

# Cognero Quick Start Guide

## Create Online Tests with Cognero

Cognero contains question sets based on your textbook content. Use the question sets to create online tests. You can also create your own questions.

### ACCESS COGNERO

Add Cognero as a supplemental resource in your Instructor Resource Center.

1. Sign in at [login.cengage.com](https://login.cengage.com).
2. Search for your textbook under Add a product to your Instructor Resource Center.  
Search by ISBN for the fastest results.
3. Select **Cengage Testing, powered by Cognero** for your textbook.  
If you do not see this option, Cognero may not be available for your textbook. Try searching for different editions of your textbook or for textbooks with closely related content.
4. Click **Add Selected to Instructor Resource Center**.
5. Click the Cognero link in your Instructor Resource Center under Access Instructor Supplements.





### CREATE A CLASS

Create a class so you can assign content to your students.

1. Select **Classes and Assignments** from the Section dropdown.
2. Click **Create a new class**.
3. Enter a class name.  
Optionally enter additional class information.
4. Click **Next**.
5. Allow students to register.
  - a. Select **Enable student self-registration**.
  - b. Click **Next**.
  - c. Copy the **Self-registration URL** to distribute to students.Alternatively, click **Add Record** to add students, or click **Import** to import a CSV, TSV, or XML file.
6. Click **Finish**.

To edit the roster, open the class and click **Roster**.

### CREATE A TEST

1. Select **Test Generator** from the Section dropdown.
2. Under Question Sets, expand the folder with your textbook title.
3. Select a question set and click **Options > Open Question Set**.
4. Set View to **All Questions**.
5. Click .
6. Select questions to add to your test and click .
7. Enter a test title and select **My Tests** under Folder location.
8. Click **OK**.
9. To add more questions to your test, after selecting questions, click , and select your test.
10. To preview your test, select your test in the Test panel and click **Options > Open Test**.  
Click  to edit or delete a question.

### ASSIGN A TEST

1. Select **Classes and Assignments** from the Section dropdown.
2. In Classes, select your class and click **Options > Open Class**.
3. In Tests, select your test and click **Options > New Assignment from Test**.
4. Review the test information and click **Next**.
5. Check that the correct students are included and click **Next**.
6. Select **Limit availability to specific date/time range** and set dates and times.
7. Review additional settings and click **Next**.  
Select **Use scrambling** to randomize the order of questions and answers and recalculate algorithm variables.
8. Choose what information to provide when students complete the test and click **Next**.
9. Choose if and when students can access a full test review and click **Next**.
10. Copy the online access URL to distribute to students, or click **Email Invites** to email the URL to all assigned students.
11. Click **Finish**.

### GRADE TESTS


Some questions require manual grading, and automatically graded questions can be edited.

If a test needs to be graded, the Needs Manual Scoring column displays Yes.

1. Select **Classes and Assignments** from the Section dropdown.
2. Open a class and click **Yes** in the Needs Manual Scoring column.  
Questions are marked No if they have not been graded.
3. Click **Edit**.
4. Enter a score and click **Update**.
5. To select a different student, click their name from the list.
6. Click **Done**.

### EXPORT RESULTS

Export test results as a CSV file to import them to an external gradebook.

1. Select **Reporting** from the Section dropdown.
2. Select a course and click **Options > Assignment Results Report**.
3. Select the test and click **OK**.
4. Click .

### MORE INFORMATION

Find more information about Cognero:

[cengage.com/training/cognero](https://cengage.com/training/cognero)  
[assessment.cengage.com/Help/TestGenerator](https://assessment.cengage.com/Help/TestGenerator)  
[assessment.cengage.com/Help/ClassManager](https://assessment.cengage.com/Help/ClassManager)  
[assessment.cengage.com/Help/Reports](https://assessment.cengage.com/Help/Reports)

Click **Help** in Cognero to access more help information.

### CONTACT SUPPORT

1. Go to [support.cengage.com](https://support.cengage.com).  
Alternatively, from SAM, click **Help > Tech Support**.
2. Sign in to your account.
3. Click **Log new case**.
4. Enter the necessary information and click **Create Case**.

You can also contact customer support at 800.354.9706.