



*Student Guide for
Blackboard Releases 6 and 7*



Blackboard

CENGAGENOW SYSTEM REQUIREMENTS

To run CengageNOW on Blackboard, your computer will need to meet the configuration requirements of both systems. You can use the links listed below to download and install browser or plug-in software you may need for CengageNOW.

For more information on browser or plug-in settings, see the CengageNOW online Help section on Setup and Troubleshooting.

Windows®

- Microsoft® Windows 2000, Windows Vista, or Windows XP (recommended)
- Intel® or AMD CPU at 266MHz or better
- 128 MB RAM
- Web browser: Microsoft Internet Explorer 6.0 -7.0; Mozilla™ Firefox® 1.0–2.0 (download Firefox at <http://www.mozilla.com/firefox>)
- Java JRE 1.4.1_02–1.6/6.0 (download the latest version from <http://java.com>)

Macintosh®

- Mac OS® X 10.3–10.5
- Power Mac® G3–G5
- 128 MB of RAM
- Web browser: Safari™ 1.3–2.0

Linux®

- Current Linux distribution (Fedora™, SuSE®, etc.)
- Intel or AMD CPU at 266MHz or better
- 128MB RAM
- Web browser: Mozilla™ Firefox® 1.0–2.0 (download Firefox from <http://www.mozilla.com/firefox>)
- Java JRE 1.4.1_02–1.6/6.0 (download from <http://java.com>)

PDF REV 12/13/07

Additional Requirements (All Systems)

- Adobe® Flash® Player (strongly recommended; download from <http://www.adobe.com/products/flashplayer/>)
- Adobe® Reader® (download from <http://www.adobe.com/products/acrobat/readstep2.html>)
- Screen resolution of 800 x 600 or higher, and color quality of 16-bit or higher
- Internet connection speed of 56k or higher
- Popup-blocking software configured to allow http://www.*ilrn.com to display popup windows
- Apple® QuickTime® player, RealPlayer®, and Macromedia® Shockwave® player (These free browser plug-ins are used to display multimedia components that appear in some products.)
- Sound card for audio content

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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.

CENGAGENOW STUDENT GUIDE FOR BLACKBOARD RELEASES 6 AND 7

INTRODUCTION

Welcome to **CengageNOW™**, the integrated, online learning system that gives you 24/7 access to your study materials and assignments. Working at your own pace, or within a schedule set up by your instructor, you can now do homework, view tutorials, take quizzes and exams, and track your grades in an easy-to-use, personalized online environment that you manage to best suit your needs.

CengageNOW's assignment- and grade-management features are integrated seamlessly into **Blackboard Learning System™ - Enterprise License®** (Blackboard). You will not need a separate ID or password; you can access CengageNOW as soon as you log in to your Blackboard account.

About this Guide

This student guide shows you how to get started with **CengageNOW** as accessed through **Blackboard**. The guide focuses specifically on working with CengageNOW and Blackboard together.

- For details on working with CengageNOW assignments, **Study Tools**, and grades, refer to the online **Help** within CengageNOW.
- For details on Blackboard features, refer to its online **User Manual** in the **Courses: Tools** page, or its online **Help**.

Note: CengageNOW was formerly known as iLrn, and most recently as ThomsonNOW. You may still see these earlier names on some program files, folders, links, or buttons.

SETTING UP YOUR ACCOUNT

If you are new to Blackboard or accessing it from a new school, you may need to register as a new user on Blackboard's Welcome page. (If your school has already provided you with your username and password, skip this section and go to ["Enrolling in a New Course"](#) on page 2.)

➤ To set up a new student account

1. Open a Web browser, and use the Web address provided by your instructor to go to the Blackboard **Welcome** page.
2. Click **Create Account**.
3. Fill out the **Personal Information** and **Account Information** text boxes marked with a red asterisk(*).

Note: Your User name and Password are case-sensitive, so you will need to use the same capitalization every time you log in. For example, "BigKat2" and "bigkat2" are two different passwords.

4. Click **Submit** to proceed.
5. You are now logged in to Blackboard.

ENROLLING IN A NEW COURSE

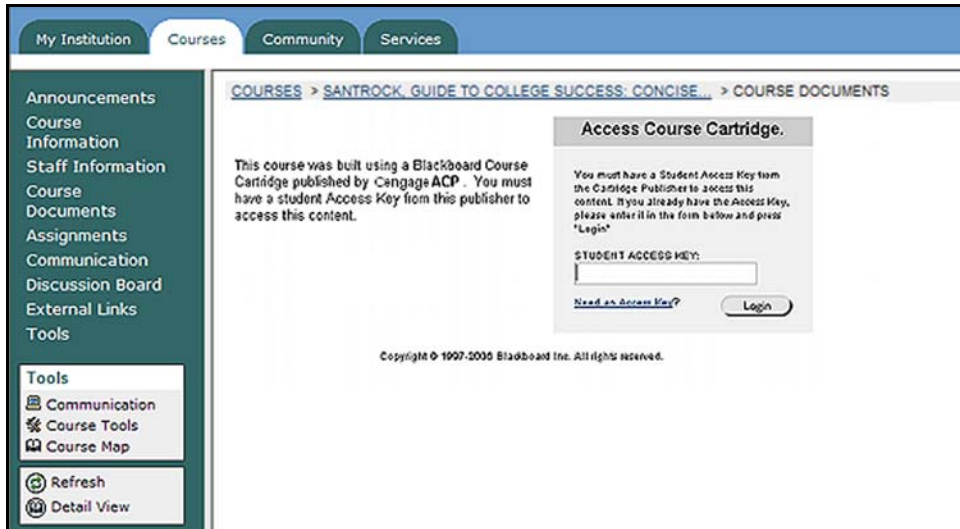
After establishing your Blackboard student account or receiving new account information from your school, you need to register for your course. In most cases, you register by using your book's **Student Access Key**. You can also enroll in a course that has been set up for self-enrollment or register with the requirement that the instructor be contacted later.

➤ To enroll in a new course

1. Open a Web browser, and use the Web address provided by your instructor to go to the Blackboard **Welcome** page.
2. Select the **Courses** tab and click the course name.

Note: If you see an **Instructor Action Required** message on the success page, this means your instructor still needs to establish the connection to CengageNOW. Once this is done, you will be able to access CengageNOW content.

3. Click the **Course Documents** link in the menu on the left.
4. The **Access Course Cartridge** page will appear.



The Access Course Cartridge Page

5. Find the **Student Access Key** in your new text book and enter it in the space provided exactly as it appears. The code is a 12-digit alphanumeric sequence.
6. Click **Login**.

The **Course Documents** page appears, now populated with one or more links to CengageNOW content.

7. Click the **CengageNOW Assignments and Grades** link to go directly into CengageNOW and access your assignments.

- or -

If you have a **Study Tools** book, you can use the link for that book to access self-study modules.

Note: **Study Tools** content is not graded when accessed through the book-title link, as it is available for self-study. However, assignments taken from the **Assignments/Tests** tab in CengageNOW are graded.

➤ To self-enroll in a course

1. Open a Web browser, and use the Web address provided by your instructor to go to the Blackboard **Welcome** page.
2. Open the **Courses** tab and select **Browse Course Catalog**.
3. Type the name of your course in the Course Catalog's **Search for a Course** text box, and click **GO!**
4. Find your course name, and click **Enroll** at the right.

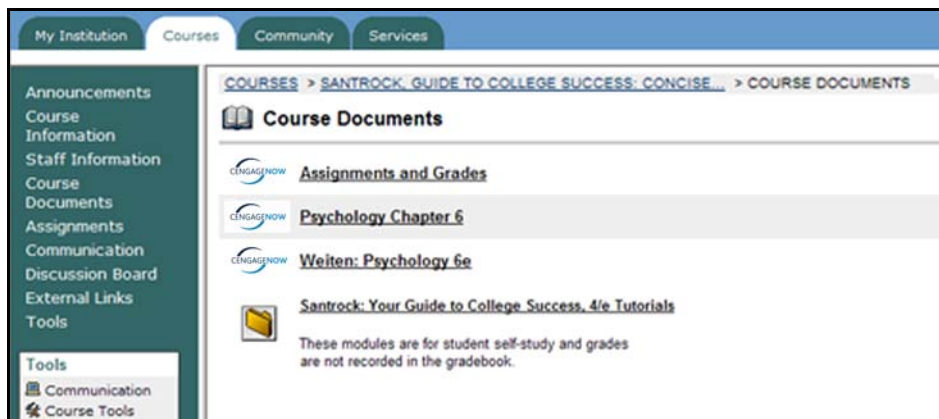
A confirmation message will appear or you may be required to enter an **Access Code**.

5. Click **Submit** to finish.
6. A success page appears. Click **OK**.

You may get a message telling you how to contact the instructor to complete the enrollment process.

CENGAGENOW LINKS FROM BLACKBOARD

From Blackboard, your course contains links to both graded assignments and nongraded self-study materials in CengageNOW. These links, available from within **Course Documents**, allow you to access content in the CengageNOW system, take tests, and track your progress through your CengageNOW assignments.



Blackboard's Student Links to CengageNOW

The **CengageNOW Assignments and Grades** link on your **Home Page** lists your CengageNOW assignments, and provides access to your CengageNOW Grades and **Study Tools**.

You can also access any of your **Study Tools** content using the **Study Tools** book link(s) on your **Home Page**. These links can either open a table of contents page linking to all chapters or they can be individual links to specific chapters, depending on how your instructor has set up the course.

Many of these self-study chapters are **Personalized Study Plans** that can include a **Pre-Test**, Study Plan, and **Post-Test**. Click any of the chapter links to start the self-study learning system. (For more information, see the section on [“Navigating Through a Personalized Study Assignment”](#) on page 10.)

Connecting to CengageNOW

When you click a link to CengageNOW, it opens in a new browser window with the **System Check**. This screen determines your system's compatibility with CengageNOW and advises you of any required updates. You will find links and information for resolving issues in the **Results** section. If there is an issue that you have trouble resolving on your own, please see [“Technical Support”](#) on page 16.



CengageNOW System Check Page

Note: You need to have popup windows enabled in your browser for the CengageNOW window to open. See your browser Help for details on enabling popups, or go to the CengageNOW online Browser Setup Help at http://ilrn.com/media/help_wwh/system_requirements/index.htm.

WORKING WITH CENGAGENOW ASSIGNMENTS

Your instructor has assigned you tasks to complete, such as homework, quizzes, and tests, each of which has certain features and restrictions. Some assignments are just a simple series of questions. Others offer hints, examples, and other aids to help guide you in developing your answers. Still others include personalized, interactive study plans determined by your diagnostic test results.

To access your course assignments in CengageNOW, click the **CengageNOW Assignments and Grades** link, and then go to the **Assignments/Tests** tab to open the **Assignments** page.

Welcome **Adrian Saunders**

Help CengageNOW Tools Run System Check

Assignments / Tests Grades Study Tools

Assignments

To take, resume, or retake an assignment, choose an action in the Actions column.

Show me: All assignments | Only assignments I can take

Date Due	Type	Title	Actions	# of tries	Score
12/7/07 1:00 PM	Homework	Homework 1	Retake	1 try 2 remaining Time allowed:unlimited	(not viewable)
12/20/07 9:00 AM	Homework	Homework 2	Retake View Print	1 try 2 remaining Time allowed:unlimited	4.0 / 5.0
12/21/07 9:00 AM	Homework	Homework 3	Retake View Print	1 try 1 remaining Time allowed:unlimited	2.0 / 5.0
12/21/07 9:00 AM	Homework	Homework 4	Resume	Partial 0 remaining Time allowed:unlimited	incomplete
12/7/07 1:00 PM	Test	MidTerm 1	Take	not taken 3 remaining Time allowed:unlimited	not taken

Cengage Learning - Privacy Statement | Terms of Use | Copyright Notices | Technical Support | Version 05.0782.028.321

The CengageNOW Assignments Page

Using the Assignments Table

The **Assignments** table provides valuable information and tools for managing your assignments.

Above the table are the display options:

Show me: All assignments | Only assignments I can take

Click the appropriate link to view all of your assignments or to see only the current assignments that are ready for you to take.

The lower part of the **Assignments** page contains a table of all of your assignments. You can sort the Assignments table in a number of different ways. For example, to sort the list by assignment **Title**, **Type** or **Date Due**, simply click the respective column header. Click the header again to reverse the order.

Additional assignment table actions and information include the following:

Actions



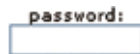
Begin taking an assignment.



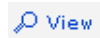
Retake an assignment that you've previously completed (for assignments allowing multiple attempts).



Continue an unfinished assignment. (If enabled by your instructor, this feature allows you to Save and Resume your work.)



Enter a password given by your instructor to take the assignment (if the assignment requires it).



View detailed information about your score for an assignment (if the assignment has been set up to allow it).



Print the entire assignment (e.g., homework problems) prior to taking it (if the assignment has been set up to allow it).

of tries

Here you can see how many times you've taken the assignment and how much time you're given to complete it (if applicable).

Score

This gives you a quick look at your current score versus the possible score for a taken assignment, or the number of unanswered questions in an assignment that can be resumed.

Note: Available actions depend on the conditions set by your instructor and the status of each assignment.

Taking an Assignment

These step-by-step instructions walk you through the process of taking an assignment from the **Assignments/Tests** tab.

Caution: Do not use your browser's forward and back buttons, or you may lose your latest changes. Be sure to use only the provided CengageNOW navigation buttons. Wait for each page to load completely before proceeding.

➤ To take an assignment

1. In the **Actions** column, click **Take**, **Retake**, or **Resume** for the assignment you want to take.
2. The **Assignment Ready** page loads. Click **Start assignment now** to begin taking the assignment.

Note: If you click **Cancel** to return to the **Assignments** page instead of selecting **Start Assignment Now**, the assignment will not be counted as taken.

Take assignment
Intermediate Algebra | Homework 1

You can take this quiz 2 more times.

Save & exit Submit assignment for grading

Question 3 of 5
gfa.01.01.4.57m
Score: 40% Takes: 0

Question

1. ☒ 2. ☒ 3. ☐ 4. ☐ 5. ☐

Write the statement with the inequality symbol pointing in the opposite direction.
11 ≥ - 15
Select the correct answer.

a. 15 ≥ - 11
b. 15 ≤ - 11
c. - 15 ≥ 11
d. - 15 ≤ 11

Save My Progress Enter Answer

Save My Progress Enter Answer

☐ Not answered ☐ Not answered & saved ☒ Answered ☐ Partially answered

Save & exit Submit assignment for grading

The Take Assignment Page

3. Your assignment appears, ready for you to begin. Answer the first question and click either the **Enter Answer** or the **Submit** button (depending on which is available) to save the answer and go on to the next question.

Some assignments will automatically advance to the next question. For those that do not, click a question number on the left to manually advance to another question.

You can click the **Active Example** button available for some questions to explore related tutorials, videos, or other resources.

Note: When you take an assignment, you can typically work through the assignment in any order you choose simply by clicking on the question numbers. Your instructor can set options that let you answer skipped questions, review your answers, and change them before finally submitting the assignment for grading. A status indicator next to each question number shows whether the question has been answered.

4. When you have answered all questions, click **Submit assignment for grading**. Once you have submitted your answers, you cannot go back and change them.

Note: Your instructor may have set up the assignment to allow you to stop taking it at any point and finish it at another time. If you wish to do so, you can click **Save & exit** to save your work in progress. The **Assignment Saved** page opens, displaying several options including **Go back to the Assignments list** and **Resume this assignment**.

Assignment Saved ⓘ

| Homework 2

Your progress has been saved.

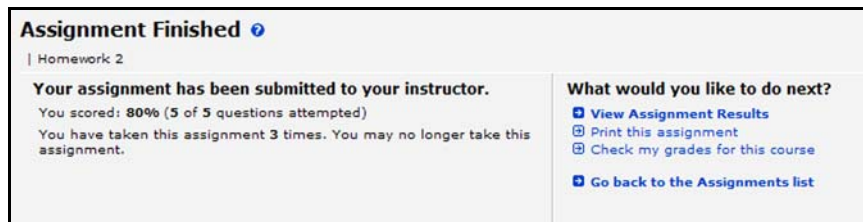
This assignment is partially taken. You may resume and complete this assignment before its Due date.

What would you like to do next?

- ⓘ Resume this assignment
- ⓘ Check my grades for this course
- ⓘ Go back to the Assignments list

The Assignment Saved Page

5. Once you have submitted your assignment for grading, the **Assignment Finished** page provides options for your next step. The links you see will depend on the options allowed for your assignment. For example, you may have options to **View details** to review your answers, **Check my grades for this course**, or **Print this assignment** with your answers.



The Assignment Finished Page

Note: If your assignment/testing session is unexpectedly interrupted (by a power failure, for example), you can log back in and resume your assignment as long as you do so within a few minutes.

Navigating Through a Personalized Study Assignment

A Personalized Study product (previously called a NOW product) is an assessment-centered learning tool that helps you gauge your unique study needs and provides a **Personalized Study Plan** that focuses your study time on the key concepts and problems you need to learn.

Typically, a Personalized Study assignment consists of a **Pre-Test**, a **Personalized Study Plan**, and a **Post-Test**. You will take a **Pre-Test** and be provided with an interactive, personalized study plan based on your results. Though study plans vary from one discipline to another, they typically include tutorials, interactive exercises, videos, animations, figures, and other learning materials.

Your work on a Personalized Study assignment is graded *only* when you access it from the **Assignments/Tests** tab, even if you can access it from your **Study Tools** tab as well.

Your instructor may choose to score the **Pre-Test**, exclude the **Pre-Test** or **Post-Test** from the assignment, or allow access to them only as graded assignments (disabling your self-study access to those tests, in other words).

➤ To take a Personalized Study assignment

1. On the **Assignments/Tests** tab, click **Take**, **Retake**, or **Resume** for the Personalized Study learning module you want to take.

2. Click the **Start assignment now** button.

Your assignment loads. It typically includes a **Pre-Test**, a **Personalized Study Plan**, and a **Post-Test**. (Some books may use different names for these sections.)

3. To start your **Pre-Test**, click the **Pre-Test** button or the **Take A Pre-Test** link on the left side of the screen.
4. Select questions with the << **Previous** and **Next** >> links, or by question number from the drop-down list.
5. Select or enter your answer to the question, and then click the **Enter Answer** button. You can change answers, if needed.

Answering Pre-Test Questions

6. When you have answered all the questions, finish the **Pre-Test** by clicking the **End Pre-Test** button.

A summary screen appears with your **Pre-Test** results. It highlights your scores on particular topics and selects chapter sections for your further study.

Note: Do not click the **Submit assignment for grading** button until you have completed all available sections of the assignment, including the **Pre-Test**, **Study Plan**, and **Post-Test**.

7. To access your study plan, click the **Personalized Study Plan** link, the **Study Plan** button, or a **View Results** topic link. Your study plan may link to a variety of learning materials, including videos, textbook PDFs, simulations, web sites, and lecture outlines. As you work through the linked materials and examples, your progress through each section will be checked off.

Psychology: Themes and Variations
7th Edition
by Wayne Weiten
ISBN: 0495170488

CENGAGENOW

INSTRUCTOR SURVEY HELP LIVE TUTOR

Step 1 ... Pre-Test ✓
Take A Pre-Test
View Results

Step 2 ... Study Plan ←
Personalized Study Plan
All Chapter 1 Content

Step 3 ... Post-Test
Take A Post-Test
View Results
View Revised Study Plan

Study Plan for: Adrian Saunders
✓ = studied
● Post-test : Due on Dec 31, 2007 10:00 AM

Printable Version

Read Entire Chapter

1.2 Psychology Today: Vigorous and Diversified
✓ Textbook Pages 18-21
✓ Website Marky Lloyd's Career Page
Psychology: Careers for the 21st Century

1.3 Seven Unifying Themes
Textbook Pages 21-26
Website Y? The National Forum on People's Differences

Personalized Study Plan

Note: The **Save assignment for later** button, when available, lets you save your assignment and resume work on it later as part of the same Take. If you don't have this button available, be sure to complete all available sections of the assignment before clicking **Submit assignment for grading** to finish the Take.

8. After studying the material, click on **Take A Post-Test** under **Post-Test**, located on the left side of the screen.
Your **Post-Test** appears on the right side of the screen.
9. Navigate between questions with the << **Previous** and **Next** >> links, or select a question number from the drop-down list.

10. Select or enter your answer to the question, and then click the **Enter Answer** button. You can change answers, if needed.

Reminder: Use only the CengageNOW buttons to end the assignment. If you just close your browser window, your assignment will be submitted and graded "as is."

11. When you are finished, click on the **End Post-Test** button to see your score summary.

Your test results appear, showing what you've learned after working through the **Personalized Study Plan**. Additionally, you may receive a **Revised Study Plan** that is a direct result of the **Post-Test**.

12. When you are completely finished with all sections of the assignment, click the **Submit assignment for grading** button above or below the test window. This sends your results for grading and ends the assignment.

Note: Clicking **Submit assignment for grading** at any point ends the assignment and counts as a Take. Many instructors set up assignments to allow only one Take. Assignments that allow additional Takes will display a **Retake** button on your **Assignments** page.

TRACKING YOUR GRADES

Your grades are synchronized between CengageNOW and Blackboard. When your CengageNOW assignment is scored, the score is also recorded in the Blackboard gradebook.

You can change how you view your grades using the **See results by** selector just above the **Grades** table.

See results by: Assignment

This is the default view. It lists all your CengageNOW assignment grades.

See results by: Non-Assigned Material

This view shows your progress in supplemental material completed outside of CengageNOW, such as online reading.

The screenshot shows the CengageNOW interface. At the top, it says 'Welcome Adrian Saunders'. There are tabs for 'Assignments / Tests', 'Grades', and 'Study Tools'. The 'Grades' tab is selected. Below the tabs, the page title is 'Grades for Saunders, Adrian'. There are links to 'See results by: Course | Assignment | Non-Assigned Material'. Below this, it says 'Course: Intermediate Algebra', 'Instructor: Adrian Saunders', and a note: 'Note: You will not be able to view your course Overall Grade and Total Score if your instructor has chosen not to display results for one or more course assignments.' The main table has columns: 'Assignment', 'Assignment Score (Correct/Possible)', '%', 'Times Taken', 'Time Spent', and 'Notes'. The table is divided into sections: 'Homework (50% of grade)', 'Midterm (30% of grade)', 'Exams (20% of grade)', and 'default (0% of grade)'. The 'Total' row shows '(grades not viewable)'.

Assignment	Assignment Score (Correct/Possible)	%	Times Taken	Time Spent	Notes
Homework (50% of grade)					
Homework 1	(grades not viewable)		1	00:07:03	
Homework 2	4.0 / 5.0	80.0 %	1	00:04:58	
Homework 3	2.0 / 5.0	40.0 %	1	00:02:44	
Homework 4	currently being taken		1	00:02:11	
Midterm (30% of grade)					
MidTerm 1	not taken		0	00:00:00	
Exams (20% of grade)					
default (0% of grade)					
Total		(grades not viewable)			

CengageNOW Student Grades Page

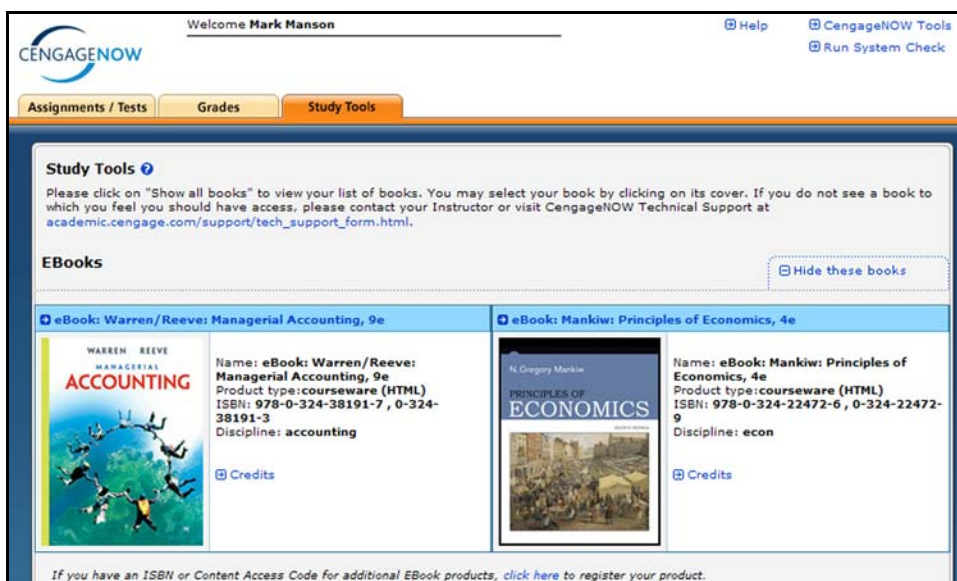
The CengageNOW **Grades** page provides a variety of sorting options that help you find specific grades quickly. Depending on which features your instructor makes available, you can view some or all of the following information:

- **Assignment.** The assignment name. Assignments may be grouped by **Category**, an organizational tool used by instructors to classify assignments by different types or score values.
- **Assignment Score.** Your score and the highest possible score. Uncompleted assignments you can still take are labeled **not yet taken**. Assignments that will not be given a grade are labeled **not gradable**.
- **Available.** The date and time the assignment is available.
- **Due Date.** The date and time the assignment is (or was) due.
- **Taken On.** The date and time you completed the assignment (or the most recent time if you have taken it more than once.)
- **Times Taken.** The number of times you have completed the assignment (for assignments that allow multiple attempts).
- **Time Spent.** The time you spent to complete your most recent take.

- **Extra.** The extra credit available or awarded for the assignment, if any.
- **Notes.** Instructor notes regarding the assignment, if any.

ACCESSING STUDY TOOLS

The **Study Tools** page displays the self-study materials you can access through CengageNOW, such as eBooks, Personalized Study courseware, and Tutorials.



CengageNOW Study Tools Page

Your instructor may also choose to include access to **Study Tools** by creating book link(s) on your Blackboard **Home Page**. These links are shortcuts to specific chapters in your **Study Tools**.

➤ To access registered Study Tools

1. Click the **Study Tools** tab.
2. Click the desired book cover or Personalized Study link. Any course content you access from the **Study Tools** page is for self-study only and is not graded.

For details on working with **Study Tools**, see [“Navigating Through a Personalized Study Assignment”](#) on page 10.

Note: Again, you may see some of the same material in your graded course assignments that you see available for self-study in **Study Tools**, but there is a key difference:

- Work you start from the **Assignments** page is typically graded CengageNOW coursework.
 - Work you start from the **Study Tools** tab or content shortcut links is typically ungraded practice or self-study.
-

TECHNICAL SUPPORT

If you have trouble signing in or registering your classes or materials, you can go to the CengageNOW Customer Support page for FAQs and Technical Support.

➤ To contact technical support

1. Direct your browser to the Cengage Learning Customer Support page at <http://academic.cengage.com/support>.
2. Select a contact method:
 - Select **Live Help** for online chat support, if it's currently available.
 - For after-hours assistance, use the **Technical Support Form** link under **Contact Us**. (With the online form, you will usually get a response within 48 hours.)
3. Let Technical Support know that you are accessing CengageNOW through Blackboard, and be ready to provide the following information:
 - First and last name
 - School (including campus)
 - Operating system and browser
 - Content Access Code or textbook ISBN