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Student User Guide for ChemPortal  
*Chemical Principles, Fourth Edition*

Atkins & Jones

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# Getting Started with ChemPortal for Atkins & Jones, *Chemical Principles, 4e*

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## Overview

Welcome to ChemPortal for Peter Atkins & Loretta Jones' *Chemical Principles, Fourth Edition*. Not only does it lighten your backpack by offering online access to your textbook and other course materials, but communication tools make it easier to connect with your class community. With ChemPortal, you can:

- Follow a personalized study plan that helps you assess your progress in learning each chapter's material.
- Do homework with instant grading and feedback.
- Work with supplemental resource material, such as lab videos, calculators/plotters, animations and tutorials.
- Take and share online notes.
- Participate in discussion forums and chat rooms.
- Communicate with your teacher and/or other students via course email.

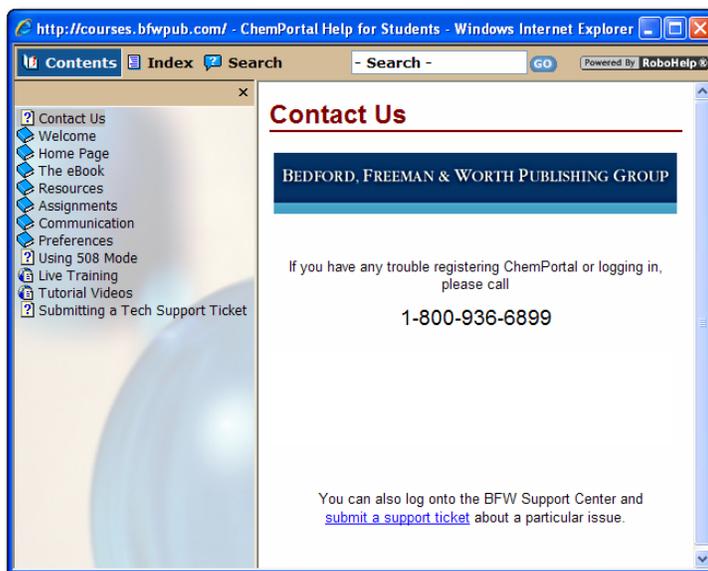
**Note:** Depending on how your instructor has configured the ChemPortal for your class, you may not have access to all these features.

This guide is designed to get you into the course software, introduce you to the main features, and leave you comfortable enough to begin working in the ChemPortal on your own.

## Getting Help

 ChemPortal includes a comprehensive help system with step-by-step instructions for performing a variety of tasks in the program. To access it, click the Help (?) button in the bottom-left corner of the screen. (Note: this online help system is available after you've logged in to ChemPortal.)

For questions that aren't answered by the help system, contact ChemPortal Technical Support, available 24/7. Call 1-800-936-6899.



# System Requirements

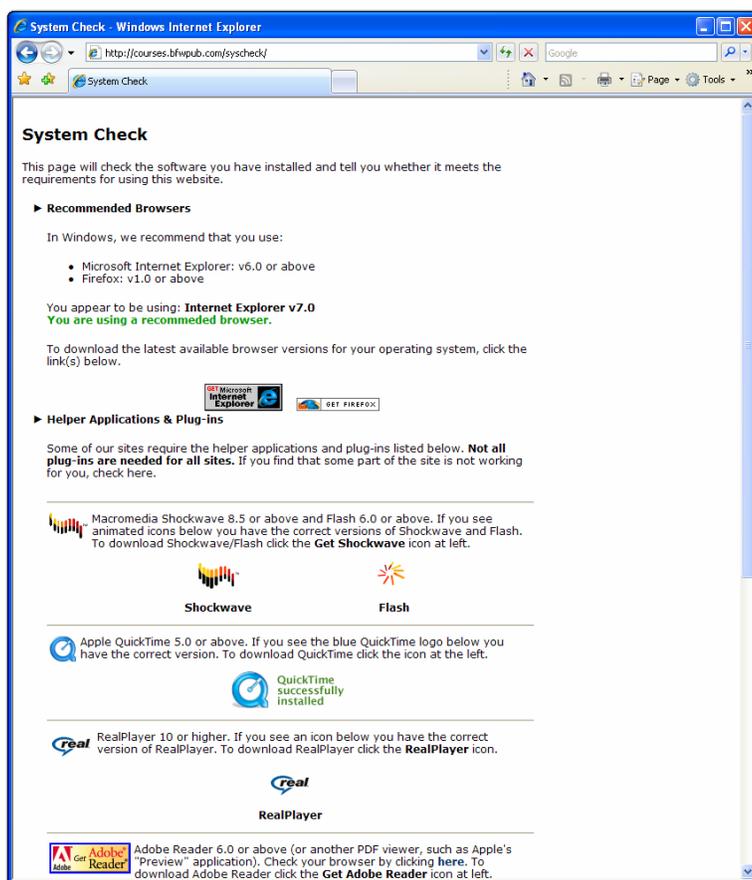
The following Web browsers are formally supported and tested for use with ChemPortal:

- ❑ **Windows:** Internet Explorer version 6 or 7 and Firefox version 1.0 and above.
- ❑ **Mac OS X:** Firefox version 1.5 and above.

In addition, some ChemPortal resources require Adobe Shockwave Player, Adobe Flash Player, Apple QuickTime (5.0 or above), Java, or Adobe Acrobat (version 6 or above). The latest versions of these plug-ins can be downloaded free of charge from Adobe, Sun, or Apple Web sites.



To see which plug-ins you have installed and to find installers, go to the online help system and select the **System Check** link from the System Requirements section or go directly to <http://courses.bfwpub.com/syscheck/>.



**Note:** To view some features of the Portal, you may need to turn off your browser's pop-up blocker, and any pop-up blocker(s) in third-party toolbars you may have added to your browser, such as the Google or Yahoo toolbar.

# Registering for the Course

To get access to ChemPortal, you have two options:

1. Purchase access to ChemPortal through the campus bookstore (either packaged with a printed textbook or by itself).
2. Purchase access to ChemPortal directly from our web site.

## Option One: Registration with an Activation Code

1. Go to <http://portals.bfwpub.com/chemprin> and select the **REGISTER an Activation Code** link. The following registration screen will appear.
2. Then, enter your Activation Code, name, and e-mail address. Your email address will serve as your username for ChemPortal.
3. Create a password. The password must be at least 4 characters long and should be something memorable.
4. Optionally supply a password hint.
5. After confirming your email address, select your school location (state/province) from the drop-down menu at the bottom of the screen. A new drop-down menu will then appear where you can choose your institution; then a course/instructor drop-down menu will appear where you can select your course.
6. Click **NEXT** at the bottom of this screen, confirm your information on the following screen, and click **CREATE ACCOUNT** to complete the registration process.

The screenshot shows a web browser window with the URL [https://purchase.bfwpub.com/?productId=chemprin\\_p](https://purchase.bfwpub.com/?productId=chemprin_p). The page is titled "Register an Activation Code" and is part of the Bedford, Freeman & Worth Publishing Group. It contains the following fields and instructions:

- Activation Code\*:** [Text input field]
- First Name:** [Text input field]
- Last Name:** [Text input field]
- Email:** [Text input field]
- Note:** Your e-mail address will serve as your username for ChemPortal.
- Password:** [Text input field]
- Retype Password:** [Text input field]
- Password Hint:** [Text input field]
- Confirm Your E-mail:** [Text input field]
- Course Selection:** A dropdown menu to select the state or province where the institution is located.
- Next Step:** A "NEXT" button with a right-pointing arrow.

Additional text on the page includes: "Please enter a password for your account. Your password must be between 4 and 20 characters long, and may contain only letters, numbers, and/or the underscore ('\_') character. (If you've previously registered for any other website associated with a Bedford/St. Martins, W.H. Freeman, or Worth Publishers textbook, use the same password you used then. If you're not sure, just enter a password below and we'll check it for you.)" and "Optional: Enter a question that will remind you of your password, should you forget it. For example, if your password is a street address, your hint might be: Where did I live when I was 12?".

### Option Two: Purchase Access Directly Via the Site

1. Go to <http://portals.bfwpub.com/chemprin> and select **PURCHASE access to ChemPortal** and then select your state/province from the drop down menu. You will then be prompted to select your institution and your course from additional drop-down menus.
2. Enter an email address and password, as described in the Activation Code instructions on page 3.
3. Enter payment information including your name (as it appears on the credit card); card number, expiration date, and billing address, then click **NEXT**. After confirming your information, you should click **PLACE YOUR ORDER**.
4. Once you have placed your order and the system has confirmed payment, you will see a screen that says "Thank You," and confirms your name, email address, username, and password. You will also receive a confirmation email.

**Note:** You won't be able to change your email address once you have registered, so you must choose an address that will be valid for the duration of the course.

Once you have completed this process, go to <http://portals.bfwpub.com/chemprin>, enter your email address and password, and click **LOG IN** (see below).

## Logging in to the Course

To login to the ChemPortal course, go to <http://portals.bfwpub.com/chemprin>. Supply your email address and password and click **LOG IN**.

**CHEMICAL PRINCIPLES**  
The Quest for Insight

**CHEMPORTAL**

Login to ChemPortal

Email Address

Password

**LOG IN** [Forgot your password?](#) [Need to switch courses?](#)

New to ChemPortal? **Get Started Here!**

**Preview:** » [CHEMPORTAL](#) as a student

**Students:** » [PURCHASE](#) access to ChemPortal  
» [REGISTER](#) an Activation Code

**Instructors:** » [REQUEST](#) a 3-week trial  
» [ADOPT](#) ChemPortal

**PETER ATKINS / LORETTA JONES** W.H. Freeman and Company

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[Contact Us - Technical Support](#) | [System Check](#)

If you have any trouble with a log-in id or password, call 1-800-936-6899 or contact technical support via email at [techsupport@bfwpub.com](mailto:techsupport@bfwpub.com).

# The ChemPortal Home Page

Once you've logged in to ChemPortal, the home page appears. From here, you can access all the information, tools, and resources in ChemPortal.

**Note:** Your instructor can customize this home page to suit the needs of your class, so what you see may not exactly match what is shown here.

The screenshot shows the ChemPortal home page for 'CHEMICAL PRINCIPLES: The Quest for Insight, FOURTH EDITION' by Peter Atkins and Loretta Jones. The page includes a navigation bar with tabs for HOME, eBook, RESOURCES, and ASSIGNMENTS. The main content area is divided into several sections: Course Info, Assignments, Gradebook, Communicate, and Announcements. A 'ChemPortal QuickStart' section provides links to the eBook, resources, and assignments. A search bar is located at the top right. A '508' button is visible in the bottom-left corner.

Callout boxes provide the following instructions:

- Use tabs to go to specific pages of the course Portal.
- Search the entire Portal for a topic, or jump to a page or section.
- View info about the course and the instructor.
- Check upcoming assignments, check the course calendar, view your grades and look up profiles of other course members.
- Read or send course mail, update your blog or check others' blogs, participate in a discussion forum.
- Display online help.
- Switch to a different section.
- Switch to 508-compliant version.
- Log out.
- Edit your user profile, forward course mail and set system settings.
- Jump directly to a chapter of the eBook.
- View course announcements.

**Note:** If you have a visual disability, click **508** in the bottom-left corner to switch to a version of ChemPortal that is compliant with the 508 amendment to the American Rehabilitation Act. This version is compatible with screen-reader software.

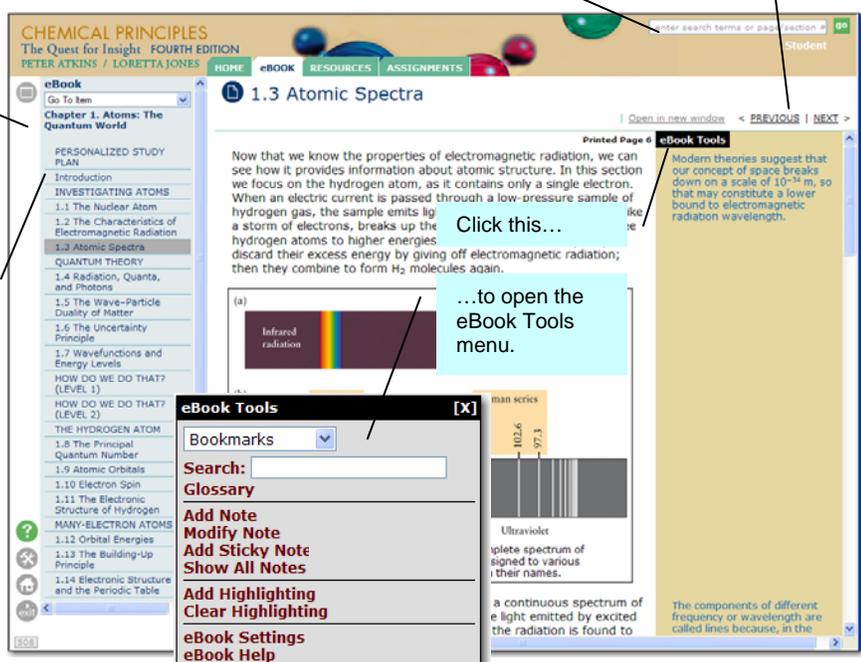
# The ChemPortal eBook

The ChemPortal eBook is a complete online version of Peter Atkins & Loretta Jones' *Chemical Principles, Fourth Edition*. Links throughout the eBook connect to numerous study tools, such as lab videos, calculators/plotters, animations and tutorials – all designed to make your learning experience more effective and engaging.

To open the eBook's table of contents, click the **eBOOK** tab at the top of the page. From there, select the chapter or section where you want to go. You can also jump directly to a chapter by selecting it from the eBook drop-down list on the home page.

To get started in the eBook, choose a chapter here 

Once you're in the eBook, use the navigation pane (on the left) and the **Previous** and **Next** links to get around a chapter or to go to another chapter. Use the **Search** box in the upper-right corner of the window to jump to the eBook section corresponding to a given printed page, or use it to find information on any given topic.



The screenshot shows the eBook interface for 'CHEMICAL PRINCIPLES: The Quest for Insight, Fourth Edition' by Peter Atkins and Loretta Jones. The main content area displays '1.3 Atomic Spectra' with a text passage and a diagram of a spectrum. A callout box points to the search box in the top right, stating: 'Type a term to search for, or enter a page or section number, then click Go.' Another callout points to the 'PREVIOUS' and 'NEXT' navigation links, stating: 'Use Previous and Next to cycle through the sections.' A third callout points to the left-hand navigation pane, stating: 'Use the Navigation Pane to jump to a chapter or section.' A fourth callout points to the 'eBook Tools' menu, stating: 'Most chapters contain a Personalized Study Plan that guides you to materials you should review based on your responses to a diagnostic quiz.' A fifth callout points to the 'eBook Tools' button, stating: 'Click this... ..to open the eBook Tools menu.' The 'eBook Tools' menu is open, showing options like Bookmarks, Search, Glossary, Add Note, Modify Note, Add Sticky Note, Show All Notes, Add Highlighting, Clear Highlighting, eBook Settings, and eBook Help.

Every section contains hyperlinks to additional material, related sections, learning tools, and glossary definitions. To highlight a phrase, double-click it. To bookmark a section or add your own notes, click the **eBook Tools** button.

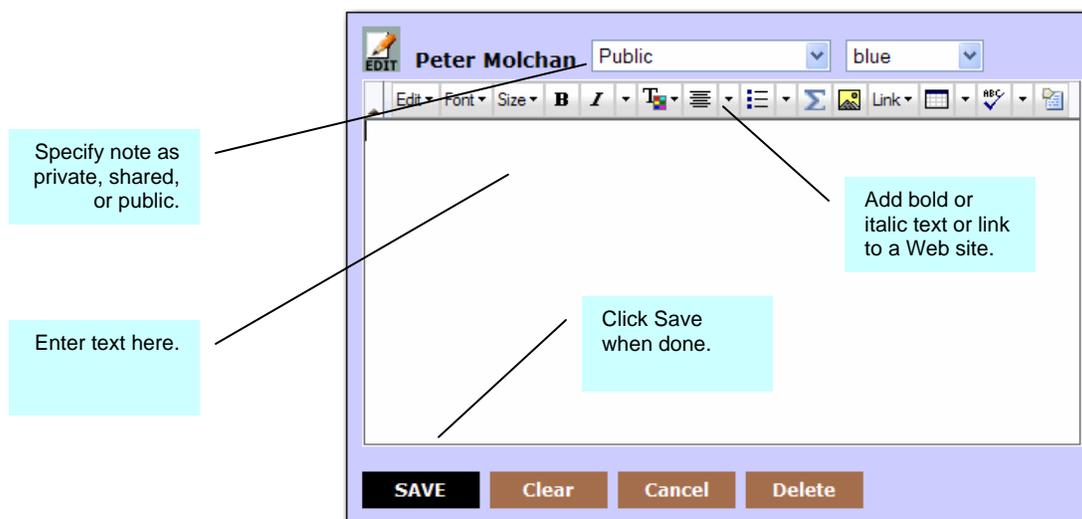
## Taking Notes

At the top of every eBook section, you'll see any notes your instructor has added. You can add your own notes to the section as well. To add a note, click the **eBook Tools** button and choose **Add Note** from the Tools menu.

In the displayed Note Box, type the text of your note. Use buttons to the right to add bold or italic text or to insert a link to a Web site.

Use the drop-down list to specify your note as Public (anyone to whom you give permission can view, but only you can edit), Shared (those to whom you give permission can view and edit), or Private (only you can view). Click **Save** to save your note. To edit the saved note later, click the **Edit** icon in the note's top-left corner.

**Note:** For more on sharing notes, refer to the ChemPortal online help.



## Accessing ChemPortal Resources

ChemPortal comes with an abundance of online resources to aid your learning process: lab videos, calculators/plotters, animations, tutorials and more. Your instructor can also upload additional resources for the course.

Learning resources are embedded throughout the eBook, and a section at the end of each chapter lists that chapter's resources.

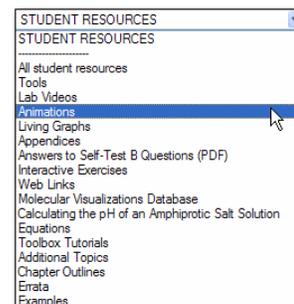
**Note:** Your instructor may also add resources directly in the eBook.



You can also access from through the Resources page. Click the **RESOURCES** tab (or click the Resources link on the home page if available).

In addition to resources supplied by the publisher, your instructor may add course-specific resources, such as discussion forums or lecture slides. These are listed directly on the Resources page.

To view ChemPortal Resources, select a type of resource from the Student Resources drop-down list and a chapter from the Chapters drop-down, then click **go**. Click on any of the displayed resources to access it.



## Viewing Assignments

When your instructor creates an assignment in ChemPortal, it is added to your Assignments page. ChemPortal keeps track of what assignments you've completed and when upcoming assignments are due.

To view all assignments, both past and upcoming, click the **ASSIGNMENTS** tab. (Assignments due in the current week may also be listed on your home page).

The Assignments page lists all of your course assignments. It shows due date, gradebook points, and status. You can use the **Sort Assignments by** drop-down box to change the order in which assignments are listed. Click an assignment to jump to it.

**Click an assignment title to work on the assignment.**

**Jump to the calendar, which shows assignments arranged by due date.**

**Choose how assignments are arranged on the page.**

Assignment Type/Title	Due Date	Gradebook Points	Status
<b>Quizzes</b>			
Chapter 18 Self-Test	9/24/2007	—	due 6 days ago
Fundamentals Quiz	9/7/2007	0/100	due 24 days ago
Untitled Quiz1	8/1/2007	0/100	due 60 days ago
Chapter 1 Quiz	—	0/100	not complete
Chapter 4 Sample Quiz	—	0/100	not complete
Fundamentals	—	0/100	not complete
Homework 1	—	0/100	not complete
Untitled Quiz	—	0/100	not complete
Untitled Quiz	—	0/100	not complete
Untitled Quiz	—	0/100	not complete
Untitled Quiz	—	0/100	not complete
Untitled Quiz sar	—	0/100	not complete
<b>Offline Assignments</b>			
Offline Assignment_Vista	—	0/100	not complete
Untitled Offline Assignment sar	—	0/100	not complete
<b>Multi-Part Lessons</b>			
Untitled Lesson	9/5/2007	—	not complete
<b>Resources, eBook Pages, and Lin</b>			
For testing	—	0/100	not complete
<b>eBook Chapters, eBook Sections, and Folders</b>			
FUNDAMENTALS	9/5/2007	—	due 26 days ago
Chapter 1. Atoms: The Quantum World	9/5/2007	—	due 26 days ago
<b>Discussion Forums and Public Submission Spaces</b>			
Untitled Discussion Forum SARI	—	—	not complete

Due dates for assignments are also entered in your course calendar. Click **Go to Calendar** to display the calendar.

## Checking Your Grades

Click the **Grades** link on the home page to check your current status in the course. This link is available under Course Work and may also be listed under Gradebook, if available. The Grades page shows your current overall grade at the top of the page. Grades for each assignment follow, along with any comments entered by your instructor.

10, student (qa\_student\_10@school.edu)

Overall: 92.86%

Title	Grade	Comments
Untitled Quiz (100 pts.)	100	
TestQuiz (100 pts.)	90	
Quiz1 (100 pts.)	85	
quizmultisession (100 pts.)	90	
test Offline Assignment (100 pt	95	
samquiz (100 pts.)	90	
samUntitled Quiz (100 pts.)	100	

Homework

## Course Mail

ChemPortal includes its own email system for communicating with your instructor and others in your course. Your instructor will use this course mail to send out reminders or to communicate directly with you. To access your course mail, click **Inbox** in the Communicate area of your home page. (Or click **Compose** to jump directly into writing an email.)



**Note:** your course mail will be automatically forwarded to the email address you use to sign in to the portal. To change your email forwarding address, click the **Preferences** button in the sidebar on the left of your screen. Click **System Settings**, page down to **Mail Settings** and enter the email address to forward your mail to at the bottom of the page. Select a forwarding mode, and click **Save**. When you reply to forwarded course mail, the reply is sent through the outside email associated with the sender, not through the course mail system.

**Mail Settings**

**Directions:** You can have a copy of mail that you a forwarding mode.

**Forwarding Address**

**Forwarding Mode**

Your Course Mail inbox will look like this:

The screenshot shows the Course Mail interface with the following callout boxes:

- Set email options.** (Points to the 'Compose' button)
- Click to write an email to send.** (Points to the 'Compose' button)
- Select a folder to view.** (Points to the folder list on the left)
- Delete selected emails.** (Points to the 'Delete' button)
- Filter emails shown in list.** (Points to the search bar at the top right)
- Click to view email.** (Points to the email list)
- Enter text and click Search Folder to find emails containing the given text.** (Points to the search bar)

The email list shows one email from [pmolchan@acedsl.com](mailto:pmolchan@acedsl.com) with the subject 'First Assignment'.

To send an email, click Compose (from either the Course Mail page or the home page). Click Add Recipients and add course members to the To, CC, or BCC lists, then click OK. Type the subject and email text, then click Send.

Your Compose Message screen will look like this:

The screenshot shows the Course Mail Compose Message screen with the following callout boxes:

- Click here to select recipients from a course list.** (Points to the 'Add Recipients' button)
- Use the inline editor to format text, run the spell-checker, or add links.** (Points to the text editor area)
- Click here to attach a file to the message.** (Points to the 'Attach files' button)
- Click to send.** (Points to the 'Send' button)

The screen includes fields for 'To:', 'Subject:', and 'Priority: Normal'. There are also buttons for 'Send', 'Save Draft', and 'Cancel'.