

# Assignment Setup and Controls

Last Modified on 07/25/2024 12:29 pm EDT

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

Hide All Answers

## How do I set due dates?

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

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

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

← Digital Resources QUIZZES noqeinstructor@wwnorton.edu

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

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

Student Grades

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

Click [set] across from the assignment.

← Digital Resources QUIZZES noqeinstructor@wwnorton.edu

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

60776 (Literature 101, Section 1)

Export This Data

Student Grades

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

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

The screenshot shows the 'Grades Accepted Until' dialog box for the assignment 'Understanding the Genre, Fiction'. The dialog box includes a date field (08/18/2018), a time field (11:59 PM), and a time zone dropdown (GMT-05:00 Eastern Time). A calendar for August 2018 is displayed, with the 18th selected. The 'Set Grades Accepted Until' button is highlighted with a red arrow.

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

## How do I modify questions in an Online Quiz assignment?

Questions cannot be modified in Online Quiz assignments.

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

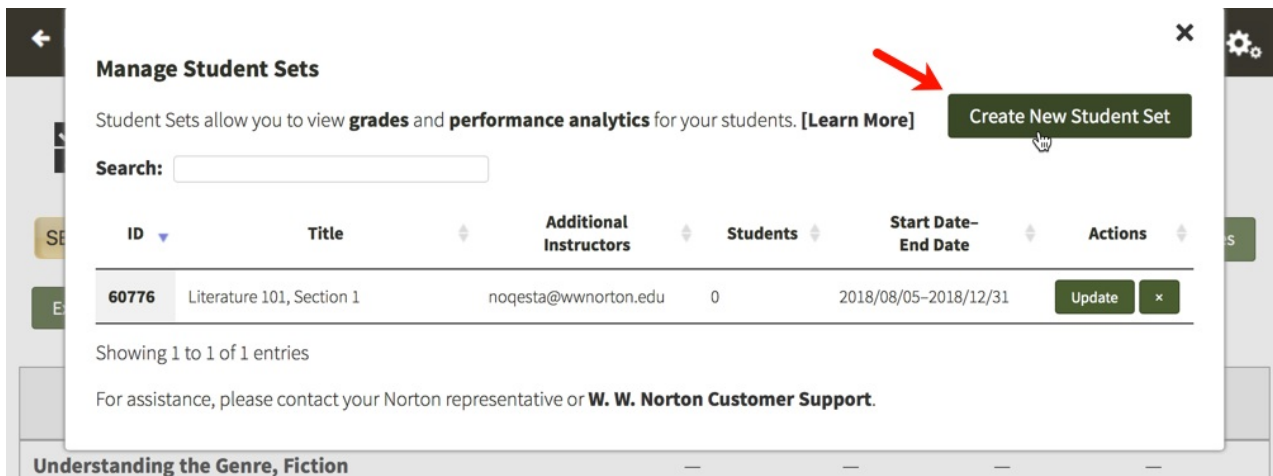
Begin by opening the Manage Student Sets window within Quizzes. Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

The screenshot shows the 'Manage Student Sets' menu. The menu is open, and the 'Manage Student Sets' option is highlighted with a red arrow. The menu items are: Manage Student Sets, Show Student View, Help, Change Your Email, Change Your Password, and Sign Out.

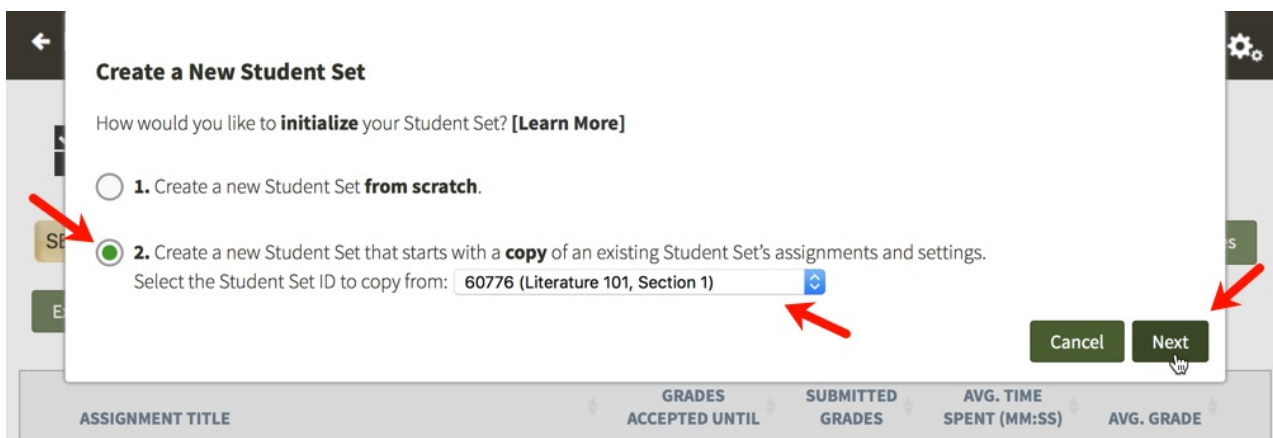
There are two ways in which you can copy assignments and settings from one Student Set to another:

### 1. Copy Assignments and Settings to a New Student Set

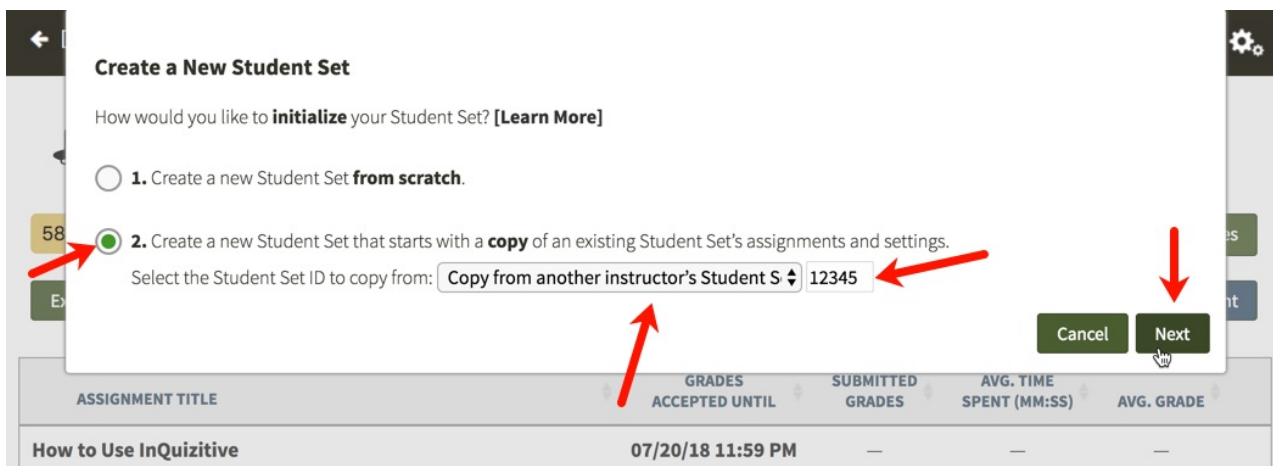
Click on the Create New Student Set button in the upper-right corner.



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



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



**Create a New Student Set**

You are copying assignments and assignment settings from **60776, Literature 101, Section 1**

**General Information**

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

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

**And your school name:** Ilisagvik College

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

3 **Start Date:** 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll  days after the Start Date

**Do you want your students to enter a campus or school ID when they register?**  Yes  No

**Assignments and Settings**

Your new student set will **contain all assignments** from the following products.

Note for Smartwork5 users: after this operation, you will need to **publish** Smartwork5 assignments in this set.

4 **Do you want to include your Grades Accepted Until dates?**  Yes  No

Product	Assignments	Include
5		

6

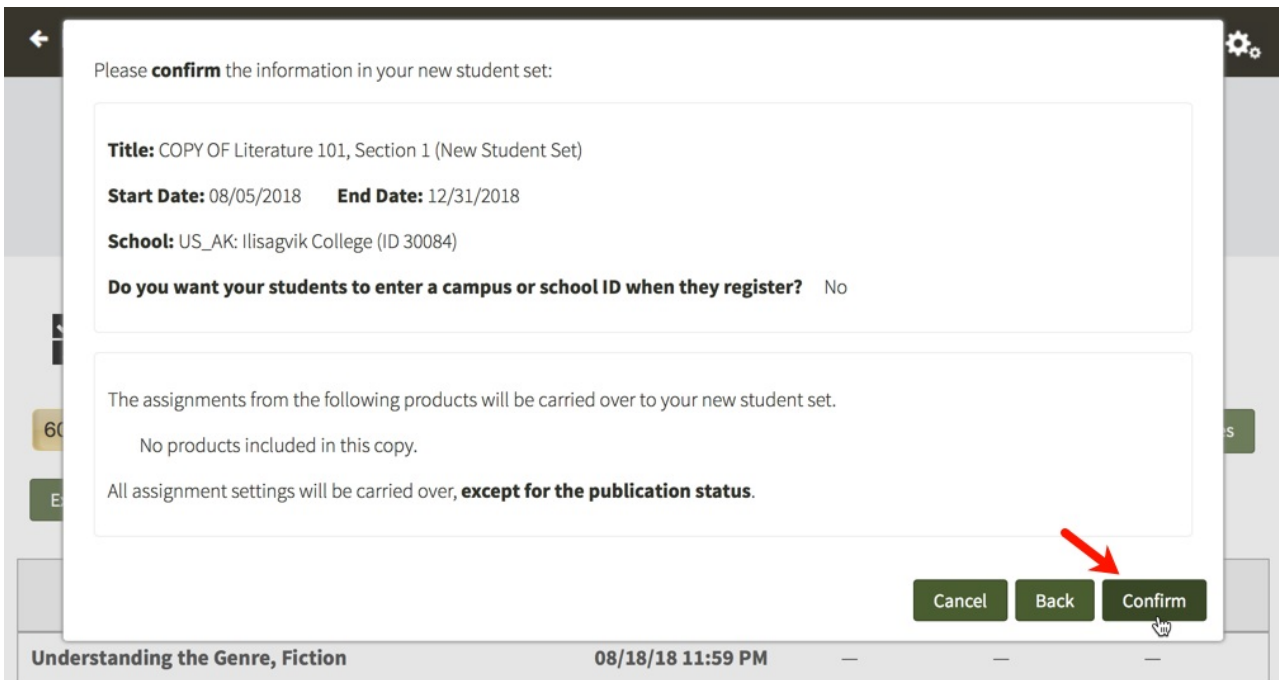
For assistance, please contact your Norton representative or **W. W. Norton Customer Support**.

Cancel Back **Create Student Set**

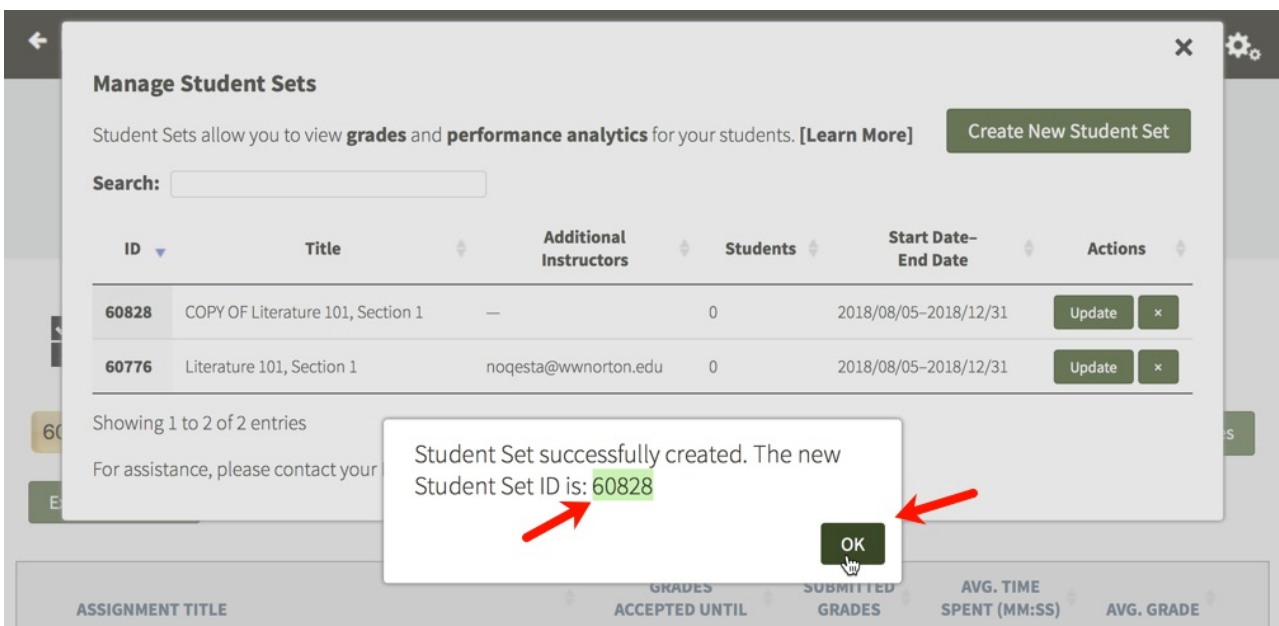
Raymond Carver—"Cathedral" [set]

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

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



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



## 2. Copy Assignments and Settings to an Existing Student Set

On the Manage Student Sets window, click on the Update button to the right of the Student Set to which you would like to copy the assignments and settings.

**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
60828	COPY OF Literature 101, Section 1	—	0	2018/08/05–2018/12/31	<span>Update</span> <span>×</span>
60776	Literature 101, Section 1	noqesta@wwnorton.edu	0	2018/08/05–2018/12/31	<span>Update</span> <span>×</span>

Showing 1 to 2 of 2 entries

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

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

**Update Student Set 60776**

**General Information**

Title:

School Name:

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

Start Date:  12:00 AM Eastern Time

End Date:  11:59 PM Eastern Time

Students cannot self-enroll  days after the Start Date

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

Yes  No

**Assignments and Settings**

Product	Assignments
<a href="#">Copy assignments and settings from another student set</a>	

**Members** Add Member

Students  Instructors/TAs

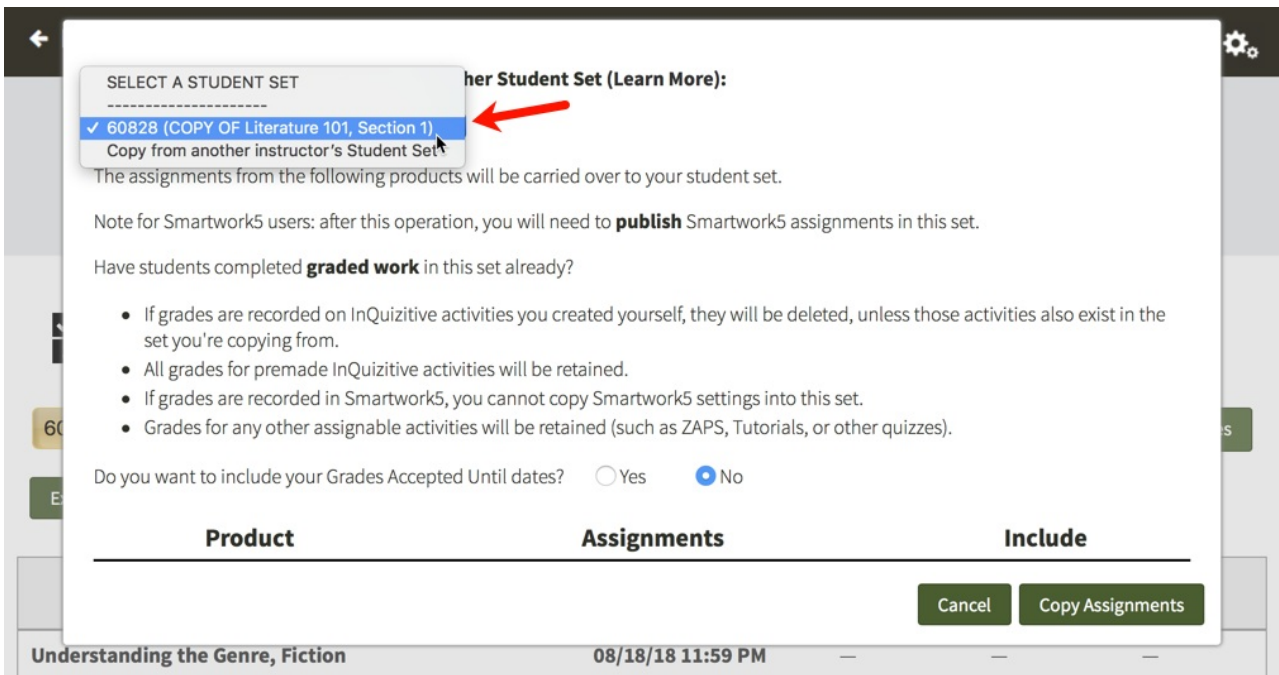
There are currently no students in this Student Set.

Move to:  Move

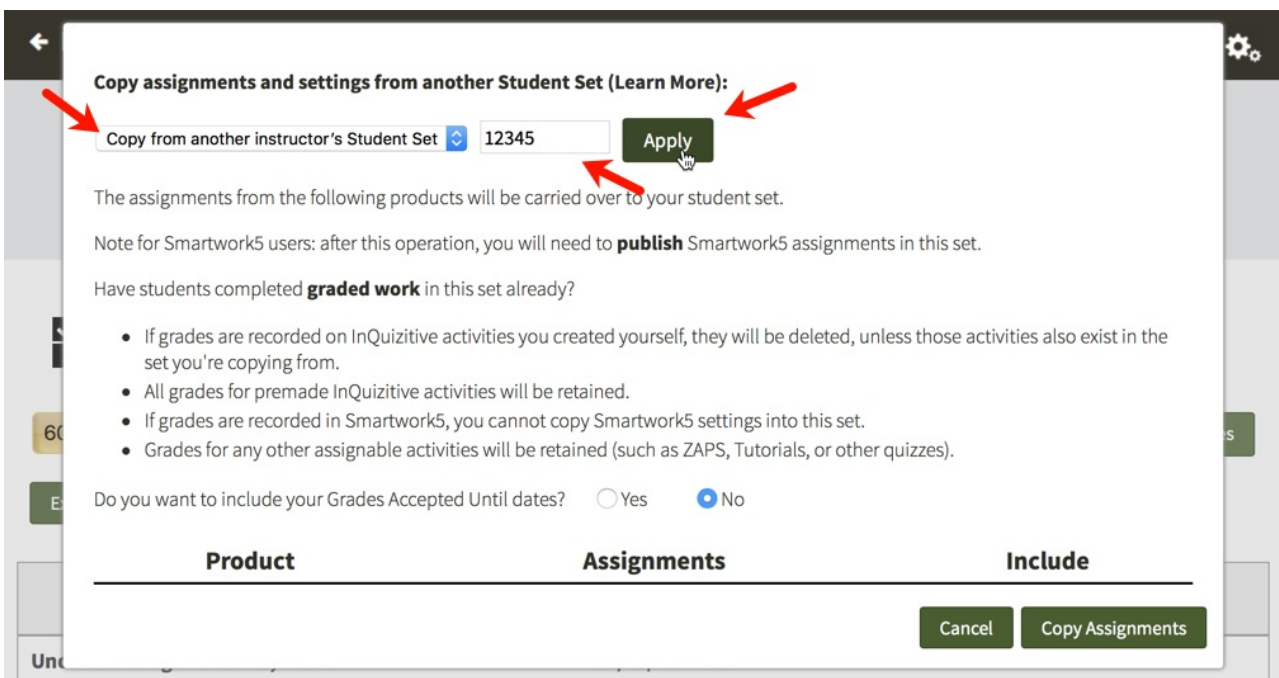
Save

A. S. Byatt—"The Thing in the Forest" [set]

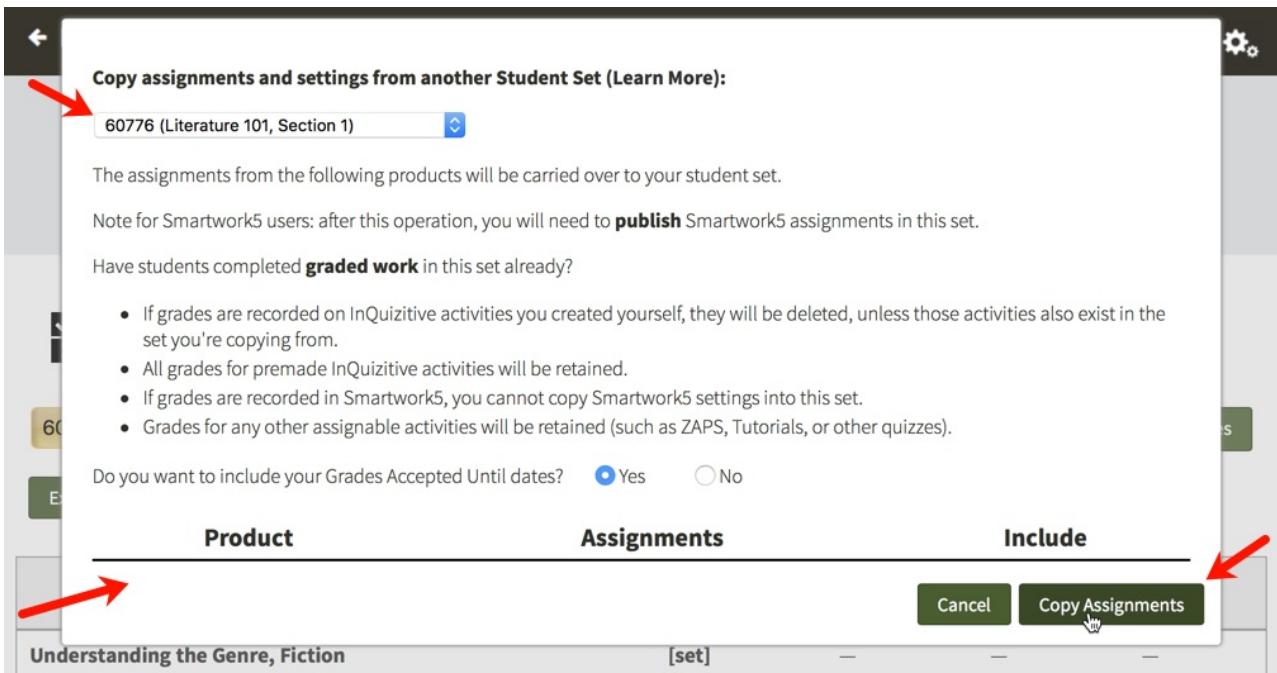
Select the Student Set from which you would like to copy the assignments and settings from the drop-down menu.



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

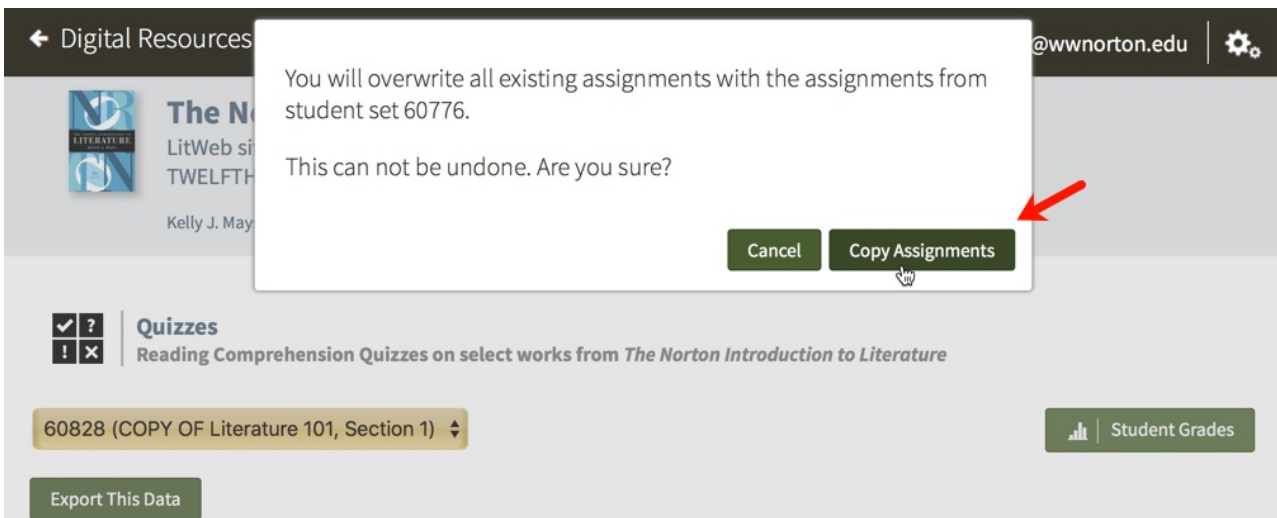


If you would like to copy the Grades Accepted Until dates from the original Student Set, click Yes to the right of Do you want to include your Grades Accepted Until dates? Finally, click the Copy Assignments button.



You will then be asked if you're sure you want to copy the assignments and settings into this Student Set. To proceed, click on the Copy Assignments button.

**Note:** All assignments and settings in the new Student Set will be overwritten by the assignments and settings from the original Student Set.



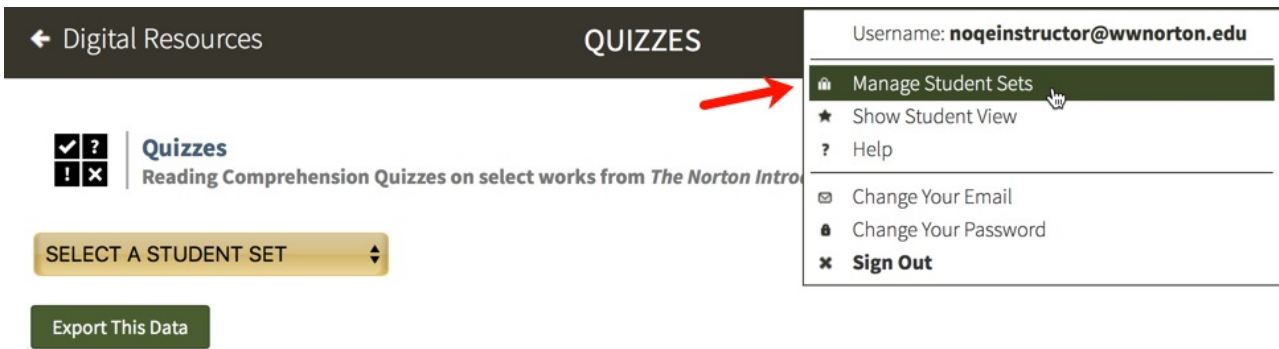
Previous student results will NOT be copied to the new Student Set.

## Can I require students to enter a school ID?

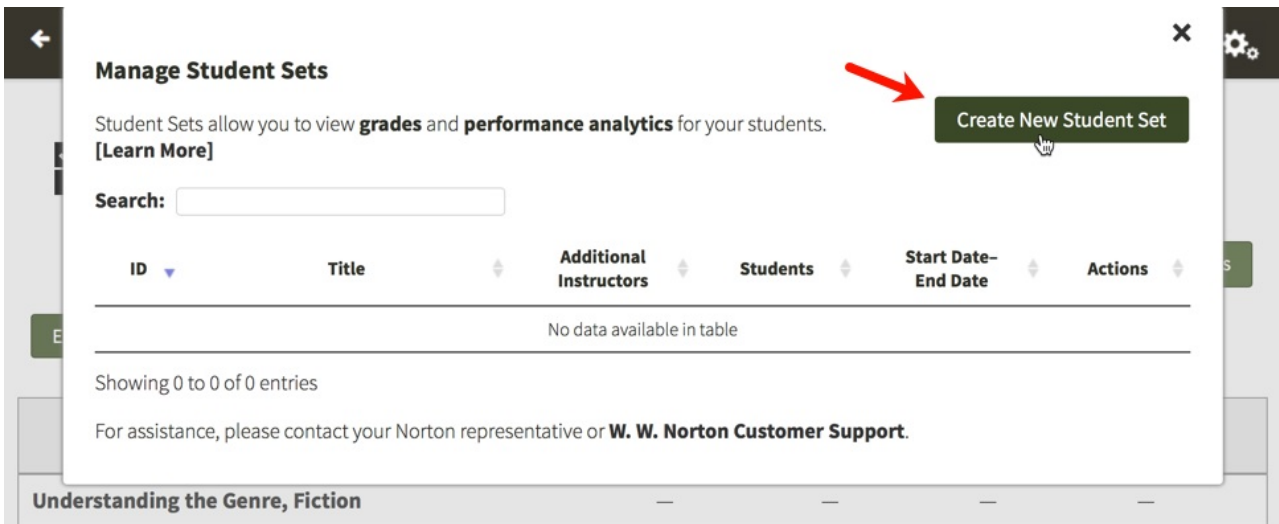
### Require students to enter a school ID in a new Student Set

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

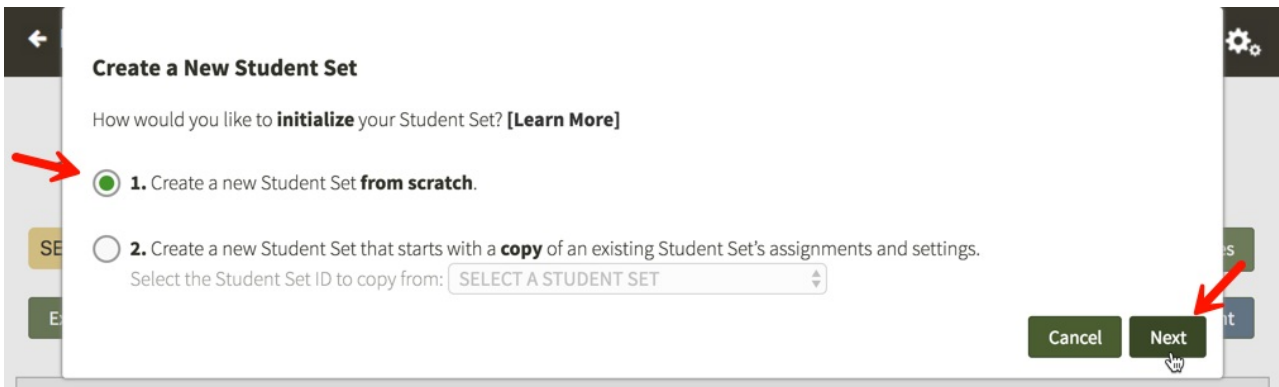




Click on the Create New Student Set button.



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



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

**Create a New Student Set**

**General Information**

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

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

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

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

4 **Start Date:** 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll  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**.

5 **Create Student Set**

Cancel Back

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

**Create a New Student Set**

**General Information**

**Title:** Literature 101, Section 2

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

**And your school name:** Ilisagvik College

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

**Start Date:** 08/05/2018 12:00 AM Eastern Time **End Date:** 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll  days after the Start Date

**Do you want your students to enter a campus or school ID when they register?**  Yes  No

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

Cancel Back **Create Student Set**

You will then be given the opportunity to change the label of the ID for your Student Set. The default School ID will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length.

### Create a New Student Set

**General Information**

Title: Literature 101, Section 2

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

And your school name: Ilisagvik College

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

Start Date: 08/05/2018 12:00 AM Eastern Time End Date: 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll Select days after the Start Date

Do you want your students to enter a campus or school ID when they register?  Yes  No

What should this ID be called? School ID

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

Cancel Back Create Student Set

Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.

### Manage Student Sets

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

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
60845	Literature 101, Section 2	—	0	2018/08/05-2018/12/31	<a href="#">Update</a> <a href="#">×</a>
60828	COPY OF Literature 101, Section 1	—	0	2018/08/05-2018/12/31	<a href="#">Update</a> <a href="#">×</a>
60776	Literature 101, Section 1	—	0	2018/08/05-2018/12/31	<a href="#">Update</a> <a href="#">×</a>

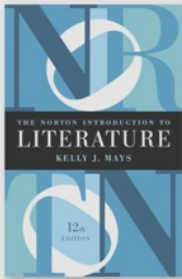
Showing 1 to 3 of 3 entries

For assistance, please contact your

Student Set successfully created. The new Student Set ID is: 60845

[OK](#)

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



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Tools for turning close reading into compelling writing

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

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

Next



Workshops



Quizzes



MLA Citation  
Booklet



Pause & Practice

### Require students to enter a school ID in an existing Student Set

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

The screenshot shows the 'QUIZZES' page with a dropdown menu open. The menu options are: Manage Student Sets (highlighted), Show Student View, Help, Change Your Email, Change Your Password, and Sign Out. A red arrow points to the 'Manage Student Sets' option.

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

**Manage Student Sets**

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

Search:

ID	Title	Additional Instructors	Students	Start Date–End Date	Actions
60776	Literature 101, Section 1	—	0	2018/08/05–2018/12/31	<span>Update</span> <span>×</span>

Showing 1 to 1 of 1 entries

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

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

**Update Student Set 60776**

**General Information**

Title:

School Name:

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

Start Date:  12:00 AM Eastern Time

End Date:  11:59 PM Eastern Time

Students cannot self-enroll  days after the Start Date

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

Yes  No

**Assignments and Settings**

Product	Assignments
<u>Copy assignments and settings from another student set</u>	

**Members** Add Member

**Students** **Instructors/TAs**

There are currently no students in this Student Set.

Move to:  Move

Save

You will then be given the opportunity to change the label of the ID for your Student Set. The default School Id will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length. Click on the Save button when you are finished.

←
Update Student Set 60776
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

What should this ID be called?

**Assignments and Settings**

Product	Assignments

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

**Members** Add Member

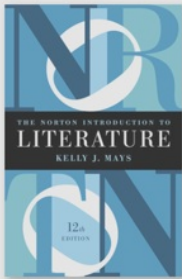
Students
Instructors/TAs

There are currently no students in this Student Set.

**Move to:**  Move

Save

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



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

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

12345

Next



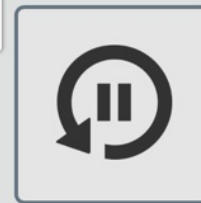
Workshops



Quizzes



MLA Citation  
Booklet



Pause & Practice

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

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

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

← Digital Resources **QUIZZES** Username: noqeinstructor@wwnorton.edu

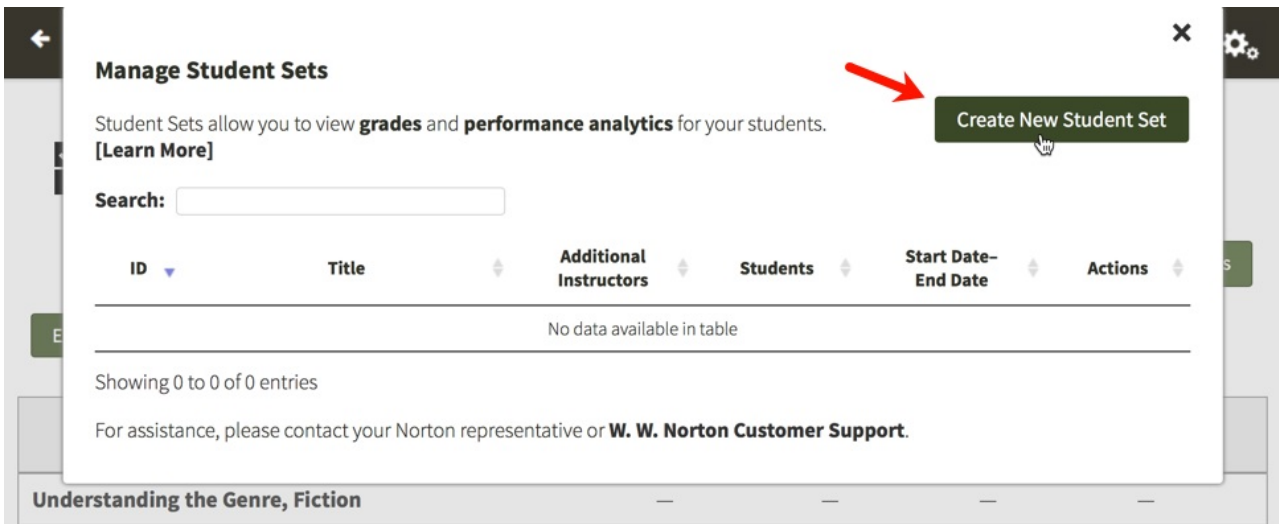
- Manage Student Sets
- Show Student View
- Help
- Change Your Email
- Change Your Password
- Sign Out

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

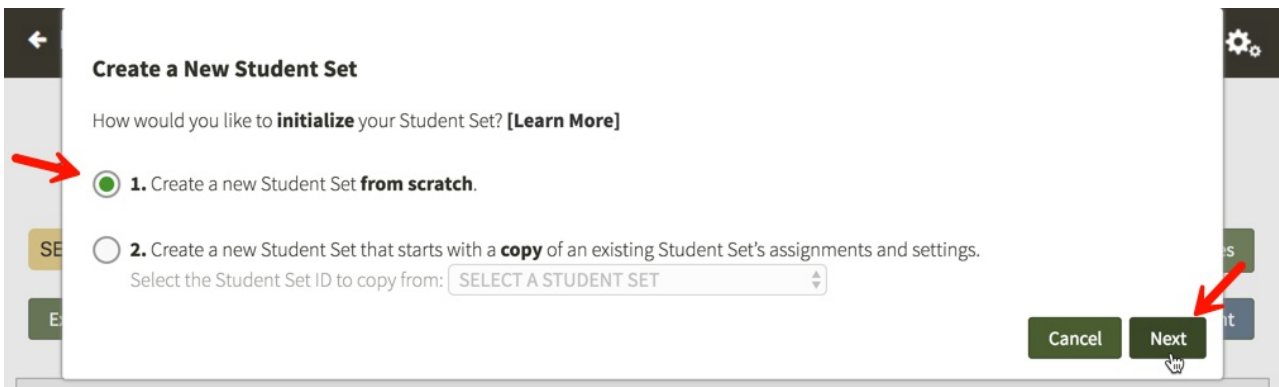
SELECT A STUDENT SET

Export This Data

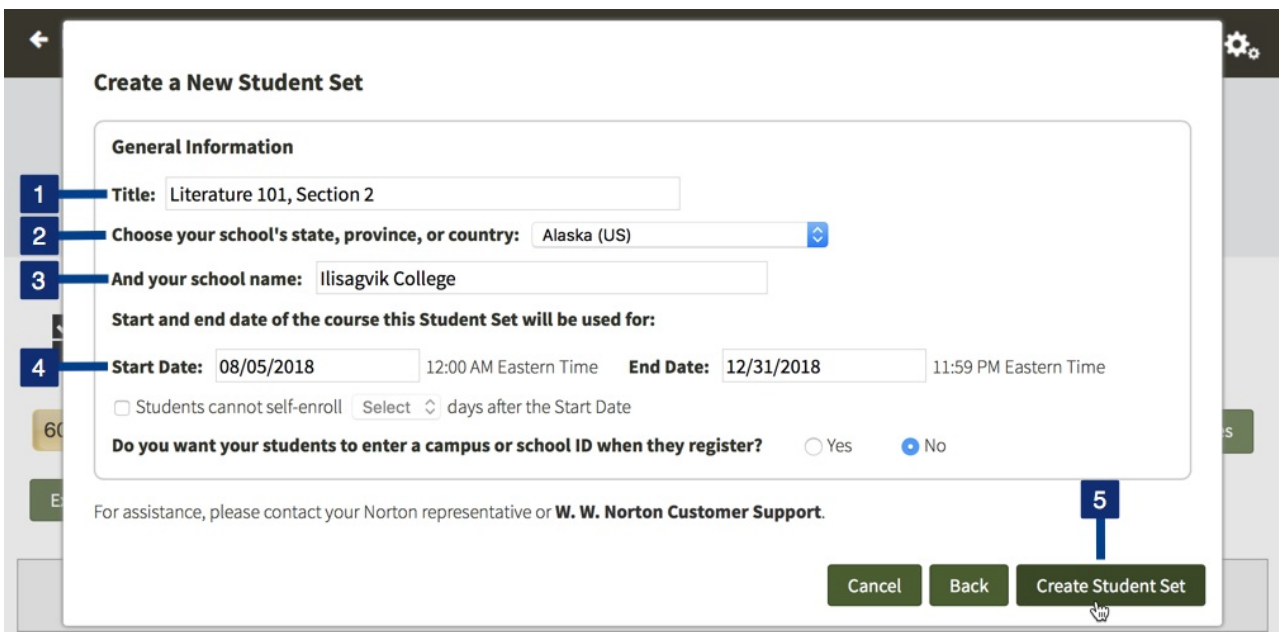
Click on the Create New Student Set button.



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



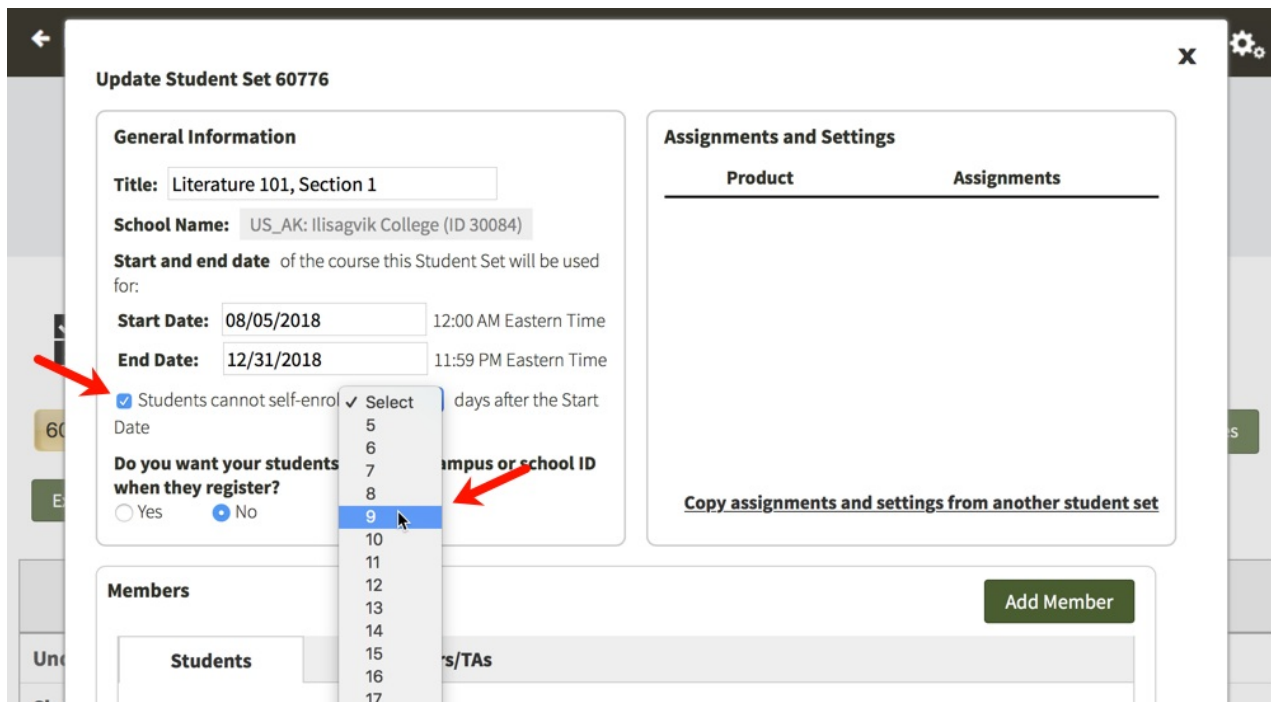
Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for your Student Set.



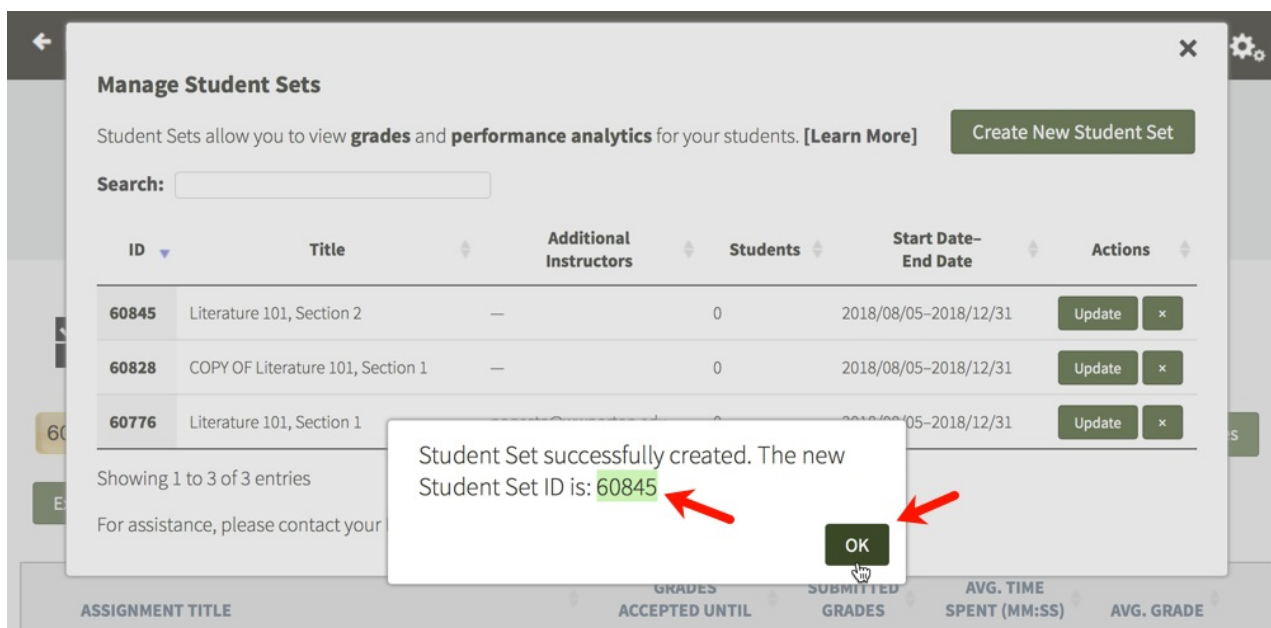
Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select drop-down menu to choose how many days after the start date of your Student Set you would like to close the self-



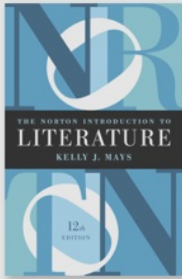
enrollment period. You can select any number from 5 to 100 days after the start date.



Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.



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



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The self-enrollment period for **60776, Literature 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 **QUIZZES** Username: **noqeinstructor@wwnorton.edu**

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

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

SELECT A STUDENT SET

Export This Data

Click on the 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** Create New Student Set

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

Showing 1 to 1 of 1 entries

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

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 60776**

**General Information**

Title: Literature 101, Section 1

School Name: US\_AK: Ilisagvik College (ID 30084)

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

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

End Date: 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll Select days after the Start Date

Do you want your students when they register?

Yes  No

Members

Students

There are currently no students in this Student Set.

Move to: SELECT A STUDENT

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

noqestudent@wnnorton.edu

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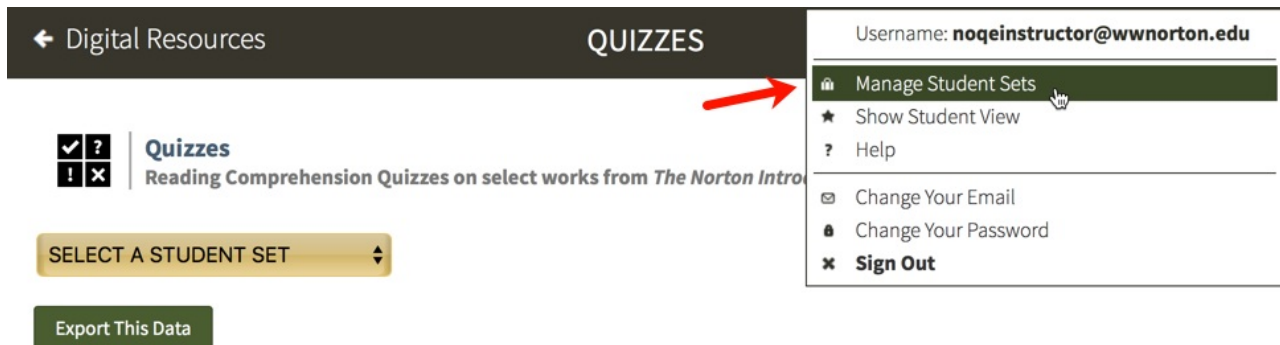
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The self-enrollment period for **60776, Literature 101, Section 1**, has ended. Please contact your instructor to get enrolled.

OK

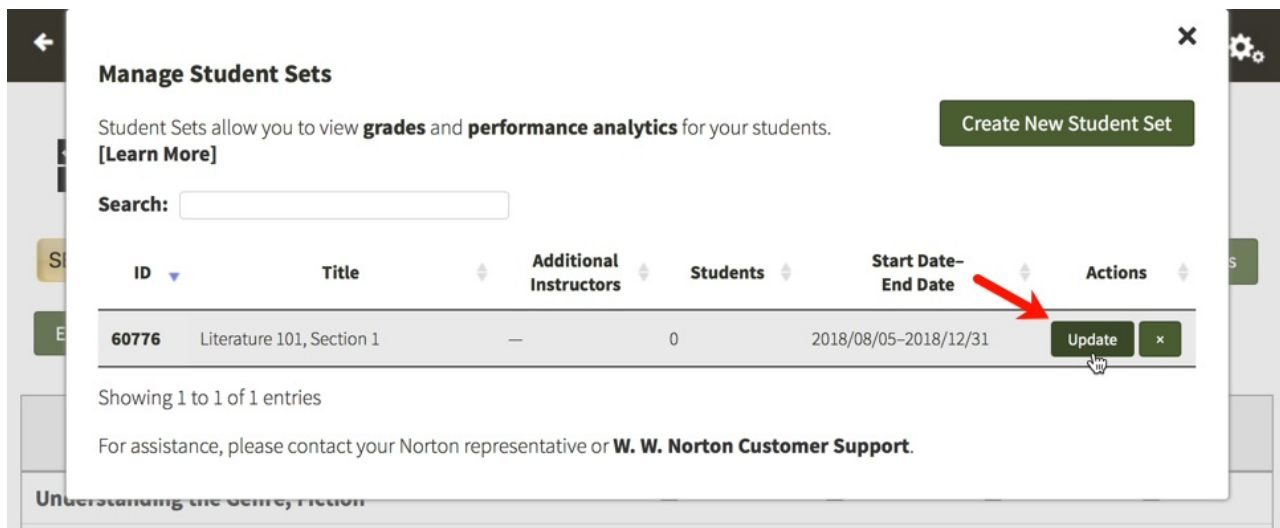
## How do I move students from one Student Set to another?

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



The screenshot shows the top navigation bar with 'Digital Resources' and 'QUIZZES'. A user profile dropdown menu is open, showing options like '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 a 'SELECT A STUDENT SET' dropdown and an 'Export This Data' button.

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



The screenshot shows the 'Manage Student Sets' interface. It includes 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 'Update' button in the Actions column for the first entry. Below the table, it says 'Showing 1 to 1 of 1 entries' and provides contact information for Norton support.

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
60776	Literature 101, Section 1	—	0	2018/08/05-2018/12/31	Update x

In the Members section, locate the student you would like to transfer to another student set and click the checkbox to the left of his or her name. Using the drop-down menu to the right of Move to: select the new Student Set and click the Move button.

**Update Student Set 60845**

**General Information**

Title: Literature 101, Section 2

School Name: US\_AK: Ilisagvik College (ID 30084)

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

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

End Date: 12/31/2018 11:59 PM Eastern Time

Students cannot self-enroll 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

**Assignments and Settings**

Product Assignments

Copy assignments and settings from another student set

**Members** Add Member

Students Instructors/TAs

Search:

Name (email) School ID

Student, NOQE (noqestudent@wnorton.edu) -- X

Move to: 60776 (Literature 101, Section 1) 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 QUIZZES

Username: noqeinstructor@wnorton.edu

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

SELECT A STUDENT SET

Export This Data

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

**Manage Student Sets**

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

Search:

ID	Title	Additional Instructors	Students	Start Date-End Date	Actions
60776	Literature 101, Section 1	—	0	2018/08/05-2018/12/31	<span>Update</span> <span>✕</span>

Showing 1 to 1 of 1 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 60845**

**General Information**

**Title:**

**School Name:**

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

**Start Date:**  12:00 AM Eastern Time

**End Date:**  11:59 PM Eastern Time

Students cannot self-enroll  days after the Start Date

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

Yes  No

What should this ID be called?

**Assignments and Settings**

Product	Assignments
<a href="#">Copy assignments and settings from another student set</a>	

**Members** Add Member

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

**Move to:**  Move

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 our help desk for assistance.

Update Student Set 60845

General Information

Title: Literature 101, Section 2

School Name: US\_AK: Ilisagvik College (ID 30084)

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

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

End Date: 12/31/2018

Students cannot register after this date

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

Yes  No

What should this ID be used for?

Assignments and Settings

Product

Assignments

Edit Member Info

Role: Student [Learn More]

First Name: NOQE

Last Name: Student

Email Address: noqestudent@wwnorton.edu

School ID (optional):

Cancel

Save

Members

Students

Search:

Name (email)

School ID