

## Viewing Classpages for the Rutgers University Writing Program

Your classpage is a homepage for your class. You can use it to get reminders, assignments, contact info for your instructor, and useful links. You can also use it to sign up for the class mailing list, which lets you receive both email notification of important updates to your class' page and mass emails sent by your instructor. These instructions will help you find your classpage and sign up for the mailing list.

### Three Ways to Get There

There are three ways to get to the classpage for your section:

1. Follow the "Find Your Class' Page" link from the Writing Program website (<http://wp.rutgers.edu>).
2. Go directly to the classpage search system at <http://www.classguide.net/rutgers/>
3. Go directly to your class' page if your instructor gives you the direct address, or if you have bookmarked it already.

### Four Ways to Find It

There are four ways to search for your classpage from the classguide search screen (<http://www.classguide.net/rutgers/>):

1. Course: returns all pages for a particular course
2. Course and section: returns the page that matches that course AND section exactly. The most direct way to find your class' specific page.
3. Teacher: returns all pages created by a particular instructor.
4. Campus and Building: returns all classpages for sections that meet in a particular building.

If the system returns a match for your class, click on the underlined course and section to go to your page. Otherwise, either your instructor has not created a classpage, or your instructor has failed to specify the class meeting time and location in the classpage system.

### Your Web Address

You can write down the web address, or you can bookmark it when they first view the classpage. The address is in the form of "http://www.classguide.net/rutgers/section.php?sectionrow=XX," where "XX" is a number representing the position of that classpage in the database. Let's look at an actual example:



In this example, the web address is  
<http://www.classguide.net/rutgers/section.php?sectionrow=10>

### **Join the Mailing List**

Please note that the last section of the page is a mailing list you can join to be notified when your class' page is updated.

The mailing list creates an automatic message each time your instructor changes the page, so it can notify you when your teacher adds, modifies, or deletes a class reminder, computer classroom time, or assignment. Your instructor will probably want you to sign up for this list.

To do so, you only need to enter your name and email address and click "GO." You can always return to this page to remove yourself from the list. From the drop-down box "JOIN," you would select "REMOVE" and enter your email address again:

**AN IMPORTANT NOTE: The mail generated by the automatic system needs to be sent *from* some address, so the system uses the Rutgers University email address your instructor used when she or he created his/her account. THIS MAY NOT BE THE EMAIL ADDRESS YOUR INSTRUCTOR REGULARLY USES. DO NOT REPLY TO THESE AUTOMATICALLY GENERATED EMAILS.**