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As a live, Web-based program, CengageNOWv2 is regularly updated with new features and improvements. Please refer to the CengageNOWv2 online Help for the most current information.

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CENGAGENOWv2 SYSTEM REQUIREMENTS

To ensure the best experience with CengageNOWv2 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 10.0 or greater; Google Chrome 37.0 or greater; Mozilla™ Firefox® 32.0 or greater.

Macintosh®

- Mac OS® X 10.6 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.

Note: Your assignments and eBook can work on mobile and tablet devices with some limitations. 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 is recommended.
- 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 (A free browser plug-in used to display multimedia components in some products.)
- Sound capability for audio content.

GETTING STARTED

Welcome to CengageNOWv2™ (CNOWv2), a newly improved version of CengageNOW. This integrated, online learning system provides you with 24/7 access to your course. CNOWv2 has the tools you need for studying class materials, taking assignments, analyzing your progress, and tracking your grades from wherever you have Internet access.

While working at your own pace, or within a schedule set up by your instructor, you can do homework, read textbooks, take quizzes and exams, and track your overall course progress. CengageNOWv2 gives you an easy-to-use, personalized online environment that you can manage to best suit your needs.

As a live, web-based program, CNOWv2 is updated regularly with new features and improvements. Please refer to CengageNOWv2's online **Help** for the most current information.

Note: It is important to always use the buttons and links provided in CNOWv2 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.

Audience

This document addresses the needs of CengageNOWv2 students when registering for a new course, taking and reviewing assignments, accessing study materials, and tracking progress in their course.

Registering for Your CengageNOWv2 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**, which is provided by your instructor, either as a registration URL or as an alphanumeric code. The Course Key is a 12 or 15-digit string of numbers and letters that identifies your instructor's 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.

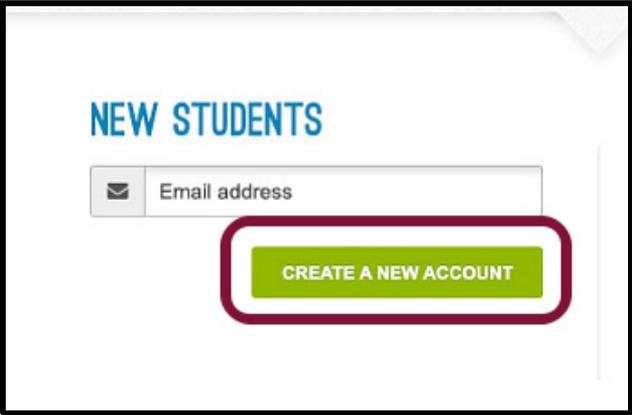
When first getting started with a CengageNOWv2 course you typically use a registration URL provided by your instructor. The URL takes you to a CengageBrain site unique to your course and automatically submits the Course Key to the system.

Note: Most courses offer the option of a free trial that allows you to “try before you buy” when you register with the Course Key or by using the course registration link.

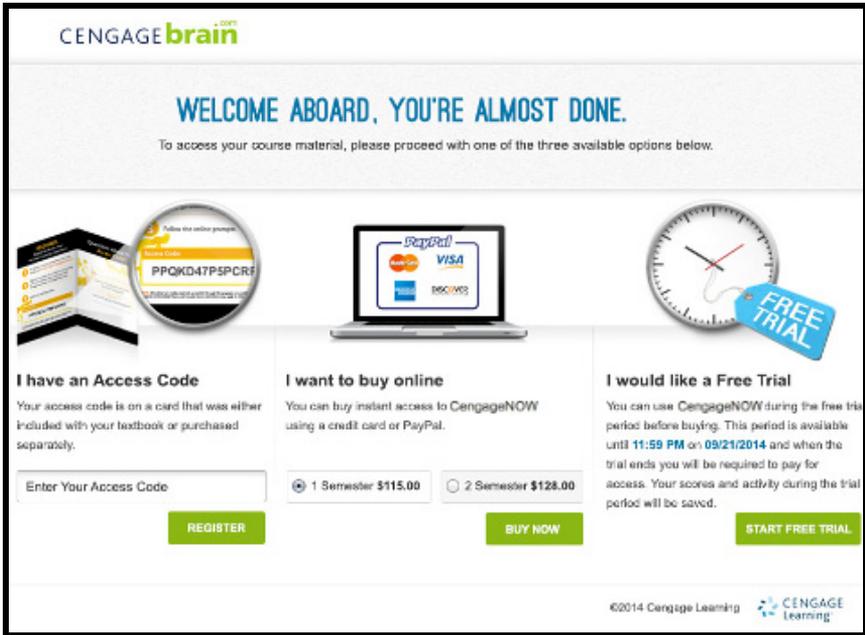
The duration of your free trial is 3 days per week of your course, with a maximum of 21 days — beginning on the course start date. To be assured of uninterrupted access to your course, you need to submit an Access Code. If the trial deadline passes before you have a chance to make your purchase, your work is saved. However, you can no longer access the course until an Access Code is submitted.

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 and open your registered courses.

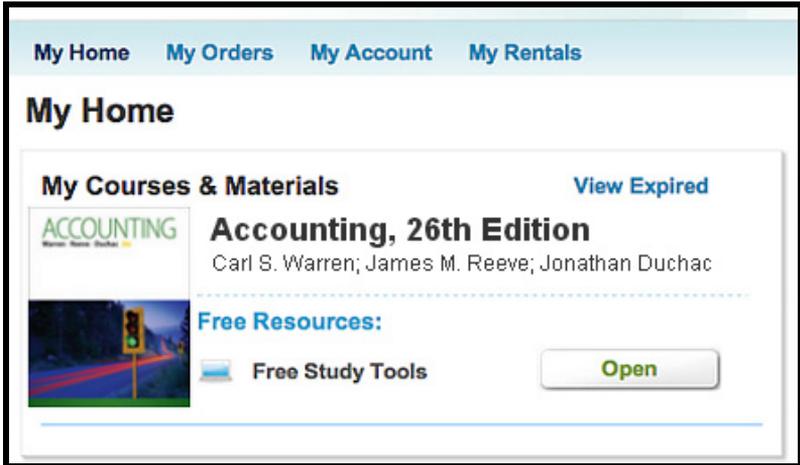
Step	Action: To register a new account and course
1	<p>Sign in to CengageBrain by using the registration link provided by your instructor or follow the instructions if you have been given a Student Registration Information guide. When logging in with the URL, your Course Key is automatically entered.</p> <p>Your CengageBrain Log In page will open.</p> <div data-bbox="351 606 1168 1337" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>The screenshot displays the CengageBrain interface for a course titled 'Accounting Fundamentals'. At the top, the course title is prominently displayed in blue. Below it, a table lists course details: School (The University of Cincinnati), Starts (4/21/2014), Ends (7/06/2014), Instructor (Jared M. Mann), and Days/Times (MWF 10-12). A central navigation bar offers options to '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 features an 'Email address' input field and a green 'CREATE A NEW ACCOUNT' button. The 'RETURNING STUDENTS' section includes 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. The footer of the page shows the copyright information '©2014 Cengage Learning' and the Cengage Learning logo.</p> </div> <p>Note: You may also log in as a returning user by directing your browser to https://login.cengagebrain.com.</p>

Step	Action: To register a new account and course
2	<p>Enter a valid email address and click the Create a New Account button. If you have previously created an account, you can log in as a returning student.</p> <div data-bbox="444 407 1076 822" data-label="Image"></div> <p>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>NEW STUDENTS</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><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. Read the CengageBrain Service Agreement here.</small></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> </div> <p>Make a note of the email address and password you use when creating your account. You will need this information 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 CengageBrain Service Agreement and accept by selecting the check box.</p>

Step	Action: To register a new account and course
5	<p>Click Create My Account to open the Payment Options page.</p>  <p>CENGAGEbrain</p> <p>WELCOME ABOARD, YOU'RE ALMOST DONE.</p> <p>To access your course material, please proceed with one of the three available options below.</p> <p>I have an Access Code Your access code is on a card that was either included with your textbook or purchased separately.</p> <p>Enter Your Access Code</p> <p>REGISTER</p> <p>I want to buy online You can buy instant access to CengageNOW using a credit card or PayPal.</p> <p><input checked="" type="radio"/> 1 Semester \$115.00 <input type="radio"/> 2 Semester \$128.00</p> <p>BUY NOW</p> <p>I would like a Free Trial You can use CengageNOW during the free trial period before buying. This period is available until 11:59 PM on 09/21/2014 and when the trial ends you will be required to pay for access. Your scores and activity during the trial period will be saved.</p> <p>START FREE TRIAL</p> <p>©2014 Cengage Learning CENGAGE Learning</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">○ Enter an Access Code, if you have already purchased one, and click Register. ○ Choose one or two semesters and click Buy Now to purchase an Access Code online. You can pay by using a credit card, debit card, or PayPal. ○ Opt to buy your course materials later and access CengageNOWv2 during a free trial by clicking Start Free Trial. <hr/> <p>Note: 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 Open button for your course on your My Home page to enter your course.</p> <div data-bbox="358 372 1158 837" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>Depending on your instructor's course settings you may need to enter a Student ID before proceeding to your course. Consult with your instructor for any special instructions.</p> <hr/> <p>Note: If you have previously paid for your course materials and entered an Access Code, clicking Open takes you directly to CengageNOWv2.</p> <p>If you are using a free trial, the CengageNOWv2 Course Payment 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 Take me to my course to enter CengageNOWv2 and continue using your free trial.</p> <hr/>

Making Payment

If during registration you choose to access CengageNOWv2 with a free trial, you will be required to buy your 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 CengageNOWv2 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.

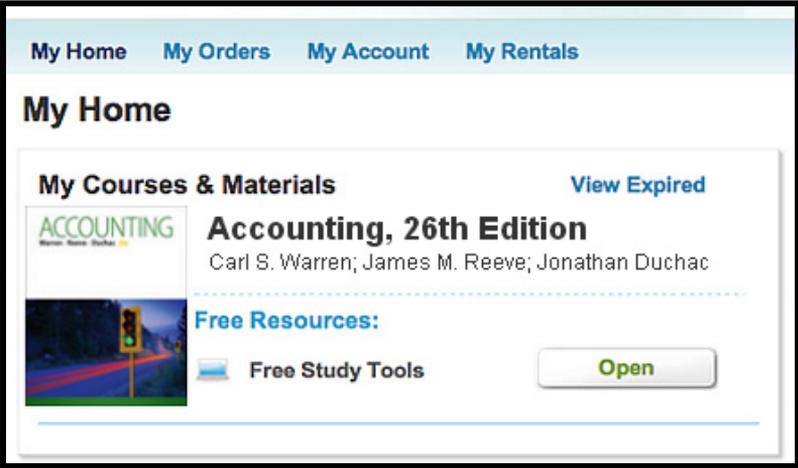
Note: The duration of your trial period is determined by your course dates. You are allowed 3 days per week of your course, beginning from the start date—for a maximum of 21 days.

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.

Signing In as a Returning User

Once you've successfully registered for CengageNOWv2, you can sign in as a returning user wherever you have Internet access.

When your course supplies a trial period before payment is due, you will see your remaining days 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.

Step	Action: To sign in to Cengage Brain as a returning user
1	Go to CengageBrain by using the URL for course registration or directing your browser to https://login.cengagebrain.com/ .
2	Enter your email address and password exactly as you entered them when you created your account, then click the Log In button.
3	<i>(Optional)</i> If you are accessing CengageBrain with a registration link, choose a payment method or a free trial on the Payment Options page.
4	<p>Click Open for the appropriate course content under My Courses & Materials to access your assignments and study materials.</p>  <p>Note: If you using a free trial, clicking Open takes you to a Course Payment page where you can opt pay for your course materials or click Take me to my course.</p>
5	<i>(Optional)</i> It is also possible to enroll for a new course by entering the Course Key in the Have Another Product to Register field and clicking Register . However, when using a registration link, there is no need to manually enter a Course Key.

System Setup for CengageNOWv2

Each time you log in, CengageNOWv2 automatically performs a system check and informs you if your computer does not meet the CNOWv2 system requirements.

You can click the help icons  that appear in the **Plug-in Check Results** section to see instructions and/or links for downloading the necessary browser plug-ins.

Operating System Check



MAC OS X is a supported OS!
System date and time: Passed

Browser Check



Chrome (34.0.1847.116) is a supported browser type!
Javascript: Enabled
Cookies: Enabled
Pop-ups: Enabled

Browser Plug-in Check

Name	Status
 QuickTime	✔
 Flash	✔
 PDF	✘

System Check Complete:

We're sorry. The system has identified one or more items that need further attention before you can enjoy all of CengageNOW's features.

Please review the following message(s) for more information and helpful links.

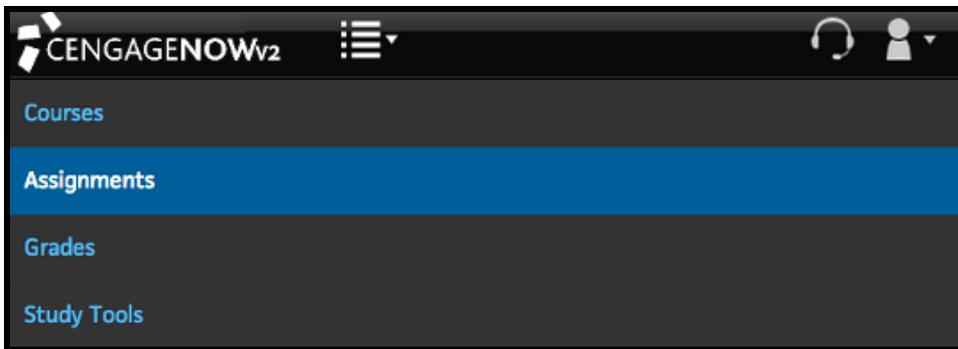
The CengageNOWv2 System Check

The system requirements are also available in this guide, please refer to [“CengageNOWv2 System Requirements”](#) on page viii.

Using the Header Controls

On the upper left side of each heading are links to main pages in CengageNOWv2 where you can access information on your **Courses**, **Assignments**, **Grades**, and **Study Tools**.

-  A “list” icon appears if your browser window is scaled down to where the page links need to be minimized. You can expand this drop-down menu to access the links and go to the desired page.



Note: It is important to always use the buttons and links provided in CengageNOWv2 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.

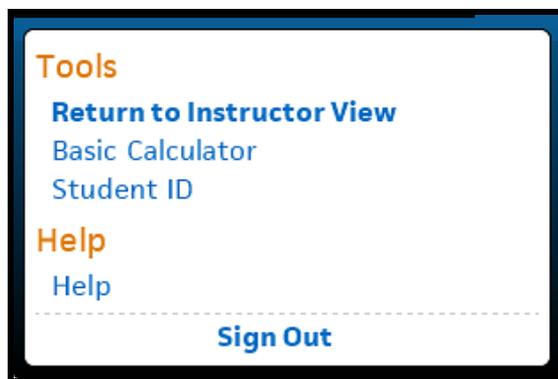
Options in the Global Actions Menu

The **Basic Calculator** link provides quick access to a simple calculator that opens in a new browser window. Calculator entries can be accomplished by mouse or keyboard. Homework and Test assignment types give you access to the Basic Calculator available during a take.

Click the **Student ID** link to open a page where you can create or edit a unique ID for your account. This ID helps identify your account in your instructor's CengageNOWv2 **Gradebook** and grade reports. Consult with your instructor for any special instructions.

Click the **Help** link to open the CengageNOWv2 online Help with the table of contents, index, and search functions enabled.

Sign Out closes your current CengageNOWv2 session and informs the system that you are done. If you simply close the browser window, there is a chance that you may lose unsaved work, or that your session may not terminate successfully.



Technical Support

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 CengageNOWv2. See [“Contacting Cengage Technical Support”](#) on page 81 for more details.

Use the page links in the CengageNOWv2 header to navigate to the following pages:

Courses

The **Courses** page displays your instructor(s) and your overall grade for all of your CengageNOWv2 courses. In the **Go To** column contains buttons that link to pages for viewing your assignments, grades, and the syllabus specific to each course. (Your instructor may not provide an online syllabus.)

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, CengageNOWv2 helps you monitor your progress in both your self-study materials or graded assignments, which helps you to find specific grades quickly.

Assignments

The **Assignments** page supplies you with options to **Take** an assignment for the first time, start an assignment as ungraded **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 that are 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**, 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 CengageNOWv2 such as Adaptive Study Plans or tutorials.

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.

Signing Out

When you want to finish your session in CengageNOWv2 pages, click the **Sign Out** link from the **Global Actions Menu** (person icon).

Using this link closes your 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 CengageNOWv2.

Note: Always use the provided CengageNOWv2 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 unsaved work or unintentionally submit an assignment.

USING THE COURSES PAGE

The **Courses** page gives you a quick view of all your courses. From here this page, you can gain access to your assignments, syllabus, and grades in CNOWv2.

Course	Instructors	Course Grade	Go To
Blueprint Problems	Adrian Saunders	1.71%	Assignments Grades Syllabus
Chapter 01 - Homework	Adrian Saunders	24.0%	Assignments Grades Syllabus

The Courses Page

Sorting your Courses page

Click a column title (or "heading") for **Course**, **Instructor**, or **Course Grade** to sort the table by that column. To reverse the list order using the same column, click its heading again. The arrow icon in the heading 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. This score may exclude any assignment results your instructor has selected not to display, has not yet graded, or is not viewable for other reasons.

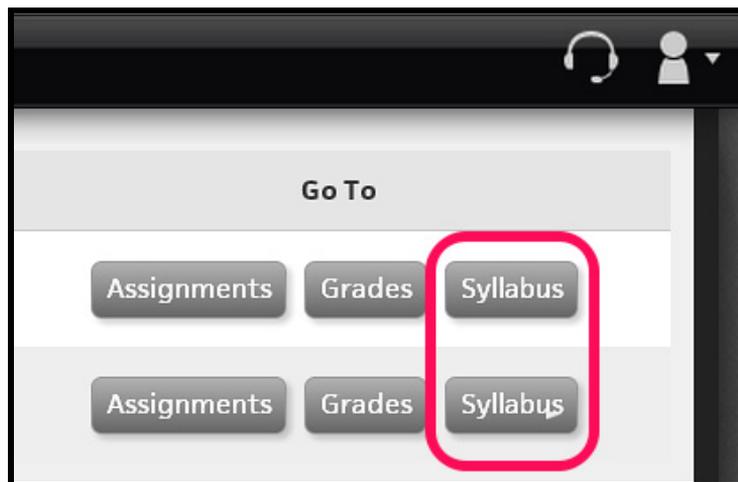
Go To

From the **Go To** column, you can quickly access current course information and pending tasks in other areas of CengageNOWv2 by using the buttons provided. You can easily go to the **Assignments** page, the **Grades** pages, or open the course **Syllabus** (when available).

Viewing Your Syllabus

Your instructor has the option to 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 there is a syllabus linked to your course in CengageNOWv2, you will see a **Syllabus** button on the **Courses** page. This button appears in the **Go To** column. To view the syllabus for that course, you can click the **Syllabus** button, or the **Course Name** also becomes an active link.



Courses Page - Syllabus Button

UNDERSTANDING THE ASSIGNMENTS PAGE

Select the **Assignments** link to open the **Assignments** page. This page provides information on all your assignments, access options for your available assignments, and can display your current score, remaining attempts, or allow you to print a blank assignment.

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:

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

Course: Beginning Accounting
 Instructors: Pamela Newsom

Assignment	Date Due	Grading Category	Actions	# of Submissions	# of Submissions Allowed	Time Allowed
Activation Exercises	2/11/15 12:00 AM	Homework	<input type="button" value="Retake"/>	1	unlimited	unlimited
Animated Activities	2/11/15 12:00 AM	Test	<input type="button" value="Retake"/>	1	unlimited	unlimited
Blueprint Problems	2/11/15 12:00 AM	Homework	<input type="button" value="Take"/>	0	unlimited	unlimited

The Assignments Page

Note: If there are no files to download, the **View Files from Your Instructor** button is not 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 | Assignment I Can Practice Now

Located directly above the Assignment page table, you can use these links to determine which of your assignments are displayed.

Click the appropriate link to change the Assignments page to display all assignments regardless of status, only assignments available to take, or only assignments available as practice (this view does not include ungraded **Reading** assignments).

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.

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.

View Files from Your Instructor

When available, clicking this button opens the **Uploaded Files** page. From here you can download any files your instructor has made available from within CengageNOWv2. Simply click the adjacent arrow icon to download a file onto your computer.

Assignment

The assignment's name. If the assignment is set up for ungraded practice, you will see it labeled as **(Not Graded)**.

Date Due

The last day you can submit an assignment for full credit. Your instructor may set up your assignments to allow late submissions, however, you most likely will be penalized.

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 weighting 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 selected by your instructor.

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

Take.  Begins a graded assignment.

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

Retake.  Start a new take of a previously completed assignment.

Resume.  Continue taking an unfinished assignment you saved in progress.

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

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.  Clicking this button allows you to print your assignment before taking it. This option, when available, allows you to work through the assignment on paper before entering answers online.

Enter Content Access Code.  If this link is displayed, you will need to submit an Access Code at your **CengageBrain** account. See [“Entering a Content Access Code”](#) on page 61 for details.

Closed. “Closed” means you can no longer take the assignment. Its **Unavailable 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

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

of Submissions Allowed

Here you can see how many more times you can submit an assignment.

Time Allowed

Here you can see how much time your instructor is allowing to take an assignment, or if there is unlimited time.

Score

For completed assignments, this column can show your current score as a percentage (if made viewable by your instructor) or a pass/fail status. For Reading assignments the Score displays the time spent during your last visit. When your instructor permits it, you can see related feedback on a completed assignment by clicking your score to open the **View Assignment Results** page.

Notes

Here you can see 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.

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

WORKING WITH ASSIGNMENTS

Your instructor creates and assigns activities in CengageNOWv2, which you access from the **Assignments** page. These activities can include all assignment types, from graded Tests to practice Homework, and from Reading to Adaptive Study Plan materials to visiting external web sites.

Your instructor can choose to track your work in a variety of basic assignment types. CengageNOWv2 is able to grade most of your assignments electronically; it tracks your progress, then reports your scores to your instructor. Any assignment can also be made available as ungraded “practice,” however, Reading assignments are always ungraded.

Assignment content can range from simple lists of multiple-choice questions, to complex equations or multi-entry forms, to reading an eBook chapter or Web page — depending on the course, subject, and textbook content.

Some assignments offer feedback, specific instructions, or interactive content to help guide you in developing your answers. Others may include personalized learning plans that are determined by the results of a diagnostic quiz.

Note: Your instructor has the option to record any external assignments to include in your CengageNOWv2 course score. These assignments are recorded as “External to this website,” and their information is available from your **Grades** and **Assignments** pages.

Guidelines for Taking Assignments

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

- Complete and submit the assignment before its **Date Due** and **Time Allowed**. (Not all assignments are timed.)

Note: ASP and Reading assignments cannot be submitted manually. ASP assignments are submitted automatically when their Due Date passes.

- Some assignments may provide a **Unavailable Date**, however, instructors generally penalize for each day after the **Due Date** has passed.

Note: The **In Progress** icon  indicates the 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.

- 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 CengageNOWv2 within a few minutes.

Note: CengageNOWv2 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.

- 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 if you are having problems using CengageNOWv2.
- Take advantage of the **Check My Work** button for questions that provide it. This checks your answer, and gives you helpful feedback, allowing you to improve your answer before your assignment is graded. Also, your progress is saved each time you move to a new question or click **Check My Work**.

Note: The CengageNOWv2 server also automatically saves your work at regular, short intervals.

- Some assignments provide an **Email Instructor** button. This allows you to send an email message with a screen shot and a link allowing your instructor to see the exact question content on which you are working.
- For additional assistance, your assignment may display buttons along the top of the page for options providing you with additional assistance or information, such as a **Calculator**, access to your **eBook**, **Audio**, related **Exercises**, **Show Me How** videos, **Dynamic Exhibits**, **Hints**, **Instructions**, and **Spreadsheets**.
- When available, click the **Submit Assignment for Grading** button only when you are completely finished. Each time you submit an assignment for grading it is counted as one of your allowed “takes” (not all assignments allow multiple takes).

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 CengageNOWv2. Be sure each page loads completely before proceeding.

Working with Blank Sheet of Paper Questions

The **Blank Sheet of Paper** (BSOP) is an accounting problem type specifically designed to prepare you for written accounting exams. BSOP items offer an assessment format that closely resembles how accounting journals are completed manually. This improved format helps close the gap between what you learn from online homework vs. the style of questions you encounter when taking in-class exams.

BSOP items utilize a moveable, multi-page design that supplies components (e.g. instructions, journals, statements, etc.) that open in separate panels. You can arrange the panels so that all the elements of a problem are on one screen, which assists in you in the process of completing the problem and understanding the accounting system.

The screenshot displays a digital accounting problem interface. On the left, a sidebar lists five questions, with the second one, 'PE.1-05.B', selected. The main area is titled 'Statement of owner's equity' and contains an 'Instructions' panel. The instructions state: 'The revenues and expenses of Sentinel Travel Service for the year ended August 31, 2016, follow:'. Below this, a table lists accounts and their amounts:

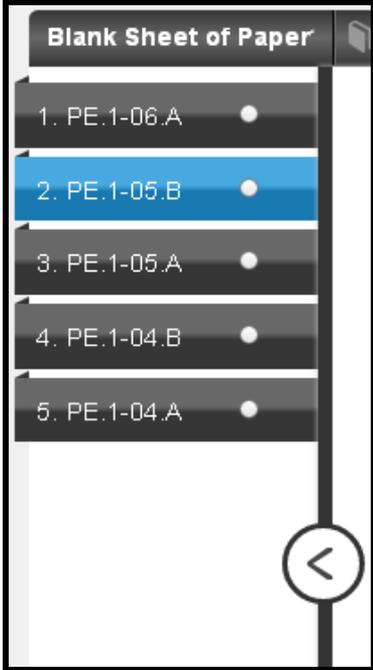
Accounts (revenue and expense items)	
Fees earned	\$750,000
Office expense	295,000
Miscellaneous expense	12,000
Wages expense	450,000

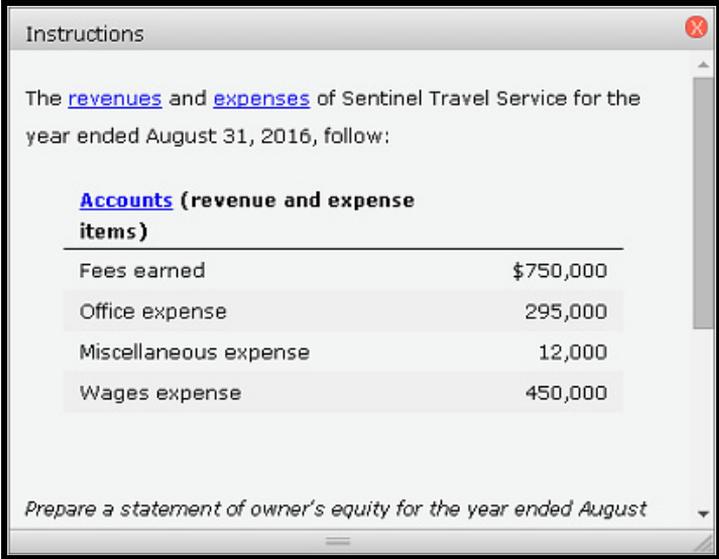
At the bottom of the instructions panel, it says: 'Prepare a statement of owner's equity for the year ended August'. The interface also includes a 'Check My Work' button, 'Previous' and 'Next' navigation arrows, and a bottom status bar showing 'Assignment Score: 0.0%' and 'All work saved.' along with buttons for 'Email Instructor', 'Save and Exit', and 'Submit Assignment for Grading'.

A Blank Sheet of Paper Question

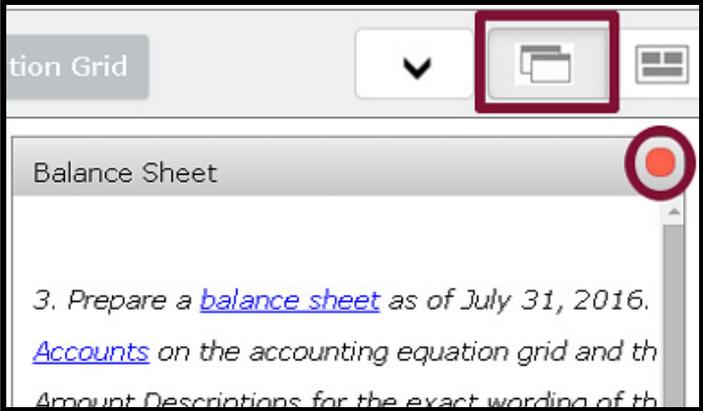
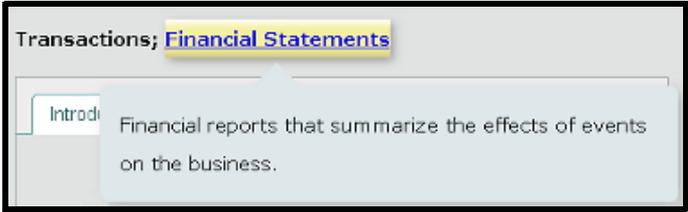
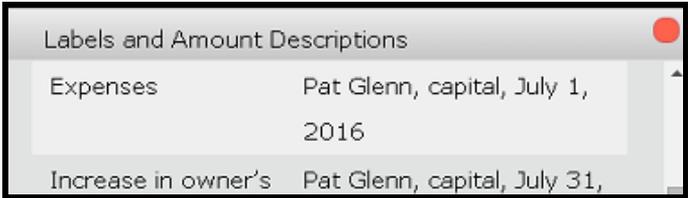
Blank Sheet of Paper questions include the following features:

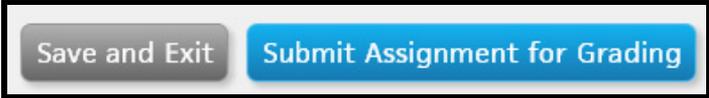
- Multi-panel view allowing you to select the individual display of instructions, introductions, charts, and forms.
- Panels are manually arranged by dragging them with your cursor to display relevant information without the need for excessive scrolling.
- Collapsible navigation panel on the left displays question names and feedback for your responses.
- Select from different tiling methods to have the system automatically arrange the panels for you (horizontally, cascading, or stacked at full window).
- Clickable pop-up glossary for key terms.
- Refer to the Chart of Accounts to determine impacted accounts.
- Copy and paste from the Chart of Accounts for ease of entry and to avoid spelling errors.
- During your CNOWv2 assignment take, entries can be made in any order without being marked incorrect.
- Dates can be entered in any format.
- Click **Check My Work** to receive feedback on fields that contain an entry. If there is a limit on the number of Check My Work clicks, this information is displayed adjacent to the button.

Function	Looks like this...
<p>Below are listed some of the features you are likely to encounter when working with a Blank Sheet of Paper question.</p>	
<p>Use the collapsible column on the left to navigate between questions by clicking a question name in the column to the left of the page.</p> <p>You can work on questions in any order.</p> <p>The item you have open is highlighted.</p> <p>Collapse the panel by clicking the arrow toggle.</p> <p>When your instructor allows it, the icons in this column can display your answer's status:</p> <ul style="list-style-type: none">  100% correct  Incorrect  Partially Correct  Needs Instructor grading 	

Function	Looks like this...
<p>When your instructor allows it, clicking the Check My Work button displays feedback on your current entries.</p>	
<p>Start by reading the Instructions panel carefully.</p> <p>This panel provides key information for correctly filling out the forms required for your question.</p>	

Function	Looks like this...
<p>Click the appropriate button in the panel display bar to open a specific panel.</p> <p>Hovering your mouse over the bar or clicking the arrow icon will expand it to display buttons for additional panels (when available).</p> <p>The active panels are indicated by a darkened buttons.</p>	
<p>Arrange the panels on your work screen by clicking the buttons for cascade, tiled horizontally, or stacked horizontally at full screen.</p> <p>When using a mobile device, stacked horizontally may be your best selection.</p>	

Function	Looks like this...
<p>Click the red circle in the upper right corner to close a panel.</p> <p>The panel display must be set to Cascading for the red close button to appear.</p>	 <p>The screenshot shows a software interface with a panel titled 'Balance Sheet'. In the top right corner of the panel's header, there is a red circle highlighting a close button. To the left of this, a red box highlights the 'Cascading' view icon. The main content of the panel includes the text: '3. Prepare a balance sheet as of July 31, 2016. Accounts on the accounting equation grid and the Amount Descriptions for the exact wording of th</p>
<p>Open a pop-up glossary by clicking a hypertext term or phrase. Click anywhere on the screen to close the glossary window.</p>	 <p>The screenshot shows a pop-up glossary window with the title 'Transactions; Financial Statements'. The main content area contains the text: 'Introduction: Financial reports that summarize the effects of events on the business.'</p>
<p>When available, the Labels and Amount Descriptions panel provides you with information necessary for setting up your forms.</p>	 <p>The screenshot shows a panel titled 'Labels and Amount Descriptions'. It contains a table with two columns: 'Labels' and 'Amount Descriptions'. The first row shows 'Expenses' and 'Pat Glenn, capital, July 1, 2016'. The second row shows 'Increase in owner's' and 'Pat Glenn, capital, July 31,'.</p>

Function	Looks like this...
<p>When you are completely finished, click Submit Assignment for Grading. This action uses up one of your takes (if more than one take is allowed).</p> <p>When your assignment permits it, you may also resume your assignment later by clicking Save and Exit.</p>	

Taking a Homework or Test Assignment

When taking Test and Homework assignments, you can potentially see questions in a variety of formats. When working with accounting forms, you work with ledger or journal entries. When you are answering multiple choice and true/false questions, you select a choice from a list. For other questions, you may need to enter multiple answers, type short essay responses, or link matching items with your cursor.

Some questions can offer links for a **Calculator**, **Check My Work**, **Hints**, **Show Me How** videos, **Exercises**, **Audio** support, **eBook** content, or a **Spreadsheet**. Questions with multiple answers may provide a **Clear All** button 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).

The screenshot displays a CengageNOWv2 assignment interface. At the top right, it shows 'Assignment Score: 65%'. The main content area is titled 'Chapter 1 - Homework' and contains a list of five items: '1. Tell Me More: 1-1', '2. Tell Me More: 1-2', '3. PE.1-01A', '4. PE.1-01 Algorithmic', and '5. Journalizing and Posting'. Item 3 is selected and highlighted in blue. To the right of the list, the 'Cost Concept' question is displayed. The question text reads: 'On February 22, Kountry Repair Service extended an offer of \$200,000 for land that had been priced for sale at \$250,000. On April 3, Kountry Repair Service accepted the seller's counteroffer of \$230,000. On September 15, the land was assessed at a value of \$185,000 for property tax purposes. On January 9 of the next year, Kountry Repair Service was offered \$300,000 for the land by a national retail chain. At what value should the land be recorded in Kountry Repair Service's records?'. Below the question, the user has entered '\$ 230,00' in a text box, which is marked with a green checkmark. A circular navigation button with a left arrow is positioned over the text box. At the bottom of the question area, there are 'Check My Work', 'Previous', and 'Next' buttons. The bottom of the interface shows a status bar with 'All work saved.' and three buttons: 'Email Instructor', 'Save and Exit', and 'Submit Assignment for Grading'. The progress indicator on the left shows 'Progress: 3/5 Items'.

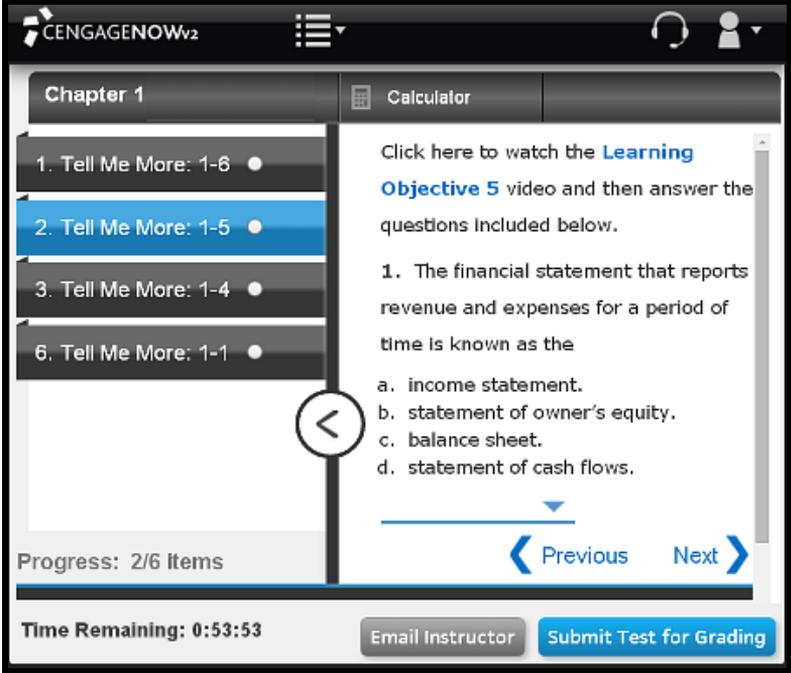
A Fill in the Blank Question

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 CengageNOWv2 and be sure each page loads completely before proceeding.

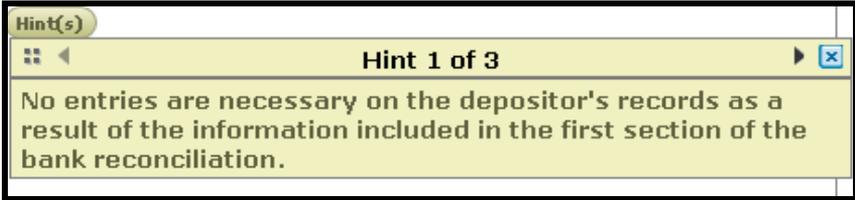
Follow the steps below when taking a Homework or Test assignment:

Step	Action: To take a Homework or Test assignment
	<p>While taking a Homework or Test assignment, your work is automatically saved at short intervals. You may see a warning message, if for some reason the save process fails. Once the system successfully saves your work, the warning message disappears (press ESC to remove the message yourself).</p>
1	<p>Select the Assignments link in the heading to open the Assignments page.</p>
2	<p>If necessary, select the appropriate course from the Course or Section drop-down menu.</p>
3	<p>Begin your assignment by clicking an option in the Actions column.</p> <p>Take.  Begins your first attempt on a graded assignment.</p> <p>Practice  Starts a review assignment that is Not Graded. Depending on your instructors settings, this can be an assignment you already completed for a grade.</p> <p>Retake.  Starts a new take of an assignment you have previously submitted. If your instructor allows it, you may be able to see your responses and feedback from your previous take. However, not all assignments allow multiple takes.</p> <p>Resume.  Continues an assignment that you saved in progress. Not all assignments can be saved and resumed.</p> <p>Any of these actions opens the Assignment Ready page. (If your take is subject to a late penalty, it is noted here.)</p>

Step	Action: To take a Homework or Test assignment
4	<p>Before beginning your assignment, you can review the Assignment Ready page to see 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;"><p>Your assignment, Homework is ready. ?</p><p>Please Note</p><ul style="list-style-type: none">• 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.<p>To avoid unintended assignment submission:</p><ul style="list-style-type: none">• Do not use the browser Back button, History trail, or Refresh button.• Do not leave the assignment open and inactive for more than 2 hours.• Do not close the assignment using the browser’s close tools.• When you are ready to submit the assignment, use the assignment’s Submit button.• 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 in within a few minutes of the crash.<p>Cancel Resume Assignment Now</p></div> <p>Graded assignments describe any special scoring conditions or late penalty in effect on this take. Assignments labeled (Not Graded) are intended for practice only.</p> <p>To exit the Assignment Ready page without starting the assignment, click Cancel. If you cancel at this point, the take is not counted.</p>

Step	Action: To take a Homework or Test assignment
5	<p>Click the Start Assignment Now button to begin taking an assignment for the first time. If you are continuing an assignment, the button is labeled Resume Assignment Now.</p> <p>Your assignment take page opens (a Test is shown below).</p> 
6	Read each question carefully, and answer as directed.
7	<p>(Optional) When available, open the basic calculator by clicking the Calculator button  Calculator . You can reposition the calculator window within your browser by dragging it with your cursor.</p>

Step	Action: To take a Homework or Test assignment
8	<p>For Homework questions that provide it, be sure to click the Check My Work link, which provides feedback, saves your current response, and evaluates the correctness of your current answer. This will allow you to improve your answer on that question before you submit the assignment for grading. Standard feedback can include the following:</p> <ul style="list-style-type: none"> <input type="radio"/> Correct . <input type="radio"/> Partially Correct . The answer has one or more elements that are incomplete or incorrect. <input type="radio"/> Incorrect . <input type="radio"/> Needs Instructor Grading . The answer you entered must be evaluated by your instructor. <p>If your instructor has enabled it, clicking Check My Work can also display a collapsible feedback window.</p> <div data-bbox="365 906 1153 1271" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Feedback</p> <hr/> <p>▼ Check My Work</p> <p>a. Rearrange the accounting equation to calculate the total liabilities.</p> <p>b. The ratio uses total liabilities and total stockholders' equity.</p> <p>Learning Objective 6</p> <p>▼ Post-Submission</p> <p>a. \$40,125 – \$18,889</p> </div> <p>This window tells you if your answer is “correct,” “partially correct,” or “incorrect” in addition to any additional feedback or the solution, as determined by your instructor. Click the arrow icons to collapse or expand either the entire window or individual feedback sections.</p>

Step	Action: To take a Homework or Test assignment
9	<p>In assignments that provide it, you can click the Hint(s) button to access one or more tips for answering your question.</p> <div data-bbox="331 373 1186 573" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Click the arrow icons at the top of the dialog box to navigate between hint messages.</p>
10	<p>When available, use the Email Instructor button to send an email to your instructor. This email includes your message along with a screen shot and link that allows your instructor to see the exact assignment content on which you are working.</p>
11	<p>To go to a new question, just click a number in the column to the left, or use the Previous and Next links in the lower corner of the page.</p> <p>In most assignments, you can work through the questions in any order. This makes it easy to answer skipped questions or change your previous answers before submitting the assignment for grading.</p>
12	<p> Use the arrow icon adjacent to the question column to minimize or expand the list of questions.</p>
13	<p>If the assignment allows it, you can click the Save and Exit button to save your assignment to resume later.</p> <p>You can then finish your work in a later session by clicking Resume on the Assignments page (as long as you take it before its Due Date or Unavailable Date).</p>

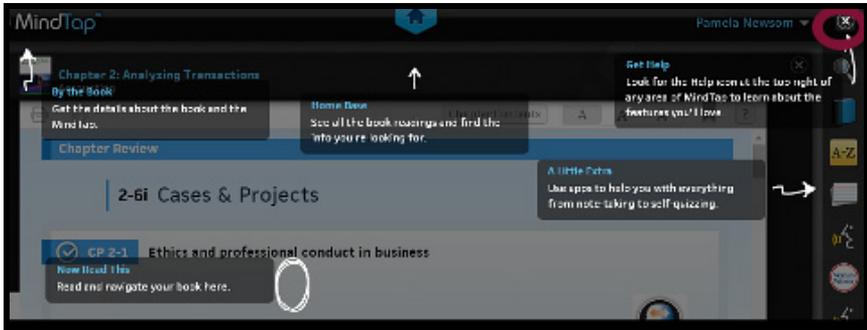
Step	Action: To take a Homework or Test assignment
14	<p>When you are completely finished with all sections of the assignment, click the Submit Assignment for Grading or Submit Test for Grading button (this button is labeled Submit Assignment or Submit Test for Practice work).</p> <p>The Submit Assignment for Grading? 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 gives you an option to continue the assignment.</p> <p>Caution: Each time you click the submit button, you consume one of your available takes. Many assignments, however, are set up to allow only one Take.</p>
15	<p>Depending on your assignment's settings, either the View Assignment Results page or the Assignment Finished page will open.</p> <p>The View Assignment Results page provides a detailed overview of your take, including a review of the assignment content and your responses.</p> <p>The Assignment Finished page allows you to see if you have any remaining takes; you will also have links to Take This Assignment Again or Go Back to the Assignments List.</p>

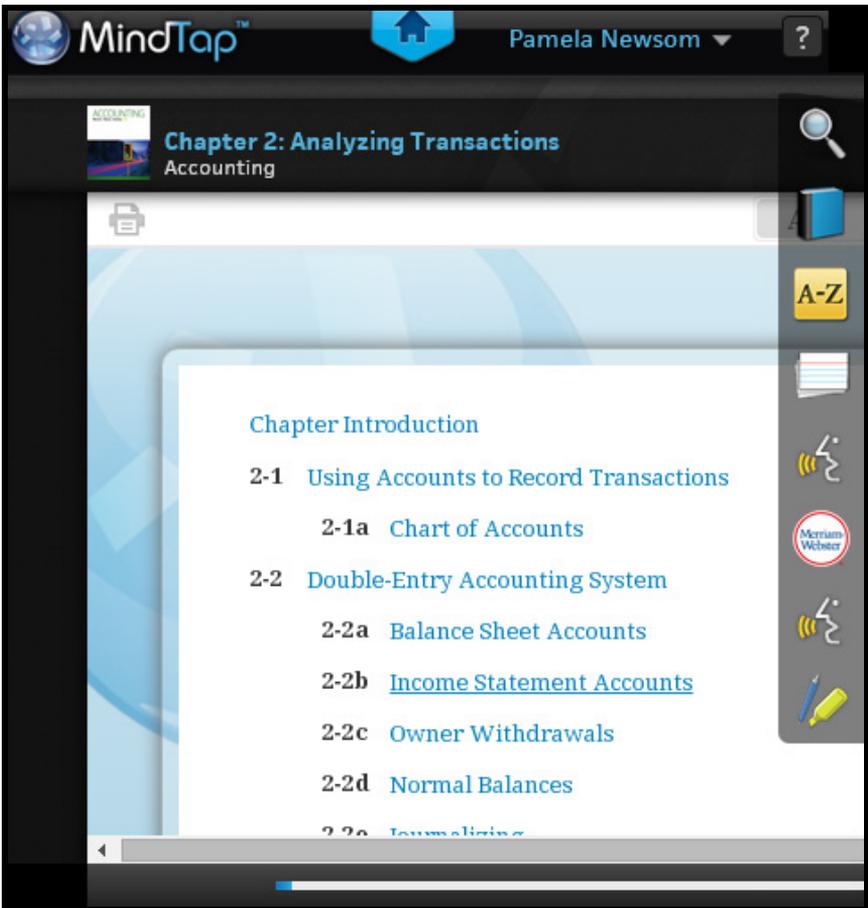
Taking a Reading Assignment

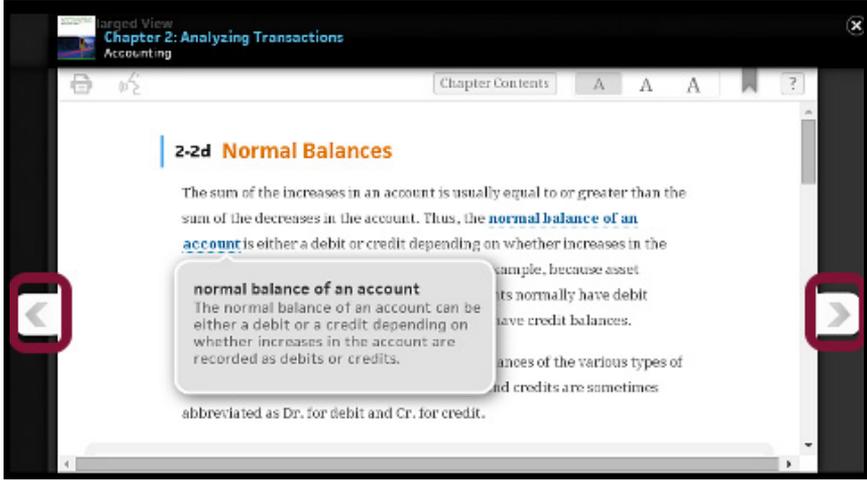
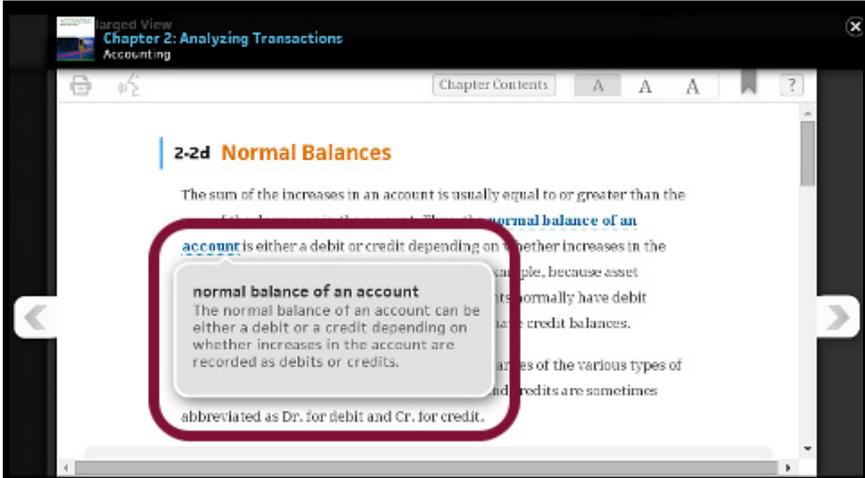
Reading assignments are always ungraded and are simply a means for your instructor to track your time spent reading specific chapters in your online textbook (or other materials). However, it is possible for any assignment to be made available as ungraded "practice."

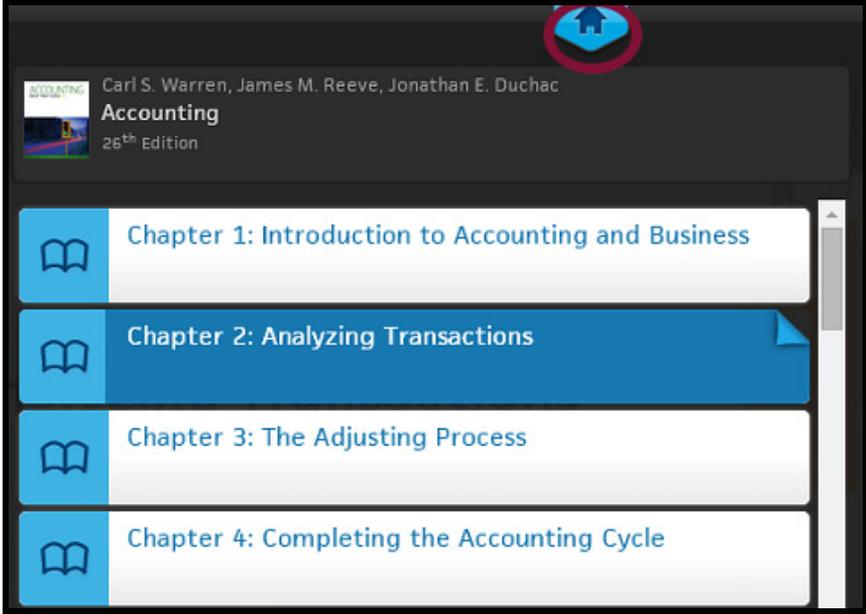
Reading assignments are recorded as single sessions on your **Assignments** page; exiting automatically records your time spent. Most textbooks also allow you to read your eBook online from the Mind Tap link on the CengageBrain web site.

Step	Action: To take a Reading assignment
1	Select the Assignments link in the heading to open the Assignments page.
2	If necessary, select the appropriate course from the Course or Section drop-down menu.
3	<p>Click Take  in the Actions column to begin your Reading assignment for the first time.</p> <p>Click Resume  to continue with an assignment that you have already started.</p>
4	<p>The Assignment Ready page opens. This page tells you if and when the assignment is due and provides tips on maximizing the results on your assignment “take.”</p> <div data-bbox="339 834 1182 1398" style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p>Your assignment, Chapter 2 - Reading (Not Graded), is ready. </p> <p>Please Note</p> <ul style="list-style-type: none"> • This assignment is due at 12:00 AM on Dec 31, 2014. <p>To avoid unintended assignment submission:</p> <ul style="list-style-type: none"> • Do not use the browser Back button, History trail, or Refresh button. • Do not leave the assignment open and inactive for more than 2 hours. • Do not close the assignment using the browser's close tools. • 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. <p> </p> </div> <p>To exit the Assignment Ready page without starting the assignment, click Cancel. If you cancel at this point, your time is not recorded.</p>

Step	Action: To take a Reading assignment
5	Click the Start Assignment Now button to begin taking an assignment for the first time. If you are continuing an assignment, the button is labeled Resume Assignment Now .
6	<p>Click the Click here to begin taking your MindTap Reading assignment link to get started. At this point, even if you click Exit, your take is recorded.</p> <div data-bbox="325 495 1190 695" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>Your Reading assignment opens in a new browser window.</p>
7	If this is your first access, review the MindTap Service Agreement , and click Accept at the bottom of the page. You also have the option to print the service agreement, if you so choose.
8	<p>Review the Help overlay to familiarize yourself with the interface. This overlay automatically opens the first time you access your assignment.</p> <div data-bbox="301 1017 1168 1347" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>You can click the Question Mark icon in the upper right corner at any time to see the Help overlay again.</p>

Step	Action: To take a Reading assignment
9	<p>(Optional) Click your name in the heading to expand a menu of helpful links to the Cengage Learning MindTap support site, a Getting Started tutorial with details on advanced MindTap options, the MindTap System Check, and a link for logging out of your MindTap session. (Supplemental guides and support will open in a new browser window.)</p>
10	<p>When your assignment opens to a table of contents, use it to navigate through the chapter's sections. Clicking Chapter Contents in the heading of any page returns you to the table of contents.</p> 

Step	Action: To take a Reading assignment
11	<p>Click the previous and next arrows to flip through the book's sections.</p> 
12	<p>(Optional) Click the hypertext words or phrases to open a glossary pop-up. To close the glossary, click anywhere on the page.</p> 

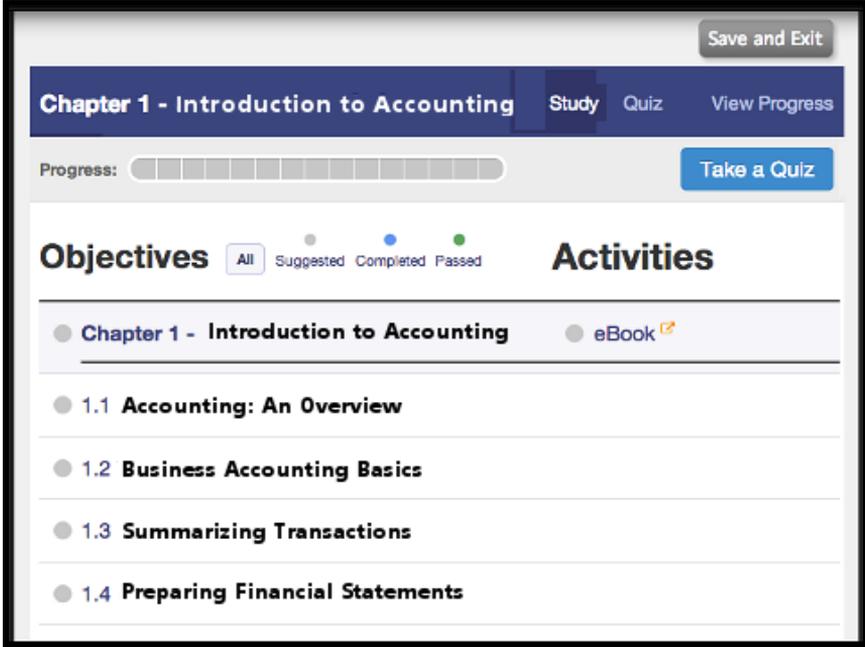
Step	Action: To take a Reading assignment
13	<p>(Optional) Click the Home navigator icon in the heading to open the MindTap Learning Path. Click a chapter name to open any chapter in your book.</p> 
14	<p>When you are completely finished with all sections of the assignment, click Logout under your name in the heading, close the window, and return to the “begin assignment” page.</p>  <p>Click the Exit button to open the Assignment Saved page, where you have options for any likely next steps.</p>

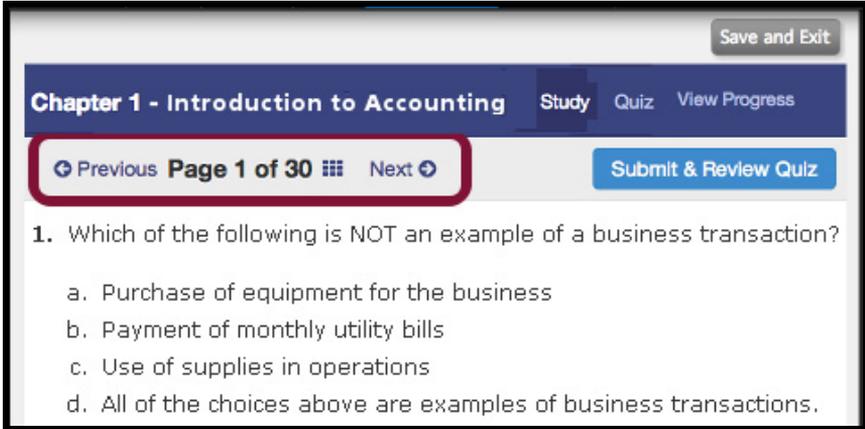
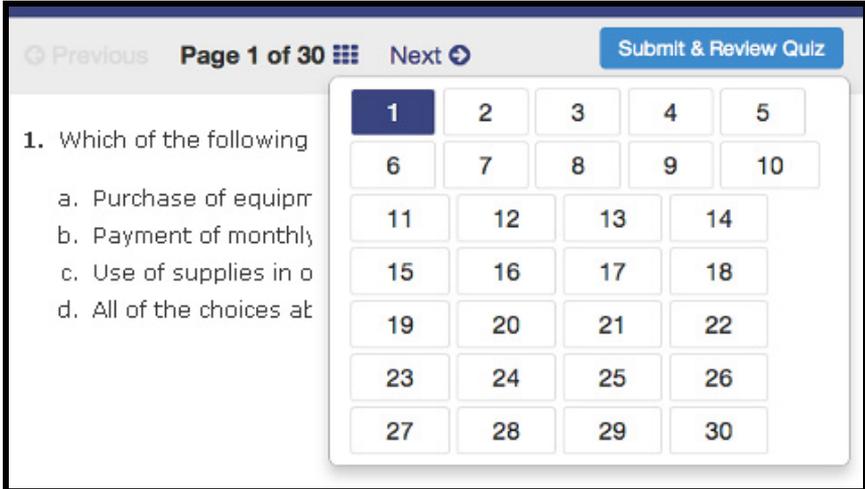
Taking an Adaptive Study Plan Assignment

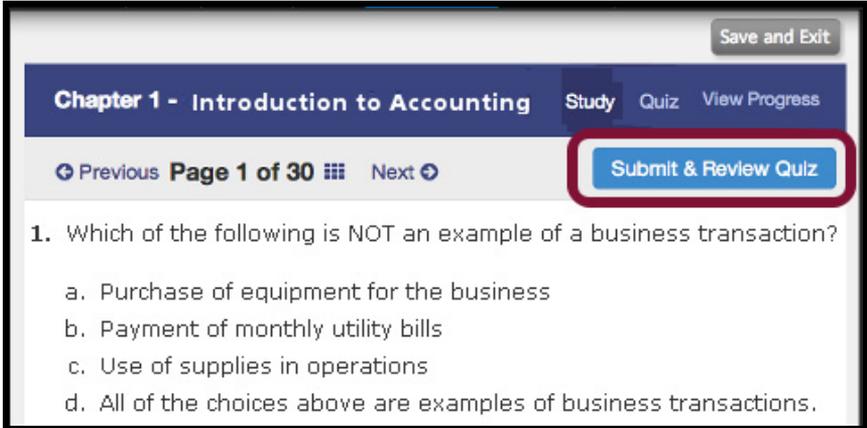
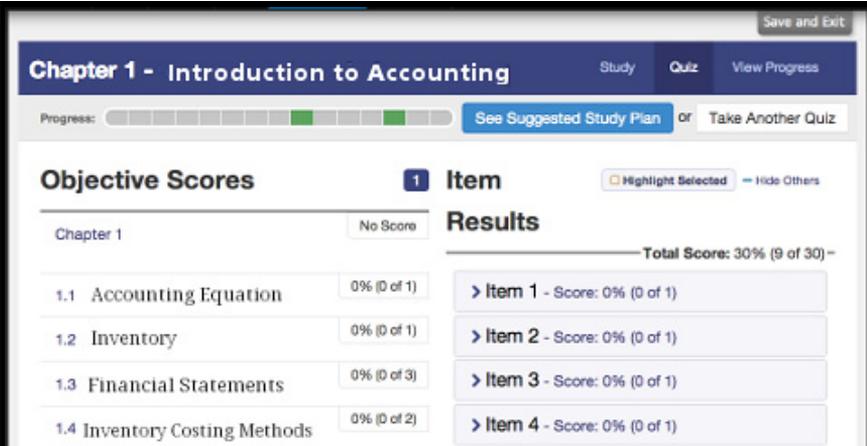
Adaptive Study Plan (ASP) assignments provide a way for you to improve your knowledge-base in fundamental concepts in preparation for a test or as augmentation to your course. You have the option to start your ASP assignment with a preliminary quiz to identify any knowledge gaps you might have. The assignment then leads you through the recommended study materials until mastery is achieved on the required topics. However, the material can be taken in any order — you can work through the objectives first and take the quiz later.

You can work through your Adaptive Study Plans as many times as desired with no overwriting. You are also able to save your work and resume your take at a later time. Your assignment is automatically submitted when the due date passes.

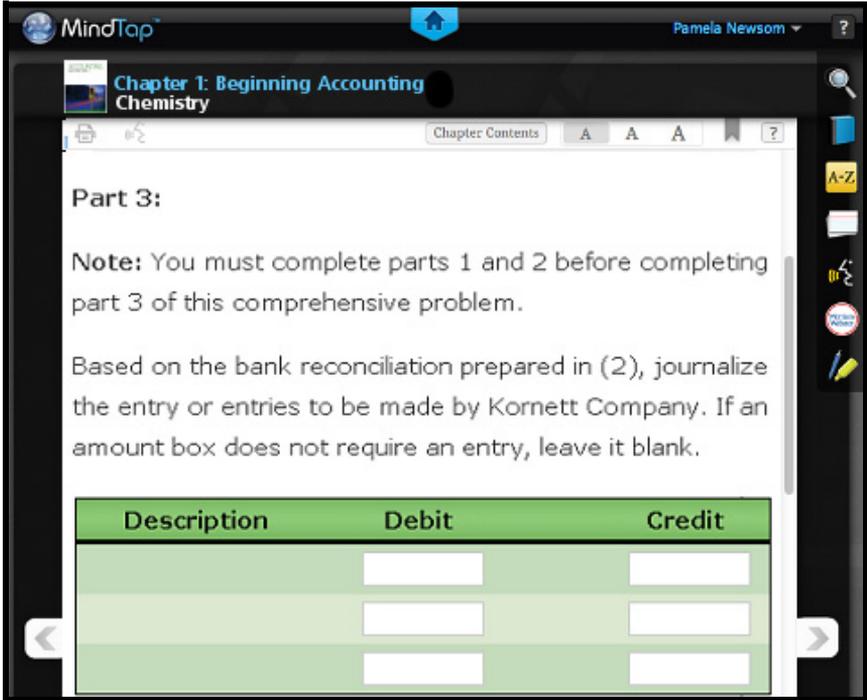
Step	Action: To take an Adaptive Study Plan assignment
1	Click the Assignments link in the heading to open the Assignments page.
2	Select the appropriate course, from the Course or Section drop-down menu, if necessary.
3	<p>Begin your assignment by clicking an option in the Actions column, which opens the Assignment Ready page.</p> <p>Take.  Begins your first attempt on a graded assignment.</p> <p>Practice  Starts a review assignment that is Not Graded. Depending on your instructors settings, this can be an assignment you already completed for a grade.</p> <p>The Assignments page view must be set to All Assignments for Practice assignments to be displayed.</p> <p>Resume.  Continues an assignment that you saved in progress. Not all assignments can be saved and resumed.</p>

Step	Action: To take an Adaptive Study Plan assignment
4	<p>Click the Start Assignment Now button to load your ASP assignment. (Depending on the status of your assignment, this button can also be labeled Resume Assignment Now.) When taking the assignment for the first time, you will see a page displaying all the learning objectives for the chapter as being “suggested.”</p>  <p>You can also click Cancel to exit without starting the assignment.</p>
5	<p>Click Take a Quiz when beginning an assignment, this determines the objectives on which you need to focus. (Otherwise, you will resume at the step where you last saved your assignment.)</p> <p>The page refreshes, showing the first question.</p>

Step	Action: To take an Adaptive Study Plan assignment
6	<p>Move through the Quiz questions by using the Previous and Next buttons.</p>  <p>The screenshot shows a quiz interface for 'Chapter 1 - Introduction to Accounting'. At the top right is a 'Save and Exit' button. Below it are tabs for 'Study', 'Quiz', and 'View Progress'. A navigation bar contains 'Previous', 'Page 1 of 30' (with a grid icon), and 'Next'. A 'Submit & Review Quiz' button is on the right. The question is: '1. Which of the following is NOT an example of a business transaction?' with options: a. Purchase of equipment for the business, b. Payment of monthly utility bills, c. Use of supplies in operations, d. All of the choices above are examples of business transactions.</p> <p>Clicking the grid icon opens a menu of corresponding numbers you can use to go directly to a specific question. The currently active question is highlighted.</p>  <p>The second screenshot shows the same quiz interface, but with a grid overlay for navigating to specific questions. The grid contains numbers 1 through 30. The number '1' is highlighted in a dark blue box, indicating the current question. The question text is partially visible on the left: '1. Which of the following' and options a, b, c, and d.</p>
7	<p>(Optional) Click Save and Exit for the activity if you need to save your work and resume at a later time.</p>

Step	Action: To take an Adaptive Study Plan assignment
8	<p>Click the Submit & Review Quiz button when you have answered all the questions.</p>  <p>The screenshot shows a quiz interface for 'Chapter 1 - Introduction to Accounting'. At the top right is a 'Save and Exit' button. Below the chapter title are tabs for 'Study', 'Quiz', and 'View Progress'. A progress indicator shows 'Page 1 of 30'. The 'Submit & Review Quiz' button is highlighted with a red box. Below the button is a question: '1. Which of the following is NOT an example of a business transaction?' with four multiple-choice options: a. Purchase of equipment for the business, b. Payment of monthly utility bills, c. Use of supplies in operations, and d. All of the choices above are examples of business transactions.</p> <p>The Quiz page refreshes to display your Item Results and Objective Scores.</p>  <p>The screenshot shows the results page for 'Chapter 1 - Introduction to Accounting'. It features a progress bar and buttons for 'See Suggested Study Plan' and 'Take Another Quiz'. The 'Objective Scores' section shows a 'No Score' for 'Chapter 1'. The 'Item Results' section shows a 'Total Score: 30% (9 of 30)'. Below this, there are four items listed with their respective scores: Item 1 (0% of 1), Item 2 (0% of 1), Item 3 (0% of 1), and Item 4 (0% of 1). There are also options to 'Highlight Selected' and 'Hide Others'.</p>

Step	Action: To take an Adaptive Study Plan assignment
9	<p>Clicking a section name in the Objective Scores column to highlight the corresponding questions in the Item Results pane. Clicking on an individual item expands the entry and displays the question content for you to review.</p> <div data-bbox="329 407 1186 1195" style="border: 2px solid black; padding: 10px;"> <p>Item Results <input type="checkbox"/> Highlight Selected <input type="button" value="Hide Others"/></p> <hr/> <p style="text-align: right;">Total Score: 3% (1 of 30)</p> <p>▼ Item 3 - Score: 100% (1 of 1)</p> <p>3. Filming a dance competition and leaving a \$3,500 invoice with the customer. This transaction:</p> <ul style="list-style-type: none"> a. Increases the cash account and increases the accounts receivable account by \$3,500 b. Increases the accounts receivable account and increases the service revenue account by \$3,500 c. Decreases the cash account and increases the accounts receivable account by \$3,500 ✓ d. Increases the accounts receivable account and decreases the service revenue account by </div> <p>You can control how many items are displayed by toggling between the controls for choosing Highlight Selected (allows you to highlight questions associated with specific sections) and then Hide Others (displays only those questions that are highlighted).</p>

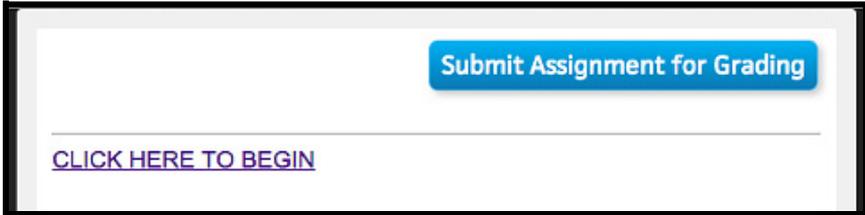
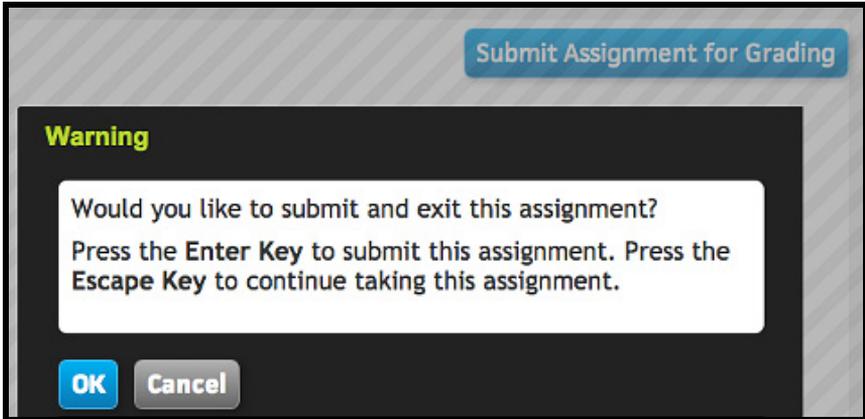
Step	Action: To take an Adaptive Study Plan assignment
10	<p>Click See Suggested Study Plan to see a page with specific topics and chapter sections suggested for you to review, based on your quiz results.</p>  <p>Your review material can consist of a variety of content, from reading sections from your eBook to watching a video.</p>
11	<p>Use the Progress bar for a quick overview of sections that need completion or to see those you have completed or passed. Each section of the bar is a link you can click to open the corresponding content in the Activities pane.</p> 

Step	Action: To take an Adaptive Study Plan assignment
12	<p>Compare your progress over multiple takes by clicking the View Progress tab and choosing a graph style. You can select from a Grouped bar graph, a Stacked bar graph, or a Line graph.</p> <div data-bbox="325 407 1190 1098" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Grouped Objective Scores by Take Grouped Stacked Line</p> </div> <p>Note: While taking an ASP assignment, your work is saved by the server at short intervals. You may see a warning message, if for some reason the save process fails. Once the system successfully saves your work, the warning message will automatically disappear (or press ESC to remove the message yourself).</p>

Taking an External Assignment

Instructors can set up **External** assignments to track your work on a variety of activities outside of CengageNOWv2.

Step	Action: To take an External assignment
1	Click the Assignments link in the heading to open the Assignments page.
2	<p>Begin your assignment by clicking an option in the Actions column to open the Assignment Ready page.</p> <p>Take.  Begins your first attempt on a graded assignment.</p> <p>Practice  Starts a review assignment that is Not Graded.</p> <p>The Assignments page view must be set to All Assignments for Practice assignments to be displayed.</p> <p>Retake.  Starts a new take of an assignment you previously submitted. However, not all assignments are set up to allow multiple takes.</p> <p>Resume.  Continues an assignment that you saved in progress. Not all assignments can be saved and resumed.</p>

Step	Action: To take an External assignment
3	<p>Click the Start Assignment Now button and then click CLICK HERE TO BEGIN after the page refreshes.</p>  <p>The assigned website opens in a new browser tab.</p>
4	Close the external site tab when you have completed the objectives for the assignment and return to the browser tab displaying CengageNOWv2.
5	Click Submit Assignment for Grading and a confirmation dialog box opens.
6	<p>Click OK on the Warning dialog box to open the Assignment Finished page, which will provide you with take information and links to likely next steps.</p> 

Using the View Assignment Results Page

After you submit an assignment for grading, you may have the option to view details for your take(s) on the **View Assignment Results** page. From this page you can review assignment data and individual item content for up to the first 20 takes (when multiple takes are allowed).

Your instructor controls whether you have access to this page and how much time must pass before it becomes available. Also, the type of information displayed is determined by your instructor's settings and the type of assignment being viewed.

Note: If your assignment take was subject to a late penalty, the penalty is reflected in your score.

You can access the **View Assignment Results** page from several areas in CNOWv2:

- On the **Assignment Finished** page, click the **View Assignment Results** link.
- On the **Grades** page, click a score appearing in the % column. (This option is not available from the **Study Tools** view.)
- On the **Assignments** page, click the entry appearing in the **Score** column.
- This page can display automatically immediately after you have submitted an assignment take.

Note: You need to click the **All Assignments** link on the **Assignments** page to access the scores for assignments that are no longer available for you to take.

Depending on your assignment type and how your instructor has set the assignment's options, you may see the following information displayed in the top section of the **View Assignments Results** page.

The screenshot displays the CengageNOWv2 interface. At the top, there are navigation tabs for 'Assignments', 'Grades', and 'Study Tools'. The main content area is titled 'View Assignment Results' and includes a 'Return to the Previous Page' link. Below this, a box contains the following information:

- Course name:** Course_12.06.2015
- Assignment name:** FITB - Homework

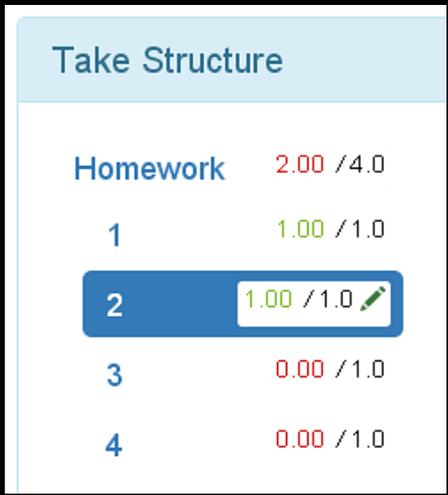
To the right, the 'Take Details' section shows:

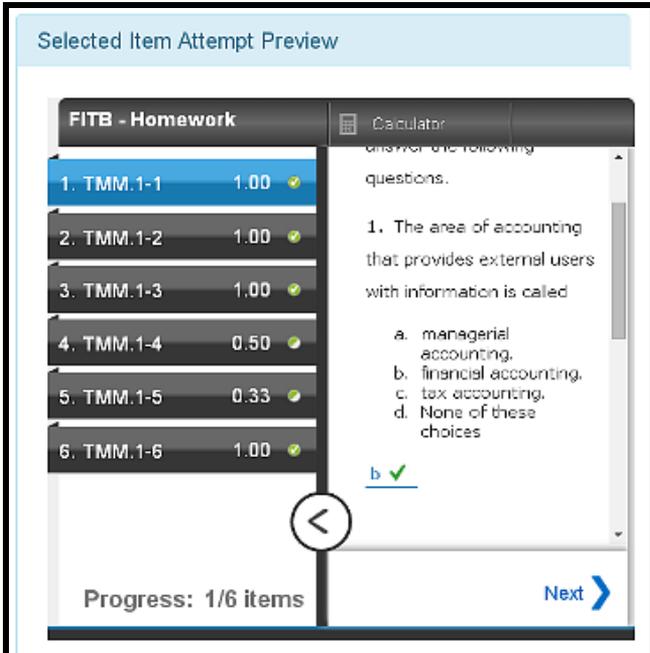
- Assignment score:** 80.56%
- Total Time spent:** 16 minutes, 10 seconds
- Score for selected take:** 80.56% (4.83/6)
- Time spent on selected take:** 16 minutes, 10 seconds

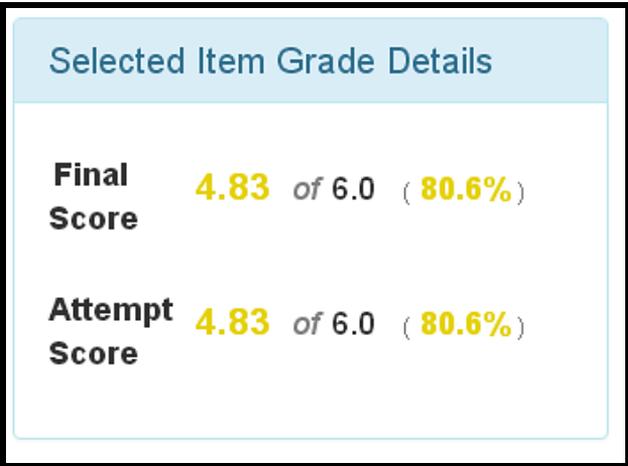
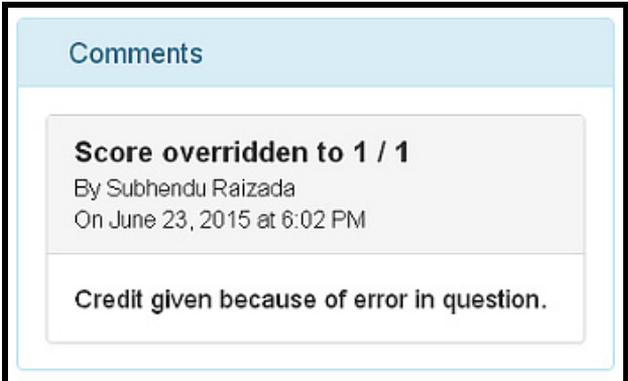
At the bottom left of the main content area, there is a link for 'Take 1 | Take 2'.

- The **Course name**.
- The **Assignment name**.
- The **Assignment score**. Your total score for this assignment as a percentage.
- The **Total Time spent** taking the assignment. When more than one take is submitted, the time shown is the total time spent on all takes.
- **Score for the selected take**. Displays a percentage and the points earned/points possible.
- **Time spent on selected take**. Displays the time for the selected take (see Take(#) below).
- **Take(#)**. When available, clicking a **Take(#)** link opens a view of the selected take. **ASP** assignments provide a review of the content and responses from only your most recent Quiz take.

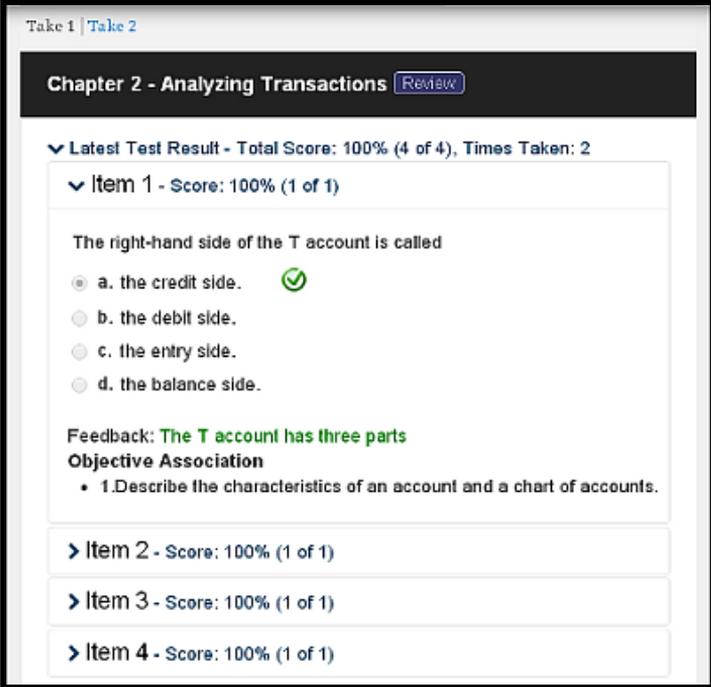
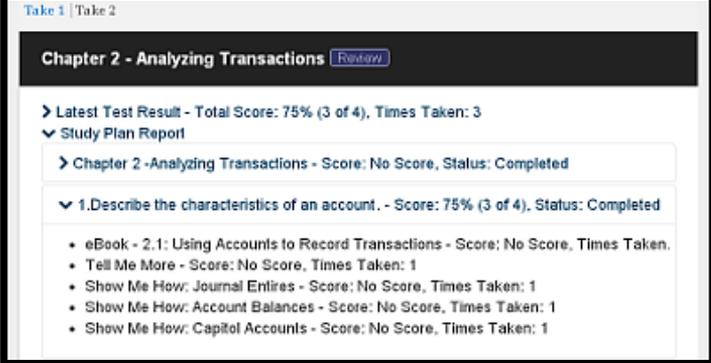
The display window at the bottom of the page is also dependent on the assignment type you are reviewing. For **Homework** and **Test** assignments you can see your assignment content, your responses, score, and comments from your instructor.

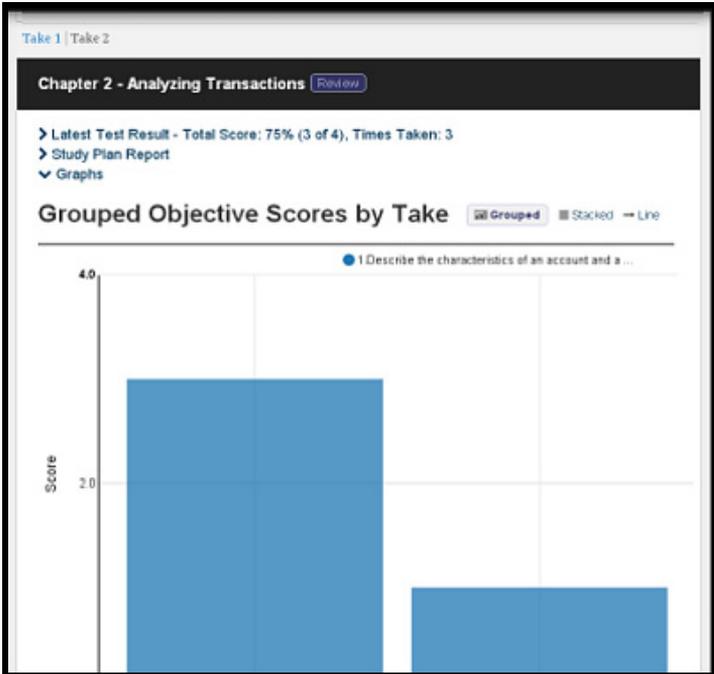
Function	Looks Like This...																		
<p>Use the Take Structure to select from specific items or the assignment as a whole. If your instructor edited the score, an adjacent pencil icon appears.</p> <p>Click the question number/name to see a copy of the item content, your response, the score, and any feedback. The selected item is also displayed in the Selected Item Attempt Preview pane.</p>	 <p>The screenshot shows a 'Take Structure' window with a list of homework items. The total score for the homework is 2.00 / 4.0. The items are numbered 1 through 4. Item 2 is selected and highlighted in blue, with a pencil icon next to its score of 1.00 / 1.0. Item 1 has a score of 1.00 / 1.0. Item 3 has a score of 0.00 / 1.0. Item 4 has a score of 0.00 / 1.0.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Score</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Homework</td> <td>2.00</td> <td>4.0</td> </tr> <tr> <td>1</td> <td>1.00</td> <td>1.0</td> </tr> <tr> <td>2</td> <td>1.00</td> <td>1.0</td> </tr> <tr> <td>3</td> <td>0.00</td> <td>1.0</td> </tr> <tr> <td>4</td> <td>0.00</td> <td>1.0</td> </tr> </tbody> </table>	Item	Score	Total	Homework	2.00	4.0	1	1.00	1.0	2	1.00	1.0	3	0.00	1.0	4	0.00	1.0
Item	Score	Total																	
Homework	2.00	4.0																	
1	1.00	1.0																	
2	1.00	1.0																	
3	0.00	1.0																	
4	0.00	1.0																	

Function	Looks Like This...																					
<p>The Selected Item Attempt Preview displays the content of the selection made in the Take Structure pane.</p> <p>If the entire assignment is selected, you can navigate through the items by clicking the Previous and Next buttons. When available, feedback is also displayed.</p>	 <p>The screenshot displays the 'Selected Item Attempt Preview' window. On the left, a list of items is shown under the heading 'FITB - Homework':</p> <table border="1"><thead><tr><th>Item ID</th><th>Score</th><th>Status</th></tr></thead><tbody><tr><td>1. TMM.1-1</td><td>1.00</td><td>✓</td></tr><tr><td>2. TMM.1-2</td><td>1.00</td><td>✓</td></tr><tr><td>3. TMM.1-3</td><td>1.00</td><td>✓</td></tr><tr><td>4. TMM.1-4</td><td>0.50</td><td>✓</td></tr><tr><td>5. TMM.1-5</td><td>0.33</td><td>✓</td></tr><tr><td>6. TMM.1-6</td><td>1.00</td><td>✓</td></tr></tbody></table> <p>The main content area shows a question: 'Answer the following questions.' The first question is: '1. The area of accounting that provides external users with information is called'. The options are: a. managerial accounting, b. financial accounting, c. tax accounting, d. None of these choices. Option 'b' is selected and marked correct with a green checkmark. A 'Next' button is visible at the bottom right, and a 'Progress: 1/6 items' indicator is at the bottom left.</p>	Item ID	Score	Status	1. TMM.1-1	1.00	✓	2. TMM.1-2	1.00	✓	3. TMM.1-3	1.00	✓	4. TMM.1-4	0.50	✓	5. TMM.1-5	0.33	✓	6. TMM.1-6	1.00	✓
Item ID	Score	Status																				
1. TMM.1-1	1.00	✓																				
2. TMM.1-2	1.00	✓																				
3. TMM.1-3	1.00	✓																				
4. TMM.1-4	0.50	✓																				
5. TMM.1-5	0.33	✓																				
6. TMM.1-6	1.00	✓																				

Function	Looks Like This...
<p>Selected Item Grade Details displays the Final Score, which is the score that applies to your grade, and the Attempt Score, which is the score you earned from the take.</p> <p>The font colors used for the scores reflects the same color-coded percentages used in your Gradebook Analytics reports.</p> <p>Red - below 70%. Orange - 70% to 79.99%. Yellow - 80% to 89.99%. Green - 90% to 100%.</p>	 <p>The screenshot shows a light blue header with the text "Selected Item Grade Details". Below the header, there are two rows of text. The first row is "Final Score" followed by "4.83 of 6.0 (80.6%)". The second row is "Attempt Score" followed by "4.83 of 6.0 (80.6%)". The numbers 4.83 and 80.6% are highlighted in yellow.</p>
<p>Comments provides any additional information supplied by your instructor. Comments may reflect edits or manual grading done by your instructor</p>	 <p>The screenshot shows a light blue header with the text "Comments". Below the header, there is a grey box containing the text "Score overridden to 1 / 1" in bold, followed by "By Subhendu Raizada" and "On June 23, 2015 at 6:02 PM". Below this grey box, there is a white box containing the text "Credit given because of error in question."</p>

For **ASP** assignments the review pane displays the content of your **Latest Test Result**, your **Study Plan Report**, and a selection of **Graphs**. Click the arrow icons to expand each category to make a selection.

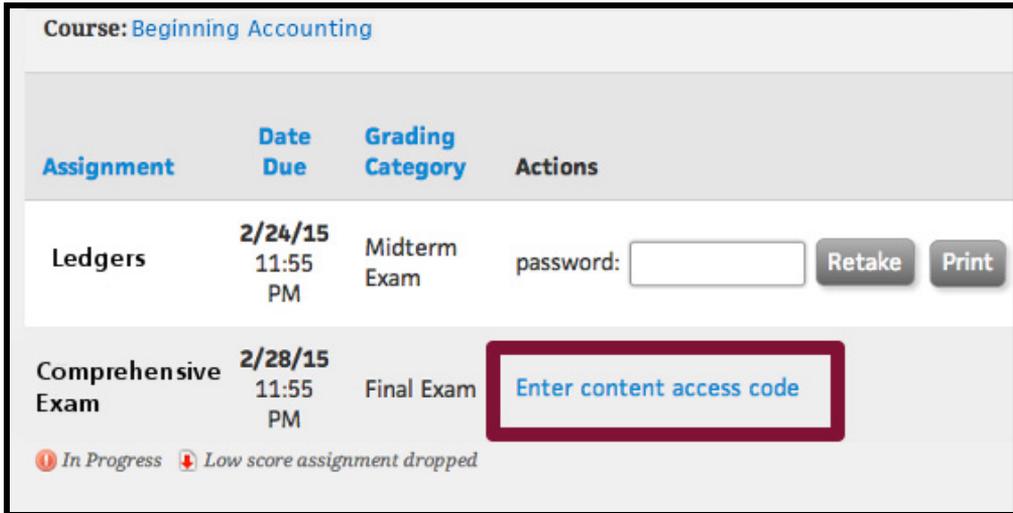
Function	Looks Like This...
<p>Latest Test Result.</p> <p>Expand the menu to see the scores for each item from your most recent Test Result (Quiz).</p> <p>Expand an Item to see the question content, your response, and any feedback.</p>	 <p>Take 1 Take 2</p> <p>Chapter 2 - Analyzing Transactions Review</p> <p>▼ Latest Test Result - Total Score: 100% (4 of 4), Times Taken: 2</p> <p>▼ Item 1 - Score: 100% (1 of 1)</p> <p>The right-hand side of the T account is called</p> <p><input checked="" type="radio"/> a. the credit side. </p> <p><input type="radio"/> b. the debit side.</p> <p><input type="radio"/> c. the entry side.</p> <p><input type="radio"/> d. the balance side.</p> <p>Feedback: The T account has three parts</p> <p>Objective Association</p> <ul style="list-style-type: none"> 1. Describe the characteristics of an account and a chart of accounts. <p>> Item 2 - Score: 100% (1 of 1)</p> <p>> Item 3 - Score: 100% (1 of 1)</p> <p>> Item 4 - Score: 100% (1 of 1)</p>
<p>Study Plan Report.</p> <p>Expand to see the Status, Score and Times Taken for each of the objectives in the assignment.</p>	 <p>Take 1 Take 2</p> <p>Chapter 2 - Analyzing Transactions Review</p> <p>> Latest Test Result - Total Score: 75% (3 of 4), Times Taken: 3</p> <p>▼ Study Plan Report</p> <p>> Chapter 2 - Analyzing Transactions - Score: No Score, Status: Completed</p> <p>▼ 1. Describe the characteristics of an account. - Score: 75% (3 of 4), Status: Completed</p> <ul style="list-style-type: none"> eBook - 2.1: Using Accounts to Record Transactions - Score: No Score, Times Taken: Tell Me More - Score: No Score, Times Taken: 1 Show Me How: Journal Entries - Score: No Score, Times Taken: 1 Show Me How: Account Balances - Score: No Score, Times Taken: 1 Show Me How: Capital Accounts - Score: No Score, Times Taken: 1

Function	Looks Like This...
<p>Graphs.</p> <p>Expand and choose from Grouped, Stacked, or Line graphs to see a comparison of the score results from your previous takes.</p>	 <p>The screenshot displays a user interface for a chapter titled "Chapter 2 - Analyzing Transactions". It includes navigation options for "Take 1" and "Take 2", and a "Review" button. Below this, there are links for "Latest Test Result - Total Score: 75% (3 of 4), Times Taken: 3" and "Study Plan Report". A "Graphs" section is expanded, showing three chart types: "Grouped" (selected), "Stacked", and "Line". The main chart is a grouped bar chart titled "Grouped Objective Scores by Take". The y-axis is labeled "Score" and ranges from 0 to 4.0. The x-axis represents two different takes. The first take has a score of approximately 3.5, and the second take has a score of approximately 1.0. A legend indicates that the first objective is "1 Describe the characteristics of an account and a ...".</p>

Once your review is complete, you can exit the **View Assignment Results** page by clicking the **Return to Previous Page** link under the heading.

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 you can click to open a pop-up window with instructions and a button to log you out of CengageNOWv2. You can then log-in to your CengageBrain account at <http://login.cengagebrain.com> where you can submit the code allowing access to your course materials.



Course: [Beginning Accounting](#)

Assignment	Date Due	Grading Category	Actions
Ledgers	2/24/15 11:55 PM	Midterm Exam	password: <input type="text"/> Retake Print
Comprehensive Exam	2/28/15 11:55 PM	Final Exam	Enter content access code

 In Progress  Low score assignment dropped

Assignment Requiring a Content Access Code

Note: The Access Code is a case-sensitive alphanumeric code. If the code is not accepted on your first attempt, try re-entering it, paying close attention to capitalization and differentiating numbers and letters.

Step	Action: To submit a Content Access Code from the Assignments page
1	Sign out of CengageNOWv2 and log in to your CengageBrain account at http://login.cengagebrain.com . The site will open to your My Home page.
2	Under Have Another Product to Register? , enter the Access Code exactly as it appears, including dashes and capitalization.
3	Click the Register button.

Purchasing a New Access Code

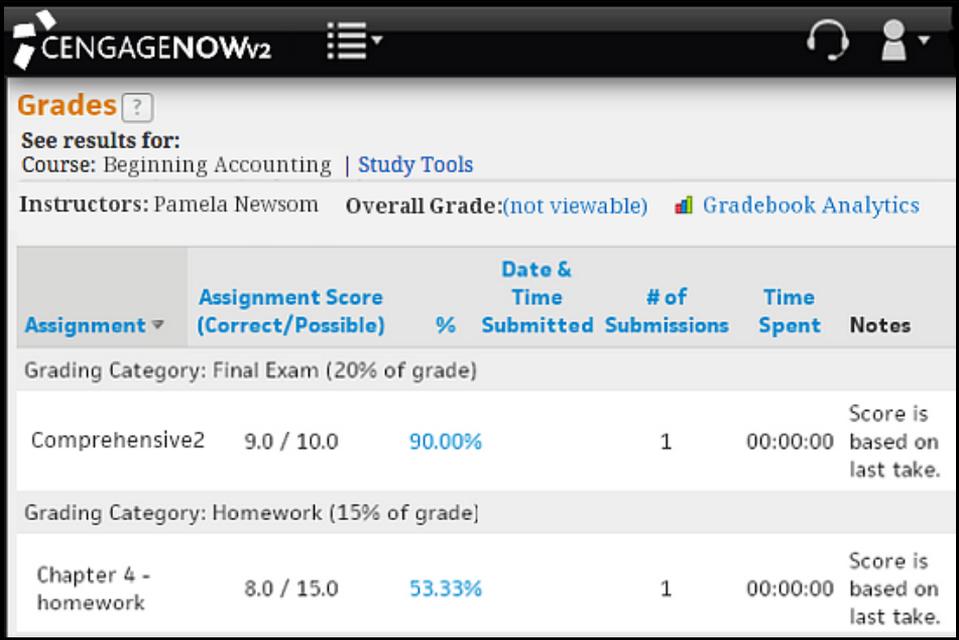
A book's **Access Code** can typically be used only once and only for a specific period of time. If you purchased your book used, for example, the previous owner may have used your book's code already. If this is the case, you will need to buy a new code before you can access on-line assignments that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

Note: 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>.

After you receive your new code, enter it as described in [“Entering a Content Access Code”](#) on page 61. You are then able to take your course assignments that use that content.

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.



CENGAGENOWv2

Grades ?

See results for:
Course: Beginning Accounting | [Study Tools](#)

Instructors: Pamela Newsom Overall Grade:(not viewable) [Gradebook Analytics](#)

Assignment	Assignment Score (Correct/Possible)	%	Date & Time Submitted	# of Submissions	Time Spent	Notes
Grading Category: Final Exam (20% of grade)						
Comprehensive2	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 also allows you to generate analytic reports and organize how courses and sections are displayed in the Grades table.

All My Courses (Merged)

This view lists your grades for all your CengageNOWv2 courses. Each of the courses and the related assignments are merged into one table. You can use the headings to sort the information in a column by ascending or descending order.

All My Courses (Separated)

This view lists your grades for all your CengageNOWv2 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. 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. Your grade may not be available, in this case, you will see the **(not viewable)** link.

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

- **Gradebook Analytics.** Opens a grade reporting system that provides comparisons of your results with your class, for individual assignments, and individual questions. For more details, see [“Using the Gradebook Analytics Reports”](#) on page 66.
- **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 will 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 with results that are pass/fail or are not yet graded, you can also see your assignment status such as **not taken, incomplete, taken (not graded) or grades not viewable.**
- **%.** 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 type of assignment, 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 completed outside of CengageNOWv2 is included in your course score, the **Notes** column displays the message “Assignment is completed outside of this website.”

○ **Status Icons.**

In Progress.  Indicates those assignments you are saving to resume at a later time.

Low Score.  Indicates a low-scoring assignment that your instructor has dropped from your overall course score.

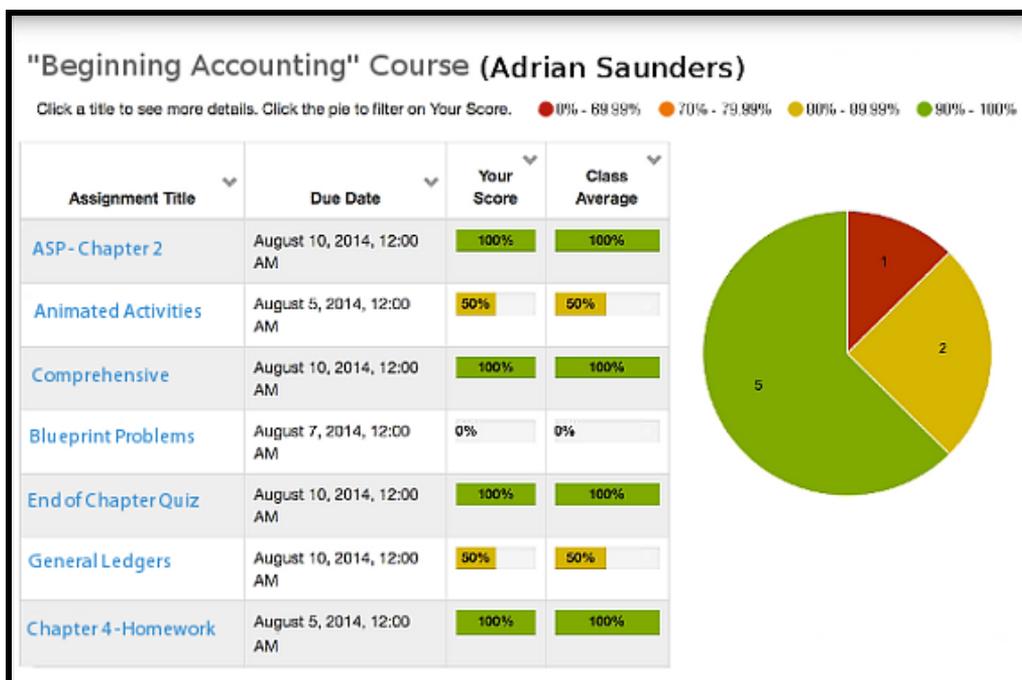
Needs Manual Grading.  Indicates assignments that require grading by your instructor.

Using the Gradebook Analytics Reports

Using the CengageNOWv2 **Gradebook Analytics** provides you with an overview of your course performance and helps you quickly find topics that require additional study. Some reports also contain data on global results so you can compare your scores against the national average.

Only results from qualifying assignments are recorded. To qualify, the assignment must meet one of the following conditions:

- You intentionally submitted an assignment and at least a subset of the questions are complete.
- The passing of the unavailable date caused the assignment submission and at least a subset of the questions are complete.



Assignment Summary Report

Note: For Adaptive Study Plan assignments, the record shown in the report is from your most recent Quiz take.

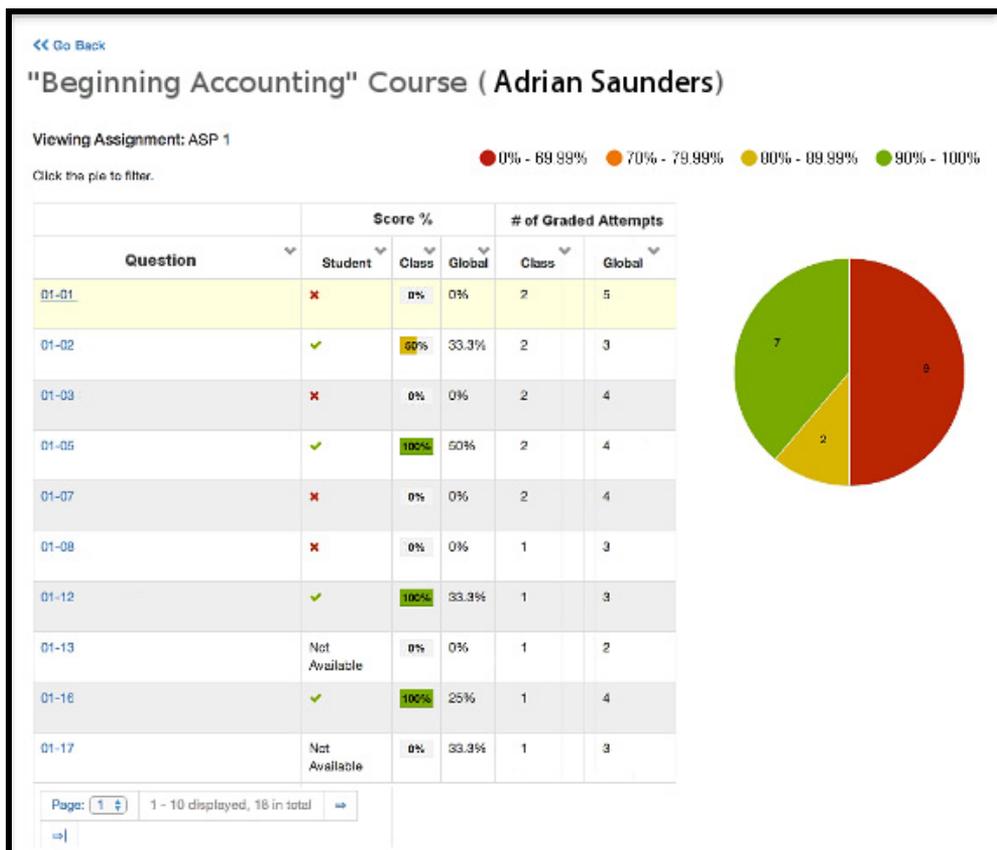
Step	Action: To generate your Assignment Summary Report
Clicking a column header arranges the table by that column in either ascending or descending order. The Assignment Title column is the default sorting category, and the default sort order is ascending alpha.	
1	If necessary, click the Grades link in the header to open the Grades page.

Step	Action: To generate your Assignment Summary Report
2	<p>Click the Gradebook Analytics link at the top of the table to open your report for the course. (You may need to enable the Assignments in Course/Section view if the link isn't displayed.)</p> <p>The Assignment Summary opens with a table containing the following information for the qualifying assignments:</p> <ul style="list-style-type: none"> ○ Assignment Title. The assignment name as it appears on your Grades and Assignments pages. ○ Due Date. The date the assignment is due for full credit. ○ Your Score. The percentage of correct responses recorded from the qualifying assignments. ○ Class Average. The class average score for those students with a qualifying assignment submission (Does not include scores at 0%). <p>An interactive pie chart provides you with overall grade information for your qualifying assignments. By altering the chart's display you can filter the report to show only those results in 4 ranges (0%-69.99%, 70%-79.99%, 80%-89.99%, and 90%-100%). See step #3 below.</p>
3	<p>(<i>Optional</i>) Use the navigation tools at the bottom of the table to see any additional pages (these controls appear when your report contains more than 10 entries).</p> <div data-bbox="382 1201 1136 1312" style="border: 2px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Page: 1 ▾ 1 - 10 displayed, 19 in total ⇒ ⇒ </p> </div>

Step	Action: To generate your Assignment Summary Report
4	<p data-bbox="305 269 1150 333"><i>(Optional)</i> Set the pie chart to display only results from specified score ranges:</p> <ul data-bbox="468 361 1108 548" style="list-style-type: none"><li data-bbox="468 361 1108 460">○ Click a wedge in the chart to display information from only that score range. Click the chart again to return to the full view.<li data-bbox="468 486 1108 548">○ Click score range dot in the color key above the chart to remove or add that score range.
5	<p data-bbox="305 575 1162 673"><i>(Optional)</i> Click an assignment name in the Assignment Title column to view a report with results for that specific assignment. See “Using the Question Summary Report” on page 70 for more details.</p>
6	<p data-bbox="305 702 1139 765">Return to the Grades overview page by clicking the Grades link in the header.</p>

Using the Question Summary Report

The **Question Summary** report opens when you click an assignment name in the **Course Report**.



Question Summary Report

The Question Summary report provides data from the selected assignment in comparison to the class and global results for responses and student participation. An interactive pie chart serves as a useful tool for viewing overall assignment results and as a filter for limiting results to those scores from a specific range.

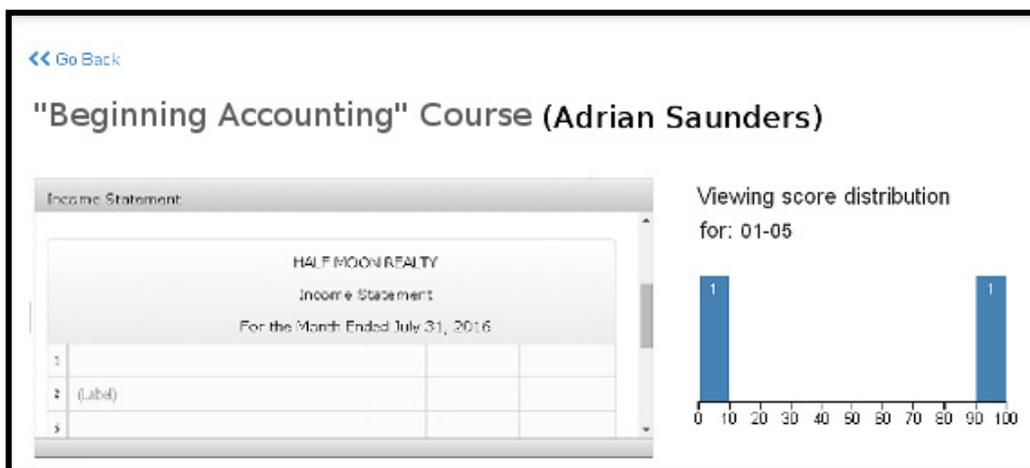
Step	Action: To generate your Question Summary Report
Note that clicking a column header in the report arranges the table by that column in either ascending or descending order. The Question column is the default sorting category, and the default sort order is ascending alpha.	
1	If necessary, click on the Grades link in the heading to open the Grades page.
2	Click the Gradebook Analytics link at the top of the table to open your report for the course. (You will need to enable the Assignments in Course/Section view if the link is not displayed.)

Step	Action: To generate your Question Summary Report
3	<p>Click an assignment name in the Assignment Title column to open the Question Summary page containing the results for a specific assignment. The table provides the following information:</p> <ul style="list-style-type: none"> ○ Question. The names of the qualifying questions contained in the selected assignment. ○ Score %. Displays the aggregation of all the scores for the assignment, turned into an average. This data is provided for you as a Student, your Class (for this particular assignment), and also for Global usage (for any assignment containing the question). ○ # of Graded Attempts. The number of qualifying assignment takes for this assignment for your Class and for any assignment that contains the question in the Global population. <p>An interactive pie chart provides a visual display of the score information divided into 4 ranges (0%-69.99%, 70%-79.99%, 80%-89.99%, and 90%-100%). By altering the chart you can filter the report to show only those results from the selected range of scores. See step #5 below.</p>
4	<p>(<i>Optional</i>) Use the navigation tools at the bottom of the table to see any additional pages (these controls appear when your report contains more than 10 entries).</p> <div data-bbox="382 1213 1136 1328" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Page: 1 ▾ 1 - 10 displayed, 19 in total ⇒ ⇒ </p> </div>

Step	Action: To generate your Question Summary Report
5	<p data-bbox="305 269 1172 331"><i>(Optional)</i> Set the pie chart to display only assignments and their results from specified score ranges:</p> <ul data-bbox="468 359 1086 548" style="list-style-type: none"><li data-bbox="468 359 1086 455">○ Click a wedge in the chart to display only the selected range of scores. Click the chart again to return to the full view.<li data-bbox="468 483 1086 548">○ Click a score range dot in the color key above the chart to remove or add that score range.
6	<p data-bbox="305 608 1172 670"><i>(Optional)</i> Click a question name to view a new page displaying the item content. See Using the Item Preview Report for more details.</p>
7	<p data-bbox="305 732 1036 760">Return to the previous report by clicking the << Go Back link.</p>

Using the Item Preview Report

The **Item Preview** report opens when you click a question name in the **Assignment Report**.



Item Preview Report

Step	Action: To generate an Item Preview Report
	Individual items in reports may display Not Available if you were unable to respond due to changes in the assignment's content (e.g. question sets drawn from pools, content edits by your instructor, regenerated questions, etc.).
1	If necessary, click on the Grades link in the header to open the Grades page.
2	Click the Gradebook Analytics link at the top of the table to open your report for the course.
3	Click an assignment name in the Assignment Title column to open the Question Summary page.
4	Click a name in the Questions column to view a new page containing that item's content. You can interact with the question as you would in an assignment: submit a response, see appropriate feedback, etc. — without your entries being saved. A bar graph also appears, showing the distribution of takes within ranges of scores.
5	Return to the previous report by clicking the << Go Back link.

Using the Grades: Study Tool View

Click the **See Results for: Study Tools** link to open a view of the **Grades** page displaying details and your progress for any content you have accessed from the **Study Tools** page. The information provided includes the type of study tool, the chapter accessed, 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 Accounting, 26th Edition Warren, Reeve, Duchac	eBook	Chapter 1: Intro to Accounting	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:

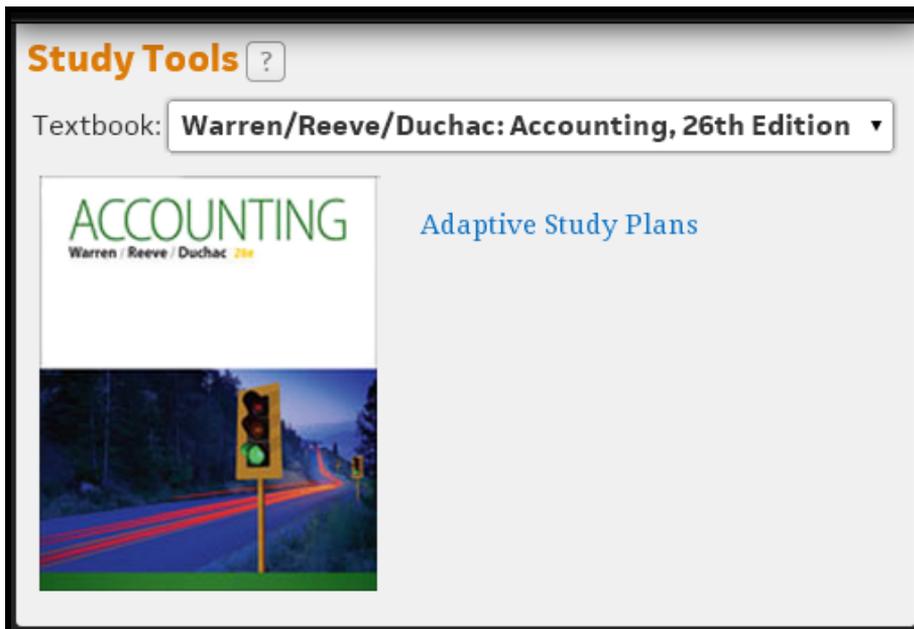
- **Book.** The title of the book containing the content you accessed.
- **Study Tool.** Displays whether the Study Tools content you accessed came from an **Adaptive Study Plan** or a **Tutorial**.
- **Chapter.** This column identifies which chapter or section you accessed while working in your Study 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 will display **All**.
- **Score.** When there is a score to report, this column displays your score as a percentage. Uncompleted content you can still take is labeled **not yet taken**. Any work that you have done that can not be electronically graded by CengageNOWv2 is labeled **not gradable**.
- **Date & Time Last Visited.** The date and time when you most recently accessed this particular book content.
- **# of Visits.** This is the number of times you accessed the book chapter or section.
- **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 CengageNOWv2. 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 61.

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.

Note: When available, you can access your course’s eBook content from your CengageBrain **My Home** page.

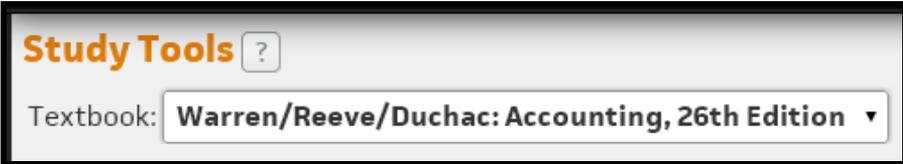


Accessing Study Tools for Self-Study

Your instructor has the ability to assign Adaptive Study Plan chapters for a grade. Your instructor can also choose to remove assigned chapters from your self-study view. Depending on your instructor’s preferences, you may still be able to see some of the same questions in your **Study Tools** as in your graded course assignments, however, there are a key differences:

- Adaptive Study Plan content taken from the **Assignments** page is always graded coursework.
- Work accessed and completed from the **Study Tools** page is ungraded practice or self-study.

Note: Clicking the **Assignment only** link that appears next to an assigned section will redirect you to the **Assignments** page.

Step	Action: To use an Adaptive Study Plan for self-study
1	<p>Sign in by logging in to https://login.cengage.com and clicking the Open button for your course.</p> <p>CengageNOWv2 will open to the Assignments overview page in a new browser window</p>
2	<p>Click the Study Tools link in the header to open the Study Tools page.</p>
3	<p>Select a book from the Textbook menu.</p> 

Step	Action: To use an Adaptive Study Plan for self-study								
4	<p>Click the Adaptive Study Plans link, and the page will refresh, displaying the table of contents. Click Open or Resume to begin a chapter.</p> <div data-bbox="308 340 1210 624" style="border: 1px solid black; padding: 5px;"> <p>Textbook: Warren/Reeve/Duchac: Accounting, 26th Edition ▾</p> <p>Warren: Accounting (Adaptive Study Plan), 26e Go Back To List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Score</th> <th style="text-align: left;">Last Visited</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>Chapter 3 - The Adjusting Process</td> <td>42.86%</td> <td>12/12/14 5:20 PM</td> <td style="text-align: right;">Resume</td> </tr> </tbody> </table> </div> <p>(<i>Optional</i>) Click the Go Back To List button if you need to select a different chapter.</p> <hr style="border: 0.5px solid blue; margin: 10px 0;"/> <p>Note: When a section from an Adaptive Study Plan is assigned, unless your instructor has selected otherwise, that section is unavailable for self-study. Instead, you will see an Assignment Only link that when clicked, returns you to your Assignments page.</p> <hr style="border: 0.5px solid blue; margin: 10px 0;"/>	Name	Score	Last Visited	Action	Chapter 3 - The Adjusting Process	42.86%	12/12/14 5:20 PM	Resume
Name	Score	Last Visited	Action						
Chapter 3 - The Adjusting Process	42.86%	12/12/14 5:20 PM	Resume						

Step	Action: To use an Adaptive Study Plan for self-study
5	<p>Click the Take a Quiz button in the heading to begin.</p>  <p>The screenshot shows a dark blue header with the text 'Chapter 3 - The Adjusting Process'. Below the header are three tabs: 'Study', 'Quiz', and 'View Progress'. At the bottom of the header is a progress bar with the label 'Progress:' and a 'Take a Quiz' button highlighted with a red border.</p> <p>Each Adaptive Study Plan typically starts with a diagnostic Quiz, followed by a recommended Study Plan (based on your quiz results), and lastly a Progress Report that assesses your learning. (Although it is possible to work on the study plan content in any order.)</p> <hr/> <p>Note: Sections assigned for a grade are unavailable for self-study and will display an Assignment only link that returns you to your Assignments page.</p>
6	<p>Click Submit and Review Quiz when you are done to open a page where you can review scores by objective categories, scores for each item, and question content with your response.</p> <hr/> <p>Note: Clicking an objective title on the review page will highlight the associated items.</p>
7	<p>Click See Suggested Study Plan to open your customized Study Plan, which you can use to increase your knowledge and mastery of the current chapter (or you can also take another quiz).</p>
8	<p>Use the View Progress page to see an overview of your results for each of your takes. You can choose to format the results as either a bar, stacked, or line graph.</p>

CONTACTING CENGAGE TECHNICAL SUPPORT

If you're having trouble using CengageNOWv2 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.

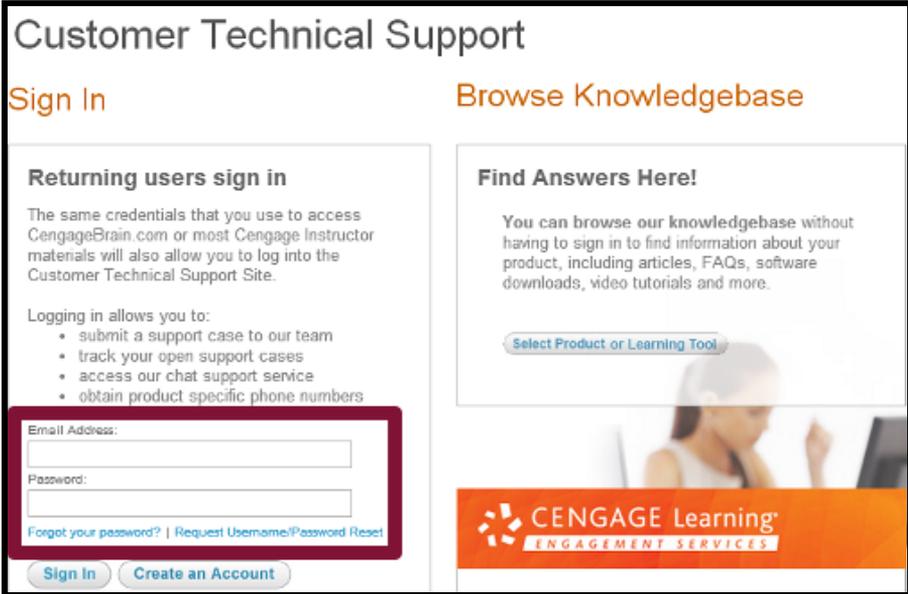
If you access CengageNOWv2 through Nelson Education, you can use the Nelson Technical Support link located in the footer. See Contacting Nelson Technical Support for more details.

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

- Instructor 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	<p>Click a Cengage Technical Support link or button to open the Technical Support Knowledgebase in a new browser window.</p> <p>When you are not logged into CengageNOWv2, you can also direct your browser to: http://poweron.cengage.com/magellanweb/techSupport/ProductHelp.aspx?prodrowid=1-1TD4IY9.</p>

Step	Action: To contact online technical support
2	<p>Under Results, click the tabs for Articles (FAQs), Downloads, or Tutorials to browse through the different support materials.</p> <p>Under Show Results for you can filter your choices by those materials specific to students or instructors.</p> <p>If you need additional help, click the Case Creation button to create an report or you can Sign-in to talk someone directly through the chat support service.</p> <div data-bbox="325 613 1192 1248" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the Cengage Learning Customer Technical Support interface. At the top left is the Cengage Learning logo. To the right are links for 'Home' and 'Sign-in'. The main heading is 'Customer Technical Support'. Below this is a row of five buttons: 'Support Home', 'Select Product', 'Browse Knowledgebase', 'Case Creation', and 'Case ID Confirmation'. Underneath is a section titled 'Knowledgebase: CengageNOW via Platform (v8)'. This section includes a search bar with the text 'Search CengageNOW via Platform (v8)', a 'Search' button, and a 'Clear Search' link. Below the search bar are radio buttons for 'All', 'Instructor-Only', and 'Student'. To the right of the search bar is a question 'Does this resolve your problem?' with 'Yes' and 'No, please create a new case' options. Below the search bar are three tabs: 'Articles (28)', 'Downloads (7)', and 'Tutorials (12)'. Under the 'Articles' tab, there is a 'Critical Issues' section with the text 'What are the system requirements?', 'Instructor: How do I use "Student View"?', 'What should I know about "sessions"?', and 'Instructor: How do I get access?'. To the right of this is another 'Critical Issues' section with the text 'There are currently no system-wide issues at this time.' and '###' below it.</p> </div>

Step	Action: To contact online technical support
3	<p>If you have any open tech support cases you would like to view, Sign In using the same Email Address and Password you use for other Cengage Learning products.</p> 
4	<p>Clicking the Select Product or Learning Tool button takes you back to the Knowledgebase page with the appropriate tutorials, downloads, and FAQs. From this page you can also select a specific product (i.e. CengageNOWv2) 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"> ○ Read the Critical Issues message (if any) to see if there are any related system wide problems. ○ Enter key words in the Search text box to find specific information in the Cengage Knowledge Base. ○ Use the Results pane to filter your search results by information suitable for Instructors-only, Students, or All. ○ View Articles or access documentation Downloads, which contain specific instructions on registration and taking an assignment. ○ View Tutorial videos that can guide you through the process of taking an assignment, accessing Study Tools, viewing your grades, and creating your CengageNOWv2 account. ○ Click either the Case Creation button or No, please create a new case to log in and use the Webform to submit a specific issue, if you are otherwise unable to find the information you need. ○ Click Support Home to open the My support cases page where you can see the status of your technical support inquiries. (If you are not already logged in, you will need to do so.)

Contacting Nelson Technical Support

If you access CengageNOWv2 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 will open. From this page you can access links to PDF user guides, an email response form, and an online chat.

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

Phone

Please 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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Document Revision History

Date	Version	Description	Author/Editor
12/31/14	1	Initial version. Cloned from the core CNOW student guide and revised for the CNOWv2 platform.	Pamela Newsom
02/09/15	2	Updated for the MR4 release.	Pamela Newsom
02/27/15	3	Technical edit from Kevin Stanek. Revisions to system check, recommended Safari version for Macs, removed PowerSearch.	Pamela Newsom
07/07/15	4	Updated supported version of IE. Added section for View Assignment Results and information for Assignments I Can Practice Now,	Pamela Newsom