

Setup and Controls

Last Modified on 07/31/2020 10:57 am EDT

Tutorials provides 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 set due dates?


You can set Grades Accepted Until dates for Tutorial assignments. In fact, Tutorial assignments work best when a due date has been set. After a Grades Accepted Until date for an assignment passes, students can continue to answer questions, but will no longer be able to improve their grade on 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.



The Real World
SIXTH EDITION
Kerry Ferris and Jill Stein

 **Writing for Sociology Tutorials**


✓ SELECT A STUDENT SET

228949 (Tutorial Help Notes) 


Student Grades

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Organizing Your Ideas	—	—	—	—
Choosing A Research Method	—	—	—	—

Click [set] across from the assignment.




The Real World
SIXTH EDITION
Kerry Ferris and Jill Stein

 **Writing for Sociology Tutorials**

228949 (Tutorial Help Notes) ▾

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Organizing Your Ideas	 [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.

The Real World
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Kerry Ferris and Jill Stein

Writing for Sociology Tutorials

228949 (Tutorial Help Notes) ▾

Export This Data

Grades Accepted Until date for **Organizing Your Ideas**

Enter a date

More Activity Settings

Cancel Set Grades Accepted Until

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Organizing Your Ideas	[set]	—	—	—
Choosing A Research Method	[set]	—	—	—
Concluding Your Paper	[set]	—	—	—
Developing Research Questions	[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 **INQUIZITIVE**

Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

Username: iqinstructor@wnorton.edu

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

InQuizitive
Formative Adaptive Quizzing

SELECT A STUDENT SET ▾

Export This Data

Student Grades

Create Custom InQuizitive Assignment

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:

Create New Student Set

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**.

Export This Data

Create Custom InQuizitive Assignment

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 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:

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

3 And your school name:

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

4 Start Date: 12:00 AM Eastern Time **End Date:** 11:59 PM Eastern Time **5**

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:

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.**

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 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? 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 INQUIZITIVE iqinstructor@wwnorton.edu

Psychological Science

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
58430	Psychology 101, Section 3	—	0	2018/07/17-2018/12/20	Update ×
58424	Psychology 101, Section 2	—	0	2018/07/17-2018/12/20	Update ×
58411	Psychology 101, Section 1	—	1	2018/07/17-2018/12/20	Update ×

Showing 1 to 3 of 3 entries

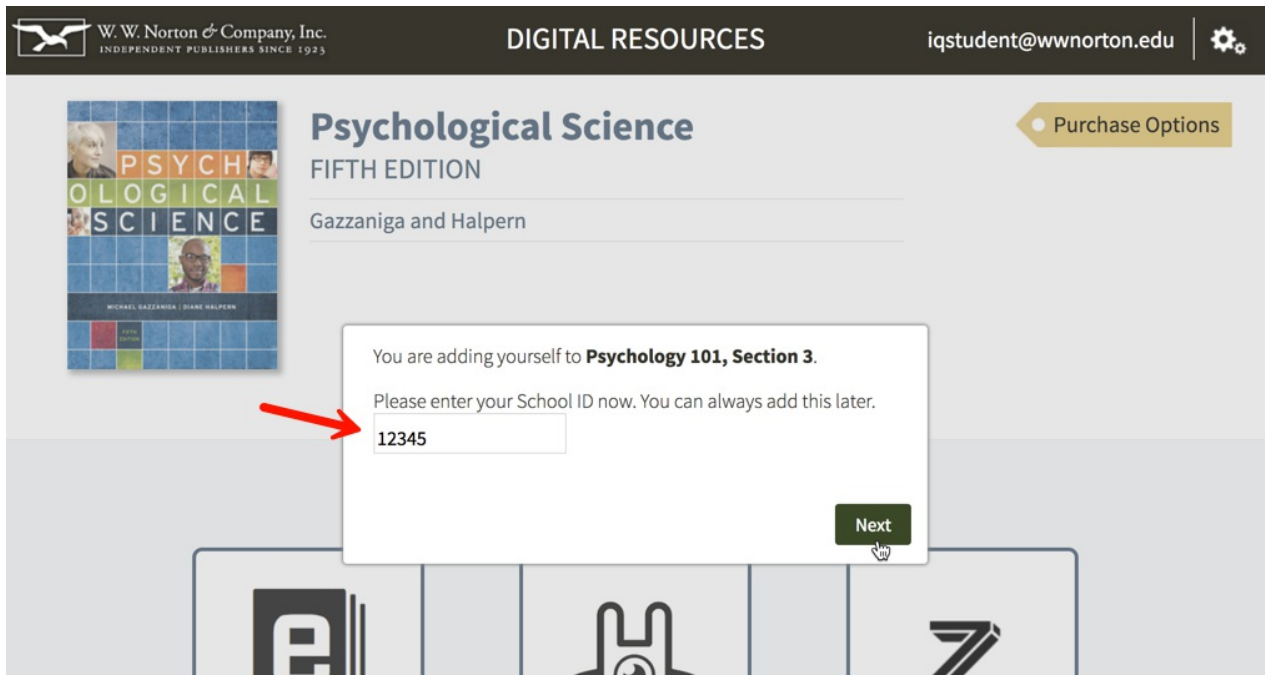
For assistance, please contact your representative or [W. W. Norton Customer Support](#).

Student Set successfully created. The new Student Set ID is: 58430

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.



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DIGITAL RESOURCES

iqstudent@wwnorton.edu

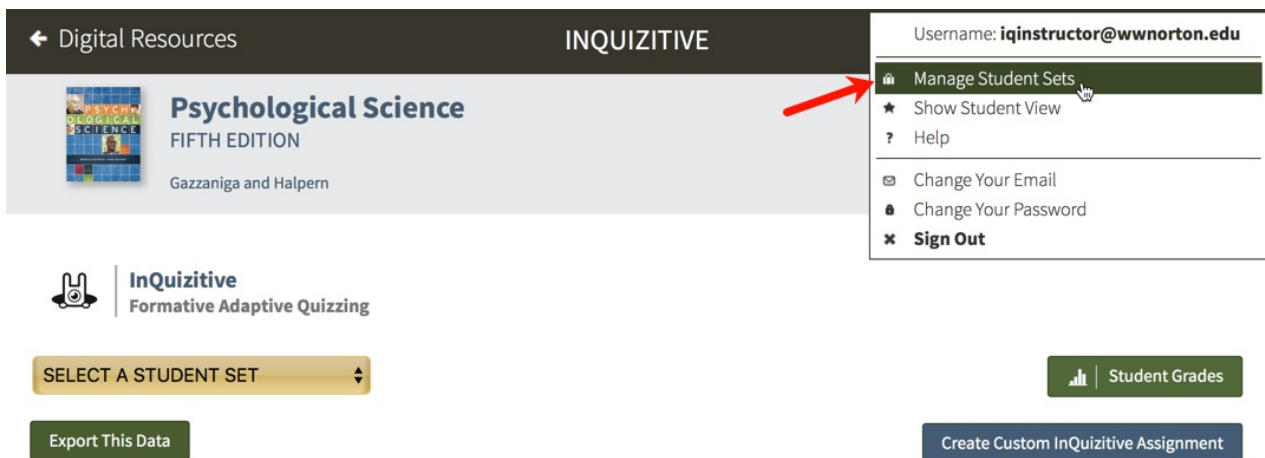
Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

Purchase Options

You are adding yourself to **Psychology 101, Section 3.**
Please enter your School ID now. You can always add this later.
12345
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

INQUIZITIVE

Username: iqinstructor@wwnorton.edu

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

Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

InQuizitive
Formative Adaptive Quizzing

SELECT A STUDENT SET

Export This Data

Student Grades

Create Custom InQuizitive Assignment

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
58424	Psychology 101, Section 2	—	0	2018/07/17–2018/12/20	Update ×
58411	Psychology 101, Section 1	—	0	2018/07/17–2018/12/20	Update ×

Showing 1 to 2 of 2 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 58424

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
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.

Update Student Set 58424
✕

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
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

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.

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DIGITAL RESOURCES

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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.

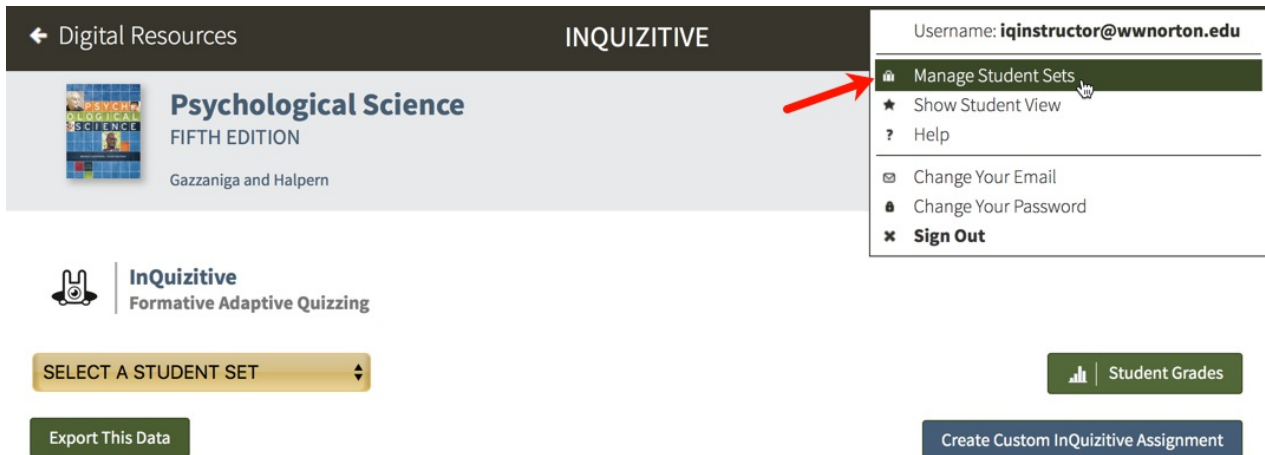
Next

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

number of days?

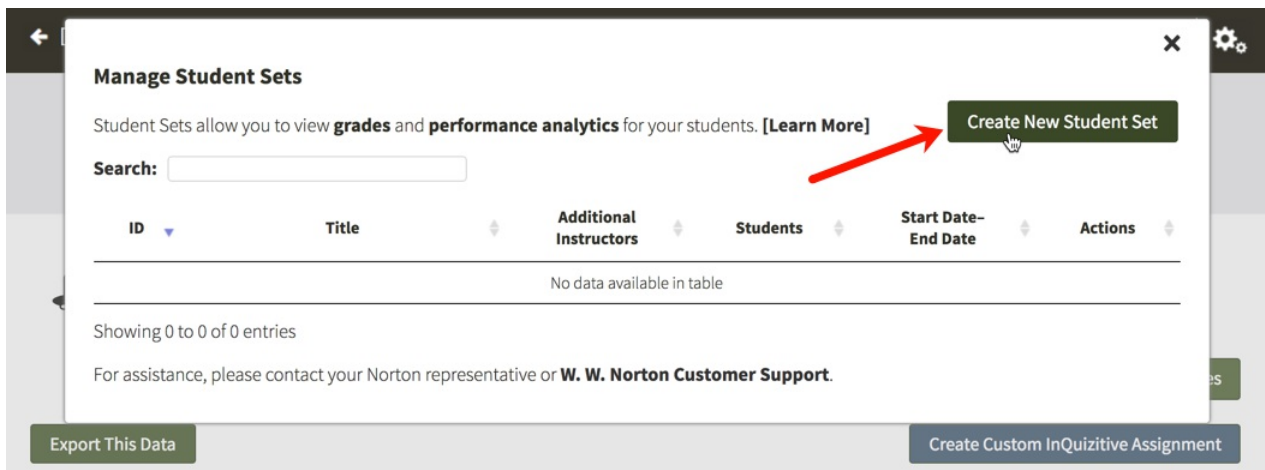
Prevent students from enrolling after a specific number of days in a new Student Set

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



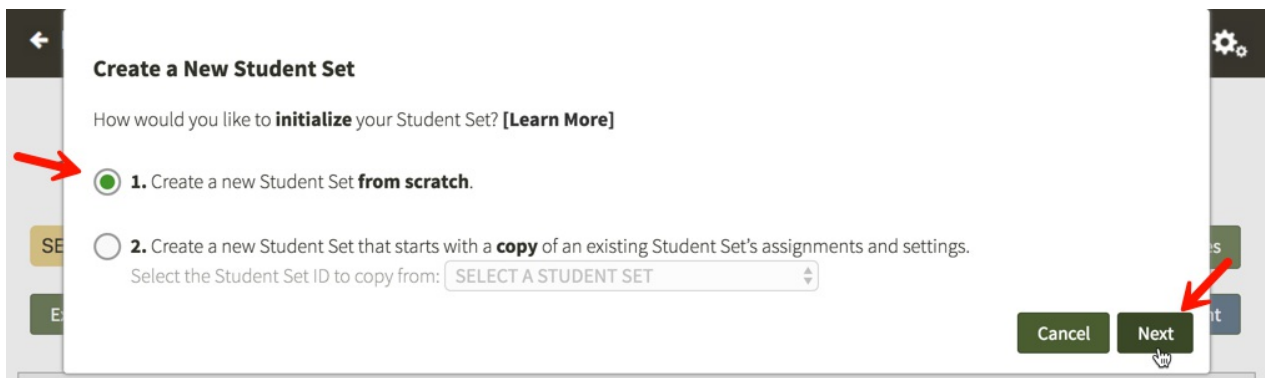
The screenshot shows the InQuizitive interface. At the top, there is a navigation bar with "Digital Resources" and "INQUIZITIVE". Below this, there is a section for "Psychological Science FIFTH EDITION" by Gazzaniga and Halpern. A red arrow points to the "Manage Student Sets" option in the user menu, which is located in the upper-right corner. The user menu also includes options for "Show Student View", "Help", "Change Your Email", "Change Your Password", and "Sign Out".

Click on the Create New Student Set button.



The screenshot shows the "Manage Student Sets" dialog box. It features a search bar, a table with columns for ID, Title, Additional Instructors, Students, Start Date-End Date, and Actions. A red arrow points to the "Create New Student Set" button in the top right corner of the dialog. Below the table, it says "No data available in table" and "Showing 0 to 0 of 0 entries". At the bottom, there are buttons for "Export This Data" and "Create Custom InQuizitive Assignment".

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



The screenshot shows the "Create a New Student Set" dialog box. It asks "How would you like to initialize your Student Set?" and provides two options: "1. Create a new Student Set from scratch." (selected by default) and "2. Create a new Student Set that starts with a copy of an existing Student Set's assignments and settings." A red arrow points to the "Next" button in the bottom right corner. There is also a "Cancel" button next to it.

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: Psychology 101, Section 3

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

3 And your school name: Duquesne University

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

4 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

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 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.

Update Student Set 58411

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: 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

Assignments and Settings

Product	Assignments
InQuizitive	16

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

Members

Students TAs

Add Member

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 INQUIZITIVE iqinstructor@wwnorton.edu

Psychological Science

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
58430	Psychology 101, Section 3	—	0	2018/07/17-2018/12/20	Update ×
58424	Psychology 101, Section 2	—	0	2018/07/17-2018/12/20	Update ×
58411	Psychology 101, Section 1	—	1	2018/07/17-2018/12/20	Update ×

Showing 1 to 3 of 3 entries

For assistance, please contact your instructor.

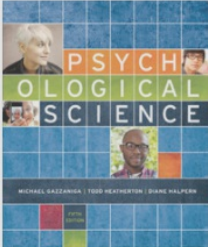
Student Set successfully created. The new Student Set ID is: 58430

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.

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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 INQUIZITIVE

Username: **iqinstructor@wwnorton.edu**

- 🔒 Manage Student Sets
- ★ Show Student View
- ? Help

- ✉ Change Your Email
- 🔒 Change Your Password
- ✕ Sign Out

Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

InQuizitive
Formative Adaptive Quizzing

SELECT A STUDENT SET Student Grades

Export This Data Create Custom InQuizitive Assignment

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
58411	Psychology 101, Section 1	—	0	2018/07/17–2018/12/20	Update ✕

Showing 1 to 1 of 1 entries

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

Export This Data Create Custom InQuizitive Assignment

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.

Update Student Set 58411

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: 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 when they register?

Yes No

Assignments and Settings

Product	Assignments
InQuizitive	16

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

Members

Add Member

Students

Name (email)

Simpson-GO.IIB. I

TAs

Search:

School Id

Save

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.

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DIGITAL RESOURCES

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Psychological Science

Purchase Options

The self-enrollment period for **31278, Psychology 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.

← Digital Resources INQUIZITIVE

Username: **iqinstructor@wwnorton.edu**

Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

- 🔒 Manage Student Sets
- ★ Show Student View
- ? Help
- ✉ Change Your Email
- 🔒 Change Your Password
- ✕ Sign Out

InQuizitive
Formative Adaptive Quizzing

SELECT A STUDENT SET ▾ 📊 Student Grades

Export This Data Create Custom InQuizitive Assignment

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
58411	Psychology 101, Section 1	—	0	2018/07/17-2018/12/20	Update ✕

Showing 1 to 1 of 1 entries

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

Export This Data Create Custom InQuizitive Assignment

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 58411

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: 07/17/2018 12:00 AM Eastern Time

End Date: 12/20/2018 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

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@wwnorton.edu)	--	✕
<input type="checkbox"/>	Simpson-GQJIB, Lisa (lsimpsongqjib@evergreener.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.

← Digital Resources
INQUIZITIVE



Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

Username: iqinstructor@wwnorton.edu

- 🔒 Manage Student Sets
- ★ Show Student View
- ? Help

- ✉ Change Your Email
- 🔑 Change Your Password
- ✖ Sign Out

SELECT A STUDENT SET

Export This Data

Student Grades

Create Custom InQuizitive Assignment

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
58411	Psychology 101, Section 1	—	0	2018/07/17-2018/12/20	Update ✕

Showing 1 to 1 of 1 entries

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

Export This Data Create Custom InQuizitive Assignment

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

Update Student Set 58411

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
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@wwnorton.edu)	--	 
<input type="checkbox"/>	Simpson-GQJIB, Lisa (lsimpsonqjib@evergreener.edu)	--	 

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 the [W.W. Norton Service Desk](#) for assistance.

Update Student Set 58411

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: 07/1

End Date: 12/2

Students cannot register for this Student Set

Do you want your members to be able to register for this Student Set when they register for the course?

Yes No

Assignments and Settings

Product	Assignments
InQuizitive	16

Edit Member Info

Role: Student [Learn More]

First Name: Jason

Last Name: June

Email Address: iqstudent@wwnorton.edu

School Id (optional):

Cancel Save

Members

Students

Search:

Name (email) School Id