

Assignment Setup and Controls

Last Modified on 08/22/2018 3:09 pm EDT

Online Quizzes provide instructors with the ability to assign due dates for the quizzes associated with their Norton textbook.

Hide All Answers

How do I set due dates?

You can set Grades Accepted Until dates for Online Quiz assignments. After a Grades Accepted Until date for an assignment passes, students can continue to complete the Online Quiz assignments but they can no longer improve their final grades for that assignment.

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

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

← Digital Resources QUIZZES noqeinstructor@wnorton.edu

Quizzes
Reading Comprehension Quizzes on select works from *The Norton Introduction to Literature*

SELECT A STUDENT SET
60776 (Literature 101, Section 1)

Student Grades

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Understanding the Genre, Fiction	—	—	—	—

Click [set] across from the assignment.

Quizzes
Reading Comprehension Quizzes on select works from *The Norton Introduction to Literature*

60776 (Literature 101, Section 1) ▾

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Understanding the Genre, Fiction	[set]	—	—	—
Sherman Alexie—"Flight Patterns"	[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.

Quizzes
Reading Comprehension Quizzes on select works from *The Norton Introduction to Literature*

60776 (Literature 101, Section 1) ▾

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Understanding the Genre, Fiction	08/18/2018 11:59 PM (GMT-05:00) Eastern Time	—	—	—
Sherman Alexie—"Flight Patterns"	[set]	—	—	—
Margaret Atwood—"The Handmaid's Tale"	[set]	—	—	—
James Baldwin—"Sonnets for Roland" (1956)	[set]	—	—	—
Ray Bradbury—"The Pedestrian"	[set]	—	—	—
A. S. Byatt—"The Fisherman's Boy"	[set]	—	—	—
Raymond Carver—"The Small Pool"	[set]	—	—	—
Anton Chekhov—"The Student"	[set]	—	—	—
Kate Chopin—"The Story of an Hour"	[set]	—	—	—

Grades Accepted Until date for **Understanding the Genre, Fiction**

08/18/2018 11:59 PM (GMT-05:00) Eastern Time Clear

Cancel Set Grades Accepted Until

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

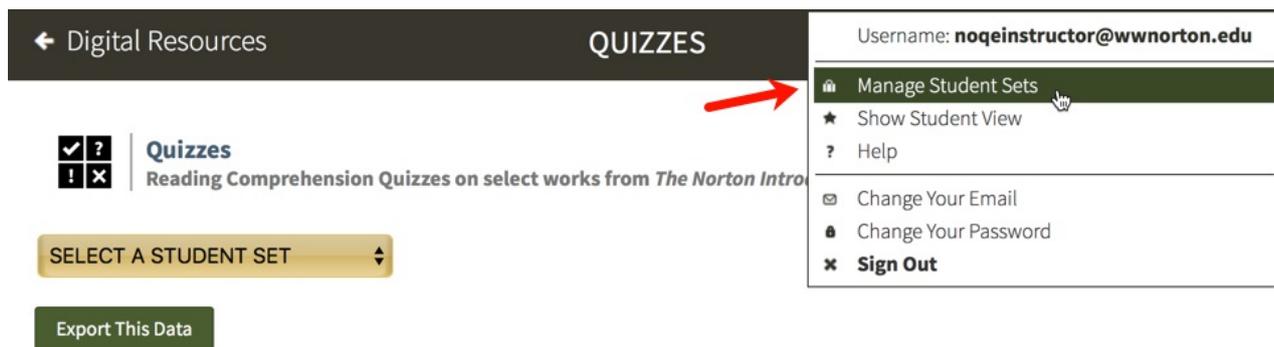
Note: If you're using the Student Grades grid to track average NOQE grades, only assignments with Grades Accepted Until dates will count toward NOQE averages. In other words, if you're using NOQE for a grade, set Grades Accepted Until dates for all assignments you're asking students to complete!

How do I modify questions in an Online Quiz assignment?

Questions cannot be modified in Online Quiz assignments.

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

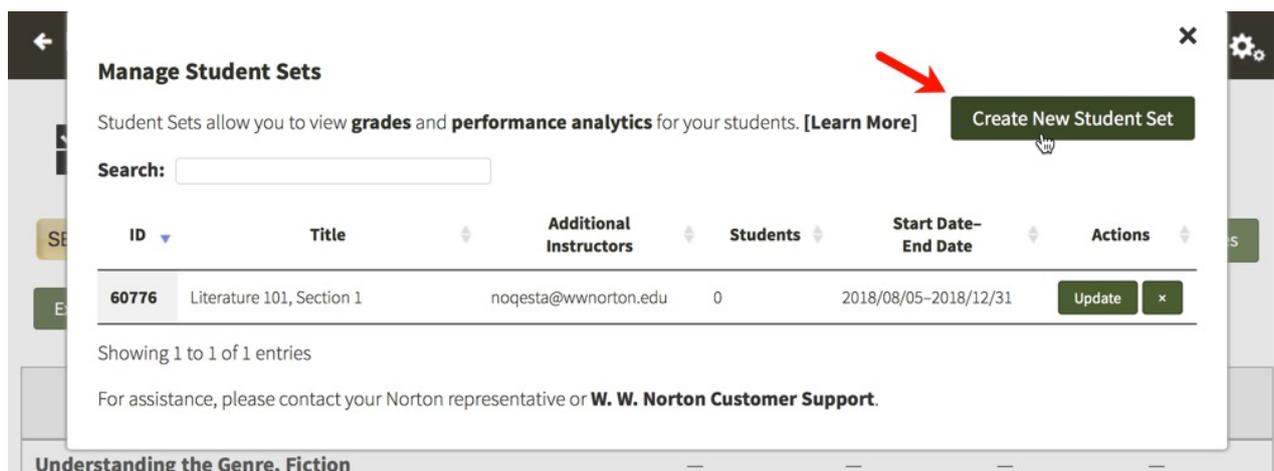
Begin by opening the Manage Student Sets window within Quizzes. Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



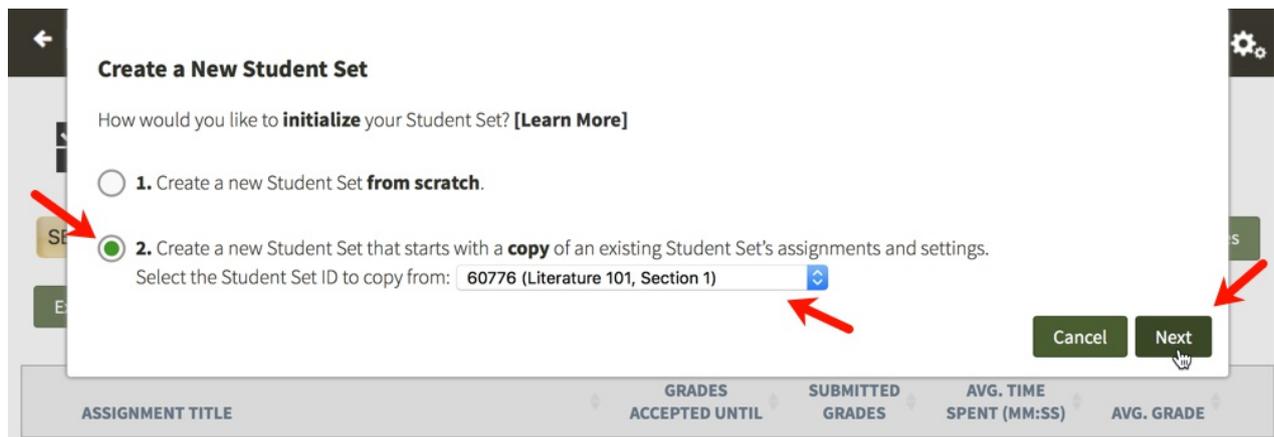
There are two ways in which you can copy assignments and settings from one Student Set to another:

1. Copy Assignments and Settings to a New Student Set

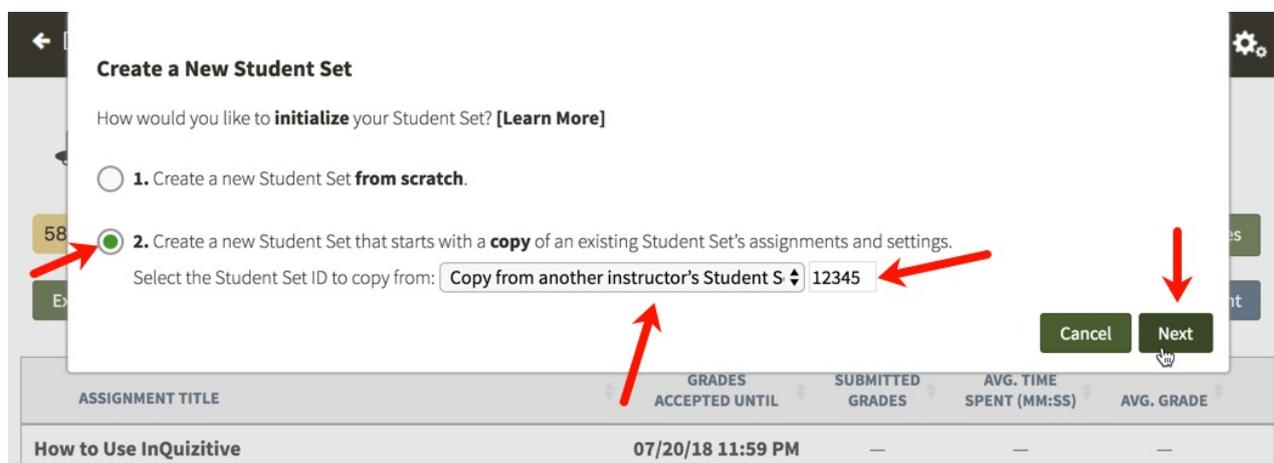
Click on the Create New Student Set button in the upper-right corner.



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 **60776, Literature 101, Section 1**

General Information

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

2 **Choose your school's state, province, or country:** Alaska (US)

And your school name: Ilisagvik College

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

3 **Start Date:** 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 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

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		

6 **Create Student Set**

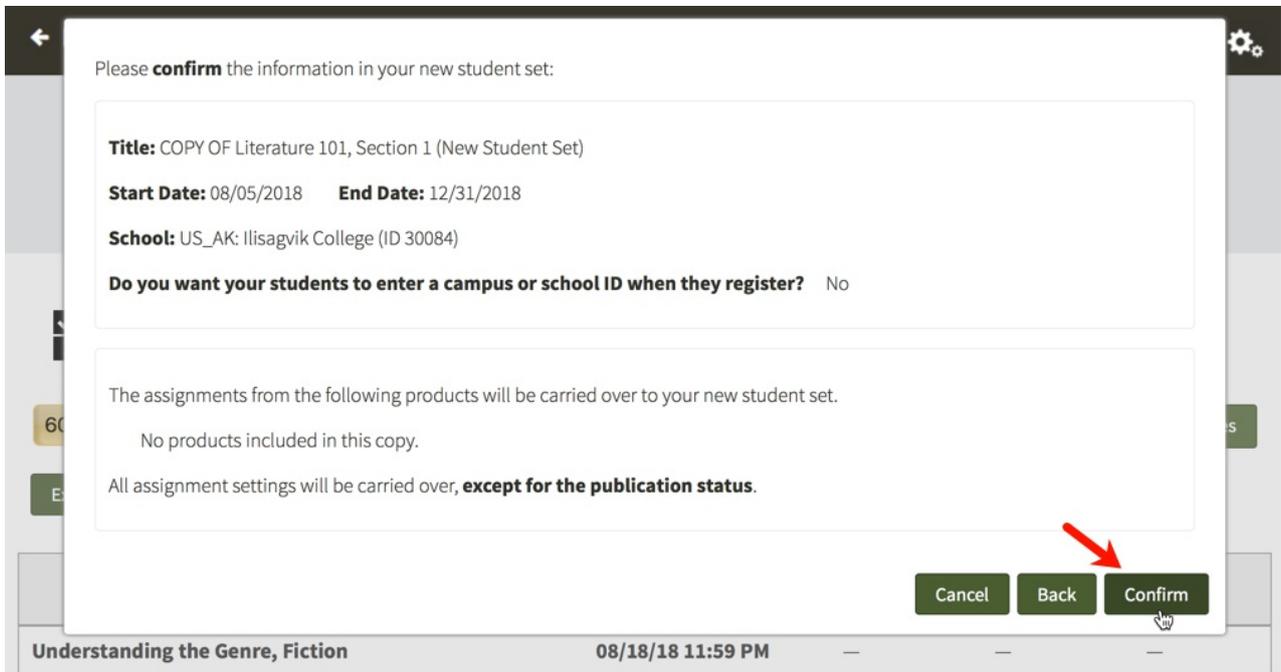
For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Cancel Back Create Student Set

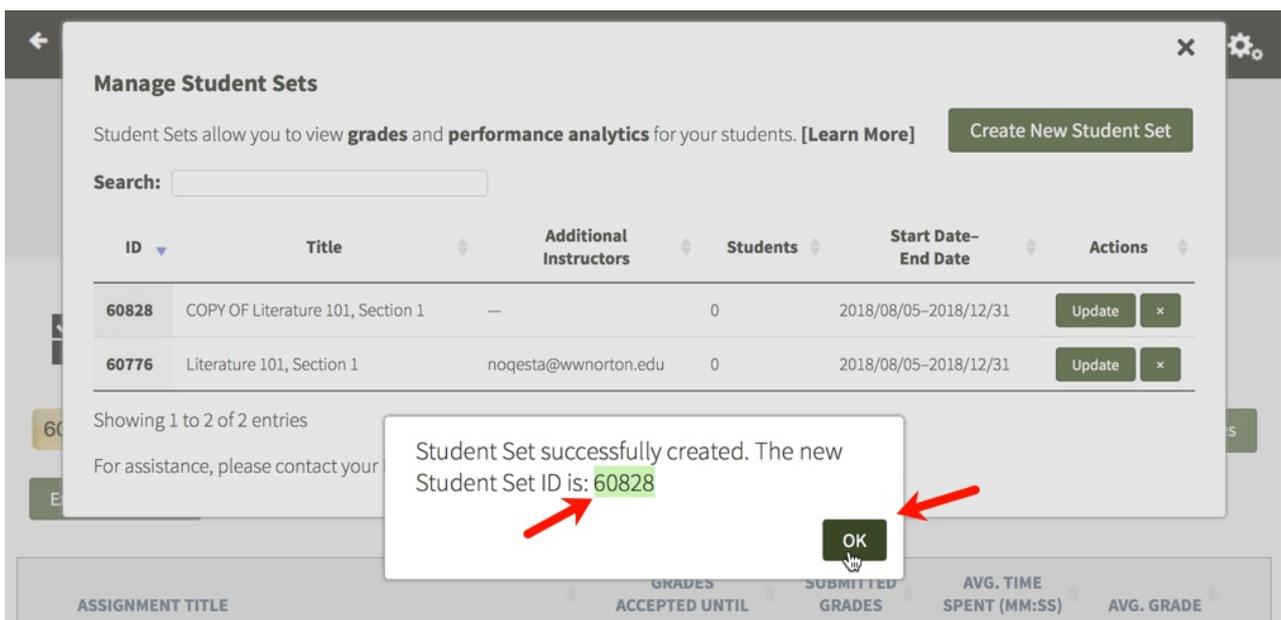
Raymond Carver—"Cathedral" [set]

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 Online Quiz 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.
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.

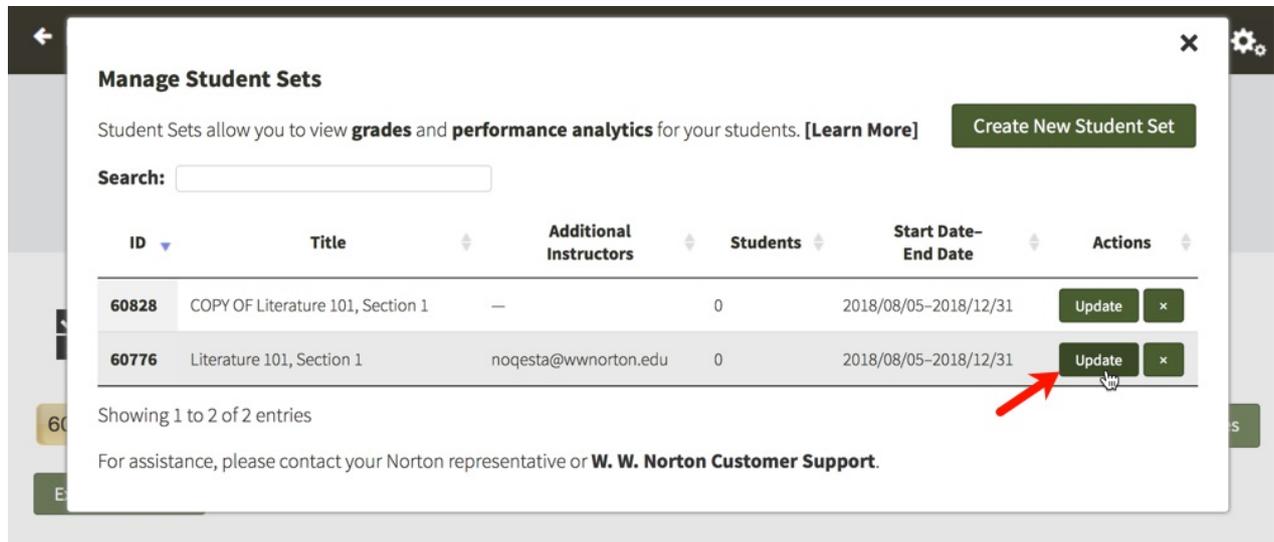


Even though the assignments and settings were copied from another Student Set, your new Student Set will be assigned a new, unique Student Set ID number. Be sure to give your students the new Student Set ID number so that they can join this specific Student Set.

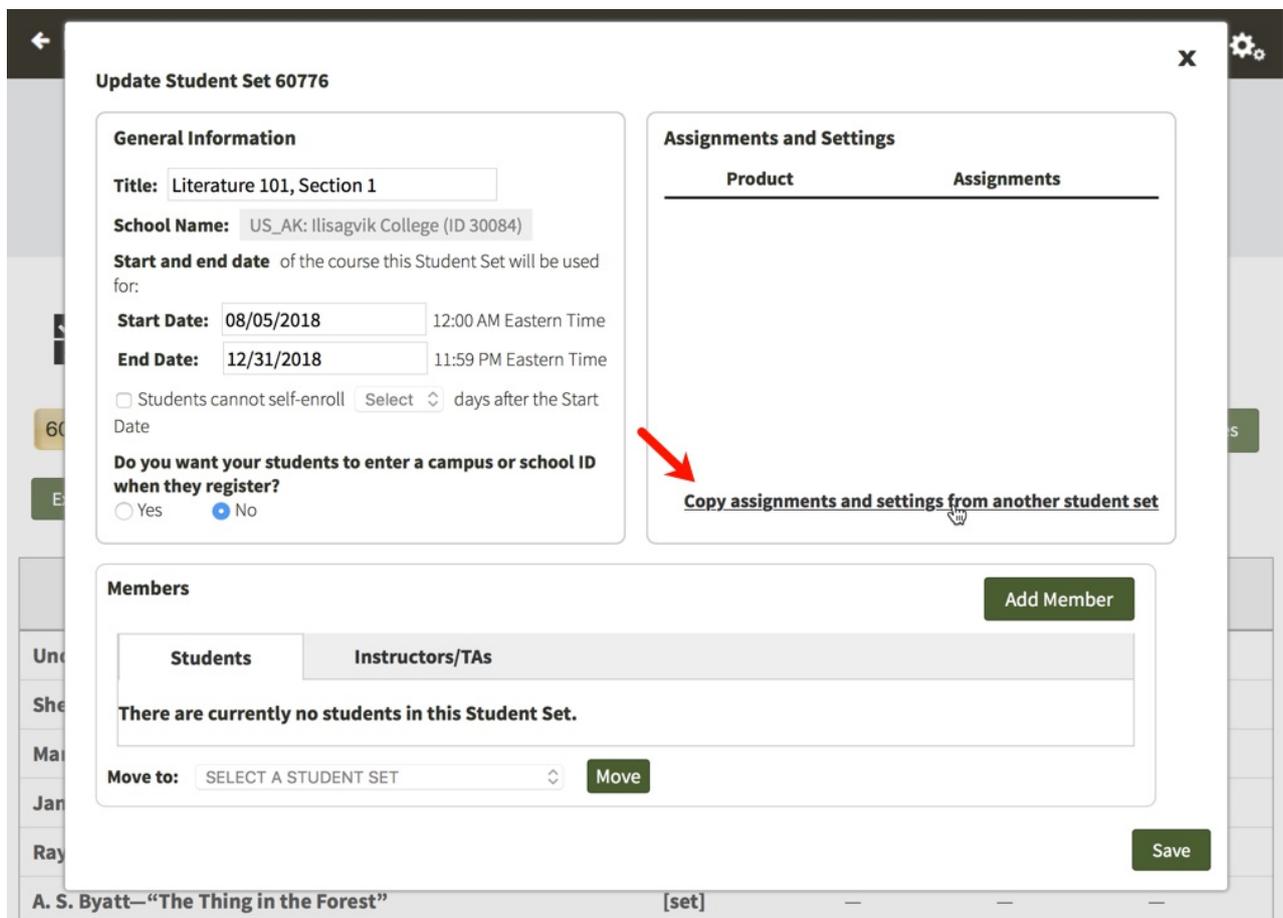


2. Copy Assignments and Settings to an Existing Student Set

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.

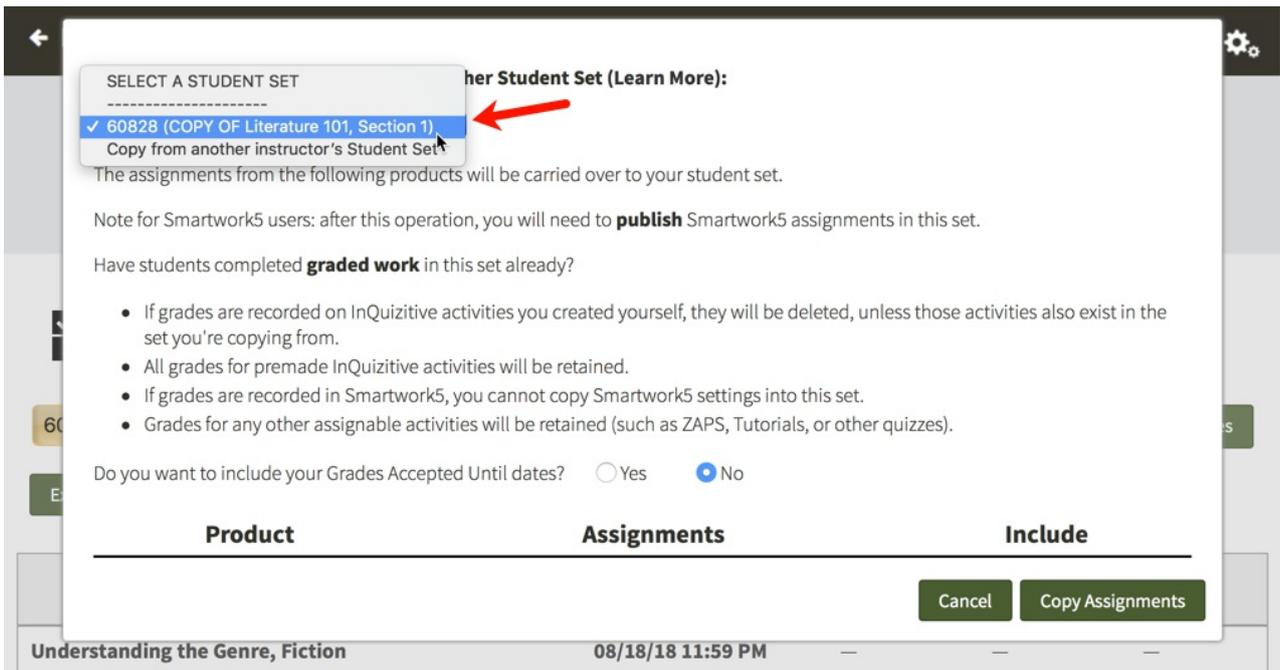


In the Assignments and Settings section, click on the Copy assignments and settings from another student set link.

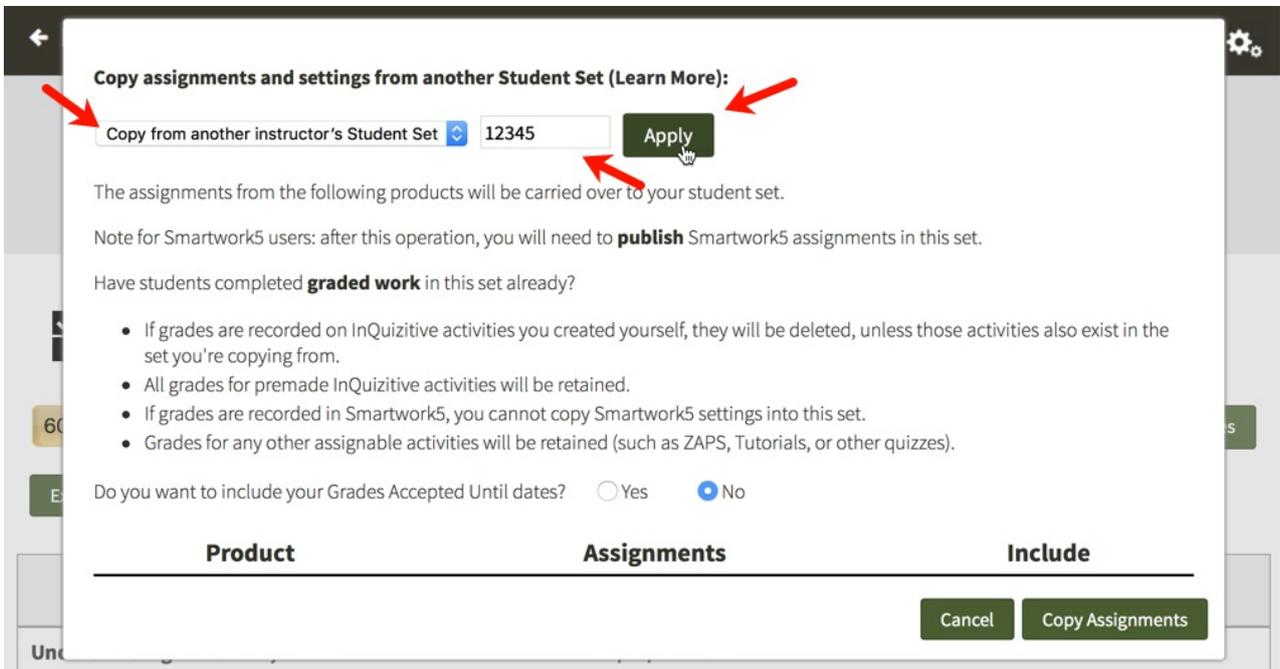


Select the Student Set from which you would like to copy the assignments and settings

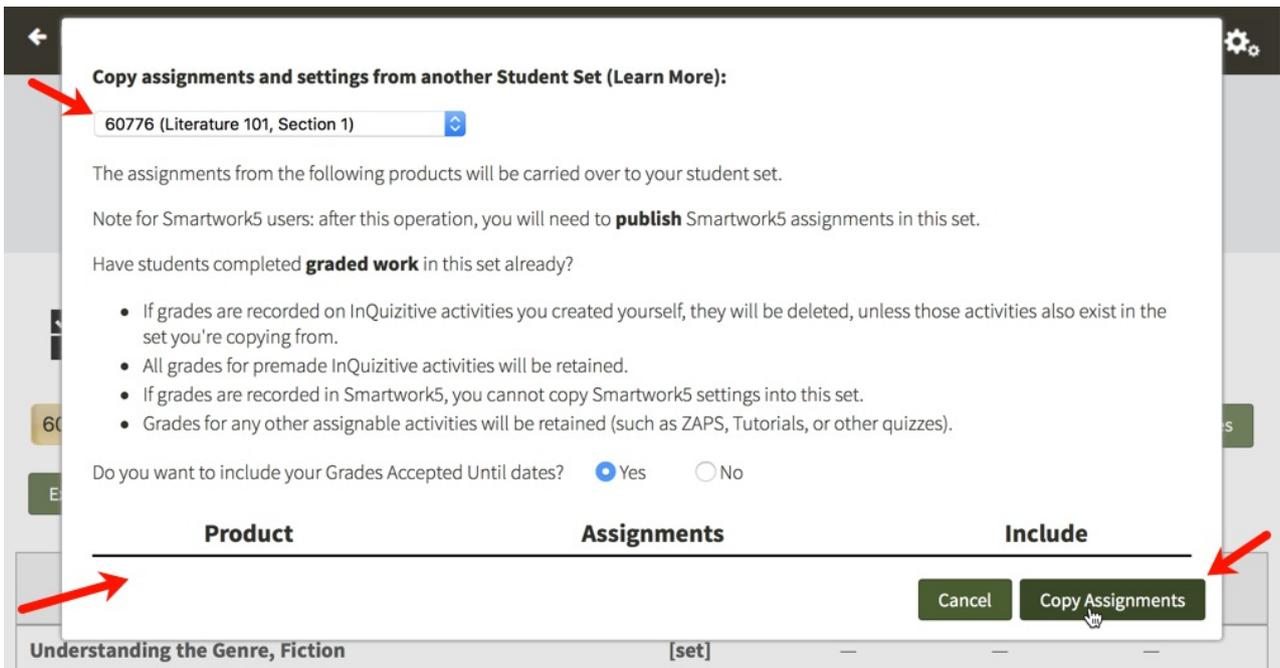
from the drop-down menu.



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.

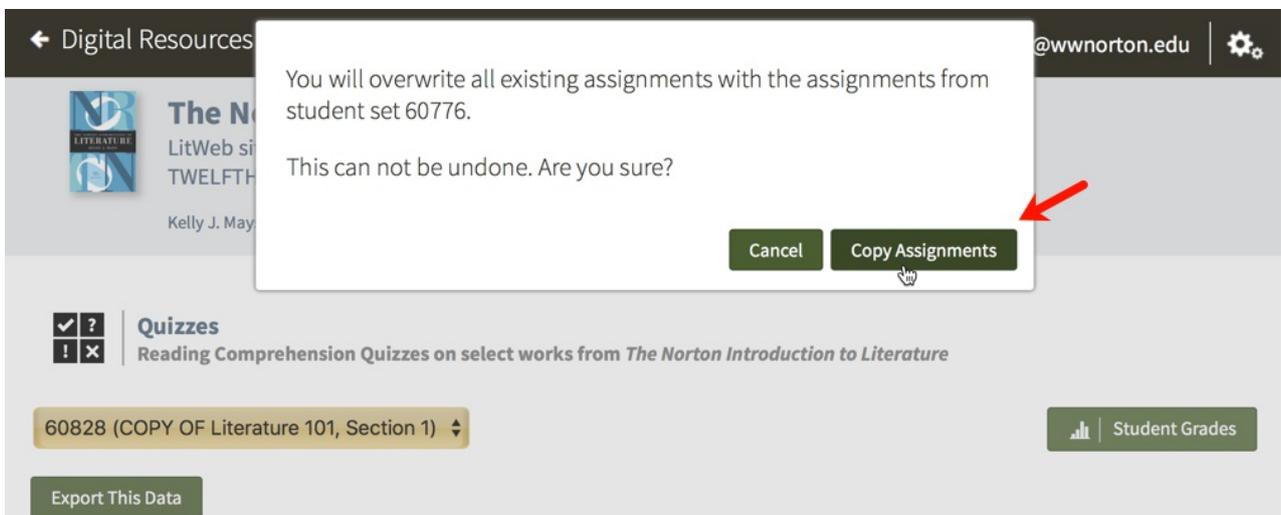


If you would like to copy the Grades Accepted Until dates from the original Student Set, click Yes to the right of Do you want to include your Grades Accepted Until dates? Finally, click the Copy Assignments button.



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.



Previous student results will NOT be copied to the new Student Set.

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 **QUIZZES** Username: **noqeinstructor@wwnorton.edu**

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

Quizzes
Reading Comprehension Quizzes on select works from *The Norton Intro*

SELECT A STUDENT SET

Export This Data

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**.

Understanding the Genre, Fiction

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:

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 your Student Set.

Create a New Student Set

General Information

1 **Title:** Literature 101, Section 2

2 **Choose your school's state, province, or country:** Alaska (US)

3 **And your school name:** Ilisagvik College

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

4 **Start Date:** 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 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

5

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

Cancel Back Create Student Set

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: Literature 101, Section 2

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

And your school name: Ilisagvik College

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

Start Date: 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 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: Literature 101, Section 2

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

And your school name: Ilisagvik College

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

Start Date: 08/05/2018 12:00 AM Eastern Time End Date: 12/31/2018 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.

Manage Student Sets

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

Search:

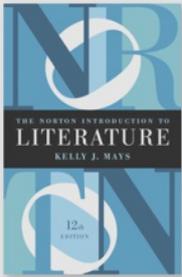
ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
60845	Literature 101, Section 2	—	0	2018/08/05–2018/12/31	Update ×
60828	COPY OF Literature 101, Section 1	—	0	2018/08/05–2018/12/31	Update ×
60776	Literature 101, Section 1	—	0	2018/08/05–2018/12/31	Update ×

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: 60845

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.



The Norton Introduction to Literature

LitWeb site for the Full, Shorter, and Portable Editions
TWELFTH EDITION

Kelly J. Mays

Tools for turning close reading into compelling writing

Looking for *The Norton Introduction to Literature Shorter Edition* ebook? [Click here.](#)

You are adding yourself to **Literature 101, Section 2.**

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

12345

Next



Workshops



Quizzes



MLA Citation
Booklet



Pause & Practice

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

QUIZZES

Username: noqeinstructor@wwnorton.edu



Quizzes

Reading Comprehension Quizzes on select works from *The Norton Intro*

SELECT A STUDENT SET

Export This Data

- 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
60776	Literature 101, Section 1	—	0	2018/08/05-2018/12/31	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 60776

General Information

Title:

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

Assignments and Settings

Product Assignments

[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.

Update Student Set 60776

General Information

Title: Literature 101, Section 1

School Name: US_AK: Ilisagvik College (ID 30084)

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

Start Date: 08/05/2018 12:00 AM Eastern Time

End Date: 12/31/2018 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

What should this ID be called?

Assignments and Settings

Product	Assignments
---------	-------------

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

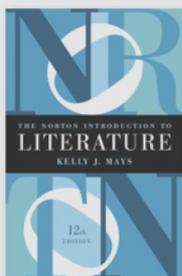
Members Add Member

Students **Instructors/TAs**

There are currently no students in this Student Set.

Move to: Move Save

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.



The Norton Introduction to Literature

LitWeb site for the Full, Shorter, and Portable Editions
TWELFTH EDITION

Kelly J. Mays

Tools for turning close reading into compelling writing

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You are adding yourself to **Literature 101, Section 2.**

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

12345

Next



Workshops



Quizzes



MLA Citation
Booklet



Pause & Practice

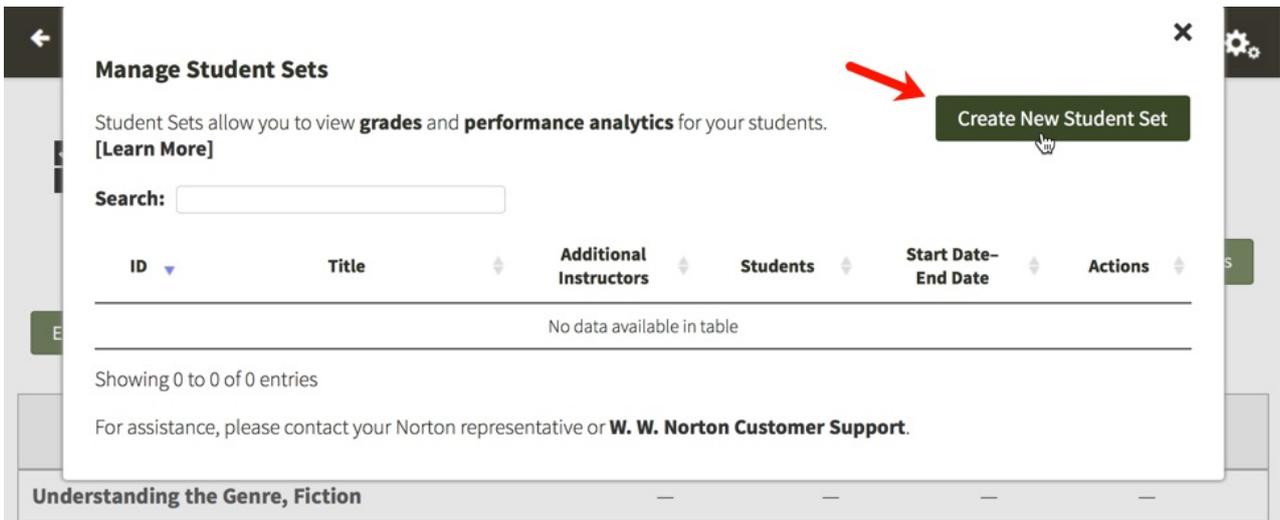
Can I prevent students from enrolling in a Student Set after a specific number of days?

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

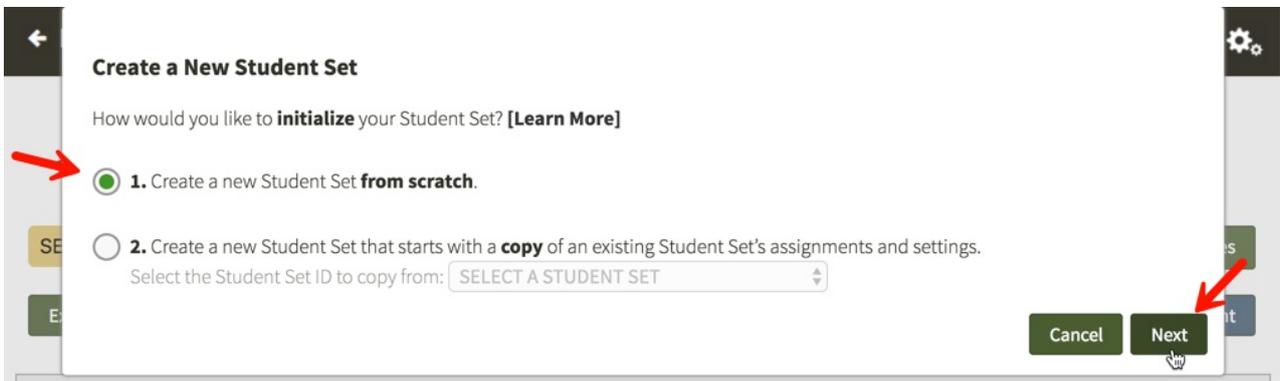
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

The screenshot shows the 'QUIZZES' page header with a back arrow and 'Digital Resources'. The main content area has a 'Quizzes' section with a sub-header 'Reading Comprehension Quizzes on select works from The Norton Intro'. Below this is a 'SELECT A STUDENT SET' dropdown menu and an 'Export This Data' button. On the right, a user profile menu is open, showing the username 'noqeinstructor@wwnorton.edu' and options: 'Manage Student Sets', 'Show Student View', 'Help', 'Change Your Email', 'Change Your Password', and 'Sign Out'. A red arrow points from the 'QUIZZES' header to the 'Manage Student Sets' option in the menu.

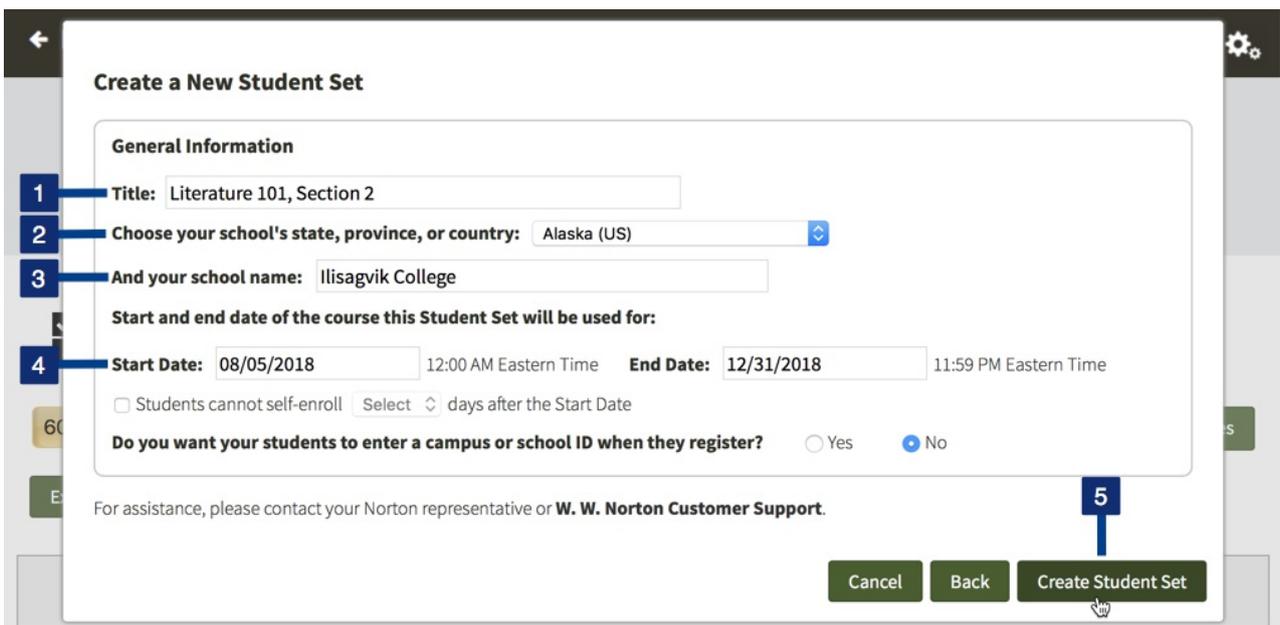
Click on the Create New Student Set button.



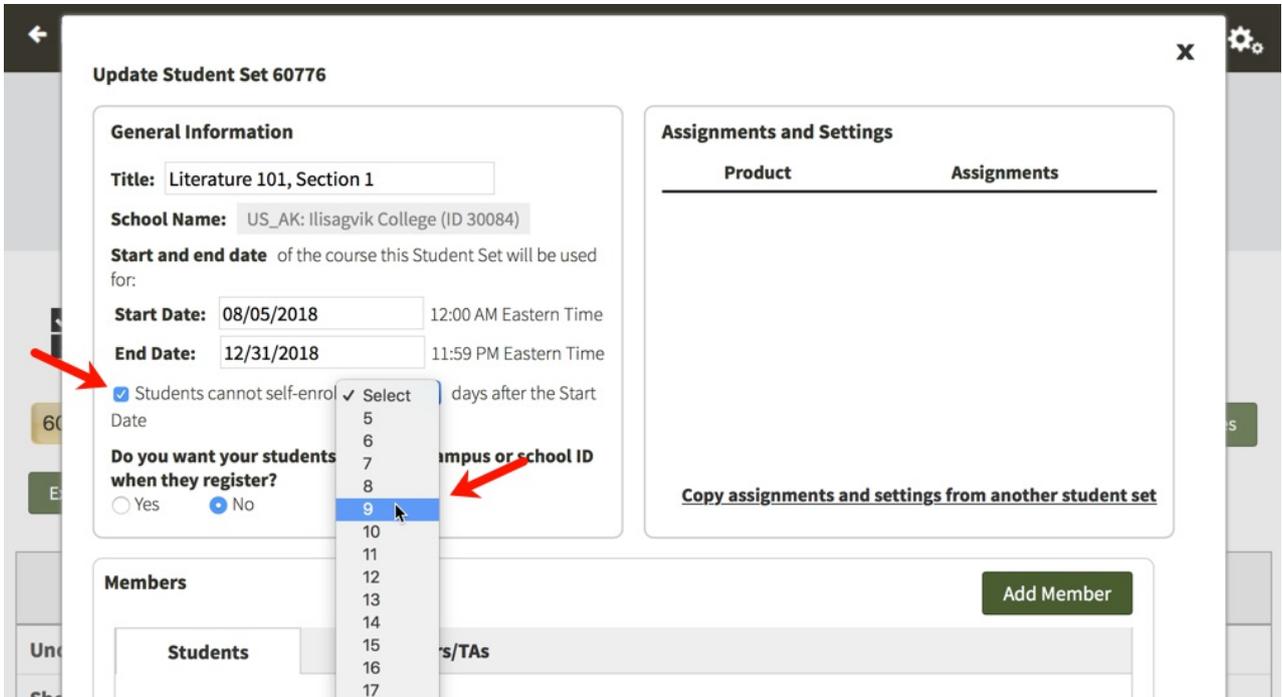
Option 1. will be selected by default. Click on the Next button.



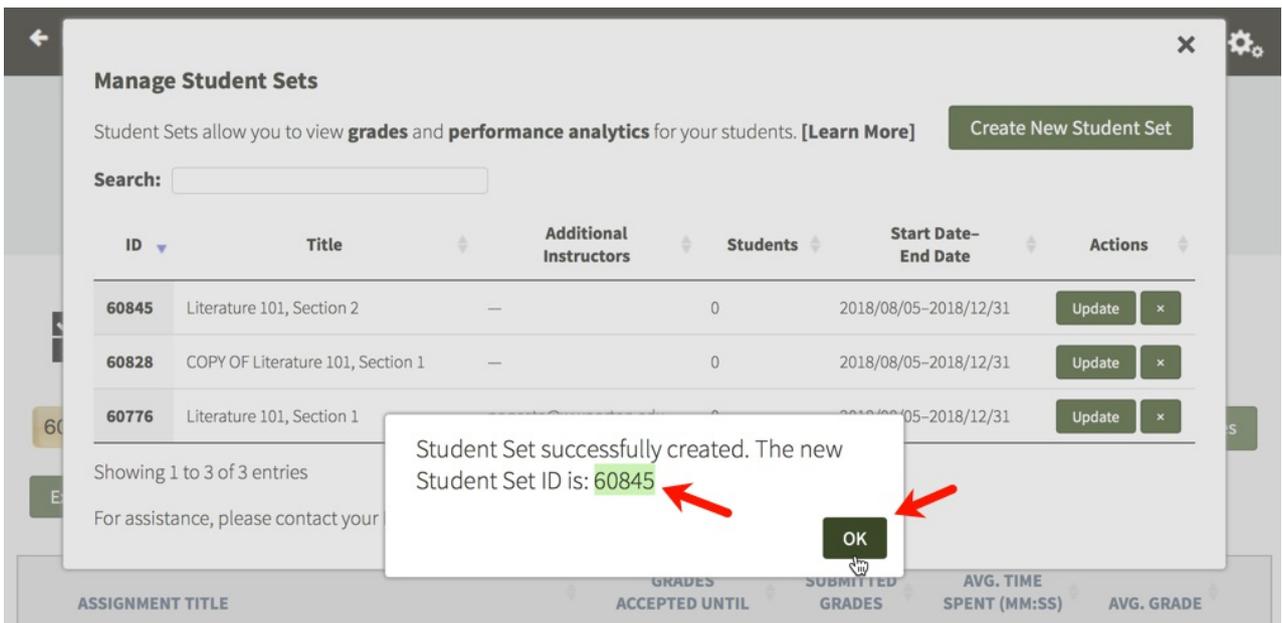
Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for your Student Set.



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.



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.

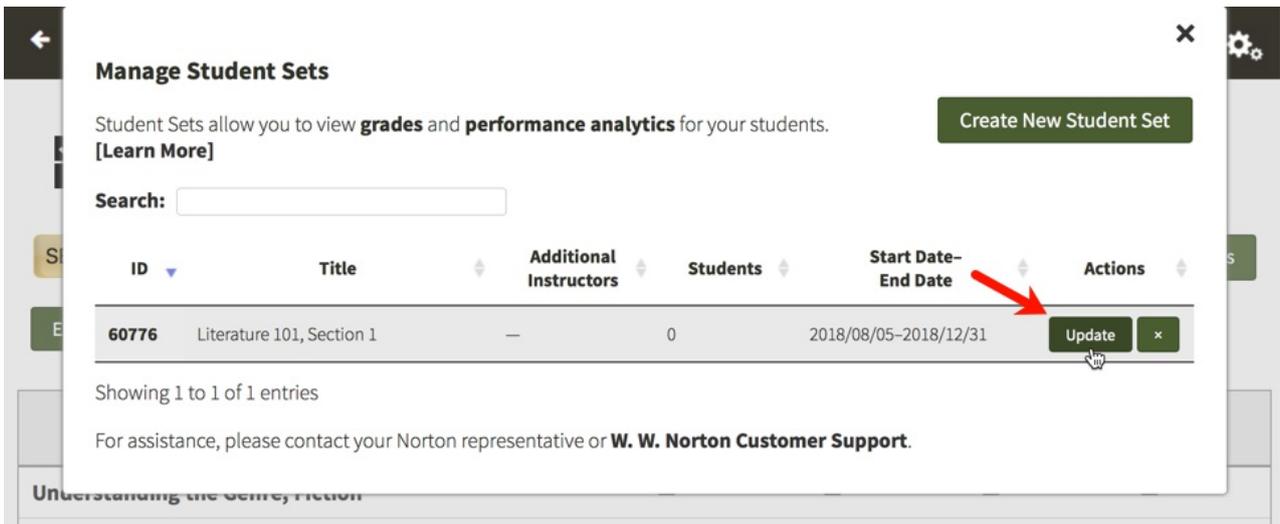
The screenshot shows the top navigation bar with the W. W. Norton & Company, Inc. logo, the text "DIGITAL RESOURCES", the email "noqestudent@wnorton.edu", and a gear icon. Below the navigation bar, the page title is "The Norton Introduction to Literature" with a subtitle "LitWeb site for the Full, Shorter, and Portable Editions TWELFTH EDITION". The author is listed as "Kelly J. Mays". A prominent notification box in the center reads: "The self-enrollment period for **60776, Literature 101, Section 1**, has ended. Please contact your instructor to get enrolled." Below the notification is an "OK" button. The background features a book cover for "The Norton Introduction to Literature" and a row of icons including a clipboard, a checkmark/question mark, a document, and a play button.

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

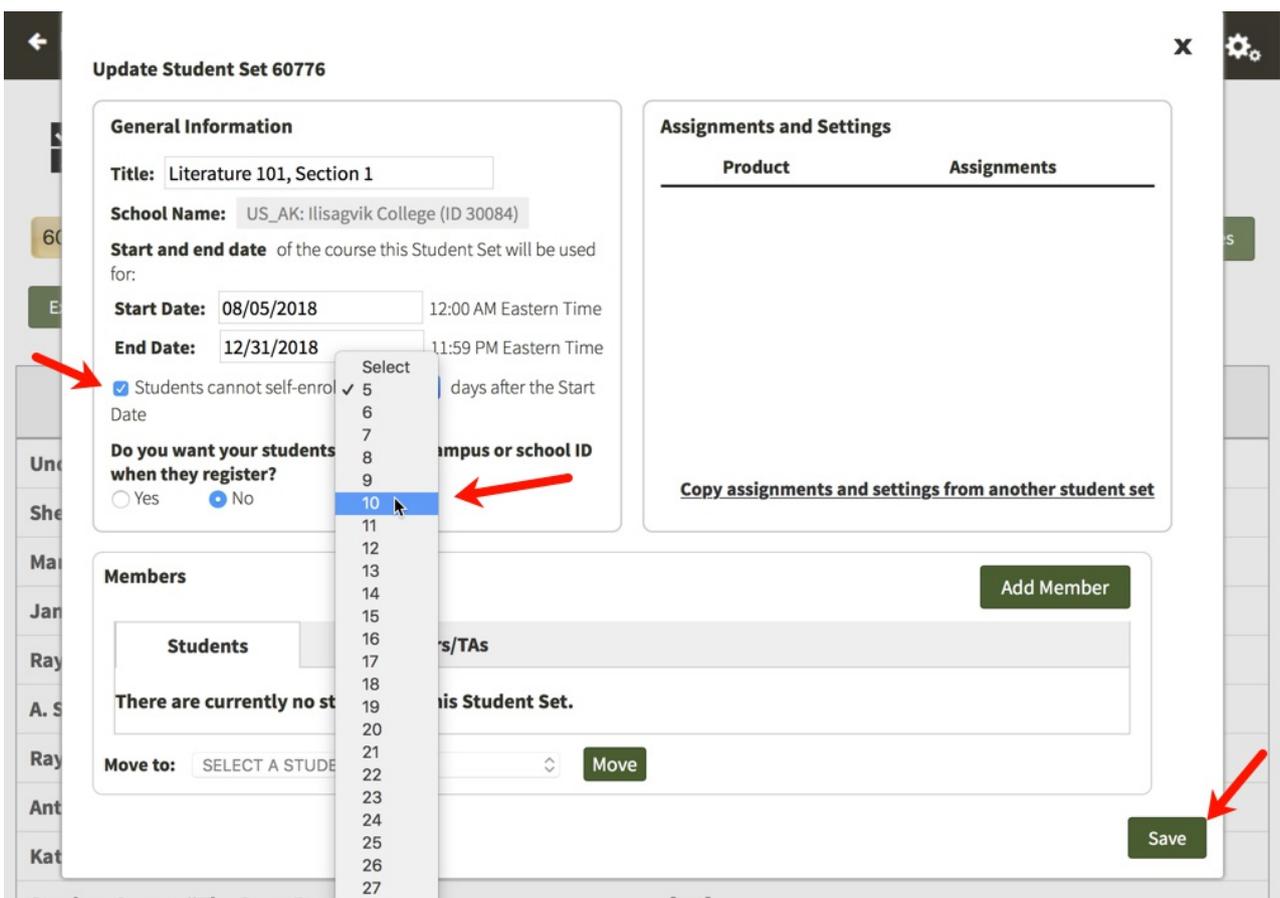
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

The screenshot shows the "Quizzes" page. The top navigation bar includes "Digital Resources" with a back arrow and "QUIZZES". The user's name and email, "Username: noqeinstructor@wnorton.edu", are displayed in the top right. A red arrow points to the gear icon in the top right corner, which has opened a dropdown menu. The menu options are: "Manage Student Sets" (highlighted), "Show Student View", "Help", "Change Your Email", "Change Your Password", and "Sign Out". Below the navigation bar, the page title is "Quizzes" with a subtitle "Reading Comprehension Quizzes on select works from The Norton Intro". There is a "SELECT A STUDENT SET" dropdown menu and an "Export This Data" button.

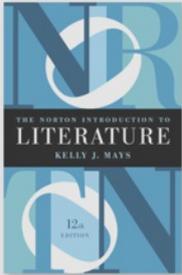
Click on the Update button to the right of the Student Set for which you would like to end the self-enrollment period after a specific number of days.



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.



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.



The Norton Introduction to Literature

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Kelly J. Mays

Tools for turning close reading into compelling writing

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The self-enrollment period for **60776, Literature 101, Section 1**, has ended. Please contact your instructor to get enrolled.

OK

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.

The screenshot shows the 'QUIZZES' interface. At the top left, there is a navigation bar with 'Digital Resources' and 'QUIZZES'. Below this, there is a 'Quizzes' section with a 'SELECT A STUDENT SET' dropdown menu and an 'Export This Data' button. On the right side, a user profile menu is open, showing the username 'noqeinstructor@wwnorton.edu' and several options: 'Manage Student Sets', 'Show Student View', 'Help', 'Change Your Email', 'Change Your Password', and 'Sign Out'. A red arrow points to the 'Manage Student Sets' option.

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

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
60776	Literature 101, Section 1	—	0	2018/08/05–2018/12/31	Update ×

Showing 1 to 1 of 1 entries

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

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.

Update Student Set 60845

General Information

Title:

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

What should this ID be called?

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)	School ID	
<input checked="" type="checkbox"/>	Student, NOQE (noqestudent@wnorton.edu)	--	✎ ×

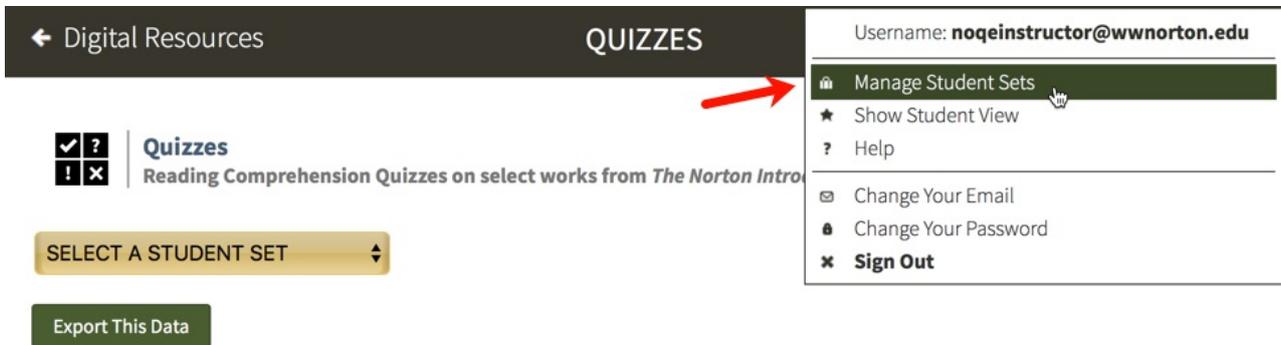
Move to: Move

Save

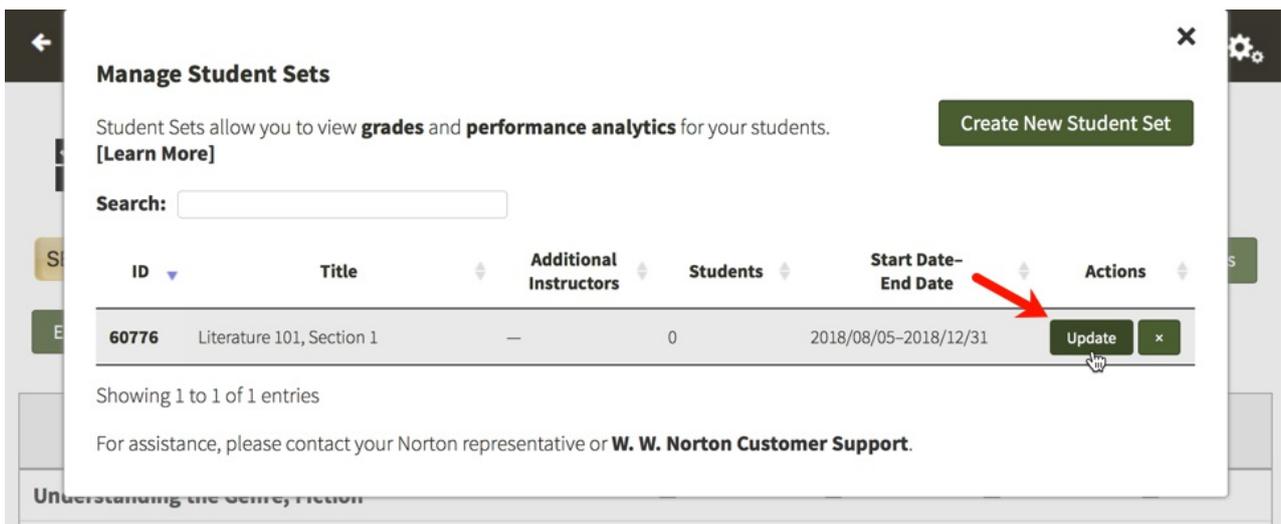
If you would like to completely remove a student from your Student Set, click on the X icon to the right of the student's name you would like to remove.

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 60845
✕
⚙️

General Information

Title: Literature 101, Section 2

School Name: US_AK: Ilisagvik College (ID 30084)

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

Start Date: 08/05/2018 12:00 AM Eastern Time

End Date: 12/31/2018 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

What should this ID be called?

Assignments and Settings

Product	Assignments

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

Members

Students	Instructors/TAs
Search: <input type="text"/>	
Name (email)	School ID
<input type="checkbox"/> Student, NOQE (noqestudent@wwnorton.edu)	--

Move to:

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 60845

General Information

Title: Literature 101, Section 2

School Name: US_AK: Ilisagvik College (ID 30084)

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

Start Date: 08/05/2018 12:00 AM Eastern Time

End Date: 12/31/2018

Students cannot register after this date

Do you want your members to be able to register when they register for this student set?

Yes No

What should this ID be used for?

Members

Students

Search:

<input type="checkbox"/>	Name (email)	School ID
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Assignments and Settings

Product Assignments

Edit Member Info

Role: Student [Learn More]

First Name: NOQE

Last Name: Student

Email Address: noqestudent@wwnorton.edu

School ID (optional):

Cancel Save