

CourseCompass

Powered by Blackboard Learning System™

Student Quick Start Guide

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What Is CourseCompass?

CourseCompass™ 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™, you may notice that CourseCompass is very similar. That's because the CourseCompass system is based on Blackboard® technology.

A CourseCompass course may include:

- Course announcements
- Course syllabus
- Assignments, such as readings, research, practice exercises, or other interactive activities
- Tests
- Your grades from scored activities
- Communication tools that let you interact and share information with your instructor or classmates
- Electronic version of your textbook

To work with CourseCompass, you need a computer with an Internet connection and a web browser. Depending on the content in your course, you may also need to download one or more plug-ins to view or work with course materials. Your course provides information about the needed plug-in(s).

To access your CourseCompass course, you need to register online to create your student account and enroll in the course using a unique course ID provided by your instructor.



Note For more information, click the **How to Register** link under Students on the CourseCompass website at www.coursecompass.com.

What Is CourseCompass?

How to Use This Guide

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

It also includes information on:

- Finding and working with course materials, such as announcements, assignments, and assessments
- Delivering and picking up assignments using the **Digital Dropbox**
- Participating in online lectures and class discussions with the **Virtual Classroom** and **Discussion Board** communication tools

To access the most recent version of this guide, view or print it from the following locations:

Location	Instructions
CourseCompass website at www.coursecompass.com	Under Students, click Getting Started , and then click the Student Quick Start Guide link.
Within CourseCompass	Click Getting Started with CourseCompass in the Need Help? widget of the myPearson page, then click Student Quick Start Guide .

For More Information

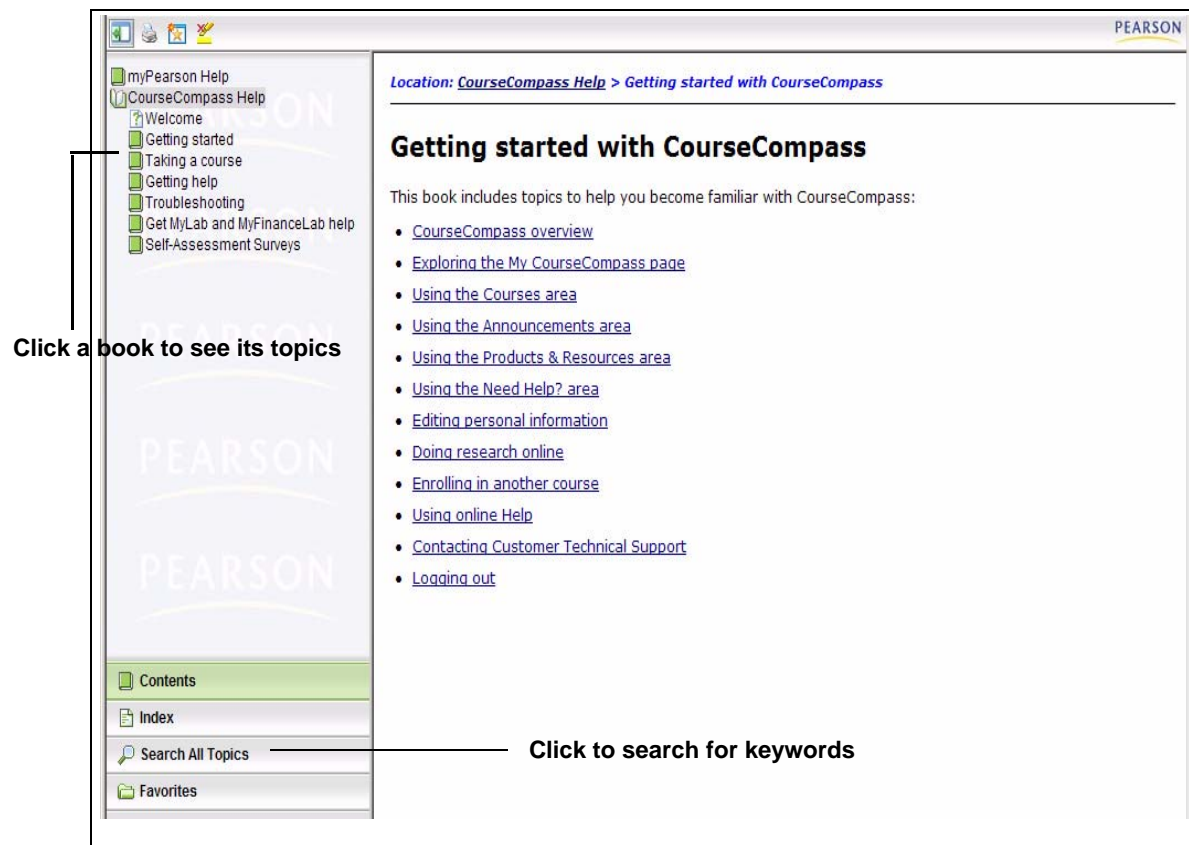
CourseCompass includes rich functionality well beyond what appears in this *Student Quick Start Guide*. For in-depth information, consult the following resources:

For these instructions	See page
CourseCompass online Student Help	3
CourseCompass website: www.coursecompass.com	4
CourseCompass online Release Notes	5
Customer Technical Support: 247pearsoned.custhelp.com	5

Using CourseCompass Student Help

To open Student Help, log into CourseCompass and click **Help & Support** in the top right corner of any CourseCompass page, and then click **CourseCompass Student Help**.

Student Help opens in a separate browser window.



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 to allow you to quickly access a Help topic when you need it.

To print a Help topic, click anywhere in the topic text, then do either of the following:

- Click the **Print Topic** icon in the bar at the top of the window.

What Is CourseCompass?



- Click your browser's **Print** button or select **File > Print** from the browser's menu.



Note Using the browser's **Print** button when the Help window is visible prints all panes of the window.

Viewing the CourseCompass Website

You can find general information about CourseCompass at www.coursecompass.com, which is where you log in to CourseCompass. Information on this website is updated regularly.

Take a look at this information:

- **What's New?** for information on the latest CourseCompass functionality
- **Take a Tour** to explore CourseCompass through a video tutorial or view a video tour of registration procedures
- **How to Register** for detailed registration instructions
- **How to Buy Access** for instructions on how to purchase access
- **Getting Started** to learn how to begin using CourseCompass
- **FAQs** for answers to common questions
- **Support** for answers to common support questions or to access the Customer Technical Support site.



To access the CourseCompass website from within a CourseCompass course, click **About** at the top right of any CourseCompass course page.

Reviewing Release Notes

CourseCompass Release Notes describe CourseCompass updates and late-breaking information, as well as issues to keep in mind when using the product.

To view Release Notes, on the myPearson page:


- Click the **Help & Support** link at the top of the page, then click **Release Notes**.
- **or**
- Click **Getting Started with CourseCompass** in the **Need Help?** widget, then click **Release Notes**.

Customer Technical Support

On Pearson's round-the-clock Customer Technical [support site](#) you can:

- Submit questions using an online form
- Search Pearson's extensive knowledge base for answers
- Chat online with a Technical Support Agent
- Set up a Support Account where you can view all your questions and their solutions

Logging into CourseCompass

 **Important** Before you can log into CourseCompass, you need to enroll in your instructor's course. If you haven't done so already, you can register at www.coursecompass.com by following the on-screen prompts. For detailed instructions, click **How to Register** under Students on the [CourseCompass website](http://www.coursecompass.com). When you have completed registration and enrollment, click **Getting Started** under Students on the CourseCompass website to verify system requirements and begin using your course.

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 active CourseCompass course, you can log in to CourseCompass. Instructors control the duration of their individual CourseCompass courses.

To log in to CourseCompass:

- 1 Go to www.coursecompass.com.
- 2 Click **Log In** under Returning Users.
- 3 Enter the login name and password you created during CourseCompass registration, then click **Log In**.



CourseCompass™
Gateway To Your Online College Courses

PEARSON

Home Log In Take A Tour Support

Log In To CourseCompass

Registered users, log in below.
If you are a new user, return to the [home page](#) of this website and click the Register button appropriate for your role (student or instructor).

Login Name:
Password:

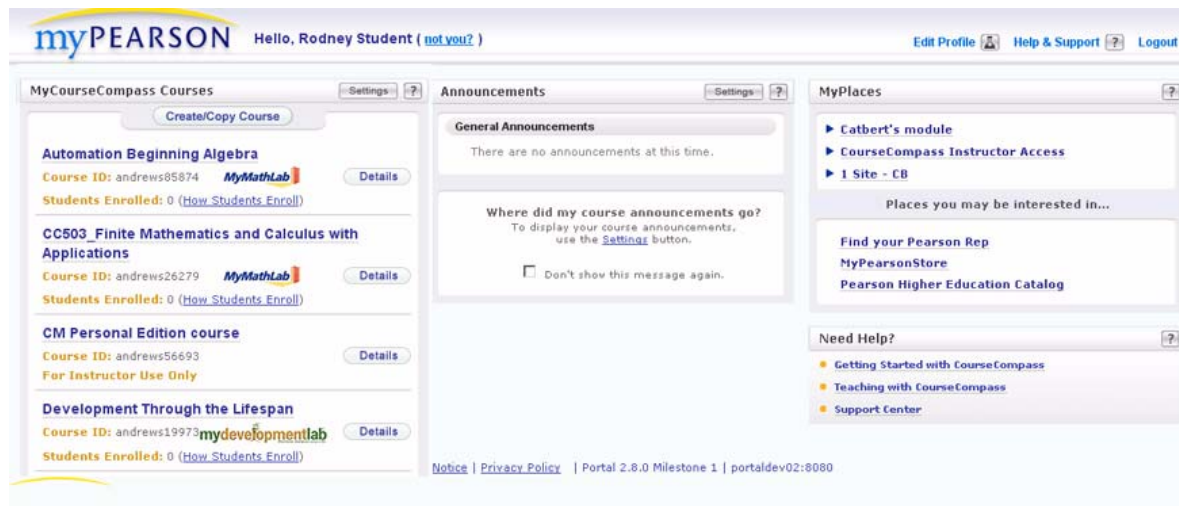
LOG IN

[Forgot your login name/password?](#)
[View your account summary](#)

Getting into Your course

When you log into CourseCompass you see the myPearson page, where you find your MyCourseCompass Courses widget.

To enter a course, click the course name in the MyCourseCompass Courses widget on the left side of the page.



Logging Out of CourseCompass

When you finish working in CourseCompass, you should end your session. To log out of CourseCompass:

- 1 Click **Log Out** at the top right of any CourseCompass page.



Note Logging out by clicking **Log Out** rather than by closing the browser window prevents the next user of the computer from accessing your CourseCompass student resources, such as your grades.

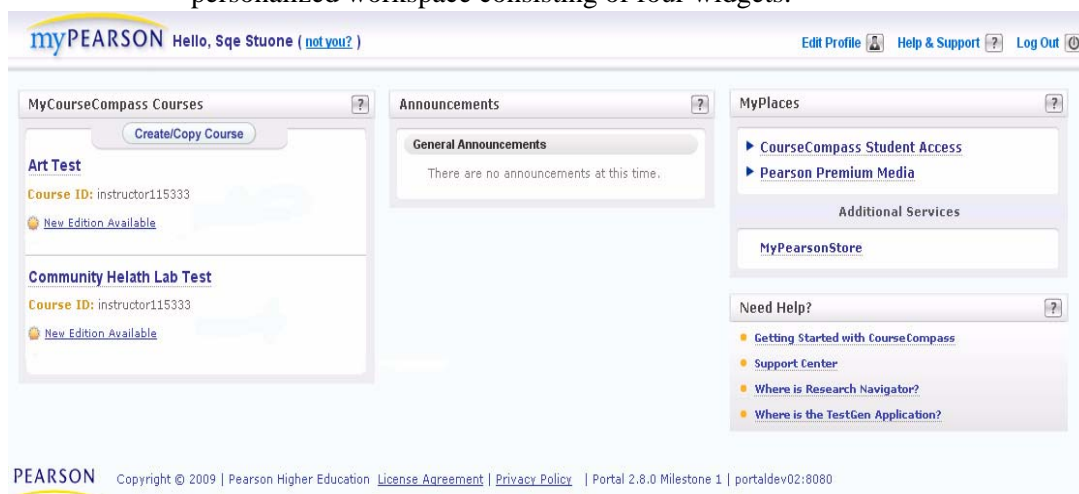
Navigating in CourseCompass

After you enroll in your online course and log in, you can begin exploring your online course environment.

For these instructions	See page
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Exploring CourseCompass

When you log into CourseCompass, you see your myPearson page, which is your personalized workspace consisting of four widgets:



- **MyCourseCompass Courses**, which lists the titles of all the courses you are taking
- **Announcements**, which displays general announcements about CourseCompass as well as specific announcements about each of your courses
- **MyPlaces**, which displays and alphabetized list of all your Pearson product subscriptions. For information on using MyPlaces to manage your Pearson product subscriptions, click the Help icon in the upper-right corner to open the MyPlaces online Help.

- **Need Help?**, which includes links to the many resources available to help you learn how to work in CourseCompass

In the top right corner of the myPearson page, you can click the following links:

- **Edit Profile**, which lets you manage your Pearson account
- **Help & Support**, which opens a page with links to online Help, Customer Support, and other information sources.

Pages within a course also have a **Courses** link at the top of the page that takes you back to the myPearson page and your MyCourseCompass Courses widget.

Within your course, you can also click path links to move from page to page. These links appear below the banner on all but the myPearson page:

[Courses](#) > [Biology Course 505](#) > [Announcements](#)

Viewing Course Contents

In some courses, you can view an outline-level view of course contents from the course home page.



Note Your instructor may store the course outline in another area of the course; if the outline does not appear on the course home page for your course, ask your instructor whether it appears elsewhere.

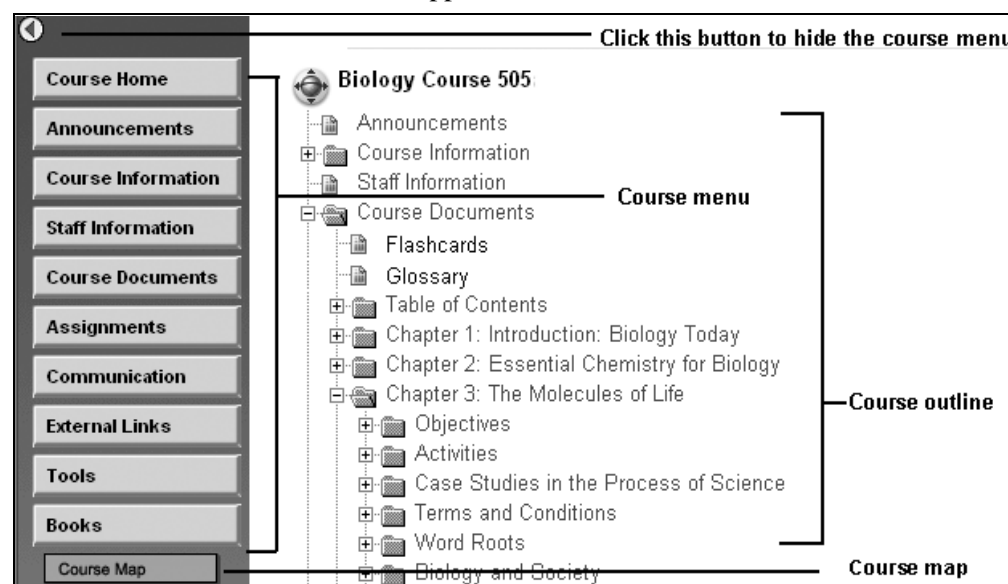
- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Course Home** in the course menu on the left if a page other than the course home page appears.



Tip Your instructor can add, remove, rename, or change the style of course menu buttons that open content areas. As a result, some of the buttons you see in this guide may appear with different names or have different shapes and colors in your course.

Navigating in CourseCompass

A set of course materials appears:



Take a few moments to expand and collapse content areas, and explore items in the course outline. You can also access course content by clicking navigation buttons in the course menu on the left. The course menu appears on most CourseCompass pages, so you can move from one area to another without first returning to the course home page.

Working in Your Course

You access course content and tools from the course menu or course home page.

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Taking 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, first ask your instructor which version of the plug-in you need, then click **Where is the TestGen Application?** in the Need Help? widget on the myPearson page. After you install the plug-in, you can take tests or quizzes created with TestGen in the same way you take other CourseCompass tests or quizzes.

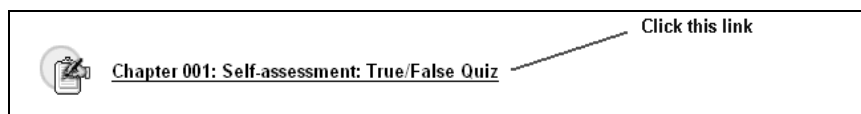
In general, CourseCompass courses store assessments in the Assignments area. However, your instructor can place assessments in any area. Check with your instructor if you are not sure where to locate an assessment. Alternatively, your instructor may send an e-mail or post an announcement, including a link to the assessment location, when it is time to take a test.



Important Do **not** use your browser's Back or Forward buttons when you are taking a test. You may accidentally be closed out of the assessment.

To take an assessment:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click the button in the course menu for the area in which your instructor stored the assessment.
- 3 Click the name of the assessment you want to take.



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

COURSES > BIOLOGY COURSE 005 > TAKE ASSESSMENT CHAPTER 001 - INSTRUCTOR TEST ITEMS: MULTIPLE CHOICE QUIZ

Take Assessment Chapter 001 - Instructor Test Items: Multiple Choice Quiz

Name: Chapter 001 - Instructor Test Items: Multiple Choice Quiz

Instructions: The following questions are from the Instructor's Test Item File. We have attempted to match the online content to the printed content as closely as possible. Some content may have been modified for online presentation or deleted due to the online conversion. We apologize for any inconvenience. We recommend that you create a new assessment, rather than editing the questions in this directory when you want to use the questions. There are image tags that permit the use of multiple images. DO NOT edit the /ppg/directory image tags.

Multiple Attempts: Not allowed. This Test can only be taken once.

Force Completion: This Test can be saved and resumed later.

Question 1 Multiple Choice 5 points

The study of living organisms and life processes is known as:

- physics.
- biology.
- astronomy.
- geology.
- chemistry.

Question 2 Multiple Choice 5 points

Single-celled organisms are believed to have formed from nonliving elements approximately _____ years ago.


- 100,000
- 2.5 million
- 6 trillion
- 3.5 billion
- 1 million

- 6 Click **Submit**.




Note If your instructor allows you to take this test more than once, you can click **Save** and continue working or return to the test later. Answers you have already entered are saved. If you submit the test more than once, your last score overwrites any earlier attempts.

7 Click **OK** twice to submit your assessment.

 **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 **Tools** in the course menu on the left, then clicking **My Grades**.

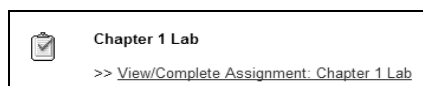
Completing Assignments

Your instructor can create assignments, such as an essay or final paper, for you to complete. You may need to work on the assignment offline in another program, such as Microsoft Word, then submit the file to your instructor for grading.


 **Note** Alternatively, your instructor may ask you to pick up or return files using the Digital Dropbox. Your instructor will let you know which method to use when picking up and returning assignments. For more information, see “Delivering and Picking Up Assignments” on page 14.

To pick up and return a completed assignment:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click the button in the course menu for the area, such as **Course Documents**, in which your instructor stored the assignment.
- 3 Click **View/Complete Assignment**.



- 4 Save the file to your computer.
- 5 Open the file on your computer and complete the assignment.
- 6 Depending on the instructions, return the assignment in the Digital Dropbox or by e-mailing it to your instructor.

 **Note** For more information about returning assignments in the Digital Dropbox, see “Delivering and Picking Up Assignments” on page 14. For more information about returning assignments via e-mail, see “Sending E-mail” on page 22 and “Sending Messages” on page 23

Delivering and Picking Up Assignments

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

To exchange files using the Digital Dropbox:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Tools** in the course menu, then click **Digital Dropbox**.



Note To pick up a file from your instructor, click the link of the file you want to pick up.

- 3 Click **Send File**.
- 4 In the **File Information** section, enter the assignment name.
- 5 Click **Browse**.
- 6 Locate and select the file you want to upload, then click **Open**.
- 7 Enter any comments for your instructor.

COURSES > BIOLOGY COURSE 506 > TOOLS > DIGITAL DROPBOX

1 File Information

Name Chapter 1 Lab Report

File C:\Documents and Settings\My Docum **Browse...**

Comments Here is the first lab report.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

- 8 Click **Submit**, then click **OK**.

CourseCompass delivers the assignment to your instructor's Digital Dropbox.



Note You can also post a file but not send it by clicking **Add File** in the Digital Dropbox page. You can then send the file to your instructor at another time by

opening the Digital Dropbox, clicking **Send File**, and choosing the file from the **Select File** drop-down list. For more information on sending and posting files, search for “Digital Dropbox” in the Student Help index.

Viewing Announcements

Your instructor may create a welcome announcement for your course, and also use announcements to broadcast information throughout the duration of the course. You can also see occasional general announcements from CourseCompass; for example, you might see information on scheduled maintenance times.

You can view both general and course announcements in the Announcements widget on the myPearson page.

Announcements

General Announcements

General announcements about CourseCompass

CourseCompass scheduled downtime---2AM-8:30AM EDT, Sunday January 16th Jan 10, 2006

CourseCompass 6.0 to be released on January 15, 2006. The new features will be available beginning January 20th, with new course materials. Jan 10, 2006

View: Last 7 Days View dropdown list

▼ Algebra Course 101

Welcome to MyMathLab for College Mathematics for Business, Economics, Life Sciences, and Social Sciences 10/e, by Raymond A. Barnett, Michael R. Fiegler, and Karl E Byleen Jan 08, 2006

Welcome to MyMathLab for College Algebra, 2/e, by Beecher, Penna, and Bittinger! [Permanent] Jan 05, 2006

▼ Biology Course 505

New plug-in required for this week's assessments. Jan 02, 2006

Please read additional chapters for this week's class. Cell mutation papers are also expected to be completed. Jan 10, 2006

▼ Mathematics for Advanced Students

MyMathLab Software Installation Wizard Jan 03, 2006

Announcements for each course you are taking

You can also view announcements for a specific course by clicking **Announcements** in the course menu, or clicking **Communication** and then **Announcements**. You can view all announcements related to a course, or can view announcements for a particular period of time by clicking one of the tabs.

Viewing and Printing the Course Syllabus

Your instructor may ask you to review and print your course syllabus before the first class meeting. To do so:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click the button in the course menu for the area where your instructor stored the syllabus, and then click the syllabus link.

Depending on how your instructor created the course syllabus, clicking the syllabus link displays the syllabus in the CourseCompass window or launches another application to display a linked file. Alternatively, your instructor may have entered the syllabus directly into CourseCompass. In this case, the text of the syllabus appears, rather than a link to a syllabus file.

- 3 (Optional) Select **File > Print** in your browser to print the syllabus.

Using the Virtual Classroom

The Virtual Classroom is a communication tool that lets you and other students in the course interact with your instructor. You can log in and participate in a Virtual Classroom session from any computer with an Internet connection.



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 automatically installs from within CourseCompass when you join a Virtual Classroom session. You must also change browser settings to allow pop-ups during the Virtual Classroom session. For more information, search on “system requirements” and “troubleshooting” in the Student Help index.


Your instructor decides when to hold Virtual Classroom sessions, and will likely send an e-mail or post an announcement to let you know when a session starts and what it will cover.

At the appointed time, enter the Virtual Classroom:

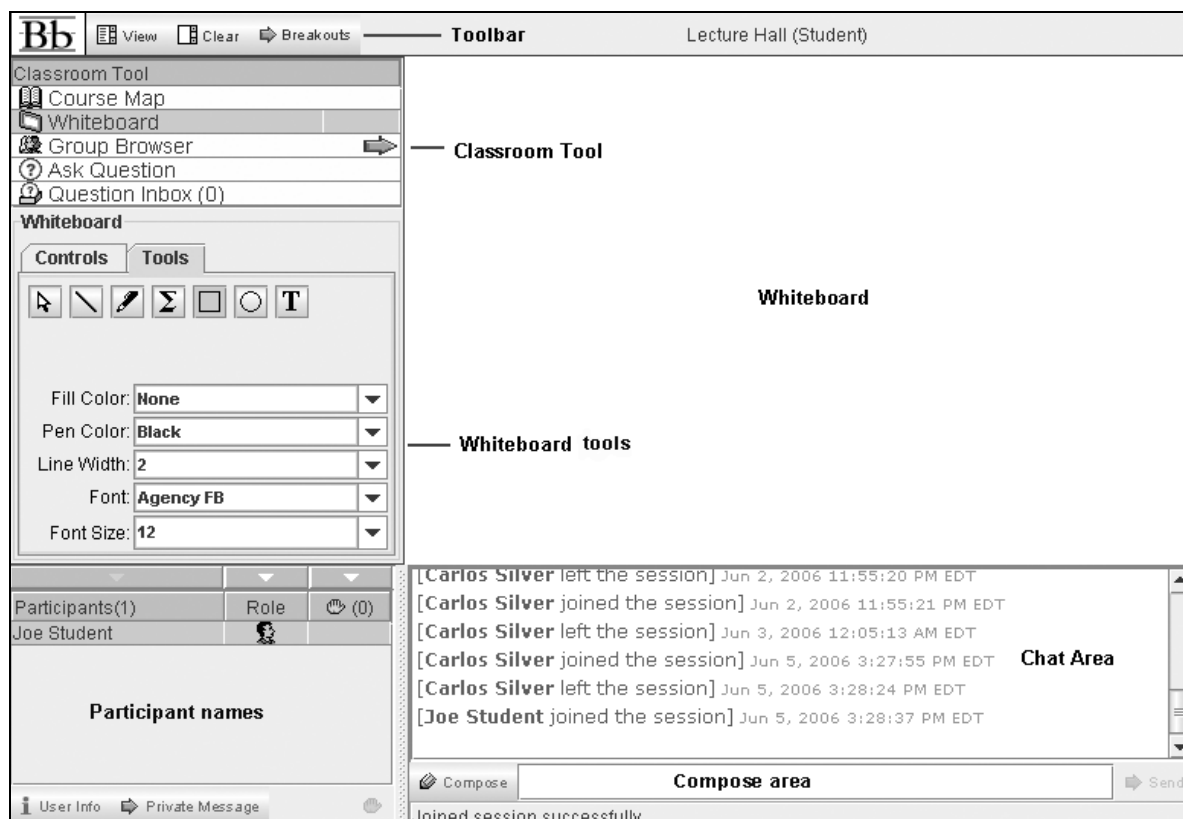
- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Collaboration**.

4 Click **Join** to the right of the Virtual Classroom session.

The Virtual Classroom launches in a separate browser window. This process may take a few minutes, depending on the speed of your Internet connection.

 **Note** You close the Virtual Classroom window as you would any other browser window.

When the Virtual Classroom finishes launching, a window similar to this one appears:



In the Virtual Classroom, you can:

- Participate in a group discussion
- View course content

Working in Your Course

- Send questions to your instructor and receive answers
- Browse websites
- Draw and add text on the whiteboard



Note For more information on these and other ways to interact using the Virtual Classroom, search on “Virtual Classroom” in the Student Help index.

Asking Questions in the Virtual Classroom

In the Virtual Classroom, you can send questions to the session leader to answer. These questions are sent publicly, although you can send a private message to any session participant. All participants in a Virtual Classroom session see public questions, while only the user to whom you send private messages sees them. Your session leader can answer your question either privately or publicly.

To ask a question:

- 1 Enter the Virtual Classroom.
- 2 Select Ask Question in the Classroom Tool.
- 3 Enter your question in the text box. Use the chat area to send a private question.
- 4 Click **Send**.
- 5 View your question and the session leader's answer in the Question Inbox.



Notes What you are able to do and which features you are able to use in a Virtual Classroom session depends on how your instructor configured it.

If the picture to the right of your name in the Role column on the bottom left appears in gray, you are a passive user in the Virtual Classroom session. To ask your instructor to make you an active participant, which usually means you can use additional features in the Virtual Classroom, click the hand icon. If your instructor makes you active, the picture to the right of your name in the Role column on the bottom left appears in color.

Entering Chat Comments

- 1 Enter the Virtual Classroom.
- 2 Type a message in the Compose box, and then click **Send**. The message appears in the chat area.

All comments made during the chat session appear in the chat panel box. Each comment is identified with the person's user name.

- 3 (Optional) Read responses to your comment and enter additional chat messages. You can enter comments longer than the box; your comment scrolls to the right until you are finished. When you click **Send**, the text wraps in the chat area.
- 4 (Optional) Select a user and click **Private Message** to send a private message to that user.

Participating in Chat Sessions

Chat sessions are real-time, text-based discussions. The chat area is part of the Virtual Classroom, but it can also be accessed on its own. Your instructor may choose to discuss a particular topic or hold office hours.



Note To use the Chat feature, 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 Chat session. For more information, search on “system requirements” or “troubleshooting” in the Student Help index.

To join a Chat session:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Collaboration**.
- 4 Click **Join** to the right of the Chat session.

In the Chat session, you can:

- Chat with session participants
- Send private messages to your instructor or other students

- View information on session participants



Note For more information on these and other ways to interact using Chat, search on “Chat” in the Student Help index.

You close the Chat window as you would any other browser window.

Participating in Discussion Board Forums

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

- Share course-related materials
- Start or continue classroom discussion outside of class time
- Prepare for upcoming classes

Your course may also include publisher-provided Discussion Board forums based on the textbook associated with your course.

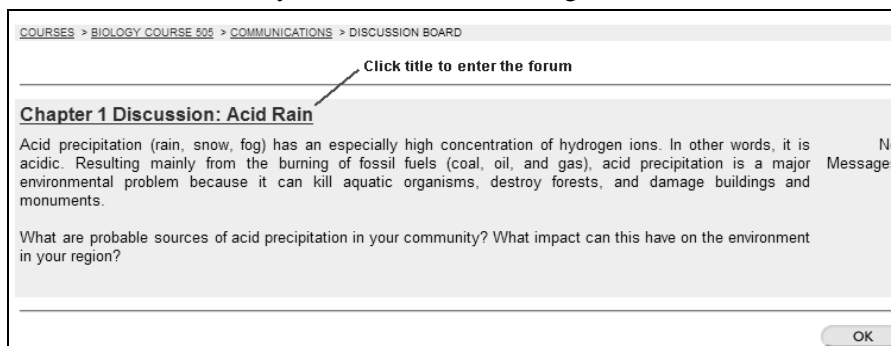
Unlike a Virtual Classroom or Chat session where everyone participates at a specified time, you can participate in a Discussion Board forum at any time.

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 you can reply to existing messages.

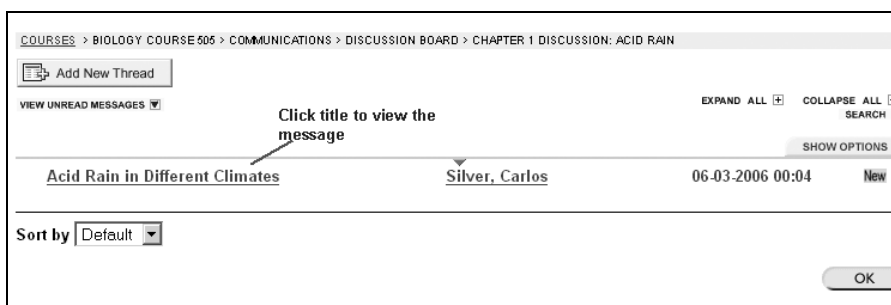
To add a message to a forum:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Discussion Board**.

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



- 5 Click **Add New Thread** to begin a new conversation thread, or click a message to which you want to reply, then click **Reply** on the right.



Depending on the kind of message you add, the Create New or Your Response page appears.

- 6 Enter 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 Enter the message or reply.
- 8 (Optional) Attach a file:
- Click **Browse**.
 - Locate and select the file.
 - Click **Open**.
- 9 Click **Submit**, then click **OK**.

Sending E-mail

You can send e-mail messages to your instructor or other class participants.

To send an e-mail message:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Send email**.
- 4 Click:
 - **All Users** to send e-mail to all the students, instructors, and section instructors in the course.
 - **All Groups** to send e-mail to all the student groups in the course.
 - **All Section Instructor Users** to send e-mail to all the section instructors in the course.
 - **All Instructor Users** to send e-mail to all course instructors, including section instructors.
 - **Select Users** to send e-mail to selected students in the course.
 - **Select Groups** to send e-mail to selected groups in the course.
- 5 Enter the subject and message of the e-mail.
- 6 (Optional) Under Add Attachments, click **Add** to add an attachment.
 - a. Click **Browse**.
 - b. Locate the file you want to attach to the e-mail.
 - c. Click **Open**, then click **Submit**.
- 7 Click **Submit** to send the e-mail.



Note Your e-mail is sent to the e-mail address provided by the recipient during registration. To see an e-mail sent from within CourseCompass, you must access your regular e-mail account. If you want to both send and receive messages from within CourseCompass, use the secure messaging capability as described in “Sending Messages” on page 23.

Sending Messages

CourseCompass messages provide each course with a private and secure system for communication that is similar to e-mail. However, unlike e-mail, messages can be used to both send and receive from within a CourseCompass course.

To see your messages:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Messages**.
- 4 Click **Inbox**.
- 5 Click each message, in turn.

To send a message:

- 1 In the MyCourseCompass Courses widget, click a course name.
- 2 Click **Communication** in the course menu.
- 3 Click **Messages**.
- 4 Click **New Message**.
- 5 Under Recipients, click **To**.
- 6 Click a name in the left box, then click the right arrow to select the recipient.
- 7 When you finish selecting recipients, click **Submit**.




Tip Click **Cc** to select recipients to receive a copy of the message, or click **Bcc** to select recipients to receive a blind copy of the message. The names of Bcc recipients cannot be seen by other recipients.

- 8 Enter a subject in **Subject**, then enter your message in **Body**.
- 9 Click **Submit**.

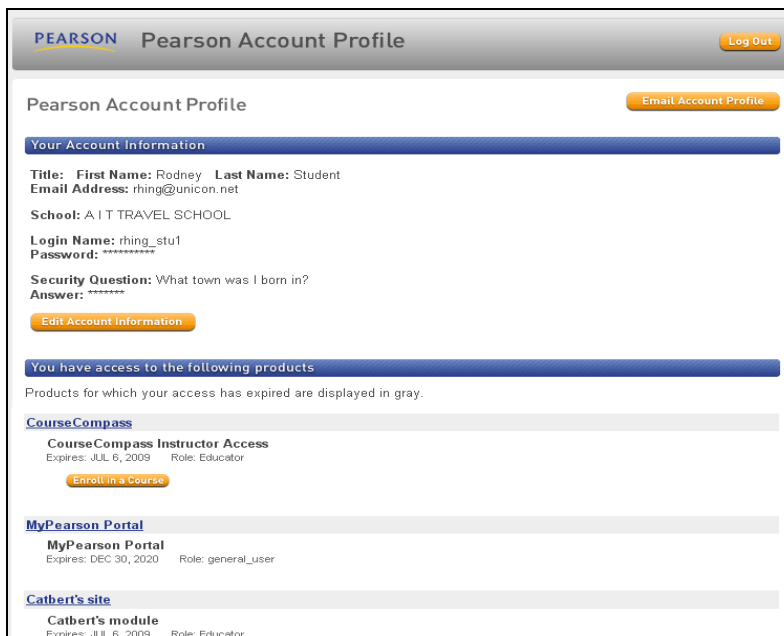
Accessing and Updating Personal Information

After you register for your first CourseCompass course, you can review and update your personal information at any time. This information includes your street address, e-mail address, school, 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 is not used for any unwanted solicitations.

To update your personal information:

- 1 Click **Edit Profile** at the top right of any CourseCompass page.
- 2 Verify your login name.
- 3 Enter your password.
- 4 Click **Log In**.
- 5 Click **Edit Account Information**.



The screenshot shows the 'Pearson Account Profile' page. At the top, there is a 'PEARSON' logo and the text 'Pearson Account Profile' with a 'Log Out' button. Below this is a section titled 'Pearson Account Profile' with an 'Email Account Profile' button. The main content area is divided into sections: 'Your Account Information' (with fields for Title, First Name, Last Name, Email Address, School, Login Name, Password, Security Question, and Answer), 'You have access to the following products' (with a note that expired products are in gray), 'CourseCompass' (with 'CourseCompass Instructor Access' and an 'Enroll in a Course' button), 'MyPearson Portal' (with 'MyPearson Portal' and an expiration date), and 'Cathert's site' (with 'Cathert's module' and an expiration date).



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



Important If you change your primary e-mail address during the term of your CourseCompass course, be sure to update your e-mail address on the Account Summary page. CourseCompass sends registration and course enrollment confirmations to the e-mail address on record for you. Additionally, your CourseCompass instructor may use this e-mail address to send you information about your course.

- 6** Click **Save** to save your changes.
- 7** (Optional) Click **E-mail Account Summary** at the top right of the page to e-mail your account information to yourself.
- 8** Click **Log Out**.

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
What you Need to Enroll in Another Course	26
If You Are Not Enrolled in Active CourseCompass Courses	27
If You Are Enrolled in Another CourseCompass Course	28
Enrolling in Another Course with the Same Textbook*	29

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

What you Need to Enroll in Another Course

To enroll in another CourseCompass course, you need:

- **Course ID** provided by your instructor. This identifier is unique for each CourseCompass course and is usually a combination of an instructor's last name followed by five digits; for example, **turner76278**.
- **A student access code, a valid credit card, or a PayPal account.** If you bought a new textbook, it contains an access code that you enter during registration. The code might be in the textbook or on a separate card packaged with the book. If you did not buy a new textbook, you may be able to purchase an access code separately from your campus bookstore. Your other option is to buy access to a course online while you are enrolling in it.

Note A student access code looks like this: NANTW-FORRM-TIGON-BLASE-PENCL-COLAM. Access codes can be used only once.

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



Note If you are enrolling in another CourseCompass course based on the same textbook, such as a course in a multise­mester series, or if you are retaking a course, or switching to another section of the same course, you do not need to make a purchase. You do, however, need a new course ID. Contact your instructor to obtain the new course ID.

- **Valid e-mail address that you check regularly.** CourseCompass sends your registration confirmation to the e-mail address you provided when you registered for CourseCompass. It is also the e-mail address your instructor may use to communicate with you in CourseCompass.

If You Are Not Enrolled in Active CourseCompass Courses

To check whether you are still enrolled in any active CourseCompass courses, try to log into CourseCompass. If you cannot log in, you are not enrolled in any active CourseCompass courses.

In this case, enroll in either of the following ways:

- Enroll using **Register** on the [CourseCompass home page](#):
 - 1 Click **Register** under Students.
 - 2 Follow the on-screen instructions.

Note For details on the registration process, click the **Need Help?** button or click **How to Register** under Students at the bottom of the page.

- Enroll using your Pearson account summary. For instructions:
 - 1 On the [CourseCompass home page](#), click **Getting Started** under Students.

Enrolling in Another Course

- 2 Scroll to the heading, “If you are not currently enrolled in a course.”



Important If you have a login name and password from a previous CourseCompass course or Pearson Education account, you should use that login name and password for the new course. If you use the same login name and password, your contact information appears in the registration form, allowing you to complete registration more quickly. In this case, review the prefilled contact information, especially your e-mail address, and update any changed information.

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 course.



Tip To check whether you are still currently enrolled in a CourseCompass course, try to log into CourseCompass. If not, see “If You Are Not Enrolled in Active CourseCompass Courses” on page 27.

To enroll in another course:

- 1 On the [CourseCompass home page](#), click **Getting Started** under Students.
- 2 Scroll to the heading, “If you are currently enrolled in a course.”

Enrolling in Another Course with the Same Textbook

Follow the steps in this section to:

- Enroll in the next semester of a multise­mester course
- Enroll in another section of a course being taught with the same course materials
- Retake or repeat a CourseCompass course that you did not complete



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

- 1 On the [CourseCompass home page](#), click **Getting Started** under Students.
- 2 Scroll to the heading, “If you are enrolling in another course with the same textbook.”

Enrolling in Another Course

Glossary

A

access code

See student access code.

announcement

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

- **General announcements**, which you view from the myPearson page display general CourseCompass- or system-related information.
- **Course announcements**, which you can view for all your courses from the **Announcements** widget on the myPearson page, or for a specific course from the Announcements page within the course.

assessment

The CourseCompass term for all graded quizzes, exams, and tests.

CourseCompass tracks your performance on assessments. To see your grades for a specific course, click a course name in the MyCourseCompass Courses widget, click **Tools** in the course menu, then click **My Grades**. *See also survey and TestGen test.*

assignment

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

asynchronous communication

Online communication that can occur at any 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 e-mail, Discussion Board forums, and messages. *See also* **synchronous communication**.

attachment

Any file that you, another student, or your instructor attaches to an item, an e-mail message, or a Discussion Board message. To view an attachment, such as a Microsoft Word document, you must have the program that created the attachment 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. This area might also include a link to an online version of your textbook, called an eBook.

C

calendar

A list of events for a specific course. To access the course calendar, open the course, click **Tools** in the course menu, then click **Calendar**.

Chat

A communication tool for instant messaging that can be used with or without the Virtual Classroom. To access Chat, click a course name in the MyCourseCompass Courses widget, click **Collaboration** in the course menu, click **Chat**, then click **Join** next to the chat session you want to join.

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. *See also* **area**.

course documents

The materials that your textbook publisher and your instructor provide as content for your course. Course documents can include student resources, textbook chapters and units, and lecture notes. These materials typically appear in the **Course Documents** area. Compare with **course information**.

course home page

The default opening page for many courses. The course home page displays an outline of your course's content. Each entry in the outline is a link. To view the course home page, click the course name in the MyCourseCompass Courses widget, then click **Course Home** in the course menu.

course ID

An alphanumeric code that CourseCompass generates to identify each CourseCompass course. This code usually consists of your instructor's last name, followed by five digits (such as turner76278). 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 a syllabus, a course overview, meeting times, and objectives. Course information materials typically appear in the **Course Information** area. Compare with **course documents**.

course map

A hierarchical view of the course content. You can use the CourseCompass course map to find course content quickly. To view the course map, click a course name in the MyCourseCompass Courses widget, then click **Course Map** on the left. Clicking a link in the course map takes you directly to that course content.

D

Digital Dropbox

A file-sharing tool. You and your instructor can use the Digital Dropbox to send and return files. To access the Digital Dropbox, click a course name in the MyCourseCompass Courses widget, click **Tools** in the course menu, then click **Digital Dropbox**.

Discussion Board

A communications tool that other students, your instructor, and you can use to explore issues or to work together on projects. The Discussion Board is asynchronous—participants can contribute to conversations at any time when logged in to CourseCompass. To access the Discussion Board, click a course name in the MyCourseCompass Courses widget, click **Communication** in the course menu, then click **Discussion Board**. *See forum and thread.*

E

eBook

An online textbook. Your course may include a PDF eBook, an HTML eBook, or no eBook.

enrolling

You enroll in a CourseCompass course as part of the online registration process, accessible at www.coursecompass.com or by clicking **Enroll in Another Course** in the MyCourseCompass Courses widget on the myPearson page. After you enroll in a course, it appears in the **MyCourseCompass Courses** widget on the myPearson 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 typically appear in the **External Links** 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 might create folders to store the assignments that make up a project. *See also* **item** and **learning unit**.

forum

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

G**group**

A subset of students in a course. For example, your instructor might set up groups to complete team assignments. Members of a group might have access to its own Discussion Board or Virtual Classroom session.

H**HTML text option**

An option for formatting text, such as in a Discussion Board message. The HTML option adds HTML tags to text that you enter.

I

item

Any discrete piece of course content. When you work 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. Items can appear alone, in folders, or in 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 can explore these items in any order, or must complete them sequentially. You may find learning units in the **Course Documents**, **Course Information**, **Books**, and **Assignments** areas.

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

multisemester course

A course that spans two or more semesters. If you already enrolled in the first semester of a multisemester type class, you will need to enroll in each additional semester of the course. However, you do not need to purchase an additional student access code to enroll in the next semester of a multisemester course. The same applies to students who retake a course that uses the same course materials or who switch to another section of the same course.

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

P

path

A series of links at the top of CourseCompass course pages. You can click an underlined link in the path to move back up the hierarchy of web pages in a course. Clicking the Courses link displays the myPearson page.

[Courses](#) > [Biology Course 505](#) > [Announcements](#)

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 www.adobe.com/products/acrobat.

Plain Text option

An option for formatting text, such as a Discussion Board message. Plain Text displays text exactly as you type it 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

roster

A searchable list of all the students enrolled in your course, along with their e-mail addresses. You and your instructor can use the roster to send e-mail or to view a student's homepage. To access a course roster, click a course name in the MyCourseCompass Courses widget, click **Communication** in the course menu, then click **Roster**.

S

Smart Text option

An option for formatting text, such as a Discussion Board message text. Smart Text displays text as you type it, but converts URLs and e-mail addresses into links.

Staff Information

An area where your instructor may store staff biographies. For example, this area may include profiles of guest speakers, class section instructors, or other instructors.

student access code

A six “word” code required to register for a Pearson Education online product such as CourseCompass. During registration, you create a login name and password to access CourseCompass. You can obtain an access code in the CourseCompass Student Access Kit bundled with a new textbook or that you purchase independently in the bookstore. Alternatively, you can 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 a unique student access code that allows one student to register for one CourseCompass course. Kits also include instructions for online registration. Kits come bundled with new textbooks or can be purchased independently in the bookstore.

survey

A set of questions that you answer anonymously. Your instructor can use surveys for polling purposes and instructor evaluations.

synchronous communication

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 communication tool.

T

task

A to-do item for a specific class. To view tasks created by your instructor, click a course name in the MyCourseCompass Courses widget, click **Tools** in the course menu, then click **Tasks**.

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

An application that enables you to view and take TestGen tests in CourseCompass.

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 single 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 Dropbox, course calendar, tasks, e-mail, Discussion Board, and the Virtual Classroom. You access tools by clicking a course name in the MyCourseCompass Courses widget, then clicking either **Communication** or **Tools** in the course menu on the left. Your instructor determines which tools you see when you work in a course.

U

URL

Uniform Resource Locator. A URL is a web page address.

Glossary

Virtual Classroom

An online environment where your instructor can set up real-time online discussions, extra help sessions, and question-and-answer sessions. Guest speakers and subject matter experts may also talk with you in a Virtual Classroom. To access a Virtual Classroom session, click a course name in the MyCourseCompass Courses widget, click **Communication** in the course menu, click **Collaboration**, then click **Join** next to the Virtual Classroom session you want to join.

W

weighting

A point value assigned to a question in an assessment. Questions in surveys are not weighted.

whiteboard

The display area in the Virtual Classroom. Your instructor can display web pages, draw, or write in the whiteboard area.

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