



Student's User Manual

Version 4.0



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Introduction

CoursePort provides a central location from which you can access Thomson Course Technology's online learning resources with only a click of the mouse. Using your personalized home page at CoursePort, you can easily access the Online Companions for your Thomson Course Technology text books, and keep track of the work you do there. You can do this all with a single password, from a centralized location. And not only can you use CoursePort to track and review data about your progress in a course, you can share that data online with your instructor.

Logging in to CoursePort

You can start the login process to access CoursePort in any of the following ways:

- Type <http://login.course.com> in your browser address box.
- Click the CoursePort link from the Online Companion for any of your text books.
- Type <http://www.course.com/courseport> in your browser address toolbar, and then press [Enter] to get to the CoursePort screen. Once there, you can click **CoursePort Login** or **New User? Sign Up Now!**

Any of these actions takes you to the page shown in Figure 1:

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Home | About CoursePort | Support //COURSEPORT

Login //COURSEPORT

New Students **Sign Up Now!** **Returning Students and Instructors**

New Students:
Sign up to enjoy this Thomson Course Technology site. This one-time process will save you time in the future. To begin, click the link below.

[New User Registration](#)

NOTE: Please follow the on-screen instructions during registration as they may differ from those printed in your text.

Student Members: Sign in with your CoursePort Username and Password to continue.

Instructors: Use your Course.com Username and Password to log in to CoursePort.

Username

Password

[Forgot your username or password?](#) [Login Help](#)

[Thomson Course Technology](#) | [About Us](#) | [Home](#)
[Privacy Policy](#) | [Copyright & Terms](#)

Figure 1

To log in to CoursePort for the first time, click **New User Registration** on the Login page.

Registering As a CoursePort User

The screenshot shows the 'New User Registration' page on the CoursePort website. At the top, there is a navigation bar with the Thomson Course Technology logo and links for Home, About CoursePort, and Support. Below this is a progress bar with four steps: Account Setup (active), Account Confirmation, Product Selection, and My Account. The main heading is 'New User Registration' with the CoursePort logo. The first step is 'Step 1: Create an Account', with a note that registering is free and easy. The form is divided into two sections: 'To start, create a username and password' and 'Member Information'. The first section has fields for Username (filled with 'James'), Password (masked with dots), and Confirm Password (masked with dots). The second section has fields for First Name (filled with 'James'), Last Name (filled with 'Hew'), E-Mail Address (filled with 'James.Hew@hotmail.com'), Confirm E-Mail Address (filled with 'James.Hew@hotmail.com'), School (filled with 'CT'), and Nickname (filled with 'JamesT'). There are two red notes: one stating that a valid email address is necessary for registration, and another stating that the nickname may be needed later. A legend indicates that asterisks denote required fields. A 'Continue' button is at the bottom right.

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Home | About CoursePort | Support

Account Setup Account Confirmation Product Selection My Account

New User Registration

Step 1: Create an Account **Registering with CoursePort is free and easy!**
Complete this form to create your account for **CoursePort**.

To start, create a username and password

Username* James

Password*

Confirm Password*

Member Information

First Name* James

Last Name* Hew

E-Mail Address* James.Hew@hotmail.com

Confirm E-Mail Address* James.Hew@hotmail.com

School* CT

Nickname* JamesT

Note: a valid email address is necessary for registration.

You may later need to use this Nickname in one of our products.

* = Required Fields

Continue

Figure 2

There are three steps to the registration process:

- Account Setup
- Account Confirmation
- Product Selection

Step 1: Account Setup

To become a CoursePort User, you need to create a unique username and password. Make sure that the username and password are both easy to remember, but also secure. Type your username in the Username text box shown in Figure 2. Type a password in the Password text box. You need to confirm the password by typing it again in the Confirm Password text box.

The Member Information section of the User Registration form will be used for your Gradebook listing. Make sure that the information you enter is the same information that

your instructor has. For example, if you go by Betsy, but your name in the registrar's records is Elizabeth, type Elizabeth in the First Name text box. In the E-Mail Address text box, type the e-mail address at which you want to receive your registration confirmation, as well as any communication from your instructor. (Should you lose or forget your password, CoursePort will also use your e-mail address to send you an e-mail that you can use to reset your password.) Enter the name of your school in the School text box. Finally, the Nickname field should contain the name you want to be known by in any discussion forums for specific textbooks or products.

Step 2: Account Confirmation

Once you have finished entering information on the form, click the **Continue** button to complete the registration process. If the registration is successful, CoursePort displays the screen shown in Figure 3. Click **Continue** to go to the next step in the process, Product Selection.

If you need to update any of the information presented on the Registration Successful page, click the **Edit Profile** button shown in Figure 3.



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Welcome, James! My Account | Gradebook | About CoursePort | Support | Logout //COURSEPORT

Account Setup Account Confirmation Product Selection My Account

Registration Successful //COURSEPORT

Login Information

Username	James
-----------------	-------

Member Information

First Name	James
Last Name	Hew
E-Mail Address	James.Hew@hotmail.com
School	CT
Nickname	JamesT

Figure 3

While on the Edit Profile page, you are able to modify all of the fields presented except the **Username** field. After you made the necessary changes to your profile, click the **Update** button (Figure 4).

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Welcome, James! My Account Gradebook | About CoursePort | Support | Logout //COURSEPORT

Edit Profile James's Page Edit Profile Add/Remove Products

Login Information

Username James

Password*

Confirm Password*

Member Information

First Name* James

Last Name* Hew

E-Mail Address* James.Hew@hotmail.com

Confirm E-Mail Address* James.Hew@hotmail.com

School* CT

Nickname* JamesT

* = Required Fields Update

Figure 4

The 'Account Confirmation' page should display again and if the user selects the 'Continue' button, the 'Choose Your Product' page should appear.

Step 3: Product Selection

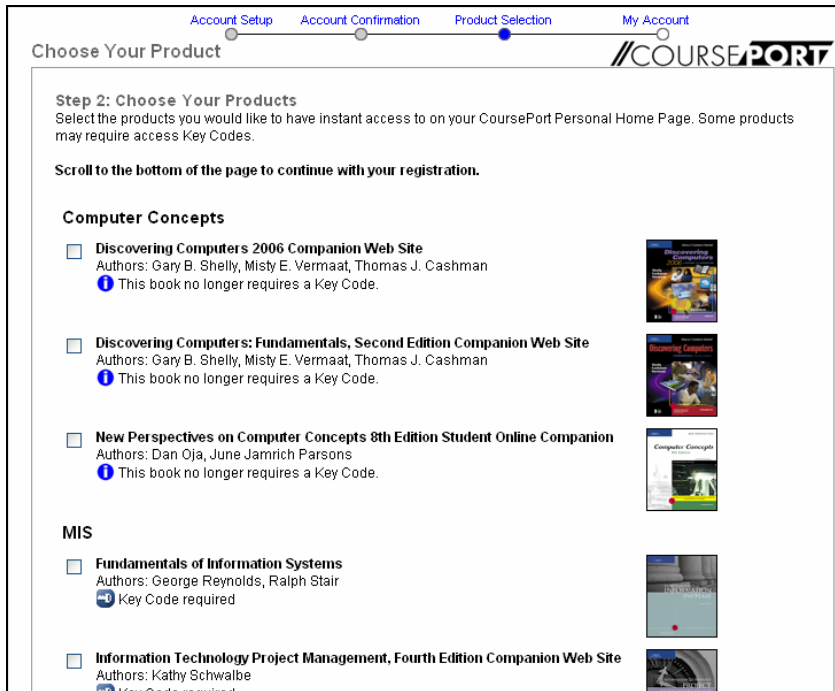


Figure 5

On the Choose Your Product screen shown in Figure 5, you can select the textbooks and products you would like to access from your CoursePort personal home page (the My Account page). As you can see in Figure 5, some of the products require **Key Codes** for you to access them, and some do not.

Note: Key Codes are alphanumeric strings used by Thomson Course Technology to identify courseware and verify its authenticity so that users can receive the full benefit of registration. Instructions for entering a Key Code appear below.

You choose the products you want to include in your account by clicking the check box to the left of the product name. If you select a product marked “Key Code required,” a text box appears, as shown in Figure 6. In order to proceed, you need to type in a valid code for that product.

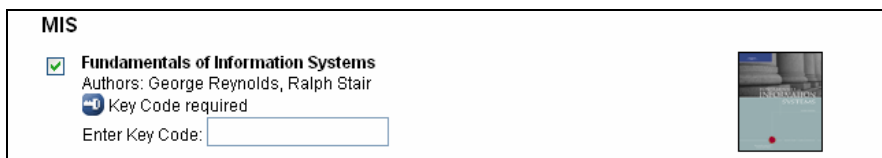


Figure 6

When you have finished selecting products, click **Submit** at the bottom of the screen. You have completed the final step in the registration process, and CoursePort displays the My Account page, also called a personal home page or the Course Technology Member Center, as shown in Figure 7, below:

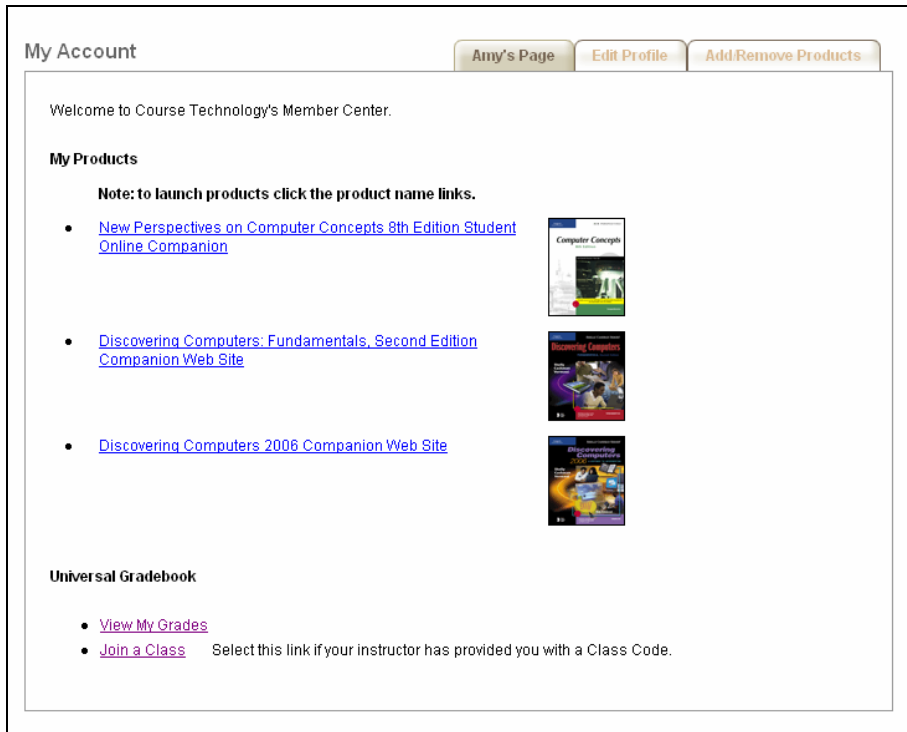


Figure 7

Logging into CoursePort as a Registered User



Figure 8

To log in to CoursePort, simply type your CoursePort **Username** and **Password** into the text boxes under Returning Students and Instructors, as shown in Figure 8, and then click **Enter**.

Note: If you have forgotten your password, you can click **Forgot your username or password?**, which takes you to a screen where you can enter the e-mail address you used when you first registered with CoursePort. Click **Continue** to have CoursePort send you an e-mail that will remind you of your username and let you change your password. You can also contact Thomson Course Technology by phone. If you are a Higher Education, Continuing Education, or Career School customer in the United States, you can call 1-(800)-648-7450 and select option 3 from the menu. If you are an instructor in a K–12 school, you can call 1-(800)-824-5179 and select option 1 from the menu.

Using the CoursePort My Account Page

Once you have successfully registered as a CoursePort user, CoursePort creates a My Account page for you from which you can access all of the CoursePort features and all of the companion Web sites for which you have registered products. The My Account page shown in Figure 9 is for a student with three registered products, *New Perspectives on Computer Concepts*, *Discovering Computers: Fundamentals*, and *Discovering Computers 2006*.

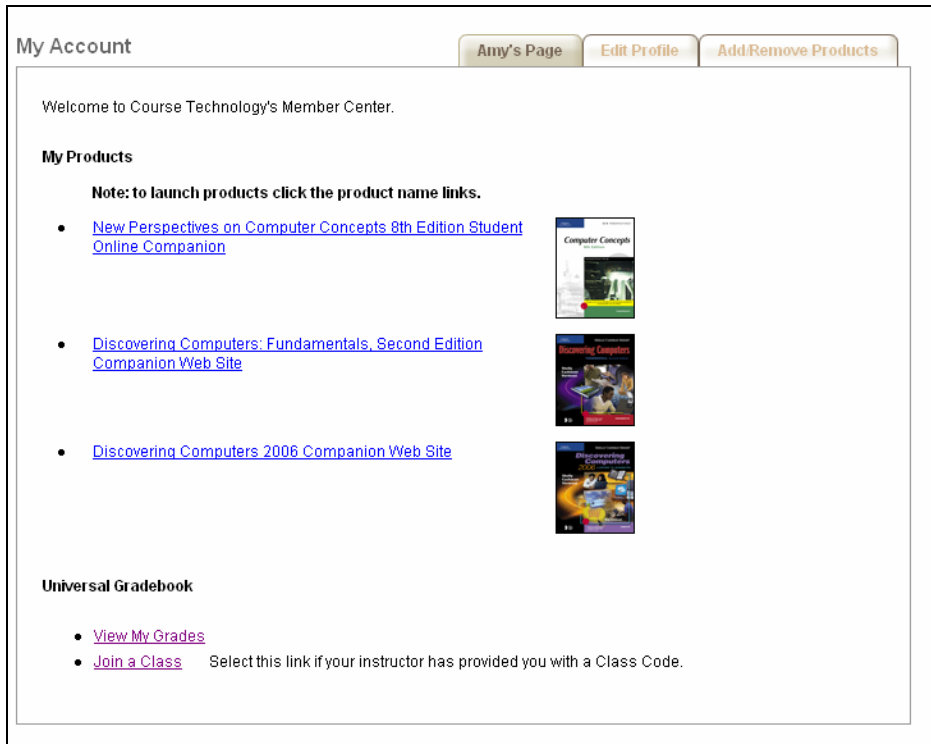


Figure 9

Viewing and Editing Your Account

You can view and edit your account information using links on the My Account page. To view account information without changing it, click the **FirstName Page** tab, where *FirstName* is the first name you used when you registered (called Amy's Page in Figure 9). This displays the My Account page, which lists links to your selected products and to the Universal Gradebook, discussed below.

Click the **Edit Profile tab** to change and update the information in your profile, including Login and Member Information such as Username, Password, First Name, Last Name, E-Mail Address, School, and Nickname. Click the **Update** button to change the information on this page.

To register additional products for your profile, click the **Add/Remove Products** tab. This displays a list of available CoursePort products. Each product has either an Add or a Remove button to its right. Click the **Add** button to add a product to your list of registered products, and click the **Remove** button to remove a product from your list. When you have finished making your selections, click **View Changes** to return to the My Account page.

NOTE: Removing a textbook from your account also removes any grade history you have added to your Gradebook.

Using the CoursePort Navigational Bar



Figure 10

Each online companion provides CoursePort buttons that will direct you to specific locations within your User Profile. A description of these buttons is provided below:

- **My Account button description:** The My Account button will return you to your Personal Homepage within CoursePort, where you can choose another online companion, review your Gradebook, Join a Class or Logout.
- **Gradebook button description:** The Gradebook button will bring you directly to your CoursePort Gradebook. There, you can review your results from the various online activities that provide scoring to the Gradebook.

NOTE: Only activities that have the **CP** logo next to them, in your online companion (Figure 11), send results to the CoursePort Gradebook.

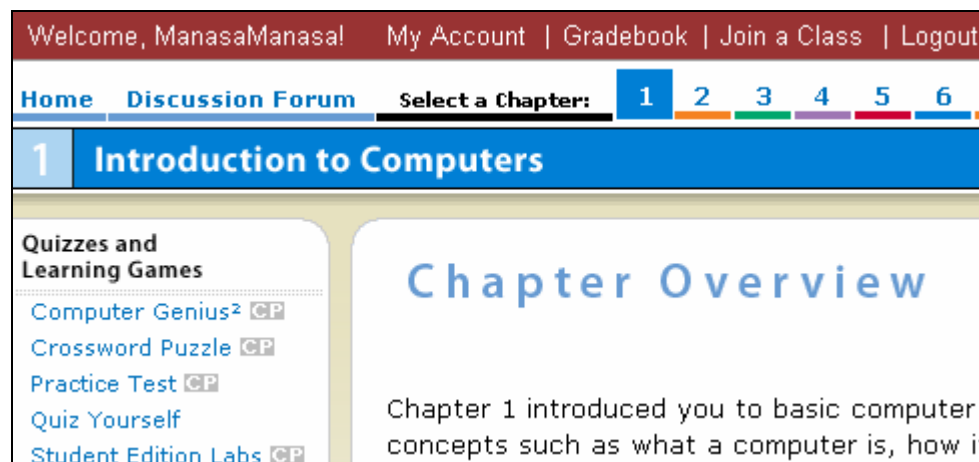


Figure 11

- **Join a Class button description:** The Join a Class button allows you to share your Gradebook results with your instructor. Before CoursePort can record your grades for a particular class, you need to supply the class code provided by your instructor.

- **Logout button description:** The Logout button allows CoursePort to save your Gradebook data and, when it has finished, it will display a message telling you to close all of your browser windows. Closing all your browser windows will ensure the privacy and security of your personal and Gradebook information.

Working with the Universal Gradebook

CoursePort records the scores from all of your trackable online activities in the **Universal Gradebook**, shown in Figure 12. To access the Universal Gradebook, you can click **View My Grades** link, found under the Universal Gradebook heading, on your My Account page. You can also click the Gradebook button on the CoursePort navigation bar.

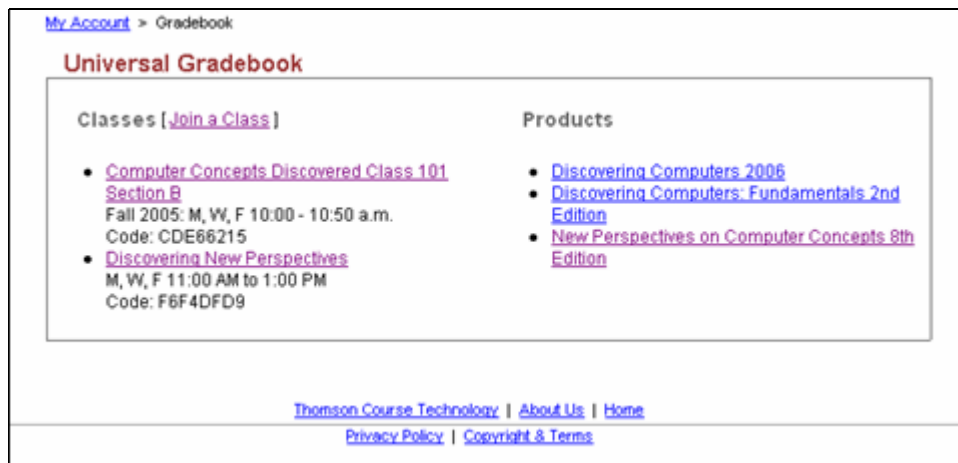


Figure 12

Registering for a Class

Figure 13 shows the Gradebook for a student who has not yet registered for a class:

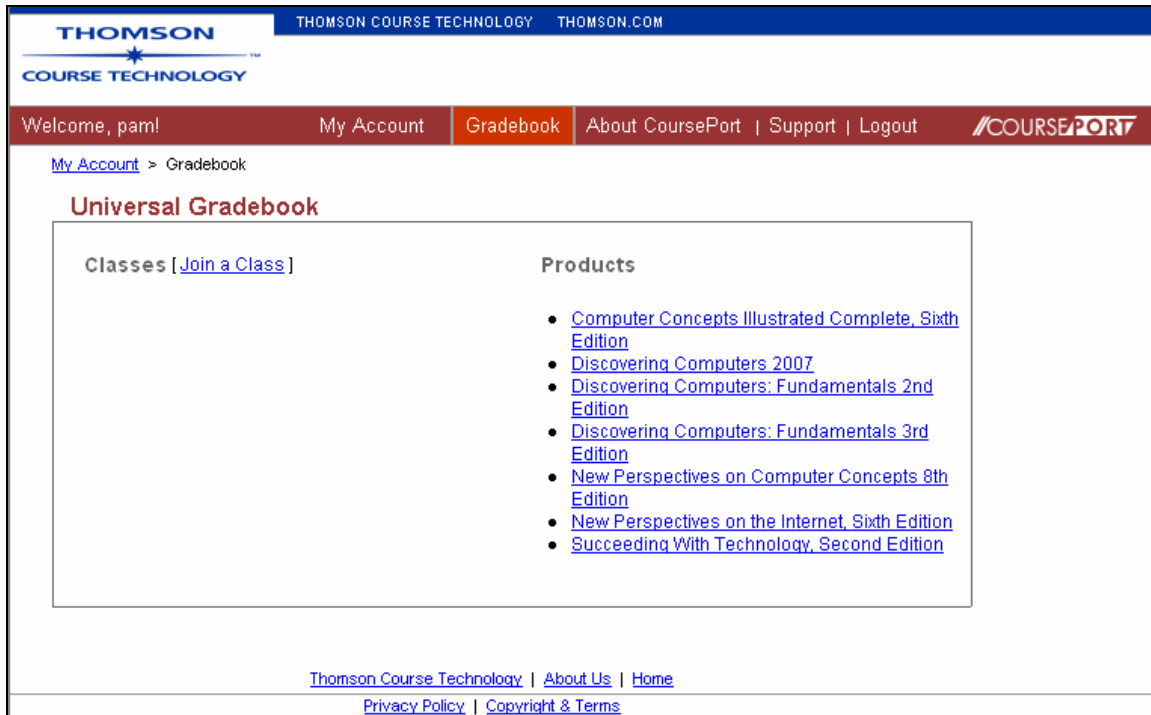


Figure 13

This particular student has registered seven products, but has not yet joined a class. The student can use the Gradebook to navigate to the Companion Web site for each book by clicking the links. Scores for activities completed there will be recorded in the Gradebook, but will not be accessible to the instructor until the student registers for that instructor's class.

Note: Make sure to save any activities that you work on at the Online Companion Web site or they will not be saved in your Gradebook.

Before CoursePort can record your grades for the instructor of a particular class to view, you need to supply the CoursePort with the class code provided by your instructor. You can register for a class by clicking the **Join a Class** link from the Universal Gradebook page or from your My Account page (under Universal Gradebook heading). Type your class code in the Enter Class Code text box, as shown in Figure 14, and then click the **Submit** button.

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WELCOME, ManasaManasal My Account **Gradebook** About CoursePort | Support | Logout COURSEPORT

[My Account](#) > [Gradebook](#) > Join A Class

Join a Class

Instructions:
Enter the Class Code your instructor provided in the field below and click 'submit'.

Enter Class Code:

Figure 14

If you have entered the correct class code, you will see some variation of Figure 15.

[My Account](#) > [Gradebook](#) > Edit A Class

Class Confirmation

Confirmed! You have successfully entered a Class Code.
By entering your Class Code your instructor may now view your grades for this class.

Class Information:
 Computer Concepts Discovered Class 101 Section B
 CDE66215
 Fall 2005: M, W, F 10:00 - 10:50 a.m.
 Instructor: Mac Mendelsohn
 Discovering Computers 2006, Discovering Computers: Fundamentals 2nd Edition, New Perspectives on Computer Concepts 8th Edition

Click [Continue](#) to return to the Gradebook home page.

Figure 15

This Class Confirmation screen means that your instructor can now view all of the grades for the online activities you do for this class. It also means that the class will be listed in your personal Gradebook. You can click **Continue** to see the Gradebook listing, as shown in Figure 16.

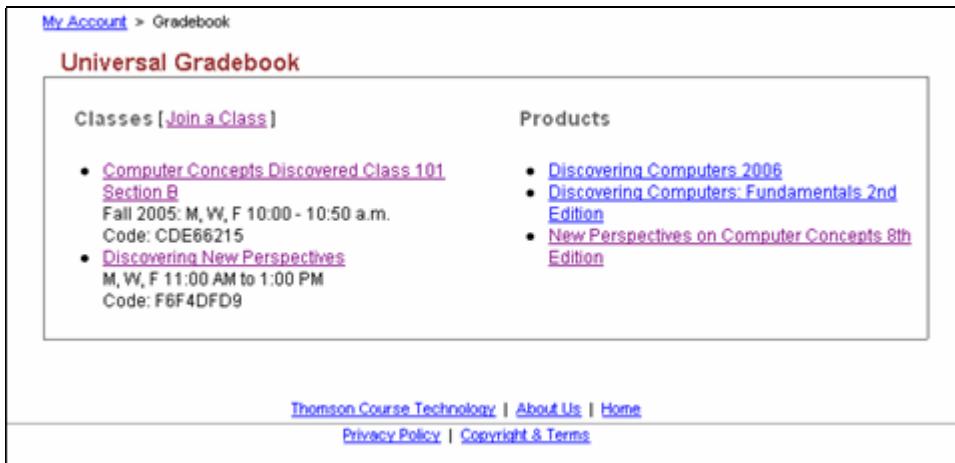


Figure 16

Once you have added a class to the Universal Gradebook, any work that you do at its companion Web site is recorded in your Gradebook for you and your instructor to see.

Note: If you click a product name from the Universal Gradebook, you will go to a report of activities done for that product. (See “Viewing a Student Summary Report,” below.) In order to go to the Online Companion for a product, you need to click the product name from your My Account page.

Viewing a Student Summary Report

If you want to view a summary of all of your work for a particular product or textbook, you can click its name under Products in the Universal Gradebook. Doing so takes you to a screen like the one shown in Figure 17.

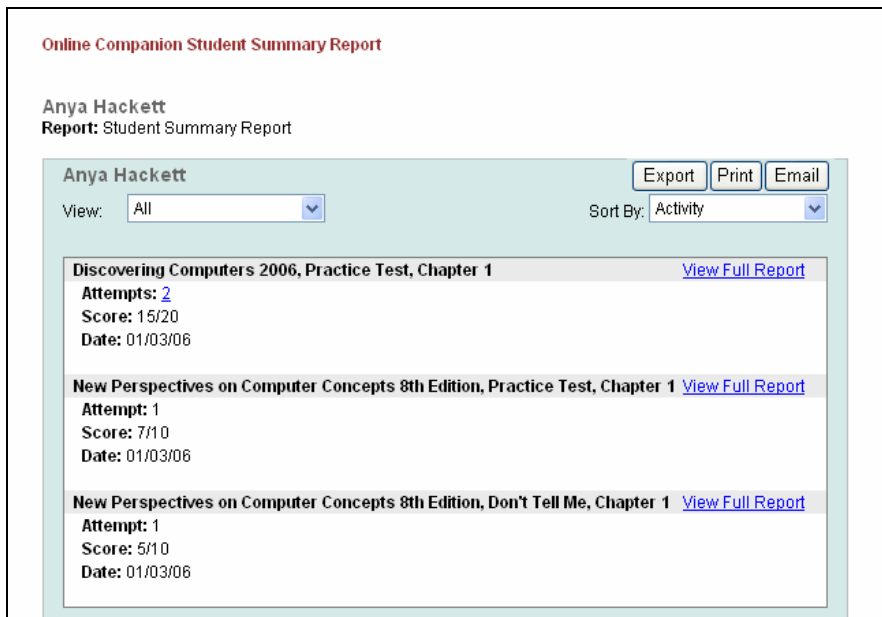


Figure 17

Sample student Anya Hackett has worked on one activity (the Practice Test, two times) in Chapter 1 of *Discovering Computers* and two activities (the Practice Test and Don't Tell Me) in Chapter 1 of *New Perspectives on Computer Concepts*.

In the Summary Report, you can display all of the activities you have completed by selecting All from the View drop-down list. You can also view the activities from a particular book by selecting its code (for example, DC2006) from the View drop-down list.

Sorting a Student Summary Report by activity or by date is available by clicking the Sort By drop-down list and selecting an option.

Viewing the Full Report

In order to see a corrected test or activity, you can click **View Full Report** to display the Student Report Details page, as shown below. CoursePort lists each question, with the correct answers indicated in green and any incorrect answers marked in red. To the right of every numbered question the “Study Page: [number]” is listed, which is the page on which a concept is introduced and explained. In the example shown in Figure 18, the student has given an incorrect answer (**digital pen**) for question 9. The correct answer is **GUI**:

✓	7. Correct	Study Page: 25
	7. The ____ in an information system must be reliable and capable of handling the expected workload.	
Correct	a. hardware b. software c. data input d. people	
✓	8. Correct	Study Page: 7
	8. A ____ is an example of an input device.	
Correct	a. printer b. monitor c. keyboard d. hard disk	
✗	9. Incorrect	Study Page: 15
	9. A ____ allows you to interact with software using text, graphics, and visual images.	
	a. utility program b. PDA c. GUI Incorrect d. digital pen	

Figure 18

You can use your Summary Reports to create your own study guides based on the questions you have wrong.

You can also use the Student Report Details page to view your other attempts at the same activity so that you can judge your progress in a subject. To do so, click the drop-down list under the text “Use the drop-down to view another attempt,” highlighted in blue in Figure 19, choose an attempt number, and then click the **Go** button. CoursePort will refresh the view to display data about the specified attempt.

Student Report Details

Kate Kreuger
Report: DC 2006 - Genius - Chapter 1 - Attempt
Date: 05/04/05
Score: 15/16

[\[Student Summary Report\]](#)

DC 2006 - Genius - Chapter 1 - Attempt 1
[Use the drop-down to view another attempt:](#) Export Print Email

Attempt 1

Kate Kreuger
Report: DC 2006 - Genius - Chapter 1 - Attempt
Date: 05/04/05
Score: 15/16

1. Correct Study Page: 7
1. Any hardware component that allows you to enter data or instructions into a computer is called a(n) ____.

Correct a. input device
b. storage device
c. output device
d. system unit

Figure 19

Note: Both you and your instructor have read-only access to student Gradebook data. You cannot change it in any way; however, you can export it for further analysis, print it, and e-mail it. And of course, you can always retake a practice test or redo an activity in order to improve your score.

Exporting, Printing, and E-mailing Gradebook Data

Student Report Details

Anya Hackett
Class: Computer Concepts Discovered Class 101 Section B
Report: DC 2006 - Practice Test - Chapter 1 - Attempt # 2
Date: 01/03/06
Score: 15/20

[Student Summary Report](#)

DC 2006 - Practice Test - Chapter 1 - Total
Attempts: 2
Use the drop-down to view another attempt:
Attempt 2 Export Print Email

Anya Hackett
Class: Computer Concepts Discovered Class 101 Section B
Report: DC 2006 - Practice Test - Chapter 1 - Attempt # 2
Date: 01/03/06
Score: 15/20

1. Correct Study Page: 10
1. Benefits of computers are possible because computers have the advantages of speed, ____, consistency, storage, and communications.
Correct a. reliability
b. fairness
c. loyalty
d. all of the above

2. Correct Study Page: 12
2. ____ allows you to communicate with multiple users at the same time.
a. Instant messaging
b. E-mail
Correct c. A chat room
d. A photo community

Figure 20

Every view in the Gradebook gives you the option of exporting, printing, or e-mailing the displayed data, as shown in Figure 20. To export a Gradebook view, click the **Export** button at the top or bottom of the view. CoursePort exports the data in CSV, or comma-separated value format. You can open it in any software program that can read a CSV file. If you have a spreadsheet program like Microsoft Excel installed, the CSV file opens automatically in Excel, where you can sort, format, analyze, and save the data. You can also open CSV files in other programs—for example, as a table in Microsoft Word.

NOTE: Each time you use the export feature, a report entitled *report.csv* is created. If you save these reports to your hard drive, you may wish to choose a more descriptive file name so that subsequent reports do not overwrite an existing report.

To print a Gradebook view, click the **Print** button at the top or bottom of the view. CoursePort opens the view in a separate browser window, and then displays the Print dialog box. Click the **Print** button in the dialog box to print the current view.

Click the **Email** button to open a window in which you can enter the e-mail address of the person to whom you want to send a Gradebook view or report. Then click **Email This Report**. The report will arrive in the recipient's mailbox in the same format you were

able to view it in CoursePort. Figure 21 shows Anya's Full Report for an activity mailed to an e-mail address supplied by the instructor.

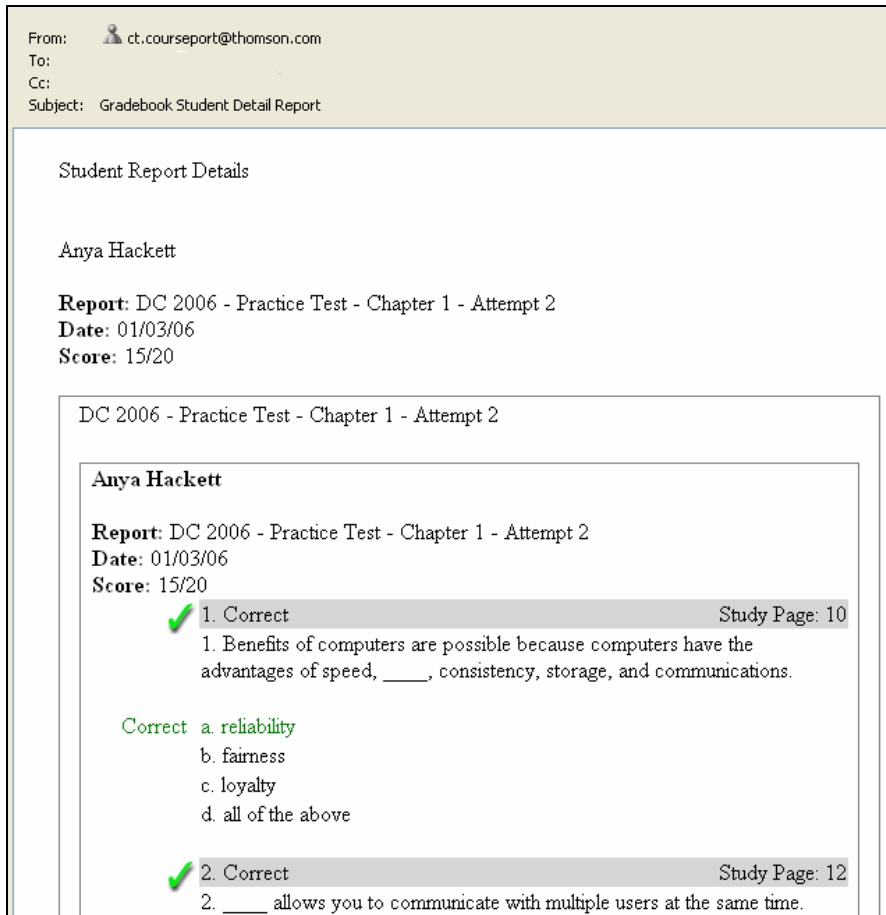


Figure 21

Logging out of CoursePort

To log out of CoursePort, click **Logout** on the navigation bar. CoursePort saves your Gradebook data. When it has finished, it displays a message telling you to close all of your browser windows. Closing the browser windows will ensure the privacy and security of your personal and Gradebook information.

Note: Your browser may also display a warning telling you to close all browser windows.

Getting Help with CoursePort

From anywhere in CoursePort, you can use buttons on the CoursePort navigation bar, shown in Figure 22, to find help for questions not answered in this guide.



Figure 22

To see a window with an overview of CoursePort that also gives you access to an onscreen tour, click **About CoursePort**. This displays the screen shown in Figure 23:

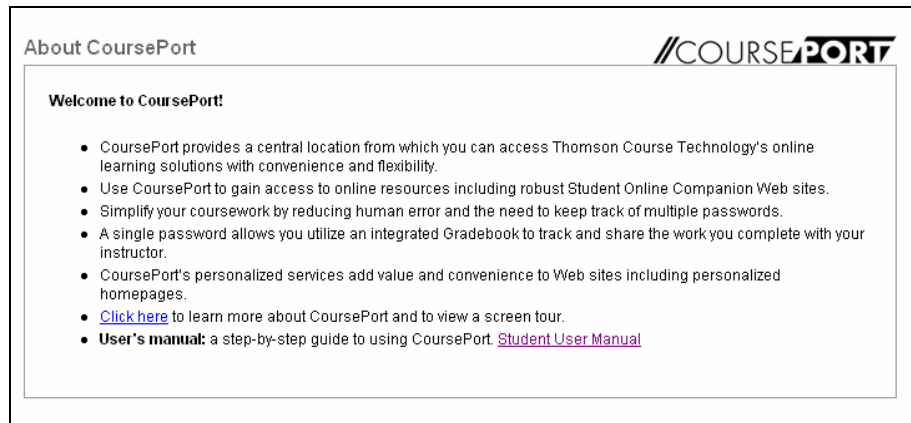


Figure 23

To view the screen tour, click the **[Click here](#)** link found near the bottom of the Welcome screen. This brings you to the CoursePort main Web page where you can then click the **[CoursePort Screen Tour](#)** link on the right side of the screen. After you have taken the screen tour, close the Screen Tour browser window and the CoursePort main Web page.

To display a the Thomson Course Technology Customer Support Hours of Operation and contact information, as well as a list of Frequently Asked Questions (FAQs) and their answers (Figure 24), click the **Support** button on the navigation bar, then scroll down the Support Services page until you see the FAQs list:

FAQs

- [I forgot my Password for CoursePort. What should I do?](#)
- [How do I change my CoursePort Password?](#)
- [I forgot my Username for CoursePort. What should I do?](#)
- [I need help logging in. What should I do?](#)
- [My Key Code does not work! What should I do?](#)
- [I did not receive an email from CoursePort. What should I do?](#)
- [How do I change the email address CoursePort uses to communicate with me?](#)
- [What is the Nickname field in CoursePort used for?](#)
- [Where do I obtain a Class Code?](#)
- [Once I have entered into the Student Online Companion website for my textbook, how do I return to CoursePort?](#)
- [How do I exit CoursePort?](#)
- [What is Thomson Course Technology's privacy policy?](#)

- I have forgotten my password for CoursePort. Can you send it to me?

For security purposes, Course Technology will not forward your password to you via email. Alternatively, you can create a new password directly from the CoursePort login page. Click the [The Forgot Your Username and Password](#) link to email yourself a Password reset request. (You must provide CoursePort with the email address you used when you first registered.) Then, a message will be sent to the email address you supplied with a link to the Reset Your Password page. There you will be prompted to create your new CoursePort Password.

[back to top](#)
- How do I change my CoursePort Password

- CoursePort passwords should be a minimum of six characters in length and include both letters and numbers. Make sure that your new password is both easy for you to remember, but also difficult for someone to randomly guess.
 - To reset your current CoursePort password, [log in](#) to CoursePort and click the [My Account](#) link, located in the navigation bar at the top of the CoursePort site. The My Account page will display.
 - Click the [edit](#) link to the right of the My Account page heading to display the My Account page in Edit mode.
 - Enter your new password in the Password field provided on the My Accounts page.
 - Re-type your new password in the Confirm Password field and click the Update button at the bottom of the page.
 - CoursePort will return you to the My Account page in View mode.
 - CoursePort Passwords should be a minimum of six characters in length and include both letters and numbers. Make sure that your new Password is both easy for you to remember, but also difficult for someone to randomly guess.

Figure 24

Click any of the questions to which you need an answer and CoursePort will display additional help or will provide information for finding the support you need. You can also go directly to the Support Services page by typing <http://www.course.com/support/> in your browser's address toolbar. This page supplies both Technical Support and Customer Support Contact information as well.