Instructor-only Functionality

Last Modified on 08/02/2024 12:12 pm EDT

The Norton Ebook Reader has functionality that is exclusive to instructors. This page details the Norton Ebook Reader tools that allow instructors to share highlights and annotations with students, and to monitor class-wide reading activity.

Hide All Answers

Instructor Content

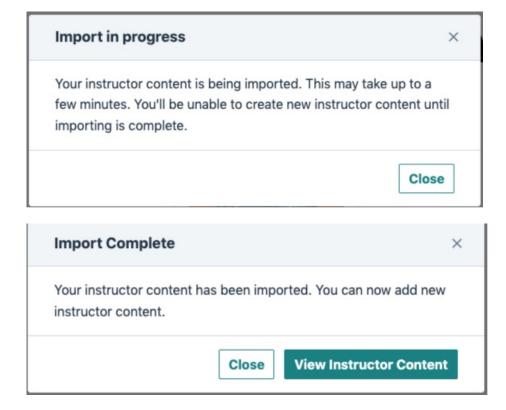
Instructor Content functionality allows instructors to create, edit, and publish shareable content with students.

Please note: Students must first join the Student Set to view Instructor Content.

Not only can instructors share notes attached to selected ebook text, but they can also share images, videos, and links. A notable component of the instructor content feature is that it includes guidance and checkpoints for instructors, which will ensure they are sharing content with students that is accessible.

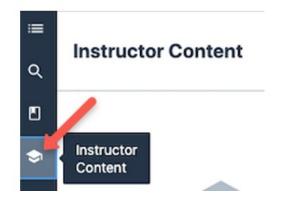
Instructor's personal notes and highlights that exists in the Classic Ebook Reader will automatically import into the New Ebook Reader upon first opt-in to the new reader.

Please note: Shared highlights will not be available in the New EBook Reader since the green highlighter is now available to all users in the new Ebook.



How to View Instructor Content

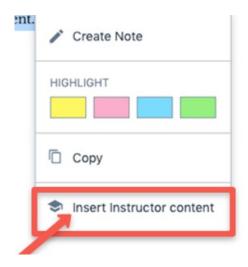
From the Ebook, click the Instructor Content icon (mortarboard hat) from the Context menu on the left side of screen.



How to Create New Instructor Content

Select content from the ebook

Click Insert Instructor Content.



Important to Note: Instructor Content created in Beta will remain in Beta and not transfer if you decide to switch back to the Classic ebook reader.

Instructor Content Feature Box

it w	ith.	1									
•	This c				d by the	author(s).	2				
	В	i	U	Θ	1	3					
	Ente	4	ent								
() sure		c that a	ll links,	images,	nts in all your o and videos are 5				Cance 6	Publish 7

1. Instructor Content Feature box

2. Descriptive text - This content is not endorsed by the author(s).

3. Rich text editing options - Bold, Italics, Underline, and Insert Features: insert link, insert image, insert video

4. Text content box

5. Descriptive text – Content will be visible to students in all of your courses using this ebook. Be sure to check that all links, images, and videos are accessible by referring to the accessible content guidelines.

6. Cancel button

7. Publish button

How to Edit and Delete Instructor Content

Select the Actions Menu

=		Gateways to Art
۹	Instructor Content	Part 1 Fundamentals
Ð	2 instructor posts	
	Part 1 Fundamentals	
	Part 1 Fundamentals	
	Class - please review. Important View in Book	Art is a form of visual language, and much as we use vocabulary and grammar to communicate verbally,
	Part 3 History And Context Edit	artists use a visual vocabulary (the elements of art) and rules similar to grammar (the principles of art). When we study an artwork, we can use the same elements and principles to analyse the work: a process
	Part 3 History And Context Chapter 3.7 Art of Europe and A	called visual analysis. In this part you will learn about the elements and principles and will be shown how to apply them in a visual analysis. You will also learn how to use two other concepts when you analyse a
	June 15, 2022	work of art: style and content.
	Important topic	Instructor Content This content is not endorsed by the author(s).
		Class - please review. Important section.
		The ten elements of art are:
		Color
		Form
		Line
		Mass

- 1. From the Ebook Menu panel
 - Select Instructor Content icon
 - Select the content to edit
 - Click the Action Menu
 - Select Edit to make revisions and Publish to save or ælect Delete to delete the content
- 2. From Instructor Content box within the Ebook
 - Select the 3 dot Action Menu
 - Click Edit to make revisions and Publish to save or ælect Delete to delete the content

Adding Accessible Images, Videos, and Links

To ensure that content that you share is accessible to all students, please refer to the Instructor's Guide to Accessible Content @

Images* can only be added to Instructor Content as a Link Address (Right click on the website image and select Copy as Link Address).

*Image format must be .jpeg and .png

To view instructions how how to add an image to Instructor Content, please click here.

Note: In order for students to view your Instructor Content, they need to be enrolled in your Student Set.

Can I monitor student and class-wide reading activity?

Instructors can monitor activity in three ways:

- 1. **Individual student reading activity:** After creating a Student Set and sharing the ID with students, you will have access to each student's reading progress.
- 2. Class-wide averages for reading time per chapter: In the Select a Student Set dropdown menu on your ebook homepage, select the Student Set for which you want to view reading time. Class-wide reading averages will then populate across from each chapter link. In the Active Students column, you'll see the number of students in your Student Set who have accessed the chapter. In the Avg. Time Spent (MM:SS) column, you'll see the average time spent for students who have accessed the chapter.

← Digital Resources	EBOOK		ebook	instructor@wwnorton.edu	\$₀
E Ebook Interactive Online Textbook	•				
15119 (Introduction to Psychology, Section 1) 🗘				الد Student Gr	ades
Export This Data				Return To Last-Visited	Page
CHAPTER TITLE	÷	ACTIVE STUDENTS	¢	AVG. TIME SPENT (MM:SS)	÷
Chapter 1 The Science of Psychology	_	1		320:42	
Chapter 2 Research Methodology		1		56:48	

3. **Individual student ebook access per chapter:** In the Select a Student Set dropdown menu on your ebook homepage, select the Student Set for which you want to view reading time. Click on the Student Grades button.

← Digital Resources	EBOOK		ebook	instructor@wwnorton.edu 🌣
E Ebook Interactive Online Textbook				
15119 (Introduction to Psychology, Section 1) 🗘				الله Student Grades
Export This Data				Return To Last-Visited Page
CHAPTER TITLE	¢	ACTIVE STUDENTS	¢	AVG. TIME SPENT (MM:SS)
Chapter 1 The Science of Psychology		1		320:42
Chapter 2 Research Methodology		1		56:48

Then click Time Spent at the top right of the report. You'll now be able to view both individual chapter ebook access time and aggregate access time for the entire ebook for each student.

🗲 Ebook			STUD	DENT GRAD	ES	ebookinst	ructor@wwnoi	rton.edu	¢₀
	Psycho FIFTH EDI Gazzaniga an		2						
15119 (Introdu Search:	uction to Psy	vchology, Section 1) 🛟	J				Grades	xport This Da	
Student Name	/ Email	Ebook Avg. Time	Ebook: Chapter 1	Ebook: Chapter 2	Ebook: Chapter 3	Ebook: Chapter 4	Ebook: Chapter 5	ZAPS Avg. Time	\$
June, Jason ebookstudent@wv	wnorton.edu	93:24 (5 assignments)	320:42	56:48	7:03	52:31	29:55		-

Showing 1 to 1 of 1 entries

Still need help? Watch this video.

How do I create a new Student Set?

Instructions for how to create a new Student Set can be found here.

How do I edit an existing Student Set?

Note: You can edit any part of the information related to a Student Set except for the associated school and the Student Set ID number itself.

Click on the gear menu in the upper-right corner of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set you would like to edit.

Learn M	orej					Search:	
ID 🗸	Title	¢	Additional Instructors	¢	Students 🝦	Start Date- End Date	Actions
20330	Introduction to Psychology, Sectio	n 1	—	1	20	16/08/22-2016/12/09	Update ×
18390	Introduction to Psychology, Sectio	n 2		0	20	16/08/22-2016/12/09	Update ×
15119	Introduction to Psychology, Section	n 1		1	20	16/01/01-2017/12/31	Update ×

When you are finished editing the Student Set, click the Save button to save your changes and return to the Manage Student Sets window.

General Information	Assignments and Settin	gs
Title: Introduction to Psychology, Section	Product	Assignments
chool Name: US_PA: Duquesne University (ID 22860)	InQuizitive	16
Start and end date of the course this Student Set will be used for:		
Start Date: 08/22/2016 01:20 PM End Date: 12/09/2016 01:20 PM		
Students cannot self-enroll Select 🖨 days after the Start Date		
Do you want your students to enter a campus or school D when they register? Yes O No	<u>Copy assignments and se</u> <u>set</u>	ttings from another student
lembers		Add Member
Students Instructors/TAs		Add Member
	Se	Add Member
	Se School Id	
Students Instructors/TAs		

How do I add a Co-Instructor, Scoring Teaching Assistant, or Teaching Assistant to my Student Set?

Note: Adding a TA or STA to your Student Set will not grant that account access to the associated product(s); the TA or STA will still need to register or purchase access to be able to use the Digital Resources for your textbook.

Click the gear menu at the upper-right of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set to which you would like to add a coinstructor, scoring TA, or TA.

Search:												
ID	•	Title	\$	Additional Instructors	¢		Students	¢	Start Date- End Date	¢	Actions	4
20330		Introduction to Psychology, Section 1	_			1			2016/08/22-2016/12/09)	Update	×
18390		Introduction to Psychology, Section 2	_			0			2016/08/22-2016/12/09)	Update	×
15119		Introduction to Psychology, Section 1	_			1			2016/01/01-2017/12/31		Update	×

In the Members section, click the Add Member button.

	I A	ssignments and Settings	
Title: Introduction to Psychology	, Section 1	Product	Assignments
School Name: unspecified		InQuizitive	16
Start and end date of the course th	is Student Set will be used for:		
Start Date: 01/01/2016	01:18 PM		
End Date: 12/31/2017	01:18 PM		
Students cannot self-enroll	ect 🜲 days after the Start Date		
When they register? Yes No Members		Copy assignments and	Add Member
Students Instr	uctors/TAs		
		Search:	
		School Id	
Name (email)			
Name (email) June, Jason (ebookstude)	ent@wwnorton.edu)		×

In the Role dropdown menu, select the permission level you would like to give the person who you are adding to your Student Set. For a comparison of the four different roles, please see the Overview of Role Permissions section below. Type in the person's email address and click the Lookup button.

- a. If adding a co-instructor, the person you are adding must have a Norton account with full instructor privileges. For help with this, please contact the W.W. Norton Service Desk.
- b. If you are adding a scoring TA or TA, this person does not need to have a pre-existing Norton account. In the case that they do not have a Norton account, we will send them an email with log in instructions once you add them to your Student Set.
- c. Note: If you are adding a student as a scoring TA or TA, you are changing their permissions in all Norton products. If they are enrolled as a student in another Student Set, please have them register with a separate email address when logging in as a TA or a scoring TA.
- d. Once you give an account a specific level of permission in your Student Set, you cannot downgrade that account to a lower permission level. For example, if you give an account scoring TA access, you cannot downgrade that account to TA access.

Ge	eneral Information		Assignments and Settings	
Tit	tle: Introduction to	Psychology, Section 1	Product	Assignments
	:hool Name: unspec		InQuizitive	16
		he course this Student Set will be used for:		
St	tart Date: 01/01/2	Add New Member to Student Set		×
E	nd Date: 12/31/2			
	Students cannot se	Role: Scoring Teaching Assistant	(Learn More)	
Do	o you want your stu	Email Address: iqsta@wwnorton.	edu 🗾 Lo	okup
w	hen they register? Yes O No	STA, InQuizitive (iqsta@wwnorton.	edu)	nother student set
	res ono			nother student set
Mo	mbers			
Me	mbers			Add Member
	Students			
			Cano	cel Add
	Name (emai		School Id	
	Name (emai	9	Schoolid	
	June, Jason (ebookstudent@wwnorton.edu)		×
	(
Mo	ve to: SELECT A ST	TUDENT SET	Move	

Click on the Add button to add the co-instructor, scoring TA, or TA to your Student Set.

	neral Information		Assignments and Settings		
Tit	le: Introduction to	Psychology, Section 1	Product	Assignments	
Sch	hool Name: unspec	ified	InQuizitive	16	
Sta	art and end date of t	he course this Student Set will be used for:			-
Sta	art Date: 01/01/2	Add New Member to Student Set		×	
En	d Date: 12/31/2	Role: Scoring Teaching Assistant 🖨	[l com Mono]		
	Students cannot se			_	
	you want your stu	Email Address: iqsta@wwnorton.edu	Lool	kup	
	Yes No	STA, InQuizitive (iqsta@wwnorton.edu))	nother student s	et
Mer	mbers			Add Member	
	Students				
			Cancel	Add	
	Name (email	0	School Id		
	June, Jason (ebookstudent@wwnorton.edu)		/ ×	

Chanter O Thinking Language and Intelligence

When you are finished updating your Student Set, click on the Save button in the lower-right corner to save your changes.

Removing Co-Instructors, Scoring TAs, or TAs from Your Student Set

Click the gear menu at the upper-right of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set from which you would like to remove a coinstructor, scoring TA, or TA.

Search:													
ID	٠	Title	¢		Additional Instructors	¢		Students	¢	Start Date- End Date	-	Actio	ons
20330		Introduction to Psychology, Section 1		<u></u>			1			2016/08/22-2016/12/0)9	Update	×
18390		Introduction to Psychology, Section 2		-			0			2016/08/22-2016/12/0)9	Update	×
15119		Introduction to Psychology, Section 1		_			1			2016/01/01-2017/12/3	31	Update	×

In the Members section, click on the Instructors/TAs tab.

General	Information	Assignments and Settings	
Title: Ir	ntroduction to Psychology, Section 1	Product	Assignments
School N	lame: unspecified	InQuizitive	16
Start an	dend date of the course this Student Set will be used for:		
Start Da	te: 01/01/2016 12:00 AM		
End Dat	e: 12/31/2017 11:59 PM		
Stude	ents cannot self-enroll Select 🌲 days after the Start Date		
	 vant your students to enter a campus or school ID ey register? No 	Copy assignments and setti	ngs from another student set
when th Yes Members	ey register?	Copy assignments and setti	ings from another student set Add Member
when th Yes Members	ey register? No s	<u>Copy assignments and setti</u> Search:	-
when th Yes Members	ey register? No s		-
Member:	ey register? No No tudents Instructors/TAs	Search:	-
Member:	ey register? No No s tudents Name (email)	Search: Role [Learn More]	Add Member

Click on the X icon to the right of the co-instructor, scoring TA, or TA that you would like to remove from your Student Set.

Note: Removing a scoring TA or a TA does not reset or change the permissions attached to their account.

Genera	l Information		Assignments and Settings		
Title:	ntroduction to Psycholo	ogy, Section 1	Product	Assignments	
School I	Name: unspecified		InQuizitive	16	
Start an	d end date of the course	e this Student Set will be used for:			
Start Da	ate: 01/01/2016	12:00 AM			
End Dat	te: 12/31/2017	11:59 PM			
🗆 Stud	ents cannot self-enroll	Select 🜲 days after the Start Date			
		enter a campus or school ID			
○ Yes	iey register?		Copy assignments and set	ings from another student se	
Member	-			Add Member	
	-	structors/TAs		Add Member	
	-	structors/TAs	Search:	Add Member	
	-	structors/TAs	Search: Role [Learn More]	Add Member	
s	itudents In: Name (email)	structors/TAs		Add Member	
S	itudents In: Name (email)	structor@wwnorton.edu)	Role [Learn More]		

When you are finished updating your Student Set, click on the Save button in the lower-right corner to save your changes.

Overview of Role Permissions

Click on your product to see a complete list of role permissions for Teaching Assistants, Scoring Teaching Assistants, and Co-Instructors.

- Norton Ebook Reader
- InQuizitive
- Smartwork
- ZAPS 2.0
- Digital Landing Page

Can I require students to enter a school ID?

Require students to enter a school ID in a new Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	EBOOK	Use	rname: ebookinstructor@wwnorton.edu
	· · · · · · · · · · · · · · · · · · ·	🛍 Man	age Student Sets 🔔
		* Sho	w Student View
Ebook		? Help	
Interactive Online Textbook		🖻 Cha	nge Your Email
		Cha	nge Your Password
SELECT A STUDENT SET \$		× Sign	n Out

Click on the Create New Student Set button.

	ou to view grades and	performanc	e analytics for ye	our stuc	dents. [Learn	n More]	Cre	ate New	/ Student S
Search:					•				
ID 🔻	Title	\$	Additional Instructors	\$	Students	\$	Start Date- End Date	\$	Actions
			No data availabl	le in tabl	e				
Showing 0 to 0 of 0 e	entries								
For assistance pleas	e contact your Norton	representativ	e or W. W. Norto	n Custo	omer Suppo	rt			

Option 1. Create a new Student Set from scratch will be selected by default. Click on the Next button.

+	Create a New Student Set	¢ 。
	How would you like to initialize your Student Set? [Learn More]	
>	1. Create a new Student Set from scratch.	
SE	2. Create a new Student Set that starts with a copy of an existing Student Set's assignments and settings.	s
в	Select the Student Set ID to copy from: SELECT A STUDENT SET	
		Cancel Next

Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for you Student Set.

Title: Psychology 101, Section 3 Choose your school's state, province, or country: Pennsylvania (US) And your school name: Duquesne University Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time Students cannot self-enroll Select \$ days after the Start Date Do you want your students to enter a campus or school ID when they register? Yes No	General Information				
And your school name: Duquesne University Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time 5 Students cannot self-enroll Select \$ days after the Start Date	Title: Psychology 101, Section	13			
Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time 5 Students cannot self-enroll Select \$ days after the Start Date	Choose your school's state, pro	vince, or country: Pennsy	lvania (US)	\$	
Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time 5 Students cannot self-enroll Select \$ days after the Start Date	And your school name: Duqu	esne University			
Students cannot self-enroll Select 🛊 days after the Start Date	Start and end date of the cours	e this Student Set will be us	ed for:		
	Start Date: 07/17/2018	12:00 AM Eastern Time	End Date: 12/20/2	018	11:59 PM Eastern Time
Do you want your students to enter a campus or school ID when they register? O Yes O No	Students cannot self-enroll	Select 🗘 days after the Start D	ate		
	Do you want your students to	enter a campus or school ID v	when they register?	⊖ Yes	 No
	r assistance, please contact your	Norton representative or W.W.	Norton Customer Su	pport.	

Select Yes to the right of Do you want your students to enter a campus or school ID when they register?

General Information						
Title: Psychology 101,	Section 3					
Choose your school's sta	te, province, or	country: Pennsy	lvania (US)	\$		
And your school name:	Duquesne Univ	ersity				
Start and end date of the	course this Stu	dent Set will be us	ed for:			
Start Date: 07/17/2018	12:0	0 AM Eastern Time	End Date: 12	2/20/2018	11:59 PM Eastern Tim	ne
 Students cannot self-e 	nroll Select 🌲	days after the Start D	ate	4		
Do you want your stude	nts to enter a ca	mpus or school ID v	when they regi	ster? Yes	 No 	
or assistance, please contac	t your Norton rep	resentative or W. W.	Norton Custon	ner Support.		

You will then be given the opportunity to change the label of the ID for your Student Set. The default School ID will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length.

Title: Psychology 101, Section 3 Choose your school's state, province, or country: Pennsylvania (US) And your school name: Duquesne University Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time Students cannot self-enroll Select ♀ days after the Start Date Do you want your students to enter a campus or school ID when they register? Yes No What should this ID be called?	General Information		
And your school name: Duquesne University Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time Students cannot self-enroll Select the Start Date Do you want your students to enter a campus or school ID when they register? • Yes	Title: Psychology 101, Section 3		
Start and end date of the course this Student Set will be used for: Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time Students cannot self-enroll Select \$ days after the Start Date Do you want your students to enter a campus or school ID when they register? • Yes	Choose your school's state, province, o	pr country: Pennsylvania (US)	¢
Start Date: 07/17/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time Students cannot self-enroll Select + days after the Start Date Do you want your students to enter a campus or school ID when they register? • Yes No	And your school name: Duquesne Un	liversity	
□ Students cannot self-enroll Select ♦ days after the Start Date Do you want your students to enter a campus or school ID when they register? • Yes	Start and end date of the course this S	tudent Set will be used for:	
Do you want your students to enter a campus or school ID when they register? • Yes No	Start Date: 07/17/2018 12	:00 AM Eastern Time End Date: 12/20/2018	11:59 PM Eastern Time
	Students cannot self-enroll Select	days after the Start Date	
What should this ID be called? School ID	Do you want your students to enter a c	campus or school ID when they register?	• Yes No
	What should this ID be called? School ID	~	
	or assistance, please contact your Norton re		

Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.

← D	igital Res	ources	INC	QUIZITIVE	iqinstr	uctor@wwnorton.edu	\$₀
ľ	PISIYICHW	Psvchological S	cience			×	
	Manage	Student Sets			_		
	Student Se	ets allow you to view grade	s and performance anal	ytics for your stu	dents. [Learn More]	reate New Student Set	
	Search:						
	ID 🔻	Title	Addition	Studer	nts Start Date- End Date	Actions	
SE	58430	Psychology 101, Section 3	-	0	2018/07/17-2018/12/20	Update ×	:s
E	58424	Psychology 101, Section 2	-	0	2018/07/17-2018/12/20	Update ×	nt
	58411	Psychology 101, Section 1		1	2018/07/17-2018/12/20	Update ×	
	Showing 1	to 3 of 3 entries	Student Set succes Student Set ID is: 5		. The new		
Нοι	For assista	nce, please contact your I			ок		
Chap		Science of Fsychology			R		

When your students initially attempt to join this Student Set, they will be asked to enter their ID. If students are unsure of their ID or do not yet have one, they can simply click the Next button to add themselves to the Student Set and continue on to the digital resources. The next time they login to access the digital resources, they will be asked to enter their ID again. Students will be asked to enter their ID each time they access the digital resources until they finally enter one.

W. W. Norton & Company, In Independent Publishers since 19	DIGITAL RESOURCES	iqstudent@wwnorton.edu 🛛 🌣
OLOGICAL	Psychological Science FIFTH EDITION Gazzaniga and Halpern	Purchase Options
	You are adding yourself to Psychology 101, Section 3 . Please enter your School ID now. You can always add this later. 12345	
F		

Require students to enter a school ID in an existing Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	EBOOK		Username: ebookinstructor@wwnorton.edu
		ŵ	Manage Student Sets 🛄
		*	Show Student View
E Ebook		?	Help
Interactive Online Textbook			Change Your Email
		8	Change Your Password
SELECT A STUDENT SET		×	Sign Out

Click on the Update button to the right of the Student Set for which you would like to require an ID.

Search:							
ID 🗸	Title	¢	Additional Instructors	Students 🖕	Start Date- End Date	¢	Actions
20330	Introduction to Psychology, Section 1	_		1	2016/08/22-2016/12/09	9	Update ×
18390	Introduction to Psychology, Section 2			0	2016/08/22-2016/12/09	Э	Update ×
15119	Introduction to Psychology, Section 1	_		1	2016/01/01-2017/12/3	1	Update ×

Select Yes under Do you want your students to enter a campus or school ID when they register?

		Assignments and Setting	S
Title: Psychology 101	, Section 2	Product	Assignments
School Name: US_PA	: Duquesne University (ID 22860)	InQuizitive	16
Start and end date of t for:	the course this Student Set will be used		
Start Date: 07/17/201	12:00 AM Eastern Time		
End Date: 12/20/201	18 11:59 PM Eastern Time		
when they register? Yes ONO	ents to enter a campus or school ID	Copy assignments and s	ettings from another student set
Members			Add Member
Members Students	Instructors/TAs		Add Member
Students	Instructors/TAs		Add Member

You will then be given the opportunity to change the label of the ID for your Student Set. The default School Id will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length. Click on the Save button when you are finished.

General Information	Assignments and Settings	
Title: Psychology 101, Section 2	Product	Assignments
School Name: US_PA: Duquesne University (ID 22860)	InQuizitive	16
Start and end date of the course this Student Set will be use for:	d	
Start Date: 07/17/2018 12:00 AM Eastern Time	2	
End Date: 12/20/2018 11:59 PM Eastern Tim	e	
□ Students cannot self-enroll Select ♦ days after the Star Date	t	
Do you want your students to enter a campus or school I when they register? • Yes No		
What should this ID be called? School Id	Copy assignments and set	<u>ttings from another student set</u>
Vembers		Add Member
Students Instructors/TAs		
There are currently no students in this Student Set.		

The next time your students login and access the digital resources, they will be asked to enter their ID. If students are unsure of their ID or do not yet have one, they can simply click the Next button to continue on to the digital resources. The next time they login to access the digital resources, they will be asked to enter their ID again. Students will be asked to enter their ID each time they access the digital resources until they finally enter one.

W. W. Norton & Company, Independent publishers since	Inc. DIGITAL RESOURCES	iqstudent@wwnorton.edu 🏻 🌣
PSYCH OLOGICAL SCIENCE	Psychological Science FIFTH EDITION Gazzaniga and Halpern	Purchase Options
	You are adding yourself to Psychology 101, Section 3 . Please enter your School ID now. You can always add this later. 12345	
ſ		7

Can I prevent students from enrolling in a Student Set after a specific

number of days?

Prevent students from enrolling after a specific number of days in a new Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	EBOOK	Username: ebookinstructor@wwnorton.edu
		 Manage Student Sets Show Student View
E Ebook		? Help
Interactive Online Textbook		Change Your EmailChange Your Password
SELECT A STUDENT SET		× Sign Out

Click on the Create New Student Set button.

									×	¢
Manage Student	Sets	nerformanc	e analytics for yours	tudents [] earn	Morel	Cre	ate New	Student Se	et	
Search:	Su to view Grades and	performance	e analytics for your s		I Morej		6			
ID 🔻	Title	\$	Additional	Students	¢	Start Date- End Date	¢	Actions	¢	
			No data available in t	able						
Showing 0 to 0 of 0 e	ntries									
For assistance, pleas	e contact your Norton	representative	e or W. W. Norton Cu	stomer Suppo	rt.					es
rt This Data						Create C	ustom In	Quizitive As	signme	ent

Option 1. will be selected by default. Click on the Next button.

÷	Create a New Student Set	۵.
	How would you like to initialize your Student Set? [Learn More]	
>	1. Create a new Student Set from scratch.	
SE	2. Create a new Student Set that starts with a copy of an existing Student Set's assignments and settings.	.s
E	Select the Student Set ID to copy from: SELECT A STUDENT SET	
		Cancel Next

Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for you Student Set.

General Information				
Title: Psychology 101, Sectio	13			
Choose your school's state, pr	ovince, or country: Penns	ylvania (US)	\$	
And your school name: Duqu	esne University			
Start and end date of the cour	e this Student Set will be u	sed for:		
Start Date: 07/17/2018	12:00 AM Eastern Time	End Date: 12/20/20	018	.1:59 PM Eastern Time 💳 5
Students cannot self-enroll	Select 🗘 days after the Start	Date		
Do you want your students to	enter a campus or school ID	when they register?) Yes	No
assistance, please contact your	Norton representative or W. W	. Norton Customer Su	oport.	

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select drop-down menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date.

Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.

🗲 Di	gital Res	ources	INC	QUIZITIVE	iqins	tructor@wwnorton.edu	\$
	PSYCHA	Psychological S	cience				_
l		Student Sets	s and nerformance ana	lutics for your stude	ents [Learn More]	Create New Student Set	
	Search:	ets allow you to view grade		iyuus ior your stude			
•	ID 🔻	Title	Addition Instructor	Student	s 💠 Start Date- End Date	♦ Actions ♦	
SE	58430	Psychology 101, Section 3	-	0	2018/07/17-2018/12/	20 Update ×	s
Е	58424	Psychology 101, Section 2	-	0	2018/07/17-2018/12/	20 Update ×	ıt
	58411	Psychology 101, Section 1		1	2018/07/17-2018/12/	20 Update ×	
	Showing 1	to 3 of 3 entries	Student Set succes Student Set ID is: 5		The new		
Hov Chape		nce, please contact your l		~	OK		
Chapt	ter 2: Rese	arch Methodology			_		

Any students who try to join this Student Set after the self-enrollment period has ended will receive the message below. Since the self-enrollment period has ended, you will need to manually add students to the Student Set from that point on.

W. W. Norton & Company, Int INDEPENDENT PUBLISHERS SINCE 192	DIGITAL RESOURCES	iqstudent@wwnorton.edu	¢₀
OLOGICAL	FIFTH Gazzar The self-enrollment period for 31278, Psychology 101, Section 1, has ended. Please contact your instructor to get enrolled. Control Cont Cont	Purchase Optic	ons

Prevent students from enrolling after a specific number of days in an existing Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



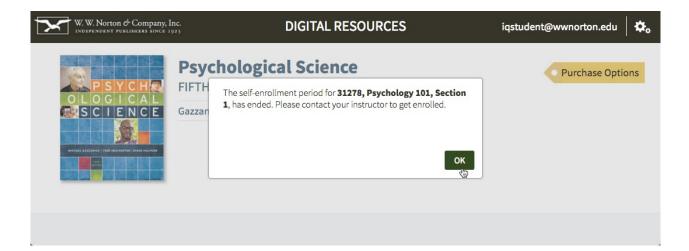
Click on the Update button to the right of the Student Set for which you would like to end the selfenrollment period after a specific number of days.

Search:												
ID	•	Title	¢		Additional Instructors	¢	Student	s 🔶		Start Date- End Date	¢	Actions
20330		Introduction to Psychology, Section 1		8 <u>-</u>			1		2016/0	8/22-2016/12/09		Update
18390		Introduction to Psychology, Section 2		-			0		2016/0	8/22-2016/12/09		Update
15119		Introduction to Psychology, Section 1		_			1		2016/0	1/01-2017/12/31	-	Update

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select drop-down menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date. Click the Save button when you're finished.

General Information			Assignments and Settings				
Title: Psychology 101, Se	ection 1		Product	Assignments			
School Name: US_PA: Du	iquesne Unive	ersity (ID 22860)	InQuizitive	16			
Start and end date of the for:	course this Stu	udent Set will be used					
Start Date: 07/17/2018	12	:00 AM Eastern Time					
End Date: 12/20/2018	11	:59 PM Eastern Time					
 Students cannot self-enr Date Do you want your student when they register? Yes No 	5	Jays after the Start	Copy assignments and s	settings from another student set			
Members	11			Add Member			
Students	12 13 14	/TAs					
	15		Search:				
Name (email)	16 17		School Id				
Simpson-GO.IIB	18 19	zaiib@evergreener.edu)		1			
	20						
	20 21						
	22						

Any students who try to join this Student Set after the self-enrollment period has ended will receive the message below. Since the self-enrollment period has ended, you will need to manually add students to the Student Set from that point on.



How do I move students from one Student Set to another?

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	EBOOK		Username: ebookinstructor@wwnorton.edu
		ŵ	Manage Student Sets
		*	Show Student View
E Ebook		?	Help
Interactive Online Textbook			Change Your Email
		8	Change Your Password
SELECT A STUDENT SET \$		×	Sign Out

Click on the Update button to the right of the Student Set in which the student is currently enrolled.

Search:						
ID 🗸	Title	¢	Additional	tudents Start I End I	A	Actions
20330	Introduction to Psychology, Section 1		1	2016/08/22-2016	6/12/09	Update ×
18390	Introduction to Psychology, Section 2	×.—.	0	2016/08/22-2016	6/12/09	Update ×
15119	Introduction to Psychology, Section 1	_	1	2016/01/01-201	7/12/31	Update ×

In the Members section, locate the student you would like to transfer to another student set and click the checkbox to the left of his or her name. Using the drop-down menu to the right of Move to: select the new Student Set and click the Move button.

	ation		Assignments and Settings	;	
itle: Psycholo	gy 101, Section 1		Product	Assignments	
chool Name:	US_PA: Duquesne	University (ID 22860)	InQuizitive	16	
itart and end d or:	ate of the course th	is Student Set will be used			
Start Date: 07	/17/2018	12:00 AM Eastern Time			
End Date: 12	/20/2018	11:59 PM Eastern Time			
 Students can ate 	not self-enroll Sele	ect 🖨 days after the Start			
o you want yo when they regis Yes O	ter?	er a campus or school ID	Copy assignments and settings from another student set		
embers				Add Member	
embers Student	s Instr	uctors/TAs		Add Member	
	s Instr	uctors/TAs	Search:	Add Member	
Student	s Instr (email)	uctors/TAs	Search:	Add Member	
Student				Add Member	
Student:	(email) Jason (iqstudent@		School Id		

How do I edit student information within a Student Set?

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click on the Update button to the right of the Student Set in which the student is currently enrolled.

Search:						
ID 🗸	Title	¢	Additional Instructors Stud	ents 💠 Start Date- End Date	¢	Actions
20330	Introduction to Psychology, Section 1	-	1	2016/08/22-2016/12/09		Update ×
18390	Introduction to Psychology, Section 2	20 — 3	0	2016/08/22-2016/12/09		Update ×
15119	Introduction to Psychology, Section 1	_	1	2016/01/01-2017/12/31	_	Update ×

Click on the pencil icon to the right of the student whose information you would like to modify.

General I	nformation		Assignments and Setting	s
Title: Ps	ychology 101, Section 1		Product	Assignments
School Na	me: US_PA: Duquesne	University (ID 22860)	InQuizitive	16
Start and for:	end date of the course th	is Student Set will be used		
Start Dat	e: 07/17/2018	12:00 AM Eastern Time		
End Date	: 12/20/2018	11:59 PM Eastern Time		
 Studer Date 	nts cannot self-enroll Sele	ect 🗣 days after the Start		
Do you wa when the		er a campus or school ID		
⊖ Yes	 No 		Copy assignments and s	ettings from another student set
			Copy assignments and s	Add Member
Yes	• No	uctors/TAs	<u>Copy assignments and s</u>	
Yes	• No	uctors/TAs	Copy assignments and s	
Yes	• No	uctors/TAs		
Yes	No udents Instr		Search:	

Using this window, you can adjust the role of the student, change the first or last name, and add or edit an ID. There is no way to change a student's email address. If you have a student who needs to make a change to their email address, please ask them to contact Norton Customer Support for assistance.

General Informatio	on	Assignments and Setting	s
Title: Psychology 1	01, Section 1	Product	Assignments
School Name: US_	PA: Duquesne University (ID 22860)	InQuizitive	16
	of the course this Student Set will be used		
for: Start Date: 07/1	Edit Member Info		×
	Eurember mito		
End Date: 12/2	Role: Student	[Learn More]	
 Students canno Date 	First Name: Jason		
Do you want your	Last Name: June		
When they registe	Email Address: iqstudent@wwnortd	on.edu	her student set
	School Id (optional):		
lembers			d Member
		Can	ncel Save
Students		Call	cel Save