CENGAGE**NOW**

Formerly ThomsonNOW

Student Guide for
WebCT CE Release 4

WebCT

A **Blackboard**® Company

CENGAGE
Learning™

CENGAGENOW SYSTEM REQUIREMENTS

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

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

Windows®

- Microsoft® Windows 2000, Windows XP, or Windows Vista

- Intel® or AMD CPU at 266MHz or better

- 128 MB RAM

- Web browser: Microsoft Internet Explorer 6.0 -7.0; Mozilla™ Firefox® 1.0–2.0 (download Firefox at http://www.mozilla.com/firefox)

- Java JRE 1.4.1_02–1.6/6.0 (download the latest version from http://java.com)

Macintosh®

- Mac OS® X 10.3–10.5

- Power Mac® G3–G5

- 128 MB of RAM

- Web browser: Safari™ 1.3–2.0

Linux®

- Current Linux distribution (Fedora™, SuSE®, etc.)

- Intel or AMD CPU at 266MHz or better

- 128MB RAM

- Web browser: Mozilla™ Firefox® 1.0–2.0 (download Firefox from http://www.mozilla.com/firefox)

- Java JRE 1.4.1_02–1.6/6.0 (download from http://java.com)

PDF REV 12/13/07

Additional Requirements (All Systems)

- Adobe® Flash® Player (strongly recommended; download from http://www.adobe.com/products/flashplayer/)

- Adobe® Reader® (download from http://www.adobe.com/products/acrobat/readstep2.html)

- Screen resolution of 800 x 600 or higher, and color quality of 16-bit or higher

- Internet connection speed of 56k or higher

- Pop-up blocking software configured to allow http://www.*ilrn.com to display pop-up windows

- Apple® QuickTime® player, RealPlayer®, and Macromedia® Shockwave® player (These free browser plug-ins are used to display multimedia components that appear in some products.)

- Sound card for audio content

CONTENTS

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

USING CENGAGENOW WITH WEBCT CE

This student guide gives a basic overview of getting started with **CengageNOW™** through **WebCT CE®**. The information here is specific to the CengageNOW and WebCT CE products. Please refer to the main Help system inside CengageNOW for detailed information on taking assignments, working on self-study materials, and viewing your grades.

INTRODUCTION

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

WebCT CE® is configured to work with the assignment- and grade-management features in **CengageNOW™**. Accessing CengageNOW does not require a separate ID or password; you are immediately logged in to CengageNOW whenever you log in to your WebCT CE account. Your WebCT CE account information is used for authentication when connecting to CengageNOW.

Note: CengageNOW was previously called iLrn and most recently ThomsonNOW. You may still see the name "iLrn" or "ThomsonNOW" instead of "CengageNOW" in some link, page, or button names.

ENROLLING IN A NEW COURSE

After receiving your student account information from your school, you need to enroll in your WebCT CE/CengageNOW course. Depending on your instructor's settings, you can either register for a course by using a **Student Access Code** or enroll in a course that has been set up for self-enrollment.

➢ To enroll in a new course using an Access Code

1. Open a Web browser and use the Web address provided by your instructor to access the **myWebCT CE Welcome** page.

2. Click **Log in to myWebCT**.

3. On the login page, enter the username and password created by your school or instructor.

   Note: Please note that both your username and password are case sensitive.

   You will now see your **myWebCT Homepage**.

The myWebCT Welcome Page

4. Under your course name, click **Enter Access Code**.

   The **Enter Access Code** page will appear.

The Enter Access Code Page

5. Enter your Access Code, which is a 16-digit alphanumeric code beginning with "**CT**".

   Example: CT-ACP-0000-000000-M

   You can find an Access Code in your new textbook. Be sure to enter the code in the space provided exactly as it appears, including the dashes.

6. Click **Submit** to start the authentication process.

   You will see a **Registration Result** page upon completion.

   Note: Do not leave the authentication page or click the **Back** button in your browser once you submit your code. This process may take more than a minute.

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7. Click **Go to course** to return to your Homepage, which will now contain links to your CengageNOW content.
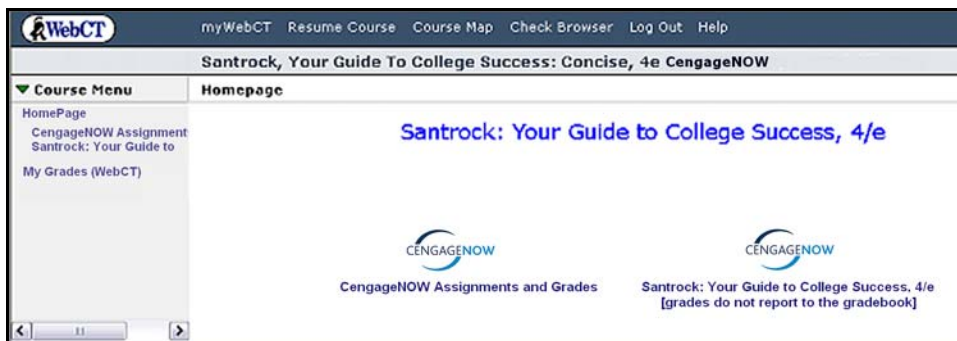
CengageNOW Links

8. Click the **CengageNOW Assignments and Grades** link to go directly into CengageNOW.

   - or -

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

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

➢ To enroll in a self-registration course

1. Open a Web browser, and use the Web address provided by your instructor to access the **myWebCT Welcome** page.

2. Log in to WebCT CE using the student username and password provided by your school.

3. Click **Add course** at the top of the page.

   The **Select Course to Add** page will appear.

4. Use one of the view filters available (**View by term** or **View by category**, and choose a search criterion from the drop-down menu you have selected.

   Click **Update** to generate a list of courses that match your search criterion.

5. In the list that appears, find your course and click the "register" icon (![pencil icon]) at the right.

If a **Student Access Code** that comes with your textbook is required, you will be prompted to provide it before logging in.

Connecting to CengageNOW

When you click a link taking you to the CengageNOW testing platform, it will open in a new browser window. A system check determines your system's compatibility and advises you of any required updates. If there is an issue that you have trouble resolving on your own, see "Technical Support" on page 16.

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

CENGAGENOW LINKS FROM WEBCT CE

From WebCT CE, your course contains links to both graded assignments and nongraded self-study materials in CengageNOW. These links, available from within the **Homepage**, allow you to access content in the CengageNOW system, take tests, and track detailed information about your progress through CengageNOW assignments.
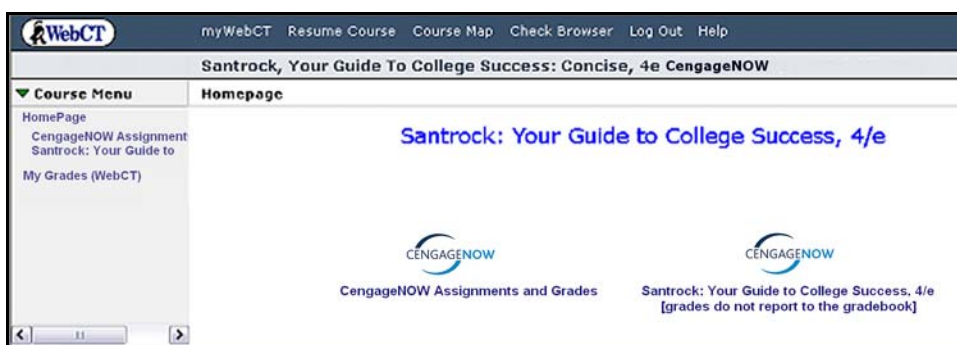
CengageNow Student Links

The **CengageNOW Assignments and Grades** link provides you with a table of all of your CengageNOW assignments, along with access to the CengageNOW Gradebook and Study Tools content.

Any links to Study Tools book content will be listed after your book's title. These links will take you a page in CengageNOW with a listing of nongraded learning modules that you can work through at your leisure. Clicking any of these section or chapter names in WebCT CE will take you directly into the self-study learning system.

WORKING WITH ASSIGNMENTS

Your instructor has assigned you certain tasks to complete, such as homework, quizzes, and tests, each of which has certain requirements and restrictions for your successful completion. Some assignments require simple navigation from one question to the next. Others offer hints, examples, and other aids to help guide you in developing your answers. Still others include personalized, interactive learning plans that are determined by diagnostic test results.

The Assignments Page

To access any of your course assignments from CengageNOW, click the **Assignments/Tests** tab. The **Assignments** page opens.

Understanding the Assignments Page

The **Assignments** page lets you sort the Assignments list in a number of ways.

Column headings allow you to sort by **Date Due**, **Type**, or **Title**. Above the table is a pair of links that give you an additional display option:

Show me: All assignments | Only assignments I can take

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

Using the Assignments Table

The Assignments table provides valuable information about your assignments, such as the assignment **Type** and **Date Due**, as well as helpful links. Additional columns include:

Actions

Click a button or link to take one of the following actions:

Take — Begin taking an assignment.

Retake — Retake an assignment that you've previously completed.

Resume — Continue an unfinished assignment (if allowed by your instructor).

password: — Enter a password given by your instructor to take the assignment.

View — View information about your score for an assignment.

Print — Print the entire assignment (e.g., homework problems) prior to taking it. If this option is available, it means your instructor has allowed you to work through the assignment on paper before entering answers online.

of tries

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

Score

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

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

Taking an Assignment

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

The Take Assignment Page

➢ **To take an assignment**

1. In the **Actions** column, click **Take**, **Retake**, or **Resume** for the assignment you want to take.

2. The **Assignment Ready** page loads. Click **Start assignment now** to begin taking the assignment.

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

3. Your assignment appears, ready for you to begin. Answer the first question and click **Submit** to save the answer and go on to the next question.

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

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

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

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

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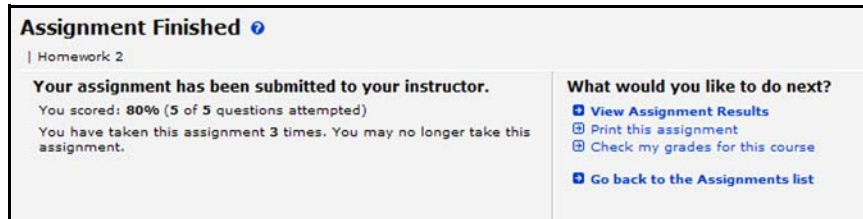

The Assignment Saved Page

5. Once you have submitted your assignment for grading, the **Assignment Finished** page gives you several options for your next step. Click **View details** to review your answers, **Take this assignment again** if you have the option to retake it and would like to do so, or **Print this assignment** with your answers if your instructor has allowed this option.

Assignment Finished ❓
| Homework 2

Your assignment has been submitted to your instructor.
You scored: **80%** (5 of 5 questions attempted)
You have taken this assignment 3 times. You may no longer take this assignment.

What would you like to do next?
▶ View Assignment Results
⊞ Print this assignment
⊞ Check my grades for this course

▶ Go back to the Assignments list

The Assignment Finished Page

Navigating Through a Personalized Study Assignment

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

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

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

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

➢ To take a Personalized Study assignment

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

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

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

3. To start your **Pre-Test**, click the **Pre-Test** button or the **Take A Pre-Test** link on the left side of the screen.

Answering Pre-Test Questions

4. Select questions with the **<< Previous** and **Next >>** links, or by question number from the drop-down list.

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

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

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

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

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

Personalized Study Plan

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

8. After studying the material, click on **Take A Post-Test** under **Post-Test**, located on the left side of the screen.

Your **Post-Test** appears on the right side of the screen.

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

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

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

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

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

Personalized Study Results

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

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

TRACKING YOUR GRADES

Grades are synchronized from CengageNOW to WebCT CE, with the grades available from the WebCT CE gradebook containing basic score information. Detailed information is accessed in the CengageNOW Grades page.

The Gradebook Page

Keep track of your grades with a variety of sorting options that help you find specific grades quickly.

Note: When you complete any assignment in the CengageNOW **Assignments and Grades** area, an entry is created in the WebCT CE Gradebook with the same name as the CengageNOW assignment.

You can access your grades from several locations:

❍ Click the **Grades** tab, or

❍ Click **View** in the **Actions** column for a recently graded assignment.

From the **Assignments** page:

❍ With **Show me: All Assignments** selected, click the
assignment's **View** link in the **Actions** column.

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

See results by: Assignment

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

See results by: Non-Assigned Material

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

ACCESSING STUDY TOOLS

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

You may see some of the same material in your assignments that you
do in **Study Tools**, but there are key differences:

❍ Course assignments taken from the **Assignments** page are
graded CengageNOW coursework.

❍ Work completed in the **Study Tools** area is typically ungraded
practice or self-study.

➢ **To access registered Study Tools**

1. Click on the **Study Tools** tab.

2. Click on the desired book cover or product link.

TECHNICAL SUPPORT

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

➢ To contact technical support

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

2. Under **Students**, select **CengageNOW on WebCT CE**.

3. Select a contact method:

   • Select **Live Help** for online chat support, if it's currently available.

   • For after-hours assistance, use the **Technical Support Form** link under **Contact Us**. (With the online form, you will usually get a response within 48 hours.)

4. Let Technical Support know that you are accessing CengageNOW through WebCT CE, and be ready to provide the following information:

   • First and last name

   • School (including campus)

   • Operating system and browser

   • Access Code or textbook ISBN