



# The Start Smart Guide

*for students*





**THE START SMART GUIDE FOR STUDENTS**

ACQUISITIONS AND DEVELOPMENT EDITOR:  
DEBORAH TODD

EDITORIAL ASSISTANT: SARAH SKOVLUND

PRODUCT MANAGER: TOM GREGA

MARKETING MANAGER: ROBIN LUCAS

MARKETING COMMUNICATIONS MANAGER:  
NATHANIEL BERGSON-MICHELSON

PROJECT MANAGER, EDITORIAL PRODUCTION:  
JENNIFER RISDEN

CREATIVE DIRECTOR: ROB HUGEL

PRINT BUYER: DOREEN SURUKI

COVER DESIGNER: FABIO FERNANDES

COVER PRINTER: TRANSCONTINENTAL  
PRINTING/INTERGLOBE

CONTENT AND LAYOUT:  
LUNAR LOGIC DOCUMENTATION

SPECIAL THANKS TO GARY WHALEN

© 2008 CENGAGE LEARNING INC.  
CENGAGE LEARNING AND THE CENGAGE  
LEARNING LOGO ARE TRADEMARKS USED HEREIN  
UNDER LICENSE.

**ALL RIGHTS RESERVED.** NO PART OF THIS  
WORK COVERED BY THE COPYRIGHT HEREON MAY  
BE REPRODUCED OR USED IN ANY FORM OR BY  
ANY MEANS—GRAPHIC, ELECTRONIC, OR  
MECHANICAL, INCLUDING PHOTOCOPYING,  
RECORDING, TAPING, WEB DISTRIBUTION,  
INFORMATION STORAGE AND RETRIEVAL  
SYSTEMS, OR IN ANY OTHER MANNER—WITHOUT  
THE WRITTEN PERMISSION OF THE PUBLISHER.

For more information about our  
products, contact us at:  
**Cengage Learning Academic  
Resource Center**  
**1-800-423-0563**

For permission to use material from  
this text or product, submit a request  
online at:  
[http://www.cengage.com/  
permissions](http://www.cengage.com/permissions)

Any additional questions about  
permissions can be submitted by  
e-mail to:  
[permissionrequest@cengage.com](mailto:permissionrequest@cengage.com)

**CENGAGE HIGHER EDUCATION**  
**10 DAVIS DRIVE**  
**BELMONT, CA**  
**94002-3098 USA**

# STUDENT QUICK START GUIDE

## Create Your Account

1. Go to <http://academic.cengage.com/login>
2. Click **Create My Account**, and then **Student**.
3. 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.)

*Some access codes may redirect you to CengageNOW to register. If you are redirected, please follow the instructions in CengageNOW instead of the following.*

4. Enter your account information, and click **Continue**.
5. For the License Agreement, select **I agree** and click **Continue**.
6. Click the CengageNOW icon on your **My Dashboard** page.
7. Enter your school name and click **Search**. Select your school on the resulting list and click **Continue**.
8. Verify your information and click **Continue**.

The CengageNOW **Home** page opens.

9. If your professor provided a **Course Key**, click **Register for a Course**.
10. Enter your course key, and click **Use This Course Key**.

Congratulations! You have created your account and enrolled in your course.

Go to the **Home** page to start using CengageNOW.

## Returning User Sign-In

1. Go to <http://academic.cengage.com/login>
2. Under **Sign In Returning Users**, enter your e-mail address and password exactly as you entered them when you registered as a new user, and click **Submit**.
3. Click the CengageNOW icon on your **My Dashboard** page.

## Registering New Content or Courses

Once signed in, you can easily register for additional content, books, or courses.

1. Sign in to CengageNOW.
2. On the **Home** page, click **Register a new Content Access Code** or **Register for Another Course**.
3. Follow the on-screen instructions to enter the appropriate code(s).

## Self-Study

To use your CengageNOW book for self-study:

1. Sign in to CengageNOW.
2. Click the book's cover on the **Home** page under **Study Tools**, or on the **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 check to see that 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®

- Microsoft® Windows 2000, Windows XP, Windows Vista
- Intel® or AMD® CPU, 266MHz or better
- 128 MB RAM
- Web browsers: Microsoft Internet Explorer 6.0-7.0 or Mozilla™ Firefox® 1.0–2.0 (download Firefox from <http://www.mozilla.com/firefox>)
- Java JRE 1.5/5.0 or higher recommended (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™ 1.3–3.0

## 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 the latest version of Firefox from <http://www.mozilla.com/firefox>)
- Java JRE 1.5/5.0 or higher recommended (download from <http://java.com>)

## Additional Requirements (All Systems)

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

# CONTENTS

|   |     |
|---|-----|
| STUDENT QUICK START GUIDE . . . . .                     | III |
| CENGAGENOW SYSTEM REQUIREMENTS . . . . .                | IV  |
| GETTING STARTED . . . . .                               | 1   |
| System Setup for CengageNOW . . . . .                   | 1   |
| Registering as a New User . . . . .                     | 1   |
| Signing In as a Returning User . . . . .                | 3   |
| Your CengageNOW Home Page . . . . .                     | 3   |
| Signing Out . . . . .                                   | 6   |
| REGISTERING NEW OR ADDITIONAL STUDY MATERIALS . . . . . | 7   |
| VIEWING YOUR SYLLABUS . . . . .                         | 8   |
| USING THE COURSES PAGE . . . . .                        | 9   |
| WORKING WITH ASSIGNMENTS . . . . .                      | 9   |
| Understanding the Assignments Page . . . . .            | 10  |
| Taking an Assignment . . . . .                          | 12  |
| Taking a Personalized Study Assignment . . . . .        | 17  |

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

TRACKING YOUR GRADES . . . . . 23

ACCESSING YOUR STUDY TOOLS . . . . . 24

COMMUNICATION . . . . . 25

TECHNICAL SUPPORT . . . . . 26

INDEX . . . . . 27

# 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, 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.

---

**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, Mac, or Linux computers. If your system meets the basic [“CengageNOW System Requirements”](#) on page iv, all you need is a standard web browser, plus free “plug-in” software to run CengageNOW on your computer.

The first time you sign in to CengageNOW, the system check will review your browser settings and plug-ins. If you need to change your settings or install any software, the system check will provide you with instructions and download links.

## 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. Go to [academic.cengage.com/login](http://academic.cengage.com/login)
2. Click **Create My Account**, and then **Student**.

3. 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.)

*Some access codes may redirect you to CengageNOW to register. If you are redirected, please follow the instructions in CengageNOW instead of the following.*

4. Enter your account information and click **Continue**.
5. For the License Agreement, select **I agree** and click **Continue**.
6. Click the CengageNOW icon on your **Dashboard** page.
7. Enter your school name and click **Search**. Select your school on the resulting list and click **Continue**.
8. Verify your information and click **Continue**.  
Your CengageNOW **Home** page opens.
9. If your instructor provided a **Course Key**, enter it in the text entry box located on the **Actions** table.
10. Click **Submit**.
11. Congratulations! You have created your account and enrolled in your course.

Go to the **Home** page to start using CengageNOW.

### ➤ To use your registered CengageNOW book for self-study

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

or

Click the book's cover on the **Study Tools** tab.



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

## Your CengageNOW Home Page

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

Welcome Mark Manson

My Account CengageNOW Tools Sign Out  
Help Run System Check Feedback

Home Courses Grades Assignments / Tests Study Tools Communication

**Actions** See your latest changes: Refresh

**Take Overdue Assignments**  
There are no overdue assignments

**Take Assignments**  
Showing all items

| Course   Assignment                           | Status                                 | Action               |
|---|--|----------------------|
| All Courses : Intermediate Algebra Homework 1 | Due: 12/7/07<br>Unavailable: 12/7/07   | Take                 |
| All Courses : Intermediate Algebra MidTerm 1  | Due: 12/7/07<br>Unavailable: 12/7/07   | Take                 |
| All Courses : Intermediate Algebra Homework 3 | Due: 12/21/07<br>Unavailable: 12/21/07 | Retake<br>View Print |

**View Recently Graded Assignments**  
Showing all items

| 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**

- View All My Assignments
- Register a new Content Access Code
- Browser Setup Help
- Get Support

**Course Registration**

- Register for Another Course
- View Open Enrollment Courses

**Study Tools**

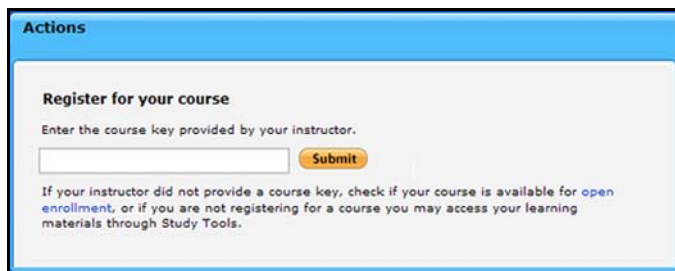
Warren/Reeve: Managerial Accounting, 9e

- 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 in the **Actions** table or from the **Assignments/Tests** tab. To show any changes you've made, click **Refresh** to update the page.

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 **Submit**.

A screenshot of a web interface titled "Actions". Inside, there is a section titled "Register for your course". Below the title, it says "Enter the course key provided by your instructor." There is a text input field followed by a yellow "Submit" button. Below the input field, there is a note: "If your instructor did not provide a course key, check if your course is available for open enrollment, or if you are not registering for a course you may access your learning materials through Study Tools."

*Actions Table before Course Enrollment*

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

### Header Links

These links at the top of the page include **My Account** for changing your account information, **CengageNOW Tools** for calculators and simulations, **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** or those offering open enrollment.

## 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. If you have not yet registered your **Study Tools**, click the **Register a new Content Access Code** link to enter your book code.

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.

| Grades for Manson, Mark  |                                     |                         |             |                       |                    |
|---|-------------------------------------|-------------------------|-------------|-----------------------|--------------------|
| Cognitive Psychology <input type="button" value="Go"/>  |                                     |                         |             |                       |                    |
| See results by: Course   <b>Assignment</b>   Non-Assigned Material  |                                     |                         |             |                       |                    |
| Course: Cognitive Psychology  |                                     | Instructor: Lynn Hanson |             | Overall Grade: 13.60% |                    |
| Assignment               | Assignment Score (Correct/Possible) | %                       | Times Taken | Time Spent            | Notes              |
| <b>Homework (50% of grade)</b>  |                                     |                         |             |                       |                    |
| 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              |                    |
| <b>Midterms (25% of grade)</b>  |                                     |                         |             |                       |                    |
| Midterm 01  | not taken                           |                         | 0           | 00:00:00              |                    |
| Midterm 02  | not taken                           |                         | 0           | 00:00:00              |                    |
| <b>Final Exam (25% of grade)</b>  |                                     |                         |             |                       |                    |
| Final Exam  | not taken                           |                         | 0           | 00:00:00              |                    |
| <b>Total</b>  |                                     | 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 tutorials, 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.

### Communication

Use the features on the **Communication** page to post messages to other students or your instructor, and to monitor online discussion groups for your courses.

### 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 search and manage a wide range of periodical, reference, primary source, and multimedia information over multiple databases.

---

**Note:** Not all schools can offer **PowerSearch** access through CengageNOW at this time.

---

## 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 and return to the CengageNOW **Welcome** page.

## REGISTERING NEW OR 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. From the **Home** page, under **Quick Links**, click on **Register a new Content Access Code**.
2. Enter the code exactly as it appears, including dashes and capitalization. This code is case-sensitive.
3. Click the **Use this access code** button.

If the code is not accepted, try re-entering it, paying close attention to capitalization and differentiating numbers and letters.

4. When you see the **Congratulations!** message, you have registered your product. You can now view your newly registered online content by clicking 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 assignments that include questions or other material from that book.

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

### *Assignments Requiring Content Access Code*

You can purchase a new **Content Access Code** for your textbook through your school bookstore, or purchase one on-line at <http://www.ichapters.com>. The **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 7. You then will be able to access your course assignments that use that content.

## VIEWING YOUR SYLLABUS

Your syllabus contains important information about your class, such as the start and end dates, the **Course Key**, your instructor's name and contact information, and a short description of the class, its objectives, and any prerequisites.

You can access and print your syllabus from two locations:

- On the **Courses** tab, find your course's name in the **Course** column and click the **Syllabus** link in the adjacent **View** column.
- From the **Assignments/Tests** tab, click the course name to view its syllabus.

## USING THE COURSES PAGE

The **Courses** page, accessed by clicking the **Courses** tab on your **Home** page, 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, the course **Syllabus**, and **Discussions**.

## WORKING WITH ASSIGNMENTS

Your instructor can assign homework, quizzes, tests, personalized study, and other activities through CengageNOW. Assignments can range from simple lists of multiple-choice questions to complex equations or multi-entry forms, 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 work your instructor assigns to you can be accessed from the **Assignments** page. Whether they are graded or not, 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 of these may be listed on your **Home** page as well, but the **Assignments/Test** tab provides more information.)

The screenshot shows the 'Assignments' page with a table of assignments. Above the table are two selectors: 'Show me assignments for:' with a dropdown menu set to 'General Psychology' and a 'Go' button; and 'Show me:' with two links: 'All assignments' and 'Only assignments I can take'.

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

*The Assignments Page*

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.

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 Commands

In addition to the sortable columns such as **Date Due**, the **Assignments** page provides your assignment commands, 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 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**

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. 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 New or Additional Study Materials”](#) on page 7.)

### **# 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**


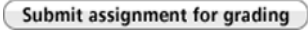
For completed assignments, this column shows your current score compared with the possible score (if made viewable by the instructor).

### **Course**

Click the course name to open the syllabus page for that course.

## Taking an Assignment

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

- Complete and submit the assignment for grading before its due date and time.
- Click **Enter Answer**  for each and every question you answer.
- 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.

---



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


---

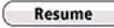
➤ To take an assignment

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

The **Assignments** page opens.

2. If necessary, select the appropriate course from the drop-down list and click the **Go** button .
3. 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  to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

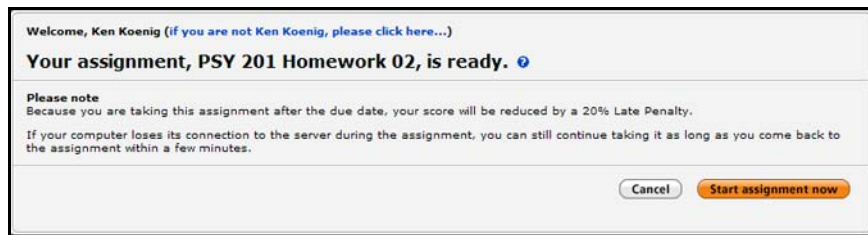
Click on the **Resume** button  to continue an assignment that you have previously saved in progress. (Not all assignments can be saved in progress.)

---

**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. After the system checks your browser to make sure it can display all portions of the assignment, the **Assignment Ready** page opens. (If this try is subject to a late penalty, the penalty will be noted here.)

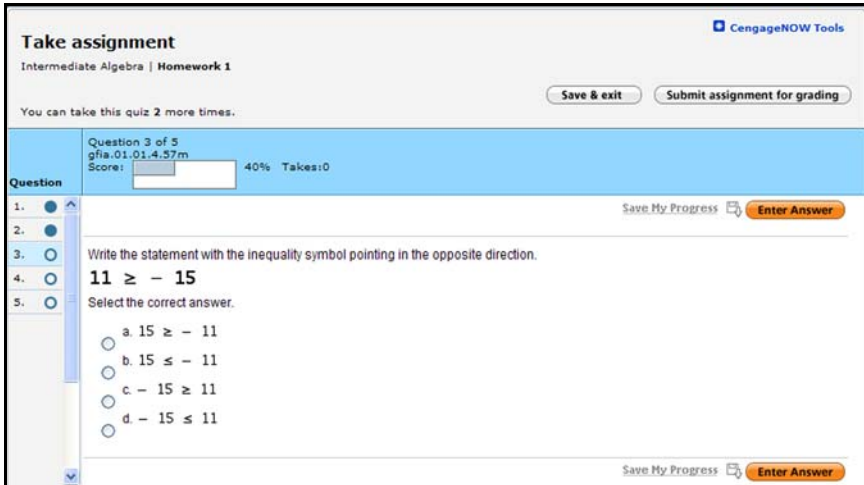


*The Assignment Ready Page*

5. Click the **Start assignment now**  button to begin taking the assignment.

Click **Cancel**  to return to the **Assignments** page without starting the assignment. (If you cancel at this point, the try will not be counted.)

Your assignment appears, ready for you to start the first question. Unanswered questions are marked with a hollow blue circle . Read each question carefully, and answer as directed. For each question you complete, be sure to click the **Enter Answer** button .





**Take assignment** CengageNOW Tools


Intermediate Algebra | Homework 1


You can take this quiz 2 more times. Save & exit Submit assignment for grading


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


**Question**

1.  Save My Progress  Enter Answer

2. 

3.  Write the statement with the inequality symbol pointing in the opposite direction.

4.  **11  $\geq$  - 15**


5.  Select the correct answer.

a. 15  $\geq$  - 11

b. 15  $\leq$  - 11

c. - 15  $\geq$  11

d. - 15  $\leq$  11

Save My Progress  Enter Answer




### *The Take Assignment Page*

Questions can appear in a variety of formats. For multiple choice (shown above) 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, or use graph or equation editors.

---

**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 17 for details.

---



6. After you click the **Enter Answer** button  for a question, its number on the left will be marked with a solid blue circle  for a complete answer, or a half-filled circle for a partial answer .

Some assignments automatically advance to the next question as soon as you enter an answer. If the next question doesn't appear automatically, just click the question number on the left to go to that question. Other assignments let you work through the questions in any order. This allows you to answer skipped questions and change your previous answers before submitting the assignment for grading.


---

**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.

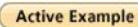
---


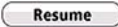
7. For certain lengthy or multi-part questions, the **Save My Progress** [Save My Progress](#)  link will be active. This link allows you to save your work on that question before submitting the answer. When you save your progress, that question's number is marked with a hollow green circle .

---

**Note:** To get full credit for a saved partial answer, you will still need to complete it and click the **Enter Answer** button .

---

The **Active Example** button , available on some questions, lets you explore related tutorials, videos, or other resources.


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

The screenshot shows a 'Take assignment' page for 'College Writing | ENG 010 Homework 02'. It features a question list on the left and a question editor on the right. Callout boxes provide instructions for various buttons:

- Submit assignment for grading:** I have entered all of my answers. Submit this finished assignment for grading and count this try as complete.
- Save & exit:** Save this assignment and exit now. I will resume and complete it in a later session.
- Save My Progress:** Save my work on this question, but don't enter my answer yet.
- Enter Answer:** I am done with this question. Enter my answer now.

At the bottom, there are buttons for 'Save & exit' and 'Submit assignment for grading', along with a legend for question status (Not answered, Not answered & saved, Answered, Partially answered) and a timestamp: 'Assignment last saved on Friday, February 22, 2008 at 10:52:03 AM'.

### Entering answers, submitting assignments

9. When you are completely finished with all sections of the assignment, click the **Submit assignment for grading** button .

The **Submit Assignment for Grading** message window opens. It asks you to confirm that you are finished with the assignment and ready to turn it in. It also will caution you if any answers are still incomplete.

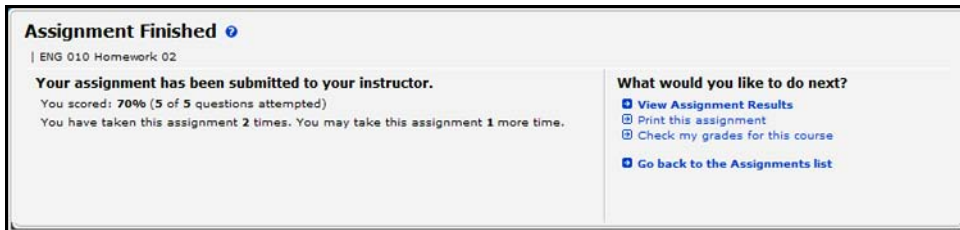
10. To submit your assignment for grading and exit, click the orange **Submit for Grading** button .

---

**Remember**—Each time you click **Submit for Grading** to finish the assignment counts as one try. Many assignments are set up to allow only one try.

---

11. The **Assignment Finished** page opens to give you several options for your next step. Depending on the assignment settings, you may be able to 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.



*The Assignment Finished Page*

---

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

---

## Taking a Personalized Study Assignment

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

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

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

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

---


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

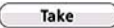
---


### ➤ To take a Personalized Study assignment


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

The **Assignments** page opens.

2. Select the appropriate course, if necessary, from the drop-down list and click the **Go** button .
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  to start an assignment you have taken previously. (Not all assignments allow multiple tries.)

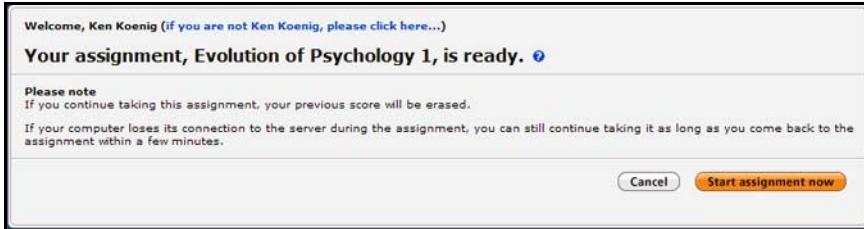
Click on the **Resume** button  to continue an assignment that you have previously saved in progress. (Not all assignments can be saved in progress.)

---

**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. After the system checks your browser to make sure it can display all portions of the assignment, the **Assignment Ready** page opens. (If this try is subject to a late penalty, the penalty will be noted here.)



Welcome, Ken Koenig (if you are not Ken Koenig, please click here...)


**Your assignment, Evolution of Psychology 1, is ready.** ⓘ

**Please note**  
If you continue taking this assignment, your previous score will be erased.  
If your computer loses its connection to the server during the assignment, you can still continue taking it as long as you come back to the assignment within a few minutes.

*The Assignment Ready Page*



5. Click the **Start assignment now** button  to begin taking the assignment.

Click **Cancel**  to return to the **Assignments** page without starting the assignment. (If you cancel at this point, the try will not be counted.)

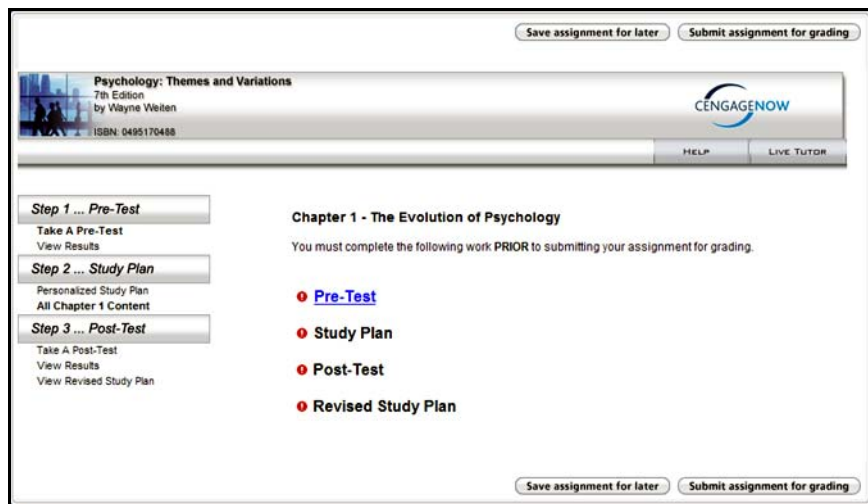
Your Personalized Study assignment loads. It typically includes a **Pre-Test**, a **Personalized Study Plan**, and a **Post-Test**.

---


**Note:** Some books may label these sections differently.

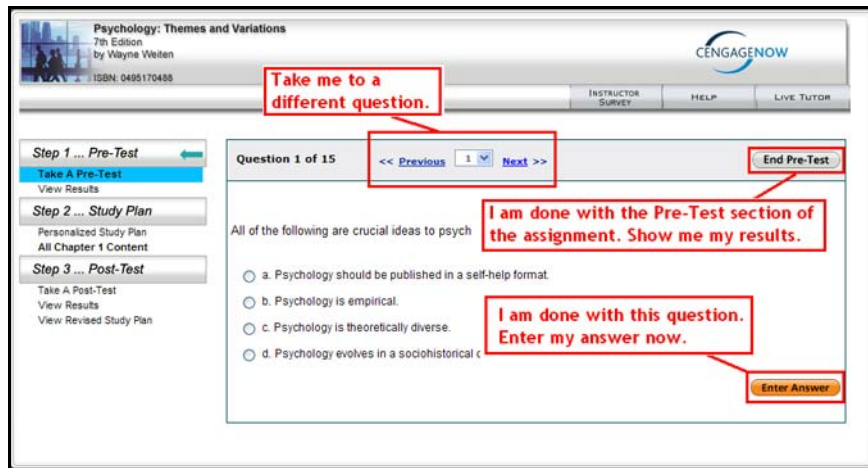
---

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



### Answering Pre-Test Questions

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

**End Pre-Test** .

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 assignment for later** button **Save assignment for later** , 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 the **Submit assignment for grading** button **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.

The screenshot shows the CengageNOW interface for a course titled "Psychology: Themes and Variations" by Wayne Weiten. The user's study plan is for Adrian Saunders and is marked as "studied". A post-test is due on Dec 31, 2007 at 10:00 AM. The plan includes sections 1.2 and 1.3, each with textbook pages and website links.


### Personalized Study Plan

- 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.

- Navigate between questions with the << **Previous** and **Next** >> links, or select a question number from the drop-down list.
- Select your answer to the question, and then click the **Enter Answer** button . You can return to previous questions and change answers, if needed.

**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."

- 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**.

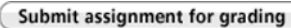
The screenshot displays the CengageNOW interface for a psychology assignment. At the top, there are buttons for 'Save assignment for later' and 'Submit assignment for grading'. The course title is 'Psychology: Themes and Variations, 7th Edition' by Wayne Weiten. The sidebar on the left shows three steps: 'Step 1 ... Pre-Test' (completed), 'Step 2 ... Study Plan' (completed), and 'Step 3 ... Post-Test' (current step). The main content area shows 'Post-Test Results' with a 'Revised Study Plan' link. Below this is a 'PROJECT SUMMARY' table:

| PROJECT SUMMARY |    |           |     |
|-----------------|----|-----------|-----|
| CORRECT         | 12 | INCORRECT | 3   |
| TOTAL ANSWERED  | 15 | SCORE     | 80% |


Below the table, there is a list of four questions with their correct answers indicated by green checkmarks and expandable details links (P).

- Freud's concept of the unconscious that links unrelated aspects of behavior is an example of: ✓ P
- 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: ✓ P
- It was about \_\_\_\_\_ years ago that psychology emerged as a scientific discipline: ✓ P
- This individual claimed he could mold children at random to become a thief or a doctor based on the environment he created: ✓ P

### Post-Test Results

15. If your Post-Test reveals any areas of the chapter where you could use additional study time, you will receive a **Revised Study Plan**. This is considered part of the assignment. You should complete it before submitting the assignment for grading.
16. When you are completely finished with all sections of the assignment, click the **Submit assignment for grading** button .

The **Submit Assignment for Grading** message window opens. It asks you to confirm that you are finished with the assignment and ready to turn it in. It also will caution you if any answers are still incomplete.

17. To submit your assignment for grading and exit, click the orange **Submit for Grading** button .

---

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

---

## 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 My Grades** in **Quick Links**, 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.

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: Course**

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

### **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 tutorials, eBooks, and Personalized Study products. Your products will appear on this page once you have registered them using the **Content Access Code**. (See [“Registering New or Additional Study Materials”](#) on page 7.) You do not need to be enrolled in a course to use your **Study Tools** material.

Welcome Mark Manson

CENGAGENOW

Help CengageNOW Tools Run System Check

Assignments / Tests Grades Study Tools

**Study Tools**

Please click on "Show all books" to view your list of books. You may select your book by clicking on its cover. If you do not see a book to which you feel you should have access, please contact your Instructor or visit CengageNOW Technical Support at [academic.cengage.com/support/tech\\_support\\_form.html](http://academic.cengage.com/support/tech_support_form.html).

EBooks

**eBook: Warren/Reeve: Managerial Accounting, 9e**

WARREN REEVE  
MANAGERIAL ACCOUNTING

Name: eBook: Warren/Reeve: Managerial Accounting, 9e  
Product type: courseware (HTML)  
ISBN: 978-0-324-38191-7, 0-324-38191-3  
Discipline: accounting

**eBook: Mankiw: Principles of Economics, 4e**

N. Gregory Mankiw  
PRINCIPLES OF ECONOMICS

Name: eBook: Mankiw: Principles of Economics, 4e  
Product type: courseware (HTML)  
ISBN: 978-0-324-22472-6, 0-324-22472-9  
Discipline: econ

If you have an ISBN or Content Access Code for additional eBook products, [click here](#) to register your product.

### Accessing Study Tools for Self-Study

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

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

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

---

## COMMUNICATION

You can use the features on the **Communication Tools** page to post messages to other students or your instructor and monitor online discussion groups for your courses. For example, you can maintain ongoing “bulletin board” dialogs with fellow students on particular topic threads, view system messages and alerts, or meet with your instructor during established “online office hours.”

### **Communications Tools**

These links direct you to discussions for a specific course or to a contact form for Technical Support.

### **Discussion Groups**

This area displays all of the current discussion groups, topics, and actions available to you.

## 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>. (Within CengageNOW, you can use the **Technical Support** link available at the bottom of most pages.)
2. Under **Student**, select **CengageNOW** from the **Select a Product** dropdown list and click **Go**.
3. Select a contact method:
  - Select **Online Chat**, if it's currently available, for live assistance from a Cengage Learning technical support agent.
  - For after-hours 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.

---



# INDEX

## A

account  
    creation 1–2  
    editing 4  
actions, home page 5  
active example 15  
answering questions 14  
assignment  
    actions 11  
    finished 16  
    getting full credit 12  
    managing 9–22  
    password 11  
    personalized study 17–22  
    taking 12–17  
    view selectors 10  
Assignments page 10–12

## B

Blackboard 12  
book registration 7–8  
browser settings *iv*

## C

chat support 26  
check, system 1  
communications tools 25  
content access code, entering 7  
course key, entering 4  
Courses page 9  
creating account 1–2  
customer service 26

## D

discussion groups 25

## E

eCollege 12  
entering  
    answers 14  
    content access code 7  
    course key 4

## G

grades, viewing 23

## H

header links 4  
Home page  
    using 3–6  
home page  
    actions 5  
homework assignment, taking 12–17

## I

Internet browser requirements *iv*

## L

Linux, system requirements *iv*  
log in see sign in

## M

Macintosh, system requirements *iv*  
managing assignments 9–22

## P

password, assignment 11  
personalized study  
    options 17  
    taking 17–22  
personalized study plan 20  
popups, unblocking *iv*  
post-test, taking 21  
PowerSearch 6  
pre-test, taking 19  
print  
    blank assignment 11  
    completed assignment 11

## Q

quick links 4  
Quick Start guide *iii*

## R

Refresh button 4  
registering  
    as new user 1–2  
    new materials 7–8  
requirements, system *iv*  
returning user sign in 3  
revised study plan 22

## S

Safari browser *iv*  
selectors, assignment view 10  
sign in 3  
sign out 6  
study plan  
    personalized 20  
    revised 22  
study tools, accessing 24  
submit assignment for grading 16  
support, technical 26  
syllabus, viewing 8  
system check 1  
system requirements *iv*  
system setup for CengageNOW 1

## T

taking  
    assignment 12–17  
    personalized study assignment 17–22  
    post-test 21  
    pre-test 19  
technical support 26

## V

view assignment results 11

## W

Windows, system requirements *iv*