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

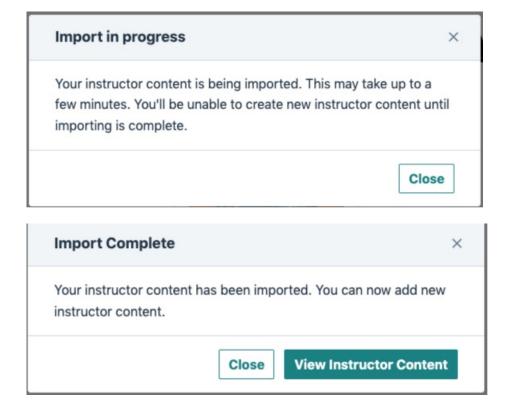
Instructor Content functionality allows instructors to create, edit, and publish shareable content with students.

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.

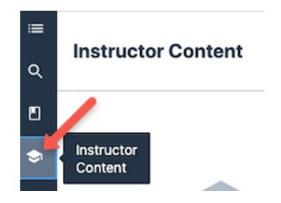
Instructor's personal notes and highlights that exists in the Classic Ebook Reader will automatically import into the New Ebook Reader upon first opt-in to the new reader.

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

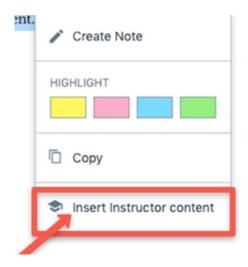
From the Ebook, click the Instructor Content icon (mortarboard hat) from the Context menu on the left side of screen.



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.

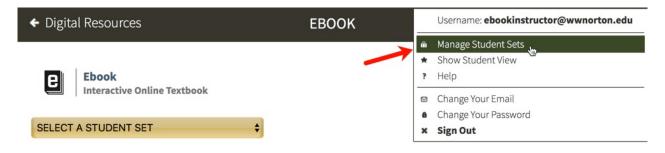
How do I create a new Student Set?

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.



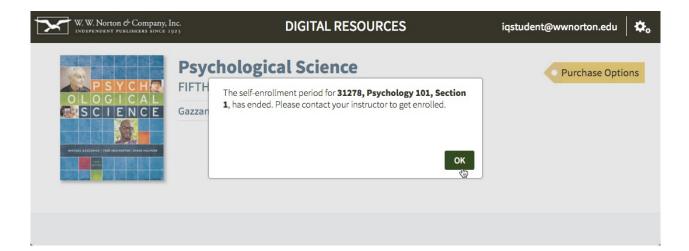
Click on the Update button to the right of the Student Set for which you would like to end the selfenrollment period after a specific number of days.

| 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 |