In order for you to adopt this book and copy all the homework exams etc you will need to contact your CengageRep and ask them to assist you. The microsite to buy the book is listed below and CengageNow should be able to copy my course shell for you.

How to guide for homework system:

**Purchasing the Book and Cengage Now:** Before the quarter started you should have received an e-mail that stated how to purchase the book and homework management system. Just in case you have misplaced the link: http://www.cengagebrain.com/micro/wasbctc

**Using the ACCT&203 site:**

Course:

Course Key for This Section:

The first assignment in CengageNow (Register) will teach you how to use CengageNow. If you complete it by the due date I will give you 2 points extra credit. Each week you will have assignments due in CengageNow on Thursday’s and Sunday’s.

**TECHNICAL SUPPORT – will be able to resolve problems right away.**

If you require telephone Technical Support, you can call 1.800.648.7450.

OnLine Chat – available 24 hours a day/7days a week

Go to <http://www.cengage.com/support/>

Once at the site use the pull down arrow under Student, pick Cengage Now and click GO. You’ll be at the site below – click **Chat ONLINE** and you will be connected to a support representative.

1. **Advice on usuing CengageNow**
   1. **DO NOT USE THE BACK BUTTON IN YOUR BROWSER!** Just like credit card information on www.amazon.com, using the “Back” button results in unsaved work being lost. Instead, click the “Save” button to save your work, and use the Question Navigation to move to different questions in your assignment.
   2. **DON’T CLOSE YOUR BROWSER WITHOUT LOGGING OUT OF THE ASSIGNMENT**! If you are done with an assignment, even if you do not want to save your work, DO NOT click the X button on the browser to close. If the browser is closed on an active assignment YOUR WORK WILL BE SUBMITTED TO YOUR INSTRUCTOR. CengageNOW does this to preserve any work you may lose in a power outage. Be sure to log out of the assignment before closing the browser and avoid submitting your work ahead of schedule.
   3. **MINIMIZE USE OF OTHER STREAMING APPLICATIONS!** Like many other popular websites, the sessions on CengageNOW stay active and feed information from our servers while you are working. Sometimes, other streaming applications, like Weather Bug, can interrupt the session. On long homework problems, make sure you save often, and do not have additional streaming applications open.
   4. **NEVER have more than a single instance of CengageNOW open at any time. This means that you can only open a single window of CengageNOW . If you are in CengageNOW , and you try to open another CengageNOW window, then the program will probably not grade your work properly, and you will not receive the proper scores that you should.**
   5. **It is recommended that you use either** Internet Explorer or Firefox **as your browser when using CengageNOW .**
   6. **Pay attention to the System Check page when you login, as it will tell you whether or not you have pop-up blockers running or other settings on your computer that may interfere with the operation of CengageNOW .**
   7. **CengageNOW does have a time-out feature, so if you are working on a particularly long problem, make sure to click the** Check My Work link every 10-20 **minutes to prevent your session from timing out.**
   8. **If you are using CengageNOW in a school or library computer lab environment, be sure to clear your browser cache and cookies prior to logging into CengageNOW to ensure that any previous users’ activity will not interfere with your usage of the program. You may also want to consider re-starting the computer as well to make sure that any programs aren’t running in the background.**
   9. **If you normally use a** wireless internet connection**, and are having problems getting kicked out of the system, it may be because your wireless signal is not consistent enough to handle the large amount of data being sent in CengageNOW . Try connecting to a physical internet connection with an ethernet cable to ensure constant signal strength.**
   10. **If you are running security software on your computer (anti-virus, anti-spyware, script-blocking software, etc), remember to either turn it off, or to allow CengageNOW as a trusted site while you are working in the program. There are many different types of security software, so you will want to refer to your program’s help files to find out how to temporarily turn off the software, or allow trusted sites. For adding CengageNOW as a trusted site, try using the following domain names: \*.cengagenowexpress.com, east.cengagenowexpress.com, and \*.cengage.com**
2. Advice on Testing in Cengage
   1. **Taking a test, quiz, or assessment is different than homework.**
      1. Once you start the test, the only option available to you is to “Submit for Grading.” You cannot start the test and come back at a later time. It is very similar to a test you take in the classroom.
      2. If you try to exit the test by using the back arrow or clicking on the “**X**” on your browser, your test, quiz, or assessment will be submitted for grading.

**Using Smart Entry for CengageNOW**

In some segments, CengageNOW uses Smart Entry. Smart Entry allows you, the user, to enter anything you would like in the data fields. As you start typing, a range of possible options will come up. The predictive text shows you what options the system **might** be looking for. If you stray from the expected entries (for example, misspelling a word), the word will turn red. If you try to enter data that is red, it will “blank out” when you tab from the field. Just because your entry doesn’t turn red, doesn’t necessarily mean it is correct!

**Entering Numbers in CengageNOW**

CengageNOW is programmed to accept equivalent numbers as answers. It is programmed to accept: Use of $ sign, Lack of dollar sign, and use of decimal point. CengageNOW will usually provide directions if special formatting is needed.

**Computer updates**

Sometimes you will need to download updates to be able to see all of the content in CengageNOW. If you are unable to see something in CengageNOW , that you know you should be able to see, try going to the following websites and downloading the updates they have for Flash, Java, and Shockwave.

Shockwave Download site: <http://get.adobe.com/shockwave/>

Flash Download site: <http://get.adobe.com/flashplayer/>

Java Download site: <http://www.java.com>

Sometimes there are other minor glitches in the program that occur when internet usage is high, using old computers, etc. Normally, these can be resolved by refreshing the browser window or clearing your browser cookies.