

Setup and Controls

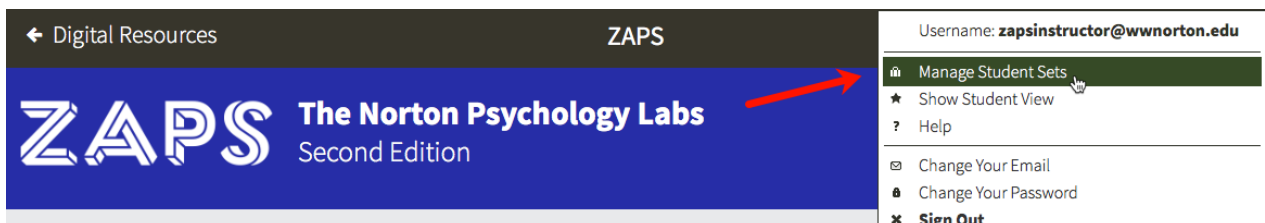
Last Modified on 11/08/2023 2:27 pm EST

ZAPS Psychology Labs provide instructors with the ability to assign due dates, create Student Sets to collect student results and activity data, add and remove students from Student Sets, and to copy assignments and settings between Student Sets.

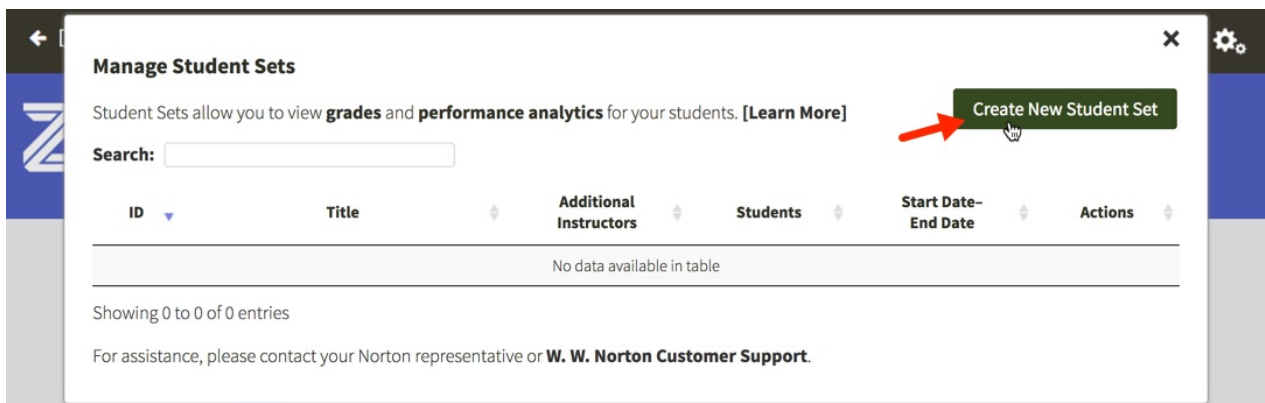
Hide All Answers

How do I create a new Student Set?

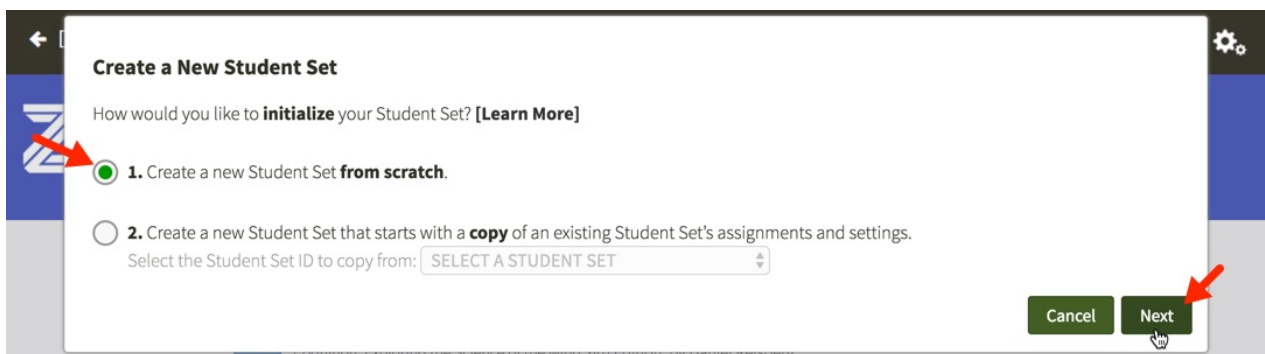
After logging in to ZAPS, click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click the Create New Student Set button.



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



Enter a title for your Student Set, select your school's state, province, or country from the drop-down menu, begin typing the name of your school and choose it from the list that appears, select

start and end dates for the Student Set, and click the Create Student Set button.

Create a New Student Set

General Information

Title: Psychology 101, Section 1

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: 07/25/2018 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

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Cancel Back **Create Student Set**

Make a note of the Student Set ID number and distribute it to your students.

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [Learn More] **Create New Student Set**

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
58874	Psychology 101, Section 1	—	0	2018/07/25–2018/12/20	Update ×
31738	Psychology 101, Section 2	—	0	2017/08/28–2017/12/08	Update ×
31734	Psychology 101, Section 1	—	0	2017/12/08	Update ×

Showing 1 to 3 of 3 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Student Set successfully created. The new Student Set ID is: 58874

OK

How do I add a student to a Student Set?

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

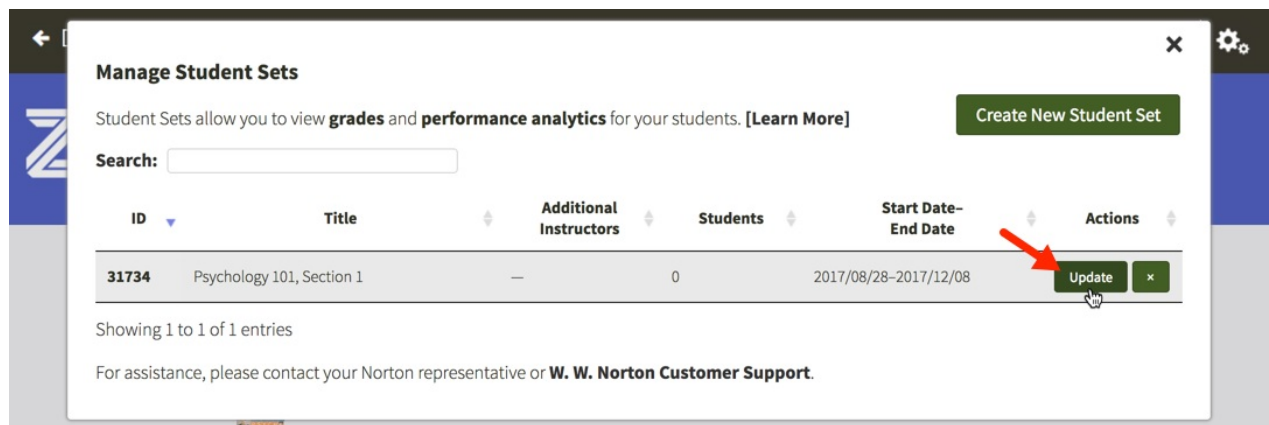
← Digital Resources ZAPS

ZAPS The Norton Psychology Labs Second Edition

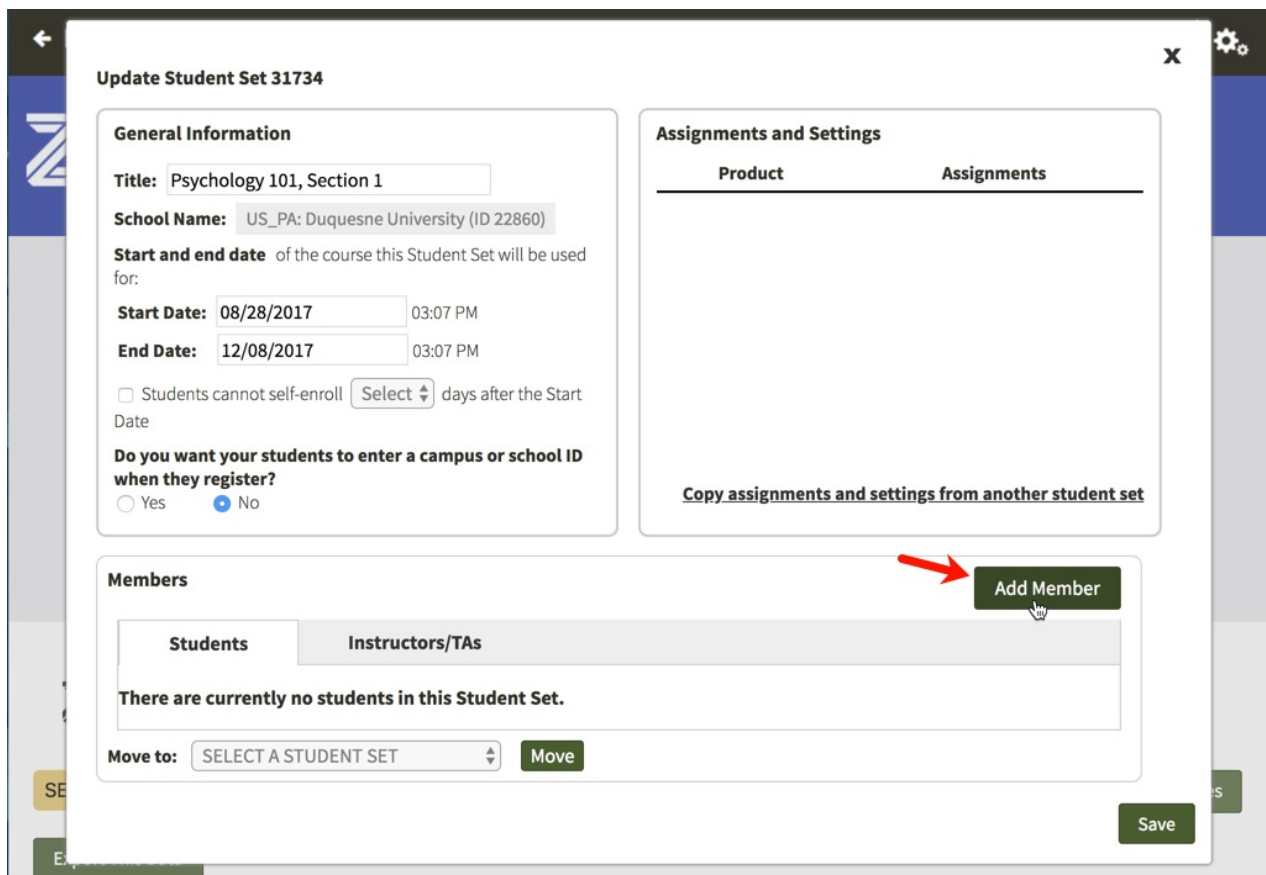
Username: zapsinstructor@wnorton.edu

- Manage Student Sets**
- Show Student View
- Help
- Change Your Email
- Change Your Password
- Sign Out

Click on the Update button to the right of the Student Set to which you would like to add the student.



Click on the Add Member button.



Make sure Student is selected in the drop-down menu at the top, type the student's email address into the Email Address field and click the Lookup button.

Update Student Set 31734

General Information

Title: Psychology 101, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date for:

Start Date: 08/28

End Date: 12/08

☐ Students cannot register before Start Date

Do you want your students to be able to register when they register?

☐ Yes ☒ No

Members

Students

There are currently no students in this Student Set.

Move to: SELECT A STUDENT SET **Move**

Assignments and Settings

Product Assignments

Add New Member to Student Set

Role: Student [Learn More]

Email Address: zapsstudent@wwnorton.edu **Lookup**

June, Jason (zapsstudent@wwnorton.edu)

School Id (optional):

Cancel **Add**

Once the student's account is located, click on the Add button to add the student to this Student Set.

Update Student Set 31734

General Information

Title: Psychology 101, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date for:

Start Date: 08/28

End Date: 12/08

☐ Students cannot register before Start Date

Do you want your students to be able to register when they register?

☐ Yes ☒ No

Members

Students

There are currently no students in this Student Set.

Move to: SELECT A STUDENT SET **Move**

Assignments and Settings

Product Assignments

Add New Member to Student Set

Role: Student [Learn More]

Email Address: zapsstudent@wwnorton.edu **Lookup**

June, Jason (zapsstudent@wwnorton.edu)

School Id (optional):

Cancel **Add**

If the student's account cannot be found, you will receive this message. Please make sure the email address is correct and if it is, please ask the student to create an account using that email address. As mentioned in the message, you can only add students to Student Sets who already have created accounts.

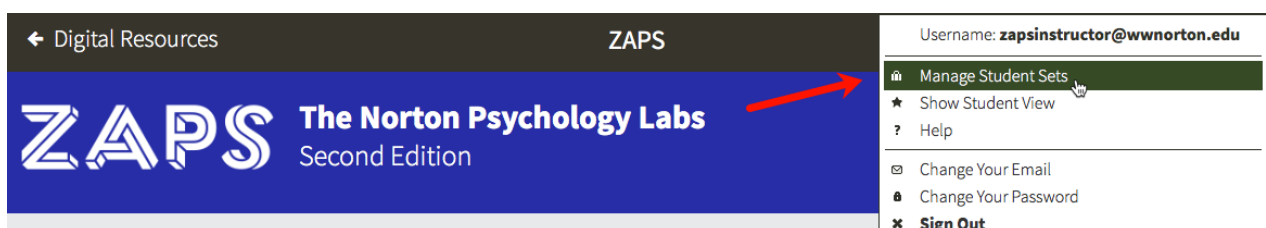
The screenshot shows the 'Update Student Set 31734' interface. The modal 'Add New Member to Student Set' is open, displaying the following fields and messages:

- Role:** Student [Learn More]
- Email Address:** zapsstudent15@wwnorton.edu [Lookup]
- Error Message:** Username zapsstudent15@wwnorton.edu not found. Students must register for access prior to being added to your Student Set. (indicated by a red arrow)
- School Id (optional):** [Empty field]
- Buttons:** Cancel, Add

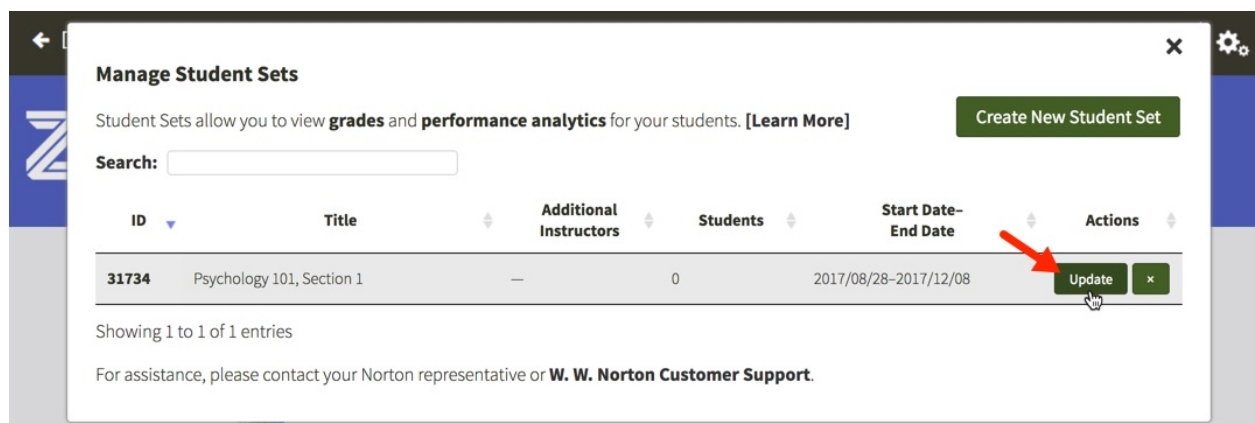
The background form includes sections for General Information (Title, School Name, Start/End Dates), Assignments and Settings, and a Members section with a 'Students' list that currently shows 'There are currently no students in this Student Set.'

How do I remove a student from a Student Set?

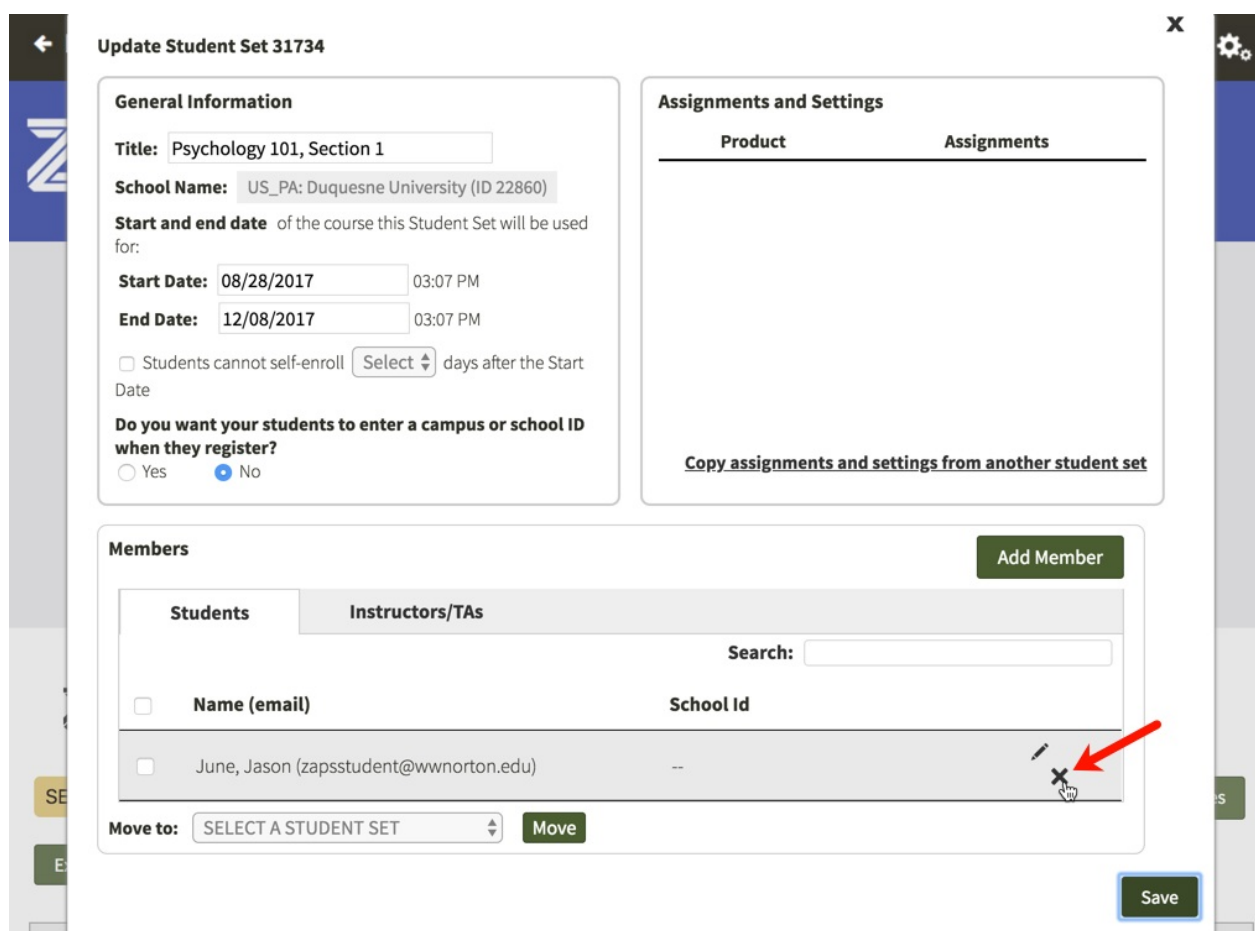
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click on the Update button to the right of the Student Set from which you would like to remove the student.



Click on the X icon to the right of the student you would like to remove from this Student Set.



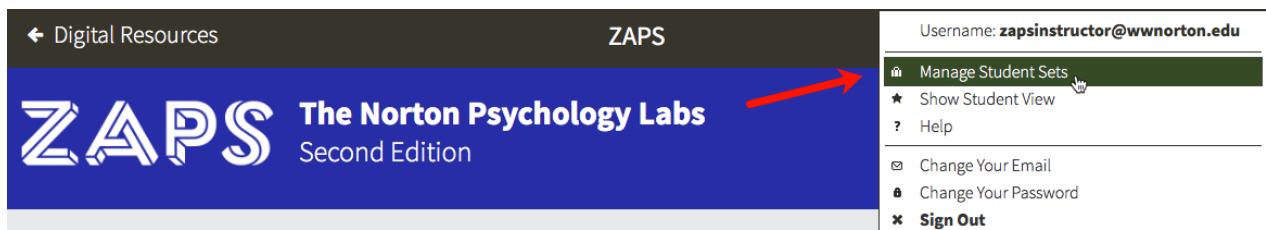
How do I delete a Student Set?

If you need to delete your Student Set, please contact your Norton specialist, or open a support [here](#).

How do I copy assignments and settings from one Student Set to another?

If your Digital Resources page includes an InQuizitive tile, you can copy those assignments and settings from one Student Set to another. In relation to the ZAPS labs, you can use either of the processes below to copy Grades Accepted Until dates for the ZAPS labs across Student Sets.

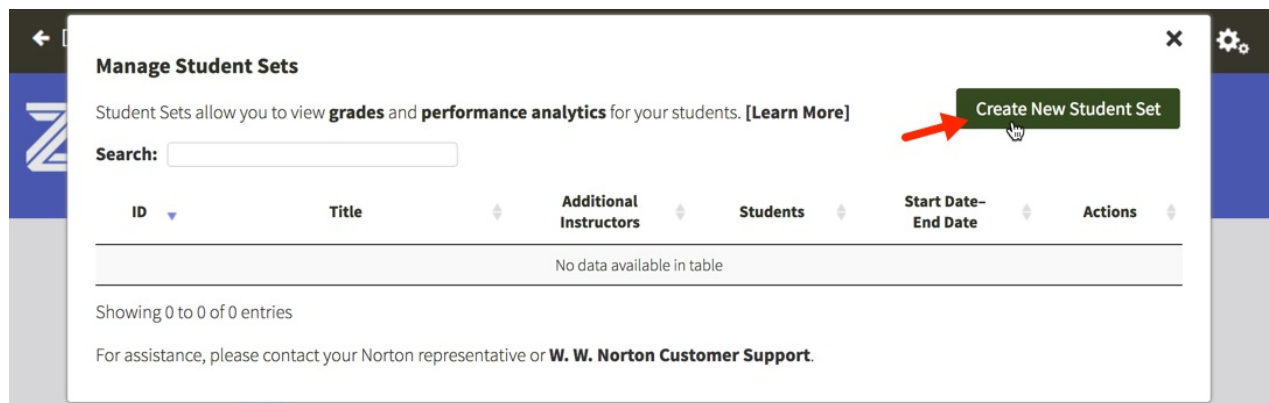
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



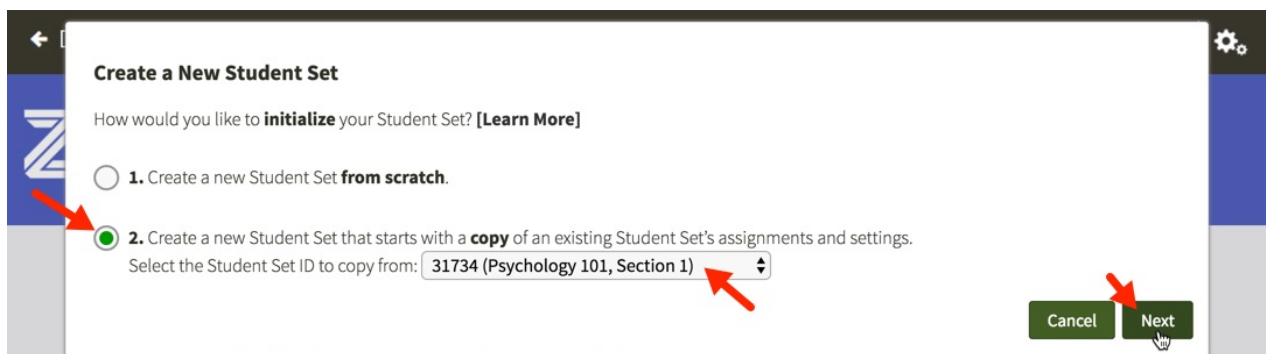
There are two ways in which you can copy assignments and settings from one Student Set to another:

1. Copy Assignments and Settings to a New Student Set

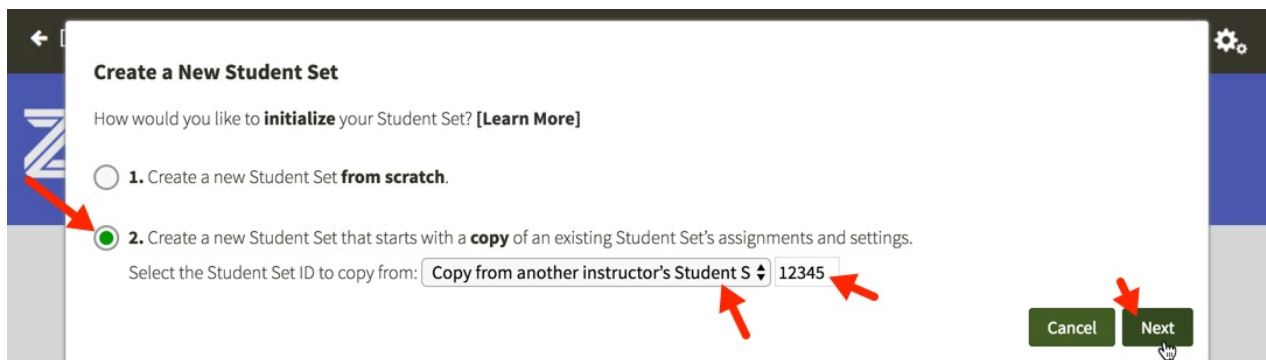
Click on the Create New Student Set button in the upper-right corner.



Select option 2, choose a Student Set from the drop-down menu, and click the Next button.



If you would like to copy the assignments and settings from another instructor's Student Set, select option 2, choose Copy from another instructor's Student Set from the drop-down menu, enter the Student Set ID number, and click the Next button.



Create a New Student Set

You are copying assignments and assignment settings from **31734, Psychology 101, Section 1**

General Information

1 **Title:** COPY OF Psychology 101, Section 1

2 **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:

3 **Start Date:** 07/25/2018 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

Assignments and Settings

Your new student set will **contain all assignments** from the following products.

Note for Smartwork5 users: after this operation, you will need to **publish** Smartwork5 assignments in this set.

4 **Do you want to include your Grades Accepted Until dates?** ☒ Yes ☐ No

Product	Assignments	Include

5

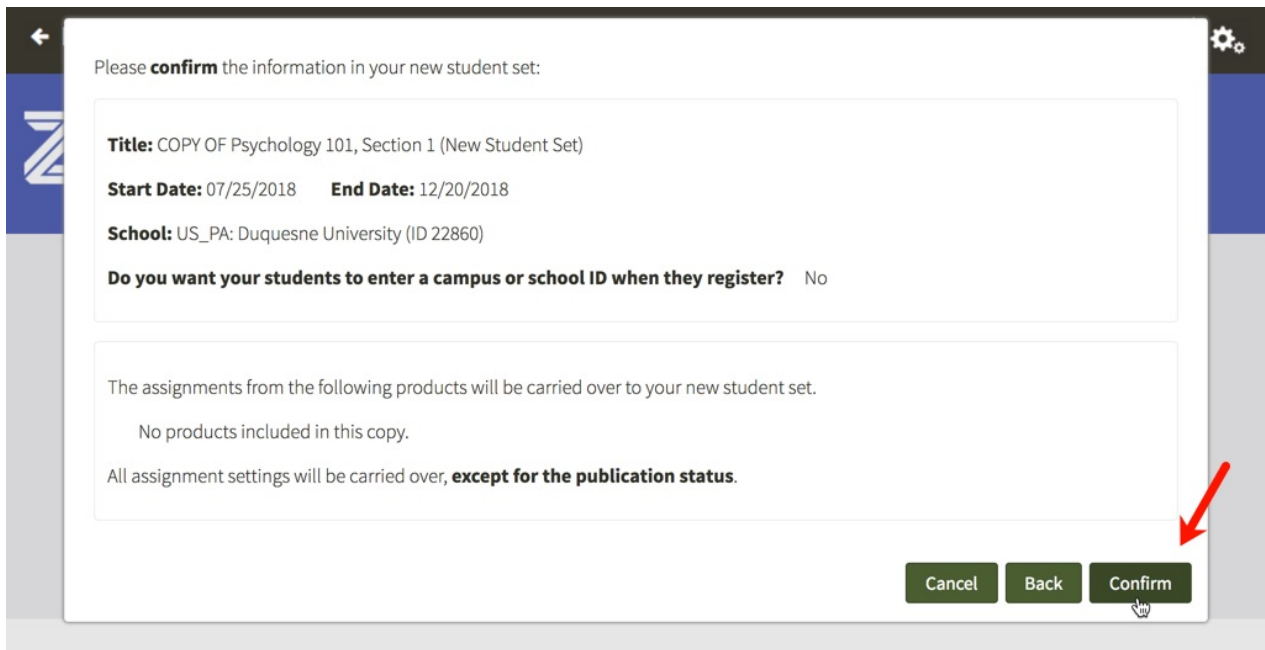
For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

6 **Create Student Set**

Cancel **Back**

1. COPY OF will be added to the beginning of the original Student Set's title. Please feel free to modify the title to fit your needs for this new Student Set.
2. Select your state, province, or country from the drop-down menu and begin typing your school's name into the text field that appears. A list of schools will appear as you type. Select your school from the list or continue typing.
3. Select a Start and End date for this Student Set.
4. If you would like the Grades Accepted Until dates to be copied from the original Student Set, select Yes. All GAUs set in the original Student Set will be copied to this Student Set.
5. You'll be given a brief summary of how many assignments will be copied from the original Student Set. The settings that will be copied include: minimum number of questions to complete each activity, selected learning objectives, and any custom assignments that you created; previous student results will NOT be copied to the new Student Set.
 1. Since the title used for the screenshot above does not contain InQuizitive activities, the summary is blank since the ZAPS labs do not have settings that will be copied to the new Student Set.
6. Finally, click the Create Student Set button.

You will then receive a confirmation message. Please review the information and if everything is correct, click the Confirm button to create the new Student Set with the copied assignments and settings. If you need to make any adjustments, click the Back button to return to the previous screen.



Please **confirm** the information in your new student set:

Title: COPY OF Psychology 101, Section 1 (New Student Set)
Start Date: 07/25/2018 **End Date:** 12/20/2018
School: US_PA: Duquesne University (ID 22860)
Do you want your students to enter a campus or school ID when they register? No

The assignments from the following products will be carried over to your new student set.

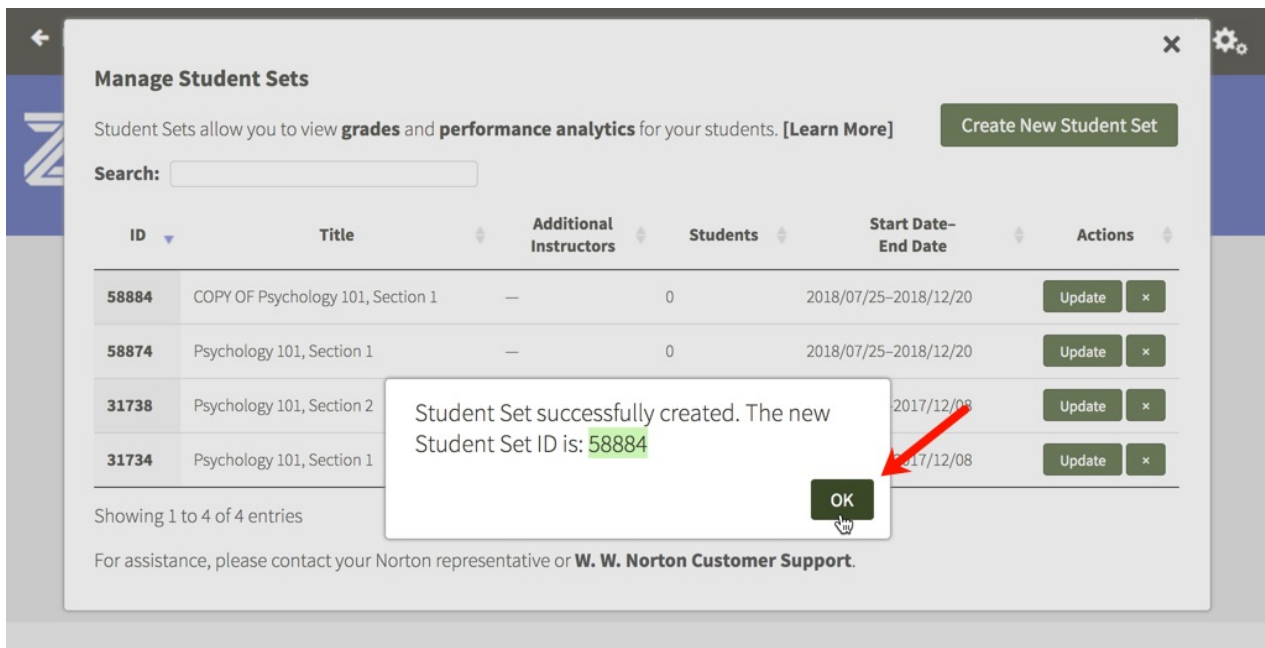
No products included in this copy.

All assignment settings will be carried over, **except for the publication status.**

Cancel **Back** **Confirm**

A red arrow points to the **Confirm** button.

Even though the assignments and settings were copied from another Student Set, your new Student Set will be assigned a new, unique Student Set ID number. Be sure to give your students the new Student Set ID number so that they can join this specific Student Set.



Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#) **Create New Student Set**

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
58884	COPY OF Psychology 101, Section 1	—	0	2018/07/25–2018/12/20	Update x
58874	Psychology 101, Section 1	—	0	2018/07/25–2018/12/20	Update x
31738	Psychology 101, Section 2			2017/12/08	Update x
31734	Psychology 101, Section 1			2017/12/08	Update x

Showing 1 to 4 of 4 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

A success message box is displayed: "Student Set successfully created. The new Student Set ID is: 58884". A red arrow points to the **OK** button.

2. Copy Assignments and Settings to an Existing Student Set

On the Manage Student Sets window, click on the **Update** button to the right of the Student Set to which you would like to copy the assignments and settings.

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

Create New Student Set

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
31738	Psychology 101, Section 2	—	0	2017/08/28–2017/12/08	Update
31734	Psychology 101, Section 1	—	1	2017/08/28–2017/12/08	Update

Showing 1 to 2 of 2 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

In the Assignments and Settings section, click on the Copy assignments and settings from another student set link.

Update Student Set 31734

General Information

Title:

School Name:

Start and end date of the course this Student Set will be used for:

Start Date: 12:00 AM

End Date: 11:59 PM

☐ Students cannot self-enroll days after the Start Date

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

☐ Yes
 ☒ No

Assignments and Settings

Product

Assignments

[Copy assignments and settings from another student set](#)

Members

Add Member

Students

Instructors/TAs

Search:

Name (email)	School Id
<input type="checkbox"/> June, Jason (zapsstudent@wnnorton.edu)	--

Save

Select the Student Set from which you would like to copy the assignments and settings from the drop-down menu.

Copy assignments and settings from another Student Set (Learn More):

✓ SELECT A STUDENT SET

31738 (Psychology 101, Section 2) [Red arrow points here]

Copy from another instructor's Student Set

The assignments from the following products will be carried over to your student set.

Note for Smartwork5 users: after this operation, you will need to **publish** Smartwork5 assignments in this set.

Have students completed **graded work** in this set already?

- If grades are recorded on InQuizitive activities you created yourself, they will be deleted, unless those activities also exist in the set you're copying from.
- All grades for premade InQuizitive activities will be retained.
- If grades are recorded in Smartwork5, you cannot copy Smartwork5 settings into this set.
- Grades for any other assignable activities will be retained (such as ZAPS, Tutorials, or other quizzes).

Do you want to include your Grades Accepted Until dates? ☐ Yes ☒ No

Product	Assignments	Include

Cancel Copy Assignments

ZAPS
The Norton Psychology Labs

If you would like to copy the assignments and settings from another instructor's Student Set, select Copy from another instructor's Student Set from the drop-down menu, enter the Student Set ID number, and click the Apply button.

Copy assignments and settings from another Student Set (Learn More):

Copy from another instructor's Student S [Red arrow points here] 12345 [Red arrow points here] Apply [Red arrow points here]

The assignments from the following products will be carried over to your student set.

Note for Smartwork5 users: after this operation, you will need to **publish** Smartwork5 assignments in this set.

Have students completed **graded work** in this set already?

- If grades are recorded on InQuizitive activities you created yourself, they will be deleted, unless those activities also exist in the set you're copying from.
- All grades for premade InQuizitive activities will be retained.
- If grades are recorded in Smartwork5, you cannot copy Smartwork5 settings into this set.
- Grades for any other assignable activities will be retained (such as ZAPS, Tutorials, or other quizzes).

Do you want to include your Grades Accepted Until dates? ☐ Yes ☒ No

Product	Assignments	Include

Cancel Copy Assignments

If you would like to copy the Grades Accepted Until dates from the original Student Set, click Yes to the right of Do you want to include your Grades Accepted Until dates? A brief summary of how many assignments which will be copied into this Student Set will be displayed. Finally, click the Copy Assignments button.

Copy assignments and settings from another Student Set (Learn More):

Copy from another instructor's Student Set: 12345 Apply

The assignments from the following products will be carried over to your student set.

Note for Smartwork5 users: after this operation, you will need to **publish** Smartwork5 assignments in this set.

Have students completed **graded work** in this set already?

- If grades are recorded on InQuizitive activities you created yourself, they will be deleted, unless those activities also exist in the set you're copying from.
- All grades for premade InQuizitive activities will be retained.
- If grades are recorded in Smartwork5, you cannot copy Smartwork5 settings into this set.
- Grades for any other assignable activities will be retained (such as ZAPS, Tutorials, or other quizzes).

Do you want to include your Grades Accepted Until dates? ☒ Yes ☐ No

Product	Assignments	Include
		Cancel Copy Assignments

You will then be asked if you're sure you want to copy the assignments and settings into this Student Set. To proceed, click on the Copy Assignments button.

Note: All assignments and settings in the new Student Set will be overwritten by the assignments and settings from the original Student Set.

← Digital Resources

You will overwrite all existing assignments with the assignments from student set 12345.

This can not be undone. Are you sure?

Cancel Copy Assignments

! If you are using ZAPS with one of the following textbooks, please access your ZAPS Labs via the book's digital

The settings that will be copied include: minimum number of questions to complete each activity, selected learning objectives, and any custom assignments that you created; previous student results will NOT be copied to the new Student Set.

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

Digital Resources
ZAPS

Username: **zapsinstructor@wwnorton.edu**

- Manage Student Sets
- Show Student View
- Help
- Change Your Email
- Change Your Password
- Sign Out

ZAPS The Norton Psychology Labs
Second Edition

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

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

Create New Student Set

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
31292	Psychology 101, Section 2	—	0	2017/08/28–2017/12/08	Update
31278	Psychology 101, Section 1	—	1	2017/04/17–2017/12/08	Update

Showing 1 to 2 of 2 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

In the Members section, click the Add Member button.

Update Student Set 31734

General Information

Title: Psychology 101, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date of the course this Student Set will be used for:

Start Date: 08/28/2017 03:07 PM

End Date: 12/08/2017 03:07 PM

☐ 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

Assignments and Settings

Product Assignments

Copy assignments and settings from another student set

Members

Students Instructors/TAs

There are currently no students in this Student Set.

Move to: SELECT A STUDENT SET Move

Add Member

Save

In the Role drop-down 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 teaching assistant or a teaching assistant, this person does not have 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.

The screenshot shows the 'Update Student Set 31734' interface. The modal 'Add New Member to Student Set' is open, displaying the following fields and options:

- Role:** Scoring Teaching Assistant (with a dropdown arrow and a '[Learn More]' link).
- Email Address:** iqsta@wwnorton.edu (with a 'Lookup' button to its right).
- Preview:** STA, InQuizitive (iqsta@wwnorton.edu).

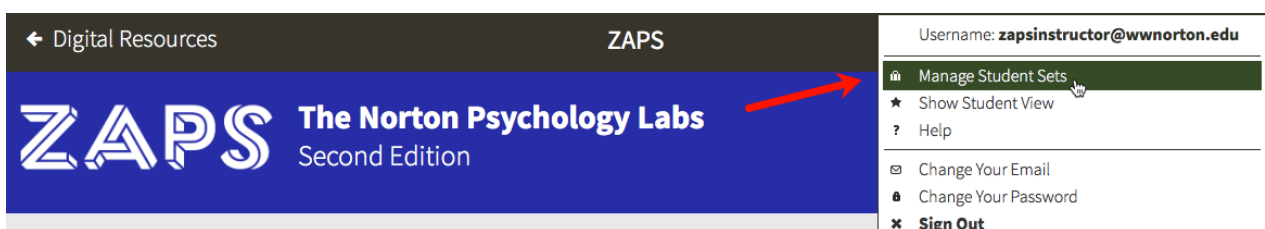
Red arrows point to the Role dropdown, the Email Address field, and the Lookup button. The background interface includes sections for 'General Information' (Title: Psychology 101, Section 1; School Name: US_PA: Duquesne University), 'Assignments and Settings', 'Members' (Students), and a 'Search' bar. A 'Save' button is visible at the bottom right of the main interface.

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

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 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 from which you would like to remove a co-instructor, scoring TA, or TA.

×

⚙️

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

Create New Student Set

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
31292	Psychology 101, Section 2	—	0	2017/08/28-2017/12/08	Update ×
31278	Psychology 101, Section 1	—	1	2017/04/17-2017/12/08	Update ×

Showing 1 to 2 of 2 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

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

←

⚙️

Update Student Set 31734

General Information

Title:

School Name:

Start and end date of the course this Student Set will be used for:

Start Date: 12:00 AM

End Date: 11:59 PM

☐ Students cannot self-enroll days after the Start Date

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

☐ Yes ☒ No

Assignments and Settings

Product	Assignments
Copy assignments and settings from another student set	

Members

Add Member

Students

Instructors/TAs

Search:

<input type="checkbox"/> Name (email)	Role [Learn More]
<input type="checkbox"/> June, Jason (zapsinstructor@wnorton.edu)	Full Instructor (you)
<input type="checkbox"/> STA, InQuizitive (iqsta@wnorton.edu)	Scoring Teaching Assistant

Move to:

Move

Save

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

Note: Removing a Scoring Teaching Assistant or a Teaching Assistant does not reset or change the permissions attached to their account.

Update Student Set 31734

General Information

Title: Psychology 101, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date of the course this Student Set will be used for:

Start Date: 08/28/2017 12:00 AM

End Date: 12/08/2017 11:59 PM

☐ 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

Assignments and Settings

Product	Assignments
Copy assignments and settings from another student set	

Members

[Add Member](#)

Students	Instructors/TAs
<p>Search: <input type="text"/></p>	
<input type="checkbox"/> Name (email)	<input type="checkbox"/> Role [Learn More]
<input type="checkbox"/> June, Jason (zapsinstructor@wwnorton.edu)	<input type="checkbox"/> Full Instructor (you)
<input type="checkbox"/> STA, InQuizitive (iqsta@wwnorton.edu)	<input type="checkbox"/> Scoring Teaching Assistant   

Move to: SELECT A STUDENT SET ▾ [Move](#)

[Save](#)

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 Teacher's Assistants, Scoring Teacher's Assistants, and Instructors.

- [Norton Ebook Reader](#)
- [InQuizitive](#)
- [Smartwork](#)
- [ZAPS 2.0](#)
- [Digital Landing Page](#)

How do I set due dates?

You can set Grades Accepted Until dates for ZAPS activities. After a Grades Accepted Until date for an activity passes, students can continue to answer questions, but will no longer be able to improve their grade on that activity.

Here's how to set up Grades Accepted Until dates:

Select a Student Set from the Select a Student Set drop-down menu.

ZAPS
 The Norton Psychology Labs

✓ SELECT A STUDENT SET

15188 (Introduction to Psychology, Section 2)
 15183 (Introduction to Psychology, Section 1)

Student Grades

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Stroop Effect	—	—	—	—

Click [set] across from the activity.

ZAPS
 The Norton Psychology Labs

15183 (Introduction to Psychology, Section 1)

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Stroop Effect	[set]	—	—	—
Split Brain	[set]	—	—	—

Select a Grades Accepted Until date and click the Set Grades Accepted Until button. The first time you set a GAU, you'll be asked to choose your time zone. The next time you create a GAU, your time zone will be automatically selected.

Digital Resources
ZAPS
zapsinstructor@wnnorton.edu

ZAPS
The Norton Psychology Labs

15183 (Introduction to Psychology, Section 1)
Student Grades
Export This Data

ASSIGNMENT	Grades Accepted Until date for Stroop Effect	More Activity Settings	AVG. GRADE
Stroop Effect	07/31/2018 11:59 PM (GMT-05:00) Eastern Time	Cancel Set Grades Accepted Until	—
Split Brain			—
Visual Search			—
Signal Detection			—
Face Perception			—
Ponzo Illusion			—
Classical Condition			—
Serial Position Effe			—
Sensory Memory			—

Note: If you're using the Student Results grid to track average ZAPS grades, only assignments with Grades Accepted Until dates will count toward ZAPS averages. In other words, if you're using ZAPS for a grade, set Grades Accepted Until dates for all activities you're asking students to complete!

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
ZAPS

ZAPS The Norton Psychology Labs
Second Edition

Username: zapsinstructor@wnnorton.edu

- Manage Student Sets
- Show Student View
- Help
- Change Your Email
- Change Your Password
- Sign Out

Click on the Create New Student Set button.

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

Search:

ID	Title	Additional Instructors	Students	Start Date–End Date	Actions
No data available in table					

Showing 0 to 0 of 0 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

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.**

☐ **2. Create a new Student Set that starts with a **copy** of an existing Student Set's assignments and settings.**
 Select the Student Set ID to copy from:

Enter a title for your new Student Set, choose your school's state from the dropdown 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.

Create a New Student Set

General Information

Title:

Choose your school's state, province, or country:

And your school name:

Start and end date of the course this Student Set will be used for:

Start Date: 12:00 AM Eastern Time End Date: 11:59 PM Eastern Time

☐ Students cannot self-enroll days after the Start Date

Do you want your students to enter a campus or school ID when they register? ☐ Yes ☒ No

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

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

Create a New Student Set

General Information

Title: Psychology 101, Section 1

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: 07/25/2018 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

For assistance, please contact your Norton representative or [W. W. Norton Customer Support](#).

Cancel Back Create Student Set

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.

Create a New Student Set

General Information

Title: Psychology 101, Section 1

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: 07/25/2018 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? School ID

For assistance, please contact your Norton representative or [W. W. Norton Customer Support](#).

Cancel Back Create Student Set

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.

← Digital Resources ZAPS zapsinstructor@wnnorton.edu

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#) [Create New Student Set](#)

Search:

ID	Title	Additional Instructors	Students	Start Date–End Date	Actions
58888	Psychology 101, Section 1	—	0	2018/07/25–2018/12/20	Update ×
15188	Introduction to Psychology, Section 2	—	0	2016/01/11–2016/05/06	Update ×
15183	Introduction to Psychology, Section 1	—	0	2016/01/11–2016/05/06	Update ×

Showing 1 to 3 of 3 entries

For assistance, please contact your Norton representative or [W. W. Norton Customer Support](#).

Student Set successfully created. The new Student Set ID is: 58888

[OK](#)

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, Inc. DIGITAL RESOURCES iqstudent@wnnorton.edu

Psychological Science

PSYCHOLOGICAL SCIENCE

You are adding yourself to **Psychology 101, Section 1**.

Please enter your School ID now. You can always add this later.

[Next](#)

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 ZAPS

Username: zapsinstructor@wnnorton.edu

[Manage Student Sets](#)

[Show Student View](#)

[Help](#)

[Change Your Email](#)

[Change Your Password](#)

[Sign Out](#)

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

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

[Create New Student Set](#)

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
31278	Psychology 101, Section 1	—	0	2017/08/28-2017/12/08	Update ×

Showing 1 to 1 of 1 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

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

Update Student Set 15183

General Information

Title:

School Name:

Start and end date of the course this Student Set will be used for:

Start Date: 11:52 AM

End Date: 11:52 AM

☐ Students cannot self-enroll days after the Start Date

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

☒ Yes
 ☐ No

Assignments and Settings

Product	Assignments
InQuizitive	16

[Copy assignments and settings from another student set](#)

Members

[Add Member](#)

Students

Instructors/TAs

There are currently no students in this Student Set.

Move to: [Move](#)

[Save](#)

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.

[set]

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

← Digital Resources ZAPS

ZAPS The Norton Psychology Labs
Second Edition

Username: **zapsinstructor@wnnorton.edu**

- Manage Student Sets
- Show Student View
- Help
- Change Your Email
- Change Your Password
- Sign Out

Click on the Create New Student Set button.

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

Search:

ID	Title	Additional Instructors	Students	Start Date–End Date	Actions
No data available in table					

Showing 0 to 0 of 0 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Create New Student Set

Option 1. 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**.

☐ 2. Create a new Student Set that starts with a **copy** of an existing Student Set's assignments and settings.
Select the Student Set ID to copy from:

Cancel Next

Enter a title for your new Student Set, choose your school's state from the dropdown 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.

Create a New Student Set

General Information

Title: Psychology 101, Section 1

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: 07/25/2018 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

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Cancel Back Create Student Set

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select dropdown 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.

Create a New Student Set

General Information

Title: Psychology 101, Section 1

Choose your school's state, province, or country: Pennsylvania (US)

And your school name: du

Start and end date of the course this Student Set will be used for:

Start Date: 07/25/2018 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

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Cancel Back Create Student Set

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.

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#) [Create New Student Set](#)

Search:

ID	Title	Additional Instructors	Students	Start Date–End Date	Actions
58888	Psychology 101, Section 1	—	0	2018/07/25–2018/12/20	Update ×
15188	Introduction to Psychology, Section 2	—	0	2016/01/11–2016/05/06	Update ×
15183	Introduction to Psychology	—	0	2016/05/06	Update ×

Showing 1 to 3 of 3 entries

For assistance, please contact your instructor.

Student Set successfully created. The new Student Set ID is: 58888

[OK](#)

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, Inc.
INDEPENDENT PUBLISHERS SINCE 1923

DIGITAL RESOURCES

iqstudent@wnnorton.edu

Psychological Science

FIFTH EDITION
Gazzaniga

[Purchase Options](#)

The self-enrollment period for **31278, Psychology 101, Section 1**, has ended. Please contact your instructor to get enrolled.

[OK](#)

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.

← Digital Resources

ZAPS

The Norton Psychology Labs
Second Edition

Username: **zapsinstructor@wnnorton.edu**

- [Manage Student Sets](#)
- [Show Student View](#)
- [Help](#)
- [Change Your Email](#)
- [Change Your Password](#)
- [Sign Out](#)

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

Manage Student Sets

Student Sets allow you to view **grades** and **performance analytics** for your students. [\[Learn More\]](#)

[Create New Student Set](#)

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
31278	Psychology 101, Section 1	—	0	2017/08/28-2017/12/08	Update ×

Showing 1 to 1 of 1 entries

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select dropdown 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.

Create a New Student Set

General Information

Title:

Choose your school's state, province, or country:

And your school name:

Start and end date of the course this Student Set will be used for:

Start Date: 12:00 AM Eastern Time End Date: 11:59 PM Eastern Time

☒ Students cannot self-enroll days after the Start Date

Do you want your students to enter a campus or school ID when they register? ☐ Yes ☒ No

For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

[Cancel](#)
[Back](#)
[Create Student Set](#)

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, Inc.
INDEPENDENT PUBLISHERS SINCE 1923

DIGITAL RESOURCES

iqstudent@wwnorton.edu

Psychological Science

FIFTH EDITION
Michael Gazzaniga

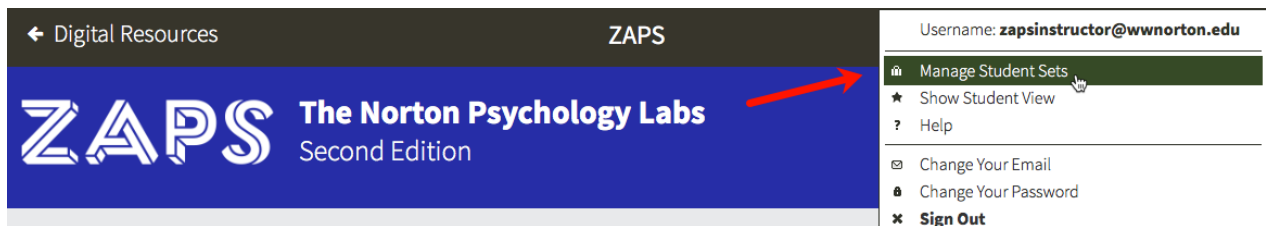
The self-enrollment period for **31278, Psychology 101, Section 1**, has ended. Please contact your instructor to get enrolled.

[OK](#)

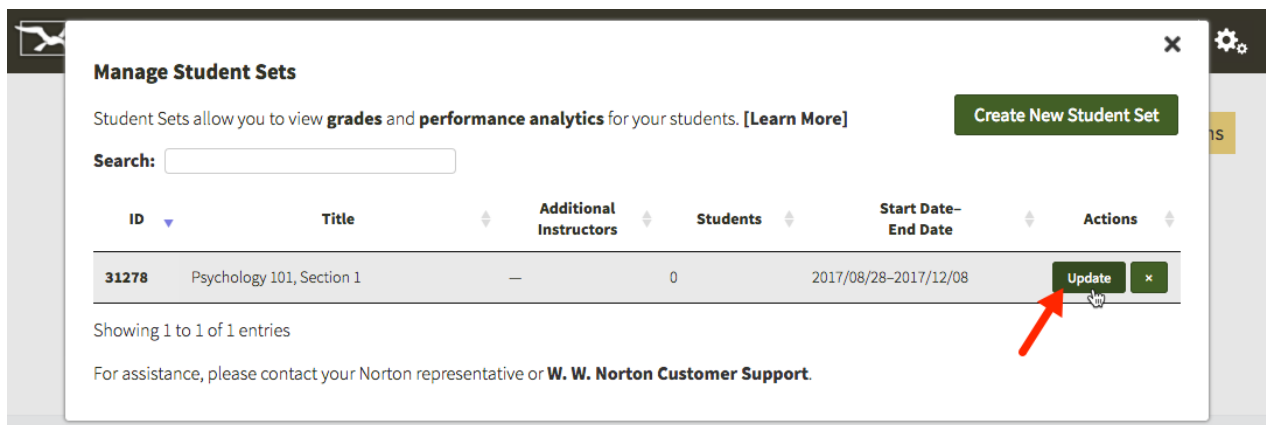
[Purchase Options](#)

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.



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



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 dropdown menu to the right of Move to: select the new Student Set and click the Move button.

Update Student Set 15183

General Information

Title: Introduction to Psychology, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date of the course this Student Set will be used for:

Start Date: 01/11/2016 12:00 AM

End Date: 05/06/2016 11:59 PM

☐ Students cannot self-enroll 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?

Assignments and Settings

Product	Assignments
InQuizitive	16

[Copy assignments and settings from another student set](#)

Members Add Member

Students **Instructors/TAs**

Search:

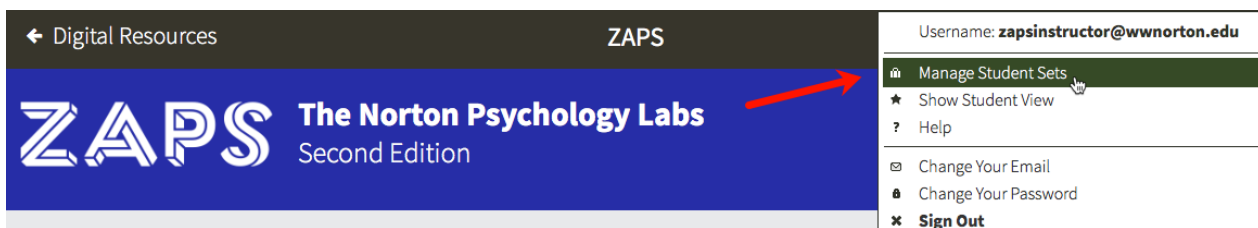
<input type="checkbox"/> Name (email)	School Id	
<input checked="" type="checkbox"/> June, Jason (iqstudent@wnnorton.edu)	--	

Move to: 15188 (Introduction to Psychology, Section 2) Move

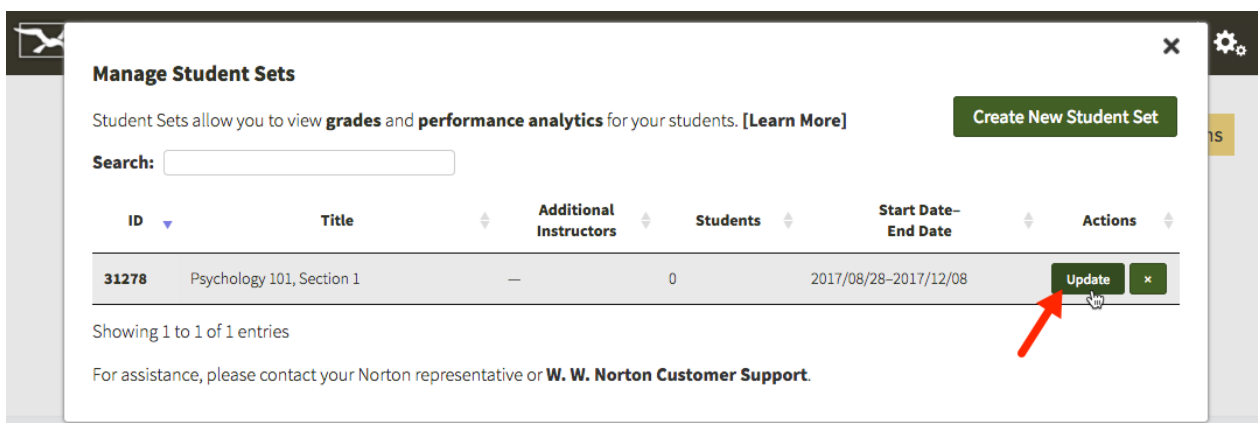
Save

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.



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

←

Update Student Set 15183

⚙

General Information

Title: Introduction to Psychology, Section 1

School Name: US_PA: Duquesne University (ID 22860)

Start and end date of the course this Student Set will be used for:
Start Date: 01/11/2016 12:00 AM
End Date: 05/06/2016 11:59 PM
☐ Students cannot self-enroll 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?

Assignments and Settings

Product	Assignments
InQuizitive	16

[Copy assignments and settings from another student set](#)

Members

Add Member

StudentsInstructors/TAs

Search:

<input type="checkbox"/> Name (email)	<input type="checkbox"/> School Id
<input type="checkbox"/> June, Jason (iqstudent@wwnorton.edu)	--

Move to:

Save

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 our help desk for assistance.

Update Student Set 15183

General Information

Title:

Introduction to Psychology, Section 1

School Name:

US_PA: Duquesne University (ID 22860)

Start and end date

of the course this Student Set will be used for:

Start Date:

01/11/2016

12:00 AM

End Date:

05/01/2016

12:00 AM

☐ Students cannot register after this date

Do you want your members to receive an email when they register?

☒ Yes

☐ No

What should this ID be used for?

Assignments and Settings

Product	Assignments
InQuizitive	16

Members

Students

Search:

<input type="checkbox"/> Name (email)	<input type="checkbox"/> School Id
<input type="checkbox"/> June, Jason (iqstudent@wnnorton.edu)	--

Move to:

SELECT A STUDENT SET

Move

Cancel

Save

Edit Member Info

Role:

Student

[Learn More]

First Name:

Jason

Last Name:

June

Email Address:

iqstudent@wnnorton.edu

School Id (optional):

Save