CENGAGE**NOW**

Student Guide for Blackboard Enterprise

Blackboard

CENGAGE
Learning™

CENGAGENOW SYSTEM REQUIREMENTS

To run CengageNOW, please make sure your computer and browser settings meet or surpass the requirements on this page. Use the enclosed links to download and install any of the browser or plug-in software you need.

For more information, see the CengageNOW online Help section on Setup and Troubleshooting.

Windows®

- Microsoft® Windows 2000, Windows XP, or Windows Vista
- Intel® or AMD CPU, 266MHz or better
- 128 MB RAM or more
- Web browser: Microsoft Internet Explorer 6.0 or higher; Mozilla™ Firefox® 2.0 or higher
- Java JRE 1.5/5.0 or higher recommended (http://java.com)

Macintosh®

- Mac OS® X 10.3–10.5
- Power Mac® G3–G5 or better
- 128 MB of RAM or more
- Web browser: Safari™ 2.0 or higher; Mozilla Firefox 2.x

Linux®

- Current Linux distribution (Fedora™, SuSE®, etc.)
- Intel or AMD CPU at 266MHz or better
- 128MB RAM or more
- Web browser: Mozilla™ Firefox® 2.0 or higher
- Java JRE 1.5/5.0 or higher recommended (http://java.com)

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 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.*cengagenow.com to display popup windows
- Browser set to check for newer versions of cached pages and refresh automatically
- 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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CONTENTS

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

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 <u>"Enrolling in a New Course"</u> 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.
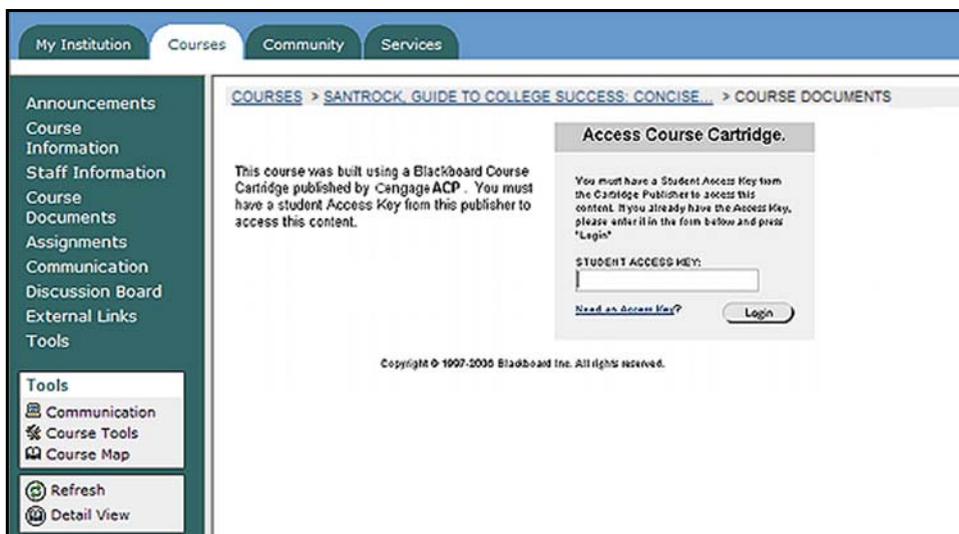
The Access Course Cartridge Page

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.
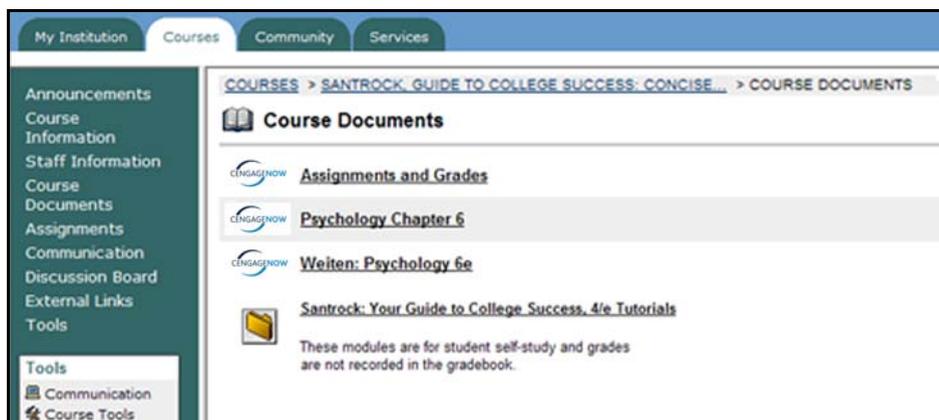
Blackboard's Student Links to CengageNOW

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**. Depending on how your instructor has set up the course, these links may open a table of contents linking to all chapters, or open a specific chapter.

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 <u>"Taking a Personalized Study Assignment"</u> on page 14.)

Connecting to CengageNOW

You can use CengageNOW on Windows, Macintosh, or Linux computers. If your system meets the basic <u>"CengageNOW System Requirements"</u> on page ii, all you need is a standard web brower using free "plug-in" software to run CengageNOW on your computer.

When you click a link to CengageNOW, it opens in a new browser window. The first time you sign in, the system check will quickly review your basic browser settings. If there is an issue that you have trouble resolving on your own, please see <u>"Technical Support"</u> on page 22.

Note: You need to accept the license agreement to use CengageNOW. You also need to set your browser to allow popup windows, if it doesn't already. (See your browser Help for more information about popups).

Once you sign in, you can use the **Run System Check** link at the top of the page to evaluate your browser and plug-in settings in detail.

WORKING WITH CENGAGENOW ASSIGNMENTS

Your instructor can assign homework, tests, reading, personalized study, and other activities through CengageNOW. Assignments can range from simple lists of multiple-choice questions, to complex equations or multi-entry forms, to reading an e-Book chapter or Web page, depending on the course, subject, and textbook content.

Some assignments offer hints or multimedia examples to help guide you in developing your answers. Others may include personalized, interactive learning plans that are determined by diagnostic pre-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.

The CengageNOW Assignments Page

Understanding the Assignments Page

Select the **Assignments/Tests** tab to see your assignments, and to access valuable information and tools for managing them.

Above the table are the display options:

Show me: All assignments | Only assignments I can take

> Click on the appropriate link here to view all of your assignments, or view only those that are currently available for you to take, resume, or retake.

The lower part of the **Assignments** page lists your assignments. 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.

Assignments Page Actions

In addition to the sortable columns such as **Date Due**, the **Assignments** page provides your available assignment actions, 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 for it by the instructor.

> **Actions**
>
> Use the buttons and links in the **Actions** column to work with your assignments.
>
> **Take**   [Retake]
> Begin taking this assignment.
>
> **Retake**   [Retake]
> Retake this previously completed assignment.
>
> **Resume**   [Resume]
> Continue this unfinished assignment.
>
> **Password**   password: [   ]
> Enter the password required to take this assignment.
>
> **Print blank assignment**   🖨 Print blank assignment
> Print the assignment before taking it. This option, when available, allows you to work through the assignment on paper before entering answers online.
>
> **View**   🔍 View
> See your score and related feedback on a completed assignment (if allowed by your instructor).

Print   🖨 Print

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

Closed

"Closed" means you can no longer take the assignment. Its Unavailable date may have passed, or the instructor may have graded it already, or it may have a Late Penalty that would lower your current score.

# of tries

Here you can see how many times you've taken the assignment (i.e., submitted it for grading), how many tries remain, and how much time you have to complete it per try. (Not all assignments allow multiple tries.)

Score

For completed assignments, this column shows your current score compared with the possible score (if made viewable by the instructor).

Taking an Assignment

These instructions show you how to take a homework, test, or reading 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 due date and time.

❍ Read the on-screen instructions carefully.

❍ Take advantage of the Check My Work link for questions that provide it. This checks your current answer, and may give you helpful feedback that allows you to improve your answer before you are graded.

❍ Click the **Save** (Save) button every so often, particularly on 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.
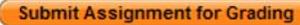
❍ Click the **Submit Assignment for Grading** button (Submit Assignment for Grading) when completely finished with the assignment. Each time you submit the assignment for grading is counted as one assignment try.

➤ **To take an assignment**

1. Select the **Assignments/Tests** tab.

   The **Assignments** page opens.

2. If necessary, change the view selector to **Show me: Only assignments I can take**.

3. Click on the **Take** button ⬭ Take ⬭ for the available assignment you want to start taking. If a password is required, enter it into the **password:** field.

   Click on the **Retake** button ⬭ Retake ⬭ to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

   Click on the **Resume** button ⬭ Resume ⬭ to continue an assignment that you have previously saved in progress. (Not all assignments can be saved in progress.)

   Note: An assignment may no longer be available to **Take**, **Retake**, or **Resume** if its due date has passed or you have already taken it the allowed number of times.

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4. The **Assignment Start** 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) for completing the take.

   Graded assignments will describe any special scoring conditions or late penalty in effect on this take. Assignments labeled **(Practice)** are not graded.
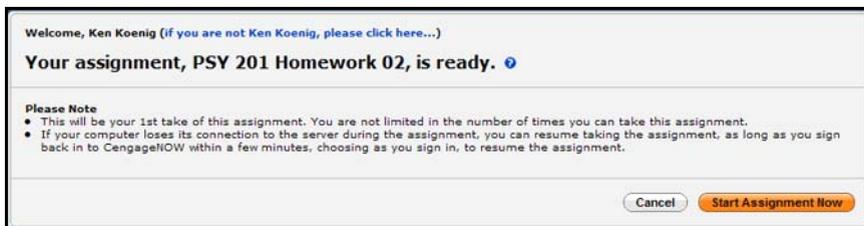
The Assignment Start Page

5. To exit without starting the assignment, click **Cancel** ⬭ Cancel ⬭. If you cancel at this point, the try will not be counted.

To begin taking the assignment, click the **Start Assignment Now** [Start Assignment Now] button. If you are continuing an assignment, the button is labeled **Resume Assignment Now**.

Your assignment or test appears. If the assignment has a time limit, the **Time Remaining** is displayed right under the assignment title.

6. Read each question carefully, and answer as directed.

The **Questions** column on the left marks your progress with the following status indicators:

- The current question number is highlighted in light blue.

- Unanswered questions ◯.

- Partially answered questions ◑.

- Complete answers ●.

- You can also mouse over a question number to open a text "tool tip" about that question's status.
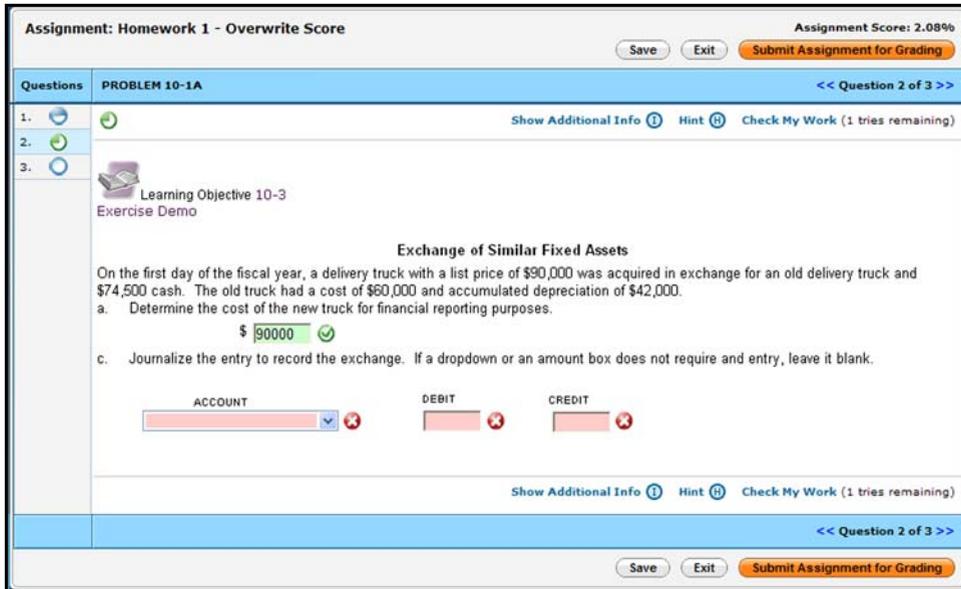
The Take Assignment Page

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.

Some questions offer **Hints** or **Show Additional Info** as well. Questions with multiple answers may provide a **Clear All** link to let you start that question over. You also might have assignments that include no questions, but simply track your reading of your online textbook or other materials.

> **Note:** Assignments that start with a **Pre-Test** are called **Personalized Study** or "study tools" assignments. They work a little differently. See <u>"Taking a Personalized Study Assignment"</u> on page 14 for details.

7. Any work on the current question will be saved when you click the **Save** ⌈Save⌋ 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.

8. For questions that provide it, be sure to click the Check My Work link to evaluate the correctness of your current answer. You may be provided with multiple checks and helpful feedback that will allow you to improve your answer on that question before you submit the assignment for grading. Standard feedback can include the following:

- Correct ✅.

- Partially correct 🌓. The answer has one or more elements that are incomplete or incorrect.

- Incorrect ❌.

- Needs instructor grading ⚠️. The answer you entered must be evaluated by your instructor.

Assignments that provide a running score will display it in the upper right and will update after each answer.

9. To go to a new question, just click its question number on the left, or use the question links in the header to go to the previous question **<<** or the next question **>>** in the sequence.

You can work through the questions in any order. This makes it easy to answer skipped questions and change your previous answers before submitting the assignment for grading.

Assignments with a time limit will show the **Time Remaining** at the upper left. This indicator turns red to warn you when less than one minute remains.

> **WARNING:** 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 "try" will be counted against you. Use only the CengageNOW navigation buttons and links. Be sure each page loads completely before proceeding.

10. If the assignment allows you to save your work and finish it in a later session, you will see an **Exit** button (Exit). If you do save and exit, you will be able to **Resume** (Resume) the assignment later as long as you resume it before its due date.
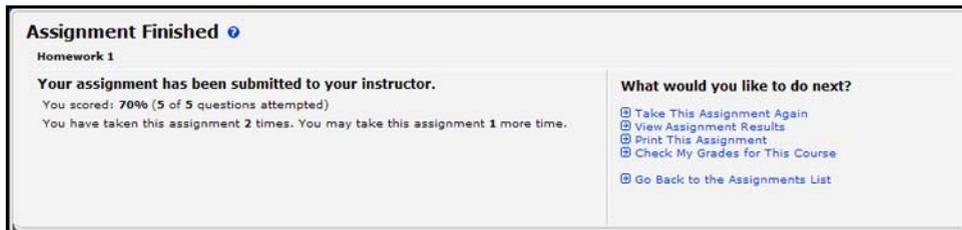

Entering answers, submitting assignments

11. When you are completely finished with all sections of the assignment, click the **Submit Assignment for Grading** button (Submit Assignment for Grading) (labeled **Submit Assignment** for Practice work).

The **Submit Assignment for Grading?** message window opens to confirm that you are ready to turn in the assignment. It also will caution you if any answers are still incomplete and give you an option to continue the assignment.

12. To confirm you want to submit your assignment for grading and exit, click the **Submit for Grading** button [Submit for Grading] .

Caution: Each time you click **Submit Assignment for Grading**, you consume one of your available tries. Many assignments are set up to allow only one try.

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13. The **Assignment Finished** page opens to give you several options for your next step. Depending on the assignment settings, you may be able to see your overall score, click **View Assignment Results** to review your answers, **Take This Assignment Again**, **Go Back to the Assignments List**, or **Print This Assignment** with your answers if allowed by your instructor.

Assignment Finished ❷
Homework 1

Your assignment has been submitted to your instructor.
You scored: **70%** (5 of 5 questions attempted)
You have taken this assignment **2** times. You may take this assignment **1** more time.

What would you like to do next?
⊞ Take This Assignment Again
⊞ View Assignment Results
⊞ Print This Assignment
⊞ Check My Grades for This Course

⊞ Go Back to the Assignments List

The Assignment Finished Page

Note: If this try was subject to a late penalty, you will see the penalty reflected in your score.

Taking a Personalized Study Assignment

Personalized Study products are learning tools that help you gauge your unique study needs. The **Personalized Study Plan** they provide 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 the **Pre-Test** and then be provided with an interactive, personalized study plan based on your 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.

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

Your instructor may choose to score the **Pre-Test**, exclude the **Pre-Test** or **Post-Test** from the assignment, or allow access to these sections only as graded assignments (so you can't access them from **Study Tools**, in other words).
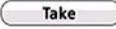
Caution: Be sure to complete all sections of your Personalized Study assignment before you submit it for grading.
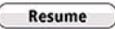
➢ To take a Personalized Study assignment

1. Select the **Assignments/Tests** tab.

   The **Assignments** page opens.

2. Select the appropriate course, if necessary, from the drop-down list and click the **Go** button (Go).

3. Personalized Study assignments are listed as **Type: Study Tools**. They typically have names corresponding to the chapters in your text.
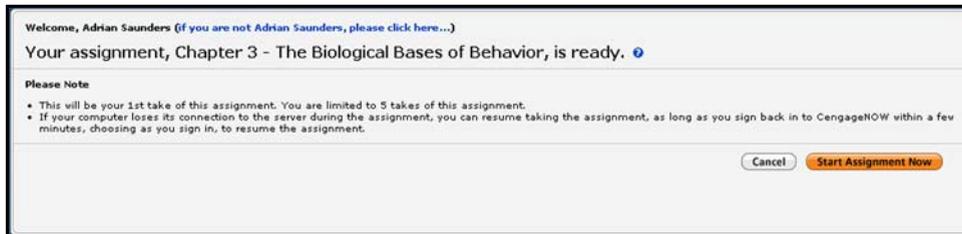
   Click on the **Take** button (Take) for the available assignment you want to start taking. If a password is required, enter it into the **password:** field.

   Click on the **Retake** button (Retake) to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

Click on the **Resume** button (Resume) to continue an assignment that you have previously saved in progress. (Not all assignments can be saved in progress.)

Note: An assignment may no longer be available to **Take**, **Retake**, or **Resume** if its due date has passed or you have already taken it the allowed number of times.

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4. The **Assignment Start** page opens. (If this try is subject to a late penalty, the penalty will be noted here.)

Welcome, Adrian Saunders (if you are not Adrian Saunders, please click here...)

Your assignment, Chapter 3 - The Biological Bases of Behavior, is ready. ⊘

Please Note
- This will be your 1st take of this assignment. You are limited to 5 takes of this assignment.
- If your computer loses its connection to the server during the assignment, you can resume taking the assignment, as long as you sign back in to CengageNOW within a few minutes, choosing as you sign in, to resume the assignment.

(Cancel) (Start Assignment Now)

The Assignment Ready Page

5. To exit without starting the assignment, click **Cancel** (Cancel). If you cancel at this point, the try will not be counted.

   To begin taking the assignment, click the **Start Assignment Now** button (Start Assignment Now).

   Your Personalized Study assignment loads. It typically includes a **Pre-Test**, a **Personalized Study Plan**, and a **Post-Test**.

Note: Some books may label these sections differently.

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6. To start your **Pre-Test**, click the **Pre-Test** link in the middle or on the left side of the screen.

7. Move through the questions with the **<< Previous** and **Next >>** links, or select them by question number from the drop-down list.

8. Select your answer to the question, and then click the **Enter Answer** button (Enter Answer). You can return to previous questions and change answers, if needed.

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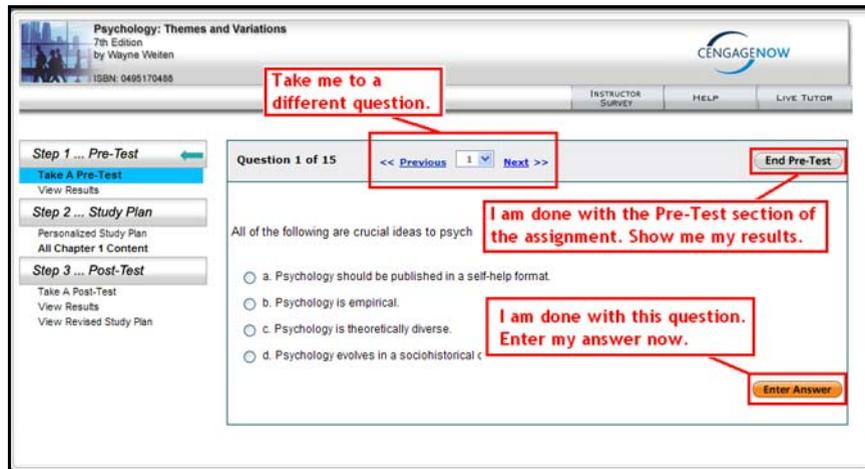

Answering Pre-Test Questions

9. When you have answered all the questions, finish the **Pre-Test** by clicking the **End Pre-Test** button <kbd>End Pre-Test</kbd> .

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

Caution: If you see a **Save & Exit** button <kbd>Save & exit</kbd>, you can save the assignment in progress and resume work on it later as part of the same try. If you don't have this button, however, be sure to complete *all* available sections of the assignment before you click **Submit Assignment for Grading** <kbd>Submit Assignment for Grading</kbd> .

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10. To access your study plan, click the **Personalized Study Plan** link in the middle or on the left side of the screen, 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.
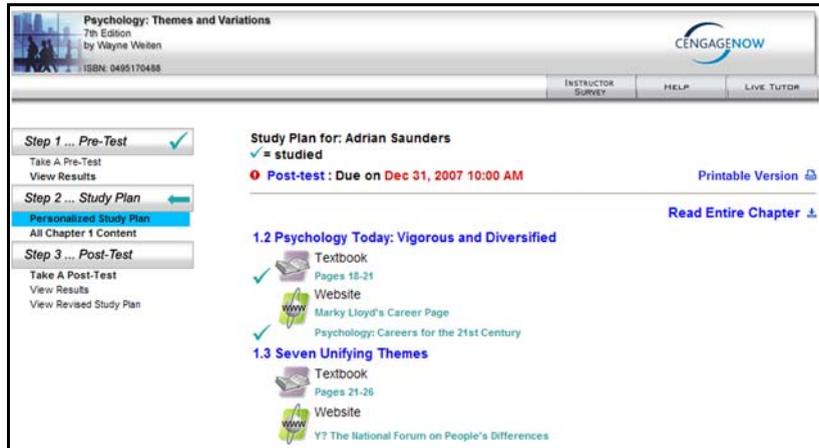
Personalized Study Plan

11. After you have studied the assigned sections of your Study Plan thoroughly and checked them off, you will take the Post-Test to demonstrate your command of the material. Click on the **Post-Test** link in the middle or on the left side of the page.

Your Post-Test appears.

12. Navigate between questions with the **<< Previous** and **Next >>** links, or select a question number from the drop-down list.

13. Select your answer to the question, and then click the **Enter Answer** button (Enter Answer). You can return to previous questions and change answers, if needed.

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

Your test results appear, showing what you've learned after working through the **Personalized Study Plan**.

Post-Test Results

15. If your Post-Test reveals any areas of the chapter where you could use additional study time, you will receive a **Revised Study Plan**. This is considered part of the assignment. You should complete it before submitting the assignment for grading.

16. When you are completely finished with all sections of the assignment, click the **Submit Assignment for Grading** button ⟨Submit Assignment for Grading⟩.

> **WARNING:** *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."*

The **Submit Assignment for Grading** message asks you to confirm that you are finished with the assignment and ready to turn it in.

17. To confirm that you want to submit your assignment and exit, click **Submit for Grading**.

> *Caution:* Each time you click **Submit for Grading** to finish the assignment counts as one try.

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 view 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.


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.
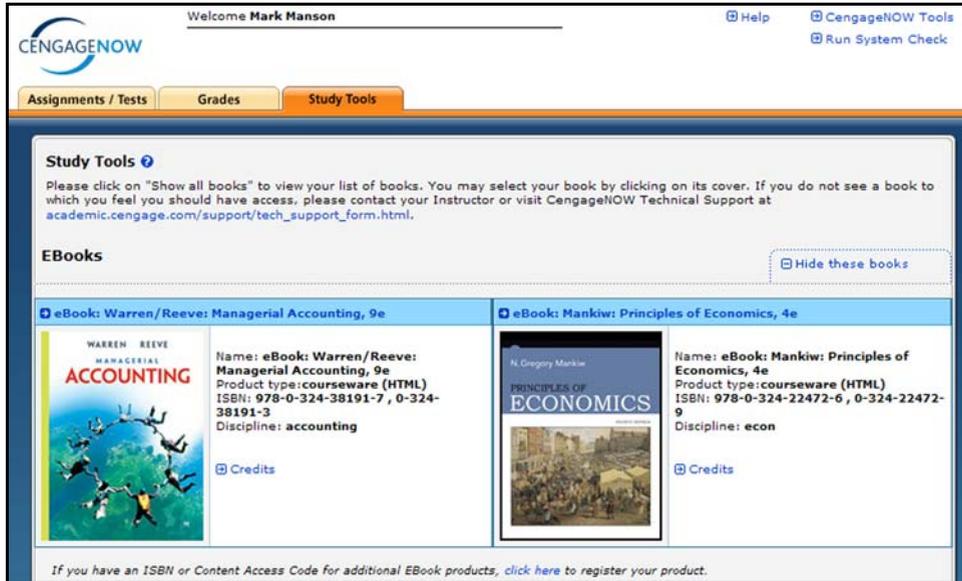
CengageNOW Study Tools Page

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 "Taking a Personalized Study Assignment" on page 14.

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 Technical Support page for FAQs and Technical Support.

➤ To contact technical support

1. Direct your browser to the Cengage Technical Support page at http://academic.cengage.com/support.

2. Under **Student**, select **CengageNOW on Blackboard** from the dropdown menu, and click **Go**.

3. Select a contact method:

   - Select **Online Chat** for live assistance from a Cengage Learning technical support agent.

   - For e-mail assistance, use the **Submit your questions** link under **Contact Us**. (With the online form, you will usually get a response within 48 hours.)

4. 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