCompass provides links to the online courses the user has created and is either previewing or teaching (instructors only) or enrolled in (students or instructors).

**The major difference between user role views is access to the Control Panel**, which allows instructors (and to a lesser extent, teaching assistants) to make customizations to a course. These customizations control what enrolled students see in a particular course, including when students can view items, such as tests.




**For more information** on the teaching assistant role in CourseCompass, search for *teaching assistants* in the CourseCompass Instructor Help index or see “Step 6. (Optional) Enabling teaching assistants to access your course” on page 24.

For this information	See page
Access to the Control Panel (Instructors/Teaching Assistants only)	30
Access to user information by role	31

## Access to the Control Panel (Instructors/Teaching Assistants only)

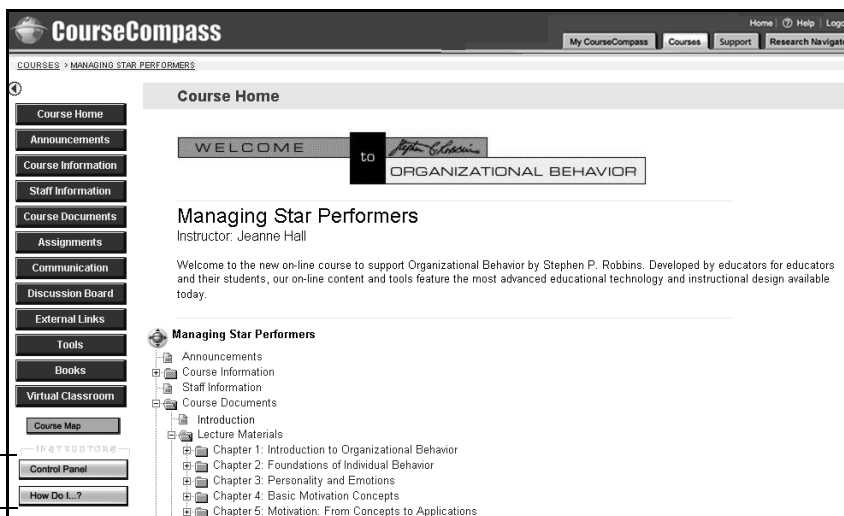
Instructors use the Control Panel to make customizations to any CourseCompass course, whether created using publisher-provided course materials or built from scratch. Once you log in and open a course, you can access the Control Panel button from almost any content page in that course.

 **Note** Teaching assistants have limited access to the Control Panel. For example, teaching assistants cannot access certain settings, such as Course Dates in the **Course Options** area of the Control Panel.

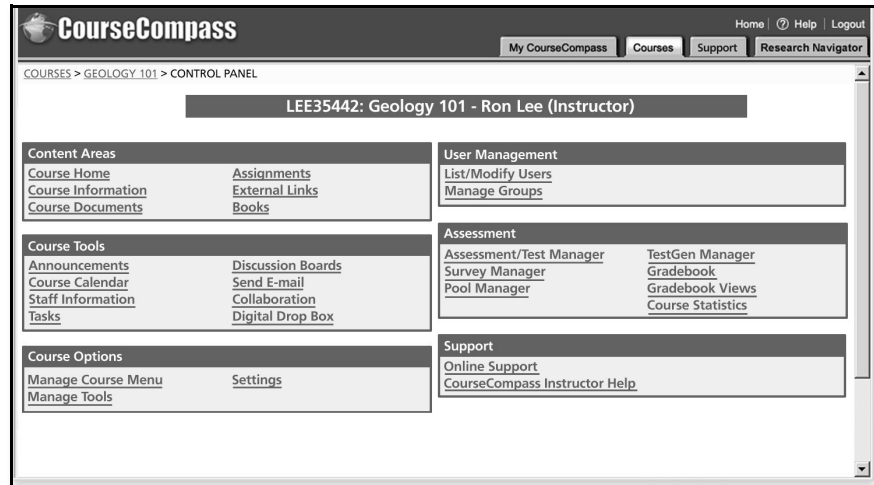
To access the Control Panel for a course:

- 1 Click a course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button on the lower left.

Instructor view only: Control Panel and How Do I?



The Control Panel opens, and looks similar to this. The links you are likely to access most frequently are under Content Areas, Course Tools, and Assessment.



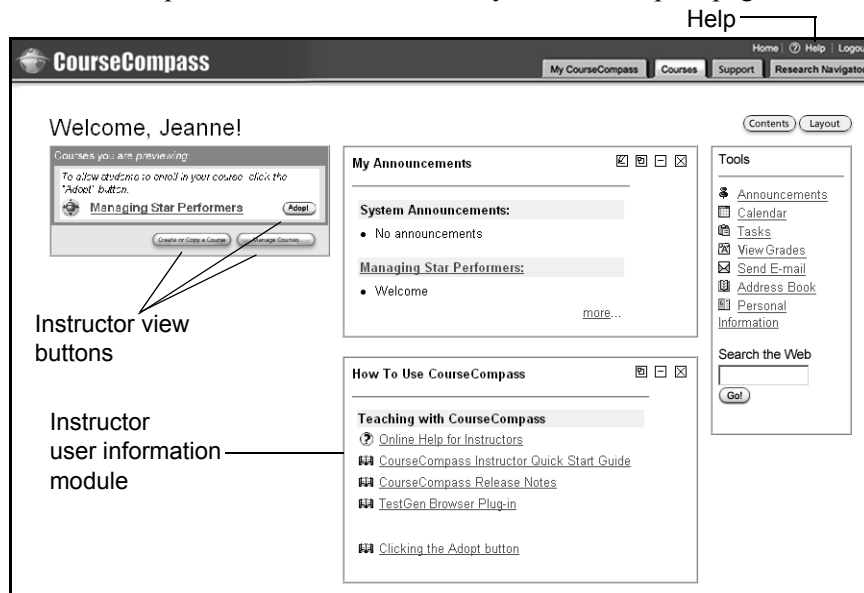
CourseCompass pages that you access from the Control Panel are visible only to you, not to students. For example, you access the online gradebook for your CourseCompass course when you click [Gradebook](#) under **Assessment**.

## Access to user information by role

CourseCompass provides a full set of user information to support each role: instructor, teaching assistant and student. Instructor information is not accessible to students, although student information is available to instructors.

Once you are logged in to CourseCompass, role-specific user information is generally accessible via the respective user information modules (see the table on page 32) and by clicking the **Help** button in the upper right.

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



Here is a comparison between user role views of the My CourseCompass page:

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



**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. In this case, to access Instructor Help, go to the Control Panel and click [CourseCompass Instructor Help](#) under Support. To access the *Instructor Quick Start Guide*, go to <http://www.coursecompass.com> and click its link from the Support page.



**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 **Contents** button from the My CourseCompass page, select **Learning with CourseCompass** from the list of available modules, and then click **Submit**.

## Logging out of CourseCompass

When you are done working in CourseCompass you should log out to 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. Logging out prevents the next user of the computer from accessing your CourseCompass instructor account, which includes access to resources such as the online gradebook for your course.

## Setting up your course

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

<b>For these instructions</b>	<b>See page</b>
Creating course announcements	34
Adding new materials to your course	37
Controlling content availability and visibility in your course	49
Modifying or removing content	49
Copying or moving content between content areas	50
Customizing the appearance of your course	52

## Creating course announcements

To welcome students to your course, you can add your own welcome announcement. You can also use announcements to inform students about new content and assignments, remind students of upcoming tests, or post information about course-related seminars and resources. Encourage students to check your course's announcements as soon as they log in to CourseCompass.

You can include a link to an assignment, folder, item, or learning unit as part of your announcement. Students reading the announcement could then click the link to immediately view that course content, rather than spending time trying to find it or asking you for its location. Although your announcement cannot link directly to an assessment (test or survey), you could link it to a folder or learning unit that contains assessments.

To add your own course announcement:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click the [Announcements](#) link in the **Course Tools** module.
- 4 Click the **Add Announcement** button to display the Add Announcement page:



The screenshot shows the 'Add Announcement' page in CourseCompass. The breadcrumb trail is 'COURSES > MANAGING STAR PERFORMERS > CONTROL PANEL > ANNOUNCEMENTS > ADD ANNOUNCEMENT'. The page has a header with 'CourseCompass' and navigation links like 'My CourseCompass', 'Courses', 'Support', and 'Research Navigator'. The main content area is titled 'Add Announcement' and contains a section for 'Announcement Information'. This section includes a 'Subject' text input field and a larger 'Message' text area. Below the message area, there are three radio buttons: 'Smart Text' (selected), 'Plain Text', and 'HTML'.

**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 print the course syllabus.

Select one of the following options to display text:

- **Smart Text** displays the text as you enter it and converts URLs and email addresses into links.
  - **Plain Text** displays the text exactly as you enter it, with no links.
  - **HTML** renders the text based on HTML tags you also enter in this box.
- 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.
- 7** If you want to limit when the announcement appears:
- a. Click the **Display After** checkbox, then select the date and time when you want students to first be able to view this announcement.
  - b. Click the **Display Until** checkbox, then select the date and time when you want this announcement to be hidden from student view.



**For information** on setting visibility times for your time zone, see “Controlling content availability and visibility in your course” on page 49.

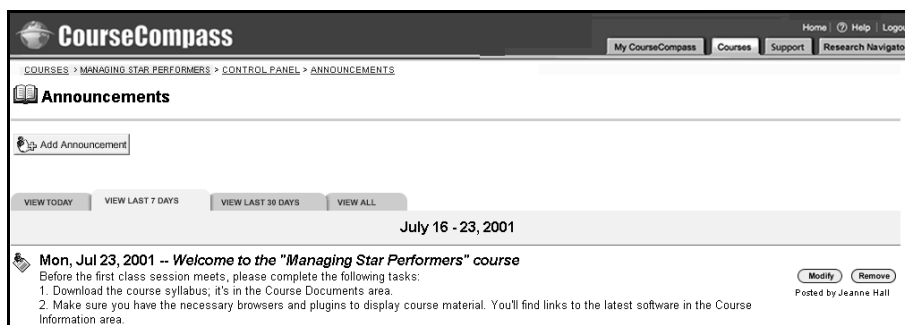
**8** (Optional) Click **Browse** to add a link to course content.

For example, you could add a link to an assignment, folder, item or learning unit from this announcement.

**9** Click **Submit** to create the announcement.

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

**10** Click **OK** to view the announcement you just added. From this page, you can also modify the announcement, if needed.



**11** Your new announcement will appear after any existing announcements.



**Tip** To later change settings for this announcement, go to the **Control Panel**, click [Announcements](#), click **Modify** next to the announcement, modify any settings, and click **Submit**.

- *To view both system and course announcements:* Look at the **My Announcements** area of the My CourseCompass page.
- *To view course announcements only:* Click the course name on the My CourseCompass page to open the course, then click the **Announcements** button.

## Adding new materials to your course

You can add all kinds of content to your CourseCompass course. Whether you choose to teach with a CourseCompass course containing preloaded course materials associated with a particular textbook or a course that you built from scratch—you can always include your own course materials.

<b>For this information</b>	<b>See page</b>
Working with course content	37
Adding content using content types	39
Adding assignments	40
Adding documents and other files	42
Adding learning units	45



**Important** As you add new files, especially multimedia, to CourseCompass check the file sizes. 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.

### Working with course content

CourseCompass lets you organize course content in each content area (Course Documents, Course Information, Books, External Links and Assignments), accessible under Content Areas in the Control Panel.

When you add content to your CourseCompass course, you choose a **content type** that corresponds with the material you are adding. For example, the **item** content type can be used to display course information or other non-graded material to students. Other content types, such as **tests** and **assignments**, are automatically added to the online gradebook.

Use the following table to determine the most suitable content type when adding new materials to your course.

To add this type of content to or do this in your course	Choose this content type
<p><b>Documents or multimedia files.</b> For example, you might have a syllabus document in Microsoft Word. Multimedia files can include audio, video and animation formats.</p> <p>For information on adding items, see “Adding documents and other files” on page 42.</p>	<b>Item</b>
<p><b>Links:</b></p> <ul style="list-style-type: none"> <li>• To content in your course</li> <li>• To a website outside CourseCompass (“external link”), such as your school’s website</li> </ul> <p>For information on adding links, search for <i>links</i> in the Instructor Help index.</p>	<b>Course Link URL</b>
<p><b>Assignments for written work</b>, such as an essay or term paper, completed outside of CourseCompass in an application like Microsoft Word. Use assignments instead of the Digital Drop Box when you want students to turn in written work for grading.</p> <p>For information on adding assignments, see “Adding assignments” on page 40.</p>	<b>Assignment</b>
<ul style="list-style-type: none"> <li>• <b>Tests</b>, whether preloaded in your course or that you create</li> <li>• <b>TestGen tests</b>, created using this test generator program</li> <li>• <b>Surveys</b>, including non-graded evaluations, polling, and random checks of knowledge</li> </ul> <p>For more information on tests, see “Evaluating student progress” on page 55.</p>	<b>Test TestGen Test Survey</b>
<p><b>Learning Units</b>, which you can set to enforce sequential navigation through a series of activities, including tests.</p> <p>For more information on learning units, see “Adding learning units” on page 45.</p>	<b>Learning Unit</b>
<p><b>Organize and store a series of other content types</b>, such as items, assignments, and assessments.</p> <p>For information on adding folders, search for <i>folders</i> in the Instructor Help index.</p>	<b>Folder</b>

You add most course materials, except assessments, in the same way. For general instructions on adding new course materials, see “Adding content using content types” on page 39.



**For information** on adding assessments (tests and surveys), see “Evaluating student progress” on page 55.

## Adding content using content types

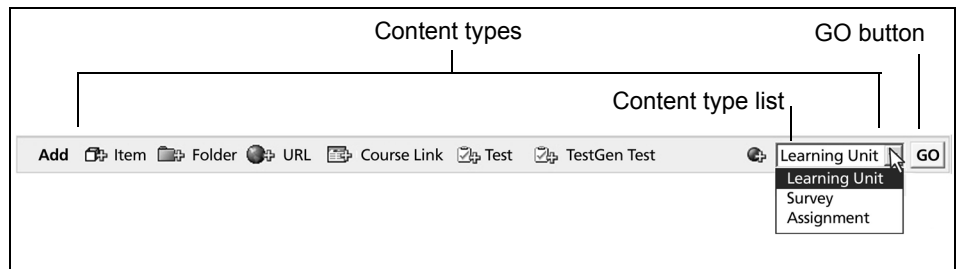
The following procedure describes the general process for adding content to a course content area.

To add content into a course content area:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 In the **Content Areas** module, click the content area where you would like to add the content (for example, Course Documents).

The content area page that opens includes a menu bar at the top with content types. The available content types vary. For example, the File content type only appears if you are adding content to a learning unit. For a descriptive list of content types to use in your course, see “Working with course content” on page 37.

- 4 Click the appropriate content type -or- select it from the content type list and then click **Go**.



- 5 Enter content information, such as a name, a text description, specify the file to attach (if applicable), and set the display options (as applicable).
- 6 Click **Submit** to add the content.



**Important** When adding a test, TestGen test, or survey to a content area, to make the assessment visible for students be sure to then click the [Modify the test options](#) link to set test visibility. For more information see “Deploying assessments” on page 66.

After you add your new content, you can modify, remove, copy or move it to a different content area, with the exception of not moving/copying tests. For instructions, see “Modifying or removing content” on page 49 and “Copying or moving content between content areas” on page 50.

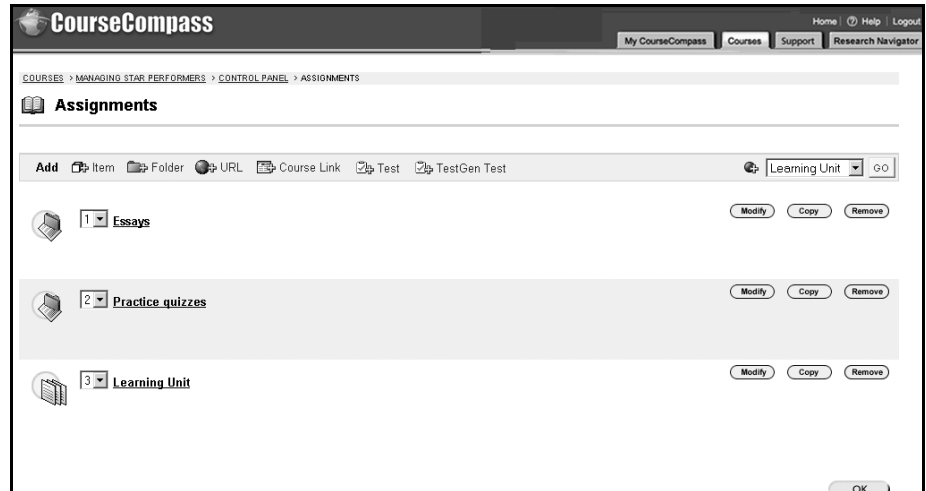
## Adding assignments


You can add an assignment, such as an essay, term paper or other written coursework, to any content area of your course. Assignments provide instructions, a point value and can include an attachment.

Students complete the assignment outside of CourseCompass in an application such as Microsoft Word then return the file to you for grading. You then pick up the completed assignment in the online gradebook, grade it, and return your comments to students. For more information on the gradebook, see “Using the online gradebook” on page 72.

To add an assignment to a course:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Under **Content Areas**, select an area to post the assignment to. For example, **Assignments**.



- 4 Select **Assignment** from the content type list, then click **Go**.
  - 5 Enter a name for the assignment in the **Name** box.
  - 6 (Optional) Click **Pick** if you want to display the assignment name in a color other than black. Then click the color you want to use in the Color Picker window that appears.
  - 7 Assign a point value in the **Points Possible** box.
  - 8 Enter instructions for completing the assignment in the **Instructions** box.
  - 9 (Optional) If you want to hide the assignment from students at this time, click **No** next to **Do you want to make the assignment visible?**
-  **Tip** To later change whether students can view this assignment, click the **Control Panel**, click the area where the assignment is located, click **Modify** next to the assignment, reset this option, and then click **Submit**.
- 10 (Optional) If you want to know how often this assignment is viewed, click **Yes** next to **Do you want to track the number of views?**
  - 11 (Optional) If you want to set date restrictions on the visibility of the assignment in the content area:
    - Click the **Display After** checkbox, then select the date and time when you want students to first be able to view this assignment.

- Click the **Display Until** checkbox, then select the date and time when you want this assignment to be hidden from student view.



**For information** on setting visibility times for your time zone, see “Controlling content availability and visibility in your course” on page 49.

- 12** (Optional) Attach a file, such as an assignment you created in Microsoft Word, by clicking **Browse** under **Assignment Attachments**, locating and selecting the file to attach, and then clicking **Open**. Enter a name for this linked assignment file as you would like it to appear to students in the **Name of Link to File** box.
- 13** Click **Submit** to add the assignment.
- 14** Click **OK** on the receipt page to return to the content area where you can view and check the content of the assignment you just added.

The new assignment appears after any existing content on the Assignments page. For instructions on reordering course content, search for *reordering* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.



**Tip** To modify or remove an assignment, click the **Control Panel** button, click the content area where you posted the assignment, and then click the appropriate button next to the assignment.

## Adding documents and other files

You can add documents and other files, including multimedia (slides, images, audio) to your course. For example, you can add a course syllabus that you created in Microsoft Word). These types of content can be added using the Item content type.

To add a file to a course:

- 1** Click the course name on the My CourseCompass page to open the course.
- 2** Click the **Control Panel** button.
- 3** Under **Content Areas**, click the area to which you want to add the file. For example, you might want to add your syllabus to the Course Information area.
- 4** Click **Item** to identify the content type you want to add.



- 5 Select a name from the **Name** list (for example, select “Syllabus”) or type a name for the item to be added.

The screenshot shows the CourseCompass interface for adding content. The breadcrumb trail is: COURSES > MANAGING STAR PERFORMERS > CONTROL PANEL > COURSE INFORMATION > ADD CONTENT. The main heading is 'Add Content'. Under the 'Content Information' section, there is a 'Name' dropdown menu with 'Syllabus' selected. Below it is a text input field for 'or specify your own name:'. The 'Choose Color of Name' section features a black color swatch and a 'Pick' button. A large 'Text' text area is provided for entering a description. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML', along with icons for mathematical/scientific notation and a 'Preview' button.

- 6 (Optional) Click the **Pick** button if you want to display the item’s title in a color other than black. Then click the color you want to use in the Color Picker window that appears.
- 7 (Optional) Enter a description of the item in the **Text** box. Or, if the information you want to add is minimal, such as course meeting times, you can just type the content directly in the text box instead of attaching a file, as described in the next step. Select one of the following options to display text or mathematical/scientific notation:
- **Smart Text** displays the text as it is entered and converts URLs and email addresses into links.
  - **Plain Text** displays the text exactly as entered, with no links.
  - **HTML** renders the text based on HTML tags you also enter in this box.
  - **WebEQ**  $\oplus$  and **MathML**  $\Sigma$  display mathematical and scientific notation text that you create using these equation editors.
- 8 To attach a file, follow these steps in the Content Attachments section.


**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, click **Browse**, locate the file, and click **Open**.
  - b. In the **Name of Link to File** box, type a name for the file. The name you type appears as the text that students click 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 this file** displays a link to the file. Students click the link to view your document or other file type.
    - **Display media file within the page** immediately displays the content of the file in the CourseCompass page.
    - **Unpackage this file** tells CourseCompass to decompress (unzip) a compressed file before displaying its content.
- 9** Set item options:
- a. Under **Options**, check the following settings:
    - Click **Yes** next to **Do you want to make the content visible?** to make this item visible.
    - Click **Yes** next to **Do you want to add offline content?** only if you want to add content from a CD-ROM.
    - Click **Yes** next to **Do you want to track number of views?** if you want to track the number of times students view this content.
    - Click **Yes** next to **Do you want to add metadata?** to add reference data such as contributor or copyright information to this piece of content.
-  **For information** about the metadata options, search for *metadata* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.
- b. If you want to limit when the item appears to students:

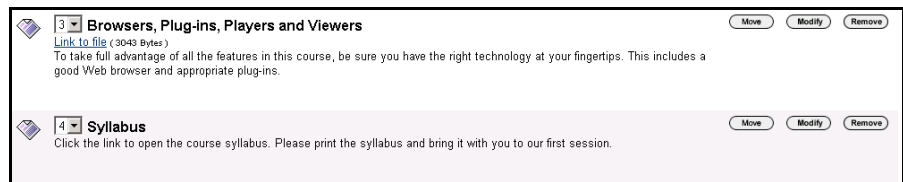
- Click the **Display After** checkbox, then select the date and time when you want students to first be able to view this item.
- Click the **Display Until** checkbox, then select the date and time when you want this item to be hidden from student view.



**For information** on setting visibility times for your time zone, see “Controlling content availability and visibility in your course” on page 49.

- 10** Click **Submit** to finish adding the item to your course, and click **OK** on the receipt page.

CourseCompass displays the item you just created after any other existing items on the page. For instructions on reordering course content, search for *reordering* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.



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



**Tip** To copy/move, modify or remove an item in a course, click the **Control Panel** button, click the content area where you posted the item, and then click the appropriate button next to it.

To later change any settings for this item, click the **Control Panel**, click the area where the item is located, click **Modify** next to the item, change the settings, and then click **Submit**.

## Adding learning units

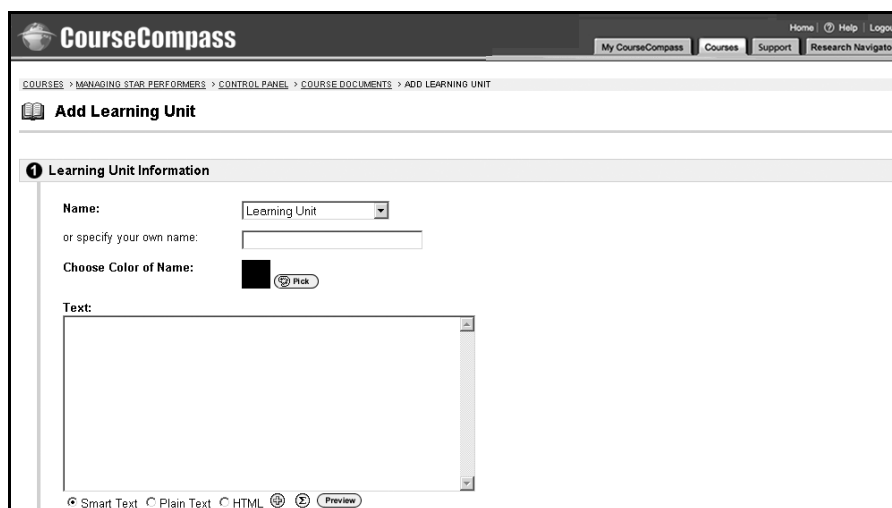
A **learning unit** is a set of course content that you want to present as a group. You first add the learning unit and then add its content. Learning units allow you to either:

- Group related material together for students to explore *in any order*
- Enforce a *specific progression* through the material, such as for self-paced learning

To add a learning unit in a course:


- 1 Click the course name on the My CourseCompass page to open the course.
- 2 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 Assignments area.
- 4 Select **Learning Unit** from the content type list, then click **Go**.

The Add Learning Unit page appears:



The screenshot shows the CourseCompass interface for adding a learning unit. The page title is "Add Learning Unit" and it is under the "Learning Unit Information" section. The form includes 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 black color swatch and a "Pick" button, and a large "Text" text area. At the bottom, there are radio buttons for "Smart Text", "Plain Text", and "HTML", along with a "Preview" button.

- 5 In the **Learning Unit Information** section:
  - a. Select a name for the learning unit from the **Name** list, or type another name for the learning unit in the space below the list.
  - b. (Optional) Click the **Pick** button if you want to display the item's title in a color other than black. Then click the color you want to use in the Color Picker window that appears.
  - c. In the **Text** box, type a description of the learning unit. Students will see this description as part of the learning unit.
- 6 Select one of the following options to display text or mathematical/scientific notation:

- **Smart Text** displays the text as it is entered but converts URLs and email addresses into links.
  - **Plain Text** displays the text exactly as it is entered, with no links.
  - **HTML** renders the text based on HTML tags you also enter in this box.
  - **WebEQ**  $\oplus$  and **MathML**  $\Sigma$  display mathematical and scientific notation text that you create using these equation editors.
- 7** In the **Options** section, set options to determine how students view learning unit content, and when the learning unit appears in your course:
- a. Click **Yes** next to **Do you want to make the Learning Unit visible?** to display the learning unit to your students.
  - b. Click **Yes** next to **Do you want to enforce sequential viewing of the Learning Unit?** to make students view each item in the learning unit in the order you set. Or, click **No** to allow students to view learning unit items in any order.
  - c. Click **Yes** next to **Do you want the Learning Unit to open in a new window** to open the learning unit in a new window. Or, click **No** to have learning unit content appear in the CourseCompass window.
  - d. Click **Yes** next to **Do you want to track number of views?** to track the number of times students view this content.
  - e. Click **Yes** next to **Do you want to add metadata?** to add reference data such as contributor or copyright information to this piece of content.
  - f. To choose date restrictions on the availability of the learning unit:
    - Click the **Display After** checkbox, then select the date and time when you want students to first be able to view this learning unit.
    - Click the **Display Until** checkbox, then select the date and time when you want this learning unit to be hidden from student view.
-  **For information** on setting visibility times for your time zone, see “Controlling content availability and visibility in your course” on page 49.
- 8** Click **Submit** to add the learning unit, and click **OK** on the receipt page.
- 9** Add content to the learning unit. For instructions, see the following section “Adding content to a learning unit” on page 48.



**Tip** To later change settings for this learning unit, click the **Control Panel**, click the area where the learning unit is located, click **Modify** next to the learning unit, change the settings, and then click **Submit**.

## Adding content to a learning unit

You add course content, such as items or assessments, to the learning unit the same way you add content elsewhere in CourseCompass. You can also add *files* to a learning unit to display file content directly (versus displaying a link to the content) by navigating through the learning unit like slides in a slide show. Course links are not available to add in a learning unit.



**Note** If you add assessments or files to a learning unit and later copy your customizations into a new edition or new version of the course, the assessment and files will be removed from the learning unit. For more information, search for *new edition/version*, then *details on copying customizations to the new course* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.

To add course content to a learning unit:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 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 content.
- 5 Click the content type button (for example, **File**) that you want to add.

The page that appears next depends on the content type you select.

- 6 Add the content and set the display options. For explicit instructions, search for *content types* in the Instructor Help index, and then select the help subtopic for the content type you selected in step 5.
- 7 Click **Submit** to add the content to the learning unit, and click **OK** on the receipt page.

The added content appears after any existing content in the learning unit.

## Controlling content availability and visibility in your course

Course content is always visible to instructors. Using the Control Panel, instructors control the *availability* of content to students, meaning whether students can see and access the content in the course. You can also control the date and time that content is made visible to students. This is a handy feature for announcements and tests. If you set content to be available or visible and do not set any further date/time restrictions, the content displays indefinitely.

To control the availability of most content, open the course, click the **Control Panel** button and click the area where the content is located (such as Assignments), and then click **Modify** to set or reset the display options. To control the visibility of tests, see “Making assessments available to students” on page 67 or search for *availability* in the Instructor Help index. To access help from any CourseCompass page, click Help in the upper right.



**Note** CourseCompass uses the Eastern time zone (US and Canada), which is equivalent to GMT -5:00. To select visibility time ranges for items, you may need to calculate any difference in time zones, depending on your location. For example, to set an announcement to be available at 10:00 AM Pacific Time (US and Canada) on a certain date, you will need to add 3 hours to the time.

## Modifying or removing content

You can change or remove most course content and reset associated settings for items, folders, learning units and links (both course links and external links) 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 content.



**Important** Use caution with the Remove button, which eliminates the content from the course. A better option is to control the content’s availability or visibility.

For more information on changing or removing course content in a content area, search for *changing* or *removing* and then click the course content type in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.

You can also modify assessment content. For instructions on how to modify assessments, see “Editing assessments” on page 57. For instructions on removing assessments, search for *assessments* then *removing* in the Instructor Help index.

## Copying or moving content between content areas

You can copy and move most course content between different areas of your course. For example, you can copy and move an item, folder, learning unit, or link (both a course link and external link) from the Course Documents content area into the Assignments area and vice versa. You cannot move a folder or learning unit into another learning unit.

---

**You can copy or move these content types:**

Folders, items, learning units, and links (external and course)

**Between any of these content areas:**

↔ Assignments, Books, Course Documents, Course Information, External Links

---



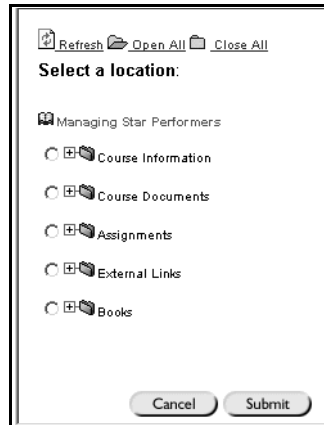
**Note** Assessments, including TestGen assessments, can be deployed to one content area at a time; they cannot be copied. To move an assessment within a course you remove it from the content area where it is currently deployed to, then add it to the content area where you want it to be accessible from. Be cautious when removing an assessment that students have already taken, as you will lose student assessment attempt details. For more information on moving assessments, search for *moving*, then *assessments* in the Instructor Help index. To access Instructor Help, click the Help button at the top of any CourseCompass page.

To copy or move course content (other than assessments):

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Under **Content Areas**, click the content area that contains the content you would like to copy or move (for example, Course Documents).
- 4 Click the **Copy** button next to the content you would like to copy or move.  
The Copy/Move page appears.
- 5 Under **Destination**, click **Browse** to choose the location where you want to copy or move the content to.



A Course Map window appears with a list of valid destinations in your course.



(Optional) Click **Open All** or **Close All** to expand or collapse all folders in this window, respectively.

- 6 Click the destination to select it, then click **Submit** to close the Course Map window and return to the Copy/Move page.



**Important** Do not move a “parent” folder into one of its “child” folders as this will remove both the parent and child folder from the original content area, making them inaccessible.

- 7 On the Copy/Move page, select **Yes** next to **Delete item after copy?** to “move” the item. If you leave **No** selected, a copy of the item will remain in the original content area.
- 8 Click **Submit** when you are finished.

You return to the content area page.

- If you *copied* content, the copied content will appear in its original location and in the new content area.
- If you *moved* content, the moved content will only appear in the new content area (not in its original location). Notice that the ordering of other course content on this page is retained and the moved content appears last on the page.

To copy or move another item, repeat the process. To view the copied or moved content in its new location, go to that content area in the Control Panel.



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

## Customizing the appearance of your course

As an instructor, you can customize the appearance of your course's pages. For example, you can customize the Course Home page and display different content areas and tools for your course.

For this information	See page
Customizing the Course Home page	52
Customizing the course menu	53



**Note** Course pages are what both you and your students see after opening a course. Students have the same view of course pages as instructors, except students do not see the buttons for the Control Panel or instructor “How Do I?” topics.

## Customizing the Course Home page

The Course Home page is often the first page that appears (course entry point) when you open a course. This page is unique from other course pages because it displays the course name and banner, instructor name and a dynamic course outline. You can customize the Course Home page appearance by adding your own images, such as a school banner or altering the default description of the course.



**For information** on changing the course entry point, search for *course entry point* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page

To customize the Course Home page:

- 1 Click the course name from the My CourseCompass page to open the course.
- 2 From the Course Home page, click the **Control Panel** button.
- 3 Click Course Home in the **Content Areas** module.

- Depending on where you want to add an image, click next to **Image #1**, **Image #2**, or both.

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

- 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.

- 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 area.

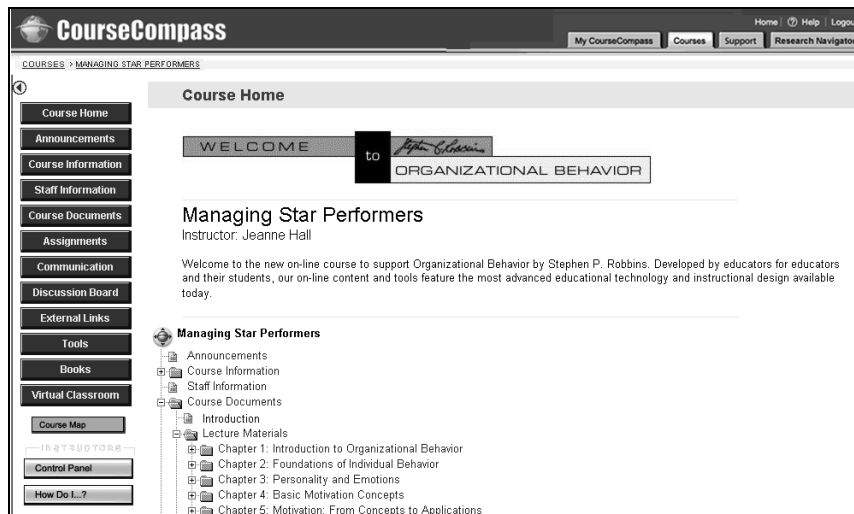
- When you finish modifying the course description, click **Submit**, and then click **OK** on the receipt page that appears.

The Course Home page appears, with your changes.

## Customizing the course menu

Each course contains a number of navigation buttons in its course menu for accessing content areas and tools.

Course menu navigation buttons



To better suit your particular course, you can customize the content areas and tools of the course menu button display, as follows:

- **Change button names to be more communicative of content.**
- **Change button appearance (style, color) to create a different “look” for each course you teach.**
- **Hide (disable) content areas, tools and their buttons that you do not plan to use.** For example, you can disable an empty content area. Review the tools in the Communication or Tools areas that you expect to use, and then disable the ones you do not want.
- **Enable existing content areas, tools and their buttons that you want to use.** For example, if you plan to use the Virtual Classroom and Discussion Board tools frequently, you can enable buttons for these tools so they are accessible with a single click.
- **Add new content areas and tools, with a corresponding button in the course menu.** For example, if your course has a large lab component, you could add a Labs content area to your course which might include lab procedures. Similarly, you can add a tools area that just has a Digital Drop Box for the class or has a collection of tools you choose, such as email, a Drop Box, and a Discussion Board.



**For information** on how to perform any of these course menu customizations, search for *course menu* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.

## Evaluating student progress

CourseCompass courses created with publisher course materials typically include preloaded assessments associated with the textbook you are teaching with.

**Assessments** in CourseCompass can be either graded tests (quizzes, exams) or surveys, which are ungraded. The results of tests are recorded in the gradebook.

You can choose whether to use some or all of the preloaded assessments, edit them, or create new assessments in CourseCompass. You can also import assessments into a CourseCompass course—whether you import them from another CourseCompass course or created them using the TestGen test generator program. (For instructions on exporting and importing assessments between courses, search for *exporting* and *importing* in the Instructor Help index.)

Instructors specify when and where to make an assessment available to students. You *deploy* an assessment by adding the test to the content area of your choice. Then, you must make it *available* for students to be able to view and take the test.

<b>For these instructions</b>	<b>See page</b>
Previewing preloaded tests to decide which ones to use	55
Editing assessments	57
Creating a test in CourseCompass	61
Adding a TestGen test	63
Deploying assessments	66
Making assessments available to students	67
Picking up and returning student work with the Digital Drop Box	69
Using the online gradebook	72

## Previewing preloaded tests to decide which ones to use

If your course includes preloaded assessments, you will want to consider:

- Which assessments to incorporate into your course
- Whether to use each assessment as is or modify it to suit your needs

You can view preloaded tests in the Assessment/Test Manager (or in the TestGen Manager for tests created with TestGen), which you access from the Control Panel.

To preview existing assessments in a course:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click [Assessment/Test Manager](#) under **Assessment**. (If you have uploaded tests created using TestGen, click [TestGen Manager](#).)

The Test Manager page opens, with a list of all assessments and indicating whether the assessments have been deployed to a content area or not.

	Name	Deployed	Date		
<input checked="" type="checkbox"/>	Chapter 001: Essay Quiz	Assignments	July 23, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 001 - Instructor Test Items	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 001: Matching Quiz	Quizzes	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 001: Multiple Choice Quiz	Assignments	July 23, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 001: Self-Check Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 001: True/False Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 002 - Instructor Test Items	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 002: Essay Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 002: Matching Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 002: Multiple Choice Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Chapter 002: Self-Check Quiz	No	July 21, 2003	<a href="#">Modify</a>	<a href="#">Remove</a>

- 4 Scroll to the assessment you want to preview, then click **Modify** beside it.

The assessment opens in the Test Canvas. You can either:

- Preview the test without making changes, then click **OK** at the page bottom to return to the Test Manager page.
- Make changes to the assessment. For instructions, proceed to step 4 in “Editing assessments” on page 57.

For students to access assessments, they must be both deployed (added) to a content area and made available. To deploy a preloaded assessment, see “Deploying assessments” on page 66. To make it available, see “Setting assessment availability” on page 68.

## Editing assessments

You can edit tests from the preloaded content in your course as well as tests you create in CourseCompass or by using the TestGen program.

For this information	See page
Modifying test content	57
Editing TestGen tests	58

### Modifying test content

You can modify a test by changing its name, description, and instructions, and by adding, rewording, or removing questions and changing their point values. Any text changes you make, such as a reworded test question or additional instructions, are reflected in all views of that assessment. So, if a student then goes back to review the test after taking it, any text changes you made since the student took the test appear in the test review.



**Important** After a student has taken a test, you should only make text changes to it. Do not change point values, add or remove questions, or change attached files. CourseCompass displays a warning message if you attempt to modify a test that one or more students have already taken. Ignoring this warning can invalidate existing test attempts and may corrupt the assessment and its related Gradebook entries.

To modify a test (For TestGen tests, see “Editing TestGen tests” on page 58.):

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Assessment/Test Manager under **Assessment**.
- 4 Click **Modify** next to the test that you want to edit.

Then:

To make this change	Follow these steps
Change the name, description, or instructions	Click <b>Modify</b> next to these labels to edit this test information, and then click <b>Submit</b> .
Edit the wording of a question or answer, or change the point value	Click <b>Modify</b> next to the question, edit the question as you choose, and then click <b>Submit</b> .
Add a question	<ul style="list-style-type: none"> <li>• Select a question type from the <b>Add Question</b> dropdown list and click <b>Go</b>. Enter the question and answer information, specify a point value, and click <b>Submit</b>.</li> <li>• Click <a href="#">Add Question Here</a> to add a similar type question, answers, point value, and feedback.</li> <li>• Select a different question type from the <b>Add Question</b> dropdown list, and then click <b>Add Question Here</b> to add a question of another type.</li> </ul>
Reorder questions	Select a different placement number from the Question Number box to the left of the question. The question is then reordered automatically.
Remove a question	Click <b>Remove</b> and confirm the question removal. Once you remove a question, you cannot retrieve it. Consider making the test unavailable instead. For instructions, see “Setting assessment availability” on page 68.

5 When you finish making your changes, click **OK** at the page bottom.



**Note** For students to access assessments, they must be both deployed (added) to a content area and made available. To deploy an assessment, see “Deploying assessments” on page 66. To make it available, see “Setting assessment availability” on page 68.

## Editing TestGen tests

You can edit TestGen tests by changing the test name and options in CourseCompass. However, you must use the TestGen application to make changes to the test contents. This requires downloading and uploading the test, as described in this section.





**Important** As with other assessments in CourseCompass, once a student has taken the test you should only make changes to existing text. Do not change point values, add or remove questions, or change attached files. Otherwise, the assessment and its related Gradebook entries may become corrupted.

- ***If you have the original TestGen test on your computer,***  
you can edit that copy in TestGen and then upload it to your CourseCompass course, overwriting the old version of the test. A copy of the edited test remains on your computer.
- ***If you don't have a copy of the test on your computer,***  
you need to download the test from CourseCompass to your computer, edit it in TestGen, and then upload it back to your CourseCompass course.

The following procedures describe how to make changes using the TestGen Manager. However, if you have deployed the test, you can also access and modify it from the content area where you deployed it. After you locate the test and click **Modify**, click the [Modify the test](#) link to display the TestGen Test Canvas page. The remaining instructions are the same, regardless of where you initiate the modifications.

<b>For this information</b>	<b>See page</b>
To edit the TestGen test name and options only	59
To edit a TestGen test when you have a copy of the test	60
To edit a TestGen test when you do not have a copy of the test	61

## To edit the TestGen test name and options only

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click [TestGen Manager](#) under **Assessment**.
- 4 Scroll to the test, and click **Modify** to display the TestGen Canvas page.
- 5 Click **Modify** either in the section that lists the test name, description, and instructions or in the TestGen Test Properties section, depending on where you want to make changes. Make the changes you want, and then click **Submit**. If you modified the test name, description or instructions, click **Submit** to skip to the TestGen Upload page and go to the Test Options page.

- 6 (Optional) Make changes to the test options, such as scrambling the question order and setting a time limit.
- 7 Click **Submit** to complete the editing process, and then click **OK** on the receipt page.

### To edit a TestGen test when you have a copy of the test

The TestGen test can be on your computer's hard drive or some other accessible location, like on a server or CD.

- 1 Open the test file in TestGen. Edit it as needed and save it.



**For information** on editing tests with TestGen, either consult its online Help or the TestGen user guide (accessible from CourseCompass by clicking the [TestGen Browser Plug-in](#) link in the **How to Use CourseCompass** module on the My CourseCompass page, then clicking the link for the guide).

- 2 Go to CourseCompass and click the course name on the My CourseCompass page to open the course.
- 3 Click the **Control Panel** button.
- 4 Click [TestGen Manager](#) under **Assessment**.
- 5 Scroll to the test and click **Modify** to open the TestGen Test Canvas page.
- 6 In the TestGen Test File section of the page, click **Modify** to open the TestGen Test Upload page.
- 7 Click **Browse** to locate and select the test name. Then, click **Open** to enter the file name and path in the File box.
- 8 Click **Submit** to upload the edited test to your course.

The TestGen Test Options page appears. You can edit test options if you want, and then click **Submit** to end the upload process.

- 9 Click **OK** on the receipt page.

## To edit a TestGen test when you do not have a copy of the test

- 1 Go to CourseCompass and click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click TestGen Manager under **Assessment**.
- 4 Scroll to the test and click **Modify** to open the TestGen Test Canvas page.
- 5 In the TestGen Test File section of the page, click **Download**. In the File Download dialog box, click **Save**. In the Save As dialog box, select a location to save the test file on your computer and click **Save**. Then click **OK** on the Test Canvas page.
- 6 Follow the procedure “To edit a TestGen test when you have a copy of the test” on page 60.



**Note** For students to access assessments, they must be both deployed (added) to a content area and made available. To deploy an assessment, see “Deploying assessments” on page 66. To make it available, see “Making assessments available to students” on page 67.

## Creating a test in CourseCompass

Before you create any new tests to a course, you should first check for any preloaded publisher-provided assessments that may be included. For instructions, see “Previewing preloaded tests to decide which ones to use” on page 55.

To create an assessment in a CourseCompass course, you name and describe it, add instructions, add questions and answers and their point values, and then make the test visible to students.

As you build a test in CourseCompass, you can choose from the following question types: Fill-in-the-Blank, Matching, Multiple Answer, Multiple Choice, Ordering, Short Answer/Essay, and True/False. CourseCompass leads you through the process of creating each question type. For each question, you define the question, provide the answer(s), specify a point value, select options, and submit (or save) it.

To create an assessment with Fill-in-the-Blank questions:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Assessment/Test Manager under **Assessment**.
- 4 Click **Add Test**.
- 5 Enter a name for the test.
- 6 (Optional) Enter a test description and instructions for the students, and click **Submit**.
- 7 (Optional) As part of the question, you can attach an image or file, or provide a URL link. To modify these and other question settings for this test, click the Creation Settings link, select the options you want displayed for each question, then click **Submit**. Verify the settings and click **OK**.
- 8 Select **Fill in the Blank** from the **Add Question** list, then click **Go**.
- 9 Under **Fill in the Blank Question**, enter the question text. Click one of the options for displaying text or mathematical/scientific notation:
  - **Smart Text** displays the text as it is entered but converts URLs and email addresses into links.
  - **Plain Text** displays the text exactly as it is entered, with no links.
  - **HTML** renders the text based on HTML tags you also enter in this box.
  - **WebEQ**  $\oplus$  and **MathML**  $\Sigma$  display mathematical and scientific notation text that you create using these equation editors.
- 10 Assign points for this question in the **Point Value** box. (You can set a default point value in the creation settings in Step 7.)
- 11 Under **Answers**:
  - a. Select or type the number of correct answers you want to provide for the missing word or phrase. CourseCompass displays a box for each answer.
  - b. In the **Answer** boxes, list the correct answers. Keep these answers simple and short.
- 12 Click **Submit**. You can review questions and assigned point values on the Test Canvas page. After you finish reviewing, you can continue adding questions to

the test by selecting a question type from the **Add Question** list at the top of the page and then clicking **Go**. At any time you can click **OK** to save the test.

The new test appears in the Assessment/Test Manager.

You can add questions at a later time, or you can deploy the test to a content area and make it visible to students immediately. For instructions on deploying a test and making it available to students, see “Deploying assessments” on page 66.

You can also create tests using questions from the Pool Manager. For information on using the Pool Manager, search for *pool manager* in the Instructor Help index.

## Adding a TestGen test

*TestGen* is a test generator/editor program available from Pearson Education publishers, which distribute testbanks in the TestGen format. Visit your publisher’s website to see whether any TestGen testbanks are available for your textbook or subject area. You can use TestGen to easily create a test by selecting and editing testbank questions and answers.

Tests and quizzes that you create using TestGen can be added to your CourseCompass course and will appear in the TestGen Manager. Then, you can work with these assessments as you would work with any other test in CourseCompass: you make the test available to students when you want; students take the test; and the grades appear in the online gradebook.

### Before you upload TestGen tests to CourseCompass

- **Install TestGen 5.0 or later on your computer.**  
You’ll use this program to create your test.
- **Install the TestGen Plug-in 3.0 or later.**  
This plug-in lets you view your test in CourseCompass.

To download the TestGen program, the TestGen Plug-in, or the TestGen User Guide:

- Click the [TestGen Browser Plug-in](#) link in the **How to Use CourseCompass** module on the My CourseCompass page, then click the appropriate link.



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

## How students get the TestGen Plug-in

Your students also need to install the plug-in to view and take a TestGen test. Students can download the TestGen Plug-in by clicking the [TestGen Browser Plug-in](#) link in the **Learning with CourseCompass** module (student view) on the My CourseCompass page.

## To upload TestGen tests into a CourseCompass course

To upload TestGen tests into your course, you upload the test files from your computer (or other location) into the TestGen Manager. Then you can deploy the tests to a content area, similar to deploying other tests in CourseCompass, except that you click the TestGen Test button to add a TestGen Test content type.

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click [TestGen Manager](#) under **Assessment**.
- 4 Click **Add TestGen Test**.

The TestGen Test Information 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 (Optional) Type instructions for students in the **Instructions** box.
- 8 Click **Submit**.

The TestGen Test Upload page appears:

**CourseCompass** Home | Help | Logout  
My CourseCompass | Courses | Support | Research Navigator

COURSES > USING COMPUTERS 101 > CONTROL PANEL > TESTGEN TEST MANAGER > TESTGEN TEST UPLOAD

### TestGen Test Upload

**1 Test Information**

You need to use the [TestGen offline application](#) to create or modify a TestGen test.

Please browse for the location of the TestGen test file:

File:

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

- Click the **Browse** button, locate and select the TestGen test file you want to add to your CourseCompass course, and then click **Submit**. (In Windows, the file name ends in .tst.)

The TestGen Test Options page appears:

**CourseCompass** Home | Help | Logout  
My CourseCompass | Courses | Support | Research Navigator

COURSES > USING COMPUTERS 101 > CONTROL PANEL > TESTGEN TEST MANAGER > TESTGEN TEST OPTIONS

### TestGen Test Options

You are uploading a test created with TestGen 5.0.  
Your students **must** be using version 3.0 of the [TestGen plug-in](#) in order to take this test.

**1 Test variation**

Scramble the order of questions.  Yes  No

Shuffle multiple choice answers.  Yes  No

Allow variables to regenerate in algorithmic questions.  Yes  No

Deliver subset of randomly selected questions.  Yes  No

Number of questions to include in each test.

**Note:** Your students must be using version 3.0 of the TestGen plug-in in order to get a subset of randomly selected questions.

**2 Test session**

Set time limit.  Yes  No

Maximum minutes allowed:

Warn student when remaining minutes =

Allow students to take this test more than once.  Yes  No

- In the **Test variation** section, accept or change the settings for the test variation options. You can scramble the order of questions, shuffle multiple choice answers and more.

- 11 In the **Test session** section, you can specify a time limit for the test or allow students to take the test multiple times. You can set a password for the test. If you do, be sure to provide the password to your students or to the test proctor, 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.
- 12 (Optional) In the **Test presentation** section, change the test delivery mode so that the test is displayed question-by-question with immediate feedback (tutorial mode).



**Note** Students must use TestGen Plug-in Version 3.0 or higher to view tests in tutorial mode.

- 13 In the **Test review** section, select student test review settings. For example, you may decide to allow students to see their score and review the test after they complete the test.
- 14 In the **Test Scoring** section, enter the point value for the test.
- 15 Click **Submit** to add the TestGen test to your course, and then click **OK** on the receipt page.

CourseCompass displays the new TestGen test or quiz last on the TestGen Manager page. For instructions on deploying a TestGen test to a content area, specifying test settings, and making the test available to students, see “Deploying assessments” on page 66.

## Deploying assessments

To deploy an existing test from either the Assessment/Test Manager or the TestGen Manager to an area in your course:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click the area in which to display the test, such as Assignments.
- 4 Select **Test**. (Or **TestGen Test**, if applicable).
- 5 On the Add Test page (or Add TestGen Test page), select the test from the list of tests that are in your course, click **Submit**, and then click **OK**.



The test is deployed. The Modify Test page appears. You can modify the test, modify the test options, or click **OK** to exit.

- 6 (Optional) To make the deployed assessment available now, click Modify the test options, under **Test Availability**, click **Yes** next to **Do you want to make the test visible?** and click **Submit**.

## Making assessments available to students

As the instructor, you always have the ability to selectively make assessments available or unavailable to suit your needs. You can even restrict the availability to specific dates and times.

For this information	See page
Default assessment availability	67
Checking whether a deployed assessment is available	68
Setting assessment availability	68

### Default assessment availability

Assessment availability is managed by CourseCompass as follows:

For these assessments	Availability is set this way
“Readiness” assessments or quizzes in preloaded courses	Available. Readiness assessments are for student practice.
All non-readiness assessments in preloaded courses	Unavailable
Copied from another course	Availability status in new course matches the course you copied from
In a course that you updated by clicking <u>New Edition Available!</u> or <u>New Version Available</u> from My CourseCompass page	Unavailable. For more information on what updating course materials means, see “Copying course customizations to an updated course” on page 90.

## Checking whether a deployed assessment is available

To tell whether a deployed assessment is available to students:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click the content area where the assessment has been deployed, such as Assignments.

If you are unsure which content area the assessment is deployed to, click Assessment/Test Manager (or TestGen Manager, if applicable). The content area is listed in the Deployed column. Return to the Control Panel, and then click the appropriate content area link.

- 4 Scroll to the assessment. The assessment is available unless you see “*Item is not available*” beneath it.

## Setting assessment availability

Once a test has been deployed (added) to a content area, you can modify its availability settings.

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click the link for the content area where the assessment has been deployed, such as Assignments.

If you are unsure which content area the assessment is deployed in, click Assessment/Test Manager (or TestGen Manager, if applicable). The content area is listed in the Deployed column. Return to the Control Panel, and then click the appropriate content area link.

- 4 Click **Modify** beside the assessment.
- 5 Click the Modify the test options link.
- 6 Under **Test Availability**, click **Yes** next to **Do you want to make the link visible?** to make this test visible to students. (To make it unavailable, click **No**.)

- 7 (Optional) Also under **Test Availability**, set other test-taking options. You can specify whether students can take the test multiple times or whether they must complete it in one sitting. You can set a time limit for taking the test, specify the date and time when it is available to students and when it is no longer available, and set a password that students must supply to take the test.



**Note** CourseCompass uses Eastern time (US and Canada), which is equivalent to GMT -5:00. To select visibility time ranges, you may need to calculate any difference in your time zone before entering its Eastern time equivalent.

- 8 (Optional) Under **Test Feedback** and **Test Presentation**, select other test-taking options, such as whether to randomize questions or to show the correct answers after the test is scored.
- 9 Click **Submit** and then click **OK** on the receipt page and the Modify Test page.

The test becomes available for students to see and take.

## Picking up and returning student work with the Digital Drop Box

The **Digital Drop Box** provides a way for you to exchange documents electronically with your students. Students drop off their work to you, and you can return work to them with comments. You can add files to the Digital Drop Box to send out at a later point, or you can add a file to the box and send it at the same time.



**Tip** Consider using the Assignment content type when asking students to return files to you for grading. You can access the student’s assignment file from the gradebook versus passing files via the Digital Drop Box. After you grade the assignment, students can see their result for this assignment by clicking View Grades from the my CourseCompass page. For instructions on adding an assignment, see “Adding assignments” on page 40.



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

For these instructions	See page
Picking up student work	70
Returning student work	71

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

<b>Files you added...</b>	<b>Have this status</b>
But have not yet sent	Posted
And have also sent	Submitted

<b>Files you received...</b>	<b>Have this status</b>
But have not yet picked up	Submitted
And have also picked up	Submitted and Received



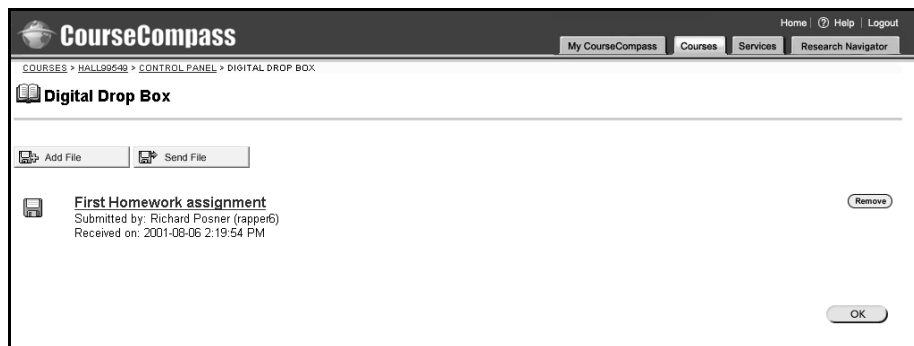
**Tip** To keep track of files you have added, sent, received, or picked up, consider creating a set of folders on your computer. (Because CourseCompass is a Web-based product, creating these folders on your computer means they are outside of CourseCompass.) You might create folders by assignment, by 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

Students can send files to the Digital Drop Box for you to pick up. You can open the files to view immediately, but you will typically save the files to your computer, then open them and perhaps add comments to send back to the student.

To pick up student work in the drop box:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Digital Drop Box under **Course Tools** to display the Digital Drop Box page:



- 4 Click the link to the file you want to pick up.

Depending on your browser, the program used to create the file may automatically launch as the file opens. Otherwise, a dialog box appears and prompts you to either open the file or save it to your computer.

- 5 *In the first case*, use the File>Save feature of the program to save the file to your computer. For example, you could save student work for a particular class in a folder that you created called “Section 102 Work Received.”

*In the second case*, click **Save** in the dialog box that appears. Then specify a location where you want the file saved, and click **Save** again.

The file remains in the drop box, but a copy is now stored on your computer.

To view and comment on student work you saved, open the file on your computer, read it, and add your comments—either in the file itself or in a separate one. If you make comments within the student’s file, be sure to save it with a different name before returning it via the Digital Drop Box. That way, the updated file can be distinguished from the student’s original.

## Returning student work

After saving student work to your computer and adding your comments, you can return the student work, with your comments, to the Digital Drop Box, where students can then pick it up.

To return a student's work:

- 1 Click the course name on the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Digital Drop Box under **Course Tools**.
- 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. Then click **OK** on the receipt page.

## Using the online gradebook

As students enroll in your course, their names are automatically added to the CourseCompass gradebook. CourseCompass automatically posts all student grades associated with assessments (except short answer/essay questions) and TestGen tests in the gradebook.

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. Only instructors can modify student access to their course; teaching

assistants cannot modify student access to the course. For instruction, search for *students* then *managing student status* in the Instructor Help index.

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.

For this information	See page
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Automatic vs. manual grading	74
Additional features of the online gradebook	74

## Viewing the online gradebook

To view the online gradebook:

- 1 Click the course name from the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Gradebook under **Assessment** to display the View Spreadsheet page:

The screenshot shows the CourseCompass interface for the 'View Spreadsheet' page. The breadcrumb trail is 'COURSES > USING COMPUTERS 101 > CONTROL PANEL > GRADEBOOK'. The page title is 'View Spreadsheet'. Below the title are several utility buttons: 'Add Item', 'Manage Items', 'Gradebook Settings', 'Weight Grades', 'Download Grades', and 'Upload Grades'. There are also filters for 'Sort Items by: Position', 'Filter Items by Category: All', and 'Filter Users by Last Name: All'. The main data table has the following structure:

Student Name (Last, First)	Chapter 001: Multiple Choice Quiz		TestGen 5 test		Chapter 001: Matching Quiz		Chapter 001: Essay Quiz		Essay		Chapter 002	
	Exam	Weight	TestGen	Weight	Exam	Weight	Exam	Weight	Journal	Weight	Pts P	Weight
Beaulieu, Michele	93	3%	89	3%	90	3%	95	3%	-	20%	-	-
Jones, Michael	88	3%	85	3%	85	3%	90	3%	-	20%	-	-
O'Hern, Patrick	78	3%	80	3%	85	3%	88	3%	-	20%	-	-
Senior, Allison	80	3%	84	3%	85	3%	88	3%	-	20%	-	-
Williams, Andrea	90	3%	84	3%	90	3%	85	3%	-	20%	-	-

At the bottom, it shows '6 Students' and 'Displaying records 1 - 6'. A legend indicates: 'In Progress' (circle with dot), 'No Information' (circle with dash), 'Needs Grading' (circle with exclamation mark), and 'Grading Error' (circle with question mark).

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.

- 4 Click **OK** when you finish viewing the gradebook.

Students view their grades by clicking [View Grades](#). To access this link, students can click the Tools button in the course menu or click View Grades from the Tools module on the My CourseCompass page and then click the course name.

## 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 or assignments in 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 *gradebook* and then select *Entering a grade in the gradebook* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.

## Additional features of the online gradebook

Display grades in a variety of formats including percentages, letter grades, and other customizable options. Revise gradebook item scores by downloading, editing in another program such as Microsoft<sup>®</sup> Excel<sup>®</sup>, and then uploading

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

- Add gradable items, such as class participation or attendance, that you can either hide or display to students on their Grades page
- View performance statistics
- Add or change student scores and reset tests for students to retake
- Download final grades for record keeping or to work with offline (then upload)





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

## Working with communication tools

You may want to incorporate some of the CourseCompass online communication options as part of your course.

For these instructions	See page
Setting up Discussion Board forums	75
Monitoring Discussion Board forums	77
Lecturing online with the Virtual Classroom	79
Participating in Lightweight Chat sessions	81

## 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 79), 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 77.

To set up a Discussion Board forum:

- 1 Click the course name from the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Discussion Boards 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.

- 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 any CourseCompass page.

- 9 Click the **Submit** button.

The new forum appears at the bottom of the Discussion Board 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 Click the course name from the My CourseCompass page to open the course.
- 2 Click the **Control Panel** button.
- 3 Click Discussion Boards in the **Course Tools** module to open the Discussion Board page.

The screenshot shows the CourseCompass interface for a Discussion Board. At the top, there are navigation links for Home, Help, and Logout, along with a search bar. Below the navigation, the breadcrumb trail reads: COURSES > HALL99549 > CONTROL PANEL > DISCUSSION BOARD. The main heading is "Discussion Board". There is an "Add Forum" button. Below this, there are four discussion board entries, each with a dropdown menu, a title, a brief description, and "Modify" and "Remove" buttons. The entries are:

- Chapter 1: Challenges and Opportunities for OB: A Managerial Perspective**  
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 ]
- Chapter 2: Attitudes**  
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 ]
- Chapter 3: Person Perception: Making Judgements About Others**  
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 ]
- Chapter 3: Personality**

- Click the forum in which you want to add a message.
- 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.
- 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.
- Select one of the following options to display text:
  - Smart Text** displays the text as it is entered but converts URLs and email addresses into links.
  - Plain Text** displays the text exactly as it is entered, with no links.
  - HTML** renders the text based on HTML tags you also enter in this box.
  - WebEQ and MathML** equation editors display mathematical and scientific notation text that you create with an equation editor.
- 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**.
- When you finish, click the **Submit** button at the bottom of the page.

The Discussion Board page appears, displaying your message or response.

## 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 “Creating course announcements” on page 34.)

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

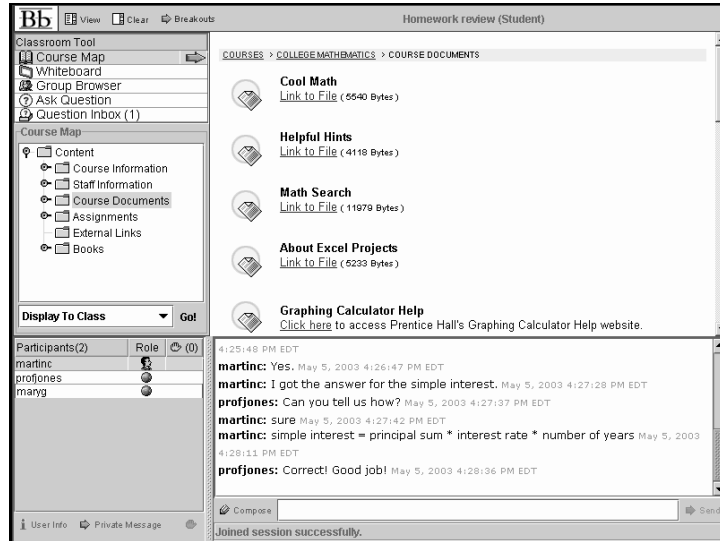
- Participate in a chat with all participants
- Receive and answer questions from any participant
- Create and display lecture slides on the whiteboard
- Draw on and add text to a slide displayed on the whiteboard

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

- 1 Click the course name from the My CourseCompass page to open the course.
- 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 controls. Both you and your students enter chat comments in the bottom box. The comments of all participants appear on the same window.

- 4 View the comments from other Virtual Chat participants.
- 5 Type a comment in the box at the bottom, and press **Send** 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 the **Close** button from the top right of the Virtual Classroom 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 any CourseCompass page.

## Participating in Lightweight Chat sessions

*Lightweight Chat sessions* are real-time online text-based discussions. The chat area is part of the Virtual Classroom, but can also be accessed on its own without the rest of the features that make up the Virtual Classroom. You may choose to discuss a particular topic in class or as an office hour question-and-answer forum.

To use the Lightweight Chat, you must have the Java Plug-in installed. If the Java Plug-in is not installed on your computer, it will automatically install from within CourseCompass when you join a Lightweight Chat session.

To join a Lightweight Chat session:

- 1 Click the course name from the My CourseCompass page to open the course.
- 2 Click the **Communication** button on the left.
- 3 Click the Collaboration link and then click **Join** next to the session you want to join.

## 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.

Instructors are typically guided into creating their first CourseCompass course as they complete online registration. 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 an updated course—that is, a course built using newer edition preloaded course materials and which also includes your customizations from the original course.

For these instructions	See page
Browsing or searching for publisher course materials	82
Building a course from scratch	84
Copying an existing course	86
Copying course customizations to an updated course	90



**Note** Students do not need to obtain a new student access code (or purchase course access online) to enroll in a second course when that course is created with the **same course materials**. Situations where this might apply are: multisection courses, a student retaking a course, or a student who needs to switch sections. To create another course using the same course materials, you or another instructor can either select exactly the same title, including edition, from the list of available course materials or copy an existing course.

## Browsing or searching for publisher course materials

You can browse by discipline and publisher or search by textbook author/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 using preloaded course materials:

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

The Create a Course page appears:

**Search** by Author/Title  
by typing one or more words  
in The Search box.

Search

Author  Title

**Search**

**Browse** Course Materials  
from the list of  
publishers, disciplines,  
and course materials.

**Browse**

**Copy** an Existing Course  
that you or another instructor  
have already customized.

**Copy**

**Copy** to New Edition/Version  
Copy your customizations  
from an existing course to  
a new edition or revised course.

**Copy**

**Build** from Scratch  
by creating a course without  
any selected course material.

**Build**

- 2 On the Create a Course page do one of the following:
  - a. Enter the name of the author or text title in the **Search** box and select the appropriate box(es) to indicate the type of information you entered, and then click **Search**.
  - b. Click **Browse** and select the appropriate discipline for your course, and then select a publisher of the course materials you want to use.
- 3 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.
- 4 On the Enter Course Information page, note the course ID.



**Note** You need to communicate this course ID to students so they can enroll in the course. To view the course ID later, click the Courses tab.

- 5 Enter the name of your course in the **Course Name** box.
- 6 (Optional) Type a description for your course in the **Description** box.  
Enrolled students will be able to view this description.

- 7 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.

- 8 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 48 hours. You do not need to stay connected to the Internet while CourseCompass creates your course.

- 9 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 update 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 *updating* in the Instructor Help index. To access Instructor Help, click Help at the top right of any CourseCompass 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 or Copy 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 need to communicate this course ID to students so they can enroll in the course. To view the course ID later, click the Courses tab.

- 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.  
Enrolled students will be able to view this description.
- 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 any CourseCompass page.



**Note** You will 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. Alternatively, students can purchase course access online. For information on ordering ISBNs, see “Step 5. Enabling students to access your course” on page 21.

## Copying an existing course

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

When you copy an existing course, you will still need to click the Adopt button to allow students to enroll in your course, as you do when you create any new course.

For these instructions	See page
Copying a course or course components into a new course	86
Copying another instructor's course	88



**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

To copy an existing course or course components:

- 1 Click the **Create or Copy a Course** button on the My CourseCompass page.
- 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** If new course materials for the course you are copying have become available or if the course materials for this course have been retired, CourseCompass displays the Copy Existing Course Notice page. For instructions, see “When the course materials for the course you want to copy have changed” on page 88.

- 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 need to communicate this course ID to students so they can enroll in the course. To view the course ID later, click the Courses tab.

- 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.
- 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 as little as an hour or as long as 48 hours. 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 new course appears under *Courses you are previewing* on the My CourseCompass page.



**Tip** When you copy your own course, the original course remains. You may want to delete the original course to avoid confusion. For information on removing courses, see “Deleting courses” on page 94.



**Note** Assessments you copy from another course maintain the same availability setting as in the original course. To ensure that assessments in the new course have the availability setting that you want, follow the instructions in “Checking whether a deployed assessment is available” on page 68 and “Setting assessment availability” on page 68.

## When the course materials for the course you want to copy have changed

Use the following table to update your course so that it is based on the latest course materials. If you update your course, you should 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 21

If you see this message	Then you can
<p>A new edition or revised version of the course materials used to create your CourseCompass course is available.</p>	<p>Choose either to copy the new course material 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"> <li>• <b>If you choose to update the course materials to the new edition or new version</b>, go to step 6 in the “Copying course customizations to an updated course” on page 90.</li> <li>• <b>If you choose to copy your existing course</b>, proceed to step 4 in “Copying course customizations to an updated course” on page 90.</li> </ul>
<p>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>.</p>	<p>Proceed to step 6 in the “Copying course customizations to an updated course” on page 90. Any customizations from your current course will be copied to the new course.</p>
<p>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>	<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 updated course” on page 91.</p>

## 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 any CourseCompass 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 or Copy 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** If new course materials for the course you are copying have become available or if the course materials for this course have been retired, CourseCompass displays the Copy Existing Course Notice page. For instructions, see “When the course materials for the course you want to copy have changed” on page 88.

- 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 need to communicate this course ID to students so they can enroll in the course. To view the course ID later, click the Courses tab.

- 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.  
Enrolled students will be able to view this description.
- 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 any CourseCompass 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 as little as an hour or as long as 48 hours. 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. To ensure that assessments in the new course have the availability setting that you want, follow the instructions in “Checking whether a deployed assessment is available” on page 68 and “Setting assessment availability” on page 68.

## Copying course customizations to an updated 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. *New versions* of course materials can also be made available to you when an older set of course materials is retired or has been reissued with improved content. Both new edition and new version courses are known as **updated 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 page you see when you click the Courses tab.

When you click either of these links to create an updated course, CourseCompass both creates a new course using updated source materials and copies any customizations from your current course into the new course. Your original course



remains intact and still appears on the My CourseCompass page until you delete it.

When you update 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*]. You can then assess which customizations to integrate into your new course.



**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, search for *eBook link* in the Instructor Help index. To access Instructor Help, click the Help button at the top right of any CourseCompass page.

To create a course with new edition or new version textbook content that includes your previous course customizations:

- 1 From the My CourseCompass page, click the **Create or Copy 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 update 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 update 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 **Submit** 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 updated course.



**Note** You will need to communicate this course ID to students so they can enroll in your course. To view the course ID later, click 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.

Enrolled students will be able to view this description.

- 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 48 hours. 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 updated course” on page 93.

## Integrating your customized materials into the updated 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 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 that contains 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 “Copying or moving content between content areas” on page 50.
- **Modify or remove the content.** For instructions, see “Modifying or removing content” on page 49.
- **Make your customized content available.** For instructions, see “Controlling content availability and visibility in your course” on page 49. By default, most course content 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 original course are not copied to the new 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 original 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 21.

## 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 name 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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