

Instructor-only Functionality in Classic

Last Modified on 05/07/2024 7:13 am EDT

The Norton Ebook Reader has functionality that is exclusive to instructors. This page details the Norton Ebook Reader tools that allow instructors to share highlights and annotations with students, and to monitor class-wide reading activity.

Hide All Answers

Can I share my highlights and annotations with my students?

Sharing highlights: Use your cursor to highlight the desired text and the tool palette will appear. Select the green color and the highlighted text will be shared with your class.

The screenshot shows the Norton Ebook Reader interface for "Psychological Science, Fifth Edition". The chapter title is "4 Consciousness". The page number is 130. The text on the page discusses locked-in syndrome, mentioning Erik Ramsey. A photograph of a patient in a hospital bed is shown. A tool palette is visible at the bottom of the page, with a red arrow pointing to the green highlight tool.

Psychological Science, Fifth Edition ebookinstructor@wwnorton.edu ⚙️

4 Consciousness

page 130
page 131

IMAGINE WAKING UP IN THE HOSPITAL and the only thing you can move is your eyelids. You cannot talk or indicate that you are in pain. Finally, someone notices that you can voluntarily blink, and together you work out a system of communication. In 2000, when he was 16 years old, this situation happened to Erik Ramsey after his brain stem was damaged in a car accident. Since then, Ramsey has suffered from locked-in syndrome. In this rare condition, all or nearly all of a person's voluntary muscles are paralyzed. Even when Ramsey is awake and alert, he cannot communicate with those around him except by moving his eyes up and down (FIGURE 4.1).

As a psychological state, locked-in syndrome has been compared to being buried alive. Imagine that you see all the sights around you and hear every noise, but you cannot respond physically to these sights and noises. Imagine that you can feel every itch, but you cannot scratch yourself or move to gain relief. Hard as it is to imagine, Erik was lucky in that he was able to blink. Other such patients have no voluntary muscle movement. They have often been mistakenly thought to be in a coma for years, receiving no pain medication or socially appropriate communication.

Recent scientific advances have raised the possibility that Ramsey and patients like him will be able to communicate. That is, we might be able to "read" their thoughts by monitoring brain activity in real time. Communication is one of the primary goals of researchers who, in 2007, planted electrodes in the

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FIGURE 4.1 Conscious but Locked In

Chapter 4 Consciousness

Sharing annotations: Use your cursor to highlight the desired text and the tool palette will appear. Select the mortarboard icon, which will allow you to create a shared instructor's note.

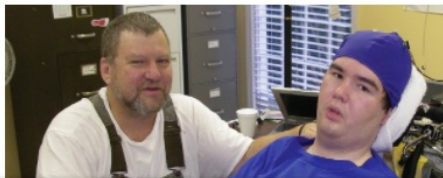
4 Consciousness

page 130
page 131

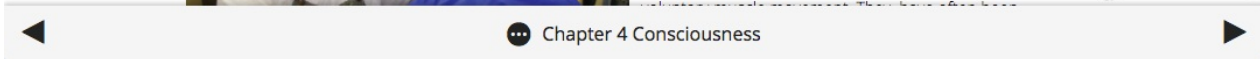
INSTRUCTOR'S NOTE
This note is not endorsed by the author(s).

Here is a YouTube video you should watch: <https://youtu.be/9bZkp7q19f0>

IMAGINE WAKING UP IN THE HOSPITAL and the only thing you can move is your eyelids. You cannot talk or indicate that you are in pain. Finally, someone notices that you can voluntarily blink, and together you work out a system of communication. In 2000, when he was 16 years old, this situation happened to Erik Ramsey after his brain stem was damaged in a car accident. Since then, Ramsey has suffered from locked-in syndrome. In this rare condition, all or nearly all of a person's voluntary muscles are paralyzed. Even when Ramsey is awake and alert, he cannot communicate with those around him except by moving his eyes up and down (FIGURE 4.1).



As a psychological state, locked-in syndrome has been compared to being buried alive. Imagine that you see all the sights around you and hear every noise, but you cannot respond physically to these sights and noises. Imagine that you can feel every itch, but you cannot scratch yourself or move to gain relief. Hard as it is to imagine, it is what it was like for Erik Ramsey. Other



Still need help? Watch [this video](#).

Note: In order for students to view shared highlights and annotations, they need to be enrolled in your Student Set.


Can I monitor student and class-wide reading activity?

Instructors can monitor activity in three ways:

1. **Individual student reading activity:** After creating a Student Set and sharing the ID with students, you will have access to each student's reading progress.
2. **Class-wide averages for reading time per chapter:** In the Select a Student Set dropdown menu on your ebook homepage, select the Student Set for which you want to view reading time. Class-wide reading averages will then populate across from each chapter link. In the Active Students column, you'll see the number of students in your Student Set who have accessed the chapter. In the Avg. Time Spent (MM:SS) column, you'll see the average time spent for students who have accessed the chapter.

 **Ebook**
Interactive Online Textbook

15119 (Introduction to Psychology, Section 1) ▾

 Student Grades

Export This Data


Return To Last-Visited Page

CHAPTER TITLE	ACTIVE STUDENTS	AVG. TIME SPENT (MM:SS)
Chapter 1 The Science of Psychology	1	320:42
Chapter 2 Research Methodology	1	56:48

3. **Individual student ebook access per chapter:** In the Select a Student Set dropdown menu on your ebook homepage, select the Student Set for which you want to view reading time. Click on the Student Grades button.

 **Ebook**
Interactive Online Textbook

15119 (Introduction to Psychology, Section 1) ▾

 Student Grades

Export This Data

Return To Last-Visited Page

CHAPTER TITLE	ACTIVE STUDENTS	AVG. TIME SPENT (MM:SS)
Chapter 1 The Science of Psychology	1	320:42
Chapter 2 Research Methodology	1	56:48

Then click Time Spent at the top right of the report. You'll now be able to view both individual chapter ebook access time and aggregate access time for the entire ebook for each student.



Psychological Science
FIFTH EDITION
Gazzaniga and Halpern

15119 (Introduction to Psychology, Section 1) ▾

Export This Data

Search:

Grades | **Time Spent**

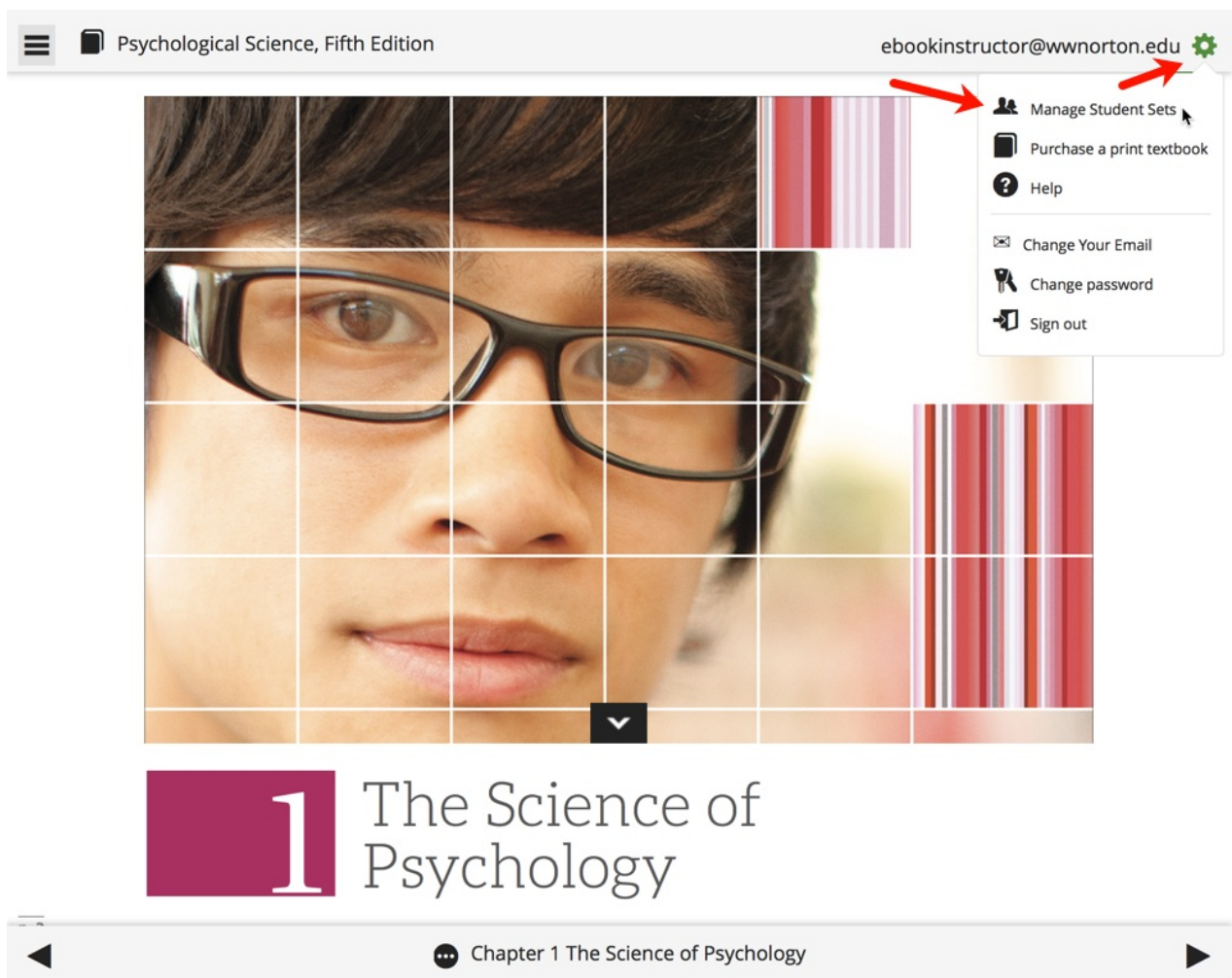
Student Name / Email	Ebook Avg. Time	Ebook: Chapter 1	Ebook: Chapter 2	Ebook: Chapter 3	Ebook: Chapter 4	Ebook: Chapter 5	ZAPS Avg. Time
June, Jason ebookstudent@wnnorton.edu	93:24 (5 assignments)	320:42	56:48	7:03	52:31	29:55	—

Showing 1 to 1 of 1 entries

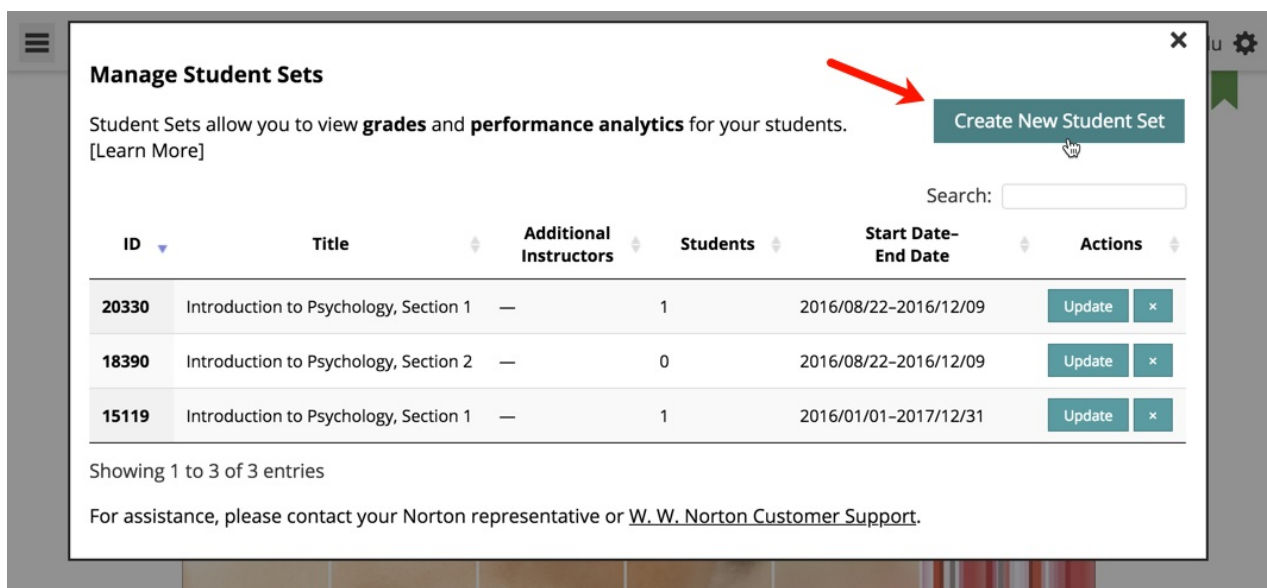
Still need help? Watch [this video](#).

How do I create a new Student Set?

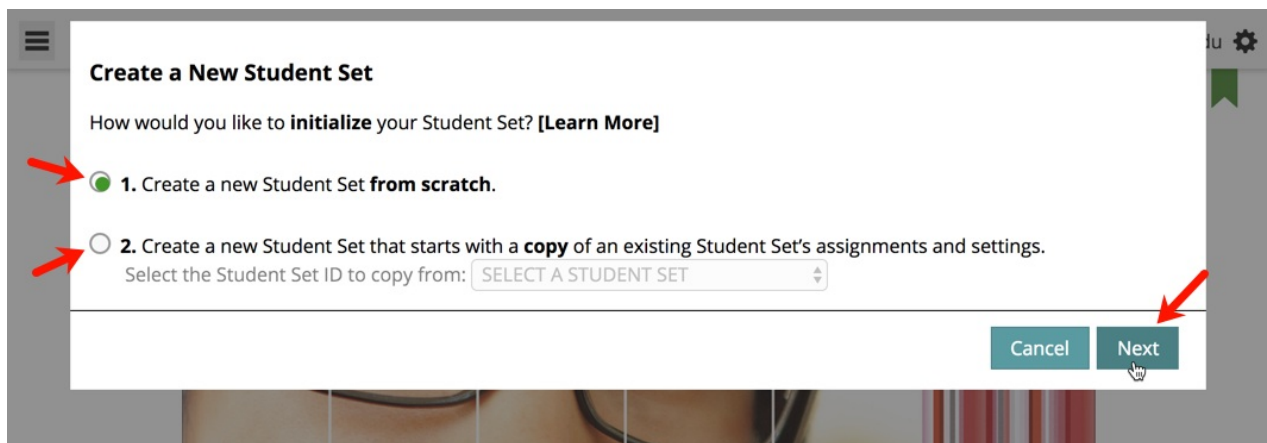
Click on the gear menu in the upper-right corner of the page and select Manage Student Sets from the menu.



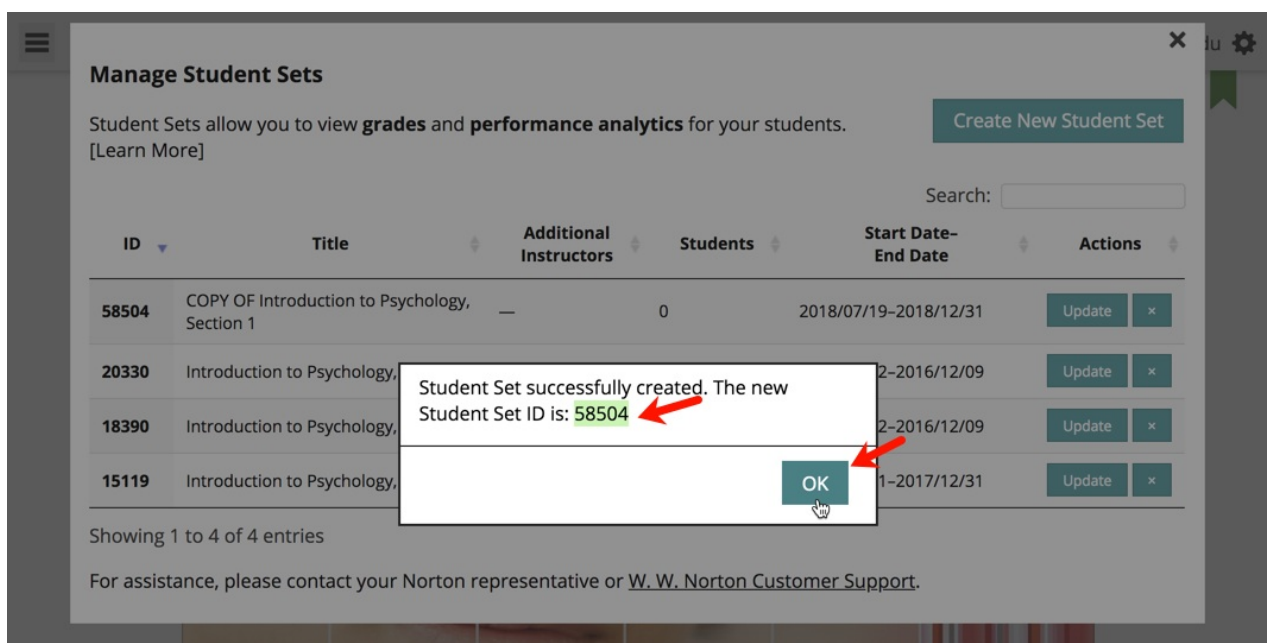
Click the Create New Student Set button.



Select the type of Student Set you would like to create and click the Next button.



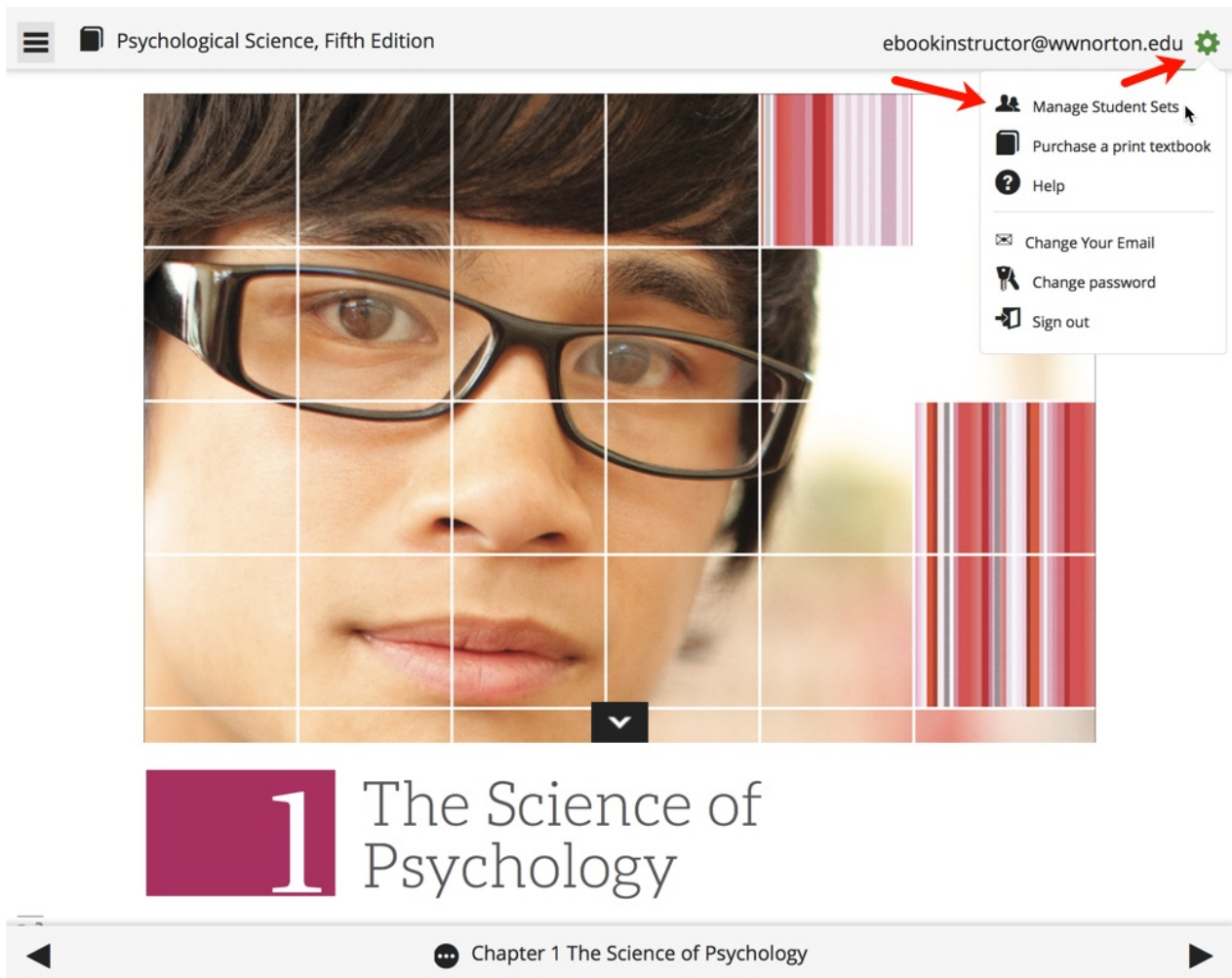
Enter a title for your Student Set, select your state, province, or country, start typing your school's name into the field that appears and select your school from the list, set a start and end date for the Student Set, and finally, click the Create Student Set button. Make a note of the Student Set ID number and distribute it to your students.



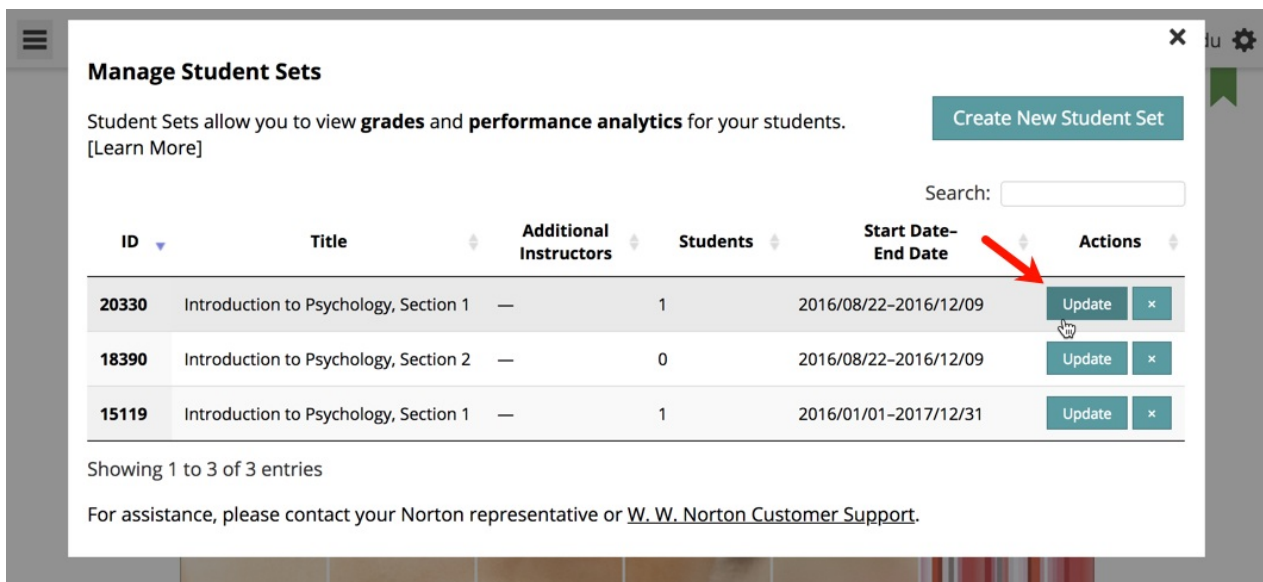
How do I edit an existing Student Set?

Note: You can edit any part of the information related to a Student Set except for the associated school and the Student Set ID number itself.

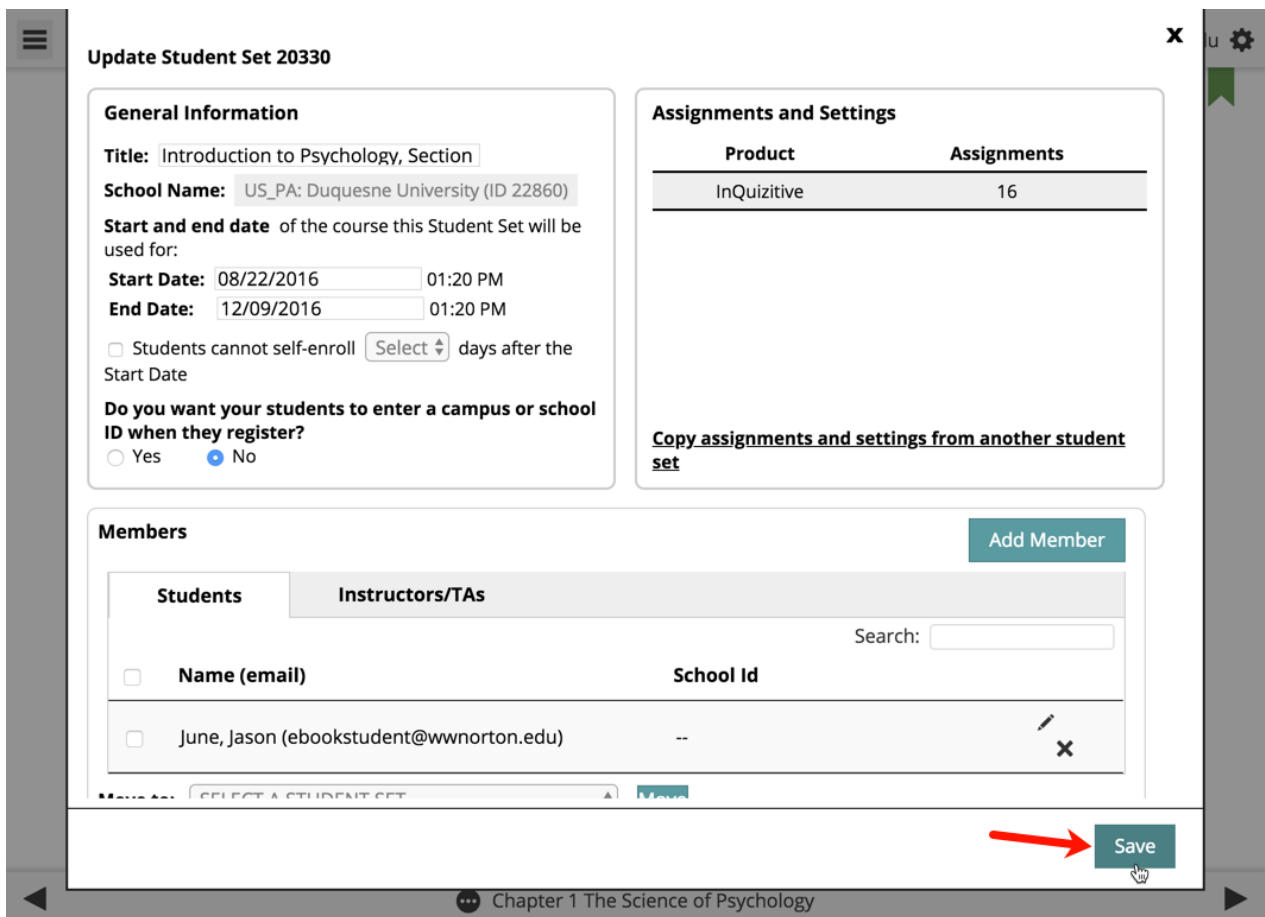
Click on the gear menu in the upper-right corner of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set you would like to edit.



When you are finished editing the Student Set, click the Save button to save your changes and return to the Manage Student Sets window.



How do I add a Co-Instructor, Scoring Teaching Assistant, or Teaching Assistant to my Student Set?

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

Click the gear menu at the upper-right of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set to which you would like to add a 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
20330	Introduction to Psychology, Section 1	—	1	2016/08/22–2016/12/09	Update ×
18390	Introduction to Psychology, Section 2	—	0	2016/08/22–2016/12/09	Update ×
15119	Introduction to Psychology, Section 1	—	1	2016/01/01–2017/12/31	Update ×

Showing 1 to 3 of 3 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 15119

General Information

Title:

School Name:

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

Start Date: 01:18 PM

End Date: 01:18 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
InQuizitive	16

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

Members

Students Instructors/TAs

Search:

Name (email)	School Id	
<input type="checkbox"/> June, Jason (ebookstudent@wnorton.edu)	--	✎ ×

Move to: Move

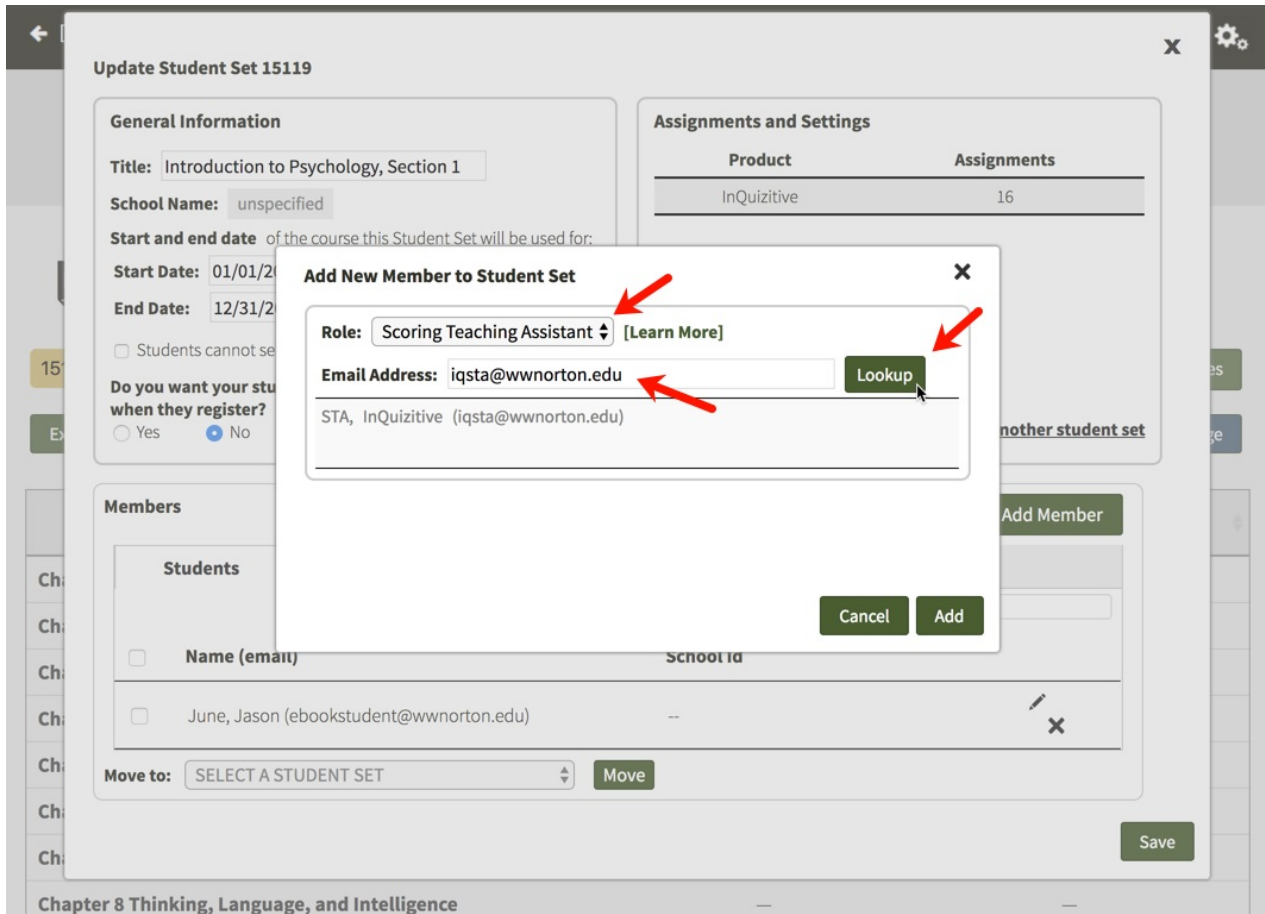
Save

In the Role dropdown menu, select the permission level you would like to give the person who you are adding to your Student Set. For a comparison of the four different roles, please see the Overview of Role Permissions section below. Type in the person's email address and click the Lookup button.

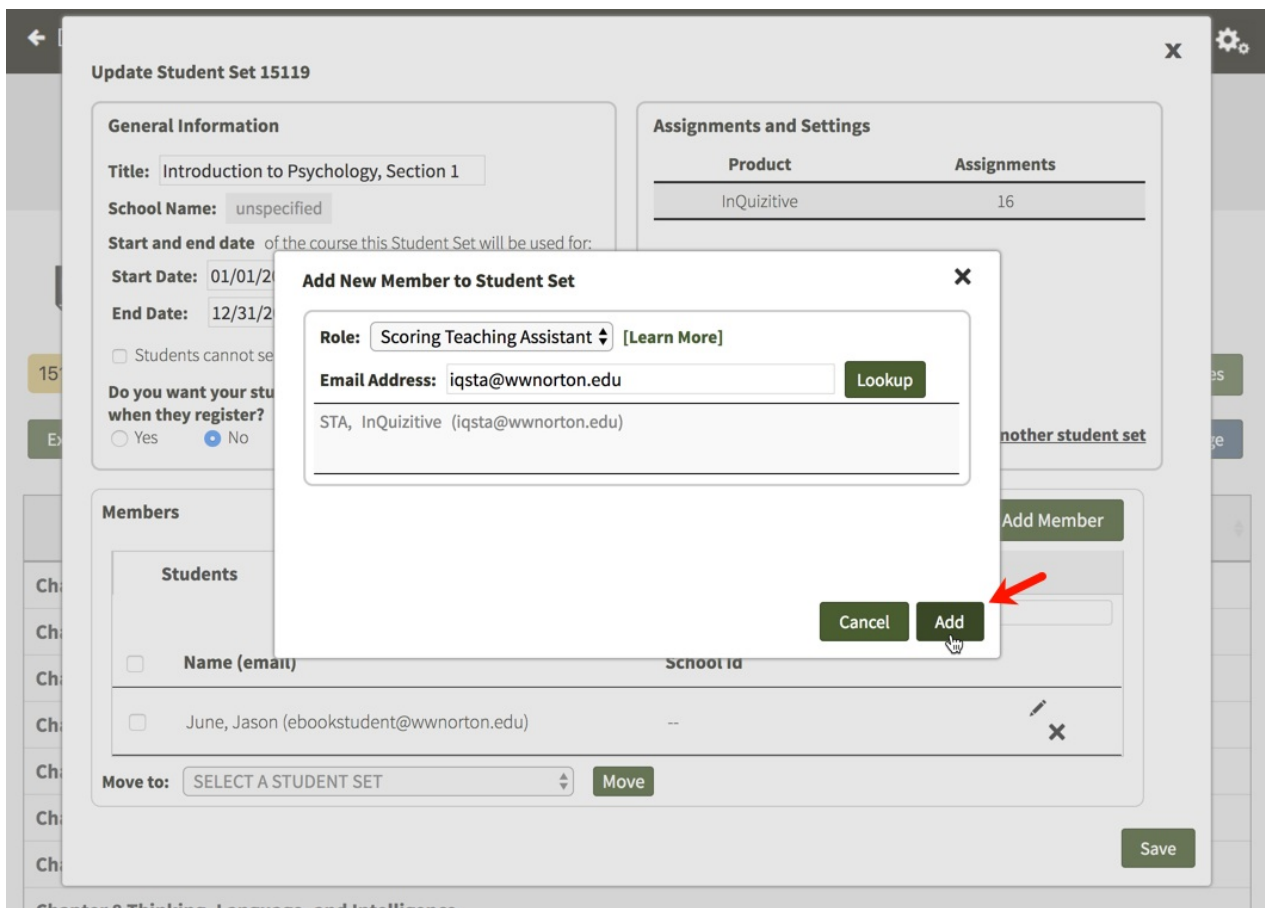
- If adding a co-instructor, the person you are adding must have a Norton account with full instructor privileges. For help with this, please contact the [W.W. Norton Service Desk](#).
- If you are adding a scoring TA or TA, this person does not need to have a pre-existing Norton account. In the case that they do not have a Norton account, we will send them

an email with log in instructions once you add them to your Student Set.

- c. **Note:** If you are adding a student as a scoring TA or TA, you are changing their permissions in all Norton products. If they are enrolled as a student in another Student Set, please have them register with a **separate email address** when logging in as a TA or a scoring TA.
- d. Once you give an account a specific level of permission in your Student Set, you cannot downgrade that account to a lower permission level. For example, if you give an account scoring TA access, you cannot downgrade that account to TA access.



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 at the upper-right of the page and select Manage Student Sets from the menu.



Click the Update button to the right of the Student Set from which you would like to remove a 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
20330	Introduction to Psychology, Section 1	—	1	2016/08/22–2016/12/09	Update ×
18390	Introduction to Psychology, Section 2	—	0	2016/08/22–2016/12/09	Update ×
15119	Introduction to Psychology, Section 1	—	1	2016/01/01–2017/12/31	Update ×

Showing 1 to 3 of 3 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 15119

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
InQuizitive	16

[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 (ebookinstructor@wwnorton.edu)	Full Instructor (you)
<input type="checkbox"/> STA, InQuizitive (iqsta@wwnorton.edu)	Scoring Teaching Assistant ✎ ✕

Move to: Move

Save

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

Note: Removing a scoring TA or a TA does not reset or change the permissions attached to their account.

Update Student Set 15119

General Information

Title: Introduction to Psychology, Section 1

School Name: unspecified

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

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

End Date: 12/31/2017 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
InQuizitive	16

[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 (ebookinstructor@wnnorton.edu)	Full Instructor	(you)
<input type="checkbox"/>	STA, InQuizitive (iqsta@wnnorton.edu)	Scoring Teaching Assistant	

Move to: Move

Save

Chapter 8 Thinking, Language, and Intelligence

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

Overview of Role Permissions

Click on your product to see a complete list of role permissions for Teaching Assistants, Scoring Teaching Assistants, and Co-Instructors.

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

Can I require students to enter a school ID?

Require students to enter a school ID in a new Student Set

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

The screenshot shows the top navigation bar with a back arrow, "Digital Resources", and "EBOOK". The user's name "Username: ebookinstructor@wwnorton.edu" is displayed. A dropdown menu is open, listing "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. Below the navigation bar, there is an "Ebook Interactive Online Textbook" logo and a "SELECT A STUDENT SET" dropdown menu.

Click on the Create New Student Set button.

The screenshot shows the "Manage Student Sets" page. It includes a search bar, a table with columns for ID, Title, Additional Instructors, Students, Start Date-End Date, and Actions. The table is currently empty, displaying "No data available in table". A red arrow points to the "Create New Student Set" button. At the bottom, there are buttons for "Export This Data" and "Create Custom InQuizitive Assignment".

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

The screenshot shows the "Create a New Student Set" page. 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. There is also a "Cancel" button and a dropdown menu for "SELECT A STUDENT SET" under option 2.

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

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 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

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 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 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:

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

What should this ID be called? 

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

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. [\[Learn More\]](#)

Search:

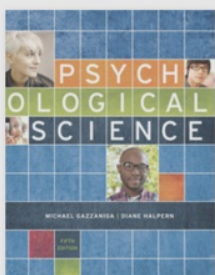
ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
58430	Psychology 101, Section 3	—	0	2018/07/17-2018/12/20	<input type="button" value="Update"/> <input type="button" value="✕"/>
58424	Psychology 101, Section 2	—	0	2018/07/17-2018/12/20	<input type="button" value="Update"/> <input type="button" value="✕"/>
58411	Psychology 101, Section 1	—	1	2018/07/17-2018/12/20	<input type="button" value="Update"/> <input type="button" value="✕"/>

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: **58430**

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.



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 **EBOOK** Username: **ebookinstructor@wwnorton.edu**

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

SELECT A STUDENT SET

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
20330	Introduction to Psychology, Section 1	—	1	2016/08/22–2016/12/09	Update ×
18390	Introduction to Psychology, Section 2	—	0	2016/08/22–2016/12/09	Update ×
15119	Introduction to Psychology, Section 1	—	1	2016/01/01–2017/12/31	Update ×

Showing 1 to 3 of 3 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
X

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: Psychology 101, Section 2

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

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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INDEPENDENT PUBLISHERS SINCE 1923
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.

Next

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

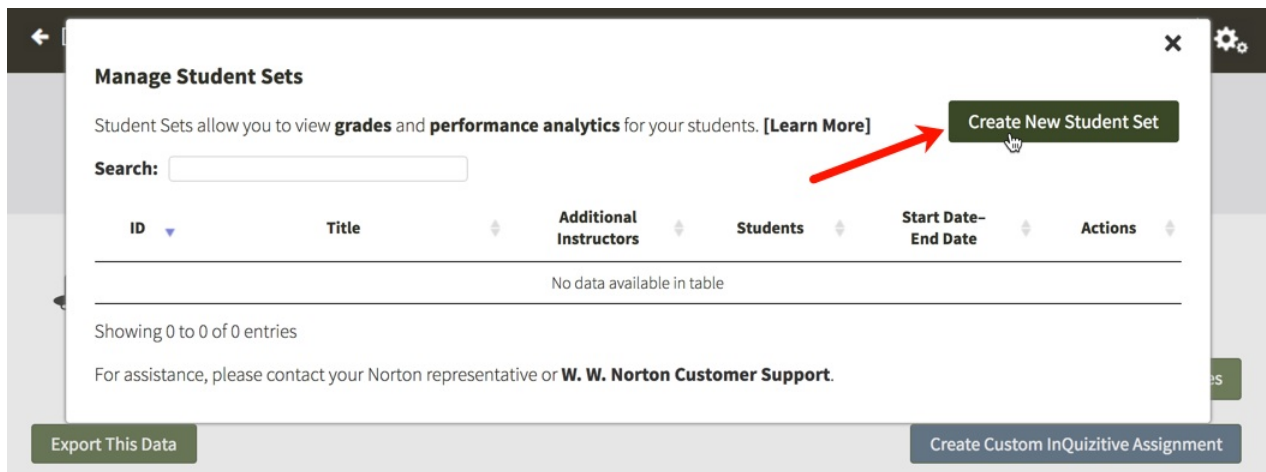
number of days?

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

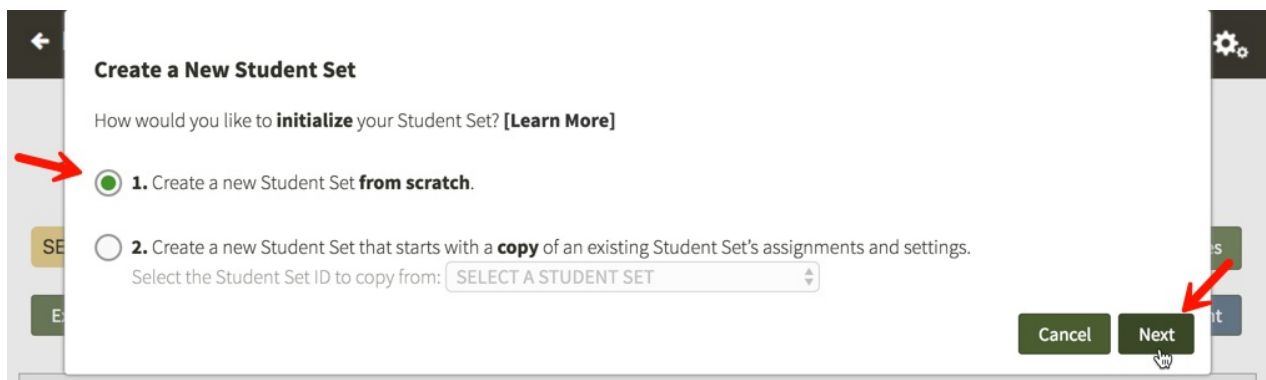
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



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 you 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.

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.

Chapter 1: The Science of Psychology

Chapter 2: Research Methodology

Any students who try to join this Student Set after the self-enrollment period has ended will receive the message below. Since the self-enrollment period has ended, you will need to manually add students to the Student Set from that point on.

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DIGITAL RESOURCES

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Psychological Science

FIFTH EDITION
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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

EBOOK

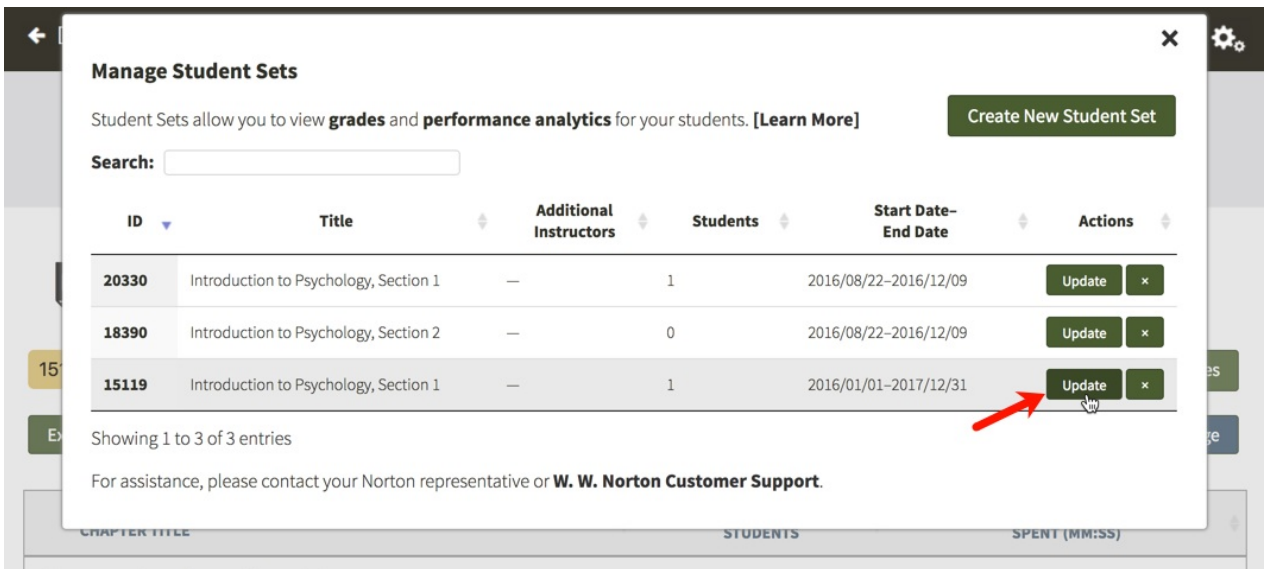
Username: **ebookinstructor@wwnorton.edu**

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

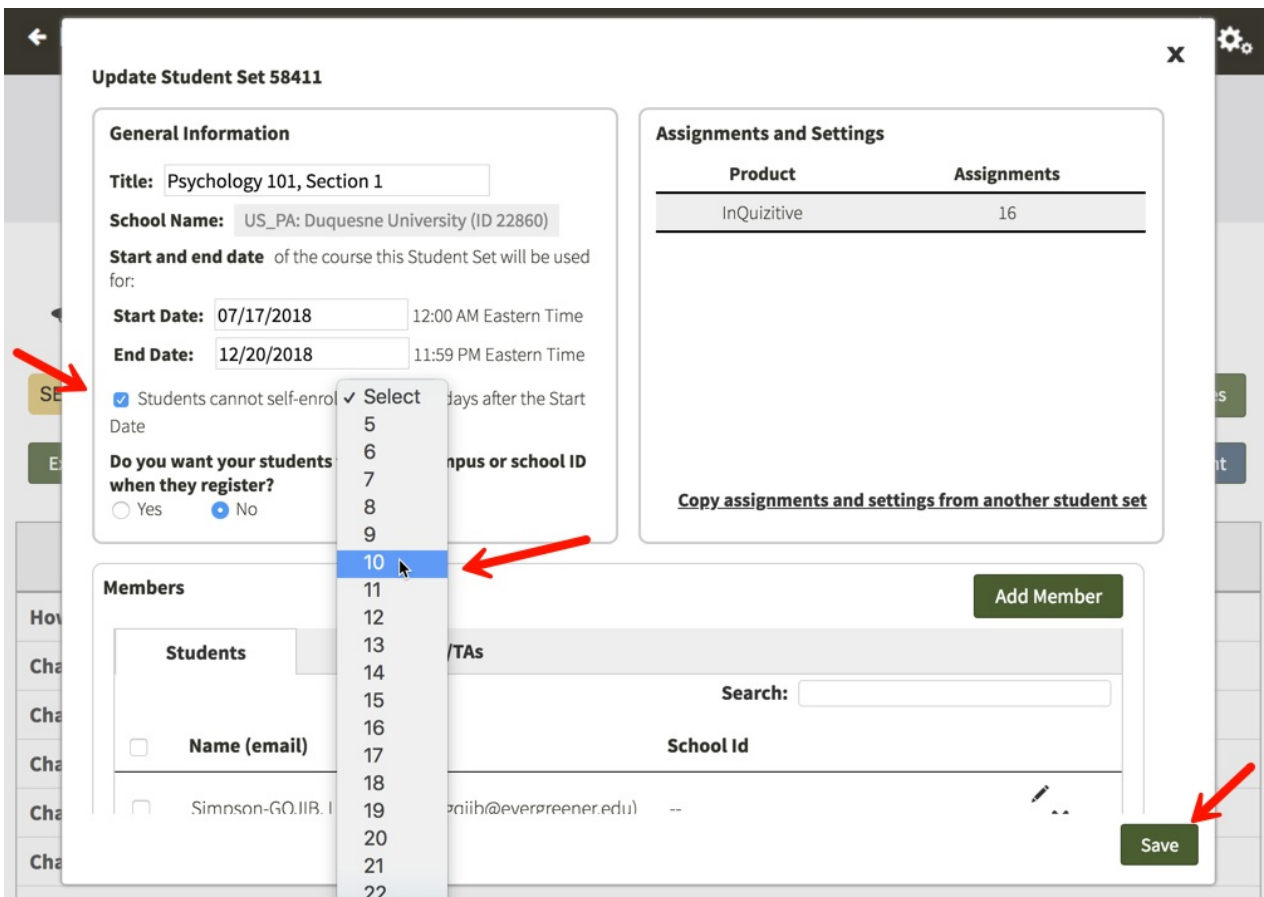
Ebook
Interactive Online Textbook

[SELECT A STUDENT SET](#)

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.

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.

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
20330	Introduction to Psychology, Section 1	—	1	2016/08/22–2016/12/09	Update ×
18390	Introduction to Psychology, Section 2	—	0	2016/08/22–2016/12/09	Update ×
15119	Introduction to Psychology, Section 1	—	1	2016/01/01–2017/12/31	Update ×

In the Members section, 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

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
EBOOK

Ebook
Interactive Online Textbook

SELECT A STUDENT SET

Username: **ebookinstructor@wwnorton.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 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
20330	Introduction to Psychology, Section 1	—	1	2016/08/22–2016/12/09	Update ×
18390	Introduction to Psychology, Section 2	—	0	2016/08/22–2016/12/09	Update ×
15119	Introduction to Psychology, Section 1	—	1	2016/01/01–2017/12/31	Update ×

Showing 1 to 3 of 3 entries

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

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 (jqstudent@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 [Norton Customer Support](#) 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 after this date

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

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