



The Start Smart Guide *for students*



AUSTRALIA ♦ BRAZIL ♦ CANADA ♦ MEXICO ♦ SINGAPORE ♦ SPAIN ♦ UNITED KINGDOM ♦ UNITED STATES



THE START SMART GUIDE FOR STUDENTS

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STUDENT QUICK START GUIDE

First-Time User Registration

Open a web browser and go to <http://www.ilrn.com>. This is the ThomsonNOW™ Welcome page.

1. Under **New Users**, click **Create an Account**.
2. On the **Registering** page, click **Student**.
3. Follow the onscreen instructions to **Select your school**.
4. Enter your **Course Key** or **Content Access Code** or **both**.
5. Enter your **Account Information**.
6. Click **Start Using ThomsonNOW** to open your ThomsonNOW **Home** page.

Returning User Sign-In

Once registered, you sign in from the ThomsonNOW Welcome page at <http://www.ilrn.com>.

1. Under **Returning Users**, click **Sign In**. The **Sign in as a returning user** page opens.
2. Enter your e-mail address and password exactly as you entered them when you initially registered as a new user.
3. Click **Sign In** and go to your ThomsonNOW **Home** page.

Home Page Tabs

Click on the tabs on your **Home** page to access your personal course information.

Home summarizes your most pressing assignments and other actions.

Courses lists your registered ThomsonNOW courses.

Grades displays your current ThomsonNOW course and assignment grades.

Assignments/Tests lets you take, resume, or retake an assignment.

Course Materials provides access to your online books and tutorials.

Communication lets you join discussion groups, start topic threads, or e-mail other students or your instructor(s).

Registering New Content or Courses

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

1. Sign in to ThomsonNOW at <http://www.ilrn.com>.
2. On the **Home** page, under **Quick Links**, click **Register for Course Material** or **Register a New Course**.
3. Follow the on-screen instructions to enter the appropriate code(s).

Technical Support

Phone: 1-800-423-0563

Monday–Friday, 8:30 a.m. to 6:00 p.m. Eastern time

E-mail: tl.support@thomson.com

(E-mail requests are usually responded to within 48 hours.)

THOMSONNOW SYSTEM REQUIREMENTS

(You can get the browser and plug-in software you need from <http://ilrn-support.com>.)

Windows®

- Microsoft® Windows 98 Second Edition, Windows 2000, or Windows XP (recommended)
- Intel® or AMD CPU at 266MHz or higher
- 64 MB RAM for Windows 98 Second Edition; 128 MB RAM for Windows 2000/XP
- Web browser: Microsoft Internet Explorer 5.5 or higher (6.0 recommended); Mozilla™ Firefox® 1.0 or higher; Mozilla 1.2.1 or higher
- Java JRE 1.4.1 or higher recommended (Download the latest Java JRE from <http://java.com>)

Macintosh®

- Mac OS® X or higher
- Power Mac® G3 or higher
- 128 MB of RAM
- Web browser: Safari™ 1.3 or higher (in 10.3.9 or higher) or Mozilla 1.2.1 **only** (later versions not supported) (Download Mozilla 1.2.1 from <http://ftp.mozilla.org/pub/mozilla.org/mozilla/releases/mozilla1.2.1/mozilla-macosX-1.2.1.smi.bin>)

Linux®

- Current Linux distribution (Fedora™, SuSE®, etc.)
- Intel or AMD CPU at 266MHz or higher
- 128MB RAM
- Web browser: Mozilla Firefox 1.0 or higher, or Mozilla 1.7 or higher
- Java JRE 1.4.1 or higher recommended (Download the latest Java JRE from <http://java.com>)

Additional Requirements (All Systems)

- Macromedia® Flash® Player strongly recommended (Download from <http://www.macromedia.com/software/flashplayer/>)
- To print tests, Adobe® Reader® 4.05b or higher (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
- For the ThomsonNOW website, an Internet connection speed of 56k or higher
- Pop-up blocking software configured to allow <http://www.ilrn.com> to display pop-up windows
- Apple® QuickTime® player, RealPlayer®, and Macromedia® Shockwave® player. These free browser plug-ins are used to display multimedia components in some products, including TLE (The Learning Equation) and NOW courseware.
- Sound card for products with audio features (for example, The Learning Equation)

Student Technical Support

Phone: 1-800-423-0563

Monday–Friday, 8:30 a.m. to 6:00 p.m.
Eastern time

E-mail: tl.support@thomson.com

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GETTING STARTED

Welcome to ThomsonNOW™, the integrated, online learning system that gives you 24/7 access to your course materials 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, ThomsonNOW is updated regularly with new features and improvements. Please refer to the ThomsonNOW online Help for the most current information.

The ThomsonNOW Plug-ins CD-ROM

ThomsonNOW requires a standard web browser, plus free “plug-in” software to run on your computer. The **Plug-ins** CD-ROM included with the printed ThomsonNOW student guide provides browser software and several of the plug-ins you may need to run ThomsonNOW on your computer. Although you can also download these programs from their suppliers, the CD offers a convenient way to get set up all at once.

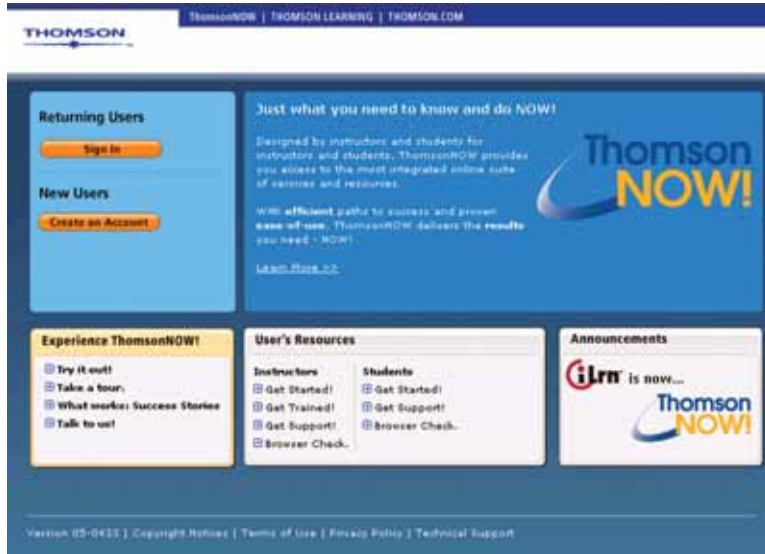
➤ To install the plug-in software

1. Locate the **Plug-ins** CD-ROM included in the back of the printed ThomsonNOW Start Smart Guide for Students.
2. Load the **Plug-ins** CD into the computer’s CD-ROM drive.
3. Follow the on-screen instructions or browse to the appropriate folder to install the programs you need.

Note: You can also download individual programs from the ThomsonNOW Service Site at <http://ilrn-support.com>.

Register as a New User

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



The ThomsonNOW Welcome page

Registration is a simple four-step process that will take you a matter of minutes to complete.

➤ To get started

1. Open a web browser and go to <http://www.ilrn.com>. This is the ThomsonNOW Welcome page.
2. On the left side of this page, under **New Users**, click **Create an Account**.
3. The **Registering** page opens. Click **Student**.

Step 1: Selecting Your School Name

1. In the box beside **School name**, type your school name, and click the **Search** button. (*Optional:* You can also select a state, territory, or other location from the **Location** drop-down menu to narrow your search.)
2. From the list that appears, select your school and click the **Continue** button. This takes you to Step 2 of the Registration process.

If your school name is not listed in the search results, try the search again with different wording.

Step 2: Entering Your Course Key or Content Access Code

There are two kinds of codes that can give you access to ThomsonNOW—the **Course Key** and the **Content Access Code**. Choose one option based on whether you have a:

- Course Key**
- Content Access Code**
- Course Key and Content Access Code**

➤ To enter a Course Key only

The **Course Key** is an alpha-numeric code, usually provided by your instructor, to grant you access to class material in ThomsonNOW.

1. Locate the ThomsonNOW **Course Key** provided by your instructor.

Typically, the instructor will have provided this code on a printed syllabus at your first class, or sent it to you via e-mail. The **Course Key** always begins with the capital letter E, followed by a short alpha-numeric string, for example E-PD8F\$H. (*This is an example only and not a usable Course Key.*)

2. Select the radio button under **Course Key**, next to **My instructor gave me a code to register for a class.**

3. Type the code *exactly* as provided by your instructor, including capitalization. It is case-sensitive.
4. Click **Continue**.

➤ To enter a Content Access Code only

A **Content Access Code** (sometimes called a Passcode or PIN code) is an alpha-numeric code that gives you access to all of ThomsonNOW's online materials for your Thomson textbook. This code is typically packaged with a new book, and can also be purchased separately from your bookstore or online.

1. Locate the **Content Access Code**.

The **Content Access Code** is a long string of characters, for example PRDM-3CRC8!R4\$DHJ4QS. (*This is an example only and not a usable Content Access Code.*)

2. Select the radio button under **Content Access Code** next to **My textbook includes a printed code to Access its online Contents or I have purchased one separate from the textbook either from the bookstore or online**.
3. Type the code exactly as provided, including capitalization. It is case-sensitive.
4. Click **Continue**.

Note: Most Thomson **Content Access Codes** can be used only once and for a specified period of time only. If you purchased your textbook used, the previous owner may have already used the code. If so, you can buy a new code for your book online from Thomson at <http://e-catalog.thomsonlearning.com/112>. (Do not include "www" in the web address.)

➤ **To enter both a Course Key and a Content Access Code**

In some cases, you might have both a **Content Access Code**, to unlock the available online materials for your textbook, and a **Course Key**, to give you access to your instructor's class. You can enter them both at one time.

1. Locate your **Course Key** and **Content Access Code** as described in the previous sections.
2. Select the radio button under **Course Key and Content Access Code**, next to **I have both a Course Key and a Content Access Code**.
3. Type each code exactly as provided into its respective field. Each code is case-sensitive.
4. Click **Continue**.

Note: If you have more than one **Content Access Code** or **Course Key**, you can enter the additional codes after you have registered.

Step 3: Entering Your Account Information

To create an account that is personalized to your needs, ThomsonNOW requires some basic information to set you up.

➤ **To enter a valid e-mail address**

You will use your e-mail address each time you sign in to ThomsonNOW, and you'll also receive a confirmation e-mail once you've completed registration. It is important that you use a *valid* e-mail address when registering in ThomsonNOW.

1. Enter your current, valid e-mail address.
2. Retype your e-mail address.

Note: If you do not currently have an e-mail account, you should be able to get one quickly and at little or no expense. Check with your Internet Service Provider, or try free e-mail sites such as Hotmail at <http://mail.msn.com> or Yahoo Mail at <http://mail.yahoo.com>.

➤ To create your password

Choose a unique password known only to you. This password will be used each time you sign in to ThomsonNOW, and is case-sensitive.

1. Enter a password 6 to 15 characters long (only letters and/or numbers are acceptable). Select a password that is easy for you to remember, but hard for anyone else to guess.
2. Retype your password exactly as previously entered. Since your password entry is not shown on-screen, reentering it ensures that you have entered the password you intended.

Note: Passwords are case-sensitive. This means that if you capitalize any of the letters, you must remember to capitalize them the same way each time you sign in to ThomsonNOW. (Example: "BigKat" and "bigkat" are treated as two different passwords.) Also, be careful with characters that look alike, such as the lowercase letter l and the number 1.

➤ To select a Security Question

The security question protects your password for you. It helps make sure that only you can reset or retrieve your password, should you ever need to do so.

1. Select a security question from the drop-down list. If you ever forget your password and need to reset it, ThomsonNOW will require you to answer this question to help verify your identity.
2. Enter your answer to the security question you just selected. Keep the answer as short and memorable as possible. In the event you need to enter this answer later, you will need to match this entry *word for word* before you can reset your password.

➤ To enter Personal Information

1. **Name.** Enter your first name and last name into the appropriate boxes. (Asterisks indicate required information.)
2. **Student ID.** If you have been assigned a Student ID by your school, you may enter it in the **Student ID** field. *Do not* enter any personal ID numbers, such as your Social Security, bank account, credit card, or driver's license numbers.

➤ To accept the End User License Agreement and finish registering

The End User License Agreement (EULA) describes the terms under which you can use the ThomsonNOW software.

1. Read the license agreement.
2. Select **I agree** at the bottom of the license agreement. To continue with registration and access ThomsonNOW, you must select **I agree** for the license agreement.

Once you have filled out the entire **Account Information** form, click **Continue** at the bottom of the page.

Step 4: Welcome to ThomsonNOW!

Congratulations! You have successfully created your personal ThomsonNOW account.

To begin using the program, click **Start using ThomsonNOW**, which takes you to your new personal **Home** page.

Sign In as a Returning User

Once you've registered for ThomsonNOW, you can sign in as a Returning User from any place that has Internet access.

➤ To sign in to ThomsonNOW

1. Connect to the Internet and go to <http://www.ilrn.com>. The ThomsonNOW Welcome page will open.
2. Under **Returning Users**, click **Sign In**. The **Sign-in as a returning user** page will open. Verify that your school name is correct. (If it is not correct, click **Choose a different school** to select the correct school name.)



Signing in as a returning user

3. Enter your e-mail address and password. (These must match exactly as you entered them when you registered as a new user.)
4. Click **Sign In**.

Note: If you've forgotten either your ID (the e-mail address you used when you registered) or your password, click the **Forgot your ID or password?** link on the **Sign in as a returning user** page, and then follow the on-screen instructions.

Your ThomsonNOW Home Page

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

The ThomsonNOW Home page

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

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

Header links

The Header links, located at the very top of the page, provide access to helpful tools within ThomsonNOW. These include the online **Help**, the **My Account** link for changing your account information, the **Sign Out** link to end your ThomsonNOW session, the **Feedback** link, and **ThomsonNOW Tools** that include a calculator and math glossary.

Quick Links

The **Quick Links** give you easy access to commonly used features such as viewing your grades, syllabus, and tutorials, and registering a new book or class.

Course Materials

This box shows your currently registered **Course Materials**, and gives you direct access to your self-study materials on the **Course Materials** tab.

Above the **Actions** table are tabs that you can click on to access other pages of ThomsonNOW:

Home tab

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

Courses tab

The **Courses** page gives you immediate access to all of your ThomsonNOW courses. You can view the assignments, grades, and syllabus for each class, as well as register for a new ThomsonNOW course.

Grades tab

The **Grades** page lets you keep track of your grades with a variety of sorting options that help you find specific grades quickly.

Assignments/Tests tab

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

Course Materials tab

The **Course Materials** page displays the self-study products you can access through ThomsonNOW. Work that you access and complete in the **Course Materials** tab is for ungraded self-study only, and is separate from your course assignments.

Communication tab

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

Sign Out

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

REGISTERING FOR A NEW OR ADDITIONAL COURSE

There are two ways to enroll in a new or additional ThomsonNOW course:

- From the **Home** page, under **Quick Links**, click **Register a New Class**.
- From the **Courses** page, click **Register for another course**.

To help you enroll, your instructor will provide you with a **Course Key** or will set up the course for Self-Enrollment.

Course Key Enrollment

Enrollment in a new class using the **Course Key** gives you access to course assignments, grade-tracking tools, your syllabus, and associated materials in ThomsonNOW. Your instructor will usually supply this code via e-mail or during the class, perhaps with the syllabus.

The **Course Key** is an alpha-numeric code beginning with E-.

➤ To enroll in a course using the Course Key

1. Click on the desired path from either the **Home** page or the **Courses** page.
2. Enter your **Course Key** exactly as provided. This code is case-sensitive.
3. Click **Use this access code**.
4. When you see the **Congratulations!** message, you are enrolled in the course.

You can now return to your **Home** page and view the assignments and materials for your new course.

Self-Enrollment

This option allows you to enroll in a course without requiring a **Course Key** (if allowed by your instructor).

➤ To enroll in a course using Self-Enrollment

1. Click on the desired path from either the **Home** page or the **Courses** page.
2. On the **Enter a Course Key** page, click **Self-Enroll in a course**.

The **Self-Enrollment** page opens.

3. Select the course you want from the list of courses available for self-enrollment from your school.
4. Click **Enroll**.
5. When you see the status column display **Enrolled**, you are enrolled in the course, and can now access the course syllabus, assignments, and materials from your **Home** page.

Note: In some cases, you may have to meet additional conditions set by the instructor, such as prior registration of the course textbook.

If you accidentally enroll in the wrong course, or find you need to withdraw, you can return to this page and click **Withdraw** to withdraw from the course.

REGISTERING NEW OR ADDITIONAL COURSE MATERIALS

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

Note: 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 for Course Material**.
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 return to the **Home** page and view your newly registered online content from the **Course Materials** tab.

➤ To purchase a new Content Access Code

A **Content Access Code** can typically only be used once, and only for a specific period of time. If you purchased your book used, for example, it is likely that the previous owner already used the **Content Access Code**, and in this case you would need to buy a new code.

There are two ways to purchase a new **Content Access Code**:

- From the **Home** page, under **Quick Links**, click **Register for Course Material**, and then click **Purchase an access code**, or
- Connect to <http://e-catalog.thomsonlearning.com/112>. Do not include "www" in the web address.

VIEWING YOUR SYLLABUS

Your Syllabus contains important information about your registered 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 your Syllabus from two different locations within ThomsonNOW.

1. From the **Courses** tab, click the course name in the **Course** column to go to the class Syllabus, or the **Syllabus** link in the **View** column.
2. From the **Assignments/Tests** tab, click the course name to view the Syllabus.

Note: To print your Syllabus, click **Print this 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 ThomsonNOW courses. From here, you can get fast access to your assignments, syllabus, and grades. This page also provides you a link to register for a new ThomsonNOW course.

Sorting

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

Viewing

Under **View**, you can quickly see your current course information and pending tasks in other areas of ThomsonNOW. You can easily go to the **Assignments** page, the **Grades** pages, the course **Syllabus**, and **Discussions**.

WORKING WITH ASSIGNMENTS

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

Note: For assignments that ask you to enter answers using math notation, you will use the Equation Editor.

To access any course's assignments from the **Assignments** page:

- Sign in.
- Click the **Assignments/Tests** tab on the top of your **Home** page. The **Assignments** page opens.



The screenshot shows the 'Assignments' page for 'General Psychology'. It features a table with columns for Course &, Date Due, Type, Title, Actions, # of tries, and Score. The table lists five assignments: 'Book Content' (Chapter 1 - The Evolution of Psychology), 'Homework' (PSY201 Homework 02), 'Homework' (PSY201 Homework 03), 'Homework' (PSY201 Homework 04), and 'Homework' (Chapter 02 - Research Topics). Each row includes specific details like due dates, types, titles, and available actions such as 'Enter content access code', 'Resume', 'Take', and 'password:'. The 'Score' column shows 'not taken / 10.0' for most, with a 'Mentor' icon and '3.3 / 10.0' for the second homework assignment.

Course &	Date Due	Type	Title	Actions	# of tries	Score
General Psychology	10/28/05 11:00 AM	Book Content	Chapter 1 - The Evolution of Psychology	Enter content access code	not taken 3 allowed Time allowed: unlimited	not taken / 10.0
General Psychology	11/10/05 11:00 AM	Homework	PSY201 Homework 02	Resume	Partial 0 allowed Time allowed: unlimited	3.3 / 10.0 Mentor
General Psychology	11/14/05 11:00 AM	Homework	PSY201 Homework 03	Take	not taken 1 allowed Time allowed: unlimited	not taken / 10.0
General Psychology	11/25/05 10:00 AM	Homework	PSY201 Homework 04	password: Take	not taken 3 allowed Time allowed: 00: 30:00	not taken / 10.0
General Psychology	11/30/05 9:00 AM	Homework	Chapter 02 - Research Topics	Take	not taken unlimited Time allowed: unlimited	not taken / 14.0

The Assignments page

Understanding the Assignments Page

The lower part of the **Assignments** page is a table that lists all of your assignments.

Sorting

You can sort the Assignments table in a number of ways. Column headings allow you to sort by **Course**, **Date Due**, **Type**, or **Title**. Above the table are two assignment selectors that give you additional sort options:

Show me assignments for

Use this drop-down menu to choose to view All Courses, or a specific course or section. Once you've made your choice, click **Go**.

Show me: All assignments | Only assignments I can take

Click on the appropriate link here if you want to view all of your assignments, or if you want to look at only the current assignments that are ready for you to take.

Using the Assignments table

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

Actions


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


Take  Begin taking an assignment.

Retake  Retake an assignment that you've previously completed.

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

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

View  [View](#) View information about your score on an assignment.

Print  [Print](#) Print the entire assignment (e.g., homework problems) prior to taking it. If this option is available, it means your instructor has allowed you to work through the assignment by hand prior to taking and entering answers online.

Enter Content Access Code If you have not yet entered a **Content Access Code** required for an assignment, you can click this link to enter the code. (See [“Registering New or Additional Course Materials”](#) on page 13.) Once you enter the code, you will return to the **Assignments** page.

of tries

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

Score

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

Course

Click the course name for an assignment to go directly to the syllabus for that course.

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

Taking an Assignment

These step-by-step instructions walk you through the process to take an assignment.

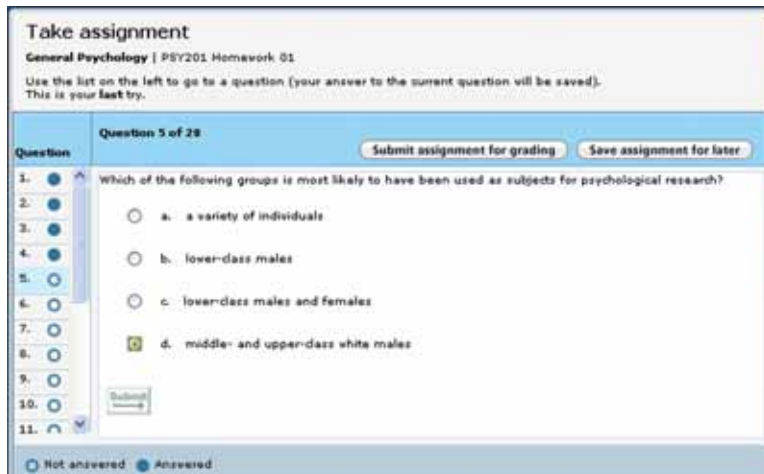
Note: If you are using WebCT® or Blackboard®, see [“Entering ThomsonNOW Through WebCT or Blackboard”](#) on page 26.

➤ To take an assignment

From the **Assignments/Tests** tab:

1. Under the **Action** column, click **Take**, **Retake**, or **Resume** for the assignment you want to take.
2. The **Assignment Ready** page loads. Click **Start assignment now** to begin taking the assignment.

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



The Take assignment page

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

Your instructor has the option of deciding whether the assignment will automatically advance to the next question. If it does not, click a question number, on the left, to manually advance to another question.

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

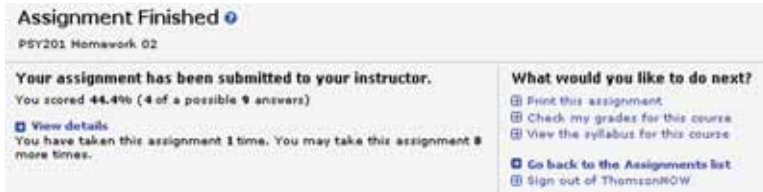
4. When you have answered all questions, click **Submit assignment for grading**. Once you have submitted your answers, you cannot go back and change them.

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



The Assignment Saved page

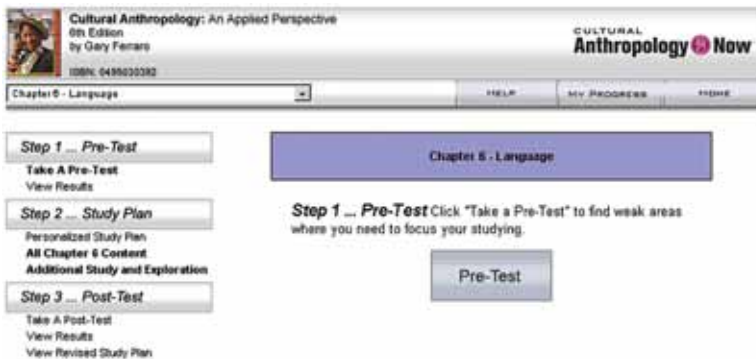
- Once you have submitted your assignment for grading, the **Assignment Finished** page gives you several options for your next step. Click **View details** to review your answers, **Take this assignment again** if you have the option to retake it and would like to do so, or **Print this assignment**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



The Assignment Finished page

Navigating Through a NOW Assignment

NOW is an assessment-centered learning tool that helps you gauge your unique study needs, and provides a personalized learning plan that focuses your study time on the key concepts and problems you need to learn.



A NOW assignment page

Typically, a NOW assignment consists of a pre-test, a study plan, and a post-test. You will take a pre-test and, based upon your results, you will have an interactive lesson plan generated. Though lesson plans vary from one discipline to another, you will notice that they are typically divided by sections and include such things as tutorials, interactive exercises, videos, animations, figures, text PDFs, and other learning material.

The screenshot displays a navigation menu on the left and a list of resources on the right. The navigation menu has three main steps:

- Step 1 ... Pre-Test** (marked with a green checkmark):
 - Take A Pre-Test
 - View Results
- Step 2 ... Study Plan** (marked with a green arrow pointing left):
 - Personalized Study Plan** (highlighted in blue)
 - All Chapter 6 Content
 - Additional Study and Exploration
- Step 3 ... Post-Test**:
 - Take A Post-Test
 - View Results
 - View Revised Study Plan

To the right of the navigation menu, a legend indicates that a green checkmark means "studied". Below this, two sections of resources are listed:

- 6.1 The Nature of Language**
 - Textbook (Pages 122 - 126)
 - Lecture Outline (Lecture Outline)
- 6.6 Language and Culture**
 - Textbook (Pages 132 - 138)
 - Lecture Outline (Lecture Outline)
 - Website Resource (Website Resource)
 - Cross-Cultural Miscues (Cross-Cultural Miscues)

A Personalized Study Plan

Your work on a NOW assignment will be graded *only* when you access it from the **Assignments/Tests** tab. If your instructor has designated the Pre-Test as a graded assignment, the Pre-Test **Take** counts as an assignment **Take**.

➤ To take a NOW assignment

1. On the **Assignments/Tests** tab, click **Take**, **Retake**, or **Resume** for the NOW assignment you want to take.
2. Your NOW learning module loads. It includes a Pre-Test, a Personalized Study Plan, and a Post-Test, plus additional links that vary from product to product.

Click **Take A Pre-Test** under **Step 1...Pre-Test**, located on the left side of the screen.

3. Your test appears on the right side of the screen, with navigation through the test on the left. Enter your answers.
4. Click on **View Results and Submit for Grading**, located just above the test area.

A summary screen appears with the results from your Pre-Test. Based on your Pre-Test results, topics will be highlighted for your further study. This Personalized Study Plan contains study materials designed to cover any concepts with which you had problems in the Pre-Test.

5. Click on the first highlighted topic to access a study plan that includes links to a variety of learning materials, including videos, textbook PDFs, simulations, review questions, web sites, and lecture outlines.
6. After studying the material, click on **Take A Post-Test** under **Step 3...Post-Test**, located on the left side of the screen.
7. Your test appears on the right side of the screen, with navigation on the left. Enter your answers.
8. When you are finished, click on **View Results and Submit for Grading** located just above the test area.

Your test results appear, providing an evaluation of what you've learned after working through the Personalized Study Plan. Additionally, you receive a revised lesson plan that is a direct result of the Post-Test. If permitted by your instructor, you can study the material and take the Post-Test again.

TRACKING YOUR GRADES

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

Accessing Your Grades

You can access your grades from several locations:

From the **Home** page

- Click the **Grades** tab, or
- Click the **View My Grades** link in **Quick Links**, or
- Click **View** under **View the grades for your assignments** (if available) on the **Grades** table

From the **Courses** page

- Click the **Grades** link for a specific course under the **View** column

From the **Assignments** page

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

When your grades appear, you can change how you view them using the **See results by** selector just above the **Grades** table.

See results by: Assignment

This is the default view, and it lists all of your assignment grades for all your ThomsonNOW courses.

See results by: Course

This view lists your grades for a selected course. If you have multiple ThomsonNOW courses, use the drop-down menu at the top to select a different course.

See results by: Non-Assigned Material

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

ACCESSING SELF-STUDY COURSE MATERIALS

The **Course Materials** tab displays the self-study products you can access through ThomsonNOW. Your products will appear on this page once they have been registered using the **Content Access Code**. (See [“Registering New or Additional Course Materials”](#) on page 13.)

Work that you access and complete in the **Course Materials** tab is for ungraded self-study *only*, and is separate from your course assignments.

Note: To register new course materials, have your **Content Access Code** at hand. In the **Home** page **Quick Links**, click **Register for Course Materials**.

➤ To access Course Materials

1. From your **Home** page, click on the **Course Materials** tab.
2. Click on the desired book cover or product link.
3. Take the product **Tutorial**, take a **Pre-Test**, take a **Post-Test**, or review material as desired.

COMMUNICATION

You can use the features on the **Communication** tab 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 contact ThomsonNOW Tech Support.

Discussion Groups

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

Messages & Alerts

These links display messages of interest to all ThomsonNOW users at your school, such as new-feature notices and scheduled maintenance releases.

ENTERING THOMSONNOW THROUGH WEBCT OR BLACKBOARD

If your school or instructor uses an online course management system such as **Blackboard**[®] or **WebCT**[®], you can access your ThomsonNOW assignments from those accounts.

When you are using these instructions, it is important to keep in mind that instructors design their own courses in Blackboard and WebCT, and have the ability to name buttons and links. The label names used in this guide are based on the recommended naming conventions.

Note: You can refer to your syllabus or contact your instructor if you need specifics on how your course has been designed.

➤ To access ThomsonNOW Assignments and Course Materials in Blackboard

1. Sign in to your **Blackboard** account.
2. Access the appropriate course under **My Courses**.
3. To view your assignments or grades, click on the **ThomsonNOW Assignments and Grades** link.

In some courses, the **ThomsonNOW Assignments and Grades** link is in the **Tools** area. In other courses, it is located in the **Course Documents** area. A pop-up window appears that includes two tabs: **Assignments** and **Grades**.

Your assignments appear as described in ["Understanding the Assignments Page"](#) on page 17.

For more information on taking assignments, see ["Taking an Assignment"](#) on page 19.

4. To check scores on ThomsonNOW assignments, click the **Grades** tab.

For information on your grades, see ["Tracking Your Grades"](#) on page 24.

5. To access self-study material, such as NOW products or tutorials, return to your course page.
6. Click on **Course Documents**. Select the link for the NOW or tutorial product, and then click the desired learning module or tutorial.

➤ To access ThomsonNOW Assignments and Course Materials in WebCT

1. Sign in to your **WebCT** account.
2. Select the appropriate course under **Courses**.
3. Click the desired product link (the product may have iLrn, ThomsonNOW, NOW, or tutorial in the name).
4. To view your assignments or grades, click on the **ThomsonNOW Assignments and Grades** link.
5. A pop-up window appears that includes two tabs: **Assignments** and **Grades**.

Your assignments appear as described in ["Understanding the Assignments Page"](#) on page 17.

For more information on taking assignments, see ["Taking an Assignment"](#) on page 19.

6. To check scores on ThomsonNOW assignments, click the **Grades** tab.

For information on your grades, see ["Tracking Your Grades"](#) on page 24.

7. To access self-study material, such as NOW products or tutorials, return to your course page.
8. Click on the appropriate organizer page (such as **HistoryNOW** or **Calculus Tutorial**). Select the desired learning module or tutorial.

TECHNICAL SUPPORT

If you have trouble signing in, or registering your classes or materials, you can contact Thomson Technical Support by telephone, via the online Technical Support form in ThomsonNOW, or by e-mail.

E-mail

tl.support@thomson.com

(usually responds within 48 hours)

Technical Support form

Click the **Technical Support** link at the bottom of the ThomsonNOW Welcome page at <http://www.ilrn.com>.

Phone

1-800-423-0563

When contacting Technical Support, please provide the following information:

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