

Classpage System *Quick Start Guide*

The Writing Program's Classpage system allows you to build a homepage for your classes easily and through any web browser. Detailed, step-by-step instructions are available, but this is the quick start guide. There are four stages to making your class page: **1)** register, **2)** add personal details, **3)** add classes, **4)** edit pages.

Stage One: Register

If you've used the classpage system before, then you can skip this stage. Otherwise, registering for the system is a 3 step process:

1. Go to <http://www.classguide.net/rutgers/admin>. Enter your email address (you can use any email address; choose one you check often) and then use the setup password **newhum**. Follow the on-screen instructions.
2. Check with one of the assistants to confirm your identity in the system; *there is no need to check your e-mail*. Later, you may find a confirmation e-mail with a temporary password in your inbox; you may disregard and delete this e-mail.
3. Now that you have confirmed your identity, you should change the password to something you can easily remember. Go to the "Change Password" page from the main screen and enter a new password in both the "Password" and "Confirm password" fields. When you click "change" it'll look as though nothing happened, but your password **HAS** been changed.

Stage Two: Add Personal Details

From the "Change Password" screen, you'll notice a drop-down menu; click and select "Personal Details." The information you enter here will be shared across all of the classpages you create. Enter as much information as you'd like and then click "SAVE CHANGES." You can always add more information or change it later on.

Stage Three: Add Classes

From the drop-down menu in the upper right, click on "Add or Remove Sections." Choose the course number for your first class from the drop-down list, and enter the section number in the box. Then click "ADD SECTION." You will be returned to the main screen. If the section you just added does not appear under "SECTIONS:" simply hit reload/refresh on your browser. Repeat this process to add other sections (*on the main page, the link to "Add or Remove Sections" is near the bottom under the red NOTE text*).

Stage Four: Edit Pages

After adding a section, you are brought back to the main screen. From here, click on one of the classes under "SECTIONS." To add or change any information, simply click on "Add" or "Add/View" (*note: it does not appear to be a link, but it is; it's located underneath "Class Meeting Times & Locations"*), or on the actual information you want to change. **PLEASE NOTE: In order for your page to be visible to students, you must add class meeting times and location. Be sure to click on "Add/View" and complete that information.** Add, change, or complete as much as you'd like. Then, from the main screen or from the drop-down navigation, select "Logout" to end your session.