## Getting Started with Online Quizzes

Last Modified on 08/02/2024 11:57 am EDT

The Norton Online Quizzes are an assessment tool that delivers a straightforward sequence of questions designed to help students and instructors understand what students know. These quizzes take a summative approach to quizzing, allowing unlimited attempts, and are not designed for high stakes testing.

Hide All Answers

## How do I log in to Online Quizzes?

- 1. Log in to your textbook's digital product homepage using your email address and Norton instructor account password.
- Once you're signed in, click on the Getting Started tile for directions on how to set up your Quizzes section and for registration instructions to distribute to students.



Are there any how-to videos available?

Yes, indeed! Here's a list of videos for both you and your students.

#### For instructors:

- Creating a Student Set
- Viewing student results
- Class activity reports

#### For students:

- Student registration
- Adding yourself to a Student Set

## How should I use Online Quizzes in my classroom?

Since Online Quizzes are summative assessments, they're not intended to be used as high-stakes testing.

It is beneficial to assign Online Quizzes activities as pre-lecture assignments to ensure students

have read the course materials before coming to class.

To incentivize completion of Online Quiz activities, it's important to assign them for a grade, however, consider weighting Quizzes as a relatively small part of students' overall course grade (e.g., 5–10%).

## How do students register for Online Quizzes?

Students can access Online Quizzes in three ways: A registration code comes for free with new copies of select Norton textbooks. Contact your local Norton representative to ensure you've ordered a version of your textbook that comes with Quiz access. Students can purchase access to Online Quizzes online. Students can access Online Quizzes for three weeks through trial access. At the end of three weeks, students will have to enter a registration code or purchase access online.

## How do students join my Online Quiz section?

Online Quiz sections are called Student Sets.

To view your students' grades and other activity data, you will need to create a Student Set for your class section, and then have students join this Student Set.

Here's how to create a Student Set:

After logging in to the digital product homepage for your textbook, click on the gear menu in the upper-right corner of the page and select Manage Student Sets.

<ul> <li>Digital Resources</li> </ul>	QUIZZES	Username: noqeinstructor@wwnorton.edu
Image: Select A Student Set	n select works from The Norton Intro	Manage Student Sets Show Student View Help Change Your Email Change Your Password Sign Out
Export This Data		

Click the Create New Student Set button.

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	Manage Stude	nt Sets					-	*			_	
ł	Student Sets allow [Learn More]	you to view <b>grades</b>	and <b>perforn</b>	nance analytic	<b>s</b> for yo	ur students.		Create	e New S	Student Se	t	
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Select the type of Student Set you would like to create.

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	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 <b>copy</b> of an existing Student Set's assignments and settings.	
	Select the Student Set ID to copy from: SELECT A STUDENT SET	
•	Cancel Next	
	alt   Student Grad	es

Follow the instructions from there to create a Student Set. Make a note of the Student Set ID and distribute it to your students.

Student : [Learn M	Sets allow you to fore]	view grades	and <b>perform</b>	ance analyti	<b>ics</b> for your st	udents.	Cre	ate New S	tudent Se	t
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Still need help? Watch this video.

Last, here's how students add themselves to your Student Set.

**Note:** If you're using LMS integration, you don't need to create a Student Set. A Student Set will be automatically created and students will be automatically added to it after registration.

# How do I add a Co-Instructor, a Scoring Teaching Assistant, or a 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 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 Co-Instructor, a Scoring TA, or a TA.

Student Sets allow you to view grades	and performance	analytics for you	r students. Create	New Student Set
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For assistance, please contact your No	rton representative	or W. W. Norton (	Customer Support.	

#### In the Members section, click the Add Member button.

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End Date:	12/31/2018	11:59 PM Eastern Time		
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In the Role dropdown menu, select the level of access 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 <u>W.W. Norton Service Desk</u>.
- 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.

- Note: If you are adding a student as a Scoring Teaching Assistant or Teaching Assistant, 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 Teaching Assistant or a Scoring Teaching Assistant.
- 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 Teaching Assistant access, you cannot downgrade that account to Teaching Assistant.

General Informatio	on	Assignments and Settin	igs	
Title: Literature 10	1, Section 1	Product	Assignments	_
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<ul> <li>Students canno</li> <li>Date</li> </ul>	Email Address: nogesta@wwnortor	n.edu	Lookup	
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Click on the Add button to add the co-instructor, scoring TA, or TA to your Student Set.

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

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

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

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 from which you would like to remove a coinstructor, a scoring TA, or a TA.

				×	¢
Manage Student Sets Student Sets allow you to view grades [Learn More]	and performance a	<b>malytics</b> for your s	tudents. Create N	ew Student Set	
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For assistance, please contact your Nor	ton representative o	r W. W. Norton Cu	stomer Support.		
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In	the	Members	section,	click	on	the	Instructors	TAs	tab.
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	STA, NOQE (noqesta@w	wnorton.edu)	Scoring Teaching Assistant	/ ×

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 Teaching Assistant or a Teaching Assistant does not reset or change the permissions attached to their account.

General I	nformation			Assignments and Settings	
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General Inf	ormation		Assignments and Settings	
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School Nam	e: US_AK: Ilis	agvik College (ID 30084)		
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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
- Smartwork5
- ZAPS 2.0
- Digital Landing Page

## Which devices and browsers are best for accessing Online Quizzes?

To view minimum system requirements for using Online Quizzes, please click here.