



## ***CONTENTS***

**CENGAGENOW SYSTEM REQUIREMENTS . . . . . VIII**

**GETTING STARTED . . . . . 1**

    Registering for Your CengageNOW Course . . . . . 2

    Making Payment. . . . . 9

    Signing In as a Returning User . . . . . 9

    System Setup for CengageNOW . . . . . 11

    Using the Header Controls. . . . . 12

    Signing Out . . . . . 15

**USING THE COURSES PAGE . . . . . 16**

As a live, Web-based program, CengageNOW is regularly updated with new features and improvements. Please refer to the CengageNOW online Help for the most current information.

<b>VIEWING YOUR SYLLABUS. . . . .</b>	<b>17</b>
<b>WORKING WITH ASSIGNMENTS. . . . .</b>	<b>17</b>
Guidelines for Taking Assignments . . . . .	19
Understanding the Assignments Page . . . . .	21
Taking a Personalized Study Assignment . . . . .	25
Taking a WebQuiz. . . . .	32
Taking a Homework or Test Assignment . . . . .	37
Taking a Reading Assignment . . . . .	44
Taking a Self-Assessment Activities Assignment . . . . .	47
Taking a College Success Factors Index Assignment . . . . .	52
Taking a Media Quiz Assignment . . . . .	56
Entering a Content Access Code . . . . .	64
<b>TRACKING YOUR GRADES . . . . .</b>	<b>65</b>
Using the Grades: Assignments in Course/Section View . . . . .	66
Using the Grades: Study Tool View. . . . .	68
<b>ACCESSING YOUR STUDY TOOLS . . . . .</b>	<b>70</b>
<b>CONTACTING CENGAGE TECHNICAL SUPPORT . . . . .</b>	<b>72</b>
Contacting Nelson Technical Support. . . . .	76
<b>INDEX . . . . .</b>	<b>77</b>

## CENGAGENOW SYSTEM REQUIREMENTS

To ensure the best experience with CengageNOW and enjoy all of its features, please make sure your computer system and browser settings meet or surpass the specifications on this page. Use the enclosed links to download any of the recommended browser and “plug-in” software you may need.

### Windows®

- Windows 7 or 8.
- Intel® or AMD® CPU, 1.8 GHz or better.
- 1 GB RAM or more.
- Web browsers: Microsoft® Internet Explorer 9.0 or greater; Google Chrome 37.0 or greater; Mozilla™ Firefox® 32.0 or greater.
- Java JRE 1.6/6.0 is recommended (<http://java.com>).

### Macintosh®

- Mac OS® X 10.8 or greater.
- Mac® computer with an Intel® Processor.
- 1 GB of RAM or more.
- Web browser: Safari™ 6.0 or greater; Mozilla™ Firefox® 32.0 or greater; Google™ Chrome® 37.0 or greater.
- Java JRE 1.6/6.0 is recommended (<http://java.com>).

**Note:** With the exception of Flash based modules, your assignments and eBook will work on mobile and tablet devices. Because of the wide variety of mobile devices and associated software, we cannot guarantee all functionality is available on all devices.

### Additional Requirements (All Systems)

- Adobe® Flash® Player (download from <http://www.adobe.com/products/flashplayer/>).
- Adobe® Reader® (download from <http://www.adobe.com/products/acrobat/readstep2.html>).
- Screen resolution of 1366 x 768 or greater, and color quality of 16-bit or greater.
- Popup-blocking software turned off or configured to allow **http://\*.cengagenow.com** to display popup windows.
- Browser set to check for newer versions of cached pages and refresh automatically.
- Apple® QuickTime® player, RealPlayer®, and Adobe Shockwave® player (These free browser plug-ins are used to display multimedia components in some products.)
- Sound capability for audio content.

## GETTING STARTED

Welcome to CengageNOW™, the integrated, online learning system that provides you with 24/7 access to your study tools, grades, courses, and assignment information.

When using CengageNOW, you can do homework, read textbooks, take quizzes and exams, and track your overall course progress at your own pace or working within a schedule set up by your instructor. CengageNOW gives you an easy-to-use, personalized online environment that you can manage to best suit your needs.

As a live, web-based program, CengageNOW is updated regularly with new features and improvements. Refer to CengageNOW's online **Help** for the most current information.

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**Note:** It is important to always use the buttons and links provided in CengageNOW to close assignments or go to another page. If you use your browser's **Close** button or **Back/Forward** buttons instead, you may unintentionally lose work from your current session.

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## Audience

This document addresses the needs of CengageNOW students when registering for a course, taking and reviewing their assignments, accessing study materials, and following their progress.

## Registering for Your CengageNOW Course

When registering for a new course, there are two codes you use to access your online materials.

- The first code you need is the **Course Key**. The Course Key is a 12 or 15-digit string of numbers and letters that identifies your course. This key is provided by your instructor, either as part of a registration URL or simply as an alphanumeric code.

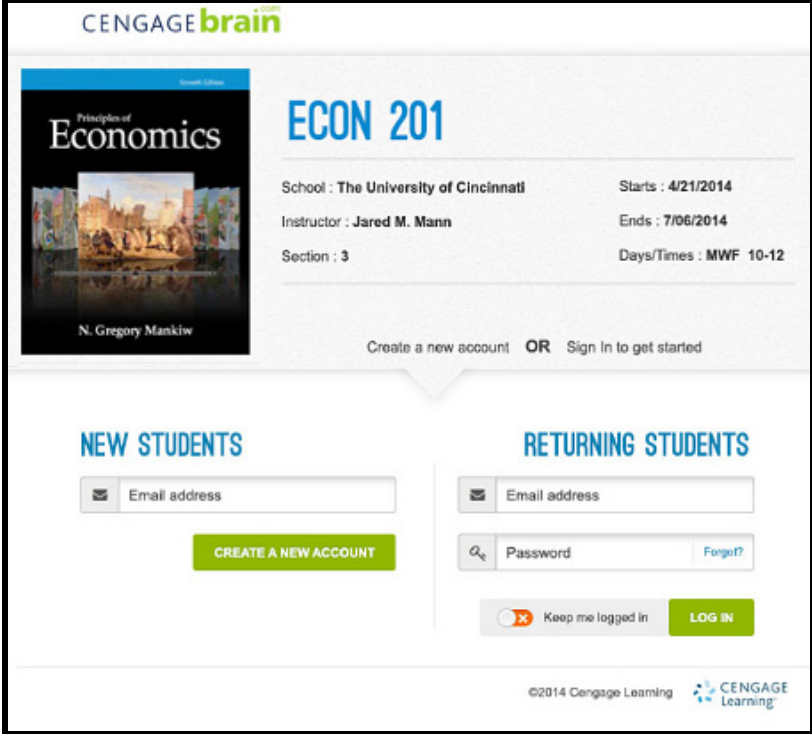
The URL takes you to a CengageBrain site that is unique to your course and automatically provides the system with your Course Key. When accessing the CengageBrain page you can either log in as a returning user or create a new account. Once you have created an account, you use your CengageBrain **My Home** page to purchase course materials, register for a new course, or open a registered course

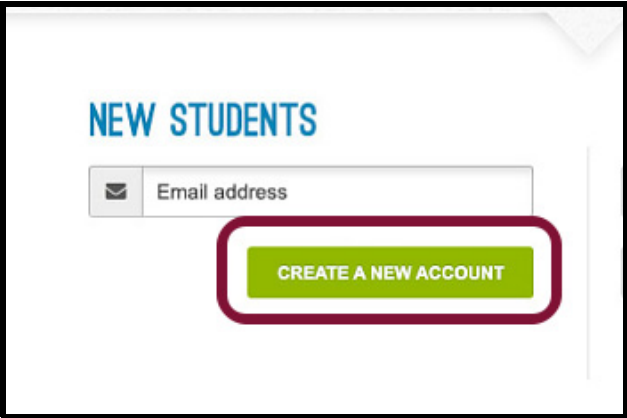
- The second code you need is an **Access Code**. This code is proof of purchase for your course materials. Your least expensive option for purchasing an Access Code is through the CengageBrain website, however, it can also come bundled with your textbook or it can be purchased at your bookstore. When submitted, this code provides you with continuous access to your online course materials.

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**Note:** Most courses offer the option of a free trial that allows you to “try before you buy.” The duration of the trial is 3 days per week of your course, with a maximum of 21 days — beginning on the course start date. To be assured of uninterrupted access to your course, you need to submit an Access Code before the trial’s expiration. If the trial deadline passes before you have a chance to make your purchase, your work is saved. However, you can no longer access the course until an Access Code is submitted.

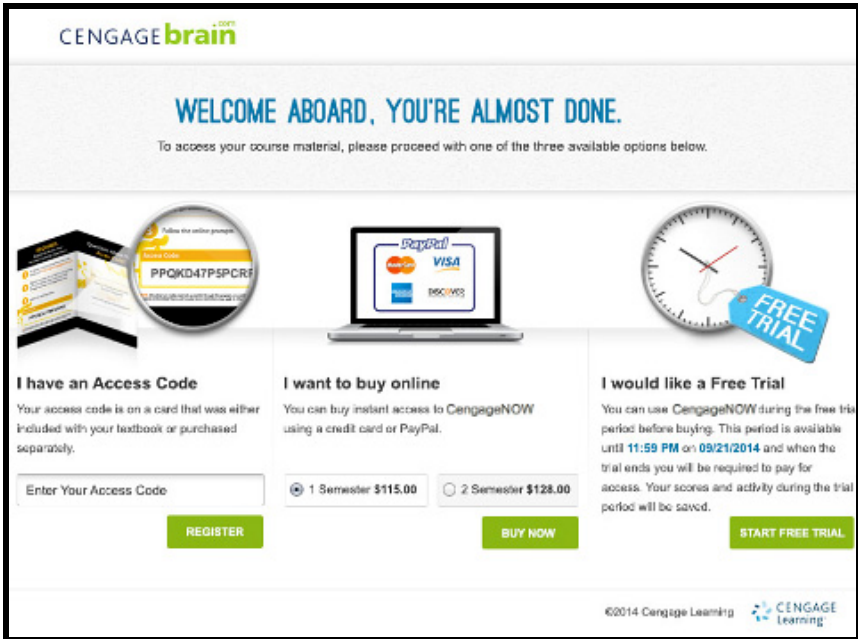
---

Step	Action: To register a new account and course
1	<p>Sign in to <b>CengageBrain</b> by using the link provided by your instructor or follow the instructions if you have been given a <b>Student Registration Information</b> handout. When logging in with the URL, your <b>Course Key</b> is automatically entered.</p> <p>Your <b>CengageBrain Log In</b> page opens.</p>  <p>The screenshot shows the CengageBrain interface for a course titled 'ECON 201'. At the top left is the CengageBrain logo. Below it is a book cover for 'Principles of Economics' by N. Gregory Mankiw. To the right of the book cover, the course title 'ECON 201' is displayed in large blue letters. Below the title, course details are listed: School: The University of Cincinnati, Instructor: Jared M. Mann, Section: 3, Starts: 4/21/2014, Ends: 7/06/2014, and Days/Times: MWF 10-12. A navigation bar offers 'Create a new account' or 'Sign In to get started'. Below this, there are two main sections: 'NEW STUDENTS' and 'RETURNING STUDENTS'. The 'NEW STUDENTS' section has an 'Email address' input field and a green 'CREATE A NEW ACCOUNT' button. The 'RETURNING STUDENTS' section has an 'Email address' input field, a 'Password' input field with a 'Forgot?' link, a 'Keep me logged in' checkbox, and a green 'LOG IN' button. At the bottom right of the page, there is a copyright notice '©2014 Cengage Learning' and the Cengage Learning logo.</p> <p><b>Note:</b> You may also log in as a returning user by directing your browser to <a href="https://login.cengagebrain.com">https://login.cengagebrain.com</a>.</p>

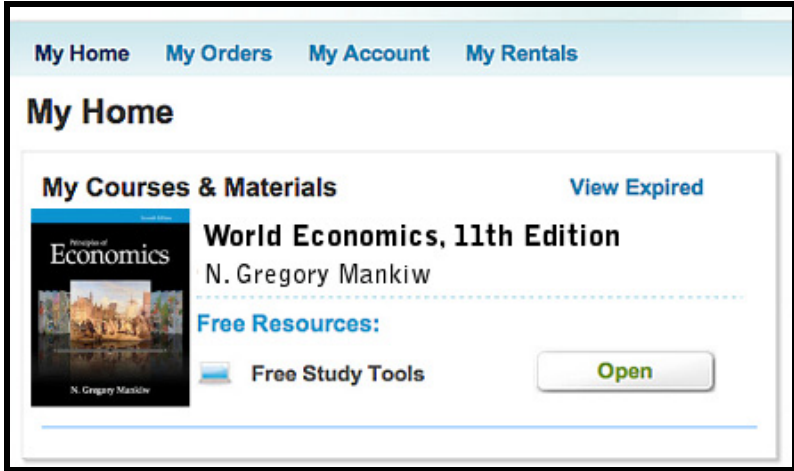
Step	Action: To register a new account and course
2	<p>Enter a valid email address and click the <b>Create a New Account</b> button. The page refreshes to display additional fields for entering your personal account information.</p> 

Step	Action: To register a new account and course
3	<p>Type in your first and last name, a password, select a time zone, and select a security question/answer.</p> <div data-bbox="325 372 1190 760" style="border: 2px solid black; padding: 10px;"> <p><b>NEW STUDENTS</b></p> <p>✉ thisisnotme@gmail.com    🔒 Select a Question    Security Answer</p> <p>Enter your first name</p> <p>👤 First Name    Last Name    ⌄ Select your Time Zone</p> <p>🔑 Password    Confirm Password</p> <p><input type="checkbox"/> I have read and agree to the CengageBrain Service Agreement.</p> <p><input type="button" value="NO, THANKS"/> <input type="button" value="CREATE MY ACCOUNT"/></p> <p><small>In order to register for a CengageBrain account, you must accept the terms of the CengageBrain Service Agreement, which describes the terms that apply to the provision and use of the CengageBrain.com web site and various related products and services offered through that web site. <a href="#">Read the CengageBrain Service Agreement here.</a></small></p> </div> <p>Make a note of the email address and password you use when creating your account. This information is required later, when signing in again.</p> <p>Also, your instructor may use the email address you provide for course communications, be sure to check it periodically.</p>
4	<p>Read the <b>CengageBrain Service Agreement</b> and accept by selecting the check box.</p>



Step	Action: To register a new account and course
5	<p>Click <b>Create My Account</b> to open the <b>Payment Options</b> page.</p>  <p>The screenshot shows the CengageNOW registration page. At the top, it says "WELCOME ABOARD, YOU'RE ALMOST DONE." Below this, there are three options for accessing course material:</p> <ul style="list-style-type: none"><li><b>I have an Access Code:</b> This option is for users who have an access code from a textbook or purchase. It includes a text input field labeled "Enter Your Access Code" and a green "REGISTER" button.</li><li><b>I want to buy online:</b> This option is for users who want to purchase access using a credit card or PayPal. It shows two radio button options: "1 Semester \$115.00" (selected) and "2 Semester \$128.00". A green "BUY NOW" button is located below these options.</li><li><b>I would like a Free Trial:</b> This option is for users who want to use CengageNOW during a free trial period before buying. It includes a green "START FREE TRIAL" button.</li></ul> <p>At the bottom right of the page, there is a copyright notice: "©2014 Cengage Learning" and the Cengage Learning logo.</p>

Step	Action: To register a new account and course
6	<p>Choose a method to pay for your course.</p> <ul style="list-style-type: none"><li>○ Enter an <b>Access Code</b>, if you have already purchased one, and click <b>Register</b>.</li> <li>○ Choose one or two semesters and click <b>Buy Now</b> to purchase an <b>Access Code</b> online. You can pay by using a credit card, debit card, or PayPal.</li> <li>○ Opt to buy your course materials later and access CengageNOW during a free trial by clicking <b>Start Free Trial</b>.</li></ul> <hr/> <p><b>Note:</b> The duration of the free trial is 3 days per week of your course, with a maximum of 21 days — beginning on the course start date.</p> <p>If your trial period expires before you have a chance to purchase and submit an Access Code, your work is saved. However, your account is suspended until you make payment.</p> <hr/>

Step	Action: To register a new account and course
7	<p>Click the <b>Open</b> button for your course on your <b>My Home</b> page to enter your course. When accessing CengageNOW for the first time a <b>New User Account</b> window opens.</p> <div data-bbox="358 407 1158 874" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>Review and confirm your course information, then click <b>Continue</b> to open the CengageNOW.</p> <p>Depending on your instructor's course settings you may need to enter a <b>Student ID</b> before proceeding to your course. Consult with your instructor for any special instructions.</p> <hr/> <p><b>Note:</b> If you have previously paid for your course materials and entered an Access Code, clicking <b>Open</b> takes you directly to CengageNOW.</p> <p>If you are using a free trial, the CengageNOW <b>Course Payment</b> page opens, informing you of the days remaining in your trial. From this page you can enter an Access Code when you are ready or click <b>Take me to my course</b> to enter CengageNOW and continue using your free trial.</p> <hr/>

## Making Payment

If during registration you choose to access CengageNOW with a free trial, you will need to submit an Access Code when the trial expires. You can pay for your course using one of the options below:

- **Online.** You can pay through the CengageBrain website by using a credit card, debit card, or PayPal.
- **Bookstore.** you may be able to purchase an Access Code for CengageNOW at your bookstore, then submit the code from your CengageBrain account. Check with your bookstore to find out what they are offering for your course.

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**Note:** The trial period is 3 days per week of course duration, for a maximum of 21 days beginning on the course start date. If the trial deadline passes before you have a chance to make your purchase, your work is saved. You can no longer access the course until the Access Code is submitted.

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## Signing In as a Returning User

Once you've successfully registered for CengageNOW, you can sign in as a returning user wherever you have Internet access.

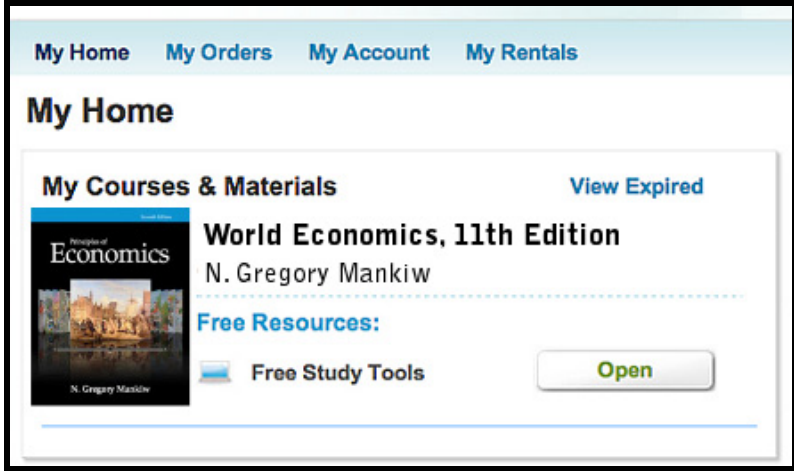
When your course is providing you with a trial period before payment is due, your remaining days are displayed on your **My Home** page. For uninterrupted access, you should try to submit the book's **Access Code** before the trial period expires.

Your course is not accessible after your trial period ends, however, your saved work is preserved and you can resume once your Access Code is submitted.

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**Note:** The duration of your trial period is determined by your course dates. You are allowed 3 days per week of your course, beginning from the start date—for a maximum of 21 days.










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Step	Action: To sign in to Cengage Brain as a returning user
1	Sign in to <b>CengageBrain</b> by using the URL for course registration or go to <a href="https://login.cengagebrain.com/">https://login.cengagebrain.com/</a> .
2	Enter your email address and password exactly as you entered them when you created your account, then click the <b>Log In</b> button to open your CengageBrain <b>My Home</b> page.
3	<p>Click <b>Open</b> for the appropriate course content under <b>My Courses &amp; Materials</b> to access your assignments and study materials.</p>  <p><b>Note:</b> If you using a free trial, clicking <b>Open</b> takes you to a <b>Course Payment</b> page where you can opt pay for your course materials or click <b>Take me to my course</b>.</p>
4	<i>(Optional)</i> If you need to sign-up for a new course, enter the <b>Course Key</b> in the <b>Have Another Product to Register</b> field and click <b>Register</b> .

## System Setup for CengageNOW

Once you are signed in, you can use the **Run System Check** tool to evaluate your browser and plug-in settings in detail. A link to the **CengageNOW System Check** is located in the **Global Actions Menu** at the top of most pages.


When the System Check is complete, you will receive a notification if you need to make any updates to your computer. You can then click any help icons  that appear under the **Plug-in Check Results** heading to see detailed instructions for downloading browser plug-ins.

Operating System Check		Browser Check	
	<b>MAC OS X</b> is a supported OS! System date and time: Passed		<b>Chrome (34.0.1847.116)</b> is a supported browser type! Javascript: Enabled Cookies: Enabled Pop-ups: Enabled
Browser Plug-in Check			
Name	Status	Plug-in Check Results:	
 RealPlayer		<b>Shockwave Plugin: Failed</b>  We have determined that your system does not have the Macromedia Shockwave player installed.	
 Quicktime		The free Shockwave browser plug-in is used by OWLv2 to provide enhanced interactivity for your assignments and Study Tools. We strongly recommend that you download and install the Macromedia Shockwave player from <a href="http://www.adobe.com/downloads">http://www.adobe.com/downloads</a> to ensure the most	
 PDF			

*The CengageNOW System Check*

## Using the Header Controls



On the upper left side of each heading are links to main pages in CengageNOW where you can access information on your **Courses**, **Assignments**, **Grades**, and **Study Tools**.

-  A “list” icon appears if your browser window is reduced to where the page links need minimizing. Expand this drop-down menu to select a link for the desired page.



**Note:** It’s important to always use the buttons and links provided in CengageNOW to close assignments or go to another page. If you use your browser’s **Close** button or **Back/Forward** buttons instead, you may unintentionally lose work from your current session.

On the top right side of the heading are two buttons that provide you with help or other useful resources.

-  Clicking the **Cengage Technical Support** button opens the Cengage Learning tech support site in a new browser window.
-  Clicking the **Global Actions Menu** opens a list of links to access the system **Tools** or **Help** options.

## Global Actions Menu Options

The **Basic Calculator** link provides quick access to a simple calculator that opens in a new browser window. For advanced calculations, you can use the scientific **Calculator** located in the **Math/Graphing Tools**.

The **Math/Graphing Tool** link opens a window containing several helpful utilities you can use, including a scientific calculator, a math glossary, a shapes library, and graphing tools.

The **Student ID** link opens a page where you can create or edit a unique ID to help identify your account in your instructor's CengageNOW **Gradebook** and grade reports. Consult with your instructor for any special instruction.

Use the **Help** link to open the CengageNOW online Help with the table of contents, index, and search functions enabled.

The **Run System Check** link opens a utility you can use to verify that your system and browser settings conform to the CengageNOW system requirements.

**Sign Out** closes your current CengageNOW session and inform the system that you are done. If you simply close the browser window, there is a chance that you may lose unsaved work, or your session may not terminate successfully.

## Technical Support

Clicking this button opens the **Technical Support Knowledgebase** in a new browser window. Use the available resources to get help or open a case if you have a problem working with CengageNOW. See [“Contacting Cengage Technical Support”](#) on page 72 for more details.

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**Note:** For information on **Nelson Technical Support** see [“Contacting Nelson Technical Support”](#) on page 76.

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Clicking the links in the CengageNOW header allow you to navigate to the following pages:

### **Courses**

The **Courses** page displays the names of your instructor(s) and your overall grade for all of your CengageNOW courses. In the **Go To** column there are buttons which link to pages where you can view your assignments, grades, and the syllabus specific to each course (if a syllabus is available). From this page you can also register for courses using a **Course Key**.

### **Grades**

The **Grades** page allows you easily keep track of your grades, with sorting options for organizing the display of your assignments and courses. By providing multiple views, CengageNOW helps you monitor your progress in both your self-study materials or graded assignments, and find specific grades quickly.

### **Assignments**

The **Assignments** page allows you to **Take** an assignment for the first time, start an ungraded assignment as **Practice**, or **Retake** or **Resume** an assignment (if your instructor permits it). You can organize your assignment list in several ways, including looking at a particular course or at all your assignments or just those available for you to take right now. This page shows you your assignment's **Date Due**, **Grading Category**, **Actions** you can perform, **# of Submissions**, **# of Submissions Allowed**, **Time Allowed**, **Notes** on your assignment's status, and your **Score** for completed and partially completed assignments such as tests and homework.

### **Study Tools**

The **Study Tools** page provides access to all of your registered self-study materials in CengageNOW such as eBooks, Tutorial books, and Personalized Study books.

Work that you access and complete on the **Study Tools** page is for ungraded self-study only. Your progress is tracked in both your **Grades** page and your instructor's **Gradebook**. However, any work you do on the Study Tools page is separate from your graded course assignments.

### **PowerSearch**

You may see a **PowerSearch** link if your school library subscribes to the PowerSearch service. **PowerSearch** allows students and instructors to access a wide range of periodical, reference, and source information over multiple databases.

## **Signing Out**

When you are finished accessing your CengageNOW pages and assignments, click the **Sign Out** link in the **Global Actions Menu**.

Using this link closes the current session properly. Also, whenever you need to make changes to your account or course materials on the CengageBrain site, it is recommended that you sign out from CengageNOW.

---

**Note:** Always use the provided CengageNOW buttons and links to close assignments or go to another page. Do not use your browser's **Close** button or **Back/Forward** buttons; this could cause you to lose any unsaved work.

---

## USING THE COURSES PAGE

The **Courses** page gives you a quick view of all your CengageNOW courses. From here, you can get access to your assignments, syllabus (when available), and grades. You can also use this page to register for new or additional courses.

Course	Instructors	Course Grade	Go To		
Beginning Economics	Adrian Saunders	1.71%	Assignments	Grades	Syllabus
Business Communication	Adrian Saunders	24.0%	Assignments	Grades	Syllabus

*The Courses Page*

### Sorting your Courses page

Click a column title (or "header") for **Course**, **Instructor**, or **Course Grade** to sort the table by that column heading. To reverse the list order using the same column, click its header again. The arrow icon in the header shows if that column's sort order is ascending (A-Z) or descending (Z-A).

### Course Grade

Displays your total percentage score, to date, for your assignments for this class. The Course Grade excludes any assignment results your instructor has chosen not to display, has not yet graded, or is not viewable for other reasons.

## Go To

From the **Go To** column, you can quickly access current course information and pending tasks in other areas of CengageNOW by using the buttons provided. You can easily go to the **Assignments** page, the **Grades** pages, or open the course **Syllabus** (if available).

## Register for Another Course



Click the **Register for Another Course** button to enroll in an additional course by entering a **Course Key**. Instructors usually supply this code via email, in the syllabus, or during your first class.

## VIEWING YOUR SYLLABUS

Your instructor may set up a syllabus page or provide a document to relate important information about your class such as the start and end dates, your instructor's office hours, or contact information. A syllabus may also include a short description of the class, its objectives, and any prerequisites.

When a syllabus is linked to your course in CengageNOW, a **Syllabus** button appears on the **Courses** page. This button appears in the **Go To** column. To view the syllabus for that course, you can click either the **Syllabus** button or the **Course Name** also becomes an active link.

## WORKING WITH ASSIGNMENTS

Your instructor creates and assigns activities in CengageNOW, which you can access from the **Assignments** page. Assignments can range from simple lists of multiple-choice items, to complex equations or multi-entry forms, to reading an eBook chapter or Web page, depending on the course, subject, and textbook content.

CengageNOW is able to grade most of your assignments electronically; it tracks your progress, then reports your scores to your instructor.

**Assignments** ?

To take, resume, or retake an assignment, choose an action in the Actions column. Blue scores in the Score column lead to previous results.

Course or Section:  
 GenChem Fall 2014 (gchem f350) View Files from Your Instructor

Show me: [All Assignments](#) | [Assignments I Can Take Now](#) | [Assignments I Can Practice Now](#)

---

Course: Beginning Economics      Instructors: Adrian Saunders

Assignment	Date Due	Grading Category	Actions	# of Submissions	# of Submissions Allowed	Time Allowed
Chapter 4		Homework	<a href="#">Retake</a> <a href="#">Print</a>	1	unlimited	unlimited
Chapter 3 CXP Showcase		Homework	<a href="#">Retake</a>	5	unlimited	unlimited

### *The Assignments Page*

Some assignments offer hints or multimedia content to help guide you in developing your answers. Others may include personalized, interactive learning plans determined by the results of a diagnostic “pre-test.”

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**Note:** Your instructor has the option to record any external, off-line assignments to include in your CengageNOW course score. These assignments appear on your **Grades** and **Assignments** pages as “External to this website.”

---

## Guidelines for Taking Assignments

These instructions detail how to get the best results when taking an assignment. In summary, you can make sure you get full credit for your work by always doing the following:

- Complete and submit the assignment before its **Date Due** and **Time Allowed**, however, not all assignments are timed.
- Some assignments may provide a **Unavailable Date**, and instructors generally penalize for each day after the **Due Date** has passed.
- An assignment may no longer be available if you have taken it the maximum number of times or if it is past its **Due Date**. If your instructor has set an **Unavailable Date** and you have not yet scored 100%, you can take an assignment past its **Due Date**. However, a penalty may be applied to your score.

Also, your instructor can allow you to take an assignment as ungraded **Practice** after the **Unavailable Date** has passed.

- Read the on-screen instructions carefully.
- If you must leave your computer, do not leave the assignment open and inactive for more than two hours.
- If the browser crashes or becomes unresponsive and you must manually close the assignment, you can resume the take if you sign back into CengageNOW within a few minutes.

---

**Note:** CengageNOW has a 2 hour session timer. In the event of a browser crash, if you do not log back in and complete your assignment before the session expires, your assignment is automatically submitted for a grade.

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- In assignments that provide it, use the pop-out **Contact Technical Support** button in the upper right corner to open the Cengage Learning support site in a new browser window. Use the available resources to search the knowledgebase or open a case.

- Take advantage of the **Check My Work** link when one is available. This checks your answer, and gives you helpful feedback, allowing you to improve your answer before your assignment is graded.
- Some assignments provide an **Email Instructor** button. This allows you to send an email message with a link allowing your instructor to see the exact question content on which you are working.
- Click the **Submit Assignment for Grading** button only when you are completely finished with the assignment. Each time you submit an assignment for grading it is counted as one “take” (not all assignments allow multiple takes).
- Click the **Save** button every so often, particularly on any long, multi-part questions. Your progress is saved each time you move to a new question or use the **Check My Work** link. Even so, saving your work manually ensures you won’t lose much work on the current question in the event of a computer problem.

---

**Note:** During an assignment, never close your browser, go to another site, or use your browser's forward and back buttons—you may lose your current work, and the assignment is counted as a “take.” Use only the navigation buttons and links within CengageNOW. Be sure each page loads completely before proceeding.

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## Understanding the Assignments Page

Select the **Assignments** link to open the **Assignments** page where you can choose to take, print, or see the status of your assignments.

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**Note:** An assignment may no longer be available if you have taken it the maximum number of times or if it is past its **Due Date**. If your instructor has set an **Unavailable Date** and you have not yet scored 100%, you can take an assignment past its Due Date. However, a penalty may be applied to your score.

Also, your instructor can allow you to take an assignment as ungraded **Practice** after the Unavailable Date has passed.

---

Above the assignment table are two selectors which you can use to determine which of your assignments are displayed:

### Course or Section

Use this drop-down menu to select assignments by course or section. You can choose between **All My Courses (Merged)**, **All My Courses (Separated)**, or view only the assignments for a specific course or section.

### Show me: All Assignments | Assignments I Can Take Now | Assignments I Can Practice Now

Click on the appropriate link to change the Assignments page view to show all of your assignments, show only those currently available for you to take for a grade, or those assignments available as ungraded practice.

## Assignments Page Features

The **Assignments** page provides information on all your assignments, access options for your available assignments, and can display your current score and remaining attempts.



**Note:** The availability of particular actions and information for an assignment depends on the assignment's type, its current status, and the settings chosen by your instructor.

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### **View Files from Your Instructor**

Clicking this button opens the **Uploaded Files** page. From here you can download files your instructor has made available for the course from within CengageNOW. Simply click the adjacent arrow icon to download the file onto your computer.

### **Assignment**

The assignment's name. The assignment is labeled (**Not Graded**) if it is set up for ungraded practice.

### **Date Due**

The last day you can submit an assignment for full credit. Your instructor is able to set up your assignments to allow late submissions, but there may be a penalty.

### **Grading Category**

Here you can see the grading category for a particular assignment. Grading Categories determine how much impact your grade for a particular assignment has on your total grade.

The use of grading categories and how they are weighted are optional and are established by your instructor. This column appears on your **Grades** page only when your instructor uses this feature.

### **Actions**

Use the buttons and links in the **Actions** column to manage and access your assignments. The availability of the particular action or information can depend on the assignment's type, its current status, and the settings chosen by your instructor.

Use the following list for a description of the features found in the **Actions** column.

**Take.** **Take** Begins an assignment for the first time.

**Practice.** **Practice** Begins an assignment intended to be taken as ungraded practice.

**Retake.** **Retake** Retake a previously completed assignment.

**Resume.** **Resume** Continue taking an assignment that has been saved in progress.

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**Note:** An assignment may be labeled **Closed** and no longer be available if its **Date Due** or **Unavailable Date** has passed, or you have already taken it the allowed number of times.

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**Available on:** Displays the date when this assignment is first available. You can only see this information if you have selected the option to view **All My Assignments**.

**Password.** **password:**  Enter the password your instructor has required to take this assignment.

**Print blank assignment.** **Print blank assignment** Allows you to print an assignment before taking it. This option, when available, allows you to work through the assignment on paper before entering answers online.

**Print.** **Print** Allows you to print a completed assignment. This option allows you to print out your assignment results and related feedback for a completed assignment (if allowed by your instructor).

**Enter Content Access Code.** [Enter content access code](#) If this link is displayed, you can submit an Access Code at your **CengageBrain** account to begin the assignment. See [“Entering a Content Access Code”](#) on page 64 for details.

**Closed.** “Closed” means you can no longer take the assignment. Its **Unavailable Date** or **Due Date** may have passed, your instructor may have graded it already, or it may now have a late penalty that could lower your current score.

### **# of Submissions**

Displays how many times you’ve submitted an assignment for grading. (Not all assignments allow multiple attempts.)

### **# of Submissions Allowed**

Displays how many more times you can submit an assignment.

### **Time Allowed**

Displays how much time your instructor is allowing to take an assignment, or if there is unlimited time.

### **Score**

For completed assignments, this column shows your current score as a percentage (if made viewable by your instructor). To see related feedback on a completed assignment click the score to go to the **View Assignment Results** page.

### **Notes**

Displays any information on the status of your score, any available extra credit, how your grade is calculated when you have the option for multiple takes, and any comments from your instructor.

### **Status Icons**

At the bottom of the Assignments page is an **Icon Key** that when moused over, expands to display a legend for the icons used to indicate assignments with special conditions.

## Taking a Personalized Study Assignment

Personalized Study products are learning tools that evaluate your knowledge and then help you gauge your unique study needs. The **Personalized Study Plan** generated from your “pre-test” results focuses your study time on the key concepts and problems you need to learn the most.

Your work on a Personalized Study assignment is graded only when you access it from the **Assignments** page (even if you can also access it from the **Study Tools** page for self-study).

Typically, a Personalized Study assignment consists of a **Pre-Test**, a **Personalized Study Plan**, and a **Post-Test**.

You take the **Pre-Test** first, which provides you with an interactive, personalized study plan based on your initial test results. These study plans vary from one discipline to another, but typically include tutorials, interactive exercises, videos, animations, figures, and other on-line learning materials drawn from your text. The Pre-Test is only available for you to take once, even when your instructor has allowed for multiple takes of the assignment.

After you have worked through the Personalized Study Plan, you can take a **Post-Test**. Taking the Post-Test allows CengageNOW to assess your progress, then provides you with additional, revised study materials to help you focus on areas where you may need to improve.

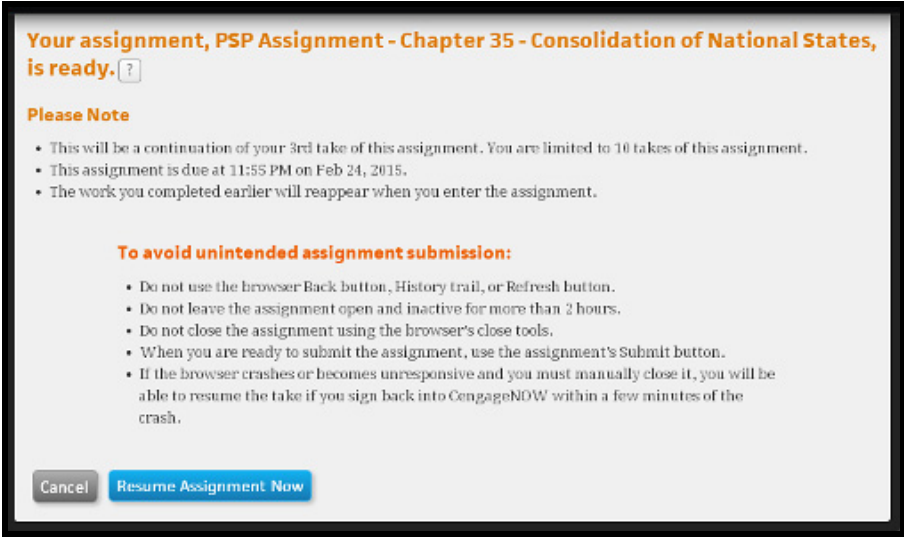
When Study Tools are given as a graded assignment, your instructor can choose to score the **Pre-Test**, exclude the **Pre-Test** or **Post-Test** from the assignment entirely, or turn off your access to these section on your the **Study Tools** page (your instructor may want to prevent self-study on material intended for a grade).

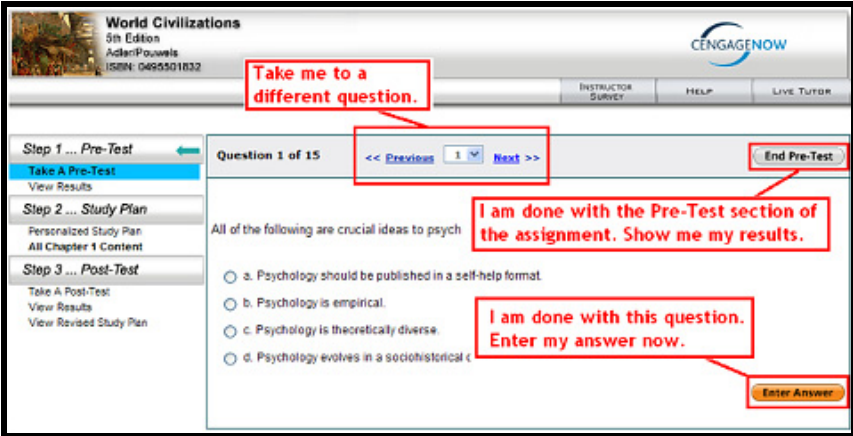
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**Note:** Depending on your book’s title, edition, or subject matter, the links and buttons you see can vary slightly from what’s described here.

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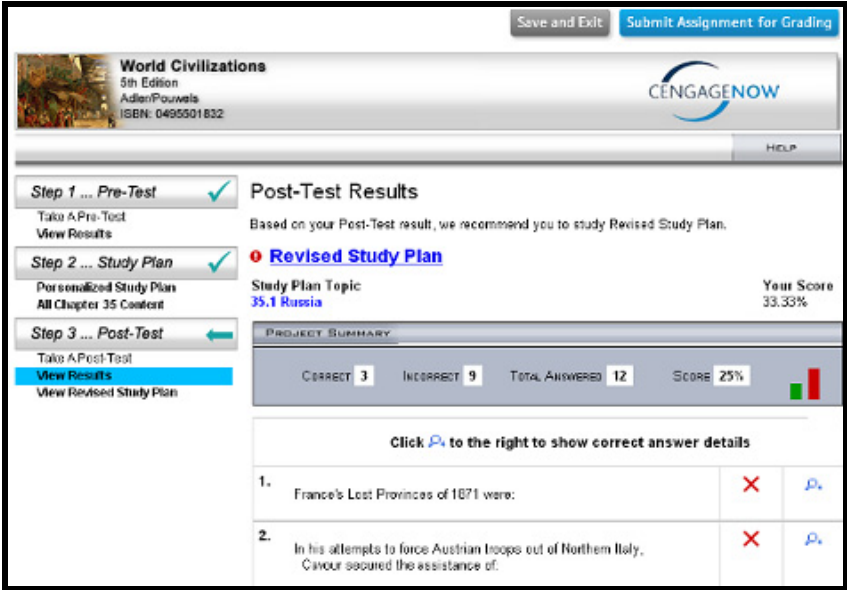
Step	Action: To take a graded Personalized Study Assignment
1	Go to the <b>Assignments</b> page and select the appropriate course from the <b>Course or Section</b> drop-down menu.
2	<p>Choose from one of the following options in the <b>Actions</b> column for the assignment you wish to take:</p> <ul style="list-style-type: none"><li>○ Click <b>Take</b> to begin the first attempt on an assignment. If a password is required, enter it into the <b>password</b> field.</li><li>○ Click <b>Practice</b> to begin an ungraded assignment made available as review material.</li><li>○ Click <b>Retake</b> to start an assignment. (Not all assignments allow multiple attempts.)</li><li>○ Click <b>Resume</b> to continue an assignment that you saved in progress. (Not all assignments can be saved in progress.)</li></ul> <hr/> <p><b>Note:</b> Be sure to complete all sections of your Personalized Study assignment before you submit it for grading.</p> <hr/>

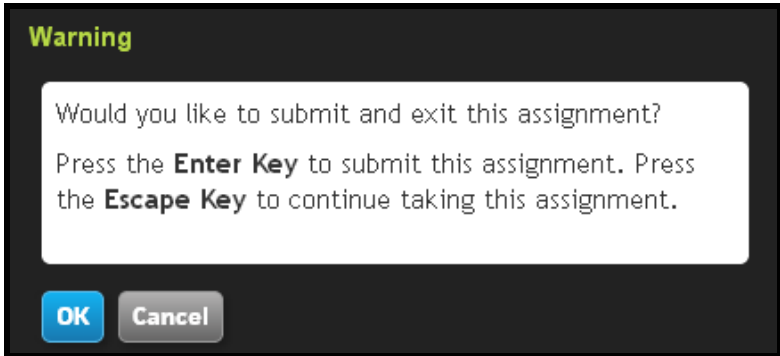
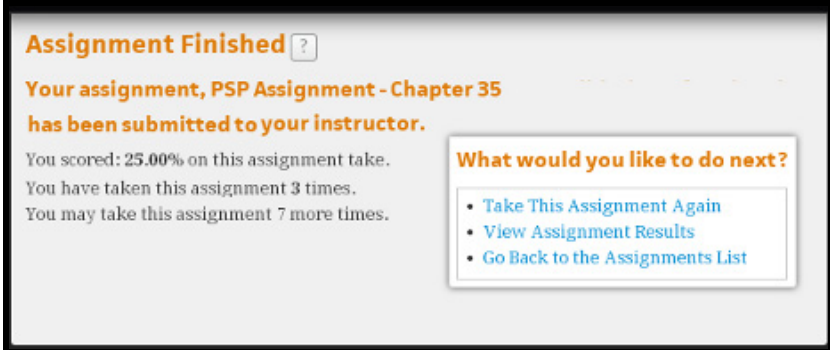
Step	Action: To take a graded Personalized Study Assignment
3	<p>The <b>Assignment Ready</b> page opens. From this page you can review many important information on the status of your assignment, and instructions for preventing unintended submissions. (If this take is subject to a late penalty, it is noted here.)</p>  <p><b>Your assignment, PSP Assignment - Chapter 35 - Consolidation of National States, is ready.</b> ?</p> <p><b>Please Note</b></p> <ul style="list-style-type: none"> <li>• This will be a continuation of your 3rd take of this assignment. You are limited to 10 takes of this assignment.</li> <li>• This assignment is due at 11:55 PM on Feb 24, 2015.</li> <li>• The work you completed earlier will reappear when you enter the assignment.</li> </ul> <p><b>To avoid unintended assignment submission:</b></p> <ul style="list-style-type: none"> <li>• Do not use the browser Back button, History trail, or Refresh button.</li> <li>• Do not leave the assignment open and inactive for more than 2 hours.</li> <li>• Do not close the assignment using the browser's close tools.</li> <li>• When you are ready to submit the assignment, use the assignment's Submit button.</li> <li>• If the browser crashes or becomes unresponsive and you must manually close it, you will be able to resume the take if you sign back into CengageNOW within a few minutes of the crash.</li> </ul> <p>Cancel Resume Assignment Now</p>
4	<p>Click the <b>Start Assignment Now</b> button to begin taking the assignment. (Depending on the status of your assignment, this button can be labeled <b>Resume Assignment Now</b> or <b>Retake Assignment Now</b>.)</p> <p>You can also click the <b>Cancel</b> button to exit without starting the assignment. If you cancel now, opening the Assignment Ready page does not count as one of your assignment “takes.”</p>
5	<p>Your Personalized Study assignment loads. It typically includes a <b>Pre-Test</b>, a <b>Personalized Study Plan</b>, and a <b>Post-Test</b>.</p>

Step	Action: To take a graded Personalized Study Assignment
6	<p>Start by clicking <b>Pre-Test</b> when taking the assignment for the first time. The page refreshes, showing the first test question.</p>  <p>The screenshot shows the CengageNOW interface for 'World Civilizations 5th Edition'. The left sidebar has 'Step 1 ... Pre-Test' selected. The main area shows 'Question 1 of 15' with navigation links '&lt;&lt; Previous', '1', and 'Next &gt;&gt;'. A question is displayed with four radio button options. Callout boxes point to the 'Take me to a different question.' link, the 'End Pre-Test' button, and the 'Enter Answer' button.</p>
7	<p>Move through the Pre-Test questions by using the <b>&lt;&lt; Previous</b> and <b>Next &gt;&gt;</b> links, or select a question number from the drop-down list.</p>
8	<p>Provide a response to the question, and click the <b>Enter Answer</b> button (if one is provided). You can return to previous questions and change answers, if needed.</p>
9	<p>Some questions offer <b>Hints</b> or <b>Show Additional Info</b> as well. Questions with multiple answers may provide a <b>Clear All</b> link to let you start that question over.</p>

Step	Action: To take a graded Personalized Study Assignment
10	<p>Finish the <b>Pre-Test</b> by clicking the <b>End Pre-Test</b> button, once you have answered all the questions.</p> <p>A summary screen appears with your <b>Pre-Test</b> results. The summary highlights your scores on particular topics and selects chapter sections for your further study. You are now ready to start your <b>Study Plan</b>.</p>
11	<p>To access your Study Plan, click the <b>Personalized Study Plan</b> link in the middle or on the left side of the screen, or a link on the <b>Results</b> page. Your study plan may link to a variety of learning materials, including videos, textbook PDFs, simulations, web sites, and lecture outlines.</p>  <p>The screenshot shows the CengageNOW interface for 'World Civilizations' (5th Edition, Adler/Pouwels, ISBN: 0495501832). The interface includes a navigation menu on the left with steps: Step 1... Pre-Test (checked), Step 2... Study Plan (selected), and Step 3... Post-Test. The main content area displays the 'Study Plan' for '35.1 Russia', which is marked as 'Pre-test: Complete!'. A list of resources is shown, including eBook, Textbook Section 35.1, Study Notes, Glossary, and Documents, with checkmarks indicating they have been studied. A 'Printable Version' link and a 'Read Entire Chapter' link are also visible.</p>
12	<p>After you have studied the assigned sections of your Study Plan thoroughly and they are checked off, you take the <b>Post-Test</b> to demonstrate your command of the material. Click on the <b>Post-Test</b> link in the middle or on the left side of the page and your <b>Post-Test</b> appears.</p>



Step	Action: To take a graded Personalized Study Assignment												
13	Navigate between questions with the << <b>Previous</b> and <b>Next</b> >> links, or select a question number from the drop-down list.												
14	Select your answer to the question, then click the <b>Enter Answer</b> button to advance to the next question. You can return to previous questions and change answers, if needed.												
15	<p>When you are finished, click on the <b>End Post-Test</b> button to see your score summary on the <b>Results</b> page. Your test results demonstrate whether you have made improvements after working through the <b>Personalized Study Plan</b>.</p>  <p>The screenshot displays the 'Post-Test Results' page for 'World Civilizations, 5th Edition' by Adrien Pouwels. The page shows a progress sidebar with three steps: 'Step 1 ... Pre-Test' (completed), 'Step 2 ... Study Plan' (completed), and 'Step 3 ... Post-Test' (current). The main content area shows a 'Revised Study Plan' for the topic '35.1 Russia' with a 'Year Score' of 33.33%. A 'PROJECT SUMMARY' table indicates 3 correct, 9 incorrect, and 12 total answers, resulting in a 25% score. Below the summary, two questions are listed with incorrect answers and links to view details.</p> <table border="1" data-bbox="586 1072 1182 1125"> <thead> <tr> <th colspan="4">PROJECT SUMMARY</th> </tr> </thead> <tbody> <tr> <td>CORRECT</td> <td>3</td> <td>INCORRECT</td> <td>9</td> </tr> <tr> <td>TOTAL ANSWERED</td> <td>12</td> <td>SCORE</td> <td>25%</td> </tr> </tbody> </table>	PROJECT SUMMARY				CORRECT	3	INCORRECT	9	TOTAL ANSWERED	12	SCORE	25%
PROJECT SUMMARY													
CORRECT	3	INCORRECT	9										
TOTAL ANSWERED	12	SCORE	25%										
16	If your <b>Post-Test</b> reveals any areas of the chapter where you could use additional study time, <b>Revised Study Plan</b> is generated. The study plan is considered part of the assignment. You should complete it before submitting the assignment for grading.												

Step	Action: To take a graded Personalized Study Assignment
17	When you are completely finished with all sections of the assignment, click the <b>Submit Assignment for Grading</b> button.
18	<p>The <b>Warning</b> dialog box asks you to confirm that you are finished with the assignment and ready to turn it in.</p>  <p>The dialog box has a title bar that says "Warning" in green. The main text asks "Would you like to submit and exit this assignment?" and provides instructions: "Press the <b>Enter Key</b> to submit this assignment. Press the <b>Escape Key</b> to continue taking this assignment." At the bottom, there are two buttons: "OK" (blue) and "Cancel" (grey).</p> <p>Click <b>OK</b> to confirm that you want to submit your assignment and exit.</p>
19	<p>The <b>Assignment Finished</b> page opens, displaying details on your previous take and links to any likely next steps.</p>  <p>The page has a title "Assignment Finished" with a help icon. The main heading says "Your assignment, PSP Assignment - Chapter 35 has been submitted to your instructor." Below this, it shows performance statistics: "You scored: 25.00% on this assignment take.", "You have taken this assignment 3 times.", and "You may take this assignment 7 more times." On the right side, there is a box titled "What would you like to do next?" containing three links: "Take This Assignment Again", "View Assignment Results", and "Go Back to the Assignments List".</p>

## Taking a WebQuiz





Instructors can set up “external” assignments to track your work on a variety of activities outside of CengageNOW. The most common type of external assignment is the WebQuiz. A WebQuiz can behave much like a regular assignment when you take it from the **Assignments** page. In some circumstances, your instructor may provide you with a URL to the assignment and you can take the WebQuiz online without signing into CengageNOW.

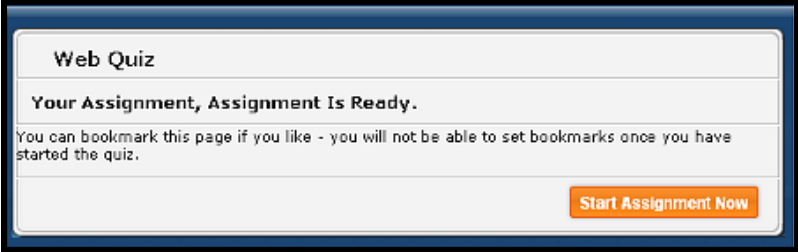

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**Note:** If a WebQuiz session is left inactive for more than 60 minutes, the session expires without saving your answers.

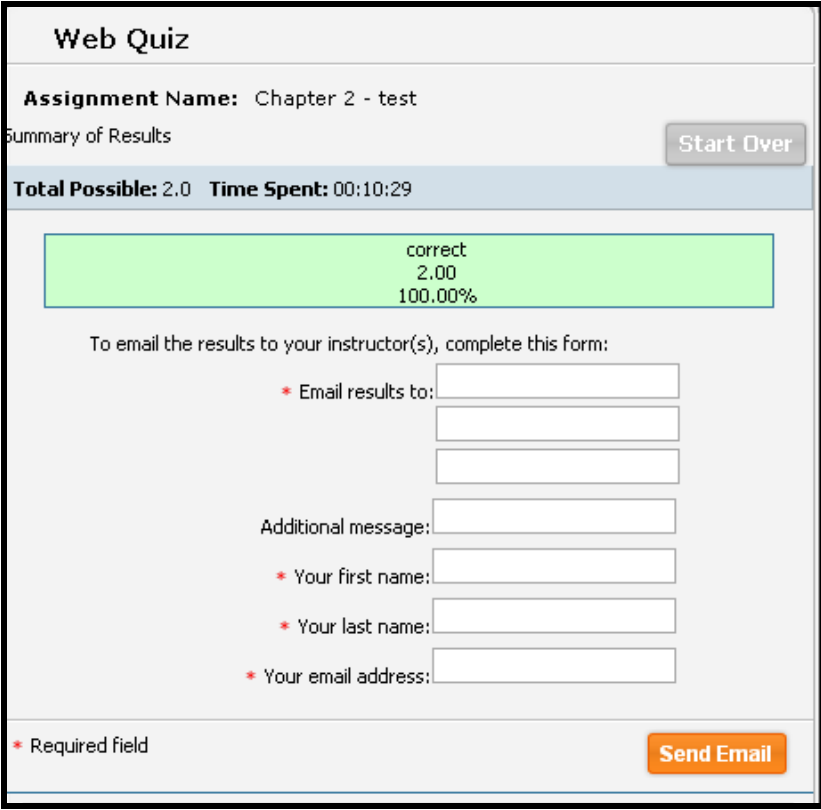
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Step	Action: To take a WebQuiz
1	Go to the <b>Assignments</b> page and select the appropriate course from the <b>Course or Section</b> drop-down menu.
2	<p>Choose from one of the following options in the <b>Actions</b> column for the assignment you wish to take:</p> <ul style="list-style-type: none"> <li>○ Click <b>Take</b> to begin the first attempt on an assignment. If a password is required, enter it into the <b>password</b> field.</li> <li>○ Click <b>Practice</b> to begin an ungraded assignment made available as review material.</li> <li>○ Click <b>Retake</b> to start an assignment. (Not all assignments allow multiple attempts.)</li> <li>○ Click <b>Resume</b> to continue an assignment that you saved in progress. (Not all assignments can be saved in progress.)</li> </ul> <hr/> <p><b>Note:</b> Be sure to complete all sections of your Personalized Study assignment before you submit it for grading.</p> <hr/>

Step	Action: To take a WebQuiz
3	<p>Click the <b>Start Assignment Now</b> button to open the WebQuiz launch page.</p> <div data-bbox="354 340 1168 874"><p><b>Your assignment, WebQuiz, is ready.</b> </p><p><b>Please Note</b></p><ul style="list-style-type: none"><li>• This will be your 1st take of this assignment. You are not limited in the number of times you can take this assignment.</li></ul><p><b>To avoid unintended assignment submission:</b></p><ul style="list-style-type: none"><li>• Do not use the browser Back button, History trail, or Refresh button.</li><li>• Do not leave the assignment open and inactive for more than 2 hours.</li><li>• Do not close the assignment using the browser's close tools.</li><li>• When you are ready to submit the assignment, use the assignment's Submit button.</li><li>• If the browser crashes or becomes unresponsive and you must manually close it, you will be able to resume the take if you sign back into CengageNOW within a few minutes of the crash.</li></ul><p> </p></div>
4	<p>Click the <b>CLICK HERE TO BEGIN</b> link.</p> <div data-bbox="348 966 1172 1275"><p></p><hr/><p><a href="#">CLICK HERE TO BEGIN</a></p></div>

Step	Action: To take a WebQuiz
5	<p>When the page refreshes click <b>Start Assignment Now</b>. At this point, you have the option to add a bookmark to your WebQuiz.</p> 
5	<p>When answering questions, you have the following options:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Click <b>Start Over</b>, if you want to clear all of your current answers and begin again.</li> <li><input type="radio"/> Click the <b>Review</b> button to open the <b>Summary of Results</b> page, if you want to end the quiz and see your current results.</li> <li><input type="radio"/> Click the <b>Previous/Next</b> or <b>First/Last</b> links to navigate through the questions.</li> </ul> 

Step	Action: To take a WebQuiz
6	<p>When you answer your last question, clicking <b>Review</b> saves all your answers and opens a <b>Warning</b> message.</p> <div data-bbox="358 372 1162 733" style="border: 1px solid black; padding: 10px;"><p><b>Warning</b></p><p>This will end the quiz and take you to the review page - you will not be able to change your answers after this point. Are you sure you want to proceed?</p><p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> <p>Click <b>OK</b> to open the <b>Summary of Results</b> page.</p>
7	<p>From the <b>Summary of Results</b> page you have two options:</p> <ul style="list-style-type: none"><li><input type="radio"/> <b>Start Over.</b> Clears your current answers and allows you to try another take of the assignment.</li><li><input type="radio"/> <b>Send Email.</b> Submits your quiz results to your instructor.</li></ul> <p>You can also see the total number of questions answered, total correct, total incorrect, and at the bottom of the page you can review your responses and the assignment content.</p>

Step	Action: To take a WebQuiz
8	<p>To submit your answers to your instructor, fill out the form and click the <b>Send Email</b> button. When the email is complete, a <b>Mail successfully sent</b> confirmation message appears.</p> 
9	<p>Close your browser window or tab to return to the previous page. If you started the WebQuiz from the <b>Assignments</b> page, click the <b>Submit Assignment</b> or <b>Submit Assignment for Grading</b> button to finalize your assignment.</p>
10	<p>Click <b>OK</b> in the confirmation window and the <b>Assignment Finished</b> page opens. From this page you can choose to <b>Take This Assignment Again</b> or <b>Go Back to the Assignments Page</b>.</p>

## Taking a Homework or Test Assignment

Your instructor can choose to track your work in a variety of basic assignment types. Test and Homework assignments are nearly identical in their take environment. Tests, by default, have stricter options with less feedback and only one take, whereas Homework assignments can allow you to check your answer and provide unlimited takes. Your instructor, however, has the ability to change many of these assignment options.

Questions can appear in a variety of formats. With multiple choice and true/false questions, you select a choice from a list. Other question formats may require you to enter multiple answers, type short essay responses, use graph or equation editors, or link matching items with your mouse.

Some questions offer links for **Check My Work**, **Hints**, or **Show Additional Info** as well. Questions with multiple answers may provide a **Clear All** link to let you start that question over.





An assignment may no longer be available, if you have taken it the maximum number of times or if it is past its **Due Date**. However, if your instructor has set an **Unavailable Date** and you have not yet scored 100%, you can take an assignment past its Due Date (generally with a penalty).

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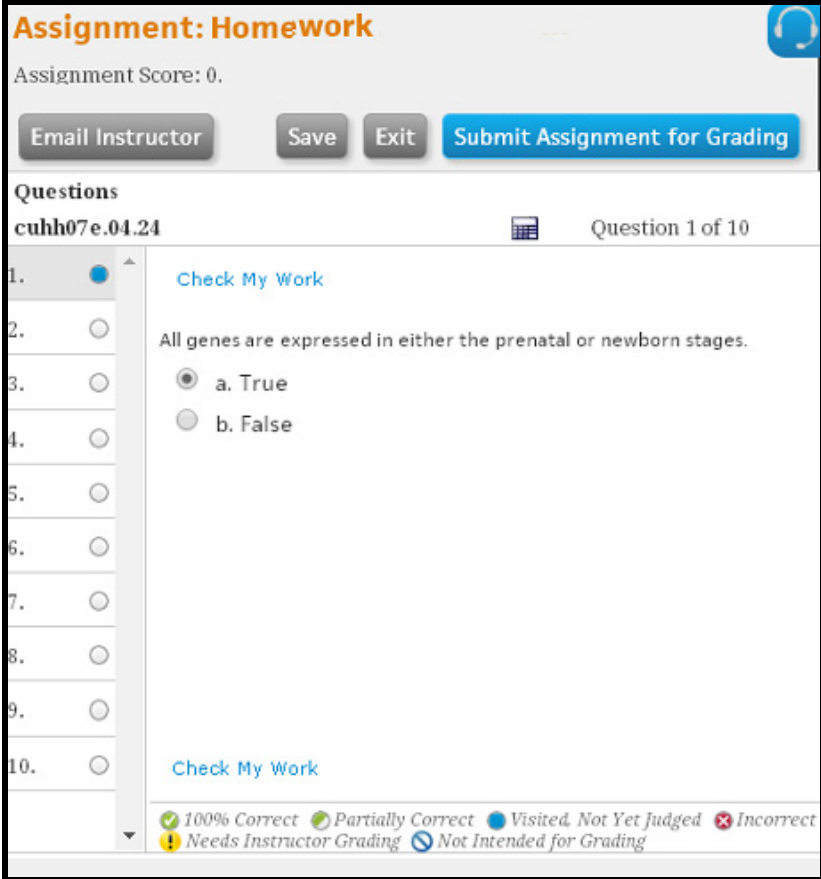
**Note:** During an assignment, never close your browser, go to another site, or use your browser's forward and back buttons—you may lose your current work, and the assignment is counted as a “take.” Use only the navigation buttons and links within CengageNOW and be sure each page loads completely before proceeding.


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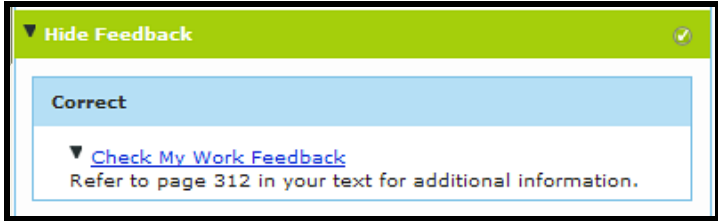


Step	Action: To take a Homework or Test Assignment
1	Select the <b>Assignments</b> link in the heading to open the <b>Assignments</b> page.
2	If necessary, select the appropriate course from the <b>Course or Section</b> drop-down menu.
3	<p>Click <b>Take</b>  in the <b>Actions</b> column to begin an assignment for the first time. If a password is required, enter it into the <b>password:</b> field.</p> <p>Click <b>Practice</b>  to start an assignment that is <b>Not Graded</b>.</p> <p>Click <b>Retake</b>  to start an assignment you have previously submitted. (Not all assignments allow multiple takes.)</p> <p>Click <b>Resume</b>  to continue an assignment saved in progress. (Not all assignments can be saved in progress.)</p>

Step	Action: To take a Homework or Test Assignment
4	<p>The <b>Assignment Ready</b> page opens. This page tells you how many times you have taken this assignment or test, how many “takes” you have available, and the time limit (if any).</p> <div data-bbox="332 407 1186 959" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Your assignment, Homework is ready.</b> <span style="border: 1px solid gray; padding: 2px;">?</span></p> <p><b>Please Note</b></p> <ul style="list-style-type: none"> <li>• This will be a continuation of your 1st take of this assignment. You are not limited in the number of times you can take this assignment.</li> </ul> <p><b>To avoid unintended assignment submission:</b></p> <ul style="list-style-type: none"> <li>• Do not use the browser Back button, History trail, or Refresh button.</li> <li>• Do not leave the assignment open and inactive for more than 2 hours.</li> <li>• Do not close the assignment using the browser's close tools.</li> <li>• When you are ready to submit the assignment, use the assignment's Submit button.</li> <li>• If the browser crashes or becomes unresponsive and you must manually close it, you will be able to resume the take if you sign back into OWLv2 within a few minutes of the crash.</li> </ul> <p style="text-align: center;"> <span style="border: 1px solid gray; padding: 5px 10px; margin-right: 10px;">Cancel</span> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Resume Assignment Now</span> </p> </div> <p>Information for graded assignments describes any special scoring conditions or late penalty in effect on this take. Assignments labeled <b>(Not Graded)</b> are intended for practice only.</p> <p>To exit the <b>Assignment Ready</b> page without starting the assignment, click <b>Cancel</b>. If you cancel at this point, the take is not counted (if this assignment has multiple takes available).</p>

Step	Action: To take a Homework or Test Assignment
5	<p>Click the <b>Start Assignment Now</b> button to begin taking an assignment for the first time. If you are continuing an assignment, the button is labeled <b>Resume Assignment Now</b>.</p> <p>Your assignment take page opens.</p> 
6	Read each question carefully, and answer as directed.

Step	Action: To take a Homework or Test Assignment
7	<p>The <b>Questions</b> column on the left marks your progress with the following status indicators:</p> <ul style="list-style-type: none"> <li>○ <b>Not Answered</b> ○ . - A question you have not answered or viewed (or the question you are currently viewing).</li> <li>○ <b>Not Intended for a Grade</b> ⊗ . - A question that does not have an impact on your assignment score.</li> <li>○ <b>Visited, Not Yet Judged</b> ● . - A question you have viewed. This icon appears whether or not you have provided an answer or saved your work.</li> </ul> <p>You can also mouse over a question number to open a text “tool tip” about that question’s status.</p>
8	<p>(<i>Optional</i>) Open a calculator by clicking the <b>Basic Calculator</b> icon . This is available only when taking a <b>Homework</b> assignment. You can reposition the calculator window within your browser.</p>
9	<p>Any work on the current question is saved when you click the <b>Save</b> button or go to another question. Be sure to save your progress on long questions, and follow up on partial answers before submitting the assignment.</p>

Step	Action: To take a Homework or Test Assignment
10	<p>For Homework questions that provide it, be sure to click the <b>Check My Work</b> link, which provides feedback, saves your current response, and evaluates the correctness of your current answer. This allows you to improve your answer before you submit the assignment for grading. Standard feedback can include the following (there is an <b>Icon Key</b> at the bottom of the page):</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Correct</b> 🟢 .</li> <li><input type="radio"/> <b>Partially Correct</b> 🟡 . The answer has one or more incomplete or incorrect elements.</li> <li><input type="radio"/> <b>Incorrect</b> 🔴 .</li> <li><input type="radio"/> <b>Needs Instructor Grading</b> ⚠️ . The answer you entered must be evaluated by your instructor.</li> </ul>
11	<p>If your instructor has enabled it, clicking <b>Check My Work</b> can display a collapsible feedback window.</p> <p>This window tells you if your answer is “correct,” “partially correct,” or “incorrect” in addition to additional feedback or the solution, as determined by your instructor. Clicking the arrow icons collapses or expands either the entire window or individual feedback sections.</p>  <p>The screenshot shows a feedback window with a green header bar containing a dropdown arrow and the text 'Hide Feedback' with a checkmark icon. Below the header is a light blue box with the word 'Correct' in bold. Underneath is a link 'Check My Work Feedback' with a dropdown arrow, followed by the text 'Refer to page 312 in your text for additional information.'</p>
12	<p>When available, use the <b>Email Instructor</b> button to send a message to your instructor. This email includes your question along with the exact assignment content on which you are working.</p>

Step	Action: To take a Homework or Test Assignment
13	<p>To go to a new question, click a question number on the left, or use the arrow controls in the right corners of the page to go to the previous or next question in the sequence.</p> <p>In most assignments, you can work through questions in any order. This makes it easy to answer skipped questions or change your previous answers before submitting the assignment for grading.</p>
14	<p>If the assignment allows it, you can click the <b>Exit</b> button to save your assignment to resume later.</p> <p>You can now finish your work in a later session by clicking <b>Resume</b> on the <b>Assignments</b> page (as long as you take it before its Date Due or Unavailable Date).</p>
15	<p>When you are completely finished with all sections of the assignment, click the <b>Submit Assignment for Grading</b> button (labeled <b>Submit Assignment</b> for Practice work).</p> <p>The <b>Submit for Grading?</b> message window opens to confirm that you are ready to turn in the assignment. It also cautions you if any answers are still incomplete and give you an option to continue the assignment.</p> <p><b>Caution:</b> Each time you click <b>Submit Assignment for Grading</b>, you consume one of your available Takes. Many assignments are set up to allow only one Take.</p>
16	<p>The <b>Assignment Finished</b> page opens to give you several options for your next step. Depending on the assignment settings, you may be able to <b>View Assignment Results</b> to review your answers, <b>Take This Assignment Again</b>, <b>Go Back to the Assignments List</b>, or <b>Print Assignment Results</b> (if allowed by your instructor).</p>

## Taking a Reading Assignment



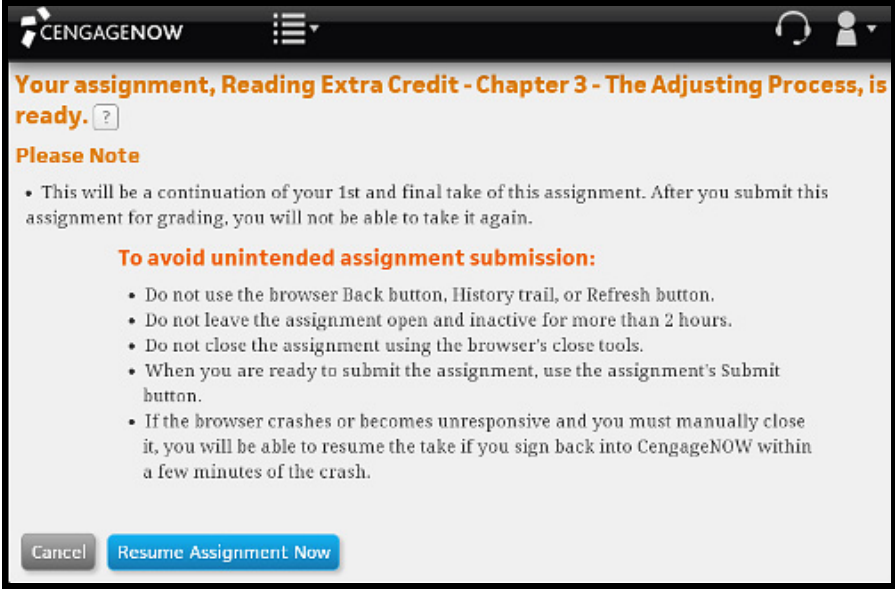
Reading assignments are a means to track your access and time spent on the course's online textbook (or other materials) and, depending on your instructor's settings, the completion of Reading assignments may also add points to your course score.

The screenshot displays the CengageNOW interface for a reading assignment. At the top, there is a navigation bar with the CengageNOW logo, a menu icon, and user profile icons. Below this is a control bar with an 'Exit' button and a 'Submit Assignment for Grading' button. The main content area features a book cover for 'Essentials of Statistics for Business and Economics, 4e' by Anderson/Sweeney/Williams, with ISBN 0-324-22320-X. The 'eBooks' logo is visible in the top right. Below the book information is a 'macromedia FLASHPAPER' player showing a table of contents for Chapter 1: Data and Statistics. The table of contents is as follows:


CONTENTS	
STATISTICS IN PRACTICE: BUSINESS WEEK	
1.1 APPLICATIONS IN BUSINESS AND ECONOMICS	1.3 DATA SOURCES
Accounting	Existing Sources
Finance	Statistical Studies
Marketing	Data Acquisition Errors
Production	1.4 DESCRIPTIVE STATISTICS
Economics	1.5 STATISTICAL INFERENCE
1.2 DATA	1.6 COMPUTERS AND STATISTICAL ANALYSIS
	Qualitative and Quantitative Data
	Cross-Sectional and Time Series Data

### *eBook Reading Assignment*

**Note:** During an assignment, only use your browser's forward and back buttons or your assignment may be recorded as a "take." Use only the navigation buttons and links within CengageNOW.

Step	Action: To take a Reading assignment
1	Select the <b>Assignments</b> link in the heading to open the <b>Assignments</b> page.
2	If necessary, select the appropriate course from the <b>Course or Section</b> drop-down menu.
3	<p>Click <b>Take</b>  in the <b>Actions</b> column to begin your Reading assignment for the first time.</p> <p>Click <b>Resume</b>  to continue with an assignment that you have already started, but have not yet submitted for a grade.</p>
4	<p>The <b>Assignment Ready</b> page opens. This page tells you if and when the assignment is due, provides take information, and tips on maximizing the results on your assignment “take.”</p>  <p>To exit the <b>Assignment Ready</b> page without starting the assignment, click <b>Cancel</b>. If you cancel at this point, your time is not recorded.</p>



Step	Action: To take a Reading assignment
5	<p>Click the <b>Start Assignment Now</b> button to begin taking an assignment for the first time. If you are continuing an assignment, the button is labeled <b>Resume Assignment Now</b>.</p> <p>Your Reading assignment opens in a new browser window.</p>
6	<p>(<i>Optional</i>) Depending on your book's content, you may need to click a <b>Click here to begin</b> link to get started.</p> <div data-bbox="327 566 1190 765" style="border: 2px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows a rectangular button with a light blue background and a thin black border. The text on the button is "Click here to begin taking your MindTap Reading assignment." in a blue, sans-serif font. To the right of the button, there are two "Exit" buttons, one above the other, with a grey gradient and rounded corners.</p> </div>
7	<p>Click <b>Exit</b> to leave the assignment without submitting it for a grade. You can resume it at another time from the Assignments page.</p>
8	<p>When you are completely finished with all sections of your assignment, click the <b>Submit Assignment for Grading</b> button.</p> <p>The <b>Warning</b> message window opens to confirm that you are ready to turn in the assignment. Click <b>OK</b>.</p> <p><b>Caution:</b> Each time you click <b>Submit Assignment for Grading</b>, you consume one of your available Takes. Many assignments are set up to allow only one Take.</p>
9	<p>The <b>Assignment Finished</b> page opens to give you several options for your next step. Depending on the assignment settings, you may be able to <b>View Assignment Results</b> to review your answers, <b>Take This Assignment Again</b>, <b>Go Back to the Assignments List</b>, or <b>Print Assignment Results</b> (if allowed by your instructor).</p>

## Taking a Self-Assessment Activities Assignment

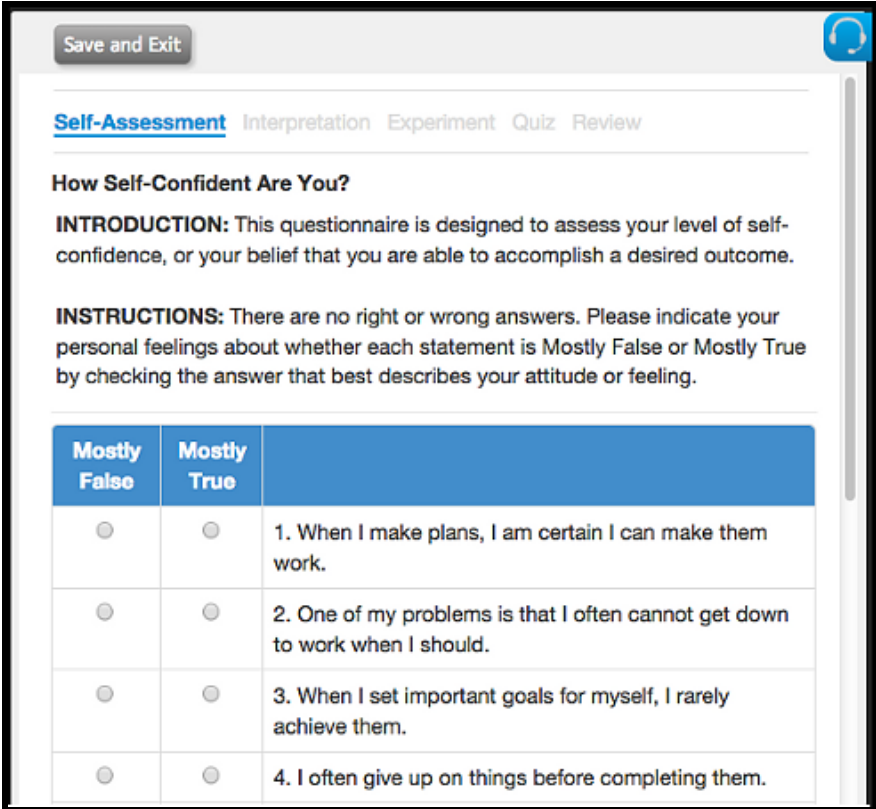
Self-Assessment Activities (SAA) assignments are used to assess the strengths and weaknesses of your personality traits. These assignments provide helpful guidelines your for self-awareness and self-improvement.


You can save and resume an SAA assignment take, however, there are no retakes after you have submitted for a grade. As you work through this assignment type, you will encounter the following steps:

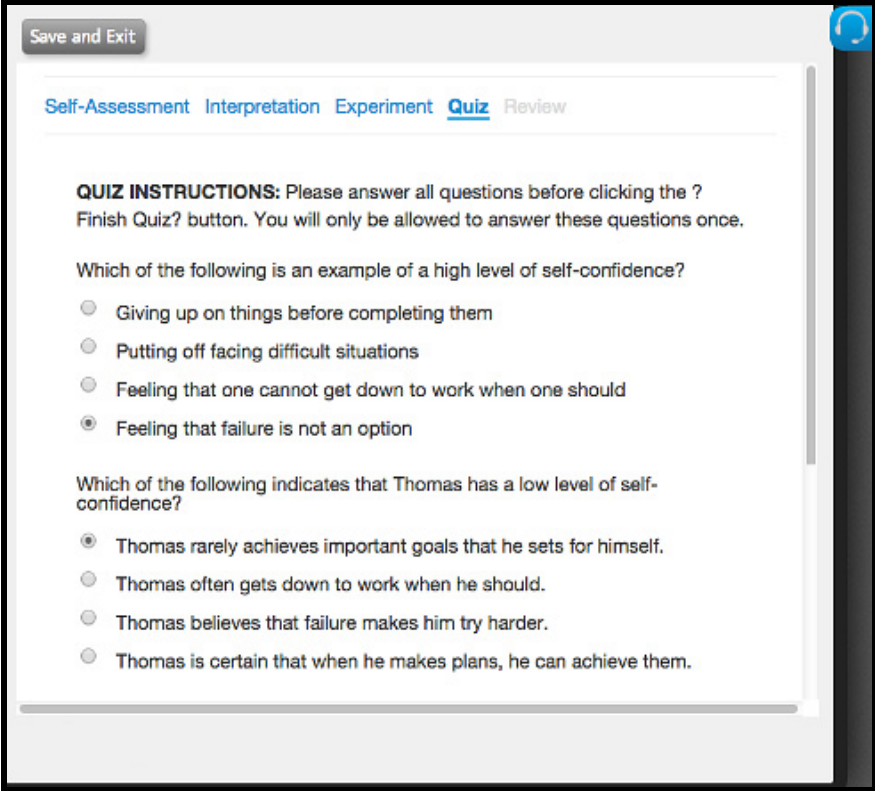
- **Self-Assessment.** The Self-Assessment consists of a series of questions, which depending on the assignment content, you may be asked to rank items into a preferred order, rate statements according to personal preferences, answer true/false questions, or they may have “paired” responses where a complimentary value is assigned automatically. For some question formats, it is also possible for the Self-Assessment to allow a limited number of selections before making the remaining items inaccessible.
- **Interpretation.** The Interpretation is a results page for your responses from the Self-Assessment step. The questions themselves are not displayed, only the interpretation of their returned values. This step is not available until the Self-Assessment is completed and submitted.
- **Experiment.** The Experiment step is optional; it provides you with the same set of self-assessment questions to use as practice, so you can see how changing your answers affects the outcome.

- **Quiz.** The Quiz consists of several questions in either multiple-choice or true/false format. After you submit your Quiz, the results are displayed with any associated feedback. The Quiz is the basis of your grade; you are only allowed to answer and submit a Quiz one time.
- **Review.** The Review step allows you to review the results of a Quiz. The Review is disabled until the Quiz is submitted.

Step	Action: To take a Self-Assessment Activities assignment
1	Click the <b>Assignments</b> link, if necessary, to open the <b>Assignments</b> page.
2	Select the appropriate course from the <b>Course or Section</b> drop-down menu.
3	Click <b>Assignments I Can Take Now</b> to filter the selections to your available assignments.
4	<p>In the <b>Actions</b> column click the <b>Take</b> (or <b>Resume</b>) button to open the <b>Assignment Ready</b> page.</p> <div data-bbox="317 862 1200 1338" style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p><b>Your assignment, How Self-Confident Are You?, is ready.</b> ?</p> <p><b>Please Note</b></p> <ul style="list-style-type: none"> <li>This will be your 1st and final take of this assignment. After you submit this assignment for grading, you will not be able to take it again.</li> <li>This assignment is due at 12:00 AM on Oct 14, 2014.</li> </ul> <p><b>To avoid unintended assignment submission:</b></p> <ul style="list-style-type: none"> <li>Do not use the browser Back button, History trail, or Refresh button.</li> <li>Do not leave the assignment open and inactive for more than 2 hours.</li> <li>Do not close the assignment using the browser's close tools.</li> <li>When you are ready to submit the assignment, use the assignment's Submit button.</li> <li>If the browser crashes or becomes unresponsive and you must manually close it, you will be able to resume the take if you sign back into CengageNOW within a few minutes of the crash.</li> </ul> <p>Cancel Start Assignment Now</p> </div> <p><b>Note:</b> SAA assignments allow only one take, however, there is no time limit and you can click <b>Save and Exit</b> to save your work and resume at a later time.</p>

Step	Action: To take a Self-Assessment Activities assignment															
5	<p>Click the <b>Start Assignment Now</b> button to load the initial <b>Self-Assessment</b> page.</p> <p>From the <b>Assignment Ready</b> page you can also click <b>Cancel</b> to exit without starting the assignment. If you cancel at this point, your take is not counted.</p>															
6	<p>Read through any directions and start answering questions when you are ready to begin.</p> <div data-bbox="317 566 1200 1368" style="border: 2px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows a web interface for a self-assessment. At the top left is a 'Save and Exit' button. Below it are navigation links: 'Self-Assessment' (underlined), 'Interpretation', 'Experiment', 'Quiz', and 'Review'. The main heading is 'How Self-Confident Are You?'. Below this is an 'INTRODUCTION' paragraph stating the purpose of the questionnaire. This is followed by 'INSTRUCTIONS' explaining that there are no right or wrong answers and that users should indicate their feelings by selecting 'Mostly False' or 'Mostly True'. A table follows with two columns: 'Mostly False' and 'Mostly True'. Each row contains a statement and two radio buttons for selection.</p> <table border="1" data-bbox="368 984 1136 1360"> <thead> <tr> <th data-bbox="368 984 479 1067">Mostly False</th> <th data-bbox="479 984 582 1067">Mostly True</th> <th data-bbox="582 984 1136 1067"></th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1067 479 1150"><input type="radio"/></td> <td data-bbox="479 1067 582 1150"><input type="radio"/></td> <td data-bbox="582 1067 1136 1150">1. When I make plans, I am certain I can make them work.</td> </tr> <tr> <td data-bbox="368 1150 479 1233"><input type="radio"/></td> <td data-bbox="479 1150 582 1233"><input type="radio"/></td> <td data-bbox="582 1150 1136 1233">2. One of my problems is that I often cannot get down to work when I should.</td> </tr> <tr> <td data-bbox="368 1233 479 1315"><input type="radio"/></td> <td data-bbox="479 1233 582 1315"><input type="radio"/></td> <td data-bbox="582 1233 1136 1315">3. When I set important goals for myself, I rarely achieve them.</td> </tr> <tr> <td data-bbox="368 1315 479 1360"><input type="radio"/></td> <td data-bbox="479 1315 582 1360"><input type="radio"/></td> <td data-bbox="582 1315 1136 1360">4. I often give up on things before completing them.</td> </tr> </tbody> </table> </div> <p>SAA assignments can have a variety of question types. For example, you may respond to each statement by clicking the button next to the response that best matches your feelings on the topic, answering true or false, ranking each item in order of preference, etc.</p>	Mostly False	Mostly True		<input type="radio"/>	<input type="radio"/>	1. When I make plans, I am certain I can make them work.	<input type="radio"/>	<input type="radio"/>	2. One of my problems is that I often cannot get down to work when I should.	<input type="radio"/>	<input type="radio"/>	3. When I set important goals for myself, I rarely achieve them.	<input type="radio"/>	<input type="radio"/>	4. I often give up on things before completing them.
Mostly False	Mostly True															
<input type="radio"/>	<input type="radio"/>	1. When I make plans, I am certain I can make them work.														
<input type="radio"/>	<input type="radio"/>	2. One of my problems is that I often cannot get down to work when I should.														
<input type="radio"/>	<input type="radio"/>	3. When I set important goals for myself, I rarely achieve them.														
<input type="radio"/>	<input type="radio"/>	4. I often give up on things before completing them.														

Step	Action: To take a Self-Assessment Activities assignment
7	Click <b>Finish Self-Assessment</b> when you have completed all responses to advance to the <b>Interpretation</b> page.
8	<p>Review your results to see the outcome from your Self-Assessment.</p>  <p>Click <b>Continue</b> at the bottom of the page to proceed to the <b>Experiment</b> page.</p>
9	<i>(Optional)</i> Use the <b>Experiment</b> page to practice with the same set of questions to see how different responses can affect your outcome.
10	Click <b>Continue</b> when you are done to advance to the <b>Quiz</b> .

Step	Action: To take a Self-Assessment Activities assignment
11	<p>Read through any directions and answer the Quiz questions.</p>  <p>The screenshot shows a quiz interface with a 'Save and Exit' button at the top left. Below it are navigation links: 'Self-Assessment', 'Interpretation', 'Experiment', 'Quiz' (highlighted), and 'Review'. The main content area contains the following text:</p> <p><b>QUIZ INSTRUCTIONS:</b> Please answer all questions before clicking the ? Finish Quiz? button. You will only be allowed to answer these questions once.</p> <p>Which of the following is an example of a high level of self-confidence?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Giving up on things before completing them</li> <li><input type="radio"/> Putting off facing difficult situations</li> <li><input type="radio"/> Feeling that one cannot get down to work when one should</li> <li><input checked="" type="radio"/> Feeling that failure is not an option</li> </ul> <p>Which of the following indicates that Thomas has a low level of self-confidence?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Thomas rarely achieves important goals that he sets for himself.</li> <li><input type="radio"/> Thomas often gets down to work when he should.</li> <li><input type="radio"/> Thomas believes that failure makes him try harder.</li> <li><input type="radio"/> Thomas is certain that when he makes plans, he can achieve them.</li> </ul>
12	<p>Click <b>Submit Quiz</b> when you are done to open the <b>Review</b> page where you can see feedback on your responses. Once submitted, you opens go back to change the answers in your Quiz.</p>
13	<p>Click <b>Finish &amp; Exit</b> to submit your assignment for a grade and open the <b>Assignment Finished</b> page.</p> <p>Depending on your assignment settings you may see your score, Take details, and links to your <b>Assignments</b> page or your <b>Assignment Results</b> page.</p>

## Taking a College Success Factors Index Assignment

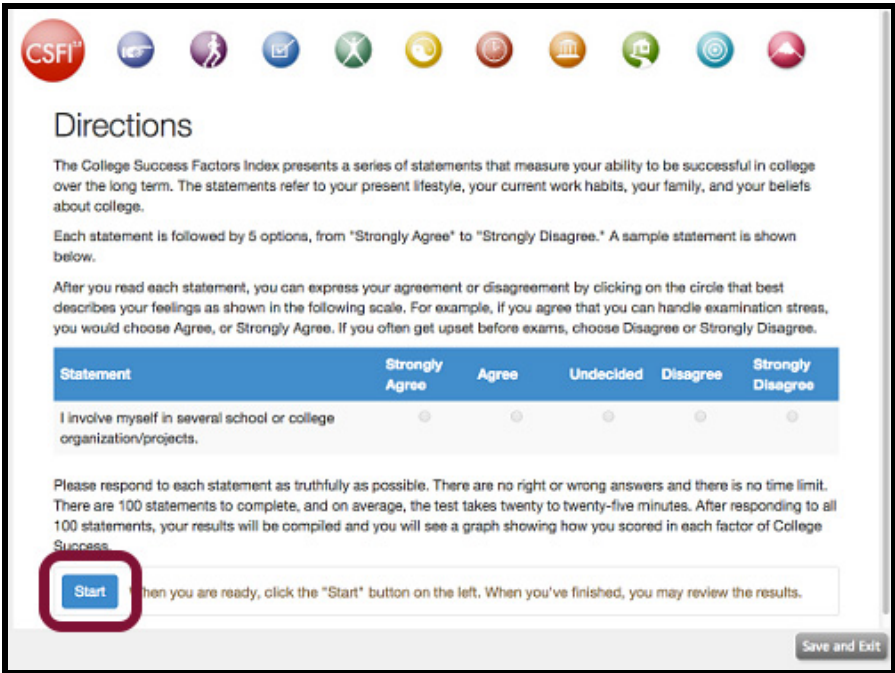
College Success Factors Index (CSFI) assignments are used to assess your ability to succeed in higher education. These assignments determine in each of 10 different categories where you may need to receive additional support or intervention to be successful.

The CSFI Pre-Test helps to identify your strengths and areas where you may need some improvement, while a Post-Test measures your progress over a period of time against the Pre-Test results. The Post-Test is available at a predetermined time, which your instructor can set.


Below is a brief overview of each of the 10 factors:

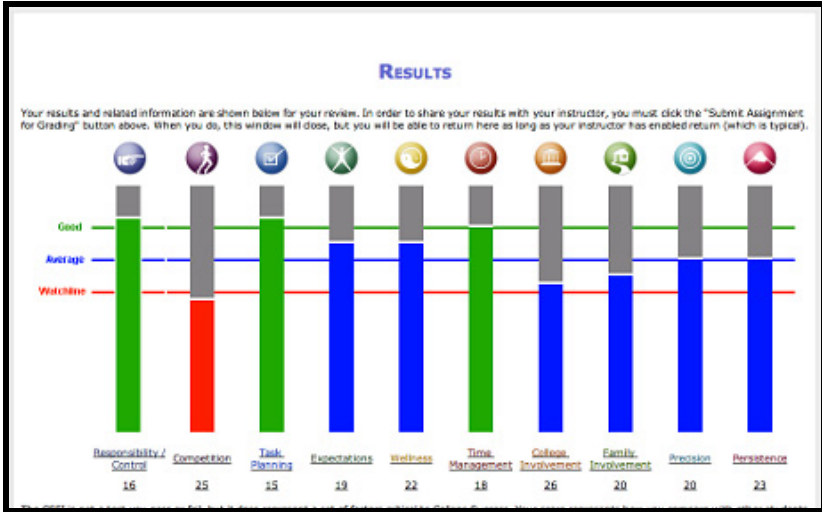
- **Responsibility/Control.** The ability to take control over your responsibilities in college.
- **Competition.** The need to compete; successful students internalize competition and compete with themselves.
- **Task Planning.** Having a strong task orientation and a desire to complete a task in a planned step-by-step manner.
- **Expectations.** Having goals related to assignments, areas of study, and future careers.
- **Family Involvement.** Family encouragement and/or participation in your planning and decision making.
- **College Involvement.** Being involved in college activities, relating to faculty, and developing strong peer relationships.
- **Time Management.** Your ability to maximize your time and prioritize class assignments.
- **Wellness.** Life circumstances that may be causing problems such as stress, anger, sleeplessness, alcohol/drug use, inadequate diet, and lack of exercise.

- **Precision.** Whether you are exact, careful with details and specific with assignments.
- **Persistence.** Your ability to face a task with diligence.

Step	Action: To take a College Success Factors assignment
1	Open the <b>Assignments</b> page, and if necessary, select your course.
2	Click <b>Assignments I Can Take Now</b> to see your available assignments.
3	<p>In the <b>Actions</b> column click the <b>Take</b> button to open the <b>Assignment Ready</b> page. The <b>Assignment Ready</b> page allows you to click <b>Cancel</b> to exit without starting the assignment. If you cancel at this point, your take is not counted.</p> <hr/> <p><b>Note:</b> CSFI assignments allow only one take, however, there is no time limit and you can save and resume at a later time.</p> <hr/>
4	<p>Click the <b>Start Assignment Now</b> button to load a page of instructions.</p>  <p>The screenshot shows the 'Directions' page for the CSFI assignment. At the top, there is a navigation bar with the CSFI logo and several icons. Below the navigation bar, the title 'Directions' is displayed. The main content area contains several paragraphs of text explaining the assignment structure and instructions. A table is shown with a blue header and five columns: 'Statement', 'Strongly Agree', 'Agree', 'Undecided', 'Disagree', and 'Strongly Disagree'. The first row of the table contains the statement 'I involve myself in several school or college organization/projects.' and five radio buttons corresponding to the response options. Below the table, there is a paragraph of text and a 'Start' button highlighted with a red box. At the bottom right of the page, there is a 'Save and Exit' button.</p>



Step	Action: To take a College Success Factors assignment
5	<p>Read through the directions and click the <b>Start</b> button when you are ready to begin. Your CSFI assignment loads.</p>  <p>The screenshot shows a 'Questions' interface with a 'Save and Exit' button at the top left. Below the title, there is a table with five columns: 'Statement', 'Strongly Agree', 'Agree', 'Undecided', 'Disagree', and 'Strongly Disagree'. The 'Statement' column contains the text: 'I involve myself in several school or college organization/projects.'. Below the statement, there are five radio buttons corresponding to the response options. The 'Agree' radio button is selected.</p> <p>It typically consists of 80 to 100 multiple choice response questions. After reading each statement, you choose between <b>Strongly Agree</b>, <b>Agree</b>, <b>Undecided</b>, <b>Disagree</b>, or <b>Strongly Disagree</b> as your response.</p>
6	Respond to each statement by clicking the button under the response that best matches your feelings on the topic.
7	Click <b>Save and Next</b> at the bottom of the page to advance to the next set of questions. This button is disabled until you have responded to all questions.
8	<i>(Optional)</i> Click the <b>Save and Exit</b> button to quit the assignment and resume it at a later time.
9	When you are finished, click <b>Lock and View Results</b> .

Step	Action: To take a College Success Factors assignment
10	<p>The <b>Results</b> page displays a bar-graph representation of your outcome in each factor. Your results in each factor will fall within a <b>Good</b>, <b>Average</b>, or <b>Watchline</b> status. Results that appear below the <b>Watchline</b> are strongly recommended for improvement.</p>  <p>On the Results graph, clicking a bar's label opens a page for that factor providing an overview of your responses and additional information on how you can go about making personal improvements.</p>

Step	Action: To access your previous CSFI assignment results
1	Open your <b>Assignments</b> page, select your course, and if necessary, click the <b>All assignments</b> link.
2	Click the score next to the assignment you want to view and the <b>Results</b> page opens.
3	Click a category name at the bottom of the chart to view your answers and suggestions on how to make improvements in each factor.

## Taking a Media Quiz Assignment

Media Quiz assignments present an assessment format where you progress through alternating steps of media segments followed by a series of related questions. You can make sure you get full credit for your Media Quiz assignments by always doing the following:




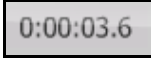




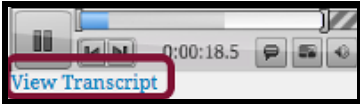
- Complete and submit your assignment before its **Date Due** and **Time Allowed**.
- Read the on-screen instructions carefully. If there is a video, click **Play** to begin. When the video pauses, you can answer question(s) before proceeding.
- Use the **Check My Work** link when one is available. This option checks your current answer, saves your work, and provides helpful feedback, which you can use to improve your answer before submitting the assignment for a grade.
- When available, use the **Email Instructor** button to send a message that provides your instructor with a view of the exact question content on which you are working.
- Click the **Submit Assignment for Grading** button when you are completely finished with the assignment. Each time you submit an assignment for grading it is counted as one of your available “takes” (not all assignments allow multiple takes).
- Click **Save and Exit** if you would like to save your answers and return to the assignment at a later time. You can start the assignment again by clicking the **Resume** button on the **Assignments** overview page.

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**Caution:** During an assignment, never close your browser, go to another site, or use your browser's forward and back buttons—you may lose any unsaved progress, and the assignment is counted as a “take.” Use only the navigation buttons and links within CengageNOW. Be sure each page loads completely before proceeding.

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The video player can include the following controls:


Function	Looks like...
<b>Play.</b> Starts or resumes your video	
<b>Pause.</b> Stops the video at its current location, so it can be resumed from that point.	
<b>Rewind to the previous cue point/Skip to the next cue point.</b> Use these controls to quickly move between the video segment's beginning and end points.	
<b>Video timer.</b> Displays hours, minutes, seconds, and 10ths of a second as an indicator as to how far the player has progressed into the video segment.	
<b>Show captions/Hide captions toggle.</b> Click to select whether captions appear at the bottom of the video window.	
<b>Full Screen.</b> Click to expand the video to encompass the entire screen. Click <b>ESC</b> on your keyboard to return the video to its normal state.	
<b>Volume.</b> Click to adjust the volume with a slider bar or to mute the sound altogether.	
<b>Scroll through the video contents.</b> Left-click and drag your mouse to move the video either forward or back to different locations in the current segment. You can use this in conjunction with the timer to find key points in the video.	
<b>View Transcript.</b> Click this link to open a printable copy of the video transcript in a new browser window.	

Follow the steps below when taking a Media Quiz assignment:





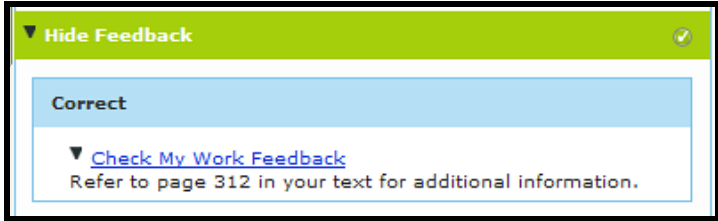
Step	Action: To take a Media Quiz assignment
1	Click the <b>Assignments</b> link to open the <b>Assignments</b> page.
2	If necessary, select the appropriate course from the <b>Course or Section</b> drop-down menu.
3	<p>Start your assignment: Click <b>Take</b> to begin a graded assignment for the first time. If a password is required, enter it into the <b>password:</b> field.</p> <p>Click <b>Practice</b> to start an assignment that is <b>Not Graded</b>.</p> <p>Click <b>Retake</b> to start an assignment you have previously submitted. (Not all assignments allow multiple tries.)</p> <p>Click <b>Resume</b> to continue an assignment saved in progress. (Not all assignments, however, are set-up with the ability to be saved in progress.)</p> <p>An assignment may no longer be available, if you have taken it the maximum number of times or if it is past its <b>Due Date</b>. However, if your instructor has set an <b>Unavailable Date</b> and you have not yet scored 100%, you can take an assignment past its Due Date (generally with a penalty).</p>

Step	Action: To take a Media Quiz assignment
4	<p>The <b>Assignment Ready</b> page opens. This page tells you the number of previous Takes for this assignment, how many Takes are remaining and whether it is considered ungraded practice.</p> <div data-bbox="358 407 1160 871" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Your assignment, iMedia, is ready.</b> <a href="#">?</a></p> <p><b>Please Note</b></p> <ul style="list-style-type: none"> <li>• This will be your 8th take of this assignment. You are not limited in the number of takes.</li> <li>• When you submit this assignment your previous score will be ignored if the score of this take is higher.</li> <li>• <b>This assignment must be completed in a single session; you won't be able to exit without submitting.</b></li> </ul> <p><b>To avoid unintended assignment submission:</b></p> <ul style="list-style-type: none"> <li>• Do not use the browser Back button, History trail, or Refresh button.</li> <li>• Do not leave the assignment open and inactive for more than 2 hours.</li> <li>• Do not close the assignment using the browser's close tools.</li> <li>• When you are ready to submit the assignment, use the assignment's Submit button.</li> <li>• If the browser crashes or becomes unresponsive and you must manually close it, you will be able to resume the take if you sign back into CengageNOW within a few minutes of the crash.</li> </ul> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Start Assignment Now"/> </p> </div> <p>Information for graded assignments include any special scoring conditions or late penalty in effect on this take. Assignments labeled (Not Graded) are intended for practice only.</p>
5	<p>To exit without starting the assignment, click <b>Cancel</b>. If you cancel at this point, opening the <b>Assignment Ready</b> page is not counted as a take.</p> <p>To begin taking an assignment for the first time, click the <b>Start Assignment Now</b> button. If you are continuing an assignment, the button is labeled <b>Resume Assignment Now</b>.</p>

Step	Action: To take a Media Quiz assignment
6	<p>Use the video controls at the bottom of the screen to manage your video's options. Once you have completed a segment, however, you cannot replay it. The name of the current video segment is displayed in bold at the top of the screen.</p> 

Step	Action: To take a Media Quiz assignment
7	<p>Answer questions that appear to the right after the first video segment is complete. Read each question carefully and answer as directed.</p> <p>As in other assignments, the questions can appear in a variety of formats. For multiple choice and true/false questions, you select a choice from a list. For other question formats, you may need to enter multiple answers, type short essay responses, use graph or equation editors, or link matching items with your mouse.</p> <div data-bbox="307 578 1210 1225" style="border: 1px solid black; padding: 10px;"> <p><b>Market Segmentation Targeting and Positioning</b></p> <p>Numi Part 1 &gt;&gt;&gt; Question 1 &gt;&gt;&gt; Question 2 &gt;&gt;&gt; Numi Part 2 &gt;&gt;&gt; <b>Question 3</b> &gt;&gt;&gt; Question 4 &gt;&gt;&gt; Numi Part 3</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  <p>&gt;&gt;&gt; They would always have the -- all the teas displayed on the shelf,</p> </div> <div style="width: 35%; padding-left: 10px;"> <p>Which strategy do you think Numi uses to reach their target market?</p> <ul style="list-style-type: none"> <li><input type="radio"/> a. undifferentiated marketing</li> <li><input type="radio"/> b. differentiated marketing</li> <li><input checked="" type="radio"/> c. concentrated marketing ✓</li> </ul> <p><a href="#">Show All Feedback</a></p> </div> </div> <p style="text-align: right;"><a href="#">Check My Work</a>   <a href="#">Continue &gt;&gt;</a></p> <p style="text-align: right;"><a href="#">Email Instructor</a>   <a href="#">Submit Assignment for Grading</a></p> </div>

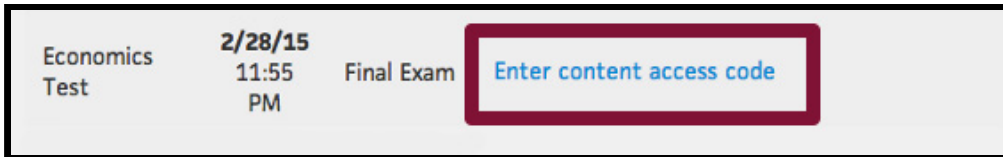


Step	Action: To take a Media Quiz assignment
8	<p>For questions that provide it, be sure to click the <b>Check My Work</b> link to provide feedback, save your work, and evaluate the correctness of your current answer. This allows you to improve your answer on that question before you submit the assignment for grading.</p> <p>Depending on the type of questions in your assignment, standard feedback icons can include the following. Expand the <b>Icon Key</b> at the bottom of the page, to see a legend for the available icons.</p> <ul style="list-style-type: none"> <li><input type="radio"/>  . <b>Correct</b></li> <li><input type="radio"/>  . <b>Incorrect</b></li> <li><input type="radio"/>  . <b>Partially Correct</b> - The answer has one or more incomplete or incorrect elements.</li> <li><input type="radio"/>  . <b>Needs Instructor Grading</b> - The answer you entered must be evaluated by your instructor.</li> </ul>
9	<p>If your instructor has enabled it, clicking <b>Check My Work</b> can also display a collapsible feedback window. This window tells you if your answer is “correct,” “partially correct,” or “incorrect” in addition to additional feedback or the solution, as determined by your instructor.</p> <div data-bbox="396 1077 1119 1296" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  </div> <p>Click the arrow icons to collapse or expand either the entire window or individual feedback sections. Assignments that provide a running score display it in the upper right and the score updates after each answer.</p>
10	<p>Click <b>Continue</b> to go to a new question. The question number appearing in bold at the top of the page indicates which question is currently displayed.</p>

Step	Action: To take a Media Quiz assignment
11	<p>When you have answered all questions completely, clicking <b>Continue</b> loads another video segment. Click <b>Play</b> to watch the next video segment.</p> <p>Follow this sequence of steps until you have finished all the media portions and questions in the assignment. The <b>Submit Assignment for Grading?</b> window opens to confirm you are ready to turn in the assignment. It also cautions you if any answers are still incomplete and give you an option to continue the assignment.</p>
12	<p>Click <b>OK</b> on the confirmation window, and the <b>Assignment Finished</b> page opens to display your assignment details and options for your next step.</p> <div data-bbox="379 672 1139 1037" style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p><b>Assignment Finished</b> <span style="border: 1px solid gray; padding: 0 2px;">?</span></p> <p><b>Your assignment, iMedia, has been submitted to your instructor.</b></p> <p>You scored: <b>40.00%</b> on this assignment take.</p> <p>Your assignment score is based on your best score across all takes.</p> <p>You have taken this assignment <b>6</b> times.</p> <p>You are not limited in the number of times you can take this assignment.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>What would you like to do next?</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Take This Assignment Again</a></li> <li>• <a href="#">View Assignment Results</a></li> <li>• <a href="#">Go Back to the Assignments List</a></li> </ul> </div> </div> <p>Depending on the assignment settings, you may be able to click <b>View Assignment Results</b> to review your answers, <b>Take This Assignment Again</b>, or <b>Go Back to the Assignments List</b>.</p>

## Entering a Content Access Code

On the **Assignments** page's **Action** column, you may see a message to **Enter content access code**. This message is an active link that opens a pop-up window with instructions and a **Close CengageNOW** button you can use to log out.



### *Assignment Requiring a Content Access Code*

A book's **Access Code** can typically be used only once and only for a specific period of time. If you purchased your book used, for example, the previous owner may have used your book's code already. If this is the case, you can purchase a new code to access the on-line assignments that include questions or other material from that book.

You can purchase **Access Codes** online from your CengageBrain **My Home** page at <http://login.cengagebrain.com> or the CengageBrain online store at <http://www.cengagebrain.com/shop/index.html>.

Step	Action: To submit a Content Access Code
1	Sign out of CengageNOW and log in to your CengageBrain account at <a href="http://login.cengagebrain.com">http://login.cengagebrain.com</a> . The site opens to your <b>My Home</b> page.
2	Under <b>Have Another Product to Register?</b> , enter the <b>Access Code</b> . The Access Code is a case-sensitive alphanumeric code and you need to enter it exactly as it appears.
3	Click the <b>Register</b> button.

## TRACKING YOUR GRADES

From the **Grades** page, you can keep track of your grades with a variety of sorting options that help you find specific grade information quickly. In addition to clicking on the **Grades** link, you can access your grades from the **Courses** page by clicking the **Grades** button for a specific course in the **Go To** column.

**Grades** ?

See results for:  
 Assignments in Course/Section: **Beginning Economics (Ec 202)** | [Study Tools](#)  
*To view or print question-by-question results, click the score of an assignment that appears in blue.*

**Course:** Beginning Economics  
**Instructors:** Adrian Saunders  
**Overall Grade:** 77.74%(59.00 pts / 96.0 pts)

Assignment	Assignment Score (Correct/Possible)	%	Date & Time Submitted	# of Submissions	Time Spent	Notes
Grading Category: Final Exam (20% of grade)						
Economics Test	9.0 / 10.0	90.00%		1	00:00:00	Score is based on last take.
Grading Category: Homework (15% of grade)						
Chapter 4 - homework	8.0 / 15.0	53.33%		1	00:00:00	Score is based on last take.

### *The Grades Page: Assignments in Course/Section View*

You can change how you view your grades by clicking the **See results for: Assignments in Course/Section** or **Study Tools** selector just above the **Grades** table.

## Using the Grades: Assignments in Course/Section View

**See results for: Assignments in Course/Section** displays the score and status for your graded assignments. In addition to providing information on grades, this view allows you to use the drop-down menu to choose how courses and sections are organized in the **Grades** table.

### All My Courses (Merged)

This view lists your grades for all your CengageNOW courses. Each of the courses and the related assignments are merged into one table. You can use the headings to sort the information in the columns in ascending or descending order.

### All My Courses (Separated)

This view lists your grades for all your CengageNOW courses with each of the courses and their related assignments listed in an individual table.

### Selecting a specific course or section

Choosing a specific course or section lists your assignments and grades for a single course/section only. You can use the drop-down menu again to make a different selection.

The table in the **Assignments in Course/Section** view provides the following information on your graded course assignments:

- **Course.** The name of the course for this assignment.
- **Instructor.** The name of the instructor for the course.
- **Overall Grade.** Your grade displayed both as a percentage of the highest possible score and total points earned/total points possible. If for some reason your grade is not available, the message **(not viewable)** is displayed.




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**Note:** Information for **Instructor** and **Overall Grade** is not displayed if you select to view your grades as **All My Courses (Merged)**.

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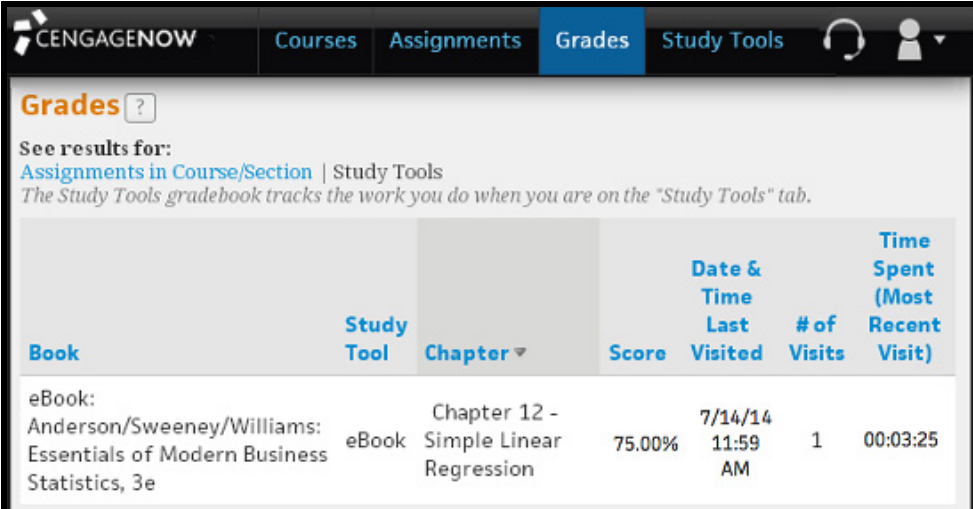
- **Assignment.** The assignment name. Assignments intended for ungraded practice are labeled **(Not Graded)**. Assignments included in custom grading categories (if any) are organized by category and display the percentage of points applied to the total course score.
- **Assignment Score (Correct/Possible).** The points for your correct answers and the highest possible score for submitted assignments. For assignments not yet graded, you can also see your assignment status such as **not taken, incomplete, or taken (ungraded)**.
- **%.** Your score expressed as a percentage of the highest possible score. Clicking on a score that is an active link takes you to the View Assignment Results page. The availability of your assignment scores can depend on the status of manual grading or how your instructor set up the assignment options.
- **Date & Time Submitted.** The date and time of your most recent submission.
- **# of Submissions.** The number of times you have submitted the assignment for grading (for assignments that allow multiple attempts).
- **Time Spent.** The time you spent to complete your most recent submission.
- **Notes.** Provides details on the status of your assignment, how your grade is calculated (if the assignment is currently graded), and any comments from your instructor.

When a score for an assignment you have done outside of CengageNOW is included in your course score, the **Notes** column displays the message “Assignment is completed outside of this website.”

- **Status Icons.** At the bottom of the Gradebook page is an **Icon Key** that when moused over, expands to display a legend for the icons used to indicate assignments with special conditions.
  -  The **In Progress** icon indicates which assignments you are saving to resume at a later time. Be sure to complete these assignments before the **Due Date**.
  -  The **Low Score assignment dropped** icon indicates a low-scoring assignment whose points are not applied to your overall course score.
  -  The **Needs Manual Grading** icon indicates assignments that require manual grading by your instructor before they're assigned a score.

## Using the Grades: Study Tool View

Click the **See Results for: Study Tools** link to open a view of the **Grades** page that displays details and progress for any content you have accessed from the **Study Tools** page. This information includes the type of study tool, dates, number of visits, time spent, and score (if any).



Book	Study Tool	Chapter	Score	Date & Time Last Visited	# of Visits	Time Spent (Most Recent Visit)
eBook: Anderson/Sweeney/Williams: Essentials of Modern Business Statistics, 3e	eBook	Chapter 12 - Simple Linear Regression	75.00%	7/14/14 11:59 AM	1	00:03:25

*Grades Page: Study Tools View*

Selecting the **Study Tools** view for the **Grades** page provides the following information:

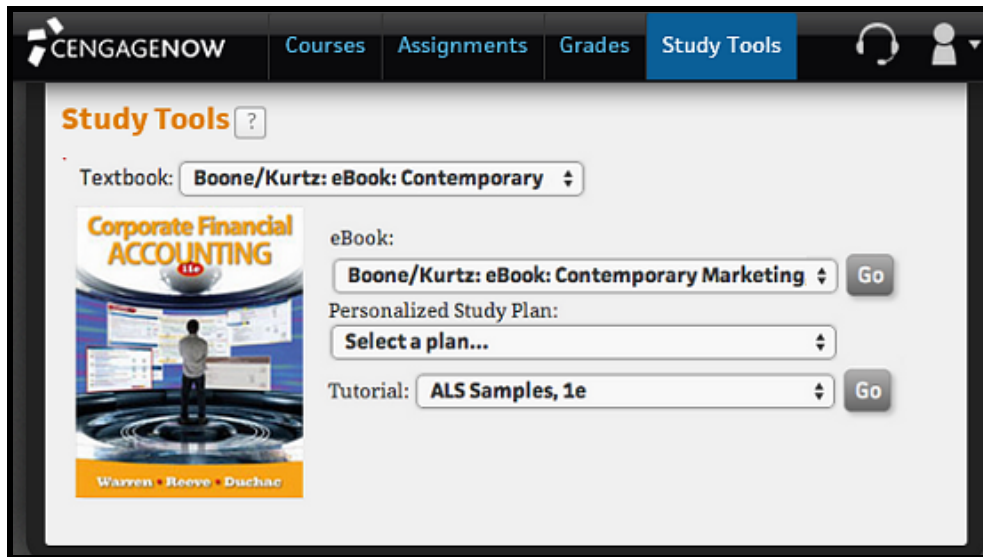
- **Book.** The title of the book containing the content you accessed.
- **Study Tool.** Displays whether the Study Tools content you accessed came from an **eBook, Personalized Study Book, or Tutorial.**
- **Chapter.** This column identifies which chapter or section you accessed while working in your Study Tools. Generally, this corresponds to the chapter title you clicked in the book's table of contents. In the case where there is no table of contents, this column displays **All.**
- **Score.** When there is a score to report, this column displays your score and the highest possible score. Uncompleted content you can still take is labeled **not yet taken.** Any work you have done that cannot be electronically graded by CengageNOW is labeled **not gradable.** When you have opened an eBook, this column displays **n/a.**
- **Date & Time Last Visited.** The date and time when you most recently accessed this particular book content.
- **# of Visits.** For **Post-Tests** and **Chapter Tests** this is the number of times you accessed the book chapter.
- **Time Spent (Most Recent Visit).** The length of time you spent working on or viewing this particular content.



## Accessing Your Study Tools

The **Study Tools** page displays the ungraded, self-study products you can access through CengageNOW, such as eBooks, Tutorials, and Personalized Study products. Your products are available on this page once you have submitted the **Course Key** provided by your instructor and **Content Access Code** for your course materials. See [“Entering a Content Access Code”](#) on page 64.

Even though work you do from the Study Tools page is ungraded, your **Grades** page and your instructor’s **Gradebook** page track which material you access and how long you spend on your self-study materials.



### *Accessing Study Tools for Self-Study*

**Note:** The appearance of your **Study Tools** page can vary, depending on the type of book you are accessing. Some books may immediately display a wide range of study options, while others (like the page illustrated) display a few links to open the available Tutorials, eBooks, and Study Plans.

You may see some of the same questions that appear in your **Study Tools** in your graded course assignments, however, there are key differences:

- Assignments taken from the **Assignments** page are always graded CengageNOW coursework.
- Content accessed from and completed in the **Study Tools** area is ungraded practice or self-study.

Step	Action: To use eBook content for self-study														
1	Click the <b>Study Tools</b> link in the header to open the <b>Study Tools</b> page.														
2	Select a book from the <b>Textbook</b> drop-down menu.														
3	<p>Click the link for the content you would like to study, and the page refreshes, displaying the Study Tools content you selected.</p> <div data-bbox="305 795 1210 1488" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the 'Study Tools' interface for the textbook 'Essentials of Modern Business Statistics, 3e' by Anderson/Sweeney/Williams. The current chapter is 'Chapter 1 - Data and Statistics'. The main content is 'FIGURE 1.10 EARNINGS FOR VOLKSWAGEN', which is a bar chart showing earnings in billions of dollars from 1997 to 2002. The y-axis ranges from 0 to 2.5, and the x-axis shows the years. The bars represent the following earnings: 1997: ~0.6, 1998: 1.0, 1999: ~0.7, 2000: ~1.8, 2001: ~2.1, 2002: ~2.2.</p> <table border="1" data-bbox="335 1084 999 1437"> <caption>Earnings for Volkswagen (in billions of dollars)</caption> <thead> <tr> <th>Year</th> <th>Earnings (\$ billions)</th> </tr> </thead> <tbody> <tr> <td>1997</td> <td>0.6</td> </tr> <tr> <td>1998</td> <td>1.0</td> </tr> <tr> <td>1999</td> <td>0.7</td> </tr> <tr> <td>2000</td> <td>1.8</td> </tr> <tr> <td>2001</td> <td>2.1</td> </tr> <tr> <td>2002</td> <td>2.2</td> </tr> </tbody> </table> </div> <p>Instructors have the option to remove assigned content from your Study Tools view.</p>	Year	Earnings (\$ billions)	1997	0.6	1998	1.0	1999	0.7	2000	1.8	2001	2.1	2002	2.2
Year	Earnings (\$ billions)														
1997	0.6														
1998	1.0														
1999	0.7														
2000	1.8														
2001	2.1														
2002	2.2														

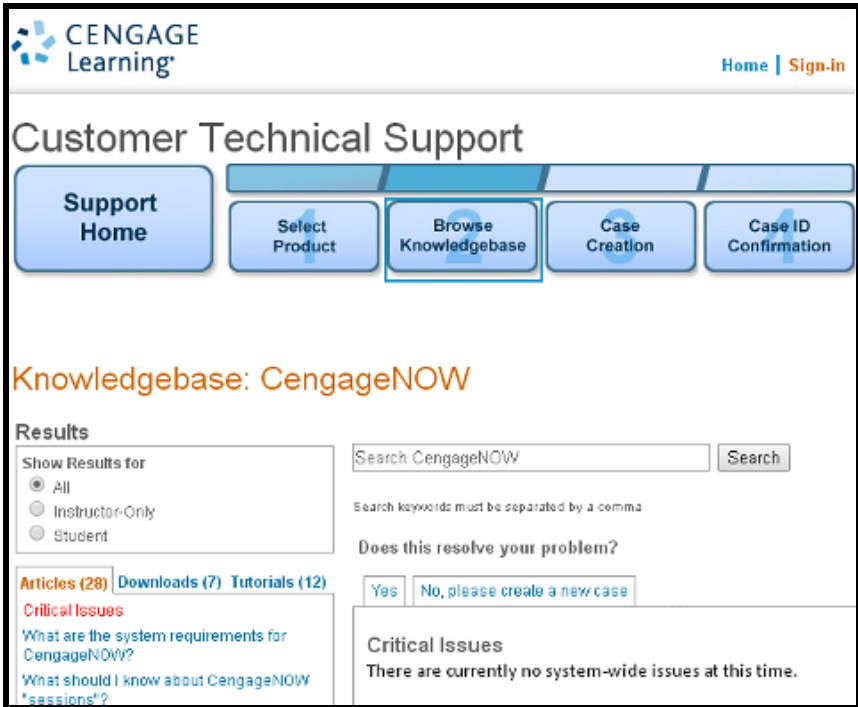
## **CONTACTING CENGAGE TECHNICAL SUPPORT**

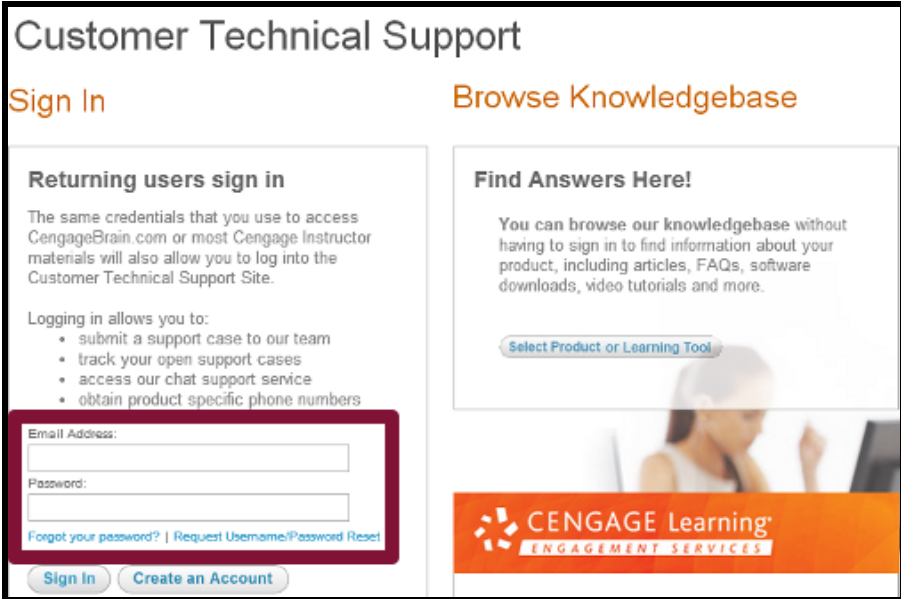
If you're having trouble using CengageNOW and cannot resolve your issue using the online Help system, you can click the Cengage Technical Support button or the link at the bottom of most pages to open the Technical Support Knowledgebase. These options both open the same primary support site provided by Cengage Learning. See *Contacting Cengage Technical Support* for more details.

If you access CengageNOW through Nelson Education, you can use the Nelson Technical Support link located in the footer. See *Contacting Nelson Technical Support* for more details.

When accessing either Technical Support site, be prepared to provide the following information when opening a case or speaking to support chat:

- Instructor's name
- Institution name
- URL used to log in
- Your Login ID and Password
- Course name
- A brief description of your problem

Step	Action: To contact online technical support
1	Click a Cengage <b>Technical Support</b> link or button to open the <b>Technical Support Knowledgebase</b> in a new browser window.
2	<p>Under <b>Results</b>, click the tabs for <b>Articles (FAQs)</b>, <b>Downloads</b>, or <b>Tutorials</b> to browse through the different support materials.</p> <p>Under <b>Show Results for</b> you can filter your choices by those materials specific to students or instructors.</p> <p>If you need additional help, click the <b>Case Creation</b> button to create an report or you can <b>Sign-in</b> to talk someone directly through the chat support service.</p> 

Step	Action: To contact online technical support
3	<p>If you have any open tech support cases you would like to view, <b>Sign In</b> using the same <b>Email Address</b> and <b>Password</b> you use for other Cengage Learning products.</p> 
4	<p>Clicking the <b>Select Product or Learning Tool</b> button takes you back to the <b>Knowledgebase</b> page with the appropriate tutorials, downloads, and FAQs. From this page you can also select a specific product (i.e. CengageNOW) from a drop-down list.</p>

Step	Action: To contact online technical support
5	<p>From the support site, you can use the following methods to receive technical support:</p> <ul style="list-style-type: none"> <li>○ Read the <b>Critical Issues</b> message (if any) to see if there are any related system wide problems.</li> <li>○ Enter key words in the <b>Search</b> text box to find specific information in the <b>Cengage Knowledge Base</b>.</li> </ul> <p>Use the <b>Results</b> pane to filter your search results by information suitable for <b>Instructors-only, Students, or All</b>.</p> <ul style="list-style-type: none"> <li>○ View <b>Articles</b> or access documentation <b>Downloads</b>, which contain specific instructions on registration and taking an assignment.</li> <li>○ View <b>Tutorial</b> videos that can guide you through the process of taking an assignment, accessing Study Tools, viewing your grades, and creating your CengageNOW account.</li> <li>○ Click either the <b>Case Creation</b> button or <b>No, please create a new case</b> to log in and use the Webform to submit a specific issue, if you are otherwise unable to find the information you need.</li> <li>○ Click <b>Support Home</b> and log in to open the <b>My support cases</b> page where you can see the status of your technical support inquiries.</li> </ul>

## Contacting Nelson Technical Support

If you access CengageNOW through Nelson Education, you can click the **Nelson Technical Support** link at the bottom of most pages. You can also direct your browser to the page at:  
<http://www.nelson.com/support>.

Once you are at the site use the dropdown menu to select the specific Cengage Learning product you are using. Click **Go** and a page supporting your selected product opens. From this page you can access links to PDF user guides, an email response form, and an online chat.

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**Note:** When using the Webform, support requests are usually responded to within 48 hours.

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### Phone

When placing a call, be aware that during back to school and other busy periods, you may experience extended hold times.

1-800-268-2222 or 416-752-9448

Monday–Friday: 8:00 am to 6:00 pm EST

Fax: 1-800-430-4445 or 416-752-8101

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# Index

Retake 23

## A

- account
  - creation 2
- active example 37
- answering questions 27, 39, 59
- assignment
  - actions 22
  - check my work link 42, 62
  - email your instructor 20
  - finished 43, 46, 63
  - getting full credit 19, 56
  - managing 17
  - password 23
  - personalized study 25
  - taking 37
    - a webquiz assignment 32
  - taking a media quiz 56
  - view selectors 21
- Assignment requiring a content access code
  - illus. 64
- assignments
  - taking a CSFI assignment 52
  - taking a Self-Assessment Activities assignment 47
- Assignments page 21
  - illus. 18

## B

- Basic Calculator 13
- browser settings *viii*
- buttons

## C

- categories
  - grading 22
- Cengage technical support 72
- check, system 11
- College Success Factors Index
  - accessing previous results 55
  - factors overview 52
  - taking 48, 54
- College Success Factors Index, taking 52
- course
  - paying for 9
- Courses page 16
  - illus. 16
- creating account 2
- customer service 72

## D

- downloading 22

## E

- Email Instructor button 20
- entering
  - answers 27, 39, 59

## F

- files 22
- files from your instructor 22



---

## G

Global Actions Menu

Basic Calculator *13*

Math/Graphing Tool *13*

overview *12*

Run System Check *13*

Student ID *13*

grades

assignments in course/section

view *66*

overview *65*

study tool view *68*

grading category *22*

## H

header links *12*

Help link *13*

homework assignment, taking *37*

## I

Internet browser requirements *viii*

## L

log in, see sign in

## M

Macintosh, system requirements *viii*

managing assignments *17*

Math/Graphing Tool *13*

media quiz assignment, taking *56*

## N

Nelson technical support *76*

## O

off-line assignments *18*

## P

password, assignment *23*

paying for your course *9*

personalized study

options *25*

taking *25*

personalized study plan *29*

pop-ups, unblocking *viii*

post-test, taking *29*

PowerSearch *15*

pre-test, taking *28*

printing

blank assignment *23*

completed assignment *23*

## R

reading assignment, taking *44*

registering

as new user *2*

using your course key and access

code *2*

requirements, system *viii*

Retake button *23*

returning user sign in *9*

revised study plan *30*

running a system check *11*

---

## S

selectors, assignment view *21*  
Self-Assessment Activities, taking *47*  
sign in to CengageBrain *9*  
signing out from CengageNOW *15*  
Student ID *13*  
study plan  
    personalized *29*  
    revised *30*  
Study Tools  
    accessing *70*  
    using for self-study *70*  
    viewing on the Grades page *68*  
support  
    Cengage technical *72*  
    Nelson technical *76*  
syllabus, viewing *17*  
System Check  
    illus. *11*  
system check *11*  
system requirements *viii*  
system setup for CengageNOW *11*

## T

taking  
    a media quiz  
        assignment *56*  
    homework assignments *37*  
    personalized study assignment *25*  
    post-test *29*  
    pre-test *28*  
    reading assignments *44*  
    test assignments *37*  
taking assignments  
    College Success Factors Index *52*

    Self-Assessment Activities *47*  
test assignment, taking *37*  
The Grades page, Assignments in  
    Course/Section  
        illus. *65*  
The Grades page, Study Tools view  
    illus. *68*  
The Study Tools page  
    illus. *70*

## V

viewing files *22*

## W

web quiz assignment, taking *32*  
Windows, system requirements *viii*

## Document Revision History

Date	Version	Description	Author/Editor
07/08/14	1	SR14 feature updates, applied new formatting	Pamela Newsom
07/10/14	2	Entered missing content for point #3 in Action table "To create register as a new user."  Updated table headings to be in keeping with the style used in the instructor guide.	Pamela Newsom
07/15/14	3	Content updated to account for new screens on the CengageBrain site and the new URL based registration procedure.	Pamela Newsom
07/22/14	4	Updated with edits to registration procedures.	Pamela Newsom Jared Mann
8/12/14	5	Added updates to View Files from Your Instructor and added a section on taking CSFI assignments.	Pamela Newsom
9/22/14	6	Update to registration procedures to include mention of the Boarding Pass and Student ID. Added images to the section on taking CSFI assignments.	Pamela Newsom
6/02/15	7	Updates for new icon key, naming convention for CSFI assignments. screen resolution and browser version, added procedure for taking a SAA assignment.	Pamela Newsom