

Please note: *While it is generally recommended that the grade you earn in the Online Grammar Courseware be worth 7.5% of your total FIQWS grade, the percent value of your work in the Online Grammar Courseware will ultimately be determined by your FIQWS instructors.*

As well, the Firefox/Mozilla browser seems to work better than Internet Explorer or Safari.

## 1. Registering for the Courseware

There are two ways to register for the Online Courseware:

1. You can purchase a hardcopy of the CCNY Customized edition ***Diana Hacker's Rules for Writers & Compclass*** from the campus bookstore. (You must buy this from the bookstore and from the bookstore only because of the required access code that comes with it.)
2. Or for a few dollars less, you may purchase access to the courseware online, which comes with an ebook of the Hacker text rather than buying the hardcopy. Access to the ebook comes with the hardcopy as well.

<b><u>Registering with a Hardcopy of Rules for Writers</u></b>	<b><u>Purchasing Access Online</u></b>
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.yourcompclass.com">www.yourcompclass.com</a>.</li> <li>2. Click <b>REGISTER YOUR CODE</b>.</li> <li>3. Scroll down to CompClass for <i>Rules for Writers</i> and click on the link to <b>REGISTER YOUR CODE</b>.</li> <li>4. Enter your Activation Code, name, and e-mail address, which will serve as your CompClass username. You won't be able to change your e-mail address after you register, <b>so pick one that will be valid for the duration of the course</b>.</li> <li>5. Create a password and password hint. The password should be something memorable.</li> <li>6. In the drop-down menus, select "NY" for your state. Select "<b>City College of New York</b>" for your institution. Select "<b>CCNY Grammar Courseware Fall 2011 – ALL COURSES – All Instructors ...</b>" for your course/instructor. Then select your appropriate <b>course and section</b>.</li> <li>7. Click <b>NEXT</b> at the bottom of the screen, confirm your account information, and click <b>CREATE ACCOUNT</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.yourcompclass.com">www.yourcompclass.com</a>.</li> <li>2. Click <b>STUDENTS PURCHASE ACCESS TODAY</b>.</li> <li>3. Scroll down to CompClass for <i>Rules for Writers</i> and click on the link to <b>PURCHASE ACCESS</b>.</li> <li>4. In the drop-down menus, select "NY" for your state. Select "<b>City College of New York</b>" for your institution. Select "<b>CCNY Grammar Courseware Fall 2011 – ALL COURSES – All Instructors ...</b>" for your course/instructor. Then select your appropriate <b>course and section</b>.</li> <li>5. Enter an e-mail address, which will serve as your CompClass username. You won't be able to change your e-mail address after you register, <b>so pick one that will be valid for the duration of the course</b>.</li> <li>6. Create a password. The password should be something memorable.</li> <li>7. Provide payment information using your credit card.</li> <li>8. Click <b>NEXT</b>.</li> <li>9. After confirming your account information, click <b>PLACE YOUR ORDER</b>.</li> </ol>
<p>If you have trouble registering or purchasing access, contact <b>tech support</b> at <b>800.936.6899</b> or <a href="mailto:techsupport@bfwpub.com">techsupport@bfwpub.com</a>. Otherwise, return to <a href="http://www.yourcompclass.com">www.yourcompclass.com</a> to log in to your CompClass course.</p>	

Now you have access to the courseware site by logging into [www.yourcompclass.com](http://www.yourcompclass.com).

Your homepage will have useful information. Often, announcements or adjustments to the courseware (like deadline extensions) will be posted here.

Click on the "Assignments" tab to view your Assignments, Status, due dates, and Grades.

From here, you may begin your assignments by clicking on your assignment. Pay attention to deadlines. Do your assignments in order and at a sensible pace and schedule. **Don't leave them to the last minute.**

## 2. First 6 Diagnostic Assignments and Your Personalized Study Plan (tab)

Once you've completed any of your six Diagnostic Assignments, click the "Personalized Study Plan" tab to view your diagnostic feedback, with ebook links to appropriate chapters corresponding to areas where you've scored poorly.

**Here, study up and improve your mastery before continuing to your six Graded Assignments.**

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## 3. Your Assignments

The first six assignments are **Diagnostic Exercises, deadline TBD**. Grades in these assignments will not count towards your courseware grade, but you must finish them in order to continue on to your 6 Graded Assignments.

After completing your Diagnostic Exercises you will have access to a Diagnostic Report (by clicking on the tab on your home page). Here, you will be informed, in detail, of your stronger and weaker areas. Use that feedback and links to the courseware **ebook** to guide you through your private grammar study and improve areas in need of improvement. (Areas in great need of improvement will be highlighted in pink in your Diagnostic Report, accessed, again, through your Diagnostic Report & Personalized Study Plan tab.) In other words, study all grammar topics, but make sure to focus on specifically troubling areas before continuing to the 6 Graded Assignments.

You may discuss classroom or office-hour instruction with your instructor, as all classes vary. Your instructor will have access to the site as well and will be able view your Diagnostic Reports by both individual student performance and by class. Your instructors are not mind readers, however. If you feel you need supplemental instruction, seek it from them. Be patient when doing so.

**After completing your 6 Diagnostic exercises and executing your Personalized Study Plan...** take the remaining 5 Graded Assignments by their due date.

Note the due dates and give yourself plenty of time to finish. The Diagnostic Exercises have 50 questions each, but the Graded Assignments vary in length (roughly 35 questions each). You may save your progress at any point while taking an assignment (by clicking **SAVE**), and there is no time limit for finishing an assignment once you start it, **but you will have only one attempt at taking each assignment**. So your one and only grade on each of the 6 Graded Assignments will count towards your final courseware grade, which, again, will comprise 15% of your final semester grade for the course.

**Deadlines will be listed next to your Assignment, accessed in your "Assignments" tab**

<b>6 Diagnostic Assignments:</b>	<b>TBD</b>
<b>All Things Commas, All Things Verbs:</b>	<b>TBD</b>
<b>Prepositions, Pronouns</b>	<b>TBD</b>
<b>Punctuation</b>	<b>TBD</b>

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## 4. For Help, Support, Assistance

The software company offers several available options for **Technical Support**. I recommend calling them, **1-800-936-6899**, for all technical issues. The phone line is efficient. The support team is incredible.

For all other matters, write to Craig Levinsky, the College's Courseware Administrator, at: **englishonline@ccny.cuny.edu**. Be patient and polite. There are over 1,000 students enrolled in the courseware. **Include your name, your course, your section #, and instructor's full name in all emails.**