

# Visual Guide: Overview of the Account and Activity Tools

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Visual Guides provide illustrated, detailed instructions on how to use Norton Digital Toolkit products. This page presents annotated diagrams about the account and activity tools that can be accessed by clicking on the gear menu in the upper corner.

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## Account Tools

To access the account tools while on the Digital Resources page or the Activity List, click on the gear icon in the upper right corner of the screen.

The screenshot shows the ZAPS interface. At the top, there is a dark navigation bar with a back arrow, 'Digital Resources', 'ZAPS', the user email 'zapsinstructor@wnnorton.edu', and a gear icon. A red arrow points to the gear icon. Below the navigation bar is the ZAPS logo and 'The Norton Psychology Labs'. There are buttons for 'SELECT A STUDENT SET', 'Export This Data', and 'Student Grades'. Below these is a table header with columns: 'ASSIGNMENT TITLE', 'GRADES ACCEPTED UNTIL', 'SUBMITTED GRADES', 'AVG. TIME SPENT (MM:SS)', and 'AVG. GRADE'. The bottom part of the screenshot shows the gear menu open, with numbered callouts 1 through 7 pointing to the following items: 1. Username: zapsinstructor@wnnorton.edu; 2. Manage Student Sets; 3. Show Student View; 4. Help; 5. Change Your Email; 6. Change Your Password; 7. Sign Out.

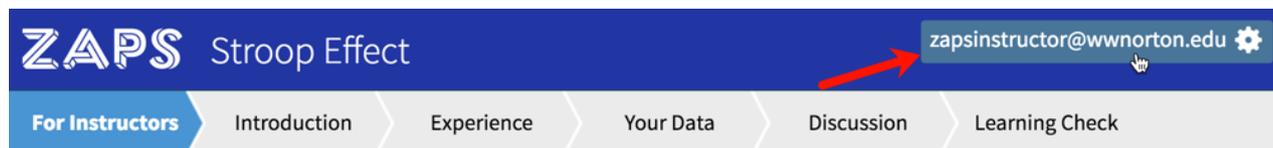
1. The email address associated with your account.
2. Click on Manage Student Sets to create new or manage existing Student Sets.
3. Click on Show Student View to view the activity list as your students will see it. To return to the instructor view, click on the gear icon again and select Return to

Instructor View from the menu.

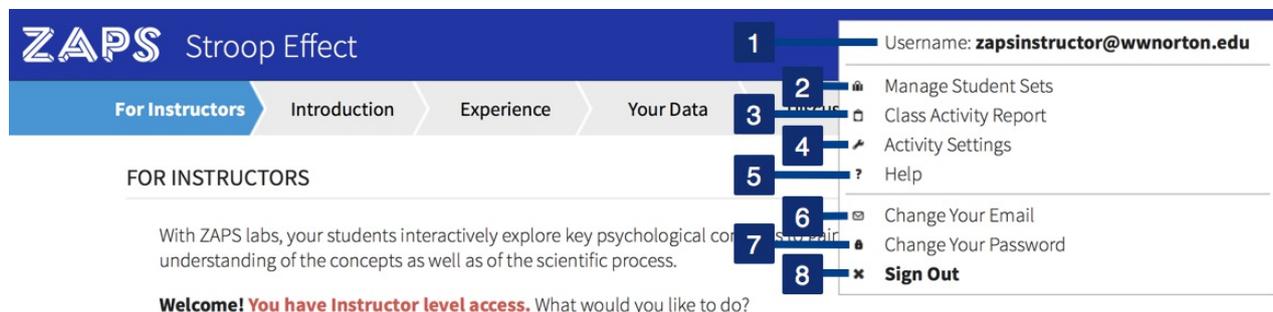
4. Click on Help to view the help resources for ZAPS.
5. Click on Change Your Email to change the email address associated with your account.
6. Click on Change Your Password to change the password on your account.
7. Click on Sign Out to exit ZAPS. You will also be automatically logged out after 2 hours of inactivity.

## Activity Tools

To access the activity tools while within an activity, click on the gear icon in the upper right corner of the screen.



FOR INSTRUCTORS



1. The email address associated with your account.
2. Click on Manage Student Sets to create new or manage existing Student Sets.
3. Click on Class Activity Report to view the Class Activity Report for the selected activity.
4. Click on Activity Settings to view the Activity Settings for the selected activity.
5. Click on Help to view the help documentation for the selected activity.
6. Click on Change Your Email to change the email address associated with your account.
7. Click on Change Your Password to change the password on your account.

8. Click on Sign Out to exit ZAPS. You will also be automatically signed out after 2 hours of inactivity.

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