Setup and Controls

Last Modified on 01/06/2025 11:56 am EST

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

Hide All Answers

How do I create a new Student Set?

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

← Digital Resources	ZAPS		Username: zapsinstructor@wwnorton.edu
ZAPS	The Norton Psychology Labs Second Edition	⊠ ₿	Manage Student Sets Show Student View Help Change Your Email Change Your Password
		×	Sign Out

Click the Create New Student Set button.

← (Manage Student	Sets									×	¢₀
7		ou to view grades and p	performance	analytics for yo	ur studer	ats. [Learn Mo	ore]	Cre	ate Nev	v Student Se	t	
	ID 🔻	Title	\$	Additional Instructors	¢	Students	¢	Start Date- End Date	¢	Actions	¢	
				No data availat	ole in table							
	Showing 0 to 0 of 0 er	ntries										
	For assistance, please	e contact your Norton re	epresentative (or W. W. Norton	Custom	er Support.						

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

+ (Create a New Student Set	\$₀
7	How would you like to initialize your Student Set? [Learn More]	
2	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: SELECT A STUDENT SET	1
	Concel Nex	

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

Title: Psychology 101,	Section 1			
,	ate, province, or country	Pennsylvania (US)	+	
And your school name:				
	e course this Student Se	t will be used for:	-	
Start Date: 07/25/2018	12:00 AM Eas	tern Time End Date: 12	2/20/2018	11:59 PM Eastern Time
□ Students cannot self-e	nroll Select 🖨 days afte	r the Start Date		
Do you want your stude	nts to enter a campus or	school ID when they regis	ster? O Yes	 No
bo you want your stude	its to enter a campus of	school ib when they regis		

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

Search:	ets allow you to view grades	and performance and	itytics for your stud	dents. [Learn More]	incute new .	Student Set
ID 🔻	Title		Stude	nts 🔶 Start Date- End Date		Actions
58874	Psychology 101, Section 1	_	0	2018/07/25-2018/12/20		Update ×
31738	Psychology 101, Section 2	-	0	2017/08/28-2017/12/08		Update ×
31734	Psychology 101, Section 1	Student Set succ	essfully created	. The new		Update ×
Showing 1	to 3 of 3 entries	Student Set ID is:				

How do I add a student to a Student Set?

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



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

Manag	e Student Set:	s									×
		view grades and	performance	e analytics for	r your stu	dents. [Lea	arn Mor	e]	Create Nev	w Student Set	
Search:											
ID	T	Title	¢	Additional Instructors	¢	Students	\$	Start Date- End Date	\$	Actions	¢
31734	Psychology 101	1 Section 1	10	92	0			7/08/28-2017/12/08		Update ×	

Click on the Add Member button.

	ormation		Assignments and Settin	ngs
Title: Psych	ology 101, Section	1	Product	Assignments
School Name	US_PA: Duques	ne University (ID 22860)		
Start and en for:	d date of the course	e this Student Set will be used		
Start Date:	08/28/2017	03:07 PM		
End Date:	12/08/2017	03:07 PM		
When they re Yes	 No 		Copy assignments and	d settings from another student set
	ents In:	structors/TAs		Add Member
Stude				
	urrently no stude	nts in this Student Set.		

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

General Informatio	n	Assignments and Settin	gs	
Title: Psychology 10	01, Section 1	Product	Assignments	
School Name: US_F	PA: Duquesne University (ID 22860)			
Start and end date for:	Add New Member to Student Set		×	
Start Date: 08/28	Role: Student	[Learn More]		
End Date: 12/08	Email Address: zapsstudent@ww		Lookup	
Students cannot				
Date	June, Jason (zapsstudent@wwno	orton.edu)		
Do you want your when they register Yes O No	School Id (optional):		ther student set	
Members			d Member	
Students		C	ancel Add	
There are currently	no students in this Student Set.			

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

General Information	on	Assignments and Set	tings	
Title: Psychology	101, Section 1	Product	Assignments	
School Name: US	PA: Duquesne University (ID 22860)			
Start and end date for:	Add New Member to Student Set		×	
Start Date: 08/28	Role: Student	[Learn More]		
End Date: 12/08	Email Address: zapsstudent@wwng		Lookup	
 Students cannot Date 	June, Jason (zapsstudent@wwnortor			
Do you want your				
Yes O No	School Id (optional):		ther stud	<u>lent set</u>
Members			Memb	er
Students			Cancel Add	
There are current	ly no students in this Student Set.			
	A STUDENT SET 🔶 Move			

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

General Informatio	n	Assignments and Setti	ngs
Title: Psychology 1	.01, Section 1	Product	Assignments
School Name: US_	PA: Duquesne University (ID 22860)		
Start and end date for:	Add New Member to Student Set		×
Start Date: 08/28	Role: Student	[Learn More]	
End Date: 12/08	Email Address: zapsstudent15@ww	norton.edu	Lookup
 Students cannot Date 	Username zapsstudent15@wwnorton.e	edu not found. Students must re	egister for
Do you want your :	access prior to being added to your Stu		
when they registerYesNo	School Id (optional):		ther student se
Members		_	d Member
Students			Cancel Add
There are current	y no students in this Student Set.		
Move to: SELECT A	STUDENT SET		

How do I remove a student from a Student Set?

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



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

Manage	Student Sets	()							:	×
Student S	ets allow you to vi	iew grades and p	performanc	e analytics for	your student	s. [Learn M	ore]	Create Nev	w Student Set	
Search:										
ID	r.	Title	¢	Additional Instructors	\$ Stud	lents 🔶	Start Date- End Date	¢	Actions	¢
31734	Psychology 101,	Section 1	-		0	2	017/08/28-2017/12/08		Update ×	

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

General In	formation		Assignments and Setting	gs
Title: Psy	chology 101, Section	1	Product	Assignments
School Nar	ne: US_PA: Duquesr	ne University (ID 22860)		
Start and e	nd date of the course	this Student Set will be used		
Start Date	08/28/2017	03:07 PM		
End Date:	12/08/2017	03:07 PM		
 Students cannot self-enroll Select \$ days after the Start Date Do you want your students to enter a campus or school ID when they register? Yes O No 		nter a campus or school ID	Copy assignments and	I settings from another student se Add Member
rempers		structors/TAs		
	dents Ins			
	dents In:		Search:	
Stud	dents Ins Jame (email)		Search: School Id	
Stud	ame (email)	ent@wwnorton.edu)		* ×
Stud	ame (email)			/ ×

How do I delete a Student Set?

If you need to delete your Student Set, please contact your Norton specialist, or open a supporthere.

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

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

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



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

1. Copy Assignments and Settings to a New Student Set

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

Manage Student							Cro	ata Nov	v Student Se	*
Search:	ou to view grades and j	performance	analytics for you	r studer	nts. [Learn M o	orej	Crea		v Student Se	
ID 🔻	Title	¢	Additional Instructors	¢	Students	¢	Start Date- End Date	¢	Actions	¢
			No data availabl	e in table	5					

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

+ (\$.
	Create a New Student Set	
$\overline{\mathbf{z}}$	How would you like to initialize your Student Set? [Learn More]	
	1. Create a new Student Set from scratch.	
2	• 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: 31734 (Psychology 101, Section 1)	
	Cancel	Next

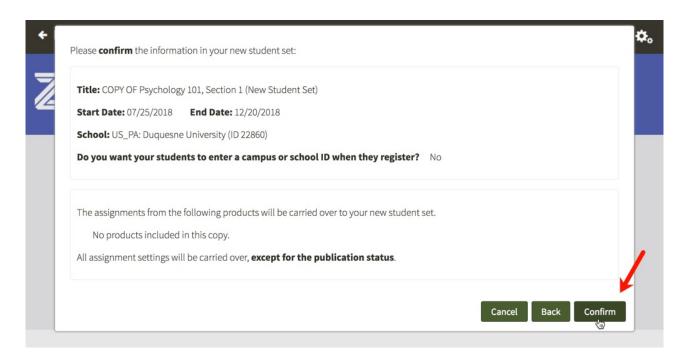
If you would like to copy the assignments and settings from another instructor's Student Set, select option 2, choose Copy from another instructor's Student Set from the drop-down menu, enter the Student Set ID number, and click the Next button.

+ (¢₀
	Create a New Student Set	
$\overline{\mathbf{z}}$	How would you like to initialize your Student Set? [Learn More]	
4	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: Copy from another instructor's Student S 🗘 12345	
	Cancel Ne	vt
		€ ₩7

General Information				
Title: COPY OF Psych	ology 101, Section 1			
Choose your school's	state, province, or country:	Pennsylvania (US)	\$	
And your school name	: Duquesne University			
Start and end date of t	the course this Student Set	will be used for:		
Start Date: 07/25/201	12:00 AM Easte	ern Time End Date: 12/20	/2018	11:59 PM Eastern Time
 Students cannot self 	enroll Select 🖨 days after	the Start Date		
23 8 9 9				
Do you want your stud	lents to enter a campus or s	school ID when they register	Yes	 No
		school ID when they register	? O Yes	 No
Assignments and Set			? O Yes	• No
Assignments and Set	tings contain all assignments fro			
Assignments and Set	tings contain all assignments fro	m the following products. Il need to publish Smartwork5		

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

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



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.

	ts allow you to view grade s	s and performance a	analytics for your stud	dents. [Learn	More] Cre	Create New Student Set		
Search: ID 🔻	Title		ditional 🔶 Stude	nts 🍦	Start Date– End Date		Actions	
58884	COPY OF Psychology 101, Sec	ction 1 —	0	2018/	07/25-2018/12/20		Update ×	
58874	Psychology 101, Section 1	_	0	2018/	07/25-2018/12/20		Update ×	
31738	Psychology 101, Section 2	Student Set su	ccessfully created	. The new	2017/12/08		Update ×	
31734	Psychology 101, Section 1	Student Set ID	is: <mark>58884</mark>	_	-,17/12/08		Update ×	
Showing 1	to 4 of 4 entries			0	ĸ			

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.

Search:								
ID 🖣	Title	\$	Additional Instructors	Students	¢	Start Date- End Date	¢	Actions
31738	Psychology 101, Section 2	-	8	0	2017/	/08/28-2017/12/08		Ipdate ×
31734	Psychology 101, Section 1	-		1	2017/	/08/28-2017/12/08	L.	Ipdate ×

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

General III	formation		Assignments and Setti	ngs
Title: Psyc	hology 101, Section	1	Product	Assignments
School Nam	ne: US_PA: Duquesn	ne University (ID 22860)		
Start and en for:	nd date of the course	this Student Set will be used		
Start Date:	08/28/2017	12:00 AM		
End Date:	12/08/2017	11:59 PM		
Date Do you wan when they Yes	nt your students to en	elect < days after the Start	<u>Copy assignments ar</u>	nd, settings from another student set
Do you wan when they	nt your students to en register?		<u>Copy assignments ar</u>	Add Member
Do you wan when they Yes Members	et your students to en register? No		<u>Copy assignments ar</u>	
Do you wan when they Yes Members	et your students to en register? No	nter a campus or school ID	Copy assignments an Search:	
Do you wan when they r Yes Members Stud	et your students to en register? No	nter a campus or school ID		

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

Copy assignments and settings from another St	udent Set (Learn More):	
✓ SELECT A STUDENT SET		
31738 (Psychology 101, Section 2)	arried over to your student set.	
Copy from another instructor's Student Set	ill need to publish Smartwork5 assi	gnments in this set.
Have students completed graded work in this set a	Iready?	
 If grades are recorded on InQuizitive activities you're copying from. All grades for premade InQuizitive activities wi If grades are recorded in Smartwork5, you can Grades for any other assignable activities will 	ill be retained. not copy Smartwork5 settings into thi	s set.
Do you want to include your Grades Accepted Until o	dates? Yes ONO	
Product	Assignments	Include
		Cancel Copy Assignments
ZAPS		
The Norton Psychology Labs		

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

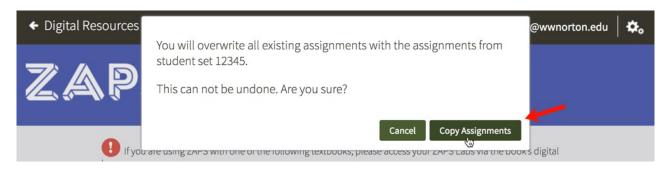
Copy from another instructor's Student S 🗘 123	Apply	
The assignments from the following products will be	e carried over to your student set.	
Note for Smartwork5 users: after this operation, you	will need to publish Smartwork5 assignment	nts in this set.
Have students completed graded work in this set a	Iready?	
 If grades are recorded on InQuizitive activities you're copying from. All grades for premade InQuizitive activities w 		nless those activities also exist in the set
If grades are recorded in Smartwork5, you car		
Grades for any other assignable activities will	be retained (such as ZAPS, Tutorials, or othe	r quizzes).
Do you want to include your Grades Accepted Until	dates? Yes ONO	
Product	Assignments	Include

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

Copy from another instructor's Student S	✿ 12345 Apply	
he assignments from the following product	s will be carried over to your student set.	
lote for Smartwork5 users: after this operati	on, you will need to publish Smartwork5 assignme	nts in this set.
lave students completed graded work in t	nis set already?	
 If grades are recorded on InQuizitive a you're copying from. 	ctivities you created yourself, they will be deleted, u	nless those activities also exist in the se
 All grades for premade InQuizitive acti 		
 If grades are recorded in Smartwork5, 	you cannot copy Smartwork5 settings into this set.	
 Grades for any other assignable activity 	ies will be retained (such as ZAPS, Tutorials, or othe	r quizzes).
Do you want to include your Grades Accepte	d Until dates? • Yes No	
Product	Assignments	Include

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.



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

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

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

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



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

Search:										
ID ,	e e e e e e e e e e e e e e e e e e e	Title	÷	Additional Instructors	¢	Students	¢	Start Date- End Date	÷	Actions
31292	Psychology 10	1, Section 2	S.		0		2017	7/08/28-2017/12/08	l	Update ×
31278	Psychology 10	1, Section 1	-	_	1		2017	7/04/17-2017/12/08		Update ×

In the Members section, click the Add Member button.

		Assignments and Settin	gs
Title: Psychology 101, Section 1		Product	Assignments
School Name: US_PA: Duquesne U	Jniversity (ID 22860)		
Start and end date of the course the for:	is Student Set will be used		
Start Date: 08/28/2017	03:07 PM		
End Date: 12/08/2017	03:07 PM		
When they register? ○ Yes ○ No		Copy assignments and	l settings from another student set
lembers			Add Member
	uctors/TAs		Add Member
			Add Member

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

- a. If you are adding a co-instructor as a **Full Instructor**, the person must have a Norton account with full instructor privileges. For help with this, please contact your Norton Representative.
- b. If you are adding a **Teaching Assistant** or **Scoring Teaching Assistant**, the 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. If you are adding a student as a **Teaching Assistant** or **Scoring Teaching Assistant**, you are <u>changing their</u> <u>permissions</u> in <u>all</u> Norton products. If they are enrolled as a student in another Student Set, please have them register with a **separate email address** when logging in as a Teaching Assistant or Scoring Teaching Assistant.
- d. Once you give an account a specific level of permission in your Student Set, you cannot downgrade that account to a lower permission level. For example, if you give an account Scoring Teaching Assistant access, you cannot downgrade that account to Teaching Assistant access. If you need assistance with downgrading a Teaching Assistant or Scoring Teaching Assistant in your Student Set, please contact Norton Customer Support.

General Informatio	n	Assignments and Sett	ings	
Title: Psychology 1	01, Section 1	Product	Assignments	-
	PA: Duquesne University (ID 22860)			
Start and end date for:	Add New Member to Student Set	1	×	
Start Date: 08/28 End Date: 12/08	Role: Scoring Teaching Assistant	[Learn More]		
Students cannot	Email Address: iqsta@wwnorton.e	du 🚬	Lookup	
Date	STA, InQuizitive (iqsta@wwnorton.ed	du)		
Do you want your when they register				
🔿 Yes 💿 No			ther student se	t
Members			d Member	
Students			Cancel Add	
		Search:		
	ail)	School Id		
Name (em				

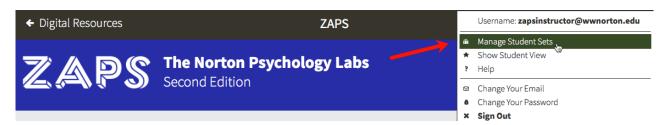
Click on the Add button to add the co-instructor, scoring TA, or TA to your Student Set.

General In	formatio	n A	Assignments and Setting	gs	
Title: Psyc	chology 1	01, Section 1	Product	Assignments	_
School Nan	ne: US_	PA: Duquesne University (ID 22860)			
Start and e for:		Add New Member to Student Set		×	
Start Date:		Role: Scoring Teaching Assistant 🖨 [Lear			
Students	s cannot	Email Address: iqsta@wwnorton.edu		Lookup	
Date		STA, InQuizitive (iqsta@wwnorton.edu)			
Do you war when they				ther studen	
⊖ Yes	 No 			therstuden	<u>t set</u>
Members				r M. mber	
Stud	dents		Ca	ancel Add	
			Search:		
	lame (em	ail)	School Id		
J	lune. Jaso	n (zapsstudent@wwnorton.edu)		×	

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

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

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



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

Search:								
ID 🗸	Title	¢	Additional	Students	¢	Start Date- End Date	÷	Actions
31292	Psychology 101, Section 2	_		0	201	7/08/28-2017/12/08		Update ×
31278	Psychology 101, Section 1	-		1	201	7/04/17-2017/12/08		Update ×

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

	Information		Assignments and Settings	5
Title: Ps	ychology 101, Section	1	Product	Assignments
School N	ame: US_PA: Duquesn	e University (ID 22860)		
Start and for:	end date of the course	this Student Set will be used		
Start Da	te: 08/28/2017	12:00 AM		
End Date	: 12/08/2017	11:59 PM		
Studer Date	nts cannot self-enroll	elect 🜲 days after the Start		
	ant your students to en y register? No	iter a campus or school ID	Copy assignments and s	ettings from another student set
Members			•	Add Member
	udents Ins	tructors/TAs		
St	idents Ins	Sin		
St			Search:	
	Name (email)		Search: Role [Learn More]	
		uctor@wwnorton.edu)		(you)
	Name (email)	· ,	Role [Learn More]	

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

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

General	Information		Assignments and Settings	
Title: P	sychology 101, Section	1	Product	Assignments
School N	ame: US_PA: Duquesr	ne University (ID 22860)		
Start and for:	end date of the course	e this Student Set will be used	i l	
Start Da	te: 08/28/2017	12:00 AM		
End Date	e: 12/08/2017	11:59 PM		
 Stude Date 	nts cannot self-enroll	Select 🖨 days after the Start		
	evant your students to e evregister? No	nter a campus or school ID		tings from another student set
lembers				Add Member
St	udents Ins	structors/TAs		
			Search:	
	Name (email)		Role [Learn More]	
	June, Jason (zapsinstr	ructor@wwnorton.edu)	Full Instructor	(you)
	STA InQuizitive (instat	@wwnorton.edu)	Scoring Teaching Assistant	 *
	Sin, inquizitive (iqstat			
fove to:	SELECT A STUDENT	SET 🌲 Move		

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

Overview of Role Permissions

Click on your product to see a complete list of role permissions for Teacher's Assistants, Scoring Teacher's Assistants, and Instructors.

- Norton Ebook Reader
- InQuizitive
- Smartwork
- ZAPS 2.0
- Digital Landing Page

How do I set due dates?

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

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

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

← Digital Resources	ZAPS	zapsinstructor@ww	vnorton.edu 🏟
ZAPS The Norton Psychology Labs			I Student Grades
ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED AVG. TIME GRADES SPENT (MM:SS)	AVG. GRADE
Stroop Effect	_		-

Click [set] across from the activity.

← Digital Resources	ZAPS	zap	sinstructor@wwn	orton.edu 🌣
Z ZAPS The Norton Psychology Labs				
15183 (Introduction to Psychology, Section 1) 🖨			ah.	Student Grades
ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Stroop Effect	[set]	-	_	-
Split Brain	[set]	_	—	-

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

🗲 Digital Resou	rces						ZAF	PS		zapsi	nstructor@wwr	orton.edu	\$₀
Z ZAPS The Nor	ton Psyc	hology:	Labs										
15183 (Introductio	n to Psy	cholog	y, Sect	ion 1) 🕯	;						ah	Student Gra	ades
Export This Data												_	
ASSIGNMENT	Grades Stroop			ntil da	te for					More Act	ivity Settings	AVG. GRADE	\$
Stroop Effect	07/31/2	018		11:59	9 PM	\$	(GMT	-05:00) Easter	rn Time	¢	Clear		
Split Brain	0		Ju	ly 201	.8		0		Cancel	Set Grade	s Accepted Until	-	
Visual Search	Su	Мо	Ти	We	Th	Fr	Sa					_	
Signal Detection	Ju						Ja	[set]		_	-	_	
Face Perception	1 8	2 9	3 10	4	5 12	6 13	(14	[set]		_	-	—	
Ponzo Illusion		 16	10	11	12	20	21	[set]		_	-	_	
Classical Condition		23	24	25	26	27	28	[set]		-	_	_	
Serial Position Effe	29	30	31	_				[set]		_	-	—	
Sensory Memory				-	-			[set]		_	_	_	

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

Can I require students to enter a school ID?

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

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



Click on the Create New Student Set button.

Student Sets allow y	ou to view grades and	performance	analytics for you	ur studen	ts. [Learn M	ore]	Cre		v Student So
ID 🔻	Title	Å	Additional Instructors	¢	Students	¢	Start Date– End Date	¢	Actions
			No data availab	ole in table					

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

4		\$₀
	Create a New Student Set	
	How would you like to initialize your Student Set? [Learn More]	าร
	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: SELECT A STUDENT SET	
	Cancel Next	

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

General Inf	ormation
Title: Psyc	ology 101, Section 1
Choose you	school's state, province, or country: Pennsylvania (US)
And your sc	ool name: Duquesne University
Start and er	d date of the course this Student Set will be used for:
Start Date:	07/25/2018 12:00 AM Eastern Time End Date: 12/20/2018 11:59 PM Eastern Time
Students	cannot self-enroll Select 💠 days after the Start Date
Do you wan	your students to enter a campus or school ID when they register? Yes

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

General Information				
Title: Psychology 101, S	Section 1			
Choose your school's sta	te, province, or country:	Pennsylvania (US)	\$	
And your school name:	Duquesne University			
Start and end date of the	e course this Student Set	will be used for:		
Start Date: 07/25/2018	12:00 AM Easte	ern Time End Date: 12/20	/2018	11:59 PM Eastern Time
Students cannot self-er	nroll Select 🗘 days after t	the Start Date	-	
Do you want your studer	nts to enter a campus or s	chool ID when they register	Yes	o No
		a www.Nastan Castomer	•	
	t your Norton representative	e or W. W. Norton Customer S	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.

Title: Psychology 101, S	ection 1			
Choose your school's sta	e, province, or country:	Pennsylvania (US)	\$	
And your school name:	Duquesne University			
Start and end date of the	course this Student Set wi	ll be used for:		
Start Date: 07/25/2018	12:00 AM Eastern	Time End Date: 12/	20/2018	11:59 PM Eastern Time
 Students cannot self-en 	roll Select 🖨 days after the	e Start Date		
Do you want your studen	ts to enter a campus or sch	ool ID when they regist	er? 💿 Yes	○ No
What should this ID be calle	d? School ID			

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.

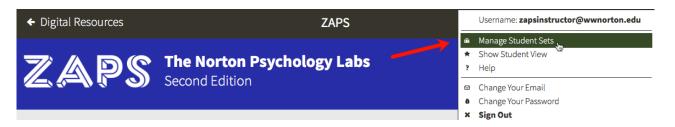
🗲 Di	gital Res	ources		ZAPS	zapsinstr	ructor@wwnorton.edu	\$
	-	Student Sets	performance and	alytics for your s	tudents. [Learn More]	X	
	ID 🔻	Title	Additio Instruct	Stud	ents 🝦 Start Date- End Date	🔶 Actions 🔶	
	58888	Psychology 101, Section 1	-	0	2018/07/25-2018/12/20	0 Update ×	
15	15188	Introduction to Psychology, Section	2 —	0	2016/01/11-2016/05/06	6 Update ×	s
E	15183	Introduction to Psychology, Section	1 —	0	2016/01/11-2016/05/06	6 Update ×	
	Ŭ	to 3 of 3 entries nce, please contact your <u>Norton r</u>	epresentative or I	N. W. Norton Cu	stomer Support.		
Split I			dent Set succe dent Set ID is:	-	d. The new		
Visual	l Search						

When your students initially attempt to join this Student Set, they will be asked to enter their ID. If students are unsure of their ID or do not yet have one, they can simply click the Next button to add themselves to the Student Set and continue on to the digital resources. The next time they login to access the digital resources, they will be asked to enter their ID again. Students will be asked to enter their ID each time they access the digital resources until they finally enter one.

W. W. Norton & Company, Inc. INDEPENDENT PUBLISHERS SINCE 1923	DIGITAL RESOURCES	iqstudent@wwnorton.edu 🛛 🌣
OLOGICAL	FIFTH You are adding yourself to Psychology 101, Section 1. Bazzar Please enter your School ID now. You can always add this later. 123456 Next	Purchase Options

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.



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

Student Sets allow you to view grades and performance analytics for your students. [Learn More] Create New Studen						Set	
Search:							
ID 🔻	Title	$rac{}{=}$	Additional	Students	Start Date- End Date	Action	S
31278 Psychology 1	01, Section 1	-		0	2017/08/28-2017/12/08	Update	×
Showing 1 to 1 of 1 entrie	2S						

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

	Assignments and Settings	5
Title: Introduction to Psychology, Section 1	Product	Assignments
School Name: US_PA: Duquesne University (ID 22860)	InQuizitive	16
Start and end date of the course this Student Set will be used for:		
Start Date: 01/11/2016 11:52 AM		
End Date: 05/06/2016 11:52 AM		
Date		
Do you want your students to enter a campus or school ID when they register? Yes ONO	Copy assignments and se	
Do you want your students to enter a campus or school ID when they register?	Copy assignments and se	ettings from another student set Add Member
Do you want your students to enter a campus or school ID when they register? Yes ONO	Copy assignments and se	ettings from another student set Add Member
Do you want your students to enter a campus or school ID when they register? Yes O No Members	Copy assignments and se	

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.

ocherat milli	mation		Assignments and Setting	;s
Title: Introdu	ction to Psycholog	gy, Section 1	Product	Assignments
School Name:	US_PA: Duquesne	e University (ID 22860)	InQuizitive	16
Start and end for:	date of the course	this Student Set will be used		
Start Date: 0	1/11/2016	11:52 AM		
End Date: 0	5/06/2016	11:52 AM		
Date Do you want y when they reg • Yes	our students to en ister? No	elect (*) days after the Start	<u>Copy assignments and s</u>	ettings from another student set
Date Do you want y when they reg Yes What should th	our students to en ister?	iter a campus or school ID	Copy assignments and s	ettings from another student set
Date Do you want y when they reg • Yes	our students to en ister? No	iter a campus or school ID	Copy assignments and s	settings from another student set Add Member
Date Do you want y when they reg Yes What should th	our students to en ister? No s ID be called? Sch	iter a campus or school ID	Copy assignments and s	
Date Do you want y when they reg Yes Yes What should th Members Studen	our students to en ister? No s ID be called? Schu ts Inst	ool Id	Copy assignments and s	
Date Do you want y when they reg Yes Yes What should th Members Studen There are cu	our students to en ister? No s ID be called? Schu ts Inst	ter a campus or school ID ool Id tructors/TAs	<u>Copy assignments and s</u>	

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.

W. W. Norton & Company, Inc. INDEPENDENT PUBLISHERS SINCE 1923	DIGITAL RESOURCES	iqstudent@wwnorton.edu 🛛 🌣
OLOGICAL FI	Sychological Science You are adding yourself to Psychology 101, Section 1. Please enter your School ID now. You can always add this later. 123456 Next	Purchase Options

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.

Student Sets allow you to view grades and performance analytics for your students. [Learn More]							v Student S 🐨		
	Title	\$	Additional Instructors	¢	Students	¢	Start Date- End Date	÷	Actions
			No data availat	ole in table					

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

	¢,
Create a New Student Set	
How would you like to initialize your Student Set? [Learn More]	15
• 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 setting	
Select the Student Set ID to copy from: SELECT A STUDENT SET	
	Cancel Next

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

General Information		
Title: Psychology 101		
Choose your school's s	tate, province, or country: Pennsylvania (US)	
And your school name:	Duquesne University	
Start and end date of t	he course this Student Set will be used for:	
Start Date: 07/25/201	8 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 stud	ents to enter a campus or school ID when they register? O Yes O No	

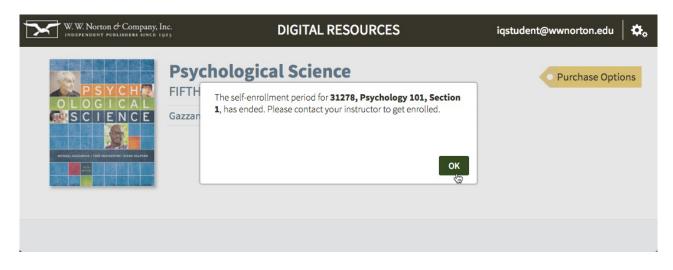
Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select dropdown menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date.

General Information				
Title: Psychology 101, Sect	ion 1			
Choose your school's state,	province, or country:	Pennsylvania (US)	\$	
And your school name: du				
start and end date of the co	urse this Student Set wi	ll be used for:		
Start Date: 07/25/2018	12:00 AM Eastern	Time End Date: 12	/20/2018	11:59 PM Eastern Time
Students cannot self-enrol	Select ays after the	e Start Date		
o you want your students	5 6 npus or sch	ool ID when they regis	ter? Yes	O No
	7			

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.

Student S	ets allow you to view grades	and per	form	ance analyti	cs for y	our students.	[Learn Mo	re] Crea	ate New	v Student Se
Search:										
ID 🔻	Title			Additional Instructors		Students 🝦		tart Date- End Date		Actions
58888	Psychology 101, Section 1		_		0		2018/07/25	5-2018/12/20		Update 3
15188	Introduction to Psychology, Se	ction 2	_		0		2016/01/11	1–2016/05/06		Update 3
15183	Introduction to Psychology	Studer	nt Se	et successfu	ully cr	eated. The	new	2016/05/06		Update 3
Showing 1				et ID is: <mark>588</mark>	-					

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.



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.



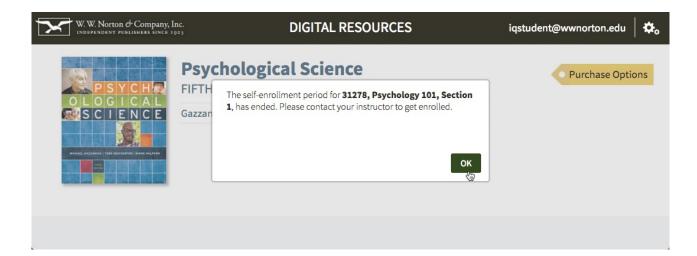
Click on the Update button to the right of the Student Set for which you would like to end the self-enrollment period after a specific number of days.

	ets allow you to view grades and	performance an	alytics for your stud	ents. [Learn More]	Create	New Student Set
Search:						
ID 🔻	Title		Additional 🔶 S	tudents 🔶	Start Date- End Date	Actions
31278	Psychology 101, Section 1	-	0	2017/08	/28-2017/12/08	Update ×

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select dropdown menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date. Click the Save button when you're finished.

General Information					
Title: Psychology 101	, Section 1				
Choose your school's s	tate, province, or	r country: Penns	sylvania (US)	ŧ	
And your school name	Duquesne Uni	versity			
Start and end date of t	he course this St	udent Set will be u	sed for:		
Start Date: 07/25/201	8 12:0	00 AM Eastern Time	End Date: 12/2	20/2018	11:59 PM Eastern Time
Students cannot self	enroll 7	days after the Start	Date		
Do you want your stud	ents to enter a ca	impus or school ID	when they registe	er? Yes	 No
o you want your stud	ents to enter a ca	impus or school ID	when they registe	er? Yes	 No

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.

← Digital Resources	ZAPS		Username: zapsinstructor@wwnorton.edu
ZAPS	The Norton Psychology Labs Second Edition	? ⊠	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.

Student Sets allow you Search:	to view grades and	performance	analytics for your	r students. [Lea	arn More]	Create	New Student Set
ID V	Title		Additional	Students	<u>د</u>	tart Date-	Actions
		· · ·	Instructors	Studenta	·	End Date	Actions
31278 Psychology	101, Section 1	-		0	2017/08/28	-2017/12/08	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 dropdown menu to the right of Move to: select the new Student Set and click the Move button.

		Assignments and Setting	S	
Title: Introduction to Psycholo	ogy, Section 1	Product	Assignments	
School Name: US_PA: Duquesr	ne University (ID 22860)	InQuizitive	16	
Start and end date of the course for:	this Student Set will be used			
Start Date: 01/11/2016	12:00 AM			
End Date: 05/06/2016	11:59 PM			
Students cannot self-enroll	elect			
Yes No What should this ID be called? Sch tembers	nool Id	Copy assignments and se	ettings from another student set Add Member	
Students In	structors/TAs			
		Search:		
		Search		
Name (email)		School Id		
	t@wwnorton.edu)		×	

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	ZAPS		Username: zapsinstructor@wwnorton.edu
ZAPS	The Norton Psychology Labs Second Edition	? ⊠	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 ana	alytics for your st	tudents. [Learn Mo	re] C	reate New Student S	Set
Search:						
ID 🔻 Title		Iditional structors	Students 🍦	Start Date- End Date	Actions	\$
31278 Psychology 101, Section 1	_	0	20	17/08/28-2017/12/08	Update	×
Showing 1 to 1 of 1 entries						
For assistance, please contact your Norton						

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

General III	formation		Assignments and Settings		
Title: Intro	oduction to Psycholo	gy, Section 1	Product	Assignments	
School Nan	me: US_PA: Duquesn	e University (ID 22860)	InQuizitive		
Start and e for:	end date of the course	this Student Set will be used			
Start Date: 01/11/2016		12:00 AM			
End Date: 05/06/2016 11:59 PM					
□ Students cannot self-enroll Select ♣ days after the Start Date					
 When they register? Yes No What should this ID be called? School Id 			Copy assignments and settings from another student set		
Members				Add Member	
	dents Ins	tructors/TAs		Add Member	
	dents Ins		Search:	Add Member	
	dents Ins Iame (email)		Search:	Add Member	
Stuc		tructors/TAs		Add Member	

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.

General Informatio	on	Assignments and Setting	gs
Title: Introduction	to Psychology, Section 1	Product	Assignments
School Name: US_	PA: Duquesne University (ID 22860)	InQuizitive	16
Start and end date for:	of the course this Student Set will be us	ed	
Start Date: 01/11/	2016 12:00 AM		
End Date: 05/0	Edit Member Info		×
 Students canno Date 	Role: Student	[Learn More]	
Do you want your	First Name: Jason		
 Yes No 	Last Name: June		
What should this ID	Email Address: iqstudent@wwn	orton.edu	<u>her student set</u>
	School Id (optional):		
lembers			l Member
Students		Car	ncel Save
		Search:	
Name (en	nail)	School Id	
June, Jasc	on (iqstudent@wwnorton.edu)		×
Nove to: SELECT A	A STUDENT SET	Move	