Assignment Setup and Controls

Last Modified on 08/22/2018 3:09 pm EDT

Online Quizzes provide instructors with the ability to assign due dates for the quizzes associated with their Norton textbook.

Hide All Answers

How do I set due dates?

You can set Grades Accepted Until dates for Online Quiz assignments. After a Grades Accepted Until date for an assignment passes, students can continue to complete the Online Quiz assignments but they can no longer improve their final grades for that assignment.

Here's how to set up Grades Accepted Until dates:

Select a Student Set in the Select a Student Set drop-down menu.

← Digital Resources	QUIZZES	noq	einstructor@wwn	orton.edu 🛛 🗱
✓ ? Quizzes 1 × Reading Comprehension Quizzes on	select works from The Norton Introdu	ction to Literati	ure	
 ✓ SELECT A STUDENT SET 60776 (Literature 101, Section 1) 	•		ıh.	Student Grades
ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Understanding the Genre, Fiction		—	—	-

Click [set] across from the assignment.

← Digital Resources	QUIZZES	noq	einstructor@wwn	norton.edu 🚓
Quizzes Reading Comprehension Quizzes on selection	ect works from The Norton Introdu	uction to Literatu	ıre	
60776 (Literature 101, Section 1) 🗘			ah	Student Grades
ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Understanding the Genre, Fiction	[set]	_	_	_
Sherman Alexie—"Flight Patterns"	[set]	_	-	-

Select a Grades Accepted Until date and click the Set Grades Accepted Until button. The first time you set a GAU, you'll be asked to choose your time zone. The next time you create a GAU, your time zone will be automatically selected.

← Digital Resour	ces						QUIZ	ZES	n	oqeinstructor@wwn	orton.edu 🛛 🔅
✓ ? Quizzes ! × Reading		hensior	1 Ouizz	es on se	elect w	orks fr	om The	Norton	Introduction to Liter	rature	
60776 (Literature 1			_							ılı	Student Grades
Export This Data										_	
		Accep standi				tion					AVG. GRADE
Understanding			ing th								-
Sherman Alexie	08/18/2	018] [11:59	9 PM	\$	∫ [(GN	T-05:00) I	Eastern Time	¢ Clear	_
Margaret Atwoo	0		Aug	ust 20	18		0		Cancel Set (Grades Accepted Until	-
James Baldwin—"S	Su	Мо	Ти	We	Th	Fr	Sa	[set]	_		-
Ray Bradbury - "Th				1	2	3	4	[set]	—	—	_
A. S. Byatt—"The Tl	5	6	7	8	9	10	11	Keit	_	<u></u>	_
Raymond Carver—'	12	13	14	15	16	17	18	[set]			
	19	20	21	22	23	24	25				
Anton Chekhov—"1	26	27	28	29	30	31		[set]	—	—	_
	20										

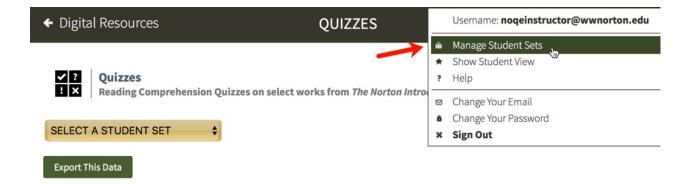
Note: If you're using the Student Grades grid to track average NOQE grades, only assignments with Grades Accepted Until dates will count toward NOQE averages. In other words, if you're using NOQE for a grade, set Grades Accepted Until dates for all assignments you're asking students to complete!

How do I modify questions in an Online Quiz assignment?

Questions cannot be modified in Online Quiz assignments.

How do I copy assignments and settings from one Student Set to another?

Begin by opening the Manage Student Sets window within Quizzes. Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



There are two ways in which you can copy assignments and settings from one Student Set to another:

1. Copy Assignments and Settings to a New Student Set

Click on the Create New Student Set button in the upper-right corner.

Search:									
ID 🔻	Title	¢	Additional Instructors	\$ Stu	dents 🍦	Start Date- End Date	¢	Actions	5
60776	Literature 101, Section 1	r	noqesta@wwnorton.ec	du O	20	8/08/05-2018/12/3	1	Jpdate	×

Select option 2, choose a Student Set from the drop-down menu, and click the Next button.

٠	Create a New Student Set	¢.
	How would you like to initialize your Student Set? [Learn More]	
SE	 1. Create a new Student Set from scratch. 2. Create a new Student Set that starts with a copy of an existing Student Set's assignments and settings. 	s
	Select the Student Set ID to copy from: 60776 (Literature 101, Section 1)	
E	Cancel Next	Ĺ
	GRADES SUBMITTED AVG. TIME ASSIGNMENT TITLE ACCEPTED UNTIL GRADES SPENT (MM:SS) AVG. GRADES	E

If you would like to copy the assignments and settings from another instructor's Student Set, select option 2, choose Copy from another instructor's Student Set from the dropdown menu, enter the Student Set ID number, and click the Next button.

+ [Create a New Student Set				¢,
	How would you like to initialize your Student Set? [Learn	More]			
•	1. Create a new Student Set from scratch.				
58	2. Create a new student set that starts with a copy of			S.	2S
Б	Select the Student Set ID to copy from: Copy from a	nother instructor's Student S 🗘 1	2345		ıt
				Cance	el Next
	ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Hov	v to Use InQuizitive	07/20/18 11:59 PM	_	_	-

Country of Manual Andrew Cost					
Create a New Student Set You are copying assignments and ass	anment settings from 607	76 Literature 101	Section 1		
General Information		iterature 101,	Section 1		
Title: COPY OF Literature 101, Se	ction 1				
Choose your school's state, provin		S)	0		
And your school name: Ilisagvik	College				
Start and end date of the course t	is Student Set will be used	for:			
Start Date: 08/05/2018	12:00 AM Eastern Time	End Date: 12/31/	2018	11:59 PM Eastern Time	
Students cannot self-enroll Sele	ct 🗘 days after the Start Da				
Do you want your students to ente	r a campus or school ID w	nen they register?	🔿 Yes 💽	No	
Assignments and Settings					
Your new student set will contain all					
Note for Smartwork5 users: after this of	peration, you will need to pu	blish Smartwork5 ass	ignments in this s	set.	
Do you want to include your Grades A	cepted Until dates? • Ye	s ONo			
Product	As	signments		Include	_
For assistance, please contact your Nor	on representative or W. W. N	orton Customer Sup	port.	6	
			Cancel	Back Create Studen	t Set
			Cancer		L Set
mond Carver—"Cathedral"		[set]			

- 1. COPY OF will be added to the beginning of the original Student Set's title. Please feel free to modify the title to fit your needs for this new Student Set.
- 2. Select your state, province, or country from the drop-down menu and begin typing your school's name into the text field that appears. A list of schools will appear as you type. Select your school from the list or continue typing.
- 3. Select a Start and End date for this Student Set.
- 4. If you would like the Grades Accepted Until dates to be copied from the original Student Set, select Yes. All GAUs set in the original Student Set will be copied to this Student Set.
- 5. You'll be given a brief summary of how many Online Quiz assignments will be copied from the original Student Set. The settings that will be copied include: minimum number of questions to complete each activity, selected learning objectives, and any custom assignments that you created; previous student results will NOT be copied to the new Student Set.
- 6. Finally, click the Create Student Set button.

You will then receive a confirmation message. Please review the information and if everything is correct, click the Confirm button to create the new Student Set with the copied assignments and settings. If you need to make any adjustments, click the Back button to return to the previous screen.

Please confirm the inform	ation in your new stude	ent set:			1
Title: COPY OF Literature	e 101, Section 1 (New St	tudent Set)			
Start Date: 08/05/2018	End Date: 12/31/20	018			
School: US_AK: Ilisagvik	College (ID 30084)				
Do you want your stud	ents to enter a camp	us or school ID when they register	? No		
		ill be carried over to your new studer	nt set.		s
No products included		ept for the publication status.			. [
				Cancel Back	Confirm
standing the Genre, Fic	tion	08/18/18 11:59 PM	. <u> </u>	—	

Even though the assignments and settings were copied from another Student Set, your new Student Set will be assigned a new, unique Student Set ID number. Be sure to give your students the new Student Set ID number so that they can join this specific Student Set.

Search:					
ID 🔻	Title	Addition Instructo	Students	Start Date- End Date	Actions
60828	COPY OF Literature 101, Section 1	-	0	2018/08/05-2018/12/31	Update ×
60776	Literature 101, Section 1	noqesta@wwnort	ton.edu 0	2018/08/05-2018/12/31	Update ×
0		udent Set success udent Set ID is: 60	sfully created. The <mark>0828</mark>	new	

2. Copy Assignments and Settings to an Existing Student Set

On the Manage Student Sets window, click on the Update button to the right of the Student Set to which you would like to copy the assignments and settings.

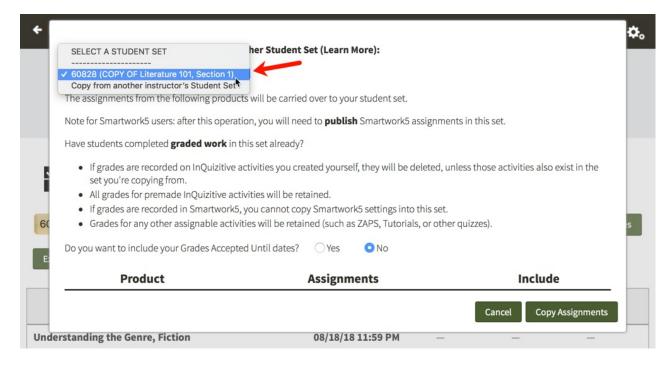
Search:										
ID 🔻	Title	¢	Additional Instructors	¢	Students 🔶	Start Da End Da		¢	Actions	
60828	COPY OF Literature 101, Section 1	-			0	2018/08/05-201	8/12/31	1	Update	×
60776	Literature 101, Section 1	noq	esta@wwnorton.edu		0	2018/08/05-201	8/12/31		Update	×

In the Assignments and Settings section, click on the Copy assignments and settings from another student set link.

General In	formation		Assignments and Setti	ngs	
Title: Liter	rature 101, Section 1		Product	Assignments	
School Nan	ne: US_AK: Ilisagvik	College (ID 30084)			
Start and e for:	nd date of the course	e this Student Set will be used			
Start Date:	08/05/2018	12:00 AM Eastern Time			
End Date:	12/31/2018	11:59 PM Eastern Time			
 Students Date 	cannot self-enroll S	elect days after the Start nter a campus or school ID			
 Students Date Do you war when they Yes 	cannot self-enroll S	elect 🗘 days after the Start	Copy assignments and	d settings from another student set	:
Students Date Do you war when they Yes Members	cannot self-enroll S at your students to e register? No	elect 🗘 days after the Start	Copy assignments and	_	
Students Date Do you war when they Yes Members Stuce	cannot self-enroll s at your students to e register? No No lents In	elect 🗘 days after the Start	Copy assignments and	_	:

Select the Student Set from which you would like to copy the assignments and settings

from the drop-down menu.



If you would like to copy the assignments and settings from another instructor's Student Set, select Copy from another instructor's Student Set from the drop-down menu, enter the Student Set ID number, and click the Apply button.

Copy from another instructor's Student Set	12345 Apply	
he assignments from the following product	s will be carried over to your student set.	
ote for Smartwork5 users: after this operation	on, you will need to publish Smartwork5 assign	ments in this set.
lave students completed graded work in th	is set already?	
 If grades are recorded on InQuizitive ac set you're copying from. All grades for premade InQuizitive activ 	tivities you created yourself, they will be deleted	d, unless those activities also exist in th
	you cannot copy Smartwork5 settings into this s	et.
Grades for any other assignable activit	ies will be retained (such as ZAPS, Tutorials, or o	ther quizzes).
o you want to include your Grades Accepted	d Until dates? Yes ONO	
Product	Assignments	Include

If you would like to copy the Grades Accepted Until dates from the original Student Set, click Yes to the right of Do you want to include your Grades Accepted Until dates? Finally, click the Copy Assignments button.

Copy assignments and settings from anoth	er Student Set (Learn More):	
60776 (Literature 101, Section 1)		
The assignments from the following products v	vill be carried over to your student set.	
Note for Smartwork5 users: after this operation	, you will need to publish Smartwork5 assign	ments in this set.
Have students completed graded work in this	set already?	
set you're copying from.All grades for premade InQuizitive activitIf grades are recorded in Smartwork5, yo	vities you created yourself, they will be deleted ies will be retained. u cannot copy Smartwork5 settings into this s s will be retained (such as ZAPS, Tutorials, or c	set.
Do you want to include your Grades Accepted U	Until dates? • Yes O No	
Product	Assignments	Include
*		Cancel Copy Assignments
rstanding the Genre, Fiction	[set]	

You will then be asked if you're sure you want to copy the assignments and settings into this Student Set. To proceed, click on the Copy Assignments button.

Note: All assignments and settings in the new Student Set will be overwritten by the assignments and settings from the original Student Set.

← Digital Resources	You will a convite all evicting agains mante with the agains ments from	@wwnorton.edu 🛛 🗱
The N LitWeb si TWELFTH Kelly J. May	You will overwrite all existing assignments with the assignments from student set 60776. This can not be undone. Are you sure? Cancel Copy Assignments	
Quizzes Quizzes Reading Compu 60828 (COPY OF Literat	rehension Quizzes on select works from The Norton Introduction to Literature	الد Student Grades

Previous student results will NOT be copied to the new Student Set.

Can I require students to enter a school ID?

Require students to enter a school ID in a new Student Set

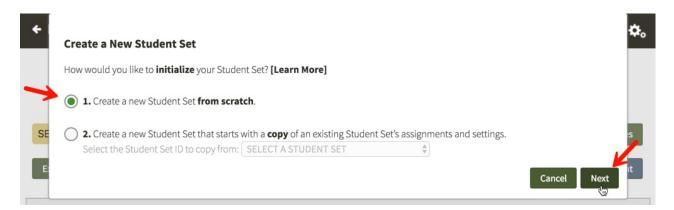
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click on the Create New Student Set button.

you to view grades	and perfor	mance analytics for	your students.	Create	e New Student S
Title	¢	Additional Instructors	Students 🝦	Start Date- End Date	Actions
		No data available in t	able		
entries					
se contact vour Nor	rton represer	ntative or W. W. Nort	on Customer Su	pport.	
	Title entries	Title	Title Additional Instructors Mo data available in t	Title Instructors Students No data available in table	Title Additional Instructors Students Start Date- End Date No data available in table

Option 1. Create a new Student Set from scratch will be selected by default. Click on the Next button.



Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for your Student Set.

eneral Information			
itle: Literature 101, Sec	tion 2		
hoose your school's stat	e, province, or country: Alaska (US)	٥	
nd your school name:	lisagvik College		
tart and end date of the	course this Student Set will be used fo	or:	
tart Date: 08/05/2018	12:00 AM Eastern Time	nd Date: 12/31/2018	11:59 PM Eastern Time
Students cannot self-enr	oll Select 🗘 days after the Start Date		
o you want your studen	ts to enter a campus or school ID when	they register? Yes	 No

Select Yes to the right of Do you want your students to enter a campus or school ID when they register?

eneral Information			
itle: Literature 101, Section	12		
hoose your school's state, p	rovince, or country: Alaska (US)	0	
nd your school name: Ilisa	gvik College		
tart and end date of the cou	rse this Student Set will be used for:		
tart Date: 08/05/2018	12:00 AM Eastern Time End Date	: 12/31/2018	11:59 PM Eastern Time
Students cannot self-enroll	Select 🗘 days after the Start Date	-	
o you want your students to	enter a campus or school ID when they re	gister?	 No

You will then be given the opportunity to change the label of the ID for your Student Set. The default School ID will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length.

itle: Literature 101, S	ection 2				
hoose your school's st	ate, province, or cou	Intry: Alaska (US)	0		
and your school name:	Ilisagvik College				
itart and end date of t	ne course this Studer	nt Set will be used for:			
itart Date: 08/05/201	8 12:00 /	AM Eastern Time End	Date: 12/31/2018	11:59	PM Eastern Time
Students cannot self-e	enroll Select 🗘 day	rs after the Start Date			
o you want your stude	ents to enter a campo	us or school ID when t	hey register? 📀 Y	es 🔿 No	
Vhat should this ID be ca	Iled? School ID				

Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.

Coursela	-		,,	for your students. [Le		
Search:			Additional Instructors	Students 🔅	Start Date- End Date	Actions
60845	Literature 101, Section 2	_		0	2018/08/05-2018/12/31	Update ×
60828	COPY OF Literature 101, Section	n1 —		0	2018/08/05-2018/12/31	Update ×
60776	Literature 101, Section 1		et successfull et ID is: <mark>60845</mark>	y created. The ne	W	Update ×

When your students initially attempt to join this Student Set, they will be asked to enter their ID. If students are unsure of their ID or do not yet have one, they can simply click the Next button to add themselves to the Student Set and continue on to the digital resources. The next time they login to access the digital resources, they will be asked to enter their ID again. Students will be asked to enter their ID each time they access the digital resources until they finally enter one.

W. W. Norton & Comp INDEPENDENT PUBLISHERS S		DIGITAL RESO	URCES	noqestudent@wwnorton.edu	¢ 。
THE NORMAL STREEMENT OF	The Norton I LitWeb site for the I TWELFTH EDITION				
LITERATURE KELLY J. MAYS	Kelly J. Mays				
12.4	Tools for turning clos	e reading into con	pelling writing		
	Looking for The Norte	on Introduction to	<i>iterature</i> Shorter Ed	lition ebook? <u>Click here.</u>	
	You are adding	yourself to Literature	101, Section 2		
		ur School ID now. You c	an always add this later.		
	12345				
			Next		
		2			
	i 🛛 🎽	<i>i</i>			
	₹ !	×			
Worksho		L	MLA Citation	Pause & Practice	
VV01K3H0	po Qui	LLUJ	Booklet	r duse or ractice	

Require students to enter a school ID in an existing Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	QUIZZES	Username: noqeinstructor@wwnorton.edu
? Quizzes Reading Comprehension Quizzes on s SELECT A STUDENT SET	6	Show Student View Help Change Your Email Change Your Password
Export This Data	×	Sign Out

Click on the Update button to the right of the Student Set for which you would like to require an ID.

Student Sets allow you to vie [Learn More]	ew grades and per	formance analy	tics for your stud	ents. Create	New Student Set
Search:					
ID 🔻 Ti	tle 🔶	Additional Instructors	Students	Start Date- End Date	Actions
60776 Literature 101, Sec	tion 1		0	2018/08/05-2018/12/31	Update ×
Showing 1 to 1 of 1 entries					ŭ

Select Yes under Do you want your students to enter a campus or school ID when they register?

Title: Literature 101, Section 1 Product Assignments School Name: US_AK: Ilisagvik College (ID 30084) Start and end date of the course this Student Set will be used	
Start and end date of the course this Student Set will be used	
for:	
Start Date: 08/05/2018 12:00 AM Eastern Time	
End Date: 12/31/2018 11:59 PM Eastern Time	
Members Add Membe	r
Students Instructors/TAs	
There are currently no students in this Student Set.	

You will then be given the opportunity to change the label of the ID for your Student Set. The default School Id will be automatically populated into the text field but please feel free to change this to anything you'd like. This label will be displayed when your students are asked to enter their ID and when you review student results. IDs can contain letters and numbers and they do not have a minimum or maximum length. Click on the Save button when you are finished.

General Inf	ormation		Assignments and Settin	ngs
Title: Liter	ature 101, Section 1		Product	Assignments
School Nam	e: US_AK: Ilisagvik C	College (ID 30084)		
Start and en for:	nd date of the course t	this Student Set will be used		
Start Date:	08/05/2018	12:00 AM Eastern Time		
End Date:	12/31/2018	11:59 PM Eastern Time		
Date Do you wan when they i	t your students to en	ter a campus or school ID		
Date Do you wan when they i Yes	t your students to en register?	ter a campus or school ID	<u>Copy assignments and</u>	l settings from another student set
Date Do you wan when they r Yes What should	t your students to en register? No	ter a campus or school ID	Copy assignments and	I settings from another student set Add Member
Date Do you wan when they r • Yes What should Iembers	t your students to ent egister? No this ID be called? Sche	ter a campus or school ID	Copy assignments and	
Date Do you wan when they n Yes What should Members Stud	t your students to enteregister? No this ID be called? Scher lents Inst	ter a campus or school ID	Copy assignments and	d settings from another student set Add Member

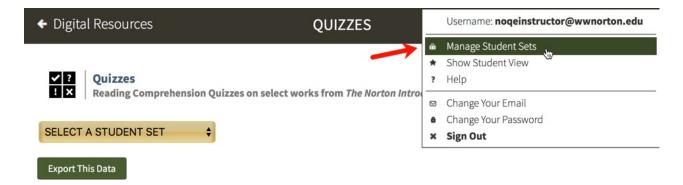
The next time your students login and access the digital resources, they will be asked to enter their ID. If students are unsure of their ID or do not yet have one, they can simply click the Next button to continue on to the digital resources. The next time they login to access the digital resources, they will be asked to enter their ID again. Students will be asked to enter their ID each time they access the digital resources until they finally enter one.

W. W. Norton & Com	pany, Inc. since 1923	DIGITAL RESO	URCES	noqestudent@wwnorton.edu	¢₀
	The Norton I LitWeb site for the I TWELFTH EDITION				
LIIERAIURE KELLY J. MAYS	Kelly J. Mays				
	Tools for turning clos	e reading into con	npelling writing		
12a annos	Looking for The Norto	on Introduction to	Literature Shorter E	dition ebook? <u>Click here.</u>	
		yourself to Literature ur School ID now. You o	101, Section 2. an always add this later.		
	12345				
			Nex		
	į	? ×			
Worksho	ps Qui	zzes	MLA Citation Booklet	Pause & Practice	

Can I prevent students from enrolling in a Student Set after a specific number of days?

Prevent students from enrolling after a specific number of days in a new Student Set

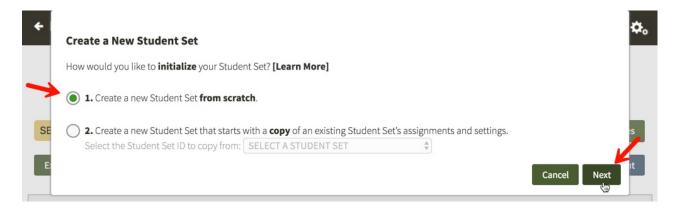
Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click on the Create New Student Set button.

										×	¢
Manage Studen	nt Sets you to view grades	and nerform	nance analytic	s for vo	urstudents	-	Creat	e New	Student Se	et	
[Learn More]	you to view Brades	and perior	nance anatycic	a loi yo	ui students			\$			
Search:											
ID 🔻	Title	¢	Additional Instructors	¢	Students	¢	Start Date- End Date	¢	Actions	¢	
			No data availab	ole in tab	le						
Showing 0 to 0 of 0	entries										
For assistance, plea	ase contact your Nor	ton represer	ntative or W. W.	Nortor	Customer	Suppo	ort.				
, or accidence, proc		torr topicou									
lerstanding the Ger	re, Fiction		-	_			_		_		

Option 1. will be selected by default. Click on the Next button.



Enter a title for your new Student Set, choose your school's state from the drop-down menu, begin typing your school's name into the text box that appears and select the proper school from the list, and select start and end dates for your Student Set.

eneral Information			
tle: Literature 101, Section	on 2		
hoose your school's state,	province, or country: Alaska (US)	\$	
nd your school name: Ilis	agvik College		
tart and end date of the co	urse this Student Set will be used fo	or:	
tart Date: 08/05/2018	12:00 AM Eastern Time	nd Date: 12/31/2018	11:59 PM Eastern Time
Students cannot self-enrol	Select 🗘 days after the Start Date		
o you want your students	to enter a campus or school ID wher	they register? Yes	 No

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select drop-down menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date.

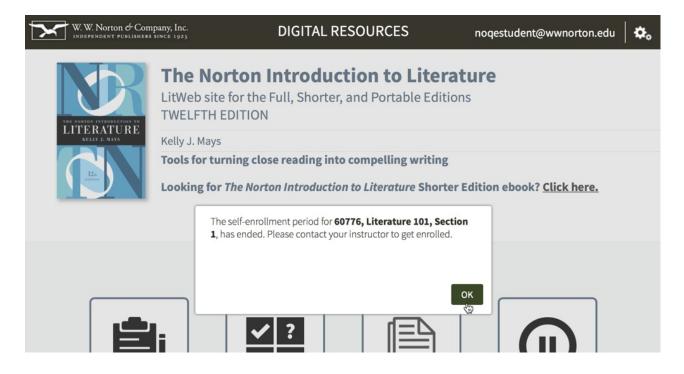
ieneral Inf	ormation		Assignments and Settin	ngs
itle: Liter	ature 101, Section 1		Product	Assignments
chool Nam	e: US_AK: Ilisagvik Colle	ege (ID 30084)		
Start and en	date of the course this	Student Set will be used		
Start Date:	08/05/2018	12:00 AM Eastern Time		
End Date:	12/31/2018	11:59 PM Eastern Time		
Students Date	cannot self-enrol ✓ Select 5	days after the Start		
when they i	• No 9 ▶	impus or school ID	Copy assignments and	settings from another student set
embers	10 11 12			Add Member

Finally, click the Create Student Set button and you will be given your new Student Set ID. Make a note of the Student Set ID and distribute it to your students so that they can join this Student Set.

	e Student Sets	es and perform	nance analytics	for your students.	[Learn More]	Create	e New Studen	× It Set	
ID 🔻	Title		Additional Instructors	Students	♦ Start End		¢ Actio	ns 🕴	
60845	Literature 101, Section 2	-		0	2018/08/05-2	018/12/31	Update	×	
60828	COPY OF Literature 101, Secti	onl —		0	2018/08/05-2	018/12/31	Update	×	
60776	Literature 101, Section 1				2010/02/05-2	018/12/31	Update	×	
U	1 to 3 of 3 entries ance, please contact your		Set successfull Set ID is: <mark>60845</mark>		ок	•			
ASSIGNMEN	TTITLE			GRADES	GRADES	AVG. TI SPENT (M		G. GRADE	-

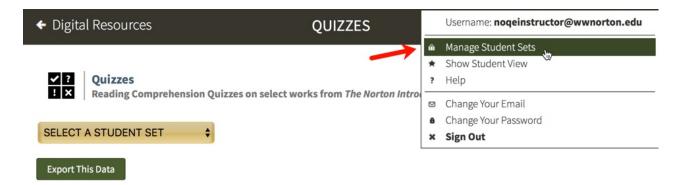
Any students who try to join this Student Set after the self-enrollment period has ended will receive the message below. Since the self-enrollment period has ended, you will need

to manually add students to the Student Set from that point on.



Prevent students from enrolling after a specific number of days in an existing Student Set

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.



Click on the Update button to the right of the Student Set for which you would like to end the self-enrollment period after a specific number of days.

Student Sets allow you [Learn More]	to view grades a	and perio	rmance analy	TICS IOI YOUI S	luuents.		lew Student Set
Search:							
ID 🔻	Title	\$	Additional Instructors	Students	÷	Start Date- End Date	Actions
60776 Literature 102	l, Section 1	-	-	0	2018/08	/05-2018/12/31	Update ×
Showing 1 to 1 of 1 entr	ies						

Click the checkbox to the left of Students cannot self-enroll Select days after the Start Date and use the Select drop-down menu to choose how many days after the start date of your Student Set you would like to close the self-enrollment period. You can select any number from 5 to 100 days after the start date. Click the Save button when you're finished.

General Information		Assignments and Sett	ings
Title: Literature 101,	Section 1	Product	Assignments
School Name: US_AK	Ilisagvik College (ID 30084)		
Start and end date of t	he course this Student Set will be u	sed	
Start Date: 08/05/20	12:00 AM Eastern T	īme	
End Date: 12/31/20 Students cannot self- Date Do you want your stud when they register? Yes No Members	Select enrol ✓ 5 days after the Si 6 7	tart ID	nd settings from another student set Add Member
Students	16 rs/TAs 17		
There are currently r	o st 19 20		
	21		

Any students who try to join this Student Set after the self-enrollment period has ended will receive the message below. Since the self-enrollment period has ended, you will need to manually add students to the Student Set from that point on.

W. W. Norton & Company, Inc. Independent publishers since 1923	DIGITAL RESOURCES	noqestudent@wwnorton.edu 🛛 🌣
	ton Introduction to Liter or the Full, Shorter, and Portable Edit DITION	
KELLY J. MAYS Tools for turn	ing close reading into compelling writing	3
Thes	he Norton Introduction to Literature Short elf-enrollment period for 60776, Literature 101, See	ction
1, ha	s ended. Please contact your instructor to get enrolled	d.

How do I move students from one Student Set to another?

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

Manage Student Sets	 Digital Resources 	QUIZZES		Username: noqeinstructor@wwnorton.edu
✓ ? Quizzes I × Reading Comprehension Quizzes on select works from The Norton Intro ✓ ? Help ✓ Change Your Email I × Change Your Password × Sign Out	✓ ? Quizzes ! X Reading Comp	rehension Quizzes on select works from The Norton Intro	?	Help Change Your Email Change Your Password

Click on the Update button to the right of the Student Set in which the student is currently enrolled.

Student Sets allow you to view grades [Learn More]	s and performance	analytics for your	students.	reate New Student Set
Search:				
ID 🔻 Title	Additio Instruct	Studen	ts	Actions
60776 Literature 101, Section 1	—	0	2018/08/05-2018/12/3	31 Update ×
Showing 1 to 1 of 1 entries				Ŵ

In the Members section, locate the student you would like to transfer to another student set and click the checkbox to the left of his or her name. Using the drop-down menu to the right of Move to: select the new Student Set and click the Move button.

	ormation		Assignments and Settin	gs
Title: Liter	ature 101, Section 2		Product	Assignments
School Nam	e: US_AK: Ilisagvik Co	ollege (ID 30084)		
Start and er for:	nd date of the course th	is Student Set will be used		
Start Date:	08/05/2018	12:00 AM Eastern Time		
End Date:	12/31/2018	11:59 PM Eastern Time		
Students	cannot self-enroll Sele	ect 🗘 days after the Start		
when they r		er a campus or school ID		
What should	this ID be called? Scho	ol ID	Copy assignments and	settings from another student set
Members				Add Member
Stud	ents Instr	uctors/TAs		
			Search:	
	ame (email)		School ID	
🗆 Na	and (entany)			/
1	udent, NOQE (noqestu	dent@wwnorton.edu)		×

If you would like to completely remove a student from your Student Set, click on the X icon to the right of the student's name you would like to remove.

How do I edit student information within a Student Set?

Click on the gear icon in the upper-right corner and select Manage Student Sets from the menu.

← Digital Resources	QUIZZES	Username: noqeinstructor@wwnorton.edu	
		Manage Student Sets	
	*	Show Student View	
Quizzes Reading Comprehension Quizzes on se	?	? Help	
! X Reading Comprehension Quizzes on s	elect works from The Norton Intro	Change Your Email	_
		Change Your Password	
SELECT A STUDENT SET \$	*	× Sign Out	
Export This Data			_

Click on the Update button to the right of the Student Set in which the student is currently enrolled.

Student Sets allow you to [Learn More]	view grades ar	nd perfor	mance anal	ytics for you	ır students.	Create	e New Student Se
Search:							
ID 🔻	Title	¢	Additional Instructors	\$ Stude	nts 🔶	Start Date- End Date	Actions
60776 Literature 101, S	Section 1			0	2018/	08/05-2018/12/31	Update ×
Showing 1 to 1 of 1 entries	5						a

Click on the pencil icon to the right of the student whose information you would like to modify.

	formation		Assignments and Settin	gs	
Title: Literature 101, Section 2			Product Assignments		
School Nan	us_AK: Ilisagvik Co	ollege (ID 30084)			
Start and e for:	nd date of the course the	nis Student Set will be used			
Start Date:	08/05/2018	12:00 AM Eastern Time			
End Date:	12/31/2018	11:59 PM Eastern Time			
 Students Date 	cannot self-enroll Sele	ect 🗘 days after the Start			
Do you war when they • Yes		er a campus or school ID			
What should	this ID be called? Scho	ol ID	Copy assignments and	settings from another student set	
Members				Add Member	
Stur	lents Instr	ructors/TAs			
Stut			Search:		
Stut			School ID		
	ame (email)				
- N	ame (email) tudent, NOQE (noqestu	ident@wwnorton.edu)		€×	

Using this window, you can adjust the role of the student, change the first or last name, and add or edit an ID. There is no way to change a student's email address. If you have a student who needs to make a change to their email address, please ask them to contact our help desk for assistance.

	tings
Product	Assignments
(ID 30084)	
dent Set will be used	
0.00 AM Eastern Time	
	×
ᅌ [Learn More]	
QE	
dent	
noqestudent@wwnorton.edu	<u>her student set</u>
nal):	
	d Member
	Cancel Save
Search:	
	e (ID 30084) Jdent Set will be used 10:00 AM Eastern Time o [Learn More] OQE :udent noqestudent@wwnorton.edu onal):