

This Quick Start Guide provides information to help you start using CNOWv2.

## Create an Account (K-12)

- 1 Go to [login.cengage.com](https://login.cengage.com).
- 2 Click **Create Account**, then click **Instructor**.
- 3 When asked if you teach at a US higher education institution, click **No**.
- 4 Find your institution by location and click **Continue**.
- 5 Enter the required information, set your password, and accept the license agreement.
- 6 Click **Register**.

For security, your institution must verify that you are an instructor before your account is activated.

## Sign In

Sign in to your Cengage account to access your course materials.

- 1 Go to [login.cengage.com](https://login.cengage.com).
- 2 Enter your email address and click **Next**.
- 3 Enter your password and click **Sign In**.  
Your Cengage Dashboard displays.

## Forgot Password

You can reset your Cengage password from the sign-in page.

- 1 Go to [login.cengage.com](https://login.cengage.com).
- 2 On the sign-in page, click **Need help signing in > Forgot password**.
- 3 Type your email address and click **Reset via email**.  
sends you an email.
- 4 Open the email and click **Reset Your Password**.
- 5 Type your new password in both password fields.

## Get Started

Find most CNOWv2 features on the following pages:

### Home

Check if students have overdue assignments and if any assignments are ready for manual grading.

### Courses

View your courses and course links, create new courses, and edit course information.

### Users

Enroll and unenroll students in your courses and sections.

### Assignments

Create new assignments, and view and edit existing assignments.

### Gradebook

View your students' grades, edit their assignment scores, and set grading policies.

### Study Tools

Access your eBook and assign study tool activities.

## Create a Course


You can create a course from scratch or copy an existing course.

- 1 From the Courses page, click **Create a New Course**.
- 2 Select **Build a Course Manually**, **Copy an Existing Course**, or **Import a Course via a File Previously Exported from CengageNOWv2**.  
If you are copying an existing course:
  - a Select **Start with a course already in your account** or **Modify a template course designed by Cengage Learning**.
  - b Click **Continue**
  - c Select a course or template.
- 3 Click **Continue**.
- 4 Enter the course information.
- 5 Click **Create Course**.

## Enroll Students

Provide your students with the course link so they can enroll in your course, or manually enroll your students.

### Provide the Course Link

- 1 Click the **Courses** tab.
- 2 Locate the Course/Section Link, and click . The Student Registration Information page opens.  
If you do not see the Course/Section Link column displayed, click **Change Information Displayed Below > Course/Section Link > Save**.
- 3 Distribute the enrollment instructions to your students.
  - To print the instructions, click **Print**.
  - To email the instructions, click **Email**.
  - To download the instructions, click **Download**

Alternatively, copy and paste the Course Link into your syllabus.

## Enroll Students

- 1 Click the **Users** tab.
- 2 Select a course or section from the dropdown menu.
- 3 Click **Enroll User(s) > Enroll or Unenroll Users As Students > Continue**.
- 4 Select a student from Available Users.
- 5 Click **Enroll**.

## Create Assignments

Create assignments in CNOWv2 to assign to your students.

- 1 Click the Assignments tab.
- 2 Click **Create Assignment**.
- 3 Select an assignment type.
- 4 Enter the assignment information.
- 5 Add content to the assignment.
- 6 Set the assignment options, including grading policies.

## System Requirements

### Supported Browsers

#### Windows®

- Chrome™ current and preceding version
- Firefox® current and preceding version
- Edge current and preceding version

#### macOS™

- Chrome current and preceding version
- Firefox current and preceding version
- Safari® current and preceding version

#### Chrome OS™

- Chrome current and preceding version

#### iOS

- Safari current and preceding version (limited functionality)

#### Note

Java™ content does not work on iOS.

Student assignments and eBooks work on iOS.

Features and content are not optimized for a small screen size and might be difficult to use.

### Workstation Recommendations

- Download bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / multi-core
- Display: 1366 × 768, color
- Graphics: DirectX, 64+ MB
- Sound (for some content)

## More Information and Support

Search the online help for answers to most questions.

Information in this guide is intended for US instructors. For international support, visit the online help.

[help.cengage.com/cnow2/instructor/home.html](https://help.cengage.com/cnow2/instructor/home.html)

**CNOWv2 Status**

Check the current status of CNOWv2 at  
[techcheck.cengage.com](https://techcheck.cengage.com).

**Contact Support**

**United States**

[support.cengage.com](https://support.cengage.com)

800.354.9706