CourseCompass™
Powered by Blackboard®

Student
Quick Start Guide

Contents

What is CourseCompass?

CourseCompass^{TM} is a Web-based course delivery system made available by the higher education publishers of Pearson Education. Your participation in a CourseCompass course may serve as an added dimension to lecture, lab, or classroom time, or it may be an essential part of a distance learning program. If you have ever worked in the Blackboard Learning System^{TM}, you may notice that CourseCompass is very similar. That's because the CourseCompass system is based on Blackboard® technology.

A CourseCompass online course can include course announcements, the course syllabus, learning assignments (reading, research, practice exercises, or other interactive activities), online tests, viewable grades from scored activities, and shared communication with your instructor or fellow classmates. Often, these activities include publisher content that is closely integrated with your textbook. For example, your online course might include an electronic version of your textbook.

- *To work with CourseCompass online you will need*: a computer with an Internet connection and a Web browser. Depending on the content in your instructor's course, you may also need to download some plug-ins to view or work with certain course materials. If so, your course will inform you of the needed plug-in(s).
- *To access your instructor's CourseCompass course*, you will also need to register online to create your student account and enroll in the course, as identified by the unique instructor-provided Course ID. For more information, see "Logging in to CourseCompass" on page 3.

How to use this *Student Quick Start Guide*

The *Student Quick Start Guide* covers all the steps you need to register and enroll in your first course, log in to CourseCompass, and begin working in your online course.

It also includes information on:
- Finding and working with course material, such as announcements, online assignments, and assessments
- Delivering and picking up online assignments using the Digital Drop Box
- Participating in online lectures and class discussions with online tools like the Virtual Classroom, Lightweight Chat and Discussion Board forums
- Customizing the My CourseCompass page, and adding your own information
- A glossary of terms used in CourseCompass

For online versions of this guide

You can always download the latest version of this guide (updates occur regularly) in either of two ways:

- Go to http://students.pearsoned.com (the student registration and login site), click the **?** symbol next to the **Log In** button and look for the link to the *Student Quick Start Guide*.

- After you register and enroll in your instructor's course, log in to CourseCompass and click the <u>CourseCompass Student Quick Start Guide</u> link in the **Learning with CourseCompass** module on the My CourseCompass page. For instructions in logging in, see "Logging in to CourseCompass" on page 3.

For information beyond this guide

If you need help beyond the instructions in this *Student Quick Start Guide*, you can:

- Click the <u>How Do I?</u> link for help with many common CourseCompass questions. For instructions, see "Getting answers quickly using How Do I?" on page 36.

- Find comprehensive information in CourseCompass Student Help. For instructions, see "Finding information in CourseCompass Student Help" on page 36.

- Contact Product Support for individual assistance. For instructions, see "Contacting Product Support" on page 38.

To log in to your CourseCompass course, just turn the page!

Logging in to CourseCompass

Important Before you can log in to CourseCompass, you need to enroll in your instructor's course. If you haven't done so already, you can register at http://students.pearsoned.com and follow the on-screen instructions. For detailed instructions you can consult any of the following resources:

- See Appendix A, "Registering in CourseCompass" on page 39. Or, you can print and follow the same detailed instructions available at http://students.pearsoned.com. Click the **?** symbol next to the Register button.

- Follow the steps in the *Accessing Your Online CourseCompass Course* booklet in your CourseCompass student access kit. (You may have received a student access kit with the purchase of a new textbook or you can purchase the kit associated with your instructor's CourseCompass course from your campus bookstore.)

You need to log in each time you want to use CourseCompass. Your computer must have an Internet connection and a Web browser, such as Microsoft® Internet Explorer. As long as you are enrolled in at least one CourseCompass course, you can continue to log in to CourseCompass. Each instructor controls the duration of their CourseCompass course.

To log in to CourseCompass:

1 From http://students.pearsoned.com, click the **Log In** button.

2 On the Log In page that appears, type the login name and password you set during registration.
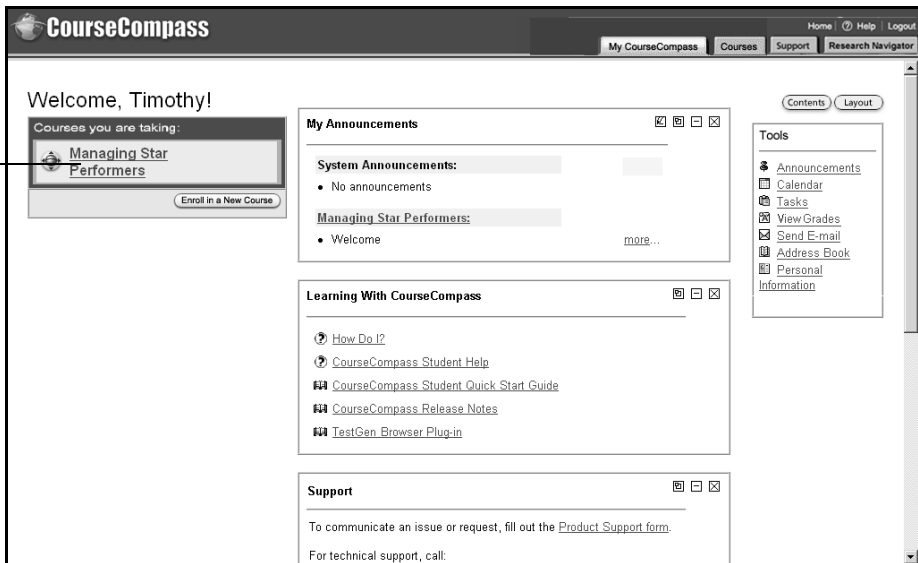
3 Click the **Log In** button.

Opening a course

When you log in to CourseCompass, your personalized My CourseCompass page appears.

To enter your course, click its name on the far left under **Courses you are taking**:

Click here to enter your course ────────

Note You can also open a course by clicking the Courses tab, then clicking the course name from the list of courses you are enrolled in.

Logging out of CourseCompass

When you are done working in CourseCompass you should end your session. To log out of CourseCompass:

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

Note Logging out prevents the next user of the computer from accessing your CourseCompass student resources, such as your grades.

Navigating in CourseCompass

Now that you have enrolled in your online course and logged in, you can begin exploring your online course environment.

For these instructions	See page
Exploring CourseCompass	5
Viewing course contents	6

Exploring CourseCompass

CourseCompass consists of tools, pages, and modules organized on four main pages. To move from page to page, click one of the tabs at the top of the page, as shown in the following figure:
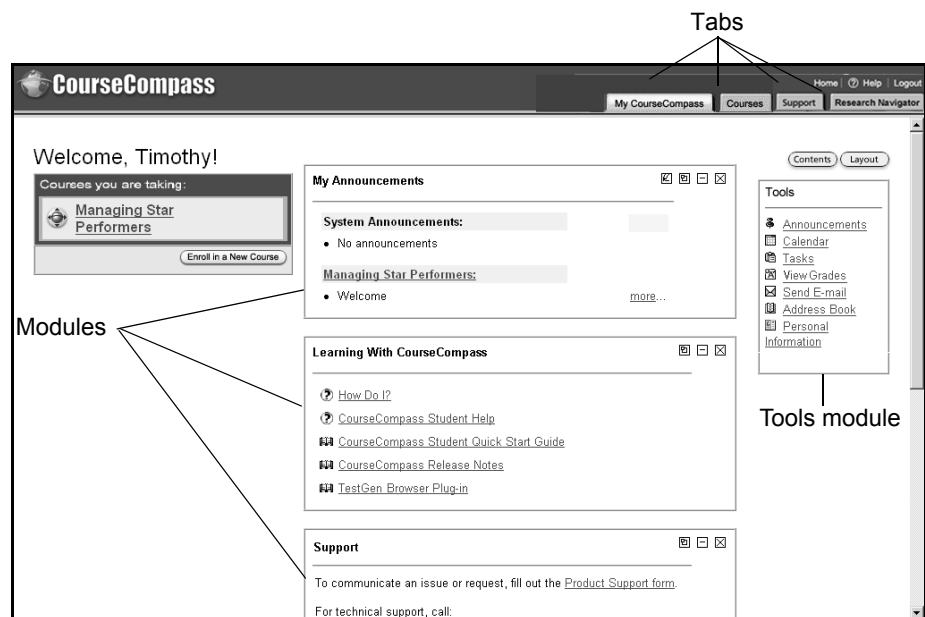
Clicking this tab	Displays
My CourseCompass	Links to open your online course(s) in the ***Courses you are taking*** area. When you log in to CourseCompass you see the My CourseCompass page. The My CourseCompass page also displays a series of modules—such as My Announcements, Learning with CourseCompass, Tools and Support—that give you access to CourseCompass courses, features, and information.
Courses	The Course List page, which lists all the courses you are taking. Click a course name to open the course.
Support	The Welcome to CourseCompass Support page, which contains information on CourseCompass system requirements and how to contact Product Support if you need assistance. Any additional course-specific plug-in requirements are communicated within each course.
Research Navigator	A website that you can use to locate online research materials, including an extensive database of journal articles.

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.

Viewing course contents

You can get a high-level view of your course contents from the Course Home page:

1 *Log in to CourseCompass* by clicking the **Log In** button from http://students.pearsoned.com, entering your login name and password, and then pressing Enter.

The My CourseCompass page opens, welcoming you to CourseCompass.

2 *Open the course* by clicking its name in the **Courses you are taking** area of the My CourseCompass page.

The Course Home page typically appears, with an outline of your course content.

For example, the Managing Star Performers outline shows lecture materials, organized by chapter, in the Course Documents area.

Course Home button ──

Take a few moments to click items in the course outline—you can expand and collapse the content areas. You can also access course content by clicking the navigation buttons on the left. These buttons appear on most CourseCompass pages, so you don't have to return to the Course Home page to move from one content area to another.

✓ **Tip** Your instructor can add, remove or rename any content area that is used in your course. As a result, some of the content area buttons you see in this *Student Quick Start Guide* may appear differently in your instructor's course.

✎ **Note** Depending on the course material your instructor selected, your course may include a PDF eBook, an HTML eBook, a MetaText eBook, or no eBook. By default, the Books button appears only if your course includes a MetaText eBook.

Working with your online course

You'll access most of your course content and tasks from links and buttons accessible from the Course Home page.

Taking online assessments

Depending on the structure of your course and your instructor's teaching preferences, you may be assigned online assessments. These assessments can range in length and complexity from practice exercises, to short quizzes, to full-length exams.

Note If your instructor assigns a test created using TestGen, a separate test preparation program, you need to download and install the TestGen Plug-in before you can view or complete the test. To download the TestGen Plug-in, click the TestGen Browser Plug-in link in the **Learning with CourseCompass** module on the My CourseCompass page. After you install the plug-in, you take a test or quiz created with TestGen the same way you take any other CourseCompass test or quiz.

In general, CourseCompass courses store assessments in the Assignments content area. However, your instructor can place assessments in another content area. You can use the outline on the Course Home page to quickly locate assessments in your course, as described in "Viewing course contents" on page 6. Alternatively, your instructor may send an announcement, including a link to the quiz location, when it's time to take the test.

To complete an online assessment:

1 Open the course (by clicking its name in the ***Courses you are taking*** area of the My CourseCompass page).

2 Click the content area button on the left in which your instructor stored the assignment.

Tip Your instructor can place assessments in a number of different content areas in CourseCompass. Be sure to find out the online location and title of the assessment that you need to take.

3 Click the assessment name link for the assessment you want to take.

For example, if your instructor assigns the Chapter 1: Readiness Assessment Quiz, click the assessment name link.

4 A message appears, asking if you want to take the quiz now. Click **OK** to display the assessment. For TestGen tests, click the **Take Test** button.
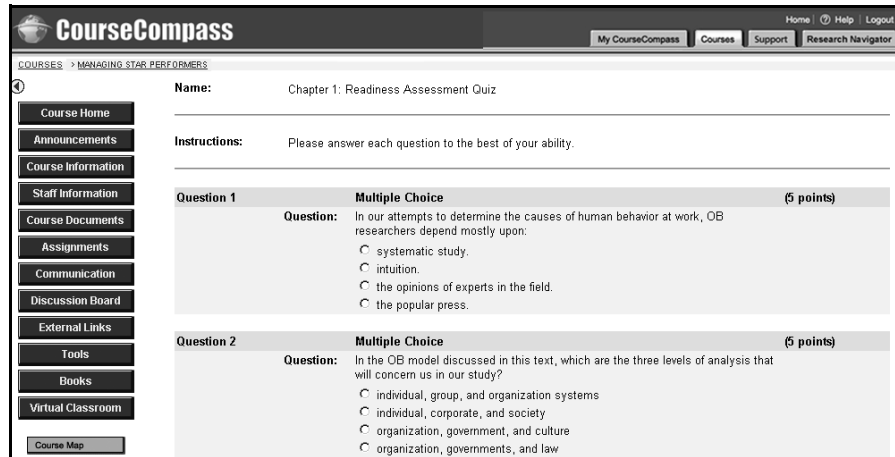
5 Click or type an answer to each question.

6 When you finish answering questions, click **Submit** at the bottom of the page.

Note If your instructor has allowed you to take this test more than once, you can click **Save** and continue working or return to the test later. Your answers will be saved. If you submit the test more than once, your latest score will overwrite all earlier attempts.

7 Click **OK** on the receipt page that appears to submit your assessment answers to your instructor.

Tip Depending on how your instructor set up your course, you may be able to check how your test score compares to the class average by clicking the Tools button on the Course Home page, and then clicking View Grades.

Completing assignments

Your instructor can create assignments such as a mid-term essay or final paper for you to complete. You may need to work on the assignment offline in a word processing program such as Microsoft Word and then submit the file to your instructor later for grading.

Note Alternatively, your instructor may ask you to pick up or return files using the Digital Drop Box. Your instructor will let you know which method to use when picking up and returning assignments.

To pick up and return a completed assignment:

1 Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

2 Click the content area button on the left in which your instructor stored the assignment.

For example, in the Managing Star Performers course, the assignment appears in the Assignments area:

Assignment

3 Click the View/Complete link.

4 Read and follow the assignment instructions.

5 (Optional) Enter comments for your instructor in the **Comments** box.

6   Click **Browse** and locate the directory on your computer where you saved the completed assignment file. Select the file name and click **Open**.

To submit another file, click **Browse** and locate the next file to attach. Click **Open**, then click the **Add Another File** button.

Tip If you accidentally attached the wrong file, you can click **Remove** next to the file name.

7   Click **Submit** to send the assignment to your instructor.

For more information about working with assignments, search for *assignments* in the Student Help index. To access Student Help, click the Help button at the top right of the page.

Delivering and picking up assignments using the Digital Drop Box

You can deliver completed online assignments and pick up returned assignments from your instructor using the Digital Drop Box. Typically, assignments you send to your instructor using the Digital Drop Box are not graded.

To exchange files using the Digital Drop Box:

1   Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

2   Click the **Tools** button on the left.

3   Click the Digital Drop Box link.

Note To pick up a file from your instructor, click the link of the file you want to pick up. Returned files appear with the words "Submitted by" and your instructor's name.

4 Click the **Send File** button, to submit a file for grading.

The Digital Drop Box page appears:

5 In the **File Information** section, enter the title, file location and any comments.

Note Alternatively, if you have previously posted an assignment in your Digital Drop Box and want to send it now, select the assignment from the **Select File** box.

6 Click the **Submit** button.

7 On the receipt page that appears, click **OK**.

CourseCompass delivers the assignment to your instructor's Digital Drop Box.

Note You can also post (but not send) a file by clicking the Add File button on the Digital Drop Box page. You can then send the file later to your instructor by clicking Send File and choosing the file from the Select File box. For more information on sending and posting files in the Digital Drop Box, search for *posting* in the Student Help index. To access Student Help, click the Help button at the top right of the page.

Viewing course announcements

Your instructor may create a welcome announcement for your course, and may also use announcements to broadcast information throughout the duration of the course.

To view announcements:

- From the My CourseCompass page, click a course name to view its announcements.

- From the Course Home page, click the **Announcements** button.

Announcements button

You can view all announcements related to this course, or you can choose to view course announcements for a particular period of time by clicking one of the tabs in the middle of the Announcements page.

Viewing and printing the course syllabus

Your instructor may ask you to find and print your course syllabus. To do so:

1 Open the course (by clicking its name in the ***Courses you are taking*** area of the My CourseCompass page).

2 Click the content area button on the left in which your instructor stored the syllabus.

For example, in the Managing Star Performers course, the syllabus is accessible from the Course Information area:

Course Information button

Syllabus link

CourseCompass

Home | ⑦ Help | Logout

My CourseCompass | Courses | Support | Research Navigator

COURSES > MANAGING STAR PERFORMERS

Course Information

Current Location: Course Information

Course Home
Announcements
Course Information
Staff Information
Course Documents
Assignments
Communication
Discussion Board
External Links
Tools
Books
Virtual Classroom

Course Map

About this Course

The pre-loaded course material for *Essentials of Organizational Behavior,* 6/e by Robbins is copyright 2000 by Pearson Education. It was developed using Blackboard version 5.02 with import/export version 2.54.

Developed by educators for educators and their students, our on-line content and tools feature the most advanced educational technology and instructional design available today. The rich set of materials, communication tools, and course management resources can be easily customized to enhance a traditional course or to facilitate taking the entire course online.

Essentials of Organizational Behavior 6th edition provides a fascinating, reality-based review of organizational behavior in an abbreviated format. The author skillfully integrates timely topics throughout the book, such as diversity, globalization, and ethics, weaving them into a thought-provoking exploration of the field. For a detailed listing of topics to be presented in this course, please consult the companion text: Stephen P. Robbins, Essentials of Organizational Behavior, 6th edition. Upper Saddle River: Prentice Hall, 1999.

Browsers, Plug-ins, Players and Viewers
Link to File (3059 Bytes)
To take full advantage of all the features in this course, be sure you have the right technology at your fingertips. This includes a good Web browser and appropriate plug-ins.

Syllabus
Course Syllabus (19456 Bytes)
Click the link to open the course syllabus. Please print the syllabus and bring it with you to our first session.

3 Click the syllabus link.

Depending on how your instructor created the course syllabus, clicking the syllabus link displays the syllabus in the CourseCompass browser window, or launches another application to display a linked file. Alternatively, your instructor might have typed the syllabus directly into CourseCompass. In this case, you'll see the text of the syllabus, rather than a link to a syllabus document.

4 If your computer is connected to a printer, you can print the syllabus. To do so, click **File** in your browser menu, and then click **Print**.

Participating in online lectures using the Virtual Classroom

The *Virtual Classroom* is a communications tool that lets you and other students in the course interact with your instructor in an online lecture. You can log in and participate in a Virtual Classroom session from any Web-enabled computer.

Note To use the Virtual Classroom, 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 Virtual Classroom session.

See the system requirements in the CourseCompass Release Notes for more information on browser setup requirements. To access the Release Notes, click the Release Notes link in the **Learning with CourseCompass** module on the My CourseCompass page. Alternatively, you can find system requirement information by clicking the Support tab.

Your instructor decides when to hold Virtual Classroom sessions, and will generally send email or post an announcement to let you know when a session starts and what the session will cover.

At the appointed time, enter the Virtual Classroom as follows:

1 Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

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.

The Virtual Classroom launches 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 launching, a window similar to this one appears:
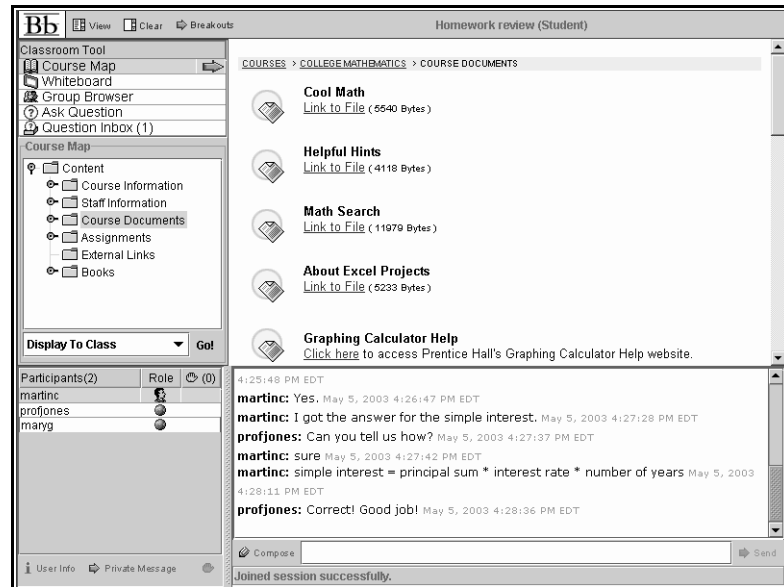
From the Virtual Classroom window, you can:

- Participate in a group discussion with all participants

- View course content with all participants

- Send questions to your instructor and receive answers

- Browse websites with all participants

- Draw and add text to the slide displayed on the whiteboard

For more information on these and the many other ways you can interact using the Virtual Classroom, search for *Virtual Classroom* in the Student Help index. To access Student Help, click the Help button at the top right of the page.

To end your Virtual Classroom session:

1 Click the **Close** button at the top right of the Virtual Classroom window.

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. Your instructor 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. For more information on system requirements, click the Support tab.

To join a Lightweight Chat session:

1 Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

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.

From the Lightweight Chat session, you can:

- Chat
- Send private messages
- View information on session participants

ⓘ **For more information** on these and the many other ways you can interact using the Lightweight Chat, search for *Lightweight Chat* in the Student Help index. To access Student Help, click the Help button at the top right of the page.

To end your Lightweight Chat session:

1 Click the **Close** button at the top right of the Lightweight Chat window.

Participating in Discussion Board forums

Your instructor may set up one or more *Discussion Board forums* that let you:

- Share helpful course-related materials
- Stimulate or continue classroom discussion outside of class time
- Help you prepare for an upcoming class session

Your course may also include some preloaded Discussion Board forums specific to the textbook associated with your course.

Unlike a Virtual Classroom or Lightweight Chat session, in which everyone participates at a specified time, you can participate in a Discussion Board forum at any time.

Within a forum, CourseCompass displays related messages in groups called *threads*. Depending on how your instructor set up your course, you can create a message to begin a new thread or reply to existing messages.
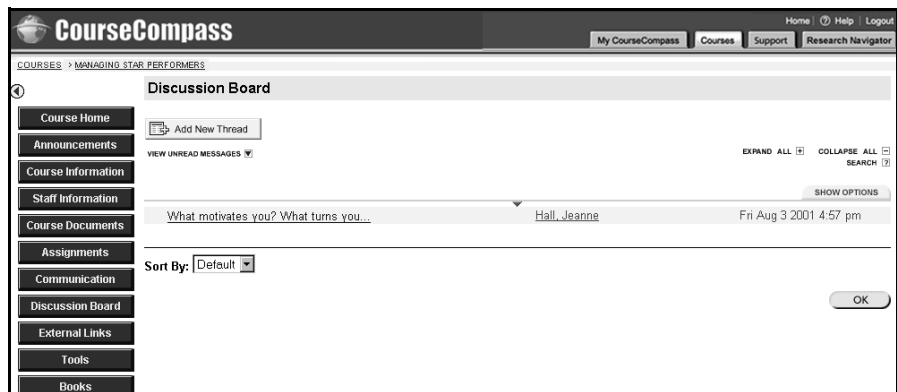
To add a message to a forum:

1 Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

2 Click the **Communication** button on the left.

3 Click the <u>Discussion Boards</u> link to open the Discussion Board page.
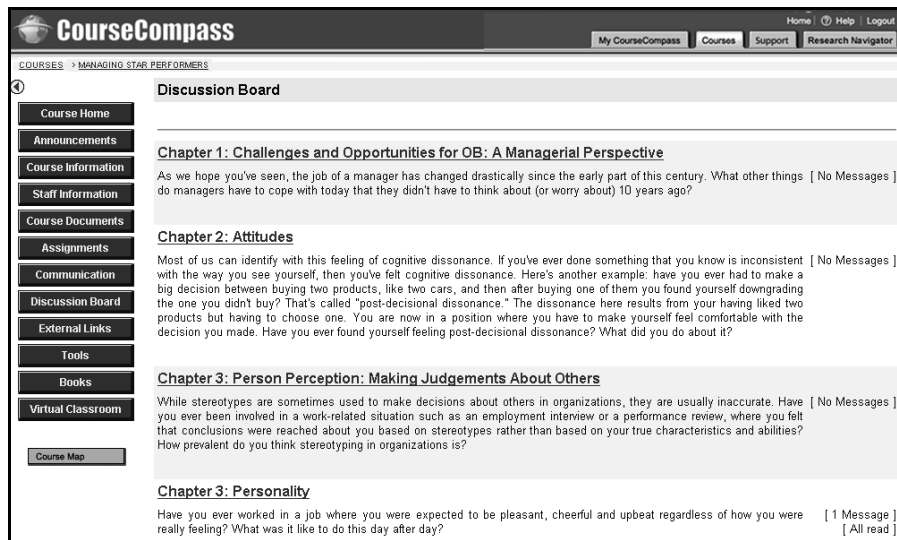
4 Click the forum to which you want to add a message.

5 Click the **Add New Thread** button to begin a new conversation thread, 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 adding, the Create New Message or Your Response page appears.

6   Type a subject for the message. If you are replying to an existing message, the subject box contains text that you can replace if you want.

7   Type the message or reply.

8   Attach a file if you want, by browsing to locate and select it or by entering its location in the **Attachment** box.

9   When you finish, click **Submit** and then click **OK** on the receipt page.

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

Customizing your online course

At your option, you can personalize some elements within CourseCompass and your course.

For these instructions	See page
Viewing and adding events to your calendar	22
Adding modules to the My CourseCompass page	24
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Viewing and adding events to your calendar
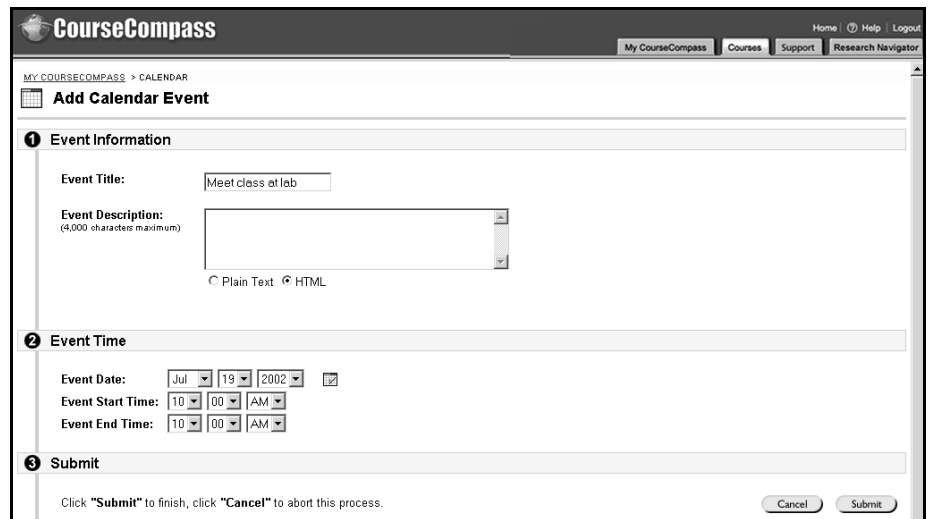
The calendar is a tool available within CourseCompass.

1 From the My CourseCompass page, click <u>Calendar</u> in the **Tools** module.

Your personal calendar appears:
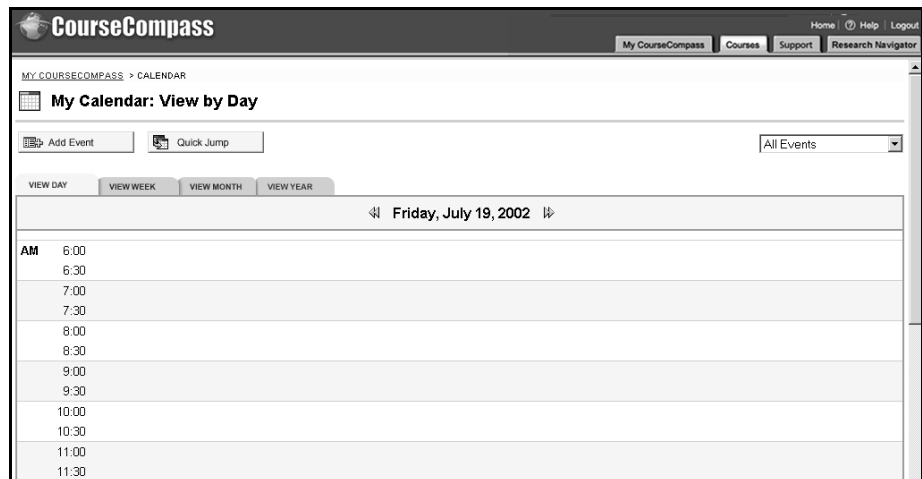
2 Click the **Add Event** button to open the Add Calendar Event page:

3 Fill in the event information, date, and time, and then click **Submit**.

4 An event receipt appears. Click **OK** to save the event.

Your calendar appears, with the event you just added. Depending on the date of your event, and how you are viewing your calendar—by day, week, or year— you may have to click another calendar tab to see your event.

For example, the following figure shows calendar events by week:
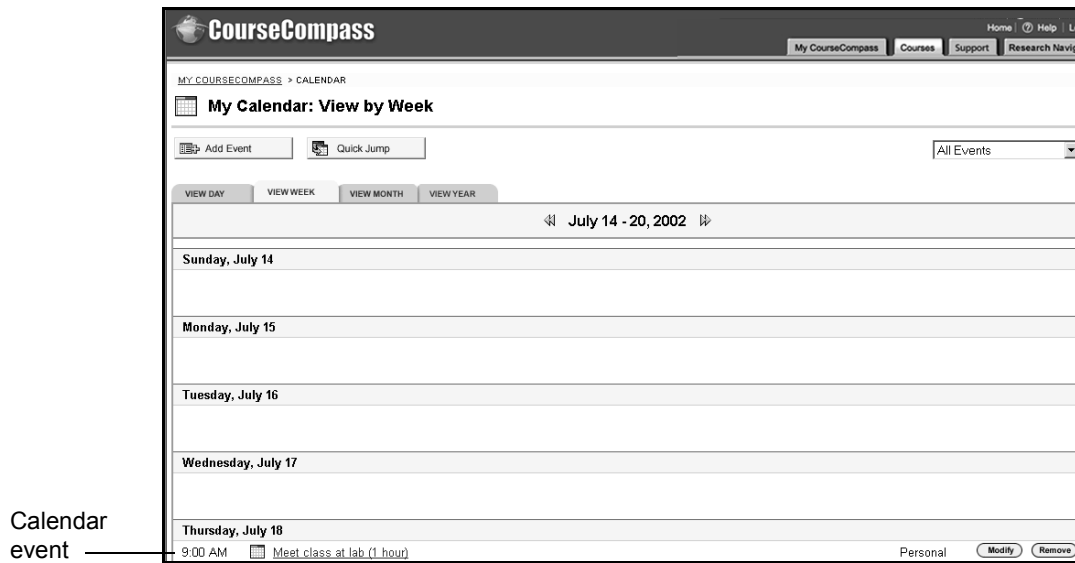
Calendar event

You can continue adding calendar events now, or add them at any other time.

Adding modules to the My CourseCompass page

A module is a set of links, an information feed, or utility that appears in a box in the My CourseCompass page. Examples of available modules are CNN, The Weather Channel, or the calculator.

You can add modules to the My CourseCompass page at any time:

1 From the My CourseCompass page, click the **Contents** button in the top right corner.

The My CourseCompass Content page appears:
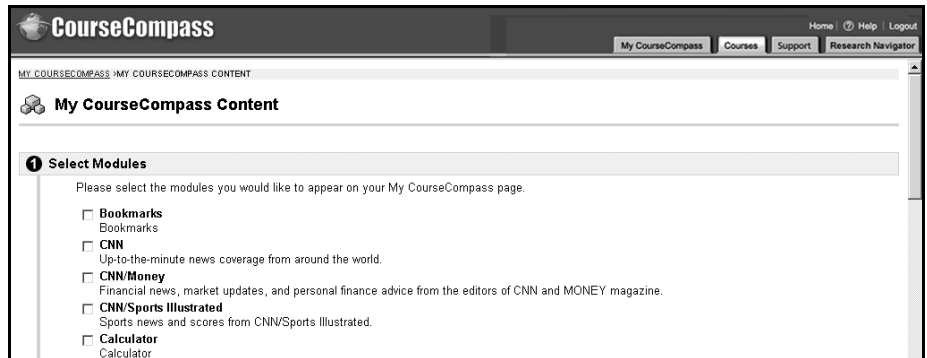
2 In the **Select Modules** list, select the module names you want to add to the My CourseCompass page. Clear the checkbox next to the module names that you want to remove from the page.

3 When you finish adding modules, click the **Submit** button.

The additional modules appear on your newly customized My CourseCompass page. For example, the My CourseCompass page in the following illustration shows a calculator in the left panel:
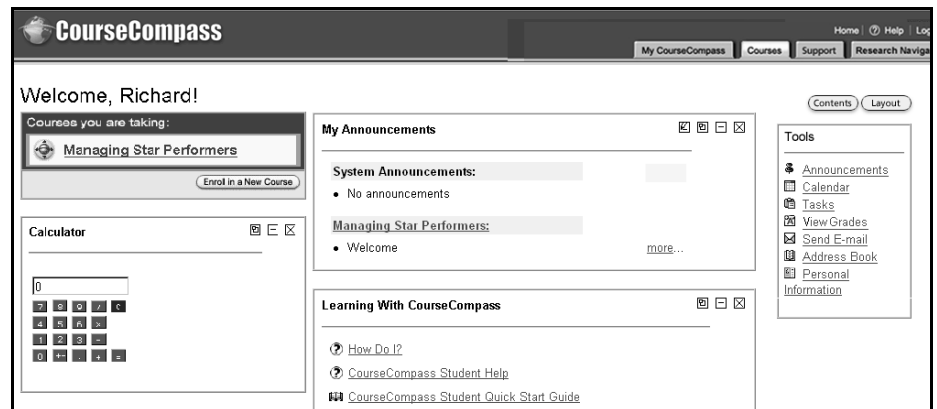
You can also rearrange the order of the modules within each panel, remove most modules, and change the color of buttons on the page.

💡 **For more information** about these tasks, search for *customizing* in the Student Help index. To access Student Help, click the Help button at the top right of the page.

Customizing your own homepage for a course

You can create your own homepage for each CourseCompass course you are taking. If your instructor has enabled this feature for your course, you can add information to this page, such as a message to visitors, a picture of yourself, and links to some favorite websites. And you don't need to know HTML to edit the homepage.

To edit your personal course homepage:

1 Open the course (by clicking its name in the *Courses you are taking* area of the My CourseCompass page).

2 Click the **Tools** button.

3 Click the Edit Your Homepage link.
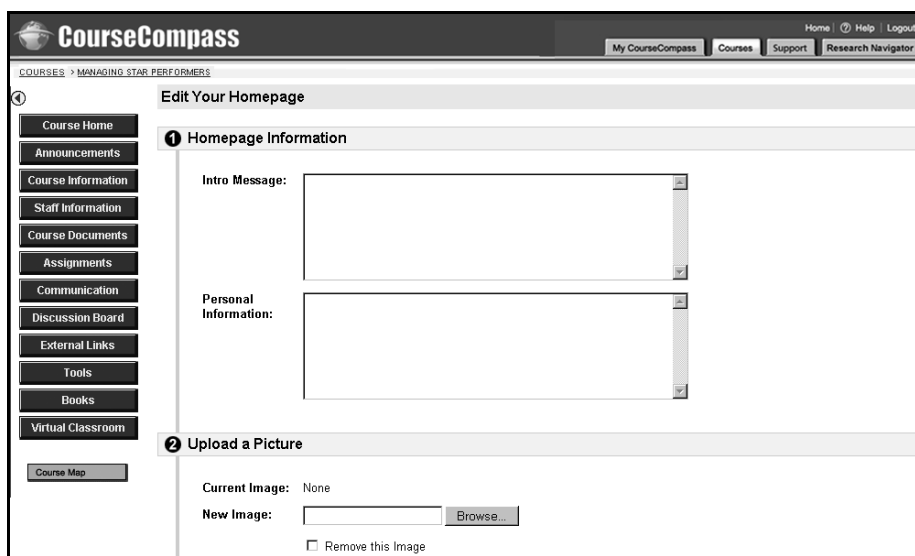
4 (Optional) In the **Intro Message** box, type a message to introduce yourself to page visitors.

5 (Optional) In the **Personal Information** box, type information about yourself that you want to share.

6 (Optional) Under **Upload a Picture**, attach a graphics file to your homepage:

a. Click **Browse**.

b. Locate the file you want to display on the homepage.

c. Click **Open**.

7 (Optional) Under **Favorite Web Sites**, type a title, Web address, and description for up to three favorite sites.

8 Click **Submit**.

Tip To view your homepage or the homepages of other students in your class, click the **Communication** button, click <u>Roster</u>, and then search for the name of the person whose homepage you want to see.

Accessing and updating your personal information
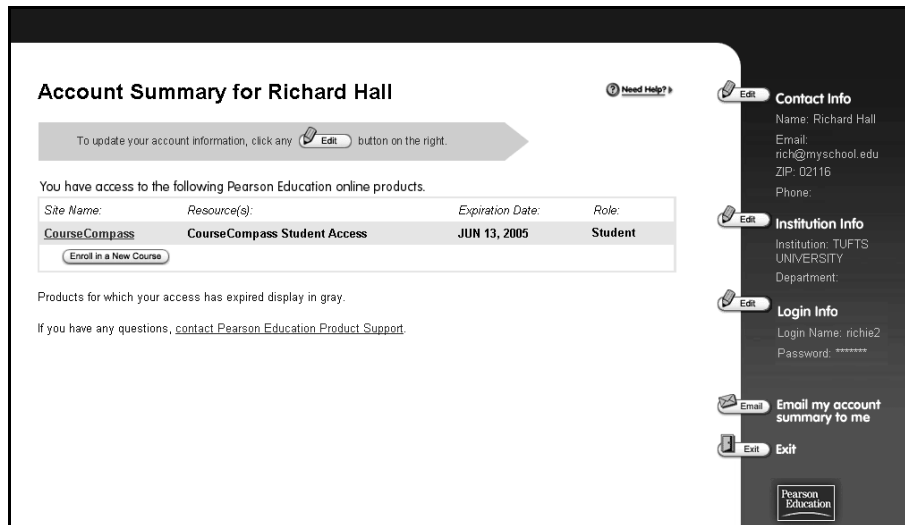
After you have registered for your first online CourseCompass course, you can review, access and update your personal information at any time. This information includes your address, academic institution, and the login name and password combination that is stored as part of your personal account.

Note The contact information you provide for your account is used for educational purposes only; it will not be used for any unwanted solicitations (also known as *spam*).

To update your personal information:

1 From the My CourseCompass page, click Personal Information in the **Tools** module.

2 Click the Edit Personal Information link.

3 Verify your login name and enter your password. Click **Log In** to continue. If you mistyped your password, you can click **Reset** to clear that field.

After you log in, the Account Summary page appears:

Note If you have registered for any other Pearson Education online products, such as an educational website from Pearson Addison Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall, using the same login name and password, these will also be listed on this Account Summary page.

4 Click the **Edit** button next to the contact information area you would like to change.

Click Edit next to	To view or update
Contact info	Your name, email address, school ZIP or postal code, and phone number.
Institution info	Your school name.
Login info	Your login name and password, and verification question/answer combination.

Important If you change your primary email address during the term of your CourseCompass course, be sure to update your email address on the Account Summary page. Registration and course enrollment confirmations will be sent to the email address on record for you. Additionally, your CourseCompass instructor may use this email address to send you information about your course. Your email address is confidential and will be used for academic purposes only.

5 After you review your information, click **Save** to save your changes or **Cancel** to return to the Account Summary page without saving your changes.

6 (Optional) You can click the **Email** button to receive an email with all your account information.

7 Click **Exit** to log out of the Account Summary page.

Enrolling in another course

After registering for your first CourseCompass course, it is easy to enroll in another CourseCompass course.

For these instructions	See page
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If you are enrolled in another CourseCompass course	32
Enrolling in another CourseCompass course for a multisemester class*	35

* Follow these instructions if you have already enrolled in one CourseCompass course and are enrolling in the follow-on continuation course or switching class sections of that same course. You can also follow these instructions if you need to retake a CourseCompass course which you did not initially complete.

What you need to enroll in another CourseCompass course

To enroll in another course, you will need:

- **The Course ID**, provided by your instructor. This is unique for each CourseCompass course and is usually a combination of an instructor's last name followed by five digits.

- **A student access code.** This code is contained in the CourseCompass Student Access Kit that comes with your new textbook or that you purchase separately in your campus bookstore. The kit usually bears the name of the textbook being used for your class. If you do not have a Student Access Kit, you have the option to purchase access to your instructor's CourseCompass course with a credit card during online registration and enrollment.

The Student Access Kit and the pull tab that reveals your student access code look like this:

Note If you are enrolling in a multisemester-type course and have already taken the first part (or if you are enrolling in another course to get into a different section of, or to retake, the same course), you may not need to purchase another Student Access Kit. If you are uncertain about whether or not you need to purchase a new Student Access Kit, contact your instructor.

- **A valid email address.** The email address on record for you is where CourseCompass sends your registration confirmation and where your instructor may communicate with you in CourseCompass.

If you are not enrolled in any other CourseCompass course

You can enroll in another CourseCompass course from outside of CourseCompass.

Tip To check whether you are still actively enrolled in any other CourseCompass courses, try to log in to CourseCompass. If you are able to do this, the course end date for your instructor's CourseCompass course has not yet been reached.

To enroll in another course, you can repeat the process that you used to register and enroll before:

1 Go to http://students.pearsoned.com.

2 Click **Register** and follow the on-screen instructions.

If you can provide your existing login name and password (that you used for a previous CourseCompass course) your contact information will be prefilled and you can proceed more quickly than the first time. Be sure that the information is current, especially your email address, and edit it if needed.

Alternatively, if you know the login name and password you used for a previous CourseCompass course, you can enroll as follows. Students who are enrolling in a continuation course as part of a multisemester series (or are enrolling in another section of the same course or retaking a course) can enroll in this way.

1   Go to http://students.pearsoned.com.

2   Click **Log In** and enter the login name and password you have used before for CourseCompass. The Log In page displays a message at the top that provides a link to the Account Summary page.

3   Click the Account Summary link.

4   Continue to step 4 of "If you are enrolled in another CourseCompass course" on page 32.

If you are enrolled in another CourseCompass course

You can enroll in a new course from CourseCompass, provided you are currently enrolled in at least one other CourseCompass.

⊘   **Tip** To check whether you are still actively enrolled in any other CourseCompass courses, try to log in to CourseCompass. If you are able to do this, the course end date for your instructor's CourseCompass course has not yet been reached.

To enroll in a new course:

1   Log in to CourseCompass.

2   From the My CourseCompass page, click the **Enroll in a New Course** button beneath **Courses you are taking**.

    A page appears confirming that you want to enroll in a new course.

3   Click **Continue** to proceed, or **Cancel** to return to the My CourseCompass page.

    If you selected Continue, you will need to log in to the Account Summary page where you will be able to view your current course(s) and enroll in a new course.

4   Confirm your login name and enter your password.

5   Click the **Log In** button.

The Account Summary page appears with a list of your current CourseCompass course(s) as well as any other Pearson Education online products and your contact information. Courses that have ended and courses for which you have an inactive status will appear grayed out.

6 Verify that your contact information is up-to-date, especially your email address that will be used by both CourseCompass and your instructor to send you important course information.

7 Click the **Enroll in a New Course** button.

8 Enter the CourseCompass course ID and click **Next**. If you did not receive a course ID yet, contact your instructor to get this.

The Your Access Choice page appears, displaying the name of the course that matches the course ID you provided.

- *If enrolling in a new course that is unrelated to any previous course,* the page displays an option to purchase access to this CourseCompass course in case you do not have a student access code. Continue to step 9.

- *If enrolling in a new continuation course as part of a multisemester series (or if you are enrolling in another section of the same course or retaking a course)*, follow the on-screen instructions or refer to "Enrolling in another CourseCompass course for a multisemester class" on page 35.

9 Click **Register now with an access code**, if one came with your textbook. Follow the steps here, skipping the instructions for "Credit Card Purchase Only".

-or-

Click **Purchase access now**, if you do not have a student access code. You will need a valid credit card. Skip to step 11, and follow the instructions for "Credit Card Purchase Only".

10 Type your six "word" student access code, one word in each box. Skip ahead to step 12.

11 *(Credit card purchase only)* If you are purchasing access online, the Your Course Choice page appears, click the course material link to proceed to the next page.

12 Type your password (for security) in the **Yes, look me up** box. (Your login name is prefilled.)

13 Click **Next**. Contact information you previously provided appears in the boxes in the following pages. If this information is correct, simply click **Next**. If it is incorrect, edit your contact information and then click **Next**.

14 The academic institution (school) you previously provided appears. If it is correct, simply click **Next**. If it is incorrect, select another academic institution and then click **Next**.

15 Click the License Agreement link to open and read the license agreement in a new window.

16 Return to the original window and click the **I agree** box to confirm that you agree with the terms and conditions of the license.

17 *(Credit card purchase only)* Enter your credit card information.

    a. Select American Express, MasterCard or Visa from the **Card type** box to indicate the type of credit card you want to use.

    b. Enter the information that appears on your credit card.

    c. Enter your billing information.

    d. Review your enrollment information in the column on the right. If everything is accurate, click **Next**.

18 CourseCompass displays a page confirming that your registration is complete.

19 Click the login URL or the **Log in now!** button to go to the CourseCompass student login site, http://students.pearsoned.com.

Note Whenever you want to log in to this course from now on, go to http://students.pearsoned.com, click the **Log In** button, and enter your login name and password.

Enrolling in another CourseCompass course for a multisemester class

These instructions are for students who have already enrolled in a CourseCompass course.

When you need to enroll in a follow-on course as part of a multisemester class series (typically taught with the same textbook over several semesters) or if you are retaking a repeating a CourseCompass course that you did not complete or need to enroll in a different section of a course being taught with the same course materials, you should complete these steps.

Note The instructions in this section assume you have already clicked the **Enroll in a New Course** button and completed steps 1-8 on page 32.

1 Confirm your course choice and click the <u>License Agreement</u> link to open and read the license agreement in a new window.

2 Return to the original window and click the **I agree** box to confirm that you agree with the terms and conditions of the license.

3 Click **Enroll**.

CourseCompass displays a page confirming that your registration is complete.

4 Click the login URL or the **Log in now!** button to go the CourseCompass student login site, <u>http://students.pearsoned.com</u>.

Where to go from here

This *Student Quick Start Guide* provides an overview of common activities when working in CourseCompass. As you continue working with your course, you can use any of the following resources for more information.

For these instructions	See page
Getting answers quickly using How Do I?	36
Finding information in CourseCompass Student Help	36
Reading Release Notes	38
Contacting Product Support	38

Getting answers quickly using How Do I?

1 On the My CourseCompass page, click the <u>How Do I?</u> link in the **Learning with CourseCompass** module.

   Another window opens, displaying links to common CourseCompass tasks.

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

3 When you finish reading, click the **Close** button at the bottom of the page to return to CourseCompass.

Finding information in CourseCompass Student Help

To open Student Help, click the **Help** button in the upper-right corner of any CourseCompass page. CourseCompass Student Help opens in a separate browser window so you can read Help as you work with CourseCompass.

Tip Because Help contains a lot of information and depending on the speed of your Internet connection, Help can take a little time to open. You might want to open the Help window when you start CourseCompass, and leave the Help window open so you can quickly access Help topics as you need them.

The left side of the Student Help window includes:

- **Contents**, which displays Help books and their pages. To open a book and show its pages, click the book icon. Click a page to view the corresponding topic in the Topic pane (see below). To close a book, click the book icon again.

- **Index**, which provides a list of keywords. Double-click a keyword to view the corresponding topic in the Topic pane. If several topics reference the same keyword, click or double-click the title of the topic you want to view in the popup menu that appears.

- **Glossary**, provides a list of frequently used terms that you can become familiar with. Click the Glossary tab, then select a term in the top left pane. Its definition will display in the bottom left pane of the Help window.

The right side of the Help window displays the contents of the current Help topic.

- Above the topic title, a link indicates the book to which the topic belongs. If the topic belongs to a section within a book, an additional link appears. By clicking these links, you can display the contents of the book or section to which the topic belongs.

- A topic can include additional links, which appear underlined and in blue. Click a link to display the linked topic.

- Many topics also include a Related Topics button, at the end of the topic text. Click this button to display a list of related topics, click a topic in the list, and then click the Display button to display that topic.

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

Reading Release Notes

CourseCompass Release Notes describe the system requirements for using CourseCompass, updates and late-breaking information about CourseCompass, and issues to keep in mind when using the product.

To access Release Notes:

- On the My CourseCompass page, click the Release Notes link in the **Learning with 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 from CourseCompass*, click the Product Support link:

  - On the Support page (accessible by clicking the Support tab)

  - In the **Support** module on the My CourseCompass page

- *If you are experiencing connectivity problems and cannot get into CourseCompass*, go to http://students.pearsoned.com and click the **?** symbol next to the **Log In** button to access a link to Product Support.

Appendix:
Registering in CourseCompass

You will need the following materials to register and enroll in your CourseCompass course:

- **Valid email address**

- **Course ID** (Get this from your instructor)

- **Student access code** This code is contained in the CourseCompass Student Access Kit that comes with your new textbook or that you purchase separately in your campus bookstore. The kit usually bears the name of the textbook being used for your class. If you do not have a Student Access Kit, you have the option to purchase access to your instructor's CourseCompass course with a credit card during online registration and enrollment.

   The Student Access Kit and the pull tab that reveals your student access code look like this:

   If you do not have a student access code, skip to "Purchasing access to a CourseCompass course with a credit card" on page 44.

Registering with an access code

To register for CourseCompass when you already have an access code:

1 Go to the CourseCompass student registration and login page, http://students.pearsoned.com. Click the **Register** button.

Make sure you have everything you need, and then click **Next**.

Your access code

2 Type your six "word" student access code, one word in each box. Don't type the dashes.

Note Once you complete registration, you will not need to use this information again.

3 If you have previously registered for a Pearson Education educational website or CourseCompass course that accompanied a textbook published by Addison Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall before, click *Yes* and type in both your existing login name (or user ID) and your password. Otherwise, leave *No* selected.

Tip When registering for Pearson Education online products, try to use the same login name and password. By doing so, whenever you access the Account Summary page your view will include ALL of the Pearson Education products that you have registered for.

4 Click **Next**.

Your instructor's course ID

5 In the **Course ID** box, type the course ID provided by your instructor. If you haven't received a course ID yet, contact your instructor to get it.

Course ID* lee52347

Note Registration fields marked with an asterisk (*) are required—you must type an entry or make a selection to continue with registration. If you skip one of these boxes and click Next, you will be prompted in red to insert an entry.

If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update personal information later in CourseCompass, by clicking the Personal Information link in the **Tools** module of the My CourseCompass page. For instructions, see "Accessing and updating your personal information" on page 28.

6 Click **Next**.

Your contact info

7 Enter your contact information:

- First name, middle initial (optional), and last name.

- Enter a valid email address that you check on a regular basis. Your email address should look like this: *yourname@site.com* or *yourname@yourschool.edu*. Your registration confirmation and other important information will be sent to the email address you provide.

*Email: jsmith@somecollege.edu

- Enter your school ZIP code (US) or postal code (international). If you do not have this information handy, you can either:

   - Look up your school on the Internet

   - Locate some correspondence from your school

8 Click **Next**.

Your academic institution

9 Select your school from the **Institution Name** list, and click **Next**. If your school's name doesn't appear, scroll to the bottom of the list and click **Other**.

10 If you selected *Other*, the registration process prompts you to provide additional information about your academic institution.

- Type the name of your school in the **Institution Name** box and the city where the school is located in the **City** box.

- 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 its name in the **Other** box.

- 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.

- Click **Next**.

Your login name and password

11 Enter your desired login name. Pick something you can remember but you don't think anyone else would request. For example, you may want to use both letters and numbers, such as *jsmith1234*. Similarly, enter a password you can remember but you don't think anyone else would request, for example, *sharkfin26*.

> ***Login Name:** jsmith1234
> ***Password:** **********
> ***Confirm Password:** **********

Note Do not use punctuation marks or blank spaces.

12 Select a question and enter the answer to help verify your identity if you forget your login name or password.

> ***Question:** What is my mother's year of birth?
> ***Answer:** 1938

13 Click the License Agreement link to open and read the license agreement in a new window.

14 Return to the original window and click the **I agree** box to confirm that you agree with the terms and conditions of the license.

> * ☑ I agree

15 Review your registration information in the column on the right, and then click **Next**.

CourseCompass displays a page confirming that your registration is complete. Print this page to save your login name and password.

Note 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.

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

Purchasing access to a CourseCompass course with a credit card

You can use the following credit cards to purchase access to your instructor's CourseCompass course while registering online: American Express, MasterCard or Visa.

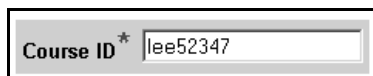To register for CourseCompass and purchase online access:

1 Go to the CourseCompass student registration and login page, http://students.pearsoned.com and click the **Register** button.

2 Make sure you have everything you need (valid email address, course ID and credit card).

3 Click the Purchase online access now link.

Your instructor's course ID

4 In the **Course ID** box, type the course ID provided by your instructor. If you haven't received a course ID yet, contact your instructor to get it.

Note Registration fields marked with an asterisk (*) are required—you must type an entry or make a selection to continue with registration. If you skip one of these boxes and click **Next**, you will be prompted in red to insert an entry.

If you need to change anything, click the **Back** button to return to the previous registration page. You can also edit or update personal information later in CourseCompass, by clicking the Personal Information link in the **Tools** module of the My CourseCompass page. For instructions, see "Accessing and updating your personal information" on page 28.

5 Click **Next**.

Your course materials

6 Click the materials to which you want to purchase access. If more than one set of materials appears, contact your instructor to find out which one to choose.

Jennings Fundamentals of Physiology, 2E for CourseCompass $19.95

7 If you have been given a discount on your access code purchase, please enter the discount code in the box. Otherwise, leave the box empty.

If you have received a discount code, please enter it here:

8 If you have used a Pearson Education educational website or CourseCompass course that accompanied a textbook published by Addison Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall before, click *Yes* and type in both your existing Login Name (or User ID) and your password. Otherwise, leave *No* selected.

Yes, look me up.
Login Name   Password

next ▶
Forgot your Login Name/ Password?

Tip When registering for Pearson Education online products, try to use the same login name and password. By doing so, whenever you access the Account Summary page your view will include ALL of the Pearson Education products that you have registered for.

9 Click **Next**.

Your contact info

10 Enter your contact information:

- First name, middle initial (optional), and last name.

- Enter a valid email address that you check on a regular basis. Your email address should look like this: *yourname@site.com* or *yourname@yourschool.edu*. Your registration confirmation and other important information will be sent to the email address you provide.

  *Email: jsmith@somecollege.edu

- Enter your school ZIP code (US) or postal code (international). If you do not have this information handy, you can either:

  - Look up your school on the Internet

  - Locate some correspondence from your school

11 Click **Next**.

Your academic institution

12 Select your school from the **Institution Name** list, and click **Next**. If your school's name doesn't appear, scroll to the bottom of the list and select **Other,** then click **Next**.

*Institution
Name:
Click to select your school
New York City Tech Coll Of Cuny
New York Real Estate Inst
Packer Collegiate Institute
Polytechnic University
Polytechnic University (brooklyn)
Pratt Institute
St Francis College
St Josephs College
Suny Coll Of Med-brooklyn
Suny-hlth Sci Ctr-brooklyn
Syrit College

13 If you selected *Other*, the registration process prompts you to provide additional information about your academic institution:

- Type the name of your school in the **Institution Other** box and the city where the school is located in the **City** box.

- 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 its name in the **Other** box.

- 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.

- Click **Next**.

Your login name and password

14 Enter your desired login name. Pick something you can remember but you don't think anyone else would request. For example, you may want to use both letters and numbers, such as *dolphin319*. Similarly, enter a password you can remember but you don't think anyone else would request, for example, *sharkfin26*.

```
 *Login Name: jsmith1234
   *Password: **********
*Confirm Password: **********
```

Note Do not use punctuation marks or blank spaces.

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.

15 Select a question and enter the answer to help verify your identity if you forget your login name or password.

```
*Question: What is my mother's year of birth?  ▼
  *Answer: 1938
```

16 Click the License Agreement link to open and read the license agreement in a new window.

17 Return to the original window and click the **I agree** box to confirm that you agree with the terms and conditions of the license.

18 Click **Next**.

Your billing information

19 Select either American Express, MasterCard or Visa from the **Card Type** list to indicate the type of credit card you want to use.

20 Enter information that appears on the credit card:

- Enter the card number exactly (without hyphens or spaces) in the **Card Number** box.

- Select the month and year from the **Expiration Date** boxes to indicate the month and year that your credit card expires. You can find this date on your credit card.

- Enter the first and last names exactly as they appear on the credit card.

21 Enter the billing information:

- Enter the address to which the bill for your credit card is sent in the **Address Line** boxes. This address may be different than your address at school.

- Enter the city to which the bill for your credit card is sent.

- Select the name of your state or province from the **State/Province** box. If the area doesn't appear in the list, click *Other* at the end of the list and type its name in the **Other** box.

- Enter the ZIP code (US) or postal code (international) for your billing address.

- Select the name of the appropriate country from the **Country** box. If the country's name doesn't appear in the list, click *Other* at the end of the list and type its name in the **Other** box.

- Enter the phone number associated with the billing address you provided.

22 Review your registration information in the column on the right. If everything is accurate, click **Next**.

CourseCompass displays a page confirming that your registration is complete. Print this page to save your login name and password.

Login name: **jsmith2001**   Password: **mypassword**

23 Click the login URL or the **Log in now!** button to go to the CourseCompass student login site, http://students.pearsoned.com.

Note Whenever you want to log in to this course from now on, go to http://students.pearsoned.com, click the **Log In** button, and enter your login name and password.

Congratulations! You have completed registration and purchased access to CourseCompass.

Glossary

A

access code
See **student access code**.

announcement
An online posting of information. Your instructor can use an announcement to inform you about new assignments, for example, or to remind you of upcoming tests. There are two types of announcements in CourseCompass:

- *Course announcement list*, which you access from the Course Home page and which contains announcements for only a single course.

- *Comprehensive announcement list*, which you access from the My CourseCompass page. This list contains announcements for all the courses in which you are enrolled.

assessment
The CourseCompass term for all graded quizzes, exams, and tests. CourseCompass tracks your performance on assessments; to see your grades, click <u>View Grades</u> in the Tools module on the My CourseCompass page. *See also* **survey** and **TestGen test**.

assignment
A description of coursework to be completed by a specified date. Examples of assignments include essays, group presentations, or term papers. A good place to look for assignments is in the Assignments content area of your course, though your instructor can place assignments in other content areas as well. Assignments include the date by which the work should be completed.

asynchronous communication
Online communication that does not occur in real time. Participants can respond from different locations and at different times. You and your instructor can use a range of asynchronous communications tools, such as email, Discussion Board, and group pages.

attachment
Any file that you, another student, or your instructor attaches to an item, an email message, or a Discussion Board message. For you to view an attachment, such as a Microsoft® Word document, you must have the necessary program installed on your computer.

Alternatively, your instructor may provide attachments in Portable Document Format (PDF), which you can read (but not edit) using Adobe® Acrobat® Reader®. *See also* **PDF**.

B

Books
A CourseCompass content area in which your instructor can list recommended or required texts, newspapers, and journals for your course. If your course includes a MetaText eBook, you will see the Books button among the navigation buttons of your course.

button
An object that you click to perform an action, such as submitting information, or to begin a process, such as saving a file to your computer. Buttons typically include a text label and sometimes include a picture. Here is an example:

Compare with **link**.

C

calendar
An online listing of events. CourseCompass provides two types of calendars:

- *Course calendar*, which is accessed from the Course Home page and displays events for only a single course.

- *Comprehensive calendar*, which you access from the My CourseCompass page. This calendar displays events for all the courses that you are taking.

content areas
Categories of course content, typically including:

- Announcements

- Course information

- Staff information

- Course documents

- Assignments

- Books

- External links

For definitions, see the entries for each content area in this glossary.

course documents
The materials that your instructor provides as content for your course, such as student resources, chapters and units, and lecture notes. Typically, you will find these materials in the Course Documents content area. Compare with **course information**.

Course Home page
The default opening page of a course. The Course Home page displays an outline of your course's content. Each entry in the outline is a link. To open the Course Home page, click the link for your course on the My CourseCompass page. Alternatively, you can click the Courses tab and then click the course title.

course ID
An alphanumeric code (such as lee34786) that CourseCompass generates to
identify your course. This code usually consists of your instructor's last name
followed by five digits. To enroll in a course you must have the course ID, which
you can obtain from your instructor.

course information
Materials related to your course's organization and requirements, such as the
syllabus, a course overview, meeting times, and objectives. Course information
materials are typically stored in the Course Information content area. Compare
with **course documents**.

course map
You can use the CourseCompass course map to find course content quickly. From
the Course Home page, click the Course Map button to display a hierarchical view
of the course content. Clicking a link in the course map takes you directly to that
course content.

D

Digital Drop Box
A file-sharing tool. You and your instructor use the Digital Drop Box to send and
receive documents electronically. You can access the Digital Drop Box from the
Tools button on the Course Home page.

Discussion Board
A communications tool that you and your instructor can use to explore issues or to
work together on projects. The tool is asynchronous: participants can contribute to
conversations whenever they log in. You access Discussion Board from the
Communication button on the Course Home page. *See* **forum** and **thread**.

E

eBook
An online textbook. Depending on the materials in your course, your course may
include a PDF eBook, an HTML eBook, a MetaText eBook, or no eBook. By
default, the Books button appears only if your course includes a MetaText eBook.

eBook link
A link, such as in an assignment, to a specific page or page range in a MetaText
eBook.

enrolling
Students enroll in their instructor's CourseCompass course as part of an online registration process, accessible at http://students.pearsoned.com or by clicking the Enroll in a New Course button on the My CourseCompass page. After you enroll in a course, it appears under *Courses you are taking* on the My CourseCompass page.

exam
A type of assessment. CourseCompass categorizes all graded tests as assessments. Your instructor can also assign surveys, which are not graded.

external link
A link from CourseCompass to resources available on the Web, such as references, libraries, and original material. External links are stored in the External Links content area.

F

folder
A container for grouping items online. Your instructor can create folders to group items in the content areas of a course. For example, your instructor could create a folder to store the assignments that make up a project. *See also* **item**.

forum
A conversation in a Discussion Board. Within a forum, messages and responses are organized into threads. *See also* **thread**.

G

group
A subset of students in a course. Your instructor might set up groups to complete team assignments, for example. Each group can have access to specific communication options, such as a Discussion Board and Virtual Classroom, that are available only to members of that group.

group page
CourseCompass page listing the communication tools your instructor has enabled for a group along with the students assigned to the group. To access group pages, click the Communication button on the Course Home page.

H

homepage
Personal CourseCompass page assigned to each student in a course. By clicking the Tools button and then Edit Your Homepage, a student can fill in this page without any knowledge of HTML. Students access each other's homepages through the roster, which is available from the Communication content area.

HTML text option
An option for formatting text, such as in a Discussion Board message. The HTML option codes the text you enter with HTML tags.

I

item
Any discrete piece of course content. Whether you are working with a syllabus, a project description, lecture notes, or an assessment, you are working with an item. Your instructor adds content to your course by adding items. These items can be stored in folders or learning units.

L

learning unit
A set of course items and files your instructor wants to present to you as a group. Depending on the options your instructor selects, you will be able to explore these items in any order, or you will have to complete them sequentially. You may find learning units in the Course Documents, Course Information, Books, and Assignments content areas.

Lightweight Chat
A communication tool for instant messaging that can be used with or without the Virtual Classroom. You can use the Lightweight Chat to discuss the contents of the Virtual Classroom whiteboard or to explore separate topics. You access the Lightweight Chat session by clicking the Communication button, then Collaboration link on the Course Home page.

link
Underlined text that you click to display another page or document. Here is an example:
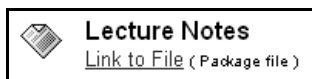
In contrast to buttons, links take you to another page, either in CourseCompass or elsewhere on the Web. Links do not initiate a process or submit information that you have entered.

logging in
Entering a login name and password to access CourseCompass. Each time you want to use CourseCompass you log in at http://students.pearsoned.com.

login name
The name that you create during registration that is used in combination with your password to identify your user account. You enter your login name and password to log in to CourseCompass.

M

module
A content section on the My CourseCompass page. My Announcements and News from Pearson Education, for example, are both modules on the My CourseCompass page.

multisemester
A course of study that spans two or more semesters. If you already enrolled in the first CourseCompass course of a multisemester type class, you will need to enroll in each follow-on course. However, you may not need to purchase an additional student access code (or use a credit card) to enroll in the follow-on course (in the multisemester series). The same applies to students who take the second semester of a multisemester course before the first.

If you have a question about whether the course you are enrolling in is a multisemester course, you should contact your instructor.

P

page
An HTML document displayed in a browser. There are four main pages in CourseCompass: My CourseCompass, Course List, Services, and Research Navigator. You open these pages by clicking the CourseCompass tabs.

path
A series of links at the top of a CourseCompass page. You can click an underlined link in the path to move back up the hierarchy of Web pages in the course. In this example:

COURSES > MANAGING STAR PERFORMERS

Clicking the underlined Courses link would display the Course List page. Paths use the course name (in this case, Managing Star Performers) as the link to a Course Home page.

PDF
Adobe® Portable Document Format (PDF) is a universal file format that preserves all the formatting of the source document, regardless of the application and platform used to create it. PDF files can be viewed and printed by anyone with Adobe Acrobat® Reader®. You can download this free program from http://www.adobe.com/products/acrobat/readstep2.html

Plain Text option
An option for formatting text, such as a Discussion Board message. Plain Text displays the text exactly as it is entered, with no links and no formatting.

Q

quiz
A type of assessment. CourseCompass categorizes all graded tests as assessments. Your instructor can also assign surveys, which are not graded.

R

registering
The process of establishing a CourseCompass account. As part of this one-time process, you select a login name and password, which you then use to log in to CourseCompass.

roster
A searchable list of all the students enrolled in your course, along with their email addresses. You and your instructor can use the roster to send email or to view a student's homepage. To access the roster, click the Communication button on the Course Home page.

S

slide
Content displayed in the whiteboard area of the Virtual Classroom. You and your instructor can use whiteboard tools to draw or write on a slide. You can also display a Web page in a slide. Virtual Classroom slides are not related to Microsoft® PowerPoint® slides.

Smart Text option
An option for formatting text, such as a Discussion Board message. Smart Text displays the text as it is entered but converts URLs and email addresses into links.

Staff Information
A course content area in which your instructor stores staff profiles, such as for guest speakers or other instructors. A staff profile serves the same purpose as a student homepage.

student access code
A six "word" code required to register for a Pearson Education online product such as CourseCompass. During online registration students create a login name and password to access CourseCompass over the Web. Students obtain an access code in the CourseCompass student access kit, which is bundled with a new textbook or is available as a standalone item in your campus bookstore. If students do not have an access code, they can also purchase course access online using a credit card.

Access codes are nontransferable and look like this:
NANTW-FORRM-TIGON-BLASE-PENCL-COLAM.

Student Access Kit
Student access kits contain the student access code that students need to register for CourseCompass, and instructions for online registration. Students can purchase student access kits from the campus bookstore. The kit comes bundled with new textbooks or can be purchased as a standalone item (the name of the kit usually matches your course textbook).

survey
A set of questions that you answer anonymously. Your instructor uses surveys for polling purposes, instructor evaluations, and random checks of knowledge. You will not receive any individual feedback on your survey performance.

synchronous communication
Online communication that occurs in real time. Your instructor can set up synchronous sessions to occur at a specified time. CourseCompass provides the Virtual Classroom as a synchronous communications tool.

T

tab
The part of a CourseCompass page that resembles the tab on a file folder:

There are tabs for each of the four main pages in CourseCompass. You click a tab to open a page.

task
An online to-do item. You can create two types of task lists:

- *A general list*, which you access through the Tools module on the My CourseCompass page

- *A task list for a single course*, which you access by clicking the Tools button on the Course Home page

test
A type of assessment. CourseCompass categorizes all graded tests as assessments. Your instructor can also assign surveys, which are not graded.

TestGen Plug-in
The program that enables CourseCompass instructors and students to view and take TestGen tests.

TestGen test
A type of assessment that your instructor creates in the TestGen test generator application and imports into your CourseCompass course. TestGen tests can include only Multiple Choice and True/False questions. To take a TestGen test, you must have the TestGen Plug-in installed. TestGen tests use different navigation buttons from CourseCompass tests and have a different appearance.

thread
A string of messages about a new topic, issue, or question in a Discussion Board forum. When other participants respond to your message, responses are grouped with your original message in a thread so you can easily follow the conversation.

tool
One of a set of communication and course tools, such as the Digital Drop Box, course calendar, tasks, email, Discussion Board, and the Virtual Classroom. You can access tools from the My CourseCompass page or any page in a course. Your instructor can determine which tools you see when you work in a course.

U

URL
Uniform Resource Locator. The URL is a Web page's address. When you enter a Web page's URL in your browser, a request for that page is sent to the Web page's server and that server returns the page you requested. A URL looks like this: www.coursecompass.com.

V

Virtual Classroom
An environment in which your instructor can set up real-time online classroom discussions, extra help sessions, and office hour question-and-answer forums. Guest speakers and subject matter experts may even talk with you in a Virtual Classroom. You access the Virtual Classroom by clicking the Communication button, then Collaboration link on the Course Home page.

W

weighting
Point value assigned to a question in an assessment. Questions in surveys are not weighted.

whiteboard
The display area in the Virtual Classroom. You can display either slides or Web pages in the whiteboard area. Because a Virtual Classroom session occurs in real time, you can see immediately what anyone draws or writes on the whiteboard.

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