



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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COVER PRINTER: TRANSCONTINENTAL
PRINTING/INTERGLOBE

COMPOSITOR: LUNAR LOGIC DOCUMENTATION

SPECIAL THANKS TO GARY WHALEN

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STUDENT QUICK START GUIDE

Create Your Account

1. Go to <http://www.thomsonedu.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 ThomsonNOW to register. If you are redirected, please follow the instructions in ThomsonNOW 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 ThomsonNOW 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 ThomsonNOW **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 ThomsonNOW.

Returning User Sign-In

1. Go to <http://www.thomsonedu.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 ThomsonNOW 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 ThomsonNOW.
2. On the **Home** page, click **Register for Study Tools** or **Register for a Course**.
3. Follow the on-screen instructions to enter the appropriate code(s).

Self-Study

To use your ThomsonNOW book for self-study:

1. Sign in to ThomsonNOW.
2. Click the book's cover on the **Home** page under **Study Tools**, or on the **Study Tools** tab.

Technical Support

Get online Chat or e-mail support at <http://www.thomsonedu.com/support>.

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

THOMSONNOW SYSTEM REQUIREMENTS

To ensure the best experience with ThomsonNOW 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 the latest version of Firefox from <http://www.mozilla.com/firefox>)
- Java JRE 1.4.1_02–1.6/6.0 (download the latest version from <http://java.com>)

Macintosh®

- Mac OS® X 10.3–10.4
- Power Mac® G3–G5
- 128 MB of RAM
- Web browser: Safari™ 1.3–2.0

Linux®

- Current Linux distribution (Fedora™, SuSE®, etc.)
- Intel or AMD CPU at 266MHz or better
- 128MB RAM
- Web browser: Mozilla Firefox 1.0–2.0 (download the latest version of Firefox from <http://www.mozilla.com/firefox>)
- Java JRE 1.4.1_02–1.6/6.0 (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
- 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

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

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GETTING STARTED

Welcome to ThomsonNOW™, 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, ThomsonNOW is updated regularly with new features and improvements. Please refer to the ThomsonNOW online Help for the most current information.

System Setup for ThomsonNOW

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

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

Registering as a New User

Are you new to ThomsonNOW? If you’ve never used 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.

➤ To register as a new user

1. Go to www.thomsonedu.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 ThomsonNOW to register. If you are redirected, please follow the instructions in ThomsonNOW 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 ThomsonNOW 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 ThomsonNOW **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 ThomsonNOW.

➤ To use your registered ThomsonNOW book for self-study

1. Sign in to ThomsonNOW.
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 ThomsonNOW, you can sign in as a returning user from any place you have Internet access.

➤ To sign in to ThomsonNOW

1. Go to <http://www.thomsonedu.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 ThomsonNOW icon to access your **Study Tools** and assignments.

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 ones are overdue, current, or recently graded. You can link directly to these assignments in the **Actions** table or from the **Assignments/Tests** tab.

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". It features a light blue header bar with the word "Actions" in white. Below the header, the text "Register for your course" is displayed. Underneath, there is a prompt: "Enter the course key provided by your instructor." followed by a white text input field and a yellow "Submit" button. At the bottom of the form area, 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

The Header links, located at the very top of the page, provide access to helpful tools within ThomsonNOW. These include the **My Account** link for changing your account information, the **ThomsonNOW Tools** calculators and simulations, the **Sign Out** link to end your ThomsonNOW session, the online **Help**, the **Run System Check** link to verify that your system meets the minimum requirements, and the **Feedback** link for suggesting improvements to ThomsonNOW.

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 grades and syllabus, or registering for a new book or course.

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 for Study Tools** link to enter your **Content Access Code**.

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

Home

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

Courses

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

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

Grades for Manson, Mark

Cognitive Psychology

See results by: Course | Assignment | Non-Assigned Material

Course: Cognitive Psychology Instructors: Lynn Hanson Overall Grade: 13.60%

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

Grades page viewed by course

Assignments/Tests

The **Assignments** page allows you to **Take** an assignment, or **Retake** or **Resume** an assignment (if your instructor permits it). You can view your assignments in a variety of ways, including looking at a 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.

Study Tools

The **Study Tools** page displays the self-study materials you can access through ThomsonNOW, 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 Thomson Gale PowerSearch service. **PowerSearch** allows students and instructors to search and manage a wide range of periodical, reference, primary source, and multimedia information over multiple Thomson Gale databases.

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

Signing 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 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 for Study Tool**.
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 Chapter 1 - The Evolution of Psychology	Due: 1/1/07 Unavailable: 1/1/07	<input type="button" value="Take"/>
All Courses : Advanced Psychology Chapter 2 - The Research Enterprise in Psychology	Due: 1/2/07 Unavailable: 1/2/07	<input type="button" value="Take"/>
All Courses : Intro to Meteorology 01: The Earth's Atmosphere	Due: 1/12/07 Unavailable: 1/12/07	Enter content access code
All Courses : Intro to Meteorology 02: Warming the Earth and the Atmosphere	Due: 1/15/07 Unavailable: 1/15/07	Enter content access code

Assignments requiring content access code

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

- From the **Home** page, under **Quick Links**, click **Register for Study Tool**, and then click **Purchase an access code**.
- Connect to <http://www.thomsonedu.com/thomsonnow/buy/>.

Once you receive the code for your book, return to the **Enter a Content Access Code** page and enter your code in the text box. Click the **Use this access code** button to enter the code and access your study materials.

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 ThomsonNOW 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 **ThomsonNOW Grade**.

Viewing

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

WORKING WITH ASSIGNMENTS

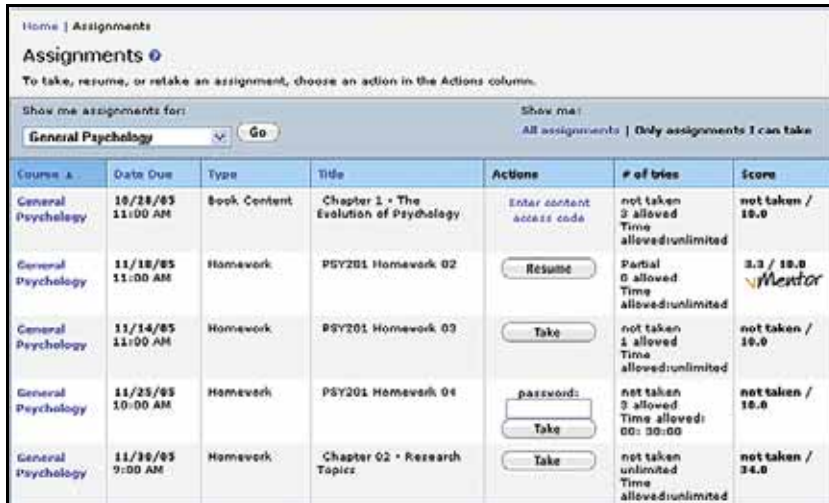
Your instructor has assigned you certain tasks to complete, such as homework, quizzes, and tests. Each task has certain requirements and restrictions for successful completion. Some assignments require simple navigation from one question to the next. Others offer hints, examples, and other aids to help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

To access any course's assignments:

1. Click the **Assignments/Tests** tab on the top of your **Home** page. The **Assignments** page opens.
2. Select a course from the drop-down list at the top left, or select **All my courses** from the list, and click **Go**.

Understanding the Assignments Page

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



Home | Assignments

Assignments

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

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

Course	Date Due	Type	Title	Actions	# of tries	Score
General Psychology	10/28/05 11:00 AM	Book Content	Chapter 1 - The Evolution of Psychology	<input type="text" value="Enter content access code"/>	not taken 3 allowed Time allowed: unlimited	not taken / 10.0
General Psychology	11/18/05 11:00 AM	Homework	PSY201 Homework 02	<input type="button" value="Resume"/>	Partial 0 allowed Time allowed: unlimited	3.3 / 10.0 Mentor
General Psychology	11/14/05 11:00 AM	Homework	PSY201 Homework 03	<input type="button" value="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: <input type="text"/> <input type="button" value="Take"/>	not taken 3 allowed Time allowed: 00: 30:00	not taken / 10.0
General Psychology	11/16/05 9:00 AM	Homework	Chapter 02 - Research Topics	<input type="button" value="Take"/>	not taken unlimited Time allowed: unlimited	not taken / 34.0

The Assignments page

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 view all of your 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 to view all of your assignments or to look at only the current assignments that are ready for you to take.

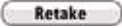
Using the Assignments table

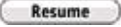
The Assignments table provides valuable information about your assignments, such as the assignment **Type** and **Date Due**, as well as helpful links. Additional columns include:

Actions


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


Take  Begin taking an assignment.

Retake  Retake a previously completed assignment (if allowed by your instructor).

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

Password  Enter a password set by your instructor to take the assignment.

View  Use this button to view information about your score on an assignment.

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

Enter Content Access Code Enter the **Content Access Code** 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 and how much time you’re given to complete it (if applicable).

Score

This gives you a quick look at your current score versus the possible score for a completed 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 of taking an assignment.

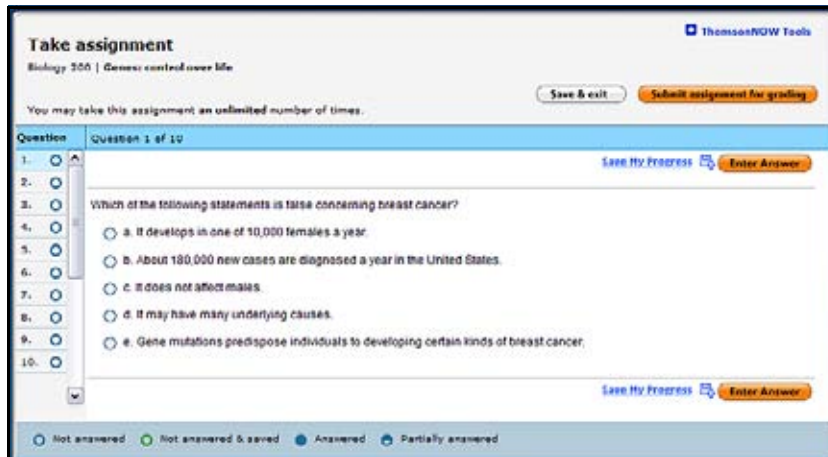
Note: If you are accessing ThomsonNOW through eCollege® or one of the Blackboard® course management systems, please refer to the user guides accompanying those products.

➤ To take an assignment

Note: If your computer loses its connection to the server, you can continue taking the assignment as long as you come back to it within a few minutes.

3. On the **Assignments** page, click **Take**, **Retake**, or **Resume** for the assignment you want to take.
4. 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

5. Your assignment appears, ready for you to begin. Select or enter the answer to the first question and click **Enter Answer** to submit the answer. Some assignments will automatically advance to the next question. For those that do not, click a question number on the left to go to that question. Click the **Save My Progress** link at any time to save your work.

When you take an assignment, you can usually work through the assignment in any order you choose. Your instructor can set options that let you answer skipped questions, review your answers, and change them before submitting the assignment for grading. A status indicator next to the question number shows whether a question has been answered. The **Active Example** button, available on some questions, lets you explore related tutorials, videos, or other resources.

Caution: Be sure to use only the provided ThomsonNOW navigation buttons and links. Don't use your browser's forward and back buttons, or you may lose your latest changes. Wait for each page to completely load before proceeding.

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

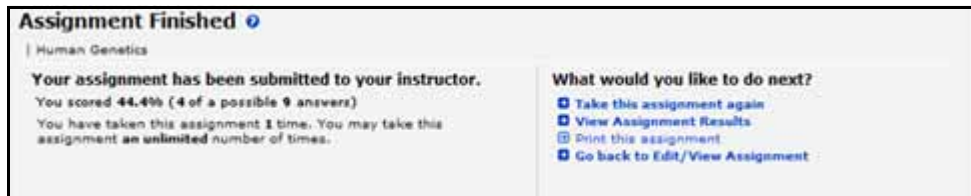
Note: Your instructor may have set up the assignment to allow you to stop taking it at any point and finish it at another time. If you wish to do so, you can click **Save and exit** to save your work in progress. The **Assignment Saved** page opens, displaying several options, including **Go back to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



The screenshot shows the 'Assignment Saved' page for a course titled 'Biology of Cells'. The page is divided into two main sections. The left section, titled 'Your progress has been saved.', contains the text: 'This assignment is partially taken. You have taken this assignment 1 times. You may take this assignment an unlimited number of times.' The right section, titled 'What would you like to do next?', contains three blue buttons: 'Resume this assignment', 'Check my grades for this course', and 'Go back to the Assignments list'.

The Assignment Saved page

- Once you have submitted your assignment for grading, the **Assignment Finished** page gives 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 screenshot shows the 'Assignment Finished' page for a course titled 'Human Genetics'. The page is divided into two main sections. The left section, titled 'Your assignment has been submitted to your instructor.', contains the text: 'You scored 44.4% (4 of a possible 9 answers). You have taken this assignment 1 time. You may take this assignment an unlimited number of times.' The right section, titled 'What would you like to do next?', contains four blue buttons: 'Take this assignment again', 'View Assignment Results', 'Print this assignment', and 'Go back to Edit/View Assignment'.

The Assignment Finished page

Navigating Through a Personalized Study Assignment

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

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

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

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

The screenshot displays the ThomsonNOW interface for a Personalized Study assignment. The top header includes the course title "Psychology: Themes and Variations, 7th Edition by Wayne Vidler" and the ThomsonNOW logo. The main content area is divided into several sections:

- Navigation:** A sidebar on the left contains three steps: "Step 1 ... Pre-Test", "Step 2 ... Study Plan", and "Step 3 ... Post-Test". The "New Results" link under Step 2 is highlighted.
- Pre-Test Results:** A section titled "Pre-Test Results" states that based on the results, the following topics are recommended. It lists two topics: "1.2 Psychology Test: Vigorous and Diversified" and "1.3 Seven Unifying Themes", both with a "View Score" of 40.00%.
- Project Summary:** A summary box shows "CORRECT 10", "INCORRECT 5", "TOTAL ANSWERED 15", and "SCORE 67%".
- Recommended Topics:** A table lists three recommended topics with their scores and status indicators:

Topic	Score	Status
1. This German professor mounted a campaign to make psychology an independent discipline.	40.00%	Correct (Green checkmark)
2. The complexities of how much leftover food to leave on your plate illustrates the psychological theme of:	40.00%	Incorrect (Red X)
3. _____ psychology is the most prominent and widely practiced specialty in the field.	40.00%	Correct (Green checkmark)

A Personalized Study results page

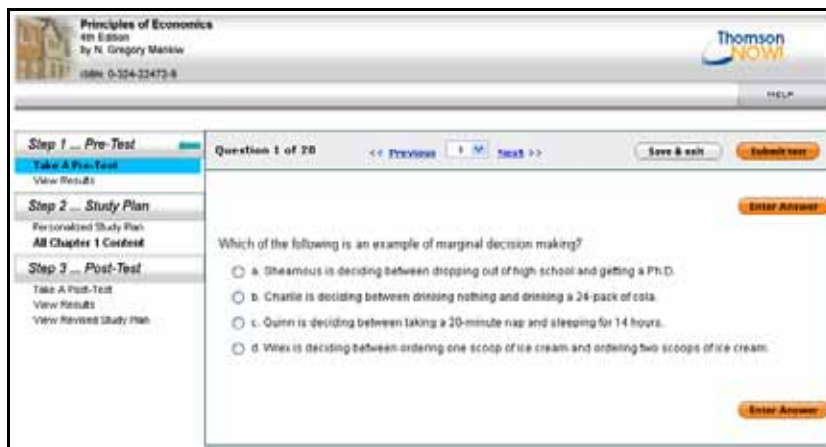
➤ To take a Personalized Study assignment

1. On the **Assignments/Tests** tab, click **Take**, **Retake**, or **Resume** for the Personalized Study assignment you want to take.
2. Click the **Start assignment now** button.

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

Note: Different courseware titles and editions might display different names for the links, buttons, and features in this section.

3. To start your **Pre-Test**, click the **Pre-Test** button or the **Take A Pre-Test** link on the left side of the screen.
4. Select questions with the **<< Previous** and **Next >>** links, or by question number from the drop-down list.



Answering Pre-Test questions

5. Select or enter your answer to the question, and then click the **Enter Answer** button. (For some titles, you'll click the **Submit** button in the question area instead.) You can change answers, if needed.

6. When you have answered all the questions, click on the orange **Submit Test** button above the question area.

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

7. To submit the assignment to the instructor for grading at this point, click the **Submit assignment for grading** button above or below the test window.

Note: Your assignment may have a limit on the number of times you can take it. If so, please be aware that submitting the assignment for grading counts as an assignment take.

If you have the option to **Save & exit** or **Save assignment for later**, you may save your progress and resume work on the chapter later as part of the same take.

8. To access your study plan, click the **Personalized Study Plan** link, the **Study Plan** button, or a **View Results** topic link.



Personalized study plan

Your study plan may link to a variety of learning materials, including videos, textbook PDFs, simulations, review questions, web sites, and lecture outlines. As you work through the linked materials and examples, your progress through each section will be checked off.

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

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

10. Navigate between questions with the **<< Previous** and **Next >>** links, or select a question number from the drop-down list.
11. Select or enter your answer to the question, and then click the **Enter Answer** button. (For some titles, you'll click the **Submit** button in the question area instead.) You can change answers, if needed.
12. When you are finished, click on the orange **Submit Test** button to see your score summary.

Note: If you have the option to **Save & exit** or **Save assignment for later**, you may save your progress and resume work on the chapter later as part of the same take.

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

13. When you are completely done with the assignment, click the **Submit assignment for grading** button above or below the test window. This sends your test results to your instructor's gradebook.

If permitted by your instructor, you may be able to 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.

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 ThomsonNOW 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 ThomsonNOW, such as online reading.

ACCESSING YOUR STUDY TOOLS

The **Study Tools** page displays the self-study products you can access through ThomsonNOW, 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.

The screenshot shows the 'Study Tools' interface. At the top, there is a heading 'Study Tools' with a blue checkmark icon. Below it is a paragraph of instructions: '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 ThomsonNOW Technical Support at www.thomsonedu.com/support/tech_support_form.html.' There are two filter buttons: 'EBooks: Show all books' and 'Courseware Books: Hide these books'. Below these are two book listings. The first listing is for 'Ahrens: Essentials of Meteorology: An Invitation to the Atmosphere, 4e'. It includes a book cover image, the name, product type 'courseware (HTML)', ISBN '978-0-534-42264-6', discipline 'earthsci', and a 'Credits' link. The second listing is for 'Weiten: Psychology: Themes and Variations, 7e'. It includes a book cover image, the name, product type 'courseware (HTML)', ISBN '978-0-495-17048-8', discipline 'psych', and a 'Credits' link. At the bottom of the page, there is a note: 'If you have an ISBN or Content Access Code for additional Courseware products, [click here](#) to register your product.' Below this is a section for 'Tutorial Books' with a note: 'You have not registered any Tutorial products. If you have an ISBN or Content Access Code, [click here](#) to register your product.'

Accessing Study Tools for Self-Study

➤ To access your registered Study Tools

1. Click on the **Study Tools** tab.
2. 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* ThomsonNOW 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 ThomsonNOW Customer Support page for FAQs and Technical Support.

➤ To contact technical support

1. Direct your browser to the Thomson Customer Support page at <http://www.thomsonedu.com/support>. (Within ThomsonNOW, you can use the **Technical Support** link available at the bottom of most pages.)
2. Select a contact method:
 - Select **Live Help** for online chat support, if it's currently available.
 - For after-hours assistance, use the **Technical Support Form** link under **Contact Us**. (With the online form, you will usually get a response within 48 hours.)
3. 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 Tech Support know if you are accessing ThomsonNOW through an integrated product such as eCollege or Blackboard.
