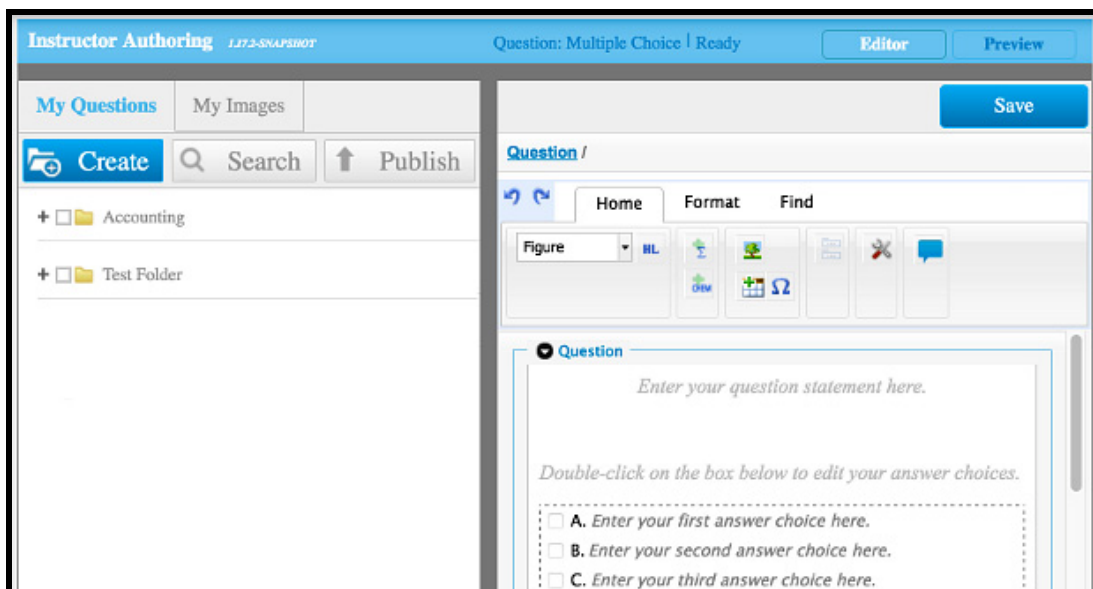


AUTHORING IN CENGAGENOWv2

The CengageNOWv2 **Instructor Authoring** system supplies you with the tools to easily create and modify your own questions. By using intuitive features such as a “WYSIWYG” editor, properties to control question behavior, and familiar tools for formatting, you can build assignments to suit your unique requirements.



CNOWv2 Question Editor

When your self-authored questions are complete, you can publish them to the CNOWv2 content banks where they are available to place in your Homework and Test assignments.

When selecting assignment content on the **Available Items** page, your questions appear in a separate section labeled **Self-Authored Questions**. If your questions are organized into folders, the same folder hierarchy is maintained on the content list.

You access the **Instructor Authoring** page from the following locations in CNOWv2:

- From the **Assignments** page, click the **Self-Authored Questions** link at the top of the assignments table. (If you don't see this link, you may need to click **Show All Options**.)
- When selecting or editing assignment content, click the **Create New Question** link.
- From the **Home** page, click the **Author New Questions** link in the **Quick Links** window. (You may need to enable the display of this link from **Edit Page**.)

Note: A **Home** page is not available when CNOWv2 is accessed through an integrated Learning Management System.

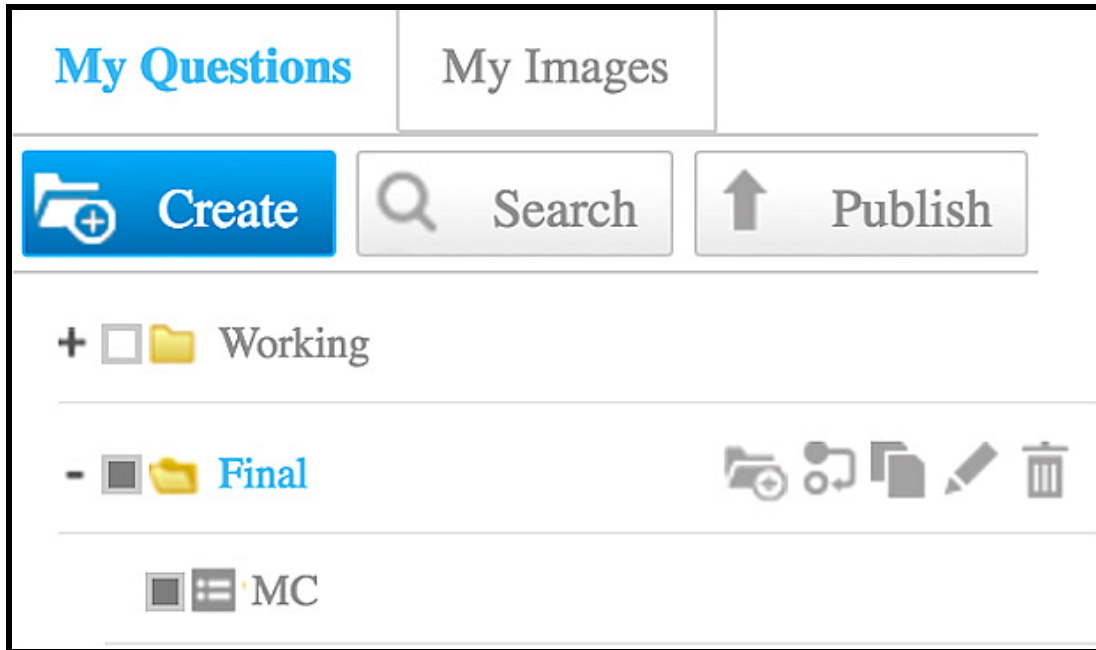
Authoring Topics

You can find descriptions on key topics in the following sections:

- "[Getting Started](#)" on page 245. An overview of primary authoring features.
- "[Creating Folders and Managing Questions](#)" on page 246. How to create folders for organizing and managing your questions.
- "[Uploading Images](#)" on page 249. How to upload your own graphics to use in your self-authored questions.
- "[Question Editor Overview](#)" on page 250. Information on the tools and features found on the Question Editor options.
- "[Creating a New Question](#)" on page 261. Step-by-step instructions on creating a new question.

GETTING STARTED

The first steps for authoring your own questions include creating folders, uploading any images you may need, and selecting the appropriate question template to create.



My Questions and Images Pane

In the column on the left of the **Instructor Authoring** page, two tabs appear:

My Questions tab

Supplies options for managing folders and subfolders. You can organize and sort your questions by type, difficulty, discipline, or any other category of your choosing. See "[Creating Folders and Managing Questions](#)" on page 246 for more details.

My Images tab

Provides you with tools for uploading new images and searching for one of your existing images. You can later use these graphics in any of your questions. See "[Uploading Images](#)" on page 249 for more details.

Below these tabs are buttons supplying basic options. The buttons you see depend on which tab is selected.

Create

With the **My Questions** tab selected, click this button to open the dialog box for creating a new folder. See “[Creating Folders and Managing Questions](#)” on page 246.

Search

With either the **My Questions** or **My Images** tab selected, click this button to open the search dialog box. Enter part of a name to find either an uploaded image or a specific question.

Publish

With either the **My Questions** or **My Images** tab selected, you can click this button to publish all questions to the CNOWv2 content banks. This action also updates questions in untaken assignments.

Note: Before clicking **Publish**, you must click **Save** in the bottom right of the editor, then click **Save** again in the upper right. If you don't save first, publishing will not send all your changes into the available assignment content.

Creating Folders and Managing Questions

Use the options on the **My Questions** tab to create, delete, rename, edit questions and folders, or move questions between your folders and subfolders.

Note: Folders can contain subfolders or questions, but not both.

The question types available for you to create from scratch are as follows. See [Creating a New Question](#) on page 261 for step-by-step instructions.

Multiple Choice

Allows students to select an answer from a list of possible responses.

Multiple Select

A variation of Multiple Choice that allows students to select their answer from a dropdown list of potential options. This question type supports more than one correct response.

True False

Allows students to select true/false or yes/no to a question's statement.

Fill in the Blank

Allows students to enter or select a short response. Answer field types include numeric, text, chem (provides students with a chemistry editor), and select (similar to Multiple Choice, select answer fields provide a dropdown list of possible responses).

Essay

Allows students to enter a written response to the question’s statement.

Step	Action: To create a folder
1	Click the Self-Authored Questions link on the Assignments page to open the Instructor Authoring page. You may need to click Show All Options , if the link is not displayed.
2	Click the Create button appearing at the top of the My Questions tab to open the Create a New Folder and/or Question window. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: To create a subfolder, click Create a New Folder and/or Question (folder icon) adjacent to the parent folder and follow the same steps below.</p> </div>
3	Select Folder Name and enter a name in the Folder Name text box.
4	Click OK and the new folder appears in the My Questions column.
5	Click the “X” in the upper right corner of the window to exit without saving.

Step	Action: To rename questions and folders
Once you’ve created a folder or question, you can edit their names at any time.	
1	On the My Questions tab, mouse over the folder or question you want to rename, and click Edit Folder Name or Edit Question Name (pencil icons).
2	In the Rename window that appears, enter the new name.
3	Click OK . <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: You can also create a user friendly question name to appear in assignments and reports using the Display Name property on the Edit properties tab</p> </div>

Step	Action: To move questions between folders
Once your folders and questions are in place, you can reorganize the folder contents.	
1	On the My Questions tab, select the question(s) you would like to move.
2	Mouse over the folder to reveal the folder options.
3	Click the Move Selected Questions To This Folder icon.
4	Click OK in the confirmation dialog box.

Step	Action: To delete questions and folders
Once all the associated questions and subfolders are removed, you can delete a folder.	
1	On the My Questions tab, open the folder you wish to delete.
2	If there are any questions inside the main folder, click the Delete Question (trash can) icon to remove them. You can also move the questions into a different folder.
3	If there are any subfolders, delete or move those questions and then click the adjacent Delete Folder icon.
4	Click the Delete Folder icon again to remove the final folder.
5	Click OK in the confirmation dialog box. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Note: Deleting a question on the Instructor Authoring page does not affect copies of questions already placed in an assignment. Deleted questions, however, no longer appear in the available assignment content list after your changes are published.</p> </div>

Step	Action: To edit an existing question
Republishing edited questions updates the versions previously published to the available assignment content list and also updates questions in any assignments that are not yet taken.	
1	On the My Questions tab, find the question you need to edit.
2	Click the question name and the authoring pane repopulates with the selected question.
3	Perform your edits, clicking the Save button for each tab as you work.
4	Click the global Save button at the top of the page when your changes are complete.

Step	Action: To edit an existing question
5	<p>When your question is finished, click Publish to update the available content list and any untaken assignments containing that question.</p> <hr/> <p>Note: When editing a question, you must click Save in the bottom right, then click Save again in the upper right, before clicking Publish in order to see all your changes in your Available Items page.</p> <hr/> <p>A Refresh option is available when on the Available Items page. This allows you to ensure any previously published self-authored questions. are updated.</p>

Uploading Images

You can upload copies of image files from your local computer into the CengageNOWv2 server. These files are then available for you to organize into folders and access anytime for use in your self-authored questions. Also see [“Creating Folders and Managing Questions”](#) on page 246 for information on folder management.

Step	Action: To upload an image file
<p>Note: Unlike files saved from Upload Files on the Assignments page, your authoring files are not accessible for your students to download.</p>	
1	<p>Click the Self-Authored Questions link on your Assignments page to open your Instructor Authoring page.</p> <p>You may need to click Show All Options, if the link is not displayed.</p>
2	<p>Select the My Images tab, if necessary.</p>
3	<p>Click the Upload button to open the Upload an Image window.</p>
4	<p>(Optional) Use the dropdown menu to Select an Existing Folder to place your question or select Folder Name to create a new folder.</p> <p>The Current folder is listed to the right.</p>

Step	Action: To upload an image file
5	<p>Click Choose File and browse for the appropriate file on your computer.</p> <hr/> <p>Note: The maximum file size is 100kb. Unsupported file formats cannot be selected.</p> <hr/>
6	<p>Select the file you wish to use and click Open.</p> <p>The name of your selected file is now displayed next to the Choose File button and an image preview appears below.</p>
7	<p>Once you confirm the appropriate file is selected, click the Upload button.</p>
8	<p>Click Done to exit and the file name appears in the list of uploaded images.</p>
9	<p>Manage your files by using the following options:</p> <ul style="list-style-type: none"> ○ See a preview of an image by clicking the file name. ○ Rename a file by clicking Edit Image Name (pencil icon). ○ Delete a file by clicking Delete Image (trash can icon).

QUESTION EDITOR OVERVIEW

The **Question Editor** offers editing capabilities for a variety of basic questions. When you initially open the question editor the **Home** tab along with **Format** and **Find** appear for every type of question template. These tabs supply key features to assist you with creating the content for your new questions. They allow you to include specialized question content, apply text formatting and styles, and a the ability to search for and replace text.

You access the **Question Editor** from the following locations in CNOWv2:

- From the **Assignments** page, click the **Self-Authored Questions** link at the top of the assignments table. (If you don't see this link, you may need to click **Show All Options**.)
- When selecting or editing assignment content, click the **Create New Question** link.

- From the **Home** page, click the **Author New Questions** link in the **Quick Links** window. (You may need to enable the display of this link from **Edit Page**.)

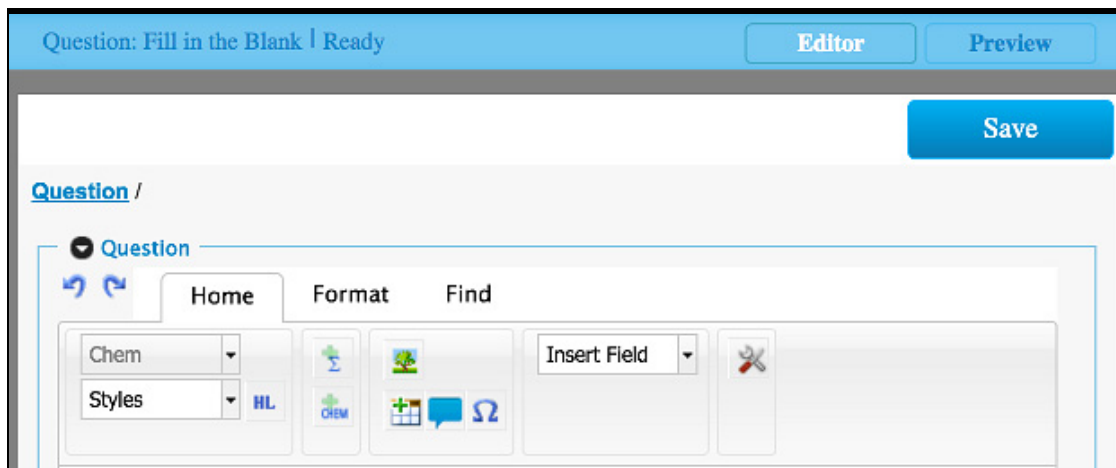
Note: If you access CNOWv2 through an integrated Learning Management System, a **Home** page is not available.

Using the Question Editor

To help you add content and specialized objects in your questions and feedback, the Home tab's **Question Editor** is available from most editing areas on the **Instructor Authoring** page. This "What You See Is What You Get" (WYSIWYG) toolbar makes it easy to insert tables, graphs, formulas, and images uploaded from your local system. You can also define and insert input and popup text fields. These specialized options are introduced below.

Note: The information in this user guide is intended as a general reference only. Refer to the CNOWv2 online Textual Help for detailed instructions.

The **Question Editor** supplies several generic options you can use when authoring any type of template. The upper section of the **Question Editor** toolbar contains the following controls, however, your available options depend on which question type you are creating or editing.



The Question Editor Tabs

 **Preview button**

Click **Preview** to refresh the editor and display the current question in a student view.

 **Editor button**

Click **Editor** to return to the previous editing screen after viewing a **Preview**.

 **Save button**

Click the global **Save** button to save all your work on the current question.

Note: It's always a good idea to save your work periodically, so that a mistake or computer glitch doesn't cost you a significant amount of work or time.

 **Done button**

Click the **Done** button at the top of the screen to exit the Question Editor and return to your original page in CNOWv2.

 **Breadcrumb links**

Click a link in the breadcrumb "trail" to return to a previous editing area.

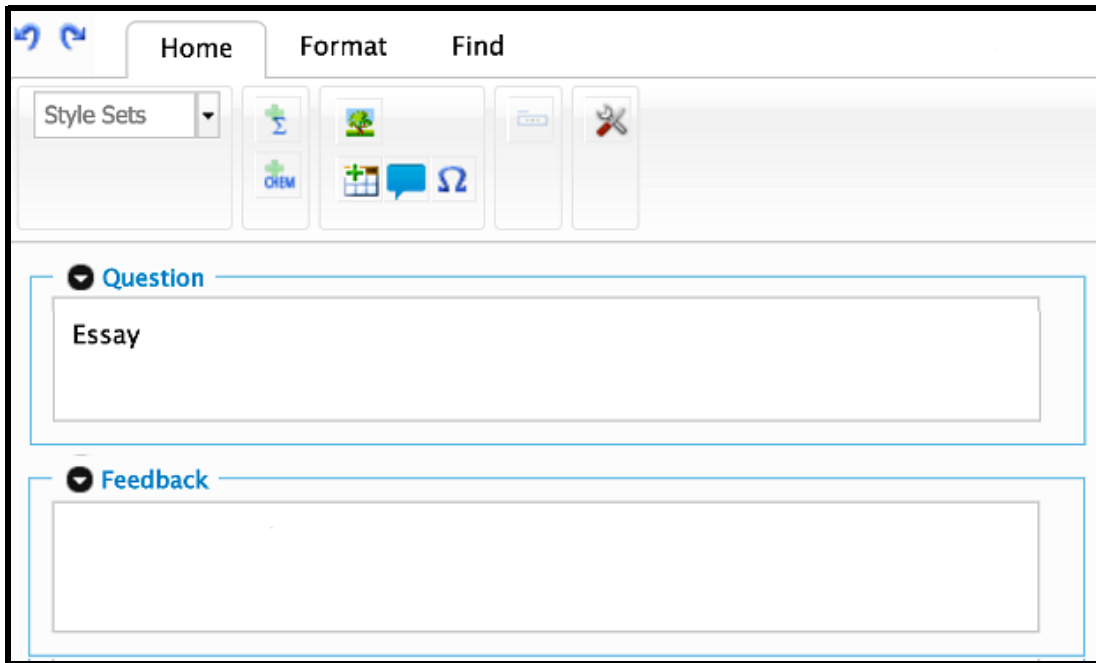
 **Undo/Redo buttons**

Click **Undo** to remove any changes you made to the question since the last time you saved. Click **Redo** to revert back to the previous state.

 **Save/Cancel buttons**

When available, click **Save** at the bottom of individual editing tabs before opening a different tab. Click **Cancel** to leave the tab without saving your changes.

Home tab



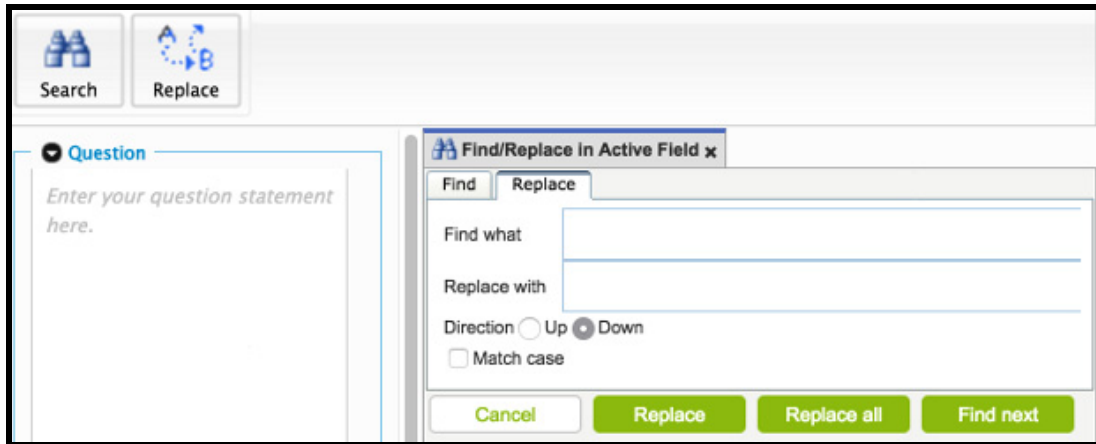
The **Home** tab supplies entry fields for the question prompt, hints, a solution, and feedback, as well as a Question Editor palette of tools for inserting tables, graphs, formulas, symbols, images, answer fields, setting options, and creating answers. The available options depend on the type of question template you have selected

Format tab



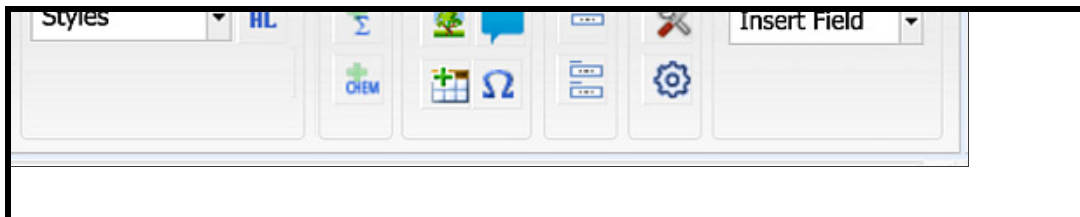
The **Format** tab supplies you with a palette of basic text editing options. You simply select the text to be formatted and click the appropriate icon to apply the changes.

Find tab

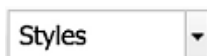


The **Find** tab provides tools you can use to search for specific text or perform a search and replace. Click either the **Search** or **Replace** buttons to open the pane with the appropriate options.

Depending on the template selected, the lower section of the **Question Editor** toolbar can contain the following controls:



The Question Editor Toolbar



Styles Menu

Use this dropdown menu to assign one of the pre-formatted styles to the selected text or object.



Style Highlight

Click this icon to highlight the selected text with a opaque green bar. Click **Undo** to remove the highlighting.



Insert Math Formula

Click this icon to insert a formula using advanced mathematical or chemistry notation. The equation can include variables and a full range of symbols.



Insert Chemistry Formula

Click this icon to open a basic **Chemistry Formula Editor** in a pop-up window. You can use this editor to create a chemistry formula with the appropriate formatting.



Insert Image

Click this icon to open the **Insert Image** pane where you can upload and place images in your questions, hints, or rejoinders. You can upload images into CengageNOWv2 from either the **Insert Image** window or from the **My Images** tab. Files that are not in a usable format cannot be selected for upload.



Insert Table

Click this icon to insert and format complex tables of information. Tables are a helpful way to present a sample data set for use in a question. You can use the **Insert Table** pane to set preferences such as adding rows, columns, cell formatting, setting alignment, and shading.



Insert Symbol

Click this icon to open the **Insert Symbol** pane where you can choose from a wide variety of custom characters to use in your question. Place a symbol in your question or feedback field by selecting it from the pane.



Answer

In **Essay** questions, clicking this icon opens the **Answers** editing tab in a new window. You can enter notes in a provided field to assist you when manually grading. These notes are available from the answer key.

Click the **Answer Editor** link to open a new editing window that includes a formatting toolbar that supplies standard text editing in addition to tables, special characters, and horizontal lines. Click **Save** to keep your changes before exiting.



Edit True False

In **True False** questions clicking this icon opens both the **Answers** and **Edit** tabs where you can author feedback and edit settings specific to True False questions.

You can also double click on the answer field to open both the **Answers** and **Edit** tabs.



Edit Choices

In **Multiple Choice** and **Multiple Select** questions, clicking this icon opens the **Choices** tab where you can choose to shuffle answer choices, author the correct responses, and create feedback for each choice in your question.



Edit settings

In **Essay** questions, you can click this icon to open the **Edit settings** pane. This pane supplies options for choosing the **Essay Type**, entering the **Post Submission Feedback**, and entering the **Initial Text**.



Edit Properties

Click this icon to open the **Edit properties** pane where you can set several preferences that affect the behavior of your question.



Insert Answer Field

In Fill in the Blank questions, you can use this dropdown menu to insert an **Input Field** into the body of your question. Simply place your cursor on the appropriate area in the **Question** field and make a selection for either a chem, text, number, or select answer type.

The **Answers** tab automatically opens once you've selected a field. From this tab you can author the responses, create rejoinders, and set a grading tolerance. Double clicking in an input field opens the Answers tab again.



Insert Popup

Highlight a section of text and click this icon to create a popup message that appears when the selected text is clicked. You can set the popup window's width, height, and style (hotspot or popup) properties, then enter the text for your message.

Click **Insert** when you are done, then click **Preview** to see how your message appears in an assignment.

Question

The **Home** tab's **Question** field is generally your starting point. You use this field to enter or edit the statement/prompt for the body of your question.

Type directly into the editing field to enter the basis of your question. You can then use the CengageNOWv2 **Question Editor** to easily include images, equations, graphs, tables, input (FITB) boxes, and format text.

Note: Right clicking on the Question field provides quick access to some of the more commonly used options.

Feedback

The **Home** tab's **Feedback** field is used to enter or edit any feedback messages you may want to provide for the question as a whole. This message is shown at the bottom of the page only after the question is answered and submitted.

You can also use the CengageNOWv2 **Question Editor** to include images, equations, graphs, tables, or format the text in your message.

Note: If the **Feedback** is not defined, a simple rejoinder of either "Correct," "Incorrect," or "Partially Correct" is displayed, depending on the score. (In questions that provide it, partial credit must be enabled to use "Partially Correct.")

Solution

The **Home** tab's **Solution** field is used to enter or edit a message with details about the correct response. This information is saved as a comment that is visible only from within the Question Editor.

You can also use the CengageNOWv2 **Question Editor** to include images, equations, graphs, tables, or format the text in your comment.


Hints

In the **Hints** field, you can author a series of hints to appear in the question. Hints are different from feedback or rejoinders in that they appear in a sequence and are viewable before the question is answered. Students need to click the **Hints** button to have them displayed.

You can create multiple hints by clicking the **Add Hint** link. The hints appear in ascending numbered order and are labeled so that the student can determine if more are available (“Hint #1 of 3,” for example). Hints can also contain images, graphs, tables, equations, and formulas. Use the **Question Editor** to insert these additional objects.

Advanced Question Editor Tabs

You can select additional editing tabs by clicking icons on the **Question Editor**. The Edit Properties, Settings, Edit, and Answers tabs supply features for specifying settings, setting preferences, creating answers, entering formulae, among other options.

Note: Since the properties on these tabs can be unique to a particular item, you should click the inline help icon  to quickly bring up the help page for additional details.

Edit Properties Tab

When editing or creating questions in the **Question Editor**, clicking the **Edit Properties** icon opens a pane of options allowing you to set a wide variety of preferences.

On this tab you will find the more common property settings and grading features, most of which are universal to all questions. You can alter the default values for these properties to affect the functioning and appearance of the question you’re authoring.

Settings Tab

The **Settings** tab generally contains options unique to a specific question template. These options affect how the question operates and how it is presented.

Answers Tab

From the **Answers** tab you can create correct and incorrect responses and specific feedback for each answer status. The steps and available options for creating answers depends on your question type. Refer to the CNOWv2 online help for specific examples for each

Clicking within the boundary box for the answer in the **Question** field or clicking the **Show All Answers** button (when available) opens the virtual editor where you can create or edit the correct answer. The options you see may include properties for the answer type, scoring, accuracy, and directed feedback (sometimes called “rejoinders”).

For some types of questions, such as **True False**, you simply identify which response to the question is correct. For **Multiple Choice** and **Multiple Select** questions, you enter the right answer and several wrong answers. Well-written wrong answers reduce the odds for successful guessing and let you provide specific feedback (rejoinders) in response to common mistakes. If you wish, you can also create “partially correct” answers and rejoinders.

For **Fill in the Blank** questions where students type in their answers, you can set up multiple answer rules that evaluate a range of possible entries.

Table Tab

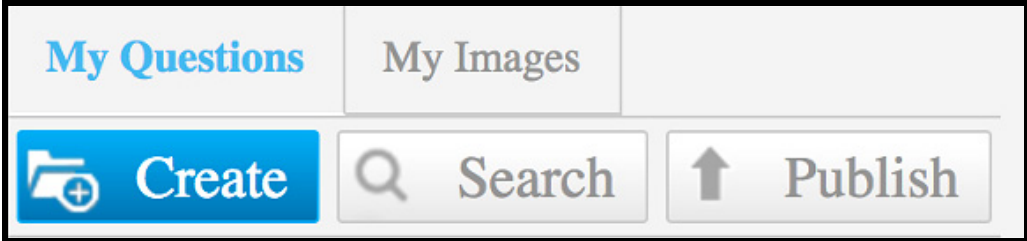
The **Table** tab appears when you select an existing table in the editing field. You can use the available options on the Table toolbar to edit table properties and formatting.

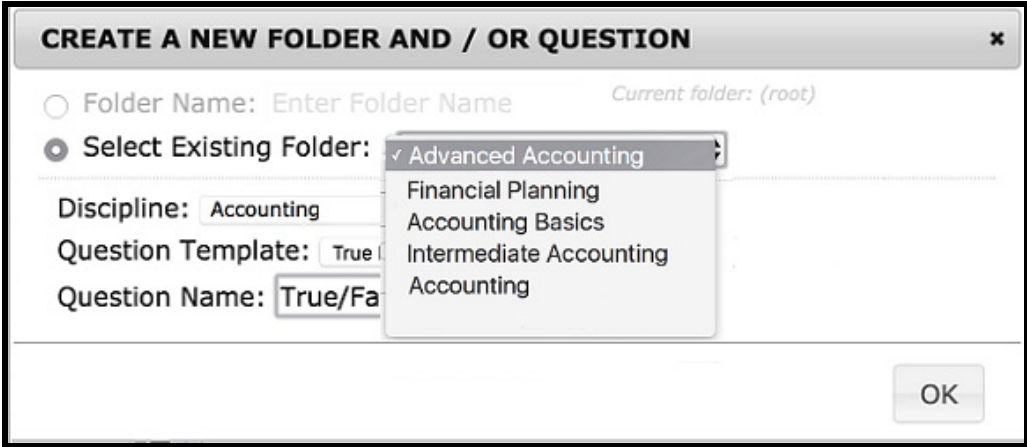
Tooltips Tab

The **Tooltips** tab allows you to create a brief popup message for input fields. You can choose from premade message options or create your own custom message.

Creating a New Question

Once your folders are created and organized, you can begin authoring your own questions. The procedure below provides a generic overview to help you get started; refer to the descriptions on specific questions in the online help for additional details. Also see "[Question Editor Overview](#)" on page 250 for details on features available in the **Question Editor**.

Step	Action: To create a new question
	<p>Note: Before getting started, be sure to read the tips and instructions provided in the editor's text fields.</p>
1	<p>Go to your Assignments page and click the Self-Authored Questions link to open the Instructor Authoring page.</p> <hr/> <p>Note: The Quick Links section on your Home page also has an Author New Questions link. (LMS systems do not provide a Home page.)</p> <hr/>
2	<p>Click the Create button to open the Create a New Folder and/or Question window.</p>  <p>The screenshot shows a navigation bar with three tabs: 'My Questions' (active), 'My Images', and an empty tab. Below the tabs are three buttons: 'Create' (blue with a folder icon and a plus sign), 'Search' (grey with a magnifying glass icon), and 'Publish' (grey with an upward arrow icon). The 'Create' button is highlighted with a black border.</p>

Step	Action: To create a new question
3	<p>(Optional) Use the dropdown menu to Select Existing Folder to place your question or enter a Folder Name to create a new folder.</p> 
4	Select Accounting from the Discipline dropdown menu.

Step	Action: To create a new question
5	<p>Expand the Question Template dropdown menu to select the appropriate Question Template.</p> <div data-bbox="301 378 1330 873" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>CREATE A NEW FOLDER AND / OR QUESTION ✕</p> <p><input type="radio"/> Folder Name: Enter Folder Name <small>Current folder: (root)</small></p> <p><input checked="" type="radio"/> Select Existing Folder: <input type="text" value="Accounting"/></p> <hr/> <p>Discipline: <input type="text" value="Accounting"/></p> <p>Question Template: <input type="text" value="Select Question Template"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> Multiple Choice Template Multiple Select Template True False Template Fill in the Blank Template Essay Template </div> <p>Question Name: Enter Question Name</p> </div> <p>You can choose one of the following types of templates:</p> <ul style="list-style-type: none"> <input type="radio"/> Multiple Choice. Allows students to select an answer from a list of possible responses. <input type="radio"/> Multiple Select. A variation of Multiple Choice allowing students to select their answer from a dropdown list of potential options. This question type supports more than one correct response. <input type="radio"/> True False. Allows student to select true/false or yes/no to a question's statement. <input type="radio"/> Fill in the Blank. Allows students to enter or select a short response. Answer field types include numeric, text, chem (provides students with a chemistry editor), and select (similar to Multiple Choice, select answer fields provide a dropdown list of possible responses). <input type="radio"/> Essay. Allows students to enter a written response to the question's statement.

Step	Action: To create a new question
6	<p>Enter the Question Name.</p> <p>The Question Name is used to identify the question within the content database; it can contain no more than 20 characters, including spaces.</p> <hr/> <p>Note: You can also edit a Display Name property to create a name that appears in assignments, reports, gradebooks, etc.</p> <hr/>
7	Click OK and the Question Editor for the selected template opens.
8	From the Home tab, enter the question statement and use the editor to add any special objects (images, tables, symbols, etc.) in the Question field.
9	<i>(Optional)</i> Enter information for Feedback or Hints in the appropriate text fields.
10	Depending on your question type, you can double click the Question field to open the Answers tab to create responses.
11	Click Save at the bottom of the editing tabs to save your changes before moving on to another area of the editor.
12	<i>(Optional)</i> Open the tabs for Edit Resources , Settings , or Edit to modify the question's default properties. The available tabs depend on the question template you are using.
13	<i>(Optional)</i> Click Preview to see a working version of your question.
14	When your question is complete, click the global Save button at the top of the editor.
15	<p>Click Publish to add/update your question into the list of content resources available to your Homework and Test assignments.</p> <hr/> <p>Note: When editing or creating a question, you must click Save in the bottom right, then click Save in the upper right, before clicking Publish in order to see all your changes in your Available Items page.</p> <hr/> <p>A Refresh option is available when you are working on the Available Items page. This allows you to ensure any previously published self-authored questions are updated.</p>
16	When you are ready to leave the Question Editor, click Done at the top of the screen to return to the Assignments page.