



The Start Smart Guide

for students



THE START SMART GUIDE FOR STUDENTS

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SPECIAL THANKS TO:
PAT CALL, WHOSE VISION, SUPPORT, AND
DEDICATION RESULTED IN THE CENGAGENOW
WE HAVE TODAY

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STUDENT QUICK START GUIDE

First Time User Registration

1. Go to
<http://academic.cengage.com/login>
1. **2.** Under **New Users**, click **Create My Account**.
2. **3.** Click the **Student** button.
3. **4.** Enter your access code exactly and click **Continue**. (The access code came with your new textbook, or you may have purchased it at the bookstore or online.)

*If redirected to CengageNOW,
please follow the instructions,
Help, and Start Smart Guide you
find there instead of this guide.*

1. **5.** Enter your account information, accept the License Agreement, confirm your age, and click **Continue**. (Be sure to note your e-mail and password.)
2. **6.** Indicate if your school is U.S. or International, and then use the **Search** tools to list your school.
- 7.** Select your school on the **Search** results list and click **Register**. Your **Dashboard** page opens. Congratulations! You have created your account.
3. **8.** To continue to CengageNOW, click the CengageNOW link under **Resources**.
4. **9.** Verify your information, and click **Continue**. The CengageNOW **Home** page opens.
5. **10.** If your instructor has provided you with a **Course Key** code, enter it in the **Register for Your Course** box and click **Submit**.

Returning User Sign-In

1. **1.** Go to
<http://academic.cengage.com/login>
2. **2.** Under **Returning Users**, enter your e-mail address and password exactly and click **Sign In**.
3. **3.** On your **My Dashboard** page, click the CengageNOW link under **Resources**.

Registering New Materials

1. **1.** Sign in to your **My Dashboard** page (if necessary, sign out of CengageNOW to do so).
2. **2.** Under **Add another title to your bookshelf**, enter the **Content Access Code** exactly.
3. **3.** Click the **Go** button.
4. **4.** The **Congratulations!** message indicates your book is registered.

Self-Study

You can use your CengageNOW materials for self-study (outside of a course assignment).

1. **1.** Sign in to CengageNOW.
2. **2.** Click the image of the book's cover on the **Home** page or **Study Tools** tab.

Technical Support

Get FAQs, chat, or e-mail support at <http://academic.cengage.com/support>

(E-mail support responses may take up to 48 hours.)

CENGAGENOW SYSTEM REQUIREMENTS

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

Windows[®]

Additional Requirements (All Systems)

- Microsoft[®] Windows 2000, Windows XP, Windows Vista
- Adobe[®] Flash[®] Player (download from <http://www.adobe.com/products/flashplayer/>)
- Intel[®] or AMD[®] CPU, 266MHz or better
- 128 MB RAM or more
- Adobe[®] Reader[®] (download from <http://www.adobe.com/products/acrobat/readstep2.html>)
- Web browsers: Microsoft Internet Explorer 6.0-7.0; Mozilla[™] Firefox[®] 2.x or higher
- Screen resolution of 800 x 600 or higher

recommended (<http://java.com>) higher, and color quality of 16-bit or higher

Macintosh® • Internet connection speed of 56k or higher

• Mac OS® X 10.3–10.5

- Power Mac® G3 or better
- 128 MB of RAM or more
- Web browser: Safari™ 2.0 or higher;

- Popup-blocking software turned off or configured to allow **http://*.cengagenow.com** to display popup windows
- Browser set to check for newer

Mozilla Firefox 2.x

versions of cached pages and refresh automatically.

Linux®

- Apple® QuickTime® player, RealPlayer®, and Adobe Shockwave® player (These free browser plug-ins are used to display multimedia)
- Intel or AMD CPU at 266MHz or better components in some products.)
- 128MB RAM or more • Sound card for audio content
- Web browser: Mozilla Firefox 2.
- Java JRE 1.5/5.0 or higher recommended (from <http://java.com>)

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GETTING STARTED

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, read textbooks, take quizzes and exams, and track your grades in an easy-to-use, personalized online environment that you manage to best suit your needs.

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

System Setup for CengageNOW

You can use CengageNOW on Windows, Macintosh, or Linux computers. If your system meets the basic "[CengageNOW System Requirements](#)" on page iv, all you need is a standard web browser using free "plug-in" software to run CengageNOW on your computer.

The first time you sign in to CengageNOW, the system check will quickly review your basic browser settings. Once you sign in, you can use the **Run System Check** link at the top of the page to evaluate your browser and plug-in settings in detail.

Registering as a New User

Are you new to CengageNOW? If you've never used CengageNOW before, or if you're accessing it for the first time from a new school, you'll need to register as a new user.

To register as a new user

1. Connect to the Internet and go to:
<http://academic.cengage.com/login>
2. Under **New Users**, click the **Create My Account** button.
3. Click the **Student** button.
4. Enter your access code and click **Continue**. (The access code came with your new textbook, or you may have purchased it at the bookstore or online.)

Entering an Access Code

Some access codes may redirect you to CengageNOW to register. If you are redirected, please follow the instructions, Help, and Start Smart Guide you find there instead of this guide.

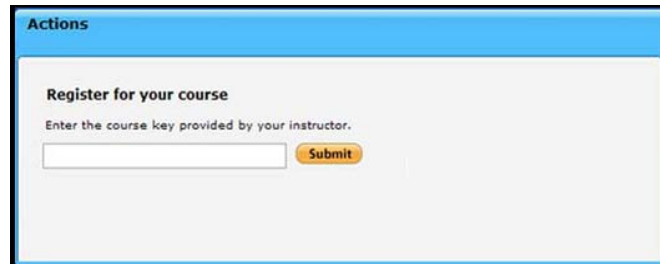
1. **5.** Enter your account information, select **I accept** for the License Agreement, confirm your age, indicate your message preferences, and click **Continue**. (Be sure to record your e-mail address and password, as you will need to enter them exactly when signing in.)
2. **6.** Indicate if your school is a *U.S.* or *International* institution, and then use the **Search** tools to list it.
3. **7.** Select your school on the **Search** results list and click **Register**. Your **Dashboard** page opens. Congratulations! You have created your account.
3. **8.** To continue to CengageNOW, click the CengageNOW link under **Resources**.

A CengageNOW Resource Link

9. The next page confirms the creation of your CengageNOW account. Verify your information, and click **Continue**.

Your CengageNOW **Home** page opens.

10. If your instructor provided a **Course Key**, enter it in the **Register for Your Course** box and click **Submit**.



Initial Course Enrollment

Signing In as a Returning User

Once you've registered for CengageNOW, you can sign in as a returning user from any place you have Internet access.

To sign in to CengageNOW

1. **1.** Go to <http://academic.cengage.com/login>
2. **2.** Under **Returning Users**, enter your e-mail address and password exactly as you entered them when you registered, and then click **Sign In**.
3. **3.** On the **My Dashboard** page, click on the CengageNOW link under **Resources** to access your **Study Tools** and course assignments.

To use your registered CengageNOW book for self-study

1. **1.** Sign in to CengageNOW.
2. **2.** On the **Home** page, click the book's cover in the **Study Tools** box.

or On the **Study Tools** tab, click the book's cover.

To register for another course

1. **1.** Sign in to CengageNOW.
2. **2.** On the **Home** page **Quick Links** list, click **Register for Another Course**.
3. **3.** Enter your **Course Key** code and click **Use This Course Key**.

Your CengageNOW Home Page

Your personalized **Home** page is your hub for referencing and managing all of your classes and assignments in CengageNOW.

The screenshot displays the CengageNOW Home Page for a user named Mark Manson. The page features a navigation menu with tabs for Home, Courses, Grades, Assignments / Tests, and Study Tools. The main content area is divided into several sections:

- Actions:** This section is titled "See your latest changes: Refresh". It contains three sub-sections:
 - Take Overdue Assignments:** A message states "There are no overdue assignments".
 - Take Assignments:** A table showing assignments with columns for Course, Assignment, Status, and Action.

Course Assignment	Status	Action
All Courses : Intermediate Algebra Homework 1	Due: 12/7/07 Unavailable: 12/7/07	Take
All Courses : Intermediate Algebra MidTerm 1	Due: 12/7/07 Unavailable: 12/7/07	Take
All Courses : Intermediate Algebra Homework 3	Due: 12/21/07 Unavailable: 12/21/07	Retake View Print
 - View Recently Graded Assignments:** A table showing graded assignments with columns for Course, Assignment, Status, and Action.

Course Assignment	Status	Action
All Courses : Intermediate Algebra Homework 2	Modified: 11/7/07	View
All Courses : Intermediate Algebra Homework 4	Modified: 7/16/07	View
All Courses : Intermediate Algebra Homework 3	Modified: 6/27/07	View
- Quick Links:** Includes links for "View All My Assignments", "Register a new Content Access Code", "Browser Setup Help", and "Get Support".
- Course Registration:** Includes a link for "Register for Another Course".
- Study Tools:** Features a book cover for "Warren/Reeve: ACCOUNTING Managerial Accounting, 9e" and a link to "Show all Study Tools".

The CengageNOW Home Page

The **Home** page lists your assignments in groups, so you can quickly see which ones are overdue, current, or recently graded. You can link directly to these assignments from the **Actions** table or from the **Assignments/Tests** tab.

The **Home** page is updated when you first sign in. To show any subsequent changes, click **Refresh** to update the page again.

If you are not registered in any courses, your **Actions** table will contain a **Register for Your Course** text entry box. Simply enter your **Course Key** and click the **Submit** button.

The **Home** page provides the following additional tools:
Header Links

These links at the top of the page include **Edit Profile** for changing your Student ID number (if used), **CengageNOW Tools** for calculators and graphers, **Sign Out** to end your CengageNOW session, the online **Help**, **Run System Check** to verify that your system meets the minimum requirements, and **Feedback** for suggesting improvements to CengageNOW.

Note: For technical support, please use the **Technical Support** link in the page footer, not the **Feedback** link.

Quick Links The **Quick Links** give you easy access to commonly used features, such as viewing your assignments or registering for a new book.

Course Registration Links

Use these links to register for courses requiring a **Course Key**.

Study Tools

This box shows your currently registered **Study Tools** and gives you direct access to your self-study materials on the **Study Tools** page.

Use the tabs above the **Actions** table to access these pages:

Home

The **Home** tab lets you return to the **Home** page from other pages of CengageNOW.

Courses

The **Courses** page displays all of your CengageNOW courses, including the assignments, grades, and syllabus for each class.

Grades

The **Grades** page helps you keep track of your grades, with sorting options to find specific grades quickly.

Assignment	Assignment Score (Correct/Possible)	%	Times Taken	Time Spent	Notes
Homework (50% of grade)					
Homework 01	7.6 /10.0	76.0 %	1	00:41:00	(late penalty: 5%)
Homework 02	6.0 /10.0	60.0 %	1	00:56:10	
Homework 03	not taken		0	00:00:00	
Homework 04	not taken		0	00:00:00	
Midterms (25% of grade)					
Midterm 01	not taken		0	00:00:00	
Midterm 02	not taken		0	00:00:00	
Final Exam (25% of grade)					
Final Exam	not taken		0	00:00:00	
Total		13.60%			

Grades Page Viewed by Course

Assignments/Tests

The **Assignments** page allows you to **Take** an assignment, or **Retake** or **Resume** an assignment (if your instructor permits it). You can list your assignments in several ways, including looking at a particular course or at the assignments available for you to take right now. The page shows the assignment due dates and your scores for completed and partially completed assignments such as tests and homework.

Study Tools

The **Study Tools** page displays the self-study materials you can access through CengageNOW such as eBooks and Personalized Study products. Work that you access and complete on the **Study Tools** page is for ungraded self-study only and is separate from your course assignments.

PowerSearch

You may see a **PowerSearch** tab on your **Home** page if your school library subscribes to the PowerSearch service. **PowerSearch** allows students and

instructors to access a wide range of periodical, reference, and source information over multiple databases.

Signing Out

When you are done accessing your personal CengageNOW pages and assignments, click the **Sign Out** link in the page header to close the current session.

Note: Always use the provided CengageNOW buttons and links to close assignments or go to another page. If you use your browser's **Close** button or **Back/Forward** buttons instead, you may end your assignment or lose unsaved work unintentionally.

REGISTERING ADDITIONAL STUDY MATERIALS

To register a new book or product, you'll need the **Content Access Code**—a long alphanumeric code that is usually included with your new textbook. It can also be purchased separately online or in a bookstore.

Note: Depending on the book edition, the **Content Access Code** is also sometimes called a PIN Code or Passcode.

To enter a Content Access Code

- 1.** Sign in to your **My Dashboard** page, if you have not already done so. (If you have already signed in to CengageNOW, sign out to return to **My Dashboard**.)
- 2.** Under **Add another title to your bookshelf**, enter the **Content Access Code** exactly as it appears, including dashes and capitalization. This code is case-sensitive.
 - 3.** Click the **Go** button.
If the code is not accepted, try re-entering it, paying close attention to capitalization and differentiating numbers and letters.
- 3.** **4.** When you see the **Congratulations!** message, you have registered your product.

In CengageNOW, you will now be able to access your new online content on the **Study Tools** tab.

To purchase a new Content Access Code

A **Content 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. In this 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.

Take Assignments		Show first 4 Show All
Course	Status	Action
All Courses : Advanced Psychology Chapter 1 - The Evolution of Psychology	Due: 1/1/07 Unavailable: 1/1/07	<input type="button" value="Take"/>
All Courses : Advanced Psychology Chapter 2 - The Research Enterprise in Psychology	Due: 1/2/07 Unavailable: 1/2/07	<input type="button" value="Take"/>
All Courses : Intro to Meteorology 01: The Earth's Atmosphere	Due: 1/12/07 Unavailable: 1/12/07	Enter content access code
All Courses : Intro to Meteorology 02: Warming the Earth and the Atmosphere	Due: 1/15/07 Unavailable: 1/15/07	Enter content access code

Assignments Requiring Content Access Code

You can purchase a new **Content Access Code** for your textbook through your school bookstore, or go to <http://www.ichapters.com> to buy it online. CengageNOW's **Enter a Content Access Code** page has a link **Purchase an Access Code** that will take you directly to the **ichapters** site.

After you receive your new Content Access Code, enter it as described in "[To enter a Content Access Code](#)" on page 8. You then will be able to access your course assignments that use that content.

VIEWING YOUR SYLLABUS

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

If there is a syllabus linked to your course, you will see a **Syllabus** link on the **Courses** tab in the **View** column. To view the syllabus for that course, click its **Syllabus** link.

USING THE COURSES PAGE

The **Courses** page, accessed from the **Courses** tab, gives you a quick view of all your CengageNOW courses. From here, you can get fast access to your assignments, syllabus, and grades. You can also register for additional courses by clicking the **Register for Another Course** link, which takes you to the **Enter a Course Key** page.

Sorting

You can sort the columns by **Course**, **Instructor**, and **CengageNOW Grade**.

Viewing

Under **View**, you can quickly see your current course information and pending tasks in other areas of CengageNOW. By using the links provided, you can easily go to the **Assignments** page, the **Grades** pages, and the course **Syllabus** (if available).

WORKING WITH ASSIGNMENTS

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

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

All of the on-line coursework your instructor assigns to you can be accessed from the **Assignments** page. This includes all assignment types, from graded tests to practice homework, and from reading to study tools to external Web Quizzes. Graded assignments track your progress and report your scores to your instructor.

Understanding the Assignments Page

Select the **Assignments/Tests** tab to see your assignments. (Some assignments may be listed on your **Home** page as well, but the **Assignments/Test** tab provides more detail.)

Above the columns are two assignment view selectors:

Show me assignments for:

Use this drop-down menu to view assignments for all of your courses, or view assignments for a specific course or section only. Once you have selected the view you want, click the **Go** button



Show me: All assignments | Only assignments I can take

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

Assignments ⓘ

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

Show me assignments for: Show me: [All assignments](#) | [Only assignments I can take](#)

Course	Date Due ▲	Type	Title	Actions	# of tries	Score
General Psychology	2/7/08 12:00 PM	Homework	PSY 201 Homework 02	<input type="button" value="Take"/> Print blank assignment	not taken 1 remaining Time allowed:unlimited	not taken
General Psychology	2/17/08 12:00 PM	Homework	PSY 201 Homework 03	<input type="button" value="Retake"/>	1 try 2 remaining Time allowed:unlimited	3.6 / 5.0
General Psychology	2/22/08 12:00 PM	Test	PSY 201 Midterm 1	password: <input type="text"/> <input type="button" value="Take"/>	not taken 1 remaining Time allowed: 00:30:00	not taken
General Psychology	3/20/08 4:00 PM	Homework	Evolution of Psychology 1	<input type="button" value="Resume"/>	Partial 6 remaining Time allowed:unlimited	incomplete
General Psychology		Study Tools	Unit 1: History & Methods / Module 1b: The Experimental Method / Interactive Quiz	<input type="text" value="Enter content access code"/>	not taken 3 remaining Time allowed:unlimited	not taken
General Psychology		Study Tools	Unit 1: History & Methods / Module 1c: Statistics: Central Tendency and Variability / Interactive Quiz	<input type="text" value="Enter content access code"/>	not taken 3 remaining Time allowed:unlimited	not taken

The Assignments Page

To sort the assignments by **Course**, **Date Due**, **Type**, or **Title**, just click the appropriate column heading. To reverse the sort order (ascending/descending), click the heading again.

Assignments Page Actions

In addition to the sortable columns such as **Date Due**, the **Assignments** page provides your available assignment actions, and can display your current score and remaining attempts.

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

Actions

Use the buttons and links in the **Actions** column to work with your assignments.

Take



Begin taking this assignment.

Retake



Retake this previously completed assignment.

Resume



Continue this unfinished assignment.

Password

password:

Enter the password required to take this assignment.

Print blank assignment

 [Print blank assignment](#)

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

View

 [View](#)

See your score and related feedback on a completed assignment (if allowed by your instructor).

Print

 [Print](#)

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

Enter Content Access Code

[Enter content access code](#)

If you see this link, it means you still need to enter the **Content Access Code** to gain access to the online book content required for your assignment. (See ["Registering Additional Study Materials"](#) on page 8.)

of tries

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

Score

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

Course

This column shows you the course for each assignment. This can be helpful when you are viewing assignments for all of your courses.

Taking an Assignment

These instructions show you how to take a homework, test, or reading assignment. In summary, you can make sure you get full credit for your work by always doing the following:

- ① Complete and submit the assignment before its due date and time.
- ① Read the on-screen instructions carefully.
- ① Take advantage of the questions that provide it. This checks your current answer, and may give you helpful feedback that allows you to improve your answer before you are graded.

[Check My Work](#)

- ① Click the **Save**

Save button every so often, particularly on long, multi-part questions. Your progress is saved each time you move to a new question or use the **Check My Work** link. Even so, saving your work manually ensures you won't lose much work on the current question in the event of a computer problem.

- ② Click the **Submit Assignment for Grading** button when completely finished with the assignment. Each time you submit the assignment for grading is counted as one assignment try.

Submit Assignment for Grading

🕒 To take an assignment

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

The **Assignments** page opens.

drop-down list and click the **Go** button



Note: If you access CengageNOW assignments through eCollege® or Blackboard®, these steps will be different. Please refer to the user guides for those products.

3. Click on the **Take** button

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

Click on the **Retake** button

Retake to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

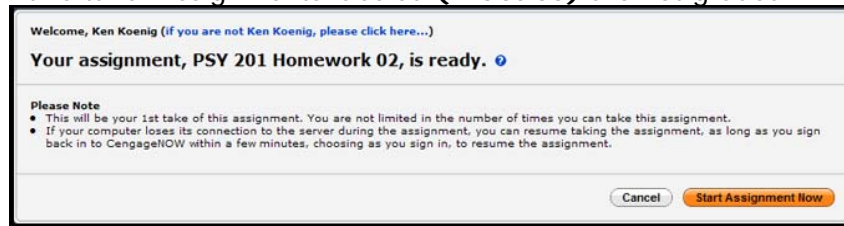
Click on the **Resume** button

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

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

4. The **Assignment Start** page opens. This page tells you how many times you have taken this assignment or test, how many "takes" you have available, and the time limit (if any) for completing the take.

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



The Assignment Start Page

. If you cancel at this point, the try will not be To begin taking the assignment, click the **Start Assignment Now**



Start Assignment Now button. If you are continuing an assignment, the button is labeled **Resume Assignment Now**.

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

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

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

- The current question number is highlighted in light blue.
- Unanswered questions are marked with a hollow blue circle
- Complete answers are marked with a solid blue circle
- Partial answers are marked with a blue "P"
- You can also mouse over a question number to open a text "tool tip" about that question's status.



Assignment: Homework 1 - Overwrite Score Assignment Score: 2.08%

Save Exit Submit Assignment for Grading

Questions **PROBLEM 10-1A** << Question 2 of 3 >>

1. P Show Additional Info ⓘ Hint ⓘ Check My Work (1 tries remaining)

2. P

3. O

Learning Objective 10-3
Exercise Demo

Exchange of Similar Fixed Assets

On the first day of the fiscal year, a delivery truck with a list price of \$90,000 was acquired in exchange for an old delivery truck and \$74,500 cash. The old truck had a cost of \$60,000 and accumulated depreciation of \$42,000.

a. Determine the cost of the new truck for financial reporting purposes.

\$ 90000

c. Journalize the entry to record the exchange. If a dropdown or an amount box does not require an entry, leave it blank.

ACCOUNT	DEBIT	CREDIT
<input type="text"/>	<input type="text"/>	<input type="text"/>

Show Additional Info ⓘ Hint ⓘ Check My Work (1 tries remaining)

<< Question 2 of 3 >>

Save Exit Submit Assignment for Grading

The Take Assignment Page

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

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

Note: Assignments that start with a **Pre-Test** are called **Personalized Study** or “study tools” assignments. They work a little differently. See [“Taking a Personalized Study Assignment”](#) on page 21 for details.



you click the **Save** button or go to another question. Be sure to save your progress on long questions, and follow up on partial answers before submitting the assignment.

link to evaluate the correctness of your current answer. You may be provided with multiple checks and helpful feedback that will allow you to improve your answer on that question before you submit the assignment for grading. Standard feedback can include the following:

Check My Work

- Correct
- Partially correct
- P** . The answer has one or more elements that are incomplete or incorrect.
- Incorrect

- Accepted



. The answer you entered will be evaluated later by your instructor.

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

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

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

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

WARNING: During an assignment, never close your browser, go to another site, or use your browser's forward and back buttons—you may lose your current work, and the "try" will be counted against you. Use only the CengageNOW navigation buttons and links. Be sure each page loads completely before proceeding.

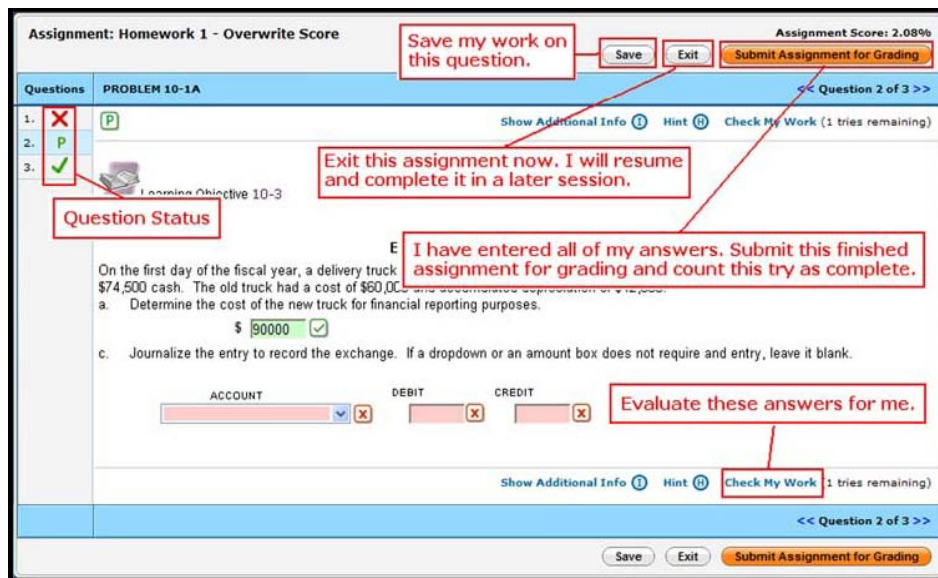
10. If the assignment allows you to save your work and finish it in a later session, you will see an **Exit** button . If you do save and exit, you will be able to

Exit

Resume

Resume

the assignment later as long as you resume it before its due date.



Entering answers, submitting assignments

Grading button **Submit Assignment** for Practice work).

Submit Assignment for Grading

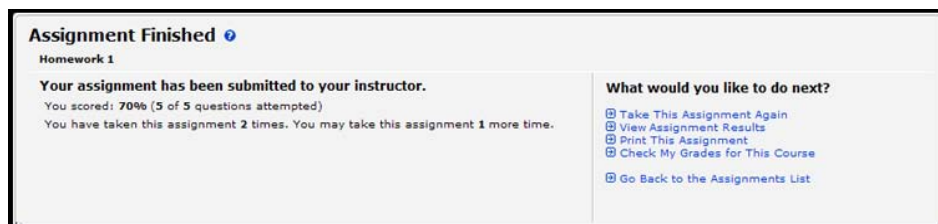
The **Submit Assignment for Grading?** message window opens to confirm that you are ready to turn in the assignment. It also will caution you if any answers are still incomplete and give you an option to continue the assignment.

12. To confirm you want to submit your assignment for

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

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

Submit for Grading



The Assignment Finished Page

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

Taking a Personalized Study Assignment

Personalized Study products are learning tools that help you gauge your unique study needs. The **Personalized Study Plan** they provide focuses your study time on the key concepts and problems you need to learn.

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

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

Your instructor may choose to score the **Pre-Test**, exclude the **Pre-Test** or **Post-Test** from the assignment, or allow access to these sections only as graded assignments (so you can't access them from **Study Tools**, in other words).

Caution: Be sure to complete all sections of your Personalized Study assignment before you submit it for grading.

To take a Personalized Study assignment

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

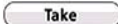
The **Assignments** page opens.

drop-down list and click the **Go** button



3. Personalized Study assignments are listed as **Type: Study Tools**. They typically have names corresponding to the chapters in your text.

Click on the **Take** button

 for the available assignment you want to start taking. If a password is required, enter it into the **password:** field.

Click on the **Retake** button

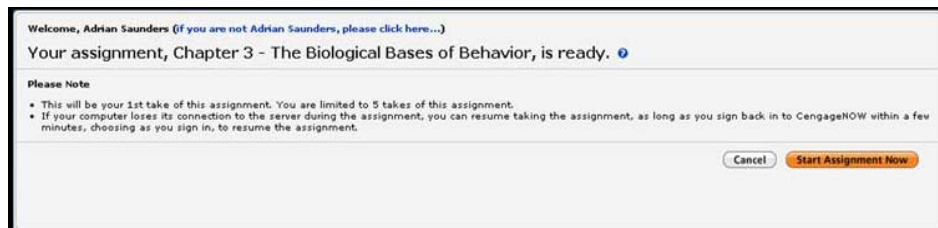
Retake to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

Click on the **Resume** button

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

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

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



The Assignment Ready Page

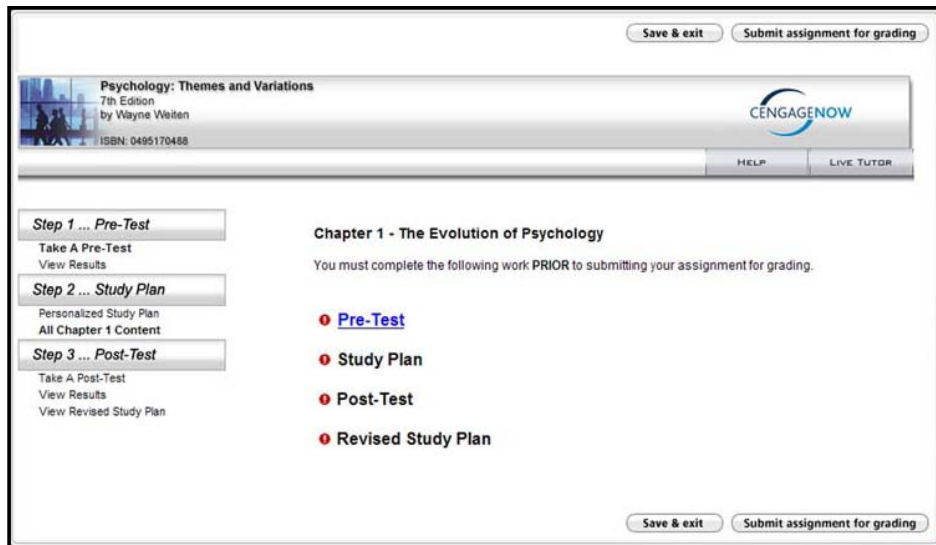
. If you cancel at this point, the try will not be To begin taking the assignment, click the **Start Assignment Now** button



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

Note: Some books may label these sections differently.

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



Starting a Personalized Study Assignment

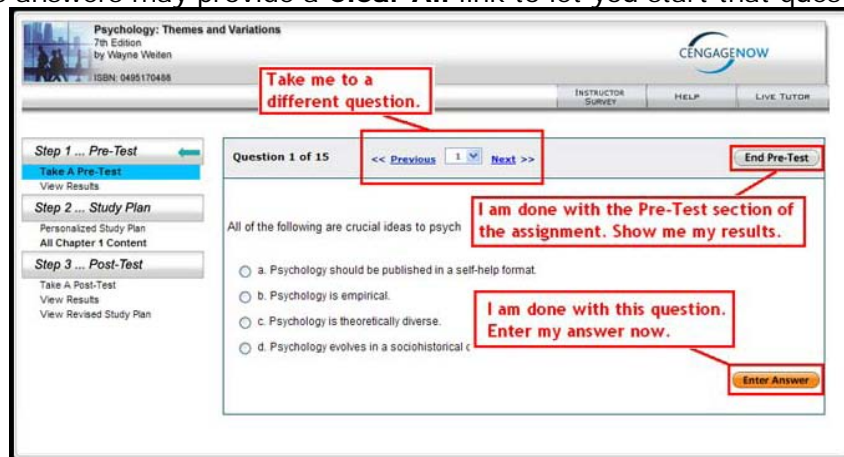
7. Move through the questions with the << **Previous** and **Next** >> links, or select them by question number from the drop-down list.



Enter Answer button .

You can return to previous questions and change answers, if needed.

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



Answering Pre-Test Questions



A summary screen appears with your **Pre-Test** results. It highlights your scores on

particular topics and selects chapter sections for your further study.

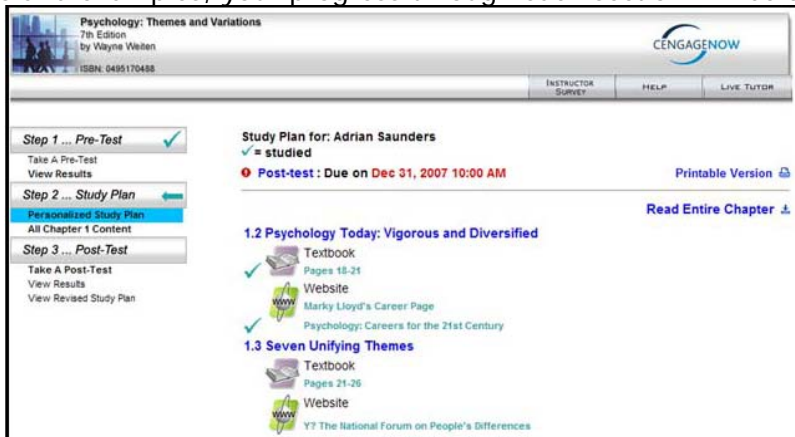
Caution: If you see a **Save & Exit** button you can save the assignment in progress and resume work on it later as part of the same try. If you don't have this button, however, be sure to complete *all* available sections of the assignment before you click **Submit**



Assignment for Grading



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



Personalized Study Plan

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

Your Post-Test appears.

2. **12.** Navigate between questions with the << **Previous** and **Next** >> links, or select a question number from the drop-down list.
3. **13.** Select your answer to the question, and then click the **Enter**



Answer button . You can return to

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

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**.

The screenshot displays the CengageNOW interface for a post-test. At the top, it shows the course title 'Psychology: Themes and Variations' by Wayne Weiten, 7th Edition, ISBN: 0495170488. The CengageNOW logo is in the top right. A sidebar on the left lists three steps: 'Step 1 ... Pre-Test' (completed), 'Step 2 ... Study Plan' (completed), and 'Step 3 ... Post-Test' (active). The main content area is titled 'Post-Test Results' and features a 'Revised Study Plan' link. Below this is a 'PROJECT SUMMARY' table:

CORRECT	INCORRECT	TOTAL ANSWERED	SCORE
12	3	15	80%

Below the table, there is a list of four questions, each with a green checkmark and a link to view details:

- Freud's concept of the unconscious that links unrelated aspects of behavior is an example of.
- You have been asked to watch a football game between your favorite team and its arch enemy. Your tendency to observe rules infractions from the opposing team as opposed to your own illustrates that theme of.
- It was about _____ years ago that psychology emerged as a scientific discipline.
- This individual claimed he could mold children at random to become a thief or a doctor based on the environment he created.

Post-Test Results

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

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

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

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

Submit Assignment for Grading

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

TAKING A WEBQUIZ

Instructors can set up "external" assignments to track your work on a variety of activities outside of CengageNOW. The most common type of external assignment is the WebQuiz.

To take a WebQuiz

A WebQuiz behaves much like a regular assignment, but in certain cases can be taken without signing in to CengageNOW.

1. An assigned WebQuiz shows on your **Assignments** page as **Type: External**. Click **Take** to start it, or **Retake** to take it again.

Alternatively, your instructor may simply provide you with the WebQuiz URL (web address). If so, you can click the WebQuiz link or enter its URL directly into your browser address box to start it.

The **WebQuiz Ready** page opens.

1. **2.** Click the **Start Assignment Now** button, and then the **CLICK HERE TO BEGIN** link.
2. **3.** If you are given the option, choose between **display all questions on one page** or **one at a time**. (To see any available feedback on your answers as you enter them, select **one at a time**.)
3. **4.** Click **Start Assignment Now**.
4. **5.** Use the **Enter Answer** button to answer each question. If you want to clear all of your current answers and start over, click **Start Over**.



button or **End quiz and view summary** link.

The **Summary of Results** page opens.

Web Quiz

Assignment Name: WebQuiz Assignment 03

Summary of Results Start over

Total Possible: 4.0 Time Spent: 00:01:51

correct
4.00
100.00%

To email the results to your instructor(s), complete this form:

- * E-mail results to: asaunders@university.edu
- Additional message:
- * Your first name: Mark
- * Your last name: Manson
- * Your email address: markm@university.edu

* Required field Send e-mail

MULTIPLE CHOICE DEC-10-B
A chart of accounts for a merchandising business

a. requires more accounts than does the chart of accounts for a service business

b. does not have a Cost of Goods Sold account if a perpetual inventory system is used

c. is standardized by the FASB for all merchandising businesses

WebQuiz Summary of Results

7. Fill in the required fields and click Send e-mail to send the test results to your instructor.
2. **8.** Close your browser window or tab to return to the previous page. If you started the WebQuiz from the **Assignments** page, you will also need to click **Submit Assignment** or **Submit Assignment for Grading** to go to the **Assignment Finished** page.

Once you have submitted your work, your instructor may review your work further or choose to post your results on your **Gradebook** page.

Note: If you leave a WebQuiz session inactive for more than 60 minutes, the session expires and you will lose your work.

TRACKING YOUR GRADES

Keep track of your grades with a variety of sorting options that help you find specific grades quickly. You can access your grades from several locations: From the **Home** page:

- Ⓞ Click the **Grades** tab, or
- Ⓞ Click **View** in the **Actions** column for a recently graded assignment. From the **Courses** page:
- Ⓞ Click the **Grades** link for a specific course in the **View** column. From the **Assignments** page:
- Ⓞ With **Show me: All Assignments** selected, click the assignment's **View** link in the **Actions** column.

Grades for Manson, Mark									
See results by: Course Assignment Non-Assigned Material									
Course	Assignment	Assignment Score (Correct/Possible)	Available	Due Date	Taken On	Times Taken	Time Spent	Extra	Notes
Intermediate Algebra	Homework 2	4.0 / 5.0	6/20/07 9:00 AM	12/20/07 9:00 AM	Wed Nov 07 14:50:59 PST 2007	3	00:01:44		
Intermediate Algebra	Homework 3	4.0 / 5.0	6/20/07 9:00 AM	12/21/07 9:00 AM	Wed Jun 27 10:22:25 PDT 2007	1	00:02:31		
Intermediate Algebra	Homework 4	1.0 / 5.0	6/20/07 9:00 AM	12/21/07 9:00 AM	Mon Jul 16 15:20:17 PDT 2007	1	00:12:28		
Intro to Psychology	Homework 1	1.0 / 10.0	6/19/07 11:00 AM	7/29/08 11:00 AM	Wed Feb 20 15:08:23 PST 2008	1	00:01:19		
Intro to Psychology	Homework 2	1.0 / 10.0	6/19/07 11:00 AM	7/29/08 11:00 AM	Thu May 01 13:56:06 PDT 2008	1	01:06:06		
Intermediate Algebra	Chapter 1: BASIC CONCEPTS / Chapter Test	(grades not viewable)	11/16/07 1:00 PM	12/19/07 1:00 PM	Fri Nov 30 09:52:03 PST 2007	1	00:00:40		

Viewing Grade Results by Assignment

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

See results by: Course

This view lists your grades for a selected course. Use the drop-down menu to select a different course.

See results by: Assignment

This view lists all your assignment grades for all of your CengageNOW courses.

See results by: Non-Assigned Material

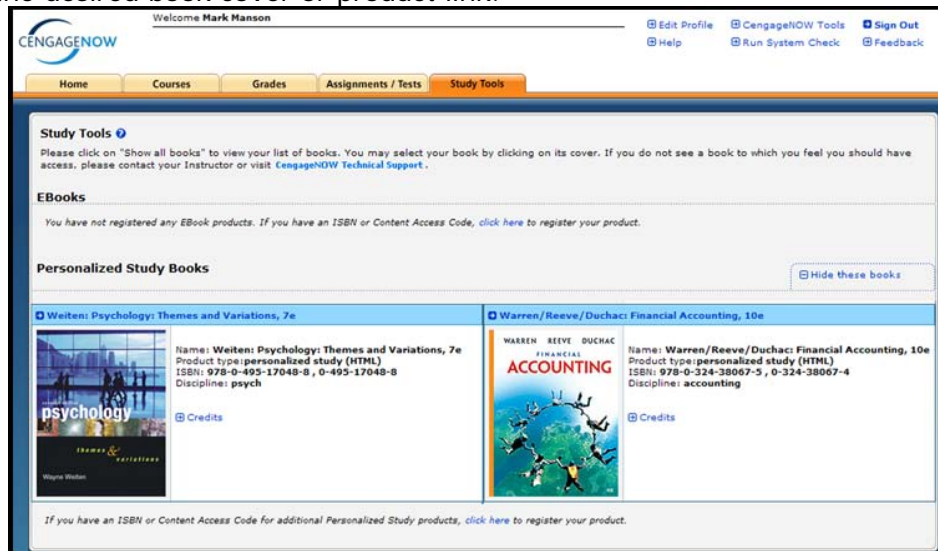
This view shows your progress on supplemental material completed outside of CengageNOW, such as online reading.

ACCESSING YOUR STUDY TOOLS

The **Study Tools** page displays the self-study products you can access through CengageNOW, such as eBooks and Personalized Study products. Your products will appear on this page once you have registered them using the **Content Access Code**. (See “[Registering Additional Study Materials](#)” on page 8.)

You do not need to be enrolled in a course to use your **Study Tools** materials for your own practice or self-study. Some tests with the **Study Tools** may not be available to you, however, if your instructor is using them as a graded course assignment.

To access your registered Study Tools, click on the **Study Tools** tab, and then click on the desired book cover or product link.



Accessing Study Tools for Self-Study

You may see some of the same questions, **Pre-Tests**, chapters, etc. in your course assignments that you do in **Study Tools**, but there is a key difference:

- ① Course assignments taken from the **Assignments** page are *graded* CengageNOW coursework.
- ① Work accessed from and completed in the **Study Tools** area is *ungraded* practice or self-study.

Note: Instructors may choose to hide a **Pre-Test** or **Post-Test** from your **Study Tools** view if the test has been made an assignment for your course.

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. **1.** Go to <http://academic.cengage.com/support> for the Cengage Customer Support page. (Within CengageNOW, you can use the **Technical Support** link available at the bottom of most pages.)
2. **2.** Under **Student**, select **CengageNOW** from the dropdown menu, and click **Go**.
3. Select a contact method:
 - Select **Online Chat** for live assistance from a Cengage Learning technical support agent.
 - For e-mail assistance, use the **Submit your questions** link under **Contact Us**. (With the online form, you will usually get a response within 48 hours.)

When you contact Technical Support, please be ready to provide the following information:

- First and last name
- School (including campus)
- Operating system and browser
- **Content Access Code** or textbook ISBN

Note: Be sure to let Technical Support know if you are accessing CengageNOW through an integrated product such as eCollege or Blackboard.

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