



WileyPLUS with Canvas Overview and Support Manual: Redesign

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Help and Resources

WileyPLUS offers a resource center to help students get started from Day One. Please visit <https://wileyplus.gallery.video/instructors>

If you ever need help or have questions, please contact our Instructor Technical Support at 877-586-0192. Our Technical Support team is available **24/7/365**.

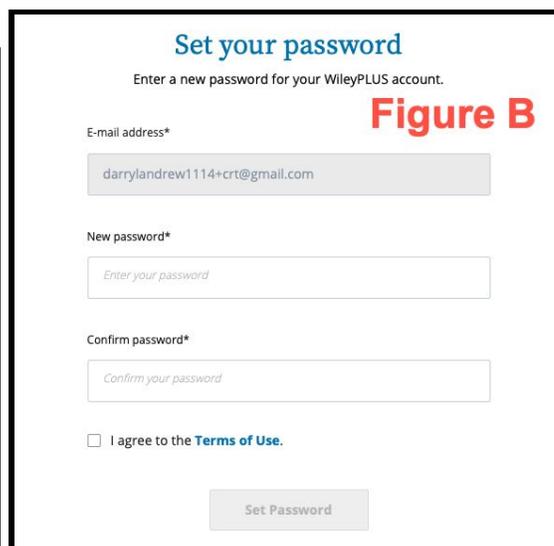
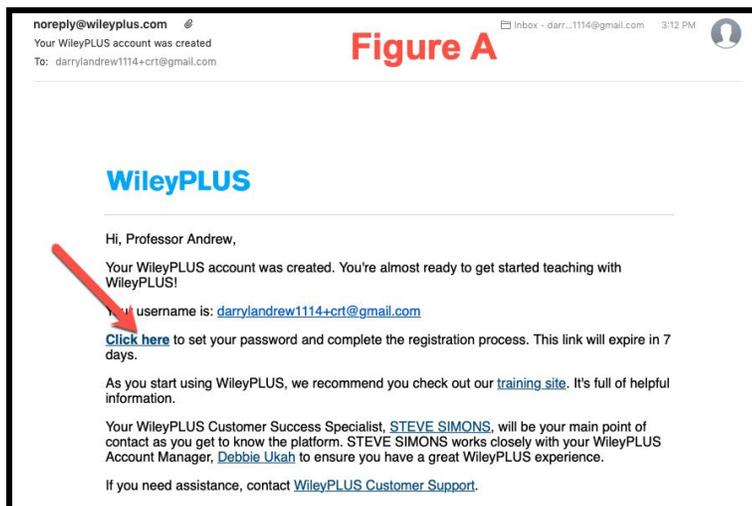
Last minute instructor hire, or new to WileyPLUS? Register in the WileyPLUS Instructor Academy for a complete overview. Please visit <http://wileyinstructoracademy.wiley.com> and click Sign Up. Remember to use your School email address and select new WileyPLUS from the platform dropdown.

Students can contact our Technical Support team either by clicking the WileyPLUS Support link in their course, or by going to <https://wpsupport.wiley.com/s/>

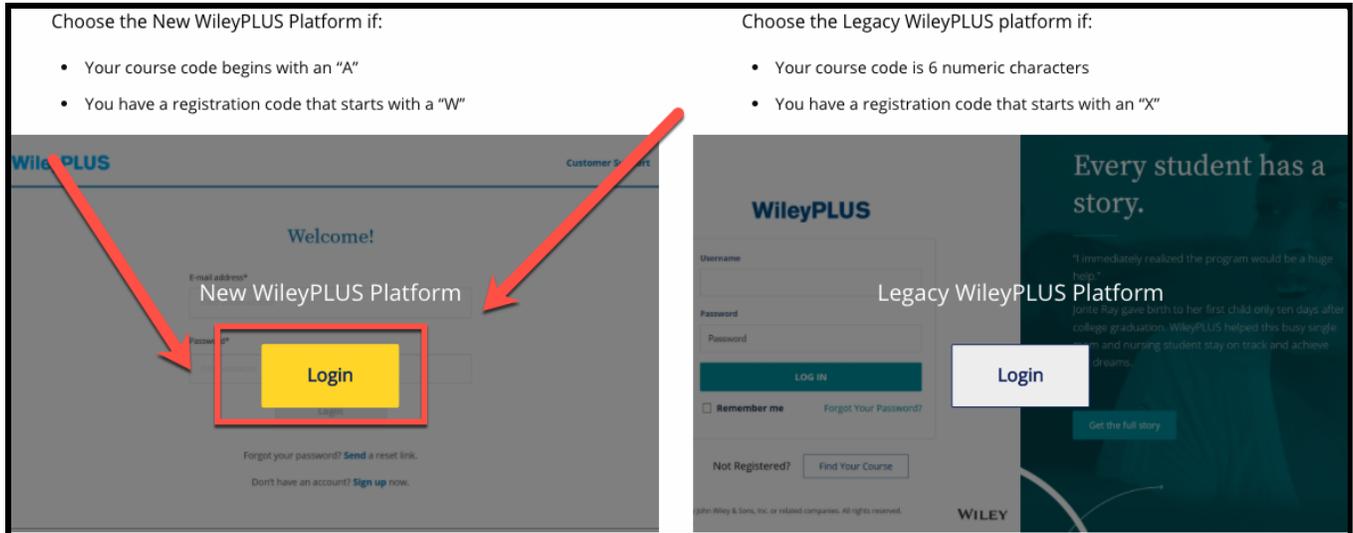
How to Login and Create your WileyPLUS Course

How to login and create your WileyPLUS Course

- Once your course is issued you will receive an email from Noreply@wileyplus.com.
 - A) If this is your first time using WileyPLUS, you will receive a second email with a link to create your password. (Figure A and B)
 - B) After creating your WileyPLUS account, go to to www.wileyplus.com and click Log in (Figure C)



- After clicking Login from Figure C (above) you will see two platform options. Please select New WileyPLUS.



The screenshot shows two login options for WileyPLUS. On the left, the 'New WileyPLUS Platform' is highlighted with a red box around the 'Login' button. On the right, the 'Legacy WileyPLUS Platform' is shown with a 'Login' button. Red arrows point from the text above to the respective 'Login' buttons.

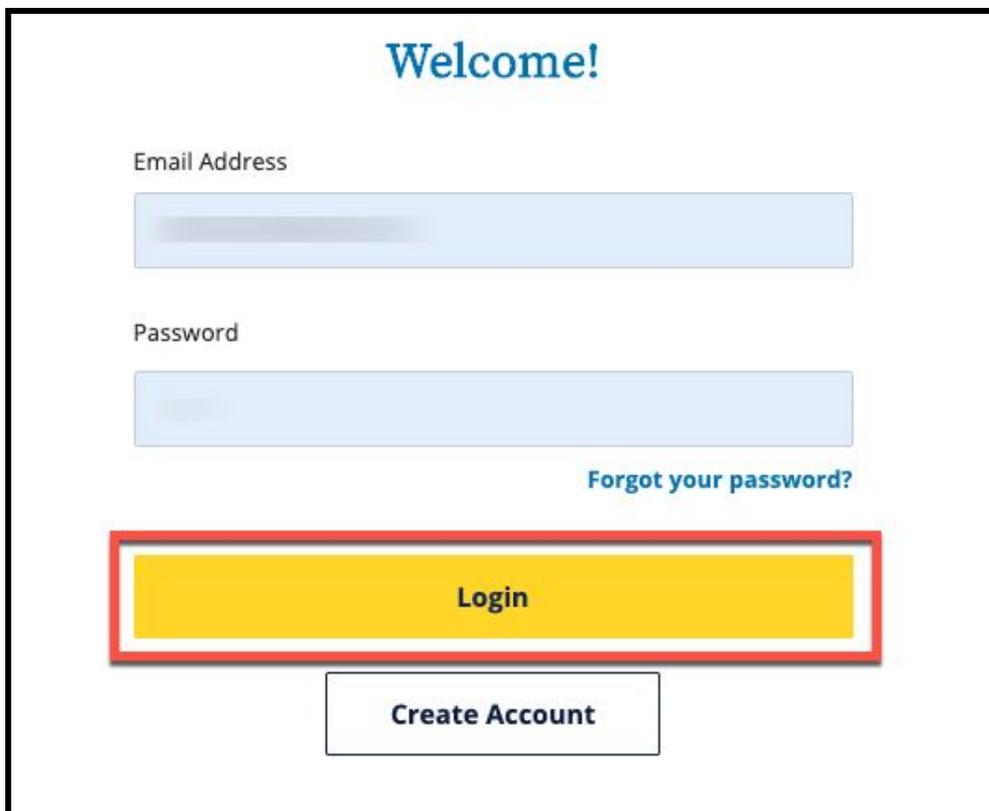
Choose the New WileyPLUS Platform if:

- Your course code begins with an "A"
- You have a registration code that starts with a "W"

Choose the Legacy WileyPLUS platform if:

- Your course code is 6 numeric characters
- You have a registration code that starts with an "X"

- You will sign into WileyPLUS with your account.



The form displays a 'Welcome!' message at the top. Below it are two input fields: 'Email Address' and 'Password'. A blue link for 'Forgot your password?' is positioned to the right of the password field. At the bottom, there are two buttons: a yellow 'Login' button with a red border, and a white 'Create Account' button.

- After logging in you will see three tabs for your courses.
 - **Current:** Will show you all of your active courses (live for students)
 - **Draft:** All courses that are not available to students. You will also find your new course here, so you can choose which content is needed in your course.
 - **Past:** Where all of your Past courses are listed if you need to review how your students did.

- From your Draft tab, click on the title of your course to begin the course creation process. Your course creation process will be split into 3 parts
 - 1) Finding your course: which is done from the Draft Tab. This was addressed in the step above.
 - 2) Choosing the content you want covered. Here you can turn off specific Chapters or sections that you are not covering in your course.
 - 3) Selecting how you are using WileyPLUS. Are you using as a Standalone course via www.wileyplus.com, or are you integrating into your Campus LMS (ie Canvas, Blackboard, or D2L)

Step 2: All chapters will be turned on by default. Here you can turn off a specific Chapter by unchecking the box to the left. If you cover a chapter, but not a specific Section, you can click the carrot to the right of the chapter title and turn off a specific Section.

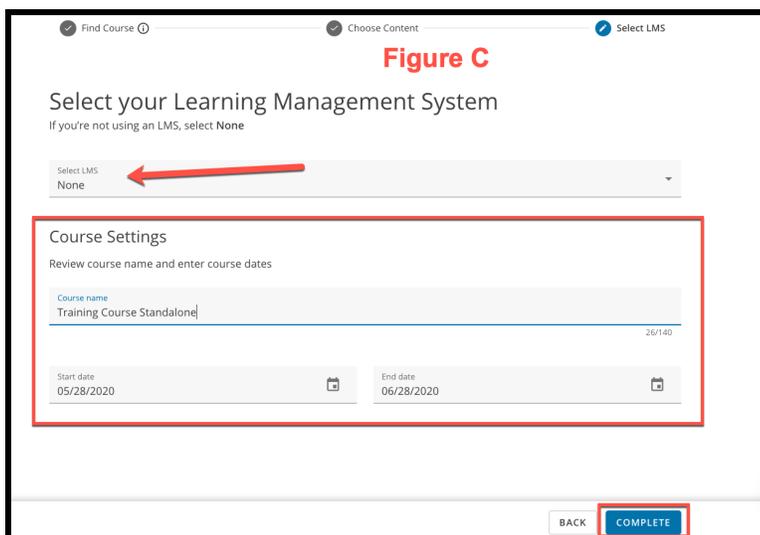
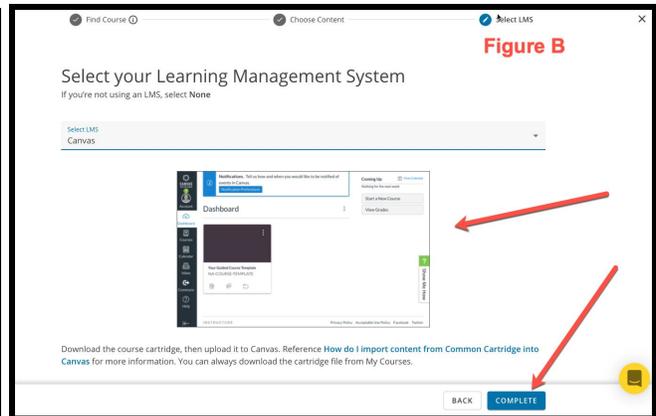
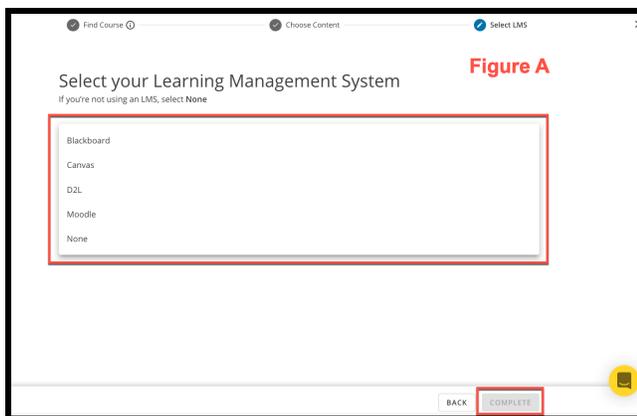
- Once you are done selecting which chapters and/or sections to keep. Click Next Step.
 - You will be able to see the number of chapters and sections turned on, via the sticky filter on the bottom of your screen

The screenshot displays the 'Choose chapters and sections' interface in WileyPLUS. At the top, there are three progress indicators: 'Find Course' (completed), 'Choose Content' (current step), and 'Select LMS'. Below the title, there is a brief instruction: 'Focus questions and resources on the topics you want to cover. When you create assignments, you'll only see questions from chapters and sections you choose here. You can edit this later in Course Resources.' Two buttons, 'SELECT ALL' and 'Deselect ALL', are located above the chapter list. The chapter list consists of nine items, each with a checked checkbox and a dropdown arrow. A sticky filter at the bottom left shows 'CHAPTERS 13' and 'SECTIONS 65'. A 'NEXT STEP' button is located at the bottom right.

CHAPTERS	SECTIONS
13	65

Step 3: You will select how you are using Wiley. From the dropdown pick the LMS you wish to integrate WileyPLUS with, or if you choose to use outside of your LMS, pick None (Figure A). You will see a sample image of the LMS you choose, to help you identify, then click Complete. (Figure B). If you choose None (Select to use WileyPLUS outside of your LMS) you will choose your course name and dates, then click Complete (Figure C)

- If you select to integrate into your Campus LMS, you will also see a note of when your LMS admin received the information to turn on the WileyPLUS Integration. If you find this area blank, you will be asked to provide their information so Wiley can send the required components. Without these you will not be able to install WileyPLUS in your LMS.



- You will be taken back to your WileyPLUS Dashboard, where you will see your course listed on the Current Tab. If you selected None on Step 3 you will be able to access your course from this dashboard (Figure A). If you selected a specific LMS on Step 3 (Blackboard, Canvas, D2L) you will see a link to download the course cartridge to import into your LMS (Figure B).
 - If you choose to integrate with your LMS, you will also receive an email with instructions on how to integrate

Your Courses **Figure A**

Sort Courses By: Course Name + Add Course

Current (2) Draft (0) Past (0)

	Domain course Actions ▾
Product	Author Nicolaus Copernicus, Galileo Galilei (old BP ID 12913)

WileyPLUS Customer Support | JW JASON WHITEHEAD Instructor ▾

Your Courses **Figure B**

Sort Courses By: Course Name + Add Course

Current (2) Draft (0) Past (0)

	Training course	Author	Course ID
Product	STEADY_Master_Course_Package_Format_Black, Business Statistics, 9e	Black	d1e95a5e-d807-4d14-9ba0-79e6165e409c

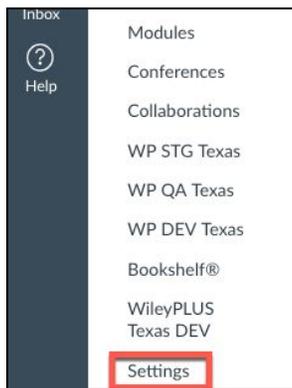
➔ Canvas Cartridge Course ➔



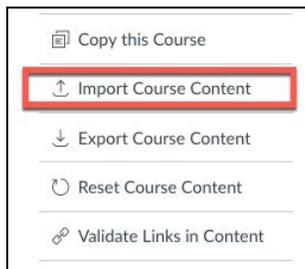
Importing WileyPLUS into Canvas

How to add WileyPLUS into your Canvas course

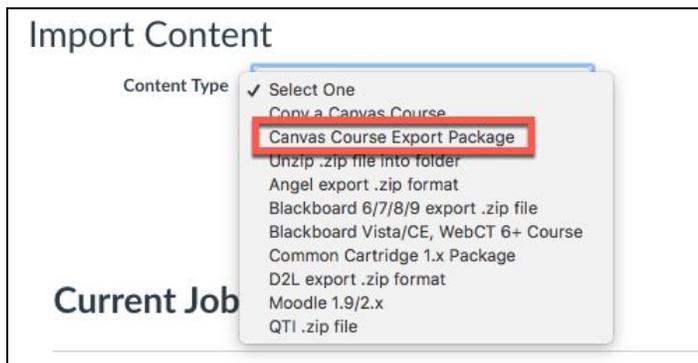
- 1) From within your Canvas course, click Settings



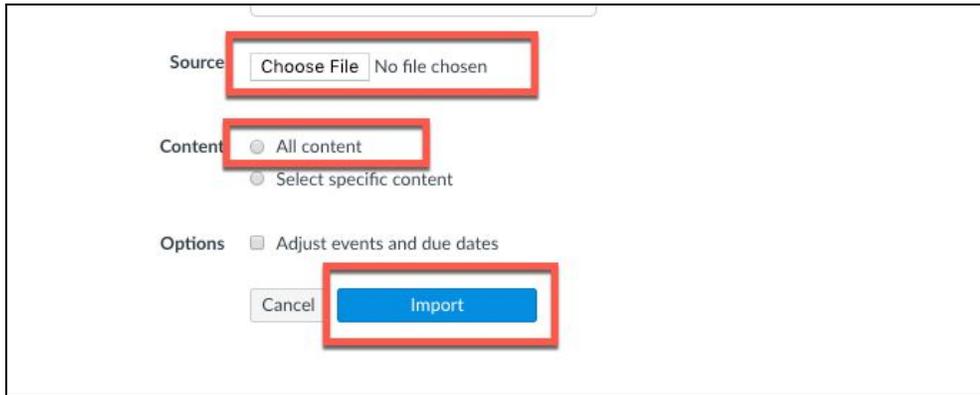
- 2) From setting click "Import Course Content" located on right side of settings screen



- 3) Click Content Type dropdown and select "Canvas Course Export Package"

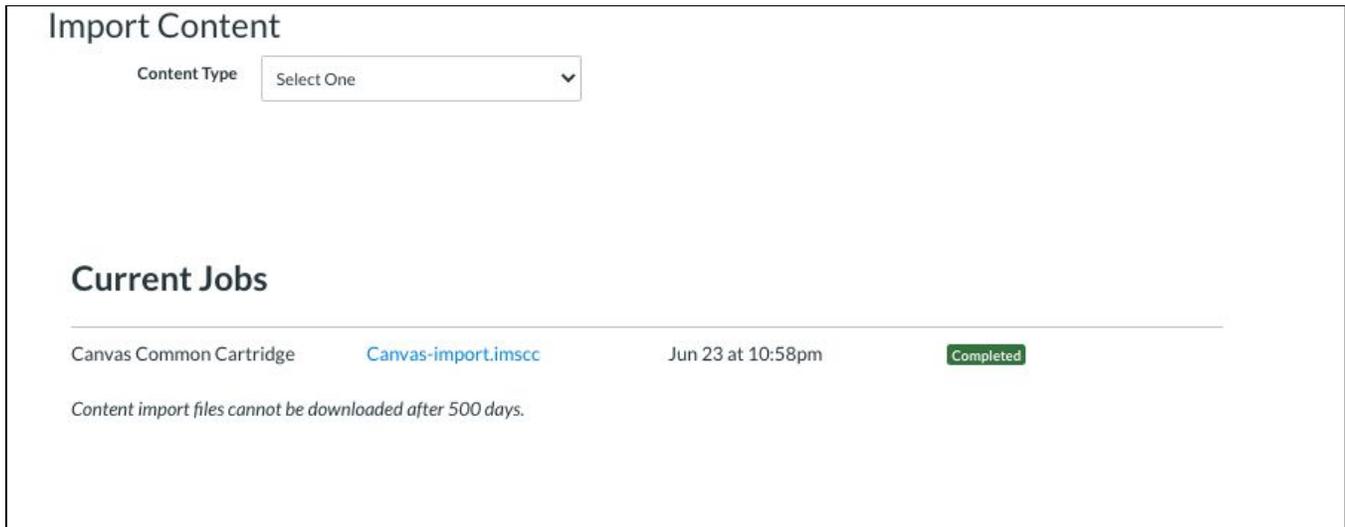


- 4) Click on "Choose File" and select .IMSCC (Course Cartridge) file you saved from step 1. Click "All Content" and "Import"



The screenshot shows the 'Import Content' dialog box. It has three sections: 'Source', 'Content', and 'Options'. In the 'Source' section, there is a 'Choose File' button and the text 'No file chosen'. In the 'Content' section, there are two radio buttons: 'All content' (which is selected) and 'Select specific content'. In the 'Options' section, there is a checkbox for 'Adjust events and due dates'. At the bottom, there are two buttons: 'Cancel' and 'Import'.

- 5) After Import is complete you will receive a notification. You can click the Home button in your Canvas Course.

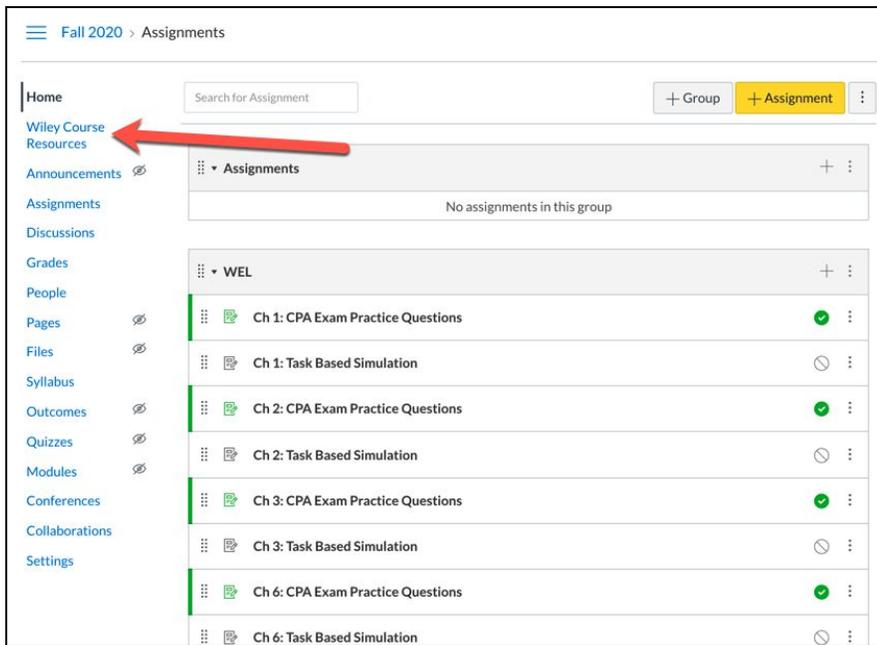


The screenshot shows the 'Import Content' notification page. At the top, there is a 'Content Type' dropdown menu with 'Select One' and a downward arrow. Below this is a section titled 'Current Jobs'. There is a table with one row of data:

Content Type	File Name	Time	Status
Canvas Common Cartridge	Canvas-import.imsc	Jun 23 at 10:58pm	Completed

Below the table, there is a note: *Content import files cannot be downloaded after 500 days.*

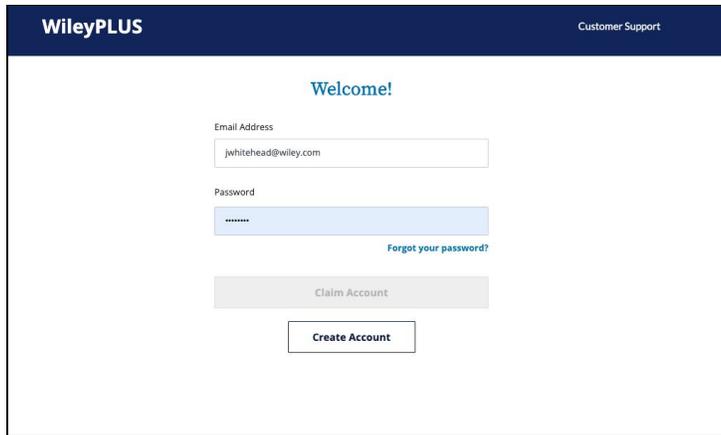
- 6) After importing into your Canvas course, you will find a series of Prebuilt assignments added to your course. This can include assignments like Adaptive Practice, WEL (Wiley Efficient Learning), and Bongo activities.
 - a) Your next step is to click on Wiley Course Resources, found on the left side navigation bar.



- 7) Your last step to finalize your course import is to click on the Wiley Course Resources link. Here you will be prompted to enter a course ID, which was included in your email with your Course Cartridge. After entering the Course ID, click Pair.

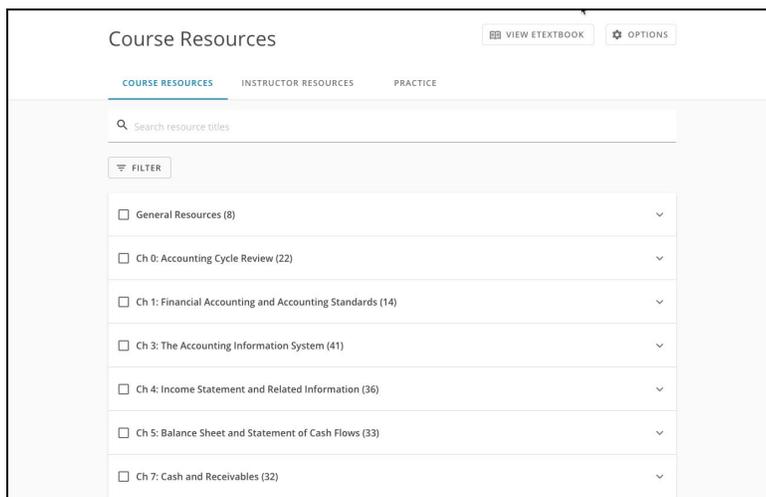


- 8) The first time you try to access WileyPLUS content from within your Canvas LMS, you will be prompted to sign in. Use the same Login information that was used when you finalized your course at WileyPLUS.com. If you cannot remember this information, you can click **Forgot Password**. If this is your first time using WileyPLUS, click on **Create an Account** and follow our account creation steps.



The screenshot shows the WileyPLUS login interface. At the top left is the WileyPLUS logo, and at the top right is a link for Customer Support. The main heading is "Welcome!". Below this, there are two input fields: "Email Address" with the value "jwhitehead@wiley.com" and "Password" with masked characters. A link for "Forgot your password?" is positioned to the right of the password field. Below the password field is a "Claim Account" button, and at the bottom is a "Create Account" button.

- 9) You will be prompted to sign into WileyPLUS after pairing your course. You will use the same login credentials used when finalizing your course set up on WileyPLUS.com. After logging in, you will be taken to your course content, that will match the customizations made when finalizing your course.



The screenshot displays the "Course Resources" page. At the top, there are navigation tabs for "COURSE RESOURCES", "INSTRUCTOR RESOURCES", and "PRACTICE". The "COURSE RESOURCES" tab is active. Below the tabs is a search bar labeled "Search resource titles". A "FILTER" button is located below the search bar. The main content area lists several resource categories, each with a checkbox and a dropdown arrow:

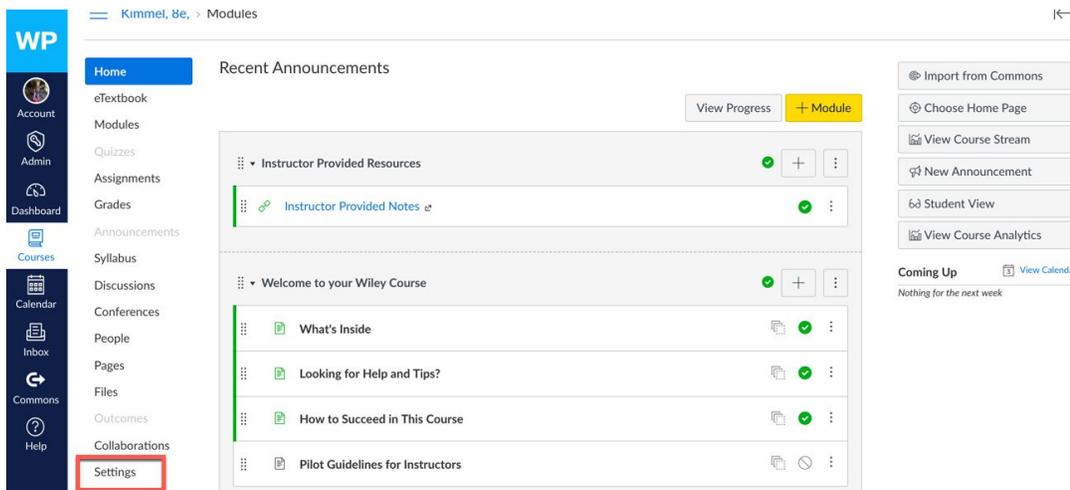
- General Resources (8)
- Ch 0: Accounting Cycle Review (22)
- Ch 1: Financial Accounting and Accounting Standards (14)
- Ch 3: The Accounting Information System (41)
- Ch 4: Income Statement and Related Information (36)
- Ch 5: Balance Sheet and Statement of Cash Flows (33)
- Ch 7: Cash and Receivables (32)

WATCH THE VIDEO [Course Copying WileyPLUS](#)

How to Course Copy with WileyPLUS

WileyPLUS allows you to course copy and also reassign with new dates all from one screen. Follow the below steps to successfully course copy;

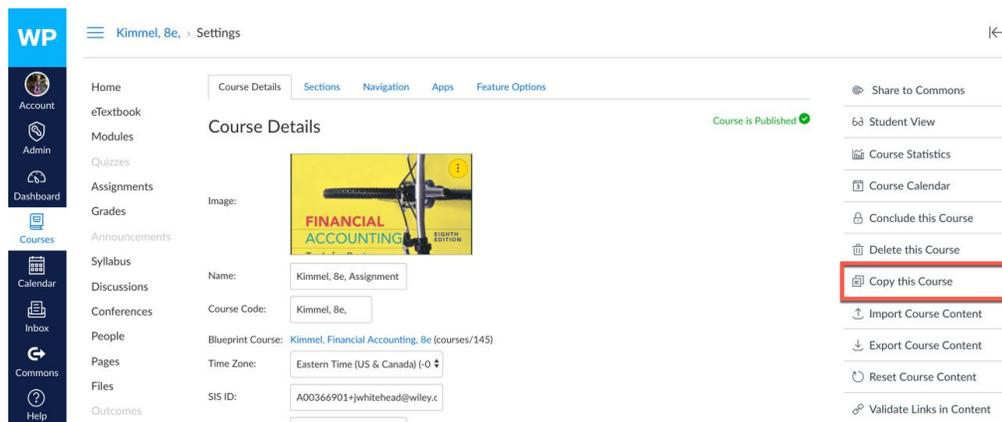
- From the course Homepage, click Settings from left side menu



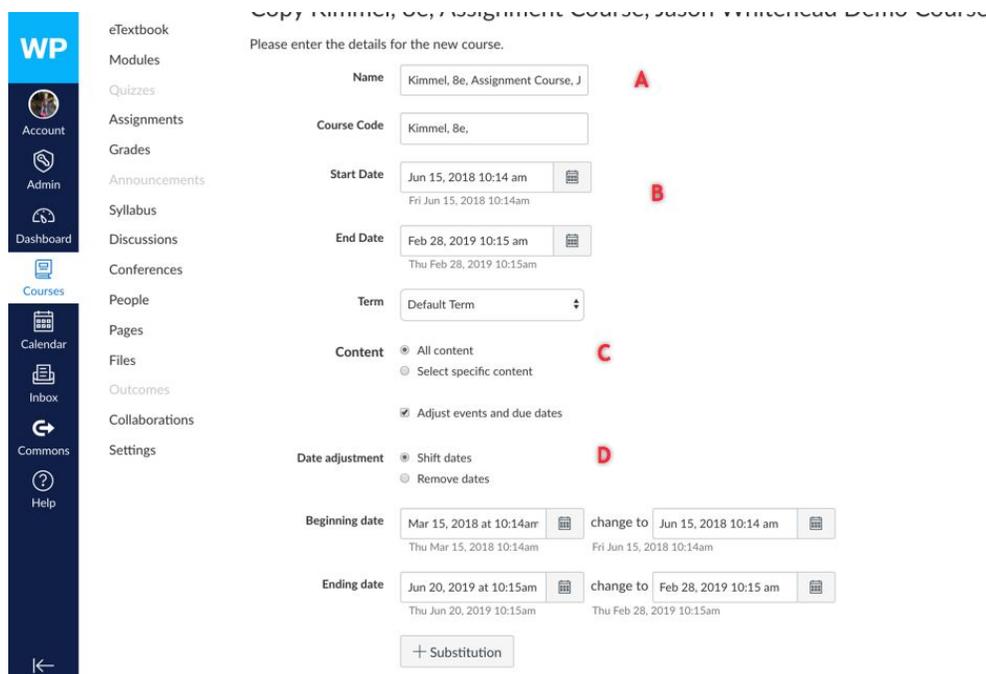
- You can copy one of two ways.
 - a. If you see Course Copy on the right side of your screen, this will allow you to create new sections on your own.
 - b. If you see Import Course Content, you will import this content directly into your already created course

A) If you see Course Copy and you are creating a new course on your own, please follow the below steps

- Click on Course Copy



- Complete the following fields
 - a. Name your new section
 - b. Set your new start and end dates
 - c. Choose if you want all content or select content (recommend All Content)
 - d. Do you want to shift your dates of assignments, or enter in new dates once course is created. If you use this option your due dates will automatically change in the new course



- Click Copy Course

Beginning date
Thu Mar 15, 2018 10:14am Fri Jun 15, 2018 10:14am

Ending date
Thu Jun 20, 2019 10:15am Thu Feb 28, 2019 10:15am

- Status bar will appear

Current Jobs

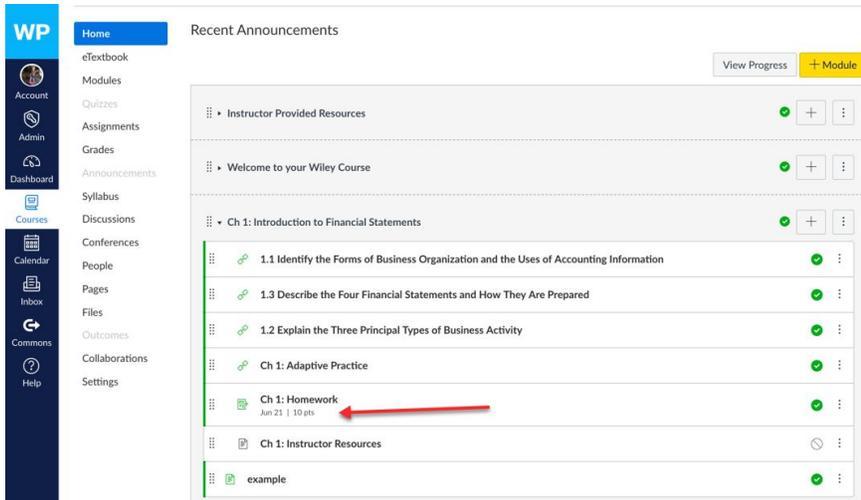
Course Copy	Kimmel, 8e, Assignment...	Apr 30 at 10:46am	Pre-processing
-------------	---------------------------	-------------------	----------------

Content import files cannot be downloaded after 500 days.

- Once copy is complete you will see the status change to complete. Click Home to access your course.
 - a. It is important to note, you will not see the 5 issues after the copy is complete. This is only when you first pair your Canvas course with the WileyPLUS (next generation) cartridge

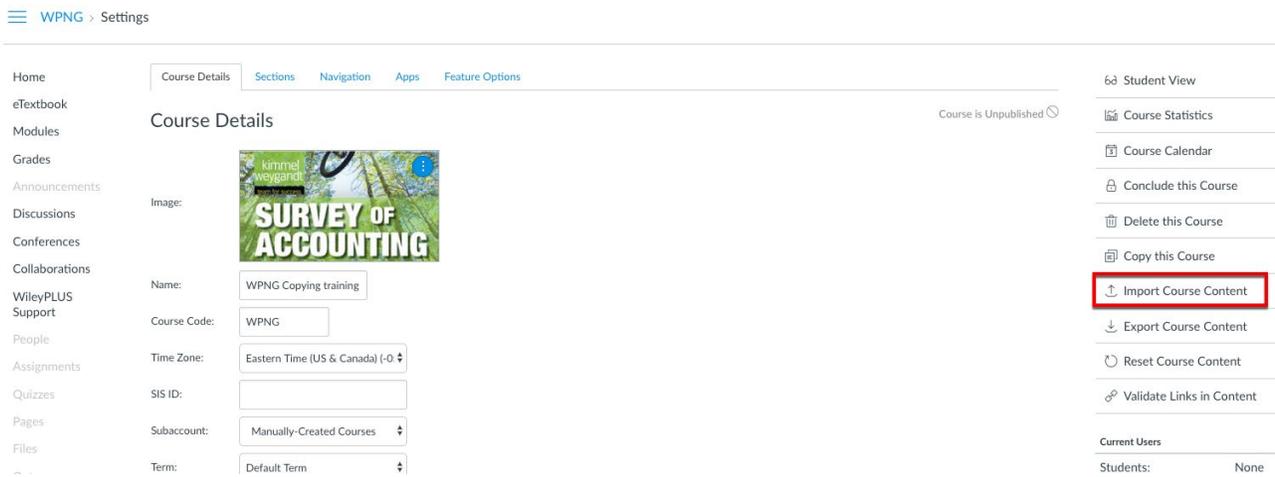
The screenshot shows the WileyPLUS interface for a course titled 'Kimmel, 8e'. On the left is a navigation sidebar with 'Home' highlighted. The main content area is titled 'Import Content' and includes a 'Content Type' dropdown menu set to 'Select One'. Below this is the 'Current Jobs' section, which displays a table with one entry: 'Course Copy' for 'Kimmel, 8e, Assignment...' scheduled for 'Apr 30 at 10:46am' with a status of 'Completed'. A note below the table states 'Content import files cannot be downloaded after 500 days.'

- Your course is populated and new assignment due dates are posted



B) If you are in your new course (which was already created) click on Import Course Content

- From your settings screen, click Import Course Content



- From the Content Type dropdown select Copy Canvas Course

Import Content

Content Type

- Complete Course Import form
 - a. Enter in name of section you are copying your content from
 - b. Select All Content so everything is pulled over
 - c. If you have due dates tied to your assignments and want to save time reassigning, Click Adjust events and due dates
 - d. Add the beginning and end dates for the section you are copying from and for the new section (using new semester start and end dates)
 - e. Click Import

Import Content

The screenshot shows the 'Import Content' form with several elements highlighted by red boxes and labeled with letters A through E:

- A:** A red box around the 'Search for a course' input field, which contains the text 'Course name'.
- B:** A red box around the 'All content' radio button under the 'Content' section.
- C:** A red box around the 'Adjust events and due dates' checkbox under the 'Options' section.
- D:** A large red box around the 'Date adjustment' section, which includes radio buttons for 'Shift dates' and 'Remove dates', and two date pickers. The first date picker is set to 'Jan 7, 2019 at 12am' (Mon Jan 7, 2019) and the second is set to 'May 16, 2019 at 12am' (Thu May 16, 2019).
- E:** A red box around the 'Import' button at the bottom of the form.

Other visible elements include a 'Content Type' dropdown set to 'Copy a Canvas Course', an 'Include completed courses' checkbox, a '+ Substitution' button, and a 'Cancel' button.

- Once the import is complete you will receive a notification
 - a. It is important to note that you will not see the 5 issues like you did on the original import to canvas. These issues only occur when you are first pairing.

Current Jobs

Course Copy

WPNG Training course 1

Nov 14 at 10:15pm

Completed

Content import files cannot be downloaded after 500 days.

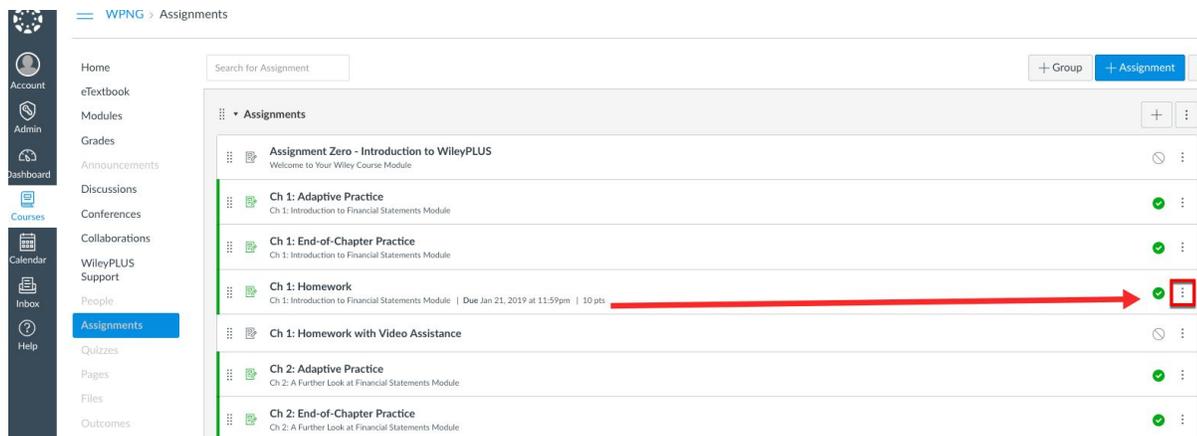
- Your course content is now live in your new section.

The screenshot displays the WileyPLUS user interface. On the left is a vertical navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled "Recent Announcements" and features a "View Progress" button and a "+ Module" button. The content is organized into two sections:

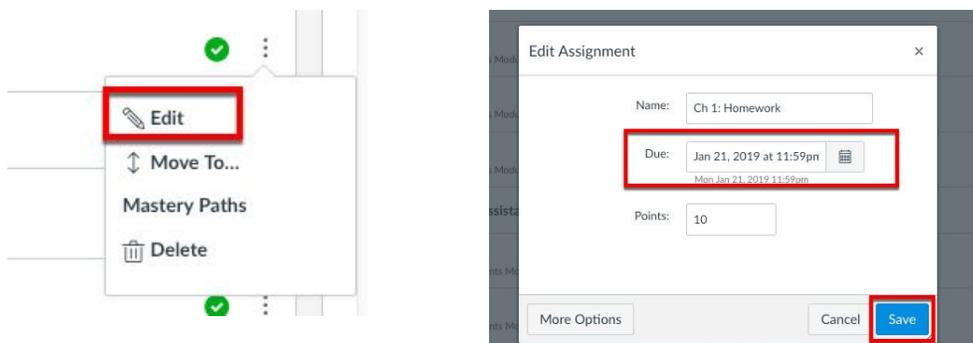
- Welcome to Your Wiley Course**: This section includes items such as "What's Inside", "Looking for Help and Tips?", "How to Succeed in This Course", "Guidelines for Instructors", and "Assignment Zero - Introduction to WileyPLUS" (0 pts).
- Ch 1: Introduction to Financial Statements**: This section includes items such as "1.1 Identify the forms of business organization and the uses of accounting information", "1.2 Explain the three principal types of business activity", "1.3 Describe the four financial statements and how they are prepared", "Ch 1: Adaptive Practice" (0 pts), "Ch 1: End-of-Chapter Practice" (0 pts), and "Ch 1: Homework" (Jan 21, 2019 | 10 pts).

Each item in the list has a green checkmark icon on the right, indicating completion or availability. The interface also includes expand/collapse and menu icons for each section and item.

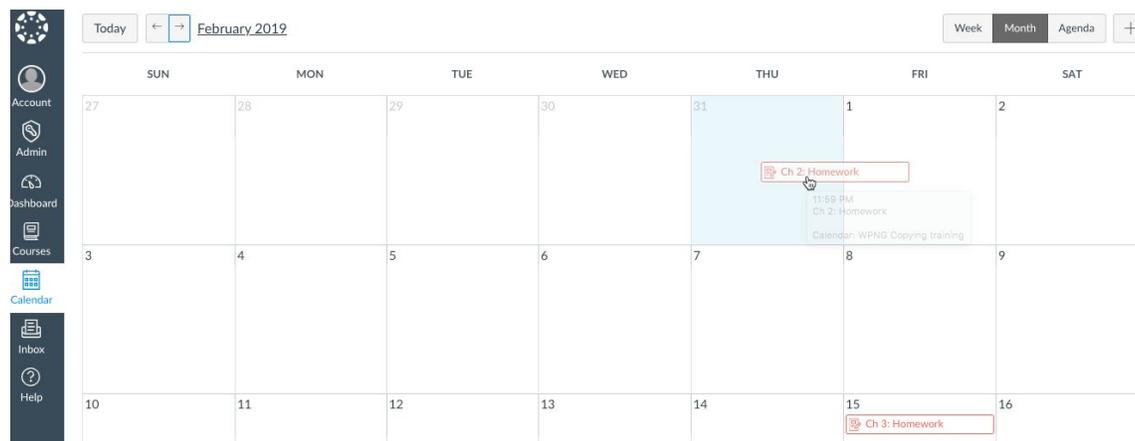
- After you Course Copy or Import into your new course, and you need to make further updates to the due dates on your assignments
 - o This would occur if the due date in the Fall fell on a Friday, and now in the Spring that date is a Sunday.
- You can either go to the assignments area in your course, click the three dots to the right of each assignment to update



- Then click Edit and update the date



- Or go to your course Calendar to update the date

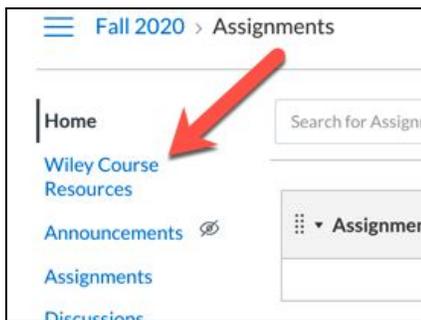




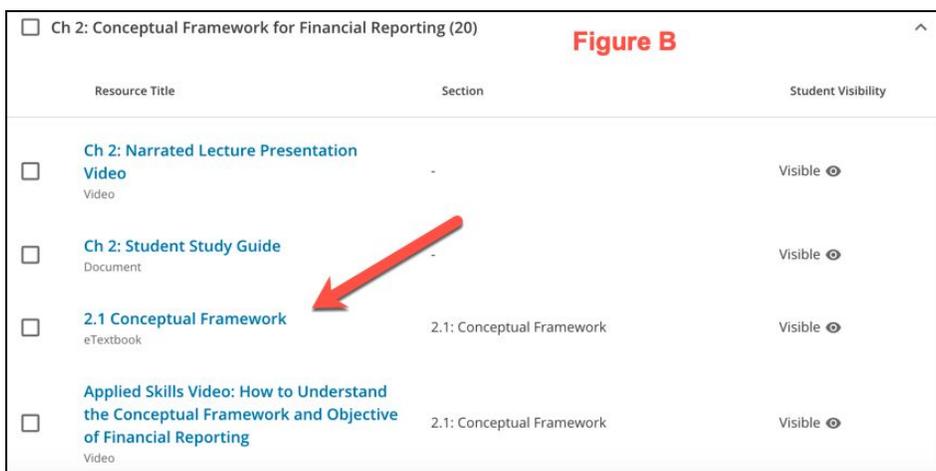
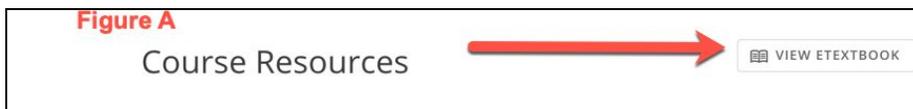
Accessing the eTextbook

How to access your eTextbook

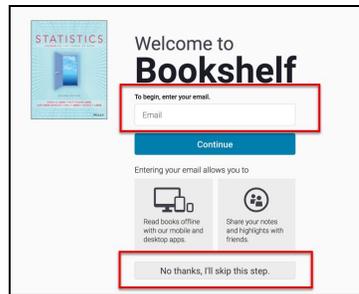
1. From your course, you will find a tab title Wiley Course Resources. This will be find on your left side navigation bar.



2. You will be taken to your Course Resoures, here you will find all of the course content. To access the eText, you can either click View eText on the top of the Resource Center (**Figure A**), or click the individual chapter and access the exact page the Section begins (**Figure B**).
 - a. You can also use the Filters and search just for the eText resources in your course



3. The first time you enter the eText, you will be asked to log in with your current VitalSource account, or create a new account.
 - a. **Important to note, this is not the same log in as your WileyPLUS Next Gen account.**
 - b. If you would not like to create an account you can click No Thanks I'll skip this step



4. After signing into, or creating your VitalSource account you will be taken to the exact page in the eTextbook your Learning Objective begins.
 - a. Signing into VitalSource is a one-time step. You will not have to do this again, when access from your WileyPLUS course.
5. Once logged in you will be able to take full advantage of the VitalSource etext;
 - a. Highlighting
 - b. Note taking
 - c. Create Flashcards
 - d. Study Guides
 - e. Easy Searching
 - f. Offline Access
 - g. Mobile Access

2.3 ONE QUANTITATIVE VARIABLE: MEASURES OF SPREAD

So far, we have looked at two important summary statistics for a single quantitative variable: the mean and the median. Although there are important differences between them, both of these measurements tell us something about the "middle" or "center" of a dataset. When we give a statistical summary of the values in a dataset, we are interested in not just the center of the data but also how spread out the data are. Knowing that the average high temperature in Des Moines, Iowa, in April is 52°F is helpful, but it is also helpful to know that the historical range is between 8°F and 97°F! In this section, we examine additional measures of location and measures of spread.

Using Technology to Compute Summary Statistics

In practice, we generally use technology to compute the summary statistics for a dataset. For assistance in using a wide variety of different types of technology and software, see the available supplementary resources.

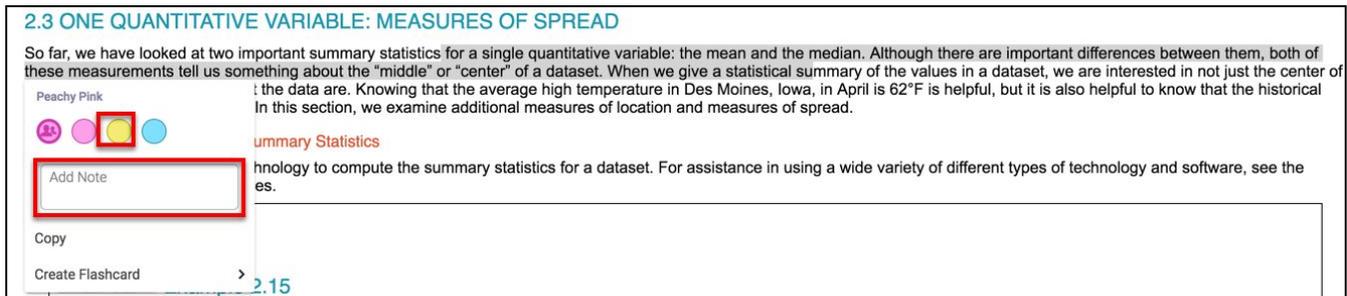
Example 2.15
Des Moines vs San Francisco Temperatures

Average temperature on April 14th for the 21 years ending in 2015 is given in Table 2.20 for Des Moines, Iowa, and San Francisco, California.³⁷ Use technology and the data in **April14Temps** to find the mean and the median temperature on April 14th for each city.

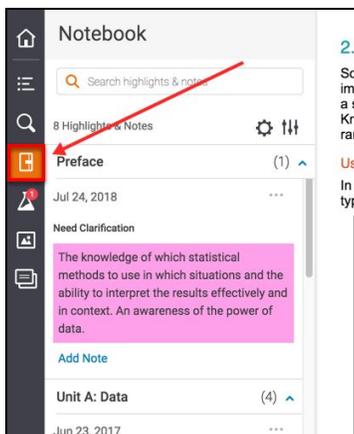
TABLE 2.20	
Temperature on April 14th	
Des Moines	56.0 37.6 37.2 56.0 54.3 63.3 54.7 60.6 70.6 53.7 52.9 74.9 44.4 40.3 44.4 71.0 56.8 59.2 53.3 35.7 56.2
San Francisco	51.0 55.3 55.7 48.7 56.2 57.2 49.5 61.0 51.4 55.8 53.0 58.1 54.2 53.4 49.9 53.8 51.4 52.3 52.1 57.3 55.6

Solution

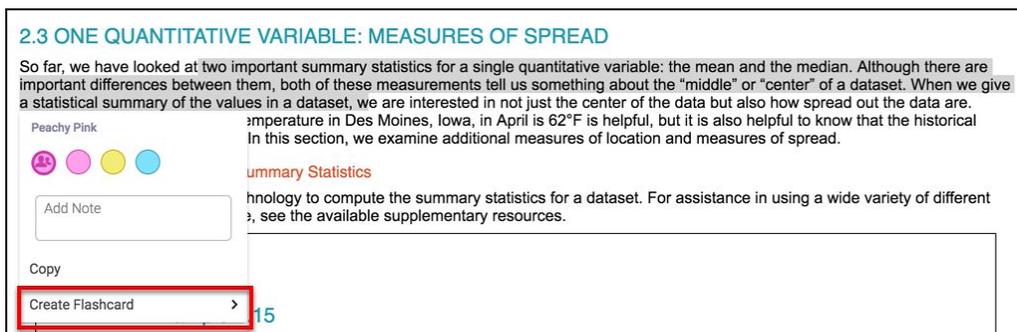
6. How to highlight, and take notes;
 - a. Click and drag to highlight content, choose color and enter note if needed, then click out of the pop up box.



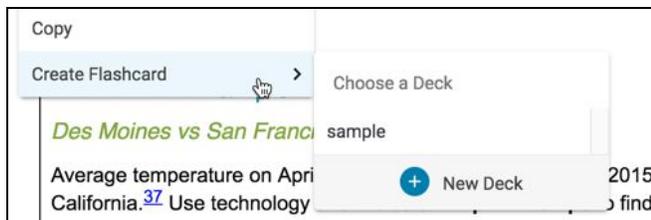
- b. To find all highlights click on the notebook icon from left side of eText.



- c. Create flashcards Click and Drag to highlight content and choose Flashcard from popup.

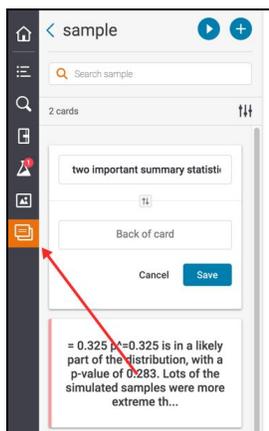


d. Choose your deck or create a new deck.

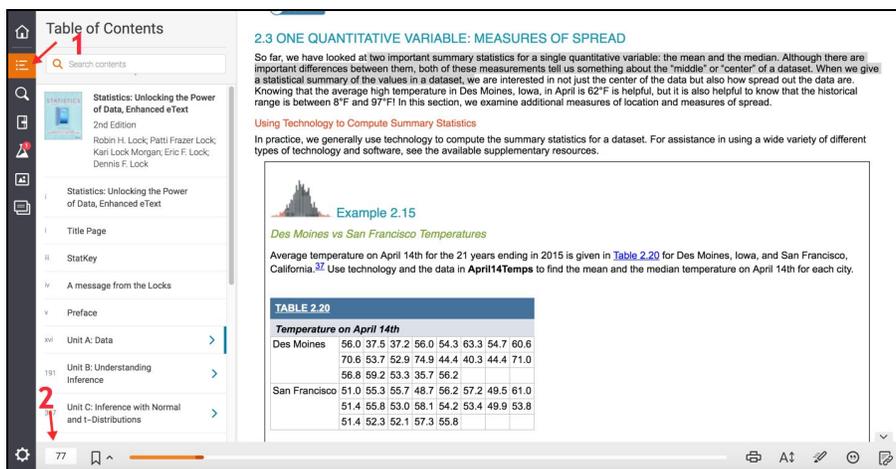


e. Create your flashcard.

- i. To access your flashcards moving forward click flashcard icon from left side navigation bar.

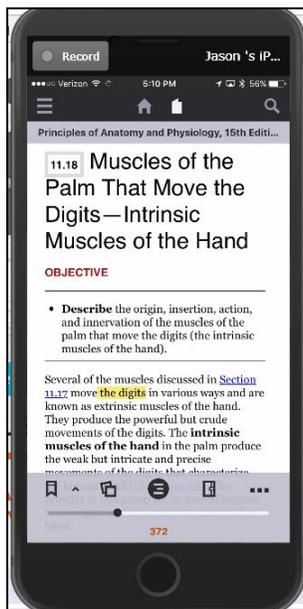


f. To navigate the eText you can use the Table of Contents, or using page numbers on the bottom left of your eText



After accessing your eText from WileyPLUS, you will be able to locate the eText in the VitalSource app for mobile and offline access.

- It is important to note that you need to create an account in VitalSource to access offline. If you click No Thanks, I'll skip this step, I will not be able to



WATCH THE VIDEO

Customizing your WileyPLUS Course

How to Customize your WileyPLUS course

After creating your course, instructors have the ability to turn off specific resources, and even re-add Chapters and/or sections they originally turned off.

- Starting from your Wiley Course Resource, instructors can easily turn off specific resources, by checking the box to the left of the Resource then clicking Hide

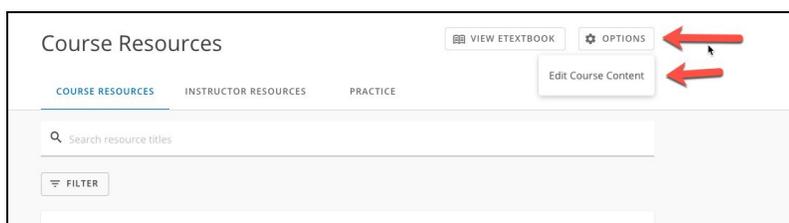
The screenshot displays the 'Course Resources' page. At the top, there are tabs for 'COURSE RESOURCES', 'INSTRUCTOR RESOURCES', and 'PRACTICE'. Below the tabs is a search bar and a 'FILTER' button. A dropdown menu shows 'General Resources (8)' and 'Ch 0: Accounting Cycle Review (22)'. The 'Ch 0' section is expanded, showing a table of resources. Three red arrows point to the checkboxes for 'Math Skills for Accounting: Decimals', 'Math Skills for Accounting: Percentages', and 'Math Skills for Accounting: Ratios', which are all checked. A fourth red arrow points to the 'HIDE' button at the bottom right of the table. The table has columns for 'Resource Title', 'Section', and 'Student Visibility'. The 'Student Visibility' column shows 'Visible' with an eye icon for each resource. At the bottom left, it says 'SELECTED 3'.

Resource Title	Section	Student Visibility
<input checked="" type="checkbox"/> Math Skills for Accounting: Decimals Video	-	Visible
<input checked="" type="checkbox"/> Math Skills for Accounting: Percentages Video	-	Visible
<input checked="" type="checkbox"/> Math Skills for Accounting: Ratios Video	-	Visible
<input type="checkbox"/> Math Skills for Accounting: Rounding Video	-	Visible
<input type="checkbox"/> 0.1 Analyze Business Transactions	0.1: Analyze Business Transactions	Visible

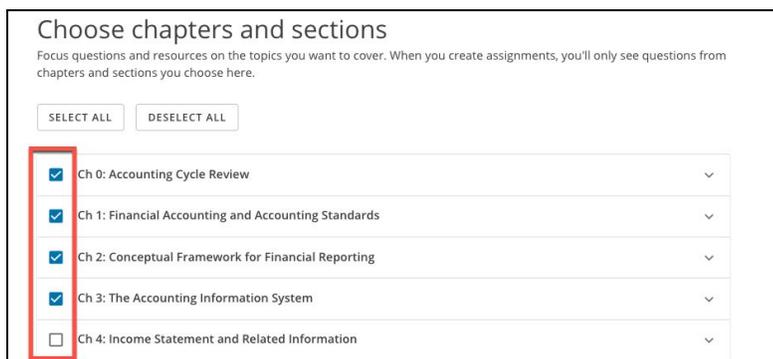
- After clicking Hide, you will see the Visible status (under Student Visibility) change to hidden.
 - If you decide to make these visible to your students later, you check check the box again, and click Show



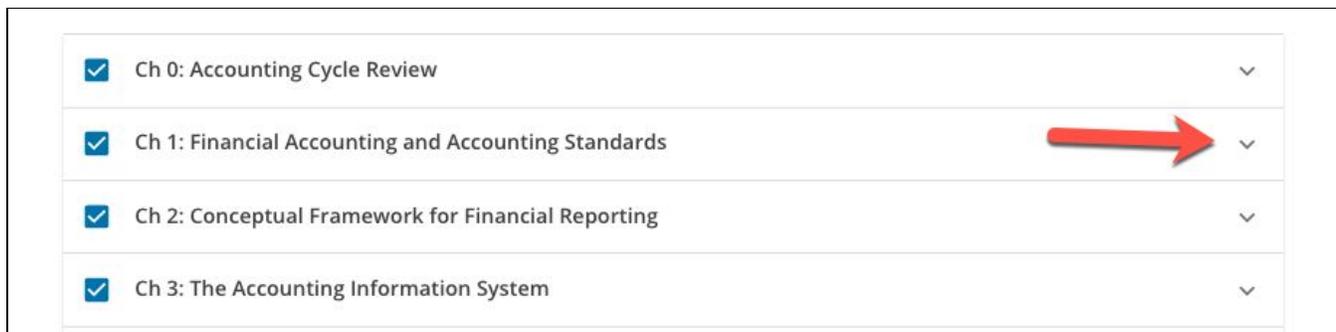
- If you originally turned off a Chapter and/or Section when creating your course, you can easily turn it back on throughout the semester. To do this, click on Options (located on the top right of your Wiley Course Resources) and select Edit Course Content.
 - Same goes for if you forgot to turn off a Chapter and/or Section, you can easily turn it off throughout the semester.



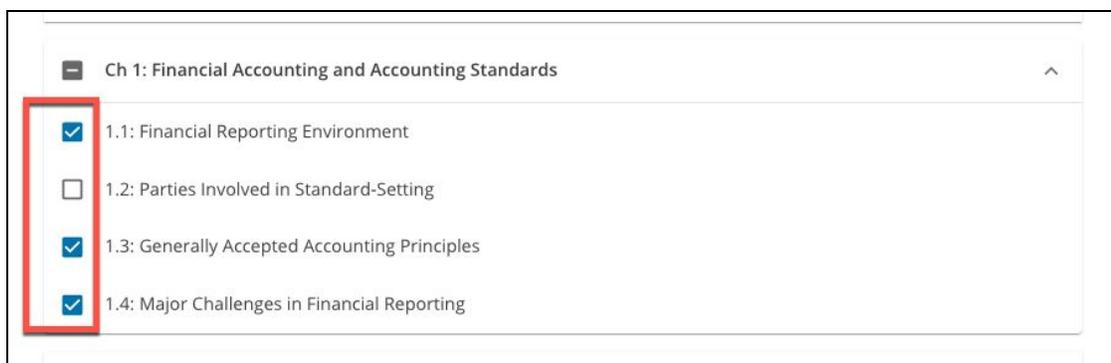
- You will be taken to your Course Set Up screen (this will look familiar as you needed to complete this step before starting your course).
 - You can now turn off additional Chapters/Sections that you wish to not cover. You can also turn on Chapters/Sections that you originally turned off.
 - Just check or uncheck the box to the left of each chapter to turn them On, or Off.



- If you would like to drill down to the specific sections, just click the arrow to the right of the Chapter.



- Then uncheck or check the box to the left of each section you want turned on, or turned off.



- Once you are done, click Save and Close. This will take you back to your Wiley Course Resources where your customizations will go into effect.



- You students will only see the content and resources that you have decided to make visible to them throughout the semester.

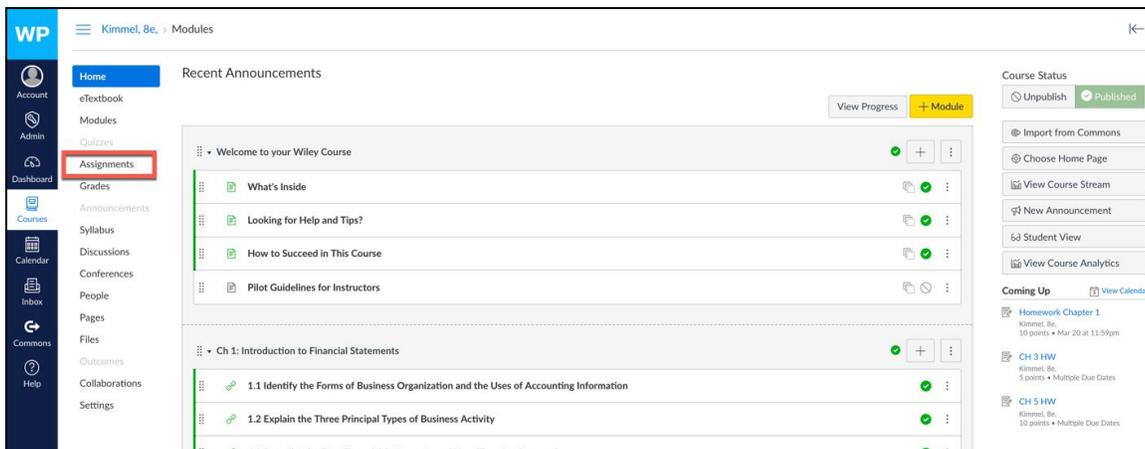


How to create an Assignment in WileyPLUS: Canvas

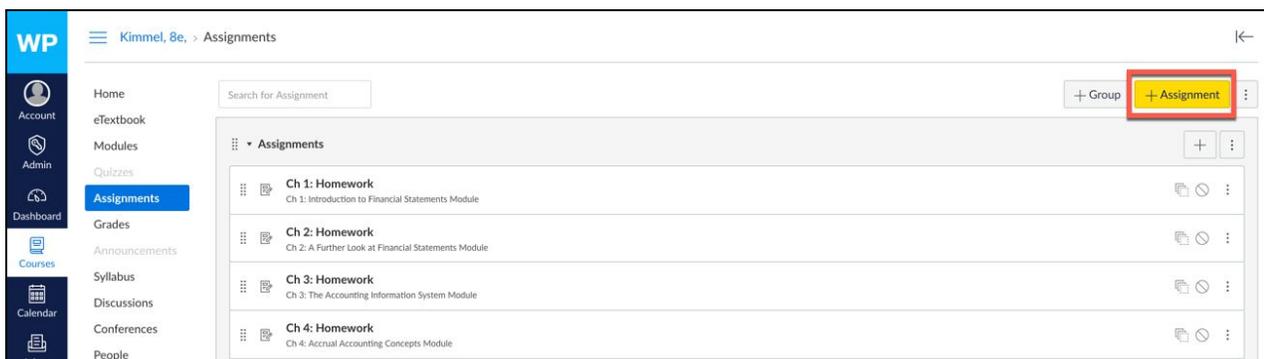
How to create assignments in WileyPLUS integrated with Canvas

If you would like to create your own assignment, or edit one of the Recommended Assignments please follow the below steps.

- From your Course Homepage, click on Assignments from the left side menu. This will take you to the assignment overview screen.



- Here you will find all of the recommended assignments that come preloaded in your course. You can easily Publish these and make updates to the due date and points.
 - a. **To create a new Assignment, Click on the +Assignment button on the top right**



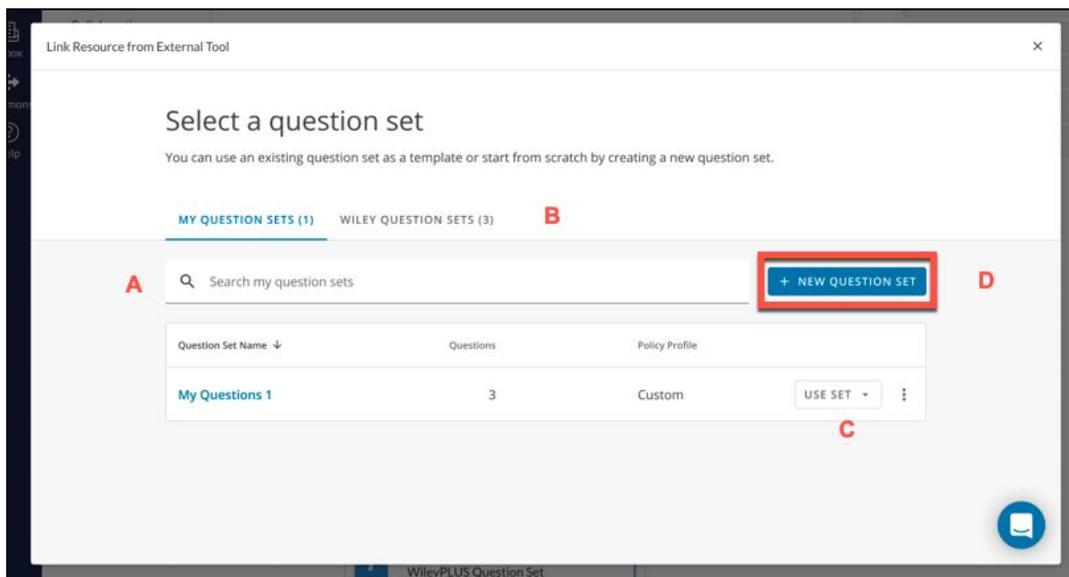
- You will need to provide some assignment level information
 - a. Give your assignment a name (this is what will show up in the Gradebook),
 - b. A description if you would like
 - c. A point value for the assignment. You can enter this in now, or wait until you add your questions to get an accurate idea of point potential
 - i. Best practice is to wait until assignment is built and points per question is set prior to entering in points for whole assignment
- Next you will need to access the Wiley Assignment Builder. From the Submission type dropdown, select External Tool then click Find

The screenshot shows a form for configuring an assignment. At the top, 'Display Grade as' is set to 'Points'. Below that is a checkbox for 'Do not count this assignment towards the final grade'. The 'Submission Type' dropdown menu is open and set to 'External Tool'. Below this is the 'External Tool Options' section, which includes a text input field for 'Enter or find an External Tool URL' containing 'http://www.example.com/launch' and a 'Find' button. There is also a checkbox for 'Load This Tool In A New Tab'. At the bottom, the 'Anonymous Grading' section has a checkbox for 'Graders cannot view student names'.

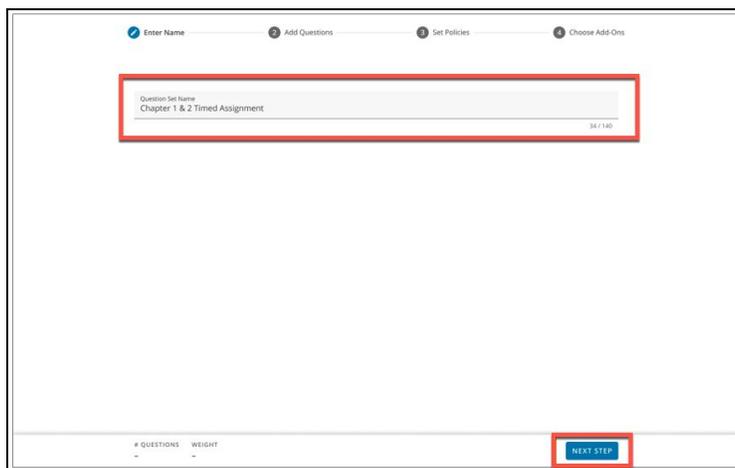
- From the External Tool selector, click on WileyPLUS Assignments

The screenshot shows a 'Configure External Tool' dialog box. It contains a search bar and a list of results. The first result is 'WileyPLUS Assignments' with the description 'Complex assessment made simple.' and the name 'Knewton' below it. The 'WileyPLUS Assignments' text is highlighted with a red box. At the bottom of the dialog are 'Cancel' and 'Select' buttons.

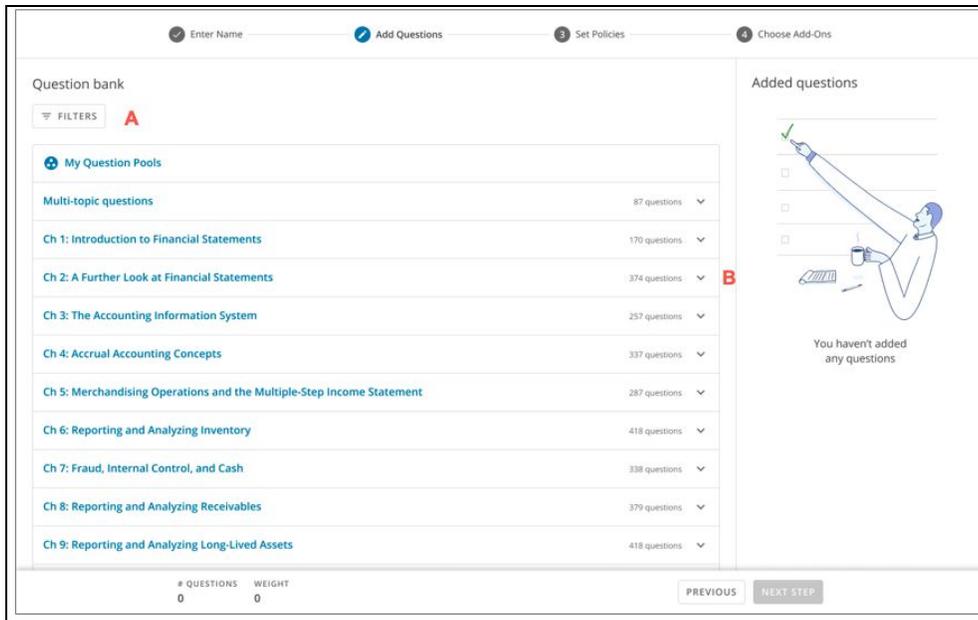
- From here, you will select how you want to start building your assignment. From this page you can:
 - Start with a Question set you already created
 - Search for a Recommend Question Set provided by Wiley
 - If you want to use an already created Question Set, click Use Set
 - If you want to start from scratch, click New Question Set
 - In this guide we will cover how to create using a New Set.



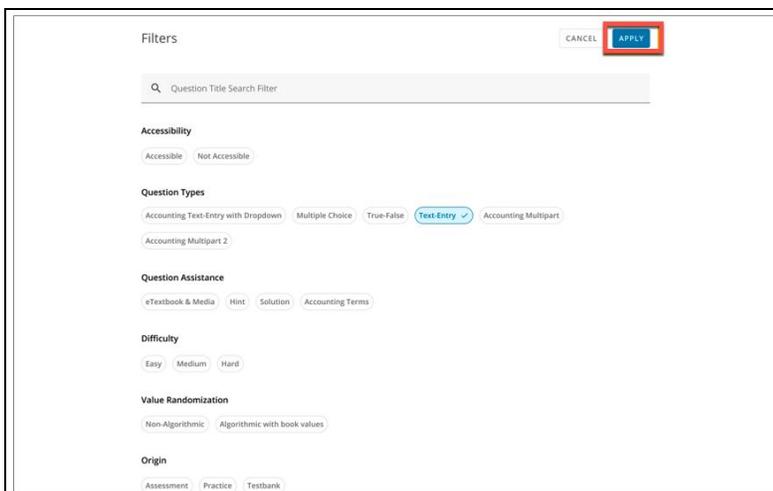
- The first step to creating a new Question Set is to give your assignment a Name. Once you enter the name the Next button will highlight for you to continue



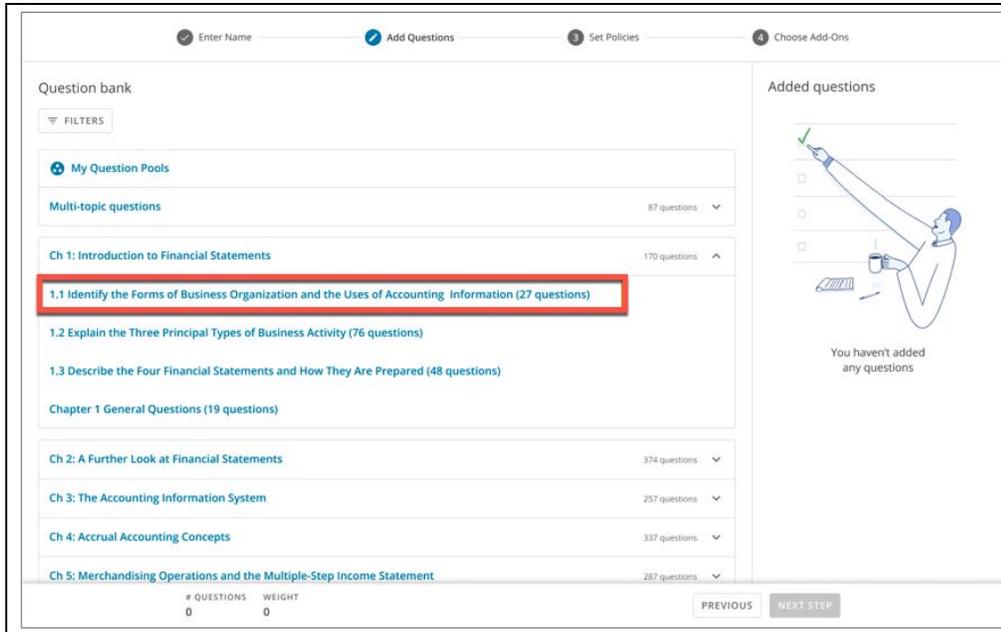
- You will be taken to the Add Questions tab where you can start your search. From here you can search for questions two ways.
 - Using our Question Filters
 - Expand the Chapter to see each Learning Objective for that chapter. From here you can drill down to the topic you want to include.



- When setting your filters, just click the criteria you want. Once you have set your filters click apply.
 - You will notice the Chapter and Learning Objective links are updated to only included that criteria



- After you apply your filters, you can then choose which chapter and Learning Objective you want to search.



- After choosing your Search Criteria, and you select your Chapter and Learning Objective to use, you will see all of the questions that fit your criteria. From here you can:
 - To add a question to your assignment, click the box to the left of the question.
 - You can also select all questions available by clicking the top check box
 - To preview the question, click on a Question Title to load our preview screen
 - From here you can see both the instructor and Student view. You will be able to move to the next question on the list to preview but clicking out advance arrow.
 - After choosing your questions, and checking the box, click on +Add.
 - Here you can add as an individual Question or add to a Question Pool
 - You will see every question and Question Pool you added to this Assignment, in your Added Questions area
 - To Organize your assignment, click the three dots to the right of the question (from your Added Questions area) to update individual question policies, move the question up or down.
 - You can also update the question weight as well.
 - Once you are done selecting your questions, and organizing the structure. Click Next Step on the bottom right.

1.1 Identify the Forms of Business Organization and the Uses of Accounting Information

32 Questions

# QUESTIONS	WEIGHT
2	2

Added questions

Question	Weight
Question 1 : Brief Exercise 1-4	1
Question 2 : Brief Exercise 1-5	1

- If you need to review a question, simply click on the question title (mentioned in previous step, Part B). Here you can preview the question as an instructor. But you can also:
 - Toggle to the Student view to try this question out
 - Add the question to your assignment or to a Question Pool
 - Move to the next question from the selected Chapter and Learning Objective.

Brief Exercise 1-6

Question 1 of 15

View Policies

Which is not a required part of an annual report of a publicly traded company?

- (a) Statement of cash flows.
- (b) Notes to the financial statements.
- (c) Management discussion and analysis.
- (d) All of these are required.

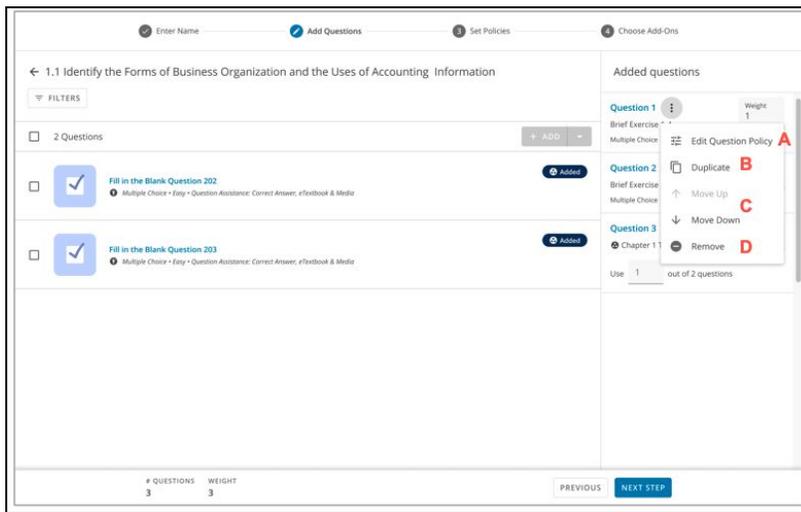
eTextbook and Media

# QUESTIONS	WEIGHT
2	2

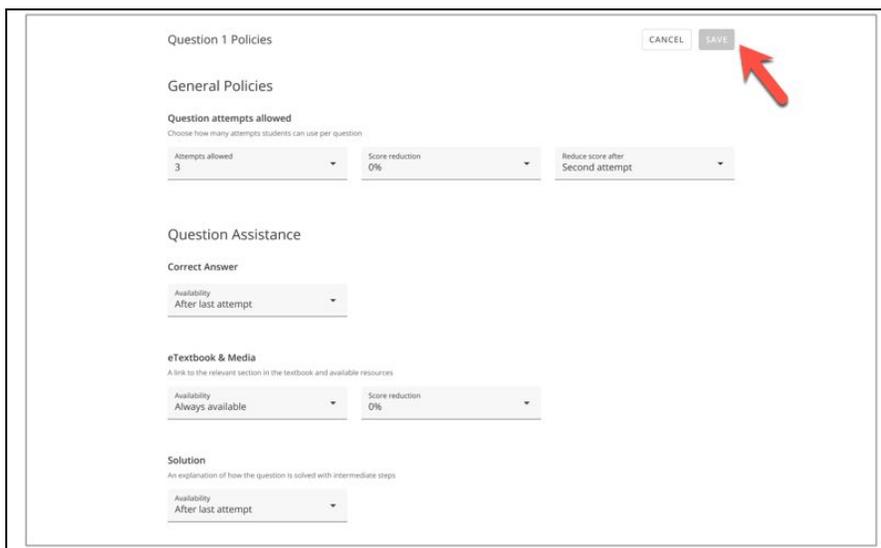
Added questions

Question	Weight
Question 1 : Brief Exercise 1-4	1
Question 2 : Brief Exercise 1-5	1

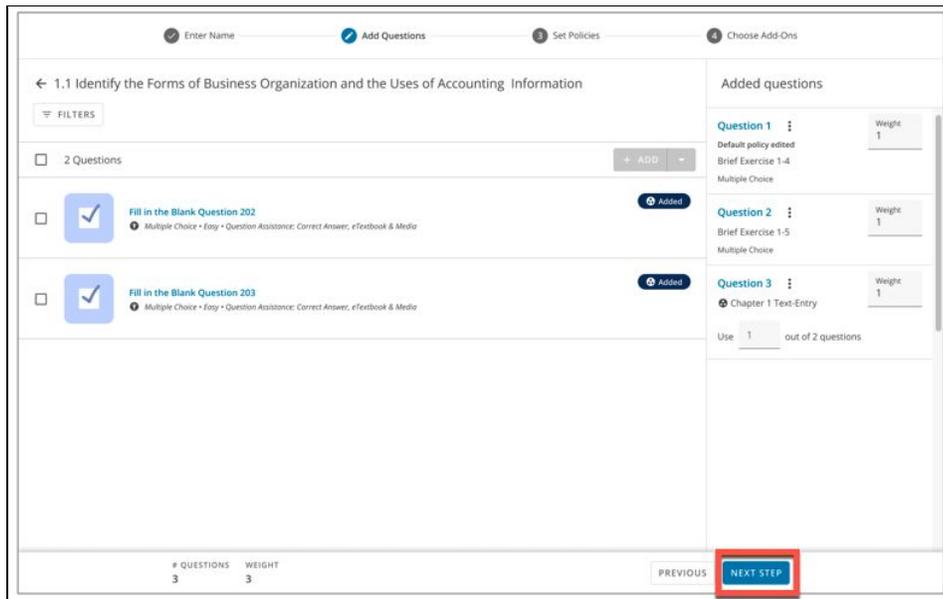
- After adding all of your questions, you can now organize your assignment before setting your Global Policies. From the Added Questions tab (right side of your screen) you can adjust the question Weight as well as:
 - A) Edit the individual question policies
 - B) Duplicate the question is you would like a copy
 - C) Move the question order around
 - D) Remove the question from your assignment



- When editing the individual Question policies instructors can customize how students should complete certain questions. These policies will differ between question types, but you will be able to control Attempts, Assists provided. Once you set your individual policy, click Save



- After added your questions and organizing your assignment, Click Next Step to set your Global Policies



- Here you will be able to control the policies for the entire assignment. Instructors will also be able to save these policies, so they can be used on a future assignment as well. After setting your policies, and saving them (if you wish), click Next Step
 - It is important to note, that if you set an individual policy when organizing your questions, they will not be applied to the Global Policies

Enter Name Add Questions **Set Policies** Choose Add Ons

Question Set Policy

Policy Profile
Custom **SAVE**

Time

Set a time limit

Assignment Availability

Only allow students to review after due date

Allow students to submit answers after due date
Students will be able to review question assistance based on assistance policies.

General Policies

Answer feedback

Allow students to see answer results as they submit answers

QUESTIONS WEIGHT
3 3

Added questions

Question 1 : Weight 1
Default policy edited
Brief Exercise 1-4
Multiple Choice

Question 2 : Weight 1
Brief Exercise 1-5
Multiple Choice

Question 3 : Weight 3
Chapter 1 Text-Entry

Use 1 out of 2 questions

NEXT STEP

- Before you finish creating your Question Set, you are asked if you would like to provide your students a list of the Contents Covered on your assignment. All this does is tell students, on the Assignment Overview Page, what Chapters and Learning Objectives are covered in this assignment. If you would like you can toggle this offer, or leave it on. Once you set this feature, click Create.

Enter Name Add Questions Set Policies **Choose Add Ons**

Content Covered **ON**

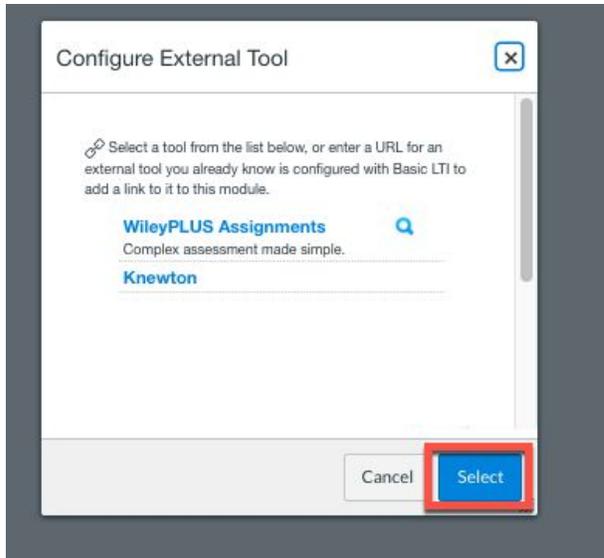
Students will see a list of chapters and sections covered on the assignment cover page.

Ch 1: Guidelines for a Healthy Diet
1.1 Food Choices and Nutrient Intake

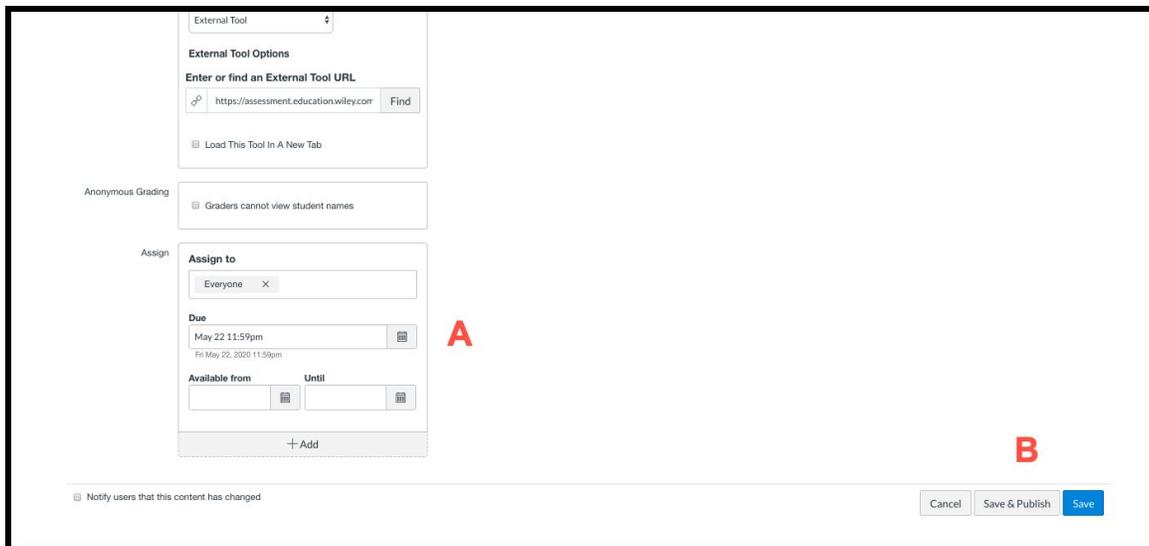
QUESTIONS WEIGHT
3 3

CREATE

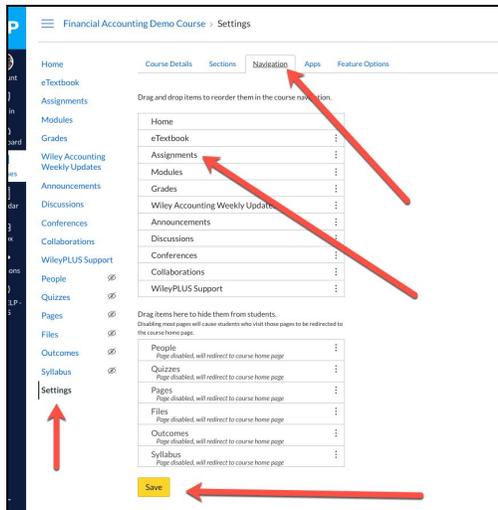
- You will be taken back to the External Tool selector. From here Click Select



- After Creating your Question Set, you will return to the Assignment screen in WileyPLUS. Next, you need to select what sections are to have this assigned, and set their due date and time. Once you are done, click on **Save & Publish**.
 - If you have multiple sections with the same due date, you can select Everyone
 - If you have Multiple sections with different due dates, you just need to click +Add button (located at the bottom of the Assign To box) to set different due date.



- Lastly, we recommend you add your assignment on your course homepage, or make your Assignments area visible for your students.
 - To ensure the Assignments area is visible to your students, click on Settings from the Left Side Navigation bar, and confirm Assignments is in the Visible area under Navigation. If not, simply click and drag Assignments from Not Visible to Visible, and click Save



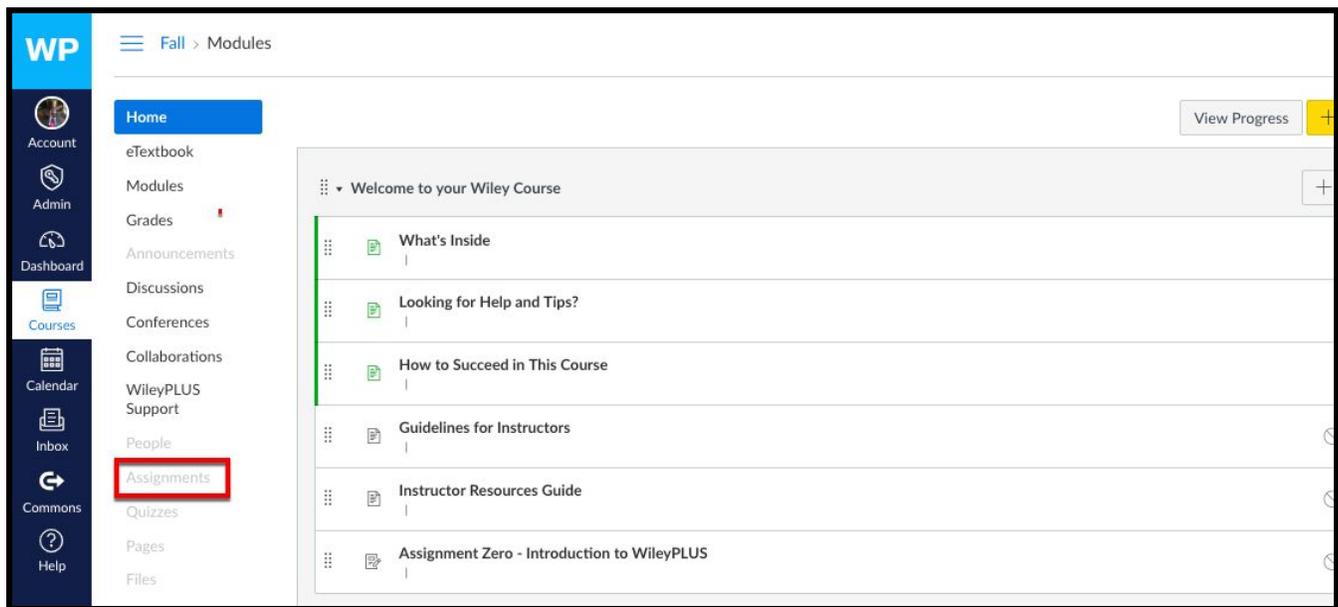


Creating assignments with Wiley PreCreated Question Sets

How to create an assignment using a Pre-Created Question Set

If you are looking at creating an assignment, but do not want to start from scratch. You have the ability to start with one of the existing Question Set. The below steps will walk you through how to complete this task

- From your course home page, click on Assignments from the left side navigation bar



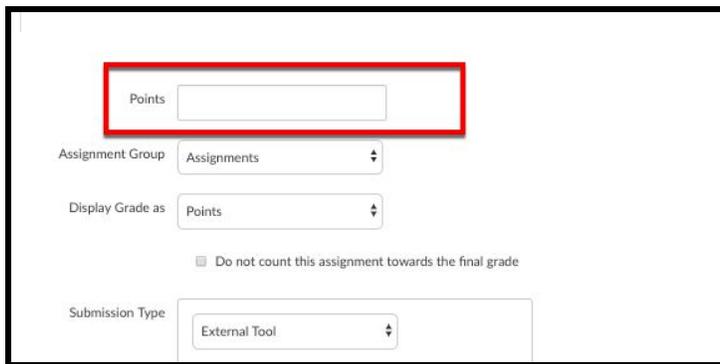
- This is where all of your recommended assignments that come preloaded in your course can be found.
 - To create a new assignment, click on +Assignments located on the Top Right



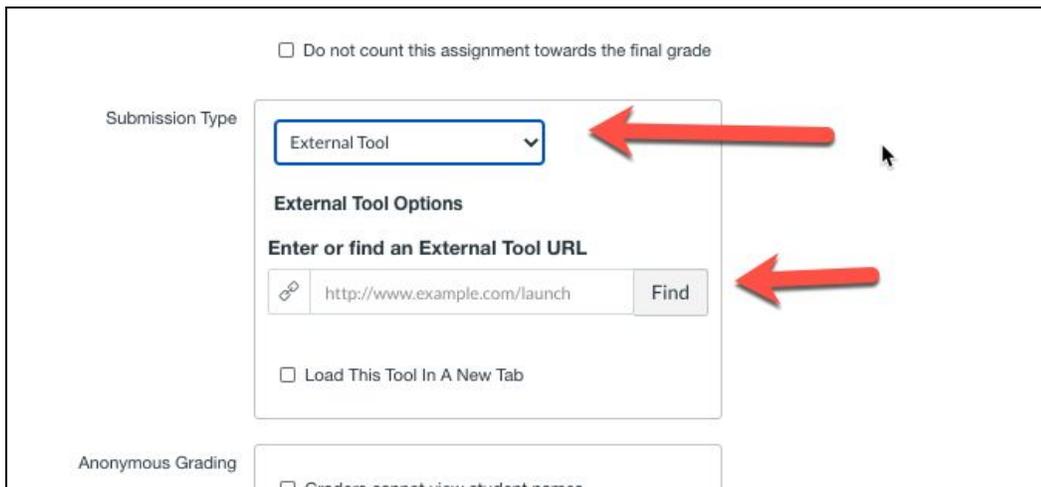
- You will start off by giving your assignment a name. This is what your students will see and what the assignment will be titled in the Gradebook.
 - The gradebook will wrap the title so it fits in one cell, but best practice would be to use a short assignment name.



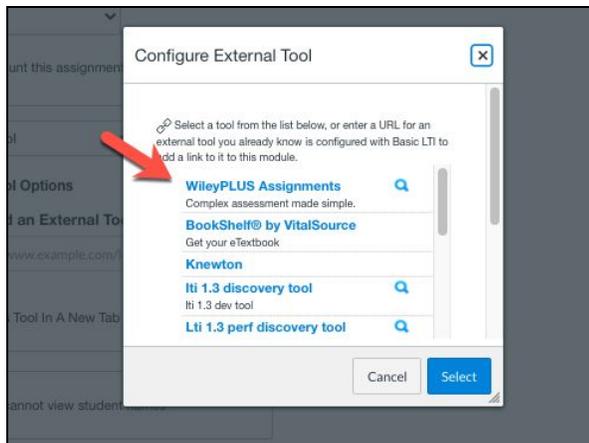
- You will see a box for Points. This is what you want the total assignment to be worth. You can enter your score here, or wait until you choose all of your questions.
 - It is best practice to wait until you have chosen your questions in the Assignment Builder.



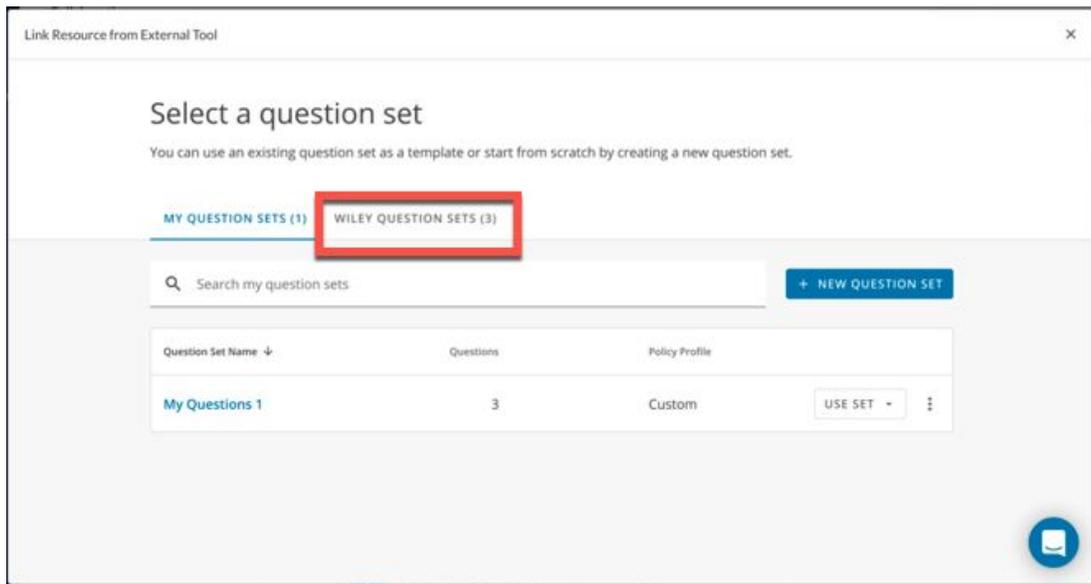
- Under Submission Type, choose "External Tool", then click Find.



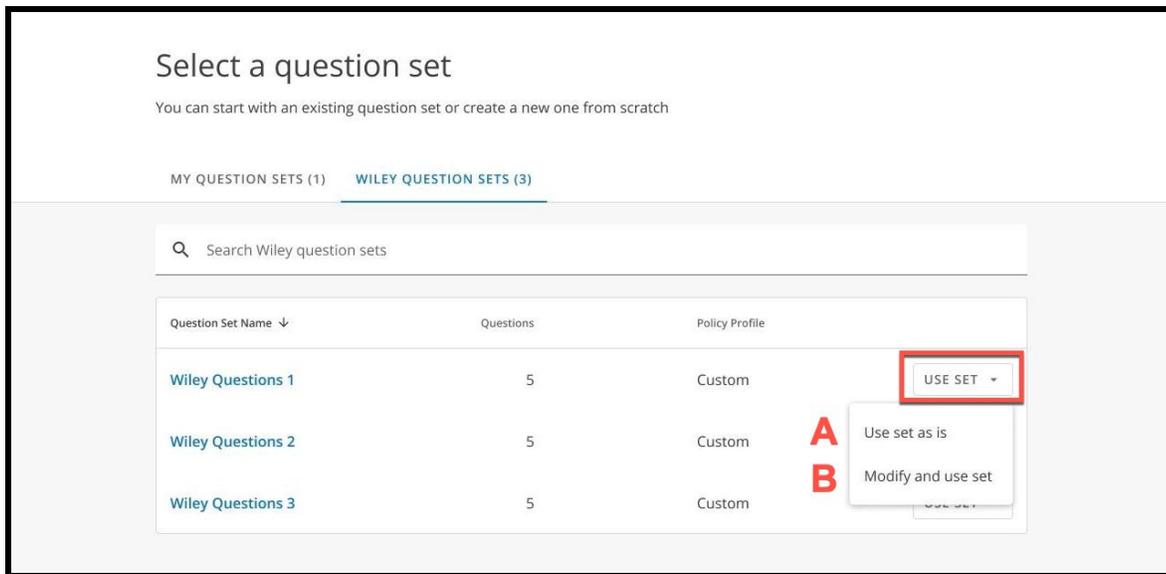
- From the External Tool list, Click WileyPLUS Assignments



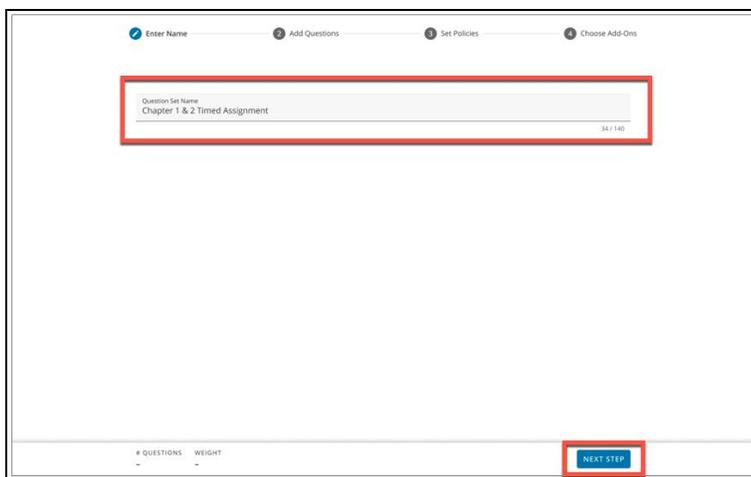
- From here, you will select how you want to start building your assignment. Click Wiley Question Set, to use our PreCreated sets.



- After locating the Question set you would like choose, click Use set then
 - a. **Use set as is:** Allows you to use the Question Set as is. If you choose this option, you will skip to the end of your assignment set up, to schedule a date. If you are going to use this option, please skip to end of this How To Guide
 - b. **Modify and use set:** Allows you to use the Question Set as a starting point. You will be able to edit the questions included and set your Assignment Policies. If you are going to use this option, please continue through the remaining steps.



- You will be taken to Step 1 of your Assignment where you decide to keep the name the same, or make a quick update. Click Next Step review your questions



- After updating or confirming the Assignment Name, you will taken to your (PreFilled) Add Questions step. You will notice all of the questions in your assignment will automatically show on the right of your screen. Once you are ready click Next Step to review/update the Policies of your assignment Here you can
 - A) Add new Questions to your assignment

- a) You will start at the Chapter level where you can filter for specific questions, or Sections
- B) Organize and manage your chosen questions
 - a) Here you can rearrange your assignment, Control the individual Question Weights, and the Individual Policies.

Question Bank

WELCOME TO YOUR WILEY COURSE 0 questions

Ch AT Algebra & Trigonometry Refreshers 50 questions

Ch MV Linear Systems and Matrices Refresher for Multivariable Calculus 441 questions

Ch 1 Foundation for Calculus: Functions and Limits 391 questions

- 1.1 Functions and Change (64 questions)
- 1.2 Exponential Functions (41 questions)
- 1.3 New Functions from Old (56 questions)
- 1.4 Logarithmic Functions (45 questions)
- 1.5 Trigonometric Functions (36 questions)
- 1.6 Powers, Polynomials, and Rational Functions (49 questions)

QUESTIONS 4 WEIGHT 4

PREVIOUS NEXT STEP

Added questions B

Question 1 : Weight 1
Chapter 1, Section 1.2, Additional Question 002
Numeric-Maple

Question 2 : Weight 1
Chapter 1, Section 1.2, Question 044a
Numeric-Maple

Question 3 : Weight 1
Chapter 01, Section 1.2, ConceptTest Question 014
Multiple-Choice

Question 4 : Weight 1
Chapter 01, Section 1.2, ConceptTest Question 004
Multiple-Choice

- Next you will confirm or edit your assignment policies. You will still be able to organize your assignment (from your Added Questions menu), you will also be able to see your total questions count and Assignment Weight on the bottom “Sticky Filter”. Once done, click Next Step

Question Set Policy

Policy Profile Custom

Time

Set a time limit

Minutes 60

Assignment Availability

Only allow students to review after due date

Questions

Question Assistance

Allow students to submit answers after due date
Students will be able to review question assistance based on assistance policies

QUESTIONS 4 WEIGHT 4

PREVIOUS NEXT STEP

Added questions A

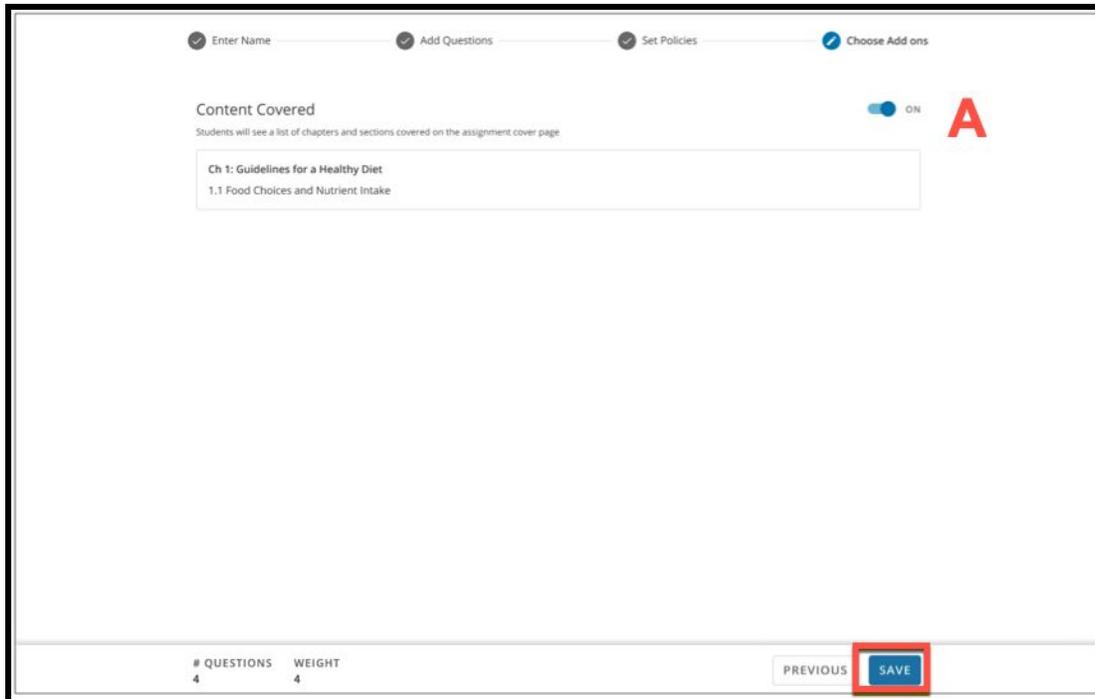
Question 1 : Weight 1
Chapter 1, Section 1.2, Additional Question 002
Numeric-Maple

Question 2 : Weight 1
Chapter 1, Section 1.2, Question 044a
Numeric-Maple

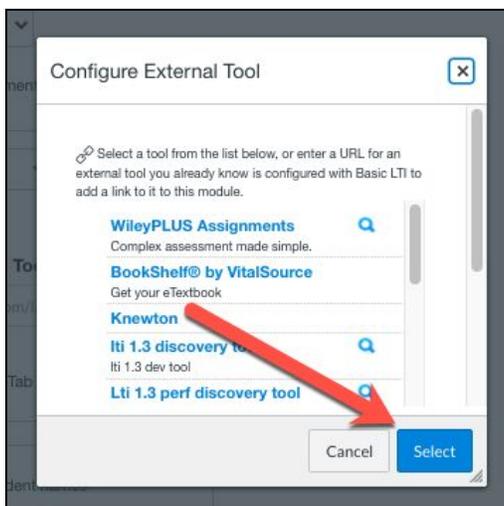
Question 3 : Weight 1
Chapter 01, Section 1.2, ConceptTest Question 014
Multiple-Choice

Question 4 : Weight 1
Chapter 01, Section 1.2, ConceptTest Question 004
Multiple-Choice

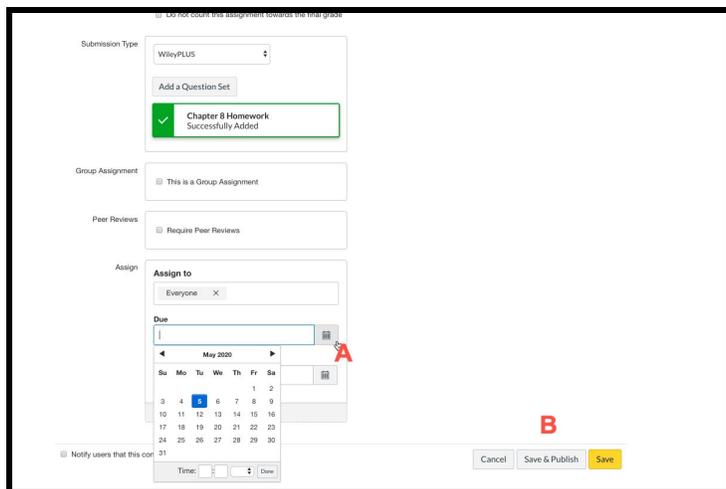
- Last part of editing your assignment is to confirm you Assignment Add-On. If you left this on, or turned it off by mistake you just need to click the toggle (A). Once down click Save



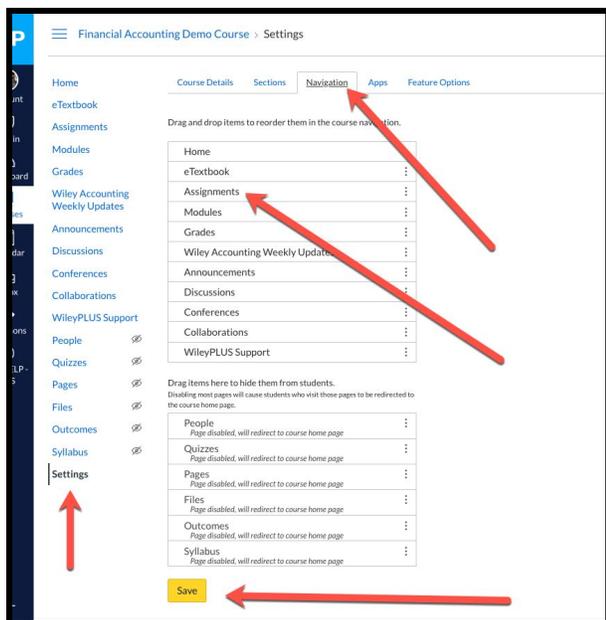
- You will be taken back to the External Tool list, click Select to return to the Canvas Assignments screen.



- After Creating your Question Set, you will return to the Assignment screen in WileyPLUS. Next, you need to select what sections are to have this assigned, and set their due date and time. Once you are done, click on **Save & Publish**.
 - If you have multiple sections with the same due date, you can select Everyone
 - If you have Multiple sections with different due dates, you just need to click +Add button (located at the bottom of the Assign To box) to set different due date.



- Lastly, we recommend you add your assignment on your course homepage, or make your Assignments area visible for your students.
 - To ensure the Assignments area is visible to your students, click on Settings from the Left Side Navigation bar, and confirm Assignments is in the Visible area under Navigation. If not, simply click and drag Assignments from Not Visible to Visible, and click Save



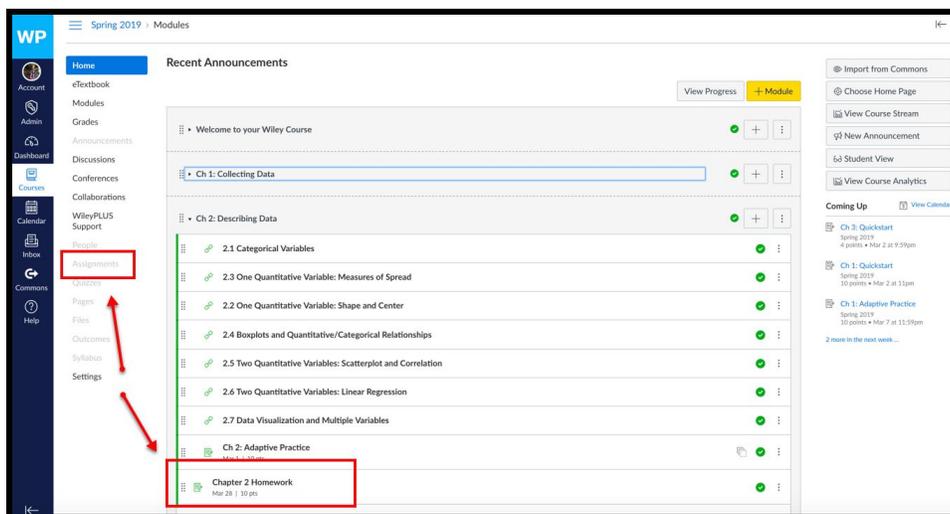


Editing Assignments in WileyPLUS

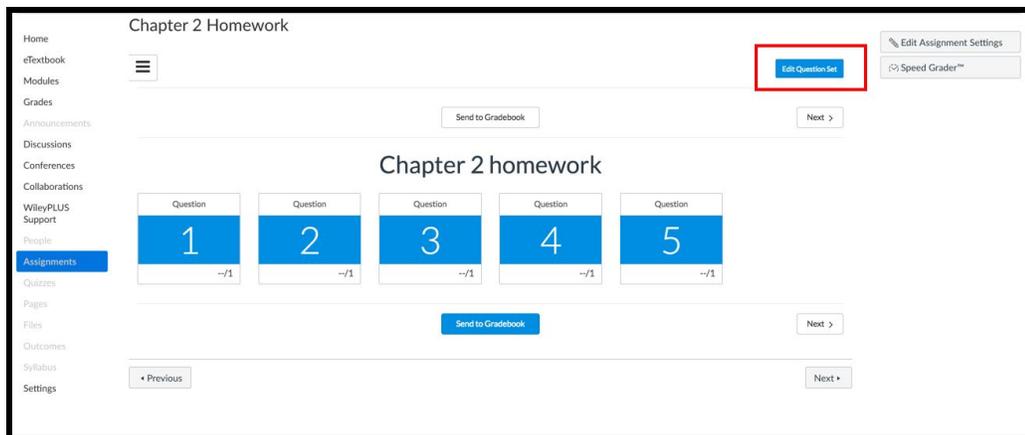
How to edit assignments in WileyPLUS

If you are looking to edit an already created assignment, please follow the below steps. Please note that your assignment edits will not delete any of your students already submitted work. If you want your students to start over, you must Reset your students assignment as well. For an overview on how to reset a student's assignment please click [HERE](#)

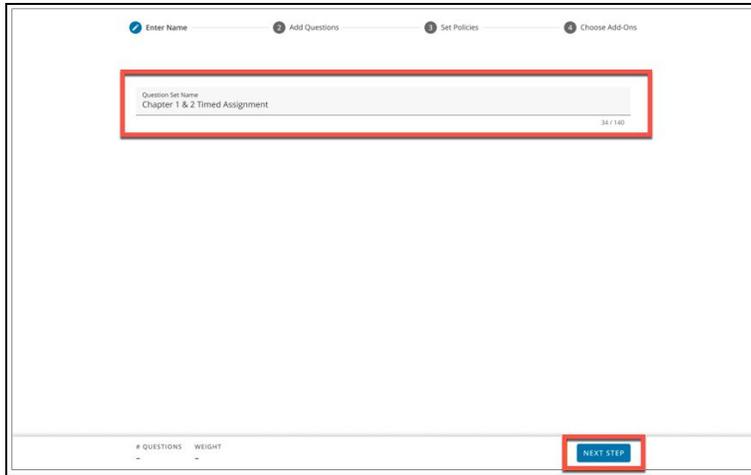
- Select your assignment from either your Chapter Module, or from the Assignments Tab.



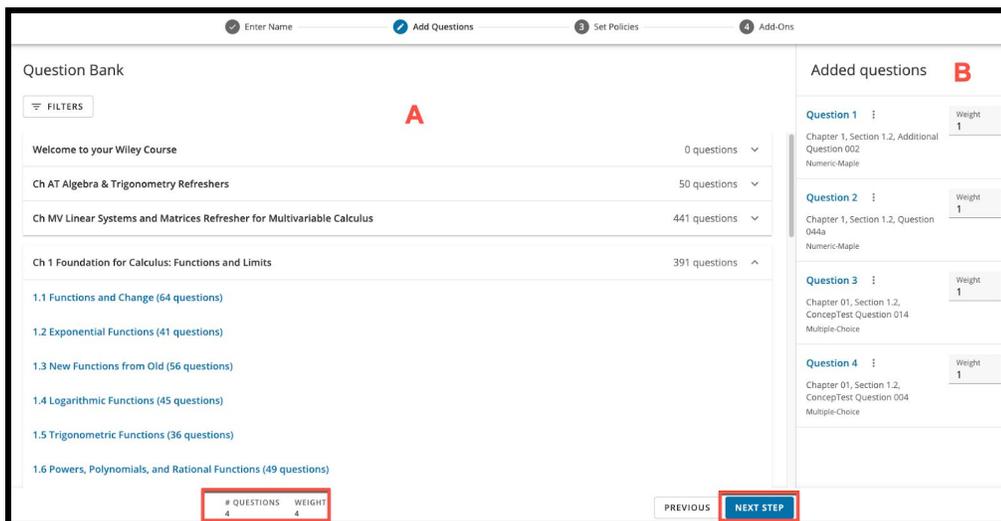
- Once in your assignment, click Edit Question Set located on the top right
 - a. Please note, you can only Edit Assignments that you have created. Edit Question Set is not available in the Precreated Assignments, or Shared Assignments.



- You will be taken to Step 1 of your Assignment where you decide to keep the name the same, or make a quick update. Click Next Step review your questions



- After updating or confirming the Assignment Name, you will be taken to your (PreFilled) Add Questions step. You will notice all of the questions in your assignment will automatically show on the right of your screen. Once you are ready click Next Step to review/update the Policies of your assignment. Here you can
 - Add new Questions to your assignment
 - You will start at the Chapter level where you can filter for specific questions, or Sections
 - Organize and manage your chosen questions
 - Here you can rearrange your assignment, Control the individual Question Weights, and the Individual Policies.



- Next you will confirm or edit your assignment policies. You will still be able to organize your assignment (from your Added Questions menu), you will also be able to see your total questions count and Assignment Weight on the bottom “Sticky Filter”. Once done, click Next Step

Progress: Enter Name (✓) Add Questions (✓) Set Policies (✓) Add-Ons (4)

Question Set Policy

Policy Profile: Custom

Time

Set a time limit

Minutes: 60

Assignment Availability

Only allow students to review after due date

Questions

Question Assistance

Allow students to submit answers after due date

Students will be able to review question assistance based on assistance policies

# QUESTIONS	WEIGHT
4	4

PREVIOUS NEXT STEP

Added questions		Weight
Question 1	Chapter 1, Section 1.2, Additional Question 002 Numeric-Maple	1
Question 2	Chapter 1, Section 1.2, Question 044a Numeric-Maple	1
Question 3	Chapter 01, Section 1.2, ConcepTest Question 014 Multiple-Choice	1
Question 4	Chapter 01, Section 1.2, ConcepTest Question 004 Multiple-Choice	1

- Last part of editing your assignment is to confirm you Assignment Add-On. If you left this on, or turned it off by mistake you just need to click the toggle (A). Once done click Save

Progress: Enter Name (✓) Add Questions (✓) Set Policies (✓) Choose Add ons (✓)

Content Covered

Students will see a list of chapters and sections covered on the assignment cover page

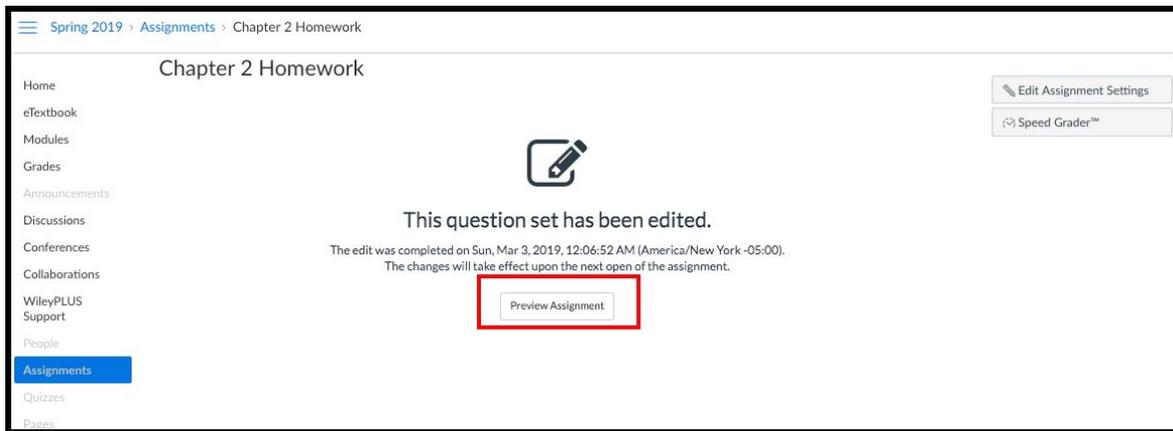
ON **A**

Ch 1: Guidelines for a Healthy Diet
1.1 Food Choices and Nutrient Intake

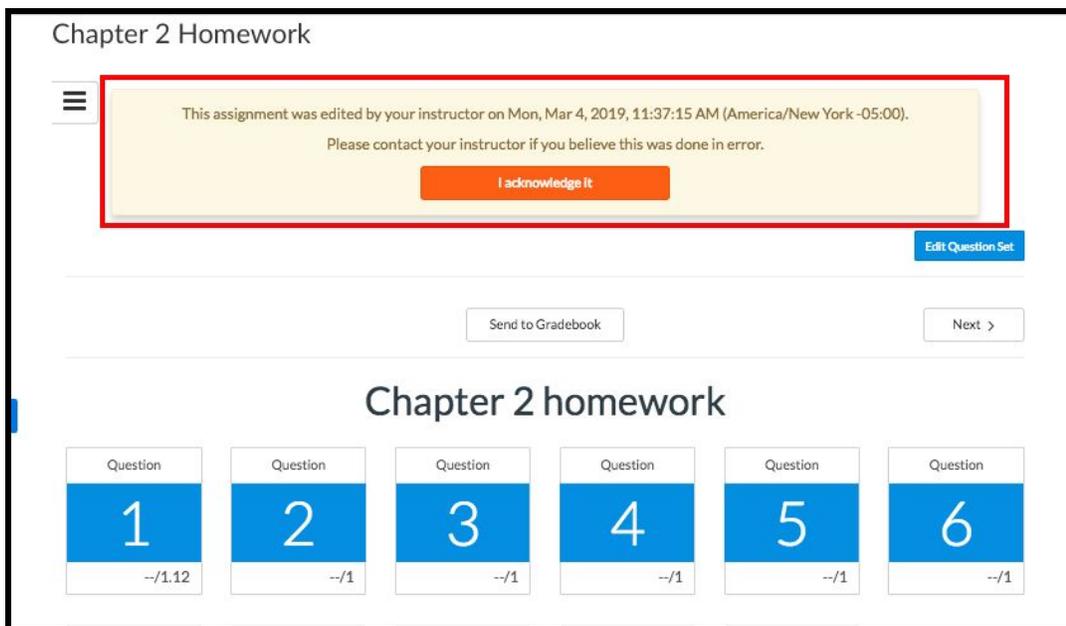
# QUESTIONS	WEIGHT
4	4

PREVIOUS SAVE

- Instructors will have the ability to preview the assignment.
 - a. Please note, that the changes will not go into effect until the assignment is opened again. So either click Preview Assignment or refresh your screen to launch the edits to all of your students.



- Once you update the assignment all students will see a notification on the top of their assignment. This will inform them their assignment has been updated by their instructor, and they need to click "I Acknowledge it". This Acknowledge notification will remain on your students assignment and every question until they click "I Acknowledge it".



Looking for steps on building your assignment? [Click here to view our How to create an assignment guide](#)

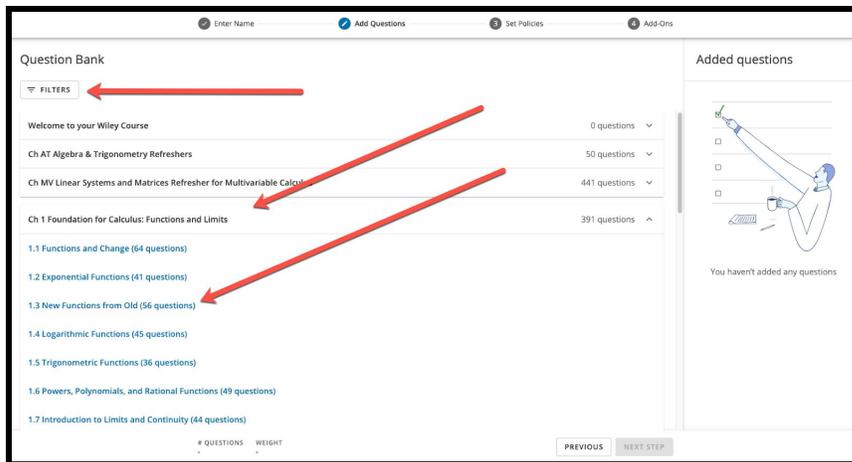


Creating a Question Pool

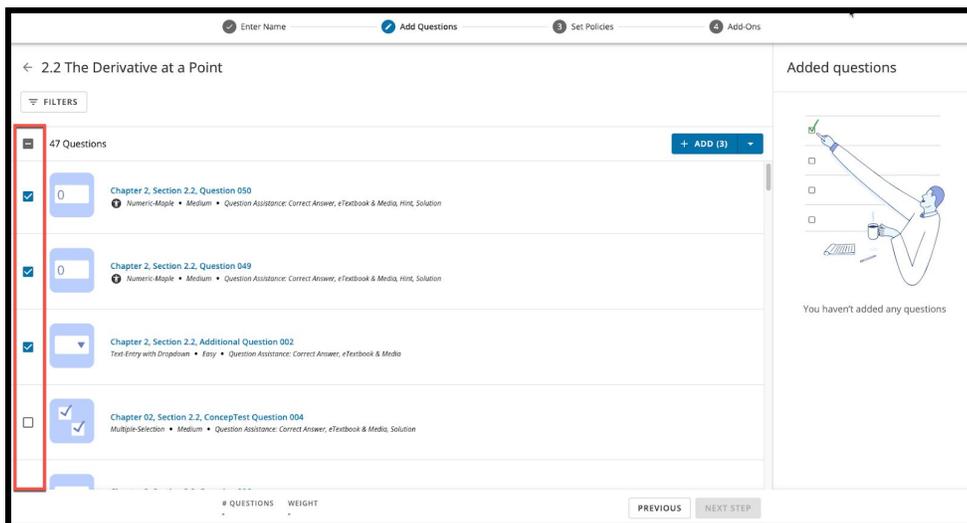
How to create Question Pools

Within the new WileyPLUS, professors have the ability to create Question Pools directly in the assignment. We are going to start out in the assignment builder.

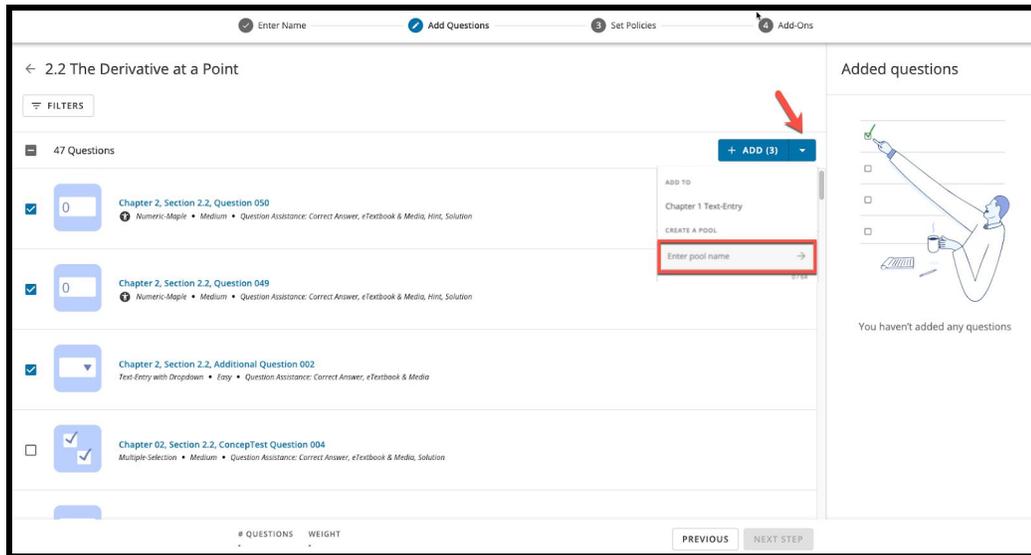
- Starting from your Add Questions step, you can access the chapter and section directly, or use the Filters to narrow down your search.



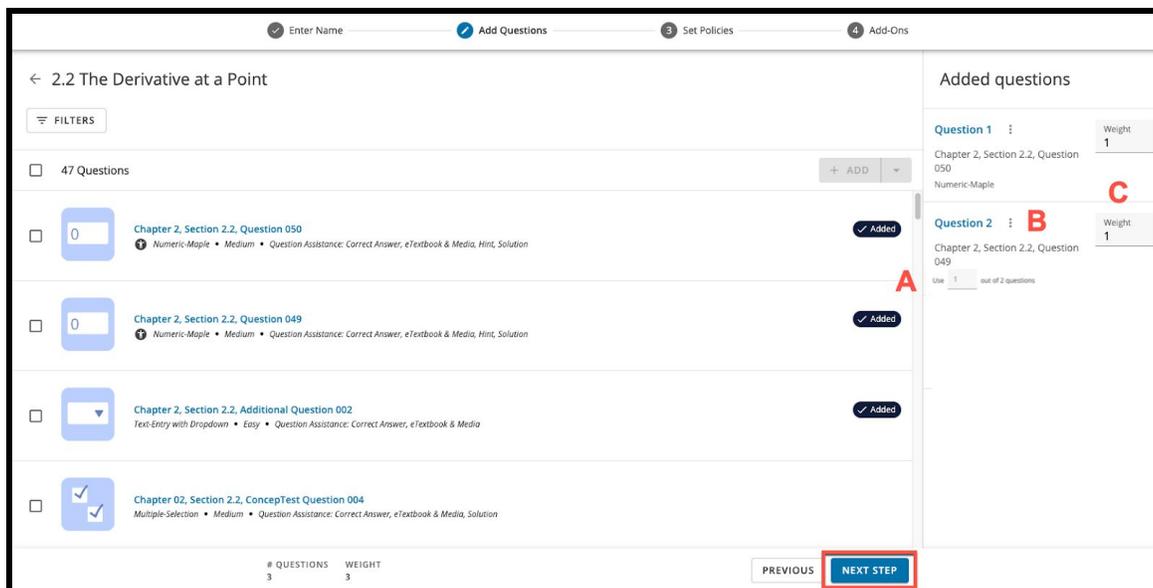
- After selecting your filters, and section, start checking the box next to the questions you want to add. You can select multiple questions to add



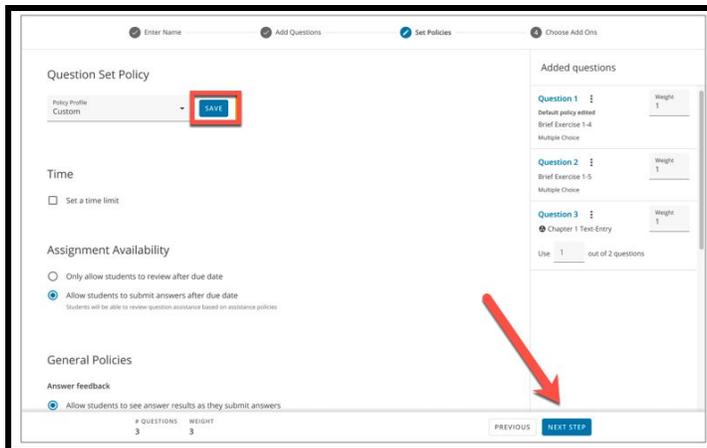
- After selecting the questions you want to use, click on the Dropdown arrow next to the blue Add button (top right) and give your Pool a name.
 - You will be able to add more questions to this Pool as well, if needed



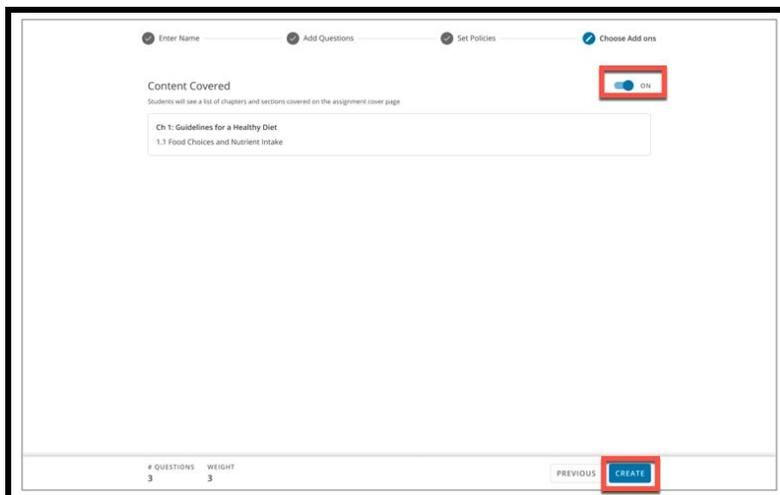
- After creating your Pool, and adding other questions to your assignment, you will see it listed under the Added Questions Screen. Once you have chosen all of your questions, click Next step.
 - From here you can
 - A) Choose how many questions each student should receive from the pool
 - B) Adjust the Policies for the Pool
 - C) Control the Weight each question should be worth in your Pool



- Here you will be able to control the policies for the entire assignment. Instructors will also be able to save these policies, so they can be used on a future assignment as well. After setting your policies, and saving them (if you wish), click Next Step
 - It is important to note, that if you set an individual policy when organizing your questions, they will not be applied to the Global Policies



- Before you finish creating your Question Set, you are asked if you would like to provide your students a list of the Contents Covered on your assignment. All this does is tell students, on the Assignment Overview Page, what Chapters and Learning Objectives are covered in this assignment. If you would like you can toggle this offer, or leave it on. Once you set this feature, click Create.



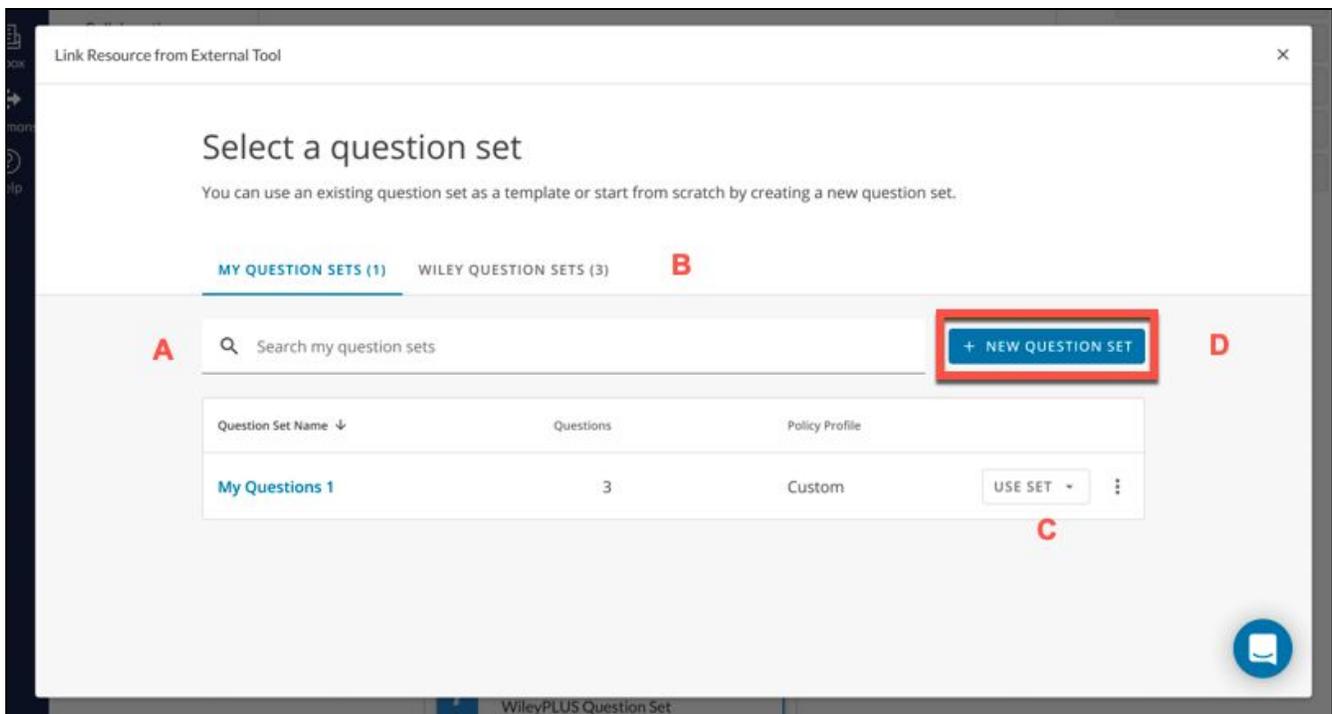
- After you click Create your assignment and Question Pool are ready to go. All you need to do is Set a due date in WileyPLUS, or your LMS (Blackboard, Canvas, D2L, etc)



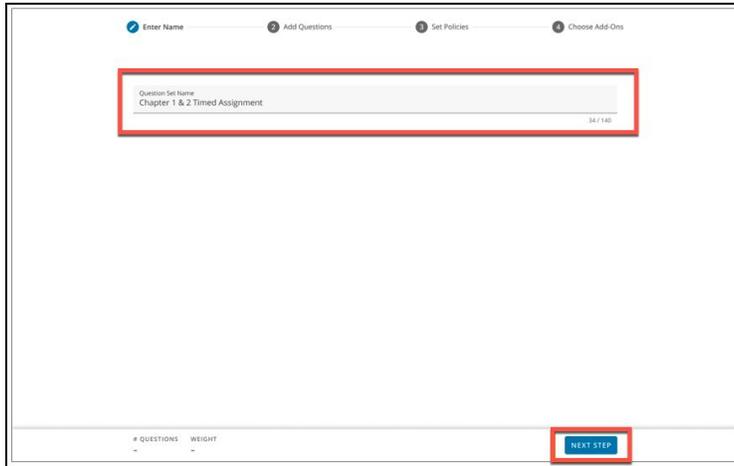
How to create a Timed WileyPLUS Assignment

How to create a timed assignment

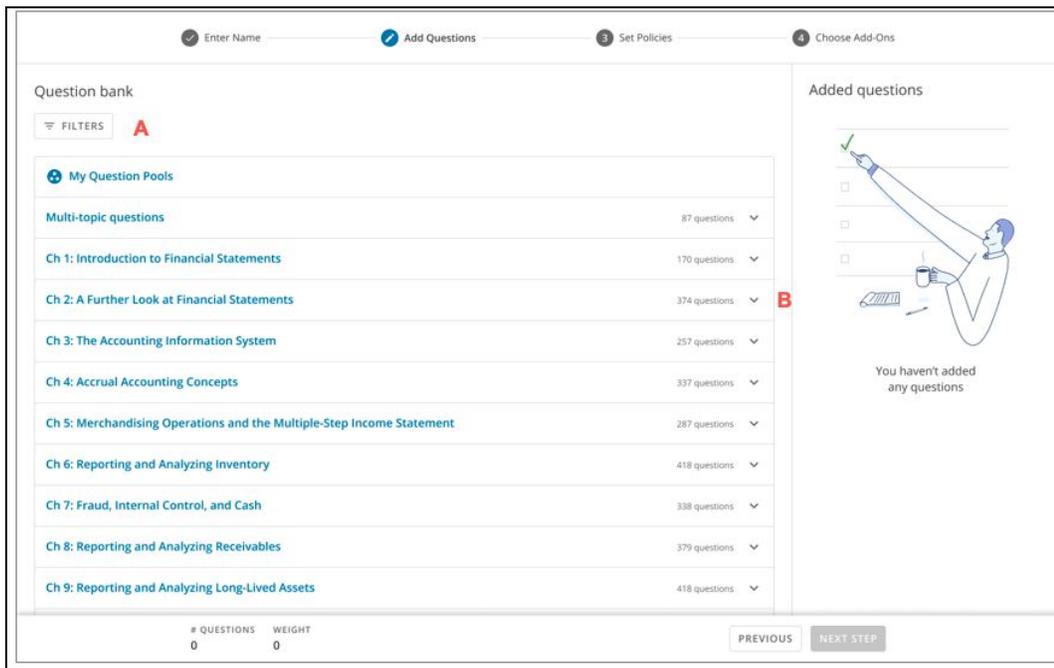
- From your assignment builder you can start a few different ways:
 - A) Start with a Question set you already created
 - B) Search for a Recommend Question Set provided by Wiley
 - C) If you want to use an already created Question Set, click Use Set
 - D) If you want to start from scratch, click New Question Set
 - a) In this guide we will cover how to create using a New Set.



- The first step to creating a new Question Set is to give your assignment a Name. Once you enter the name the Next button will highlight for you to continue



- You will be taken to the Add Questions tab where you can start your search. From here you can search for questions two ways.
 - Using our Question Filters
 - Expand the Chapter to see each Learning Objective for that chapter. From here you can drill down to the topic you want to include.



- When setting your filters, just click the criteria you want. Once you have set your filters click apply.
 - You will notice the Chapter and Learning Objective links are updated to only include that criteria

The screenshot shows a 'Filters' dialog box with the following sections:

- Accessibility:** Accessible (selected), Not Accessible
- Question Types:** Accounting Text-Entry with Dropdown, Multiple Choice, True-False, **Text-Entry** (selected), Accounting Multipart, Accounting Multipart 2
- Question Assistance:** eTextbook & Media, Hint, Solution, Accounting Terms
- Difficulty:** Easy, Medium, Hard
- Value Randomization:** Non-Algorithmic, Algorithmic with book values
- Origin:** Assessment, Practice, Testbank

Buttons: CANCEL, **APPLY** (highlighted with a red box)

- After you apply your filters, you can then choose which chapter and Learning Objective you want to search.

The screenshot shows the 'Question bank' interface with the following elements:

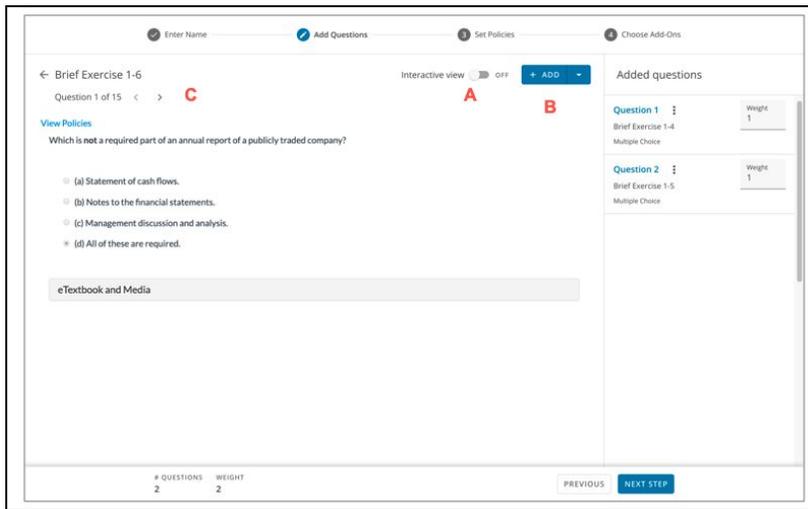
- Progress Steps:** 1. Enter Name, 2. Add Questions (active), 3. Set Policies, 4. Choose Add-Ons
- Question Bank List:**
 - My Question Pools
 - Multi-topic questions (87 questions)
 - Ch 1: Introduction to Financial Statements (170 questions)
 - 1.1 Identify the Forms of Business Organization and the Uses of Accounting: Information (27 questions)** (highlighted with a red box)
 - 1.2 Explain the Three Principal Types of Business Activity (76 questions)
 - 1.3 Describe the Four Financial Statements and How They Are Prepared (48 questions)
 - Chapter 1 General Questions (19 questions)
 - Ch 2: A Further Look at Financial Statements (374 questions)
 - Ch 3: The Accounting Information System (257 questions)
 - Ch 4: Accrual Accounting Concepts (337 questions)
 - Ch 5: Merchandising Operations and the Multiple-Step Income Statement (287 questions)
- Summary:** # QUESTIONS: 0, WEIGHT: 0
- Buttons:** PREVIOUS, NEXT STEP
- Added questions panel:** Shows a person icon and the message "You haven't added any questions".

- After choosing your Search Criteria, and you select your Chapter and Learning Objective to use, you will see all of the questions that fit your criteria. From here you can:
 - To add a question to your assignment, click the box to the left of the question.
 - You can also select all questions available by clicking the top check box
 - To preview the question, click on a Question Title to load our preview screen
 - From here you can see both the instructor and Student view. You will be able to move to the next question on the list to preview but clicking out advance arrow.
 - After choosing your questions, and checking the box, click on +Add.
 - Here you can add as an individual Question or add to a Question Pool
 - You will see every question and Question Pool you added to this Assignment, in your Added Questions area
 - To Organize your assignment, click the three dots to the right of the question (from your Added Questions area) to update individual question policies, move the question up or down.
 - You can also update the question weight as well.
 - Once you are done selecting your questions, and organizing the structure. Click Next Step on the bottom right.

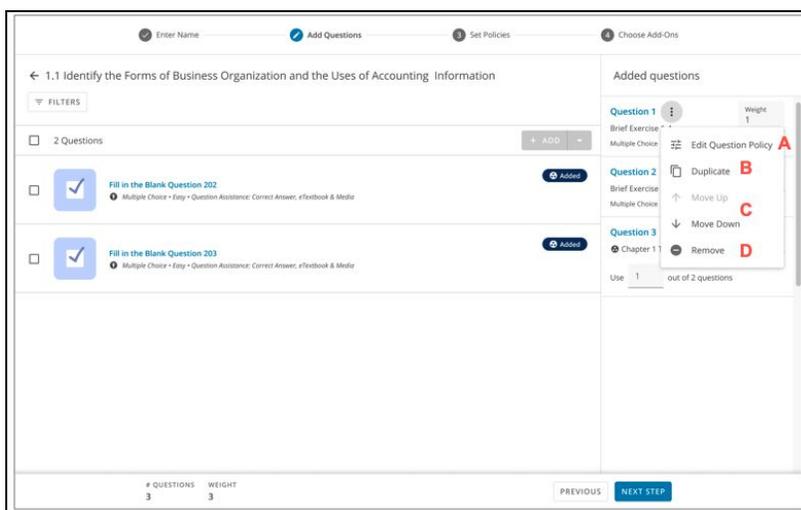
The screenshot shows the 'Add Questions' step in the WileyPLUS interface. At the top, there are four progress indicators: 1. Enter Name, 2. Add Questions (active), 3. Set Policies, and 4. Choose Add-Ons. The main content area is titled '1.1 Identify the Forms of Business Organization and the Uses of Accounting Information'. Below the title is a 'FILTERS' button and a summary row showing '32 Questions' with a '+ ADD' button. A list of questions follows, each with a checkbox, a checkmark icon, and a title. The first question is 'Brief Exercise 1-4' (Multiple Choice • Easy), the second is 'Brief Exercise 1-5' (Multiple Choice • Easy), the third is 'Brief Exercise 1-6' (Multiple Choice • Hard), the fourth is 'Exercise 1-4' (Multiple Choice • Medium), and the fifth is 'Brief Exercise 1-6' (Multiple Choice • Hard). Each question has a blue checkmark icon and a blue 'Added' button. To the right, a panel titled 'Added questions' shows two questions: 'Question 1' (Brief Exercise 1-4, Multiple Choice, Weight 1) and 'Question 2' (Brief Exercise 1-5, Multiple Choice, Weight 1). At the bottom, there is a summary table with '# QUESTIONS' and 'WEIGHT' both set to 2, and two buttons: 'PREVIOUS' and 'NEXT STEP'.

# QUESTIONS	WEIGHT
2	2

- If you need to review a question, simply click on the question title (mentioned in previous step, Part B). Here you can preview the question as an instructor. But you can also:
 - A) Toggle to the Student view to try this question out
 - B) Add the question to your assignment or to a Question Pool
 - C) Move to the next question from the selected Chapter and Learning Objective.



- After adding all of your questions, you can now organize your assignment before setting your Global Policies. From the Added Questions tab (right side of your screen) you can adjust the question Weight as well as:
 - A) Edit the individual question policies
 - B) Duplicate the question is you would like a copy
 - C) Move the question order around
 - D) Remove the question from your assignment



- When editing the individual Question policies instructors can customize how students should complete certain questions. These policies will differ between question types, but you will be able to control Attempts, Assists provided. Once you set your individual policy, click Save

Question 1 Policies

CANCEL SAVE

General Policies

Question attempts allowed

Choose how many attempts students can use per question

Attempts allowed: 3 | Score reduction: 0% | Reduce score after: Second attempt

Question Assistance

Correct Answer

Availability: After last attempt

eTextbook & Media

A link to the relevant section in the textbook and available resources

Availability: Always available | Score reduction: 0%

Solution

An explanation of how the question is solved with intermediate steps

Availability: After last attempt

- After added your questions and organizing your assignment, Click Next Step to set your Global Policies

1 Enter Name 2 Add Questions 3 Set Policies 4 Choose Add-Ons

← 1.1 Identify the Forms of Business Organization and the Uses of Accounting Information

FILTERS

2 Questions + ADD

Fill in the Blank Question 202
Multiple Choice - Easy - Question Assistance: Correct Answer, eTextbook & Media

Fill in the Blank Question 203
Multiple Choice - Easy - Question Assistance: Correct Answer, eTextbook & Media

Added questions

Question 1 : Weight 1
Default policy edited
Brief Exercise 1-4
Multiple Choice

Question 2 : Weight 1
Brief Exercise 1-5
Multiple Choice

Question 3 : Weight 1
Chapter 1 Text-Entry

Use 1 out of 2 questions

QUESTIONS 3 | WEIGHT 3

PREVIOUS NEXT STEP

- In Step 3 (setting your policies) you have the ability to set a Time Limit for your students. To set this, first click on the Check box to the left of Timed Assignment.

Question Set Policies

Policy Profile: Homework

Time

Set a time limit

Assignment Availability

Only allow students to review after due date

Questions

Question Assistance

Allow students to submit answers after due date

Students will be able to review question assistance based on assistance policies

General Policies

Answer feedback

Allow students to see answer results as they submit answers

Added questions

Question	Weight
Question 1 : Chapter 01, Section 1.1, ConceptTest Question 018 Multiple-Choice	1
Question 2 : Chapter 1, Section 1.1, Question 001 Multiple-Choice	1
Question 3 : Chapter 1, Section 1.1, Question 034 Multiple-Choice	1
Question 4 : Chapter 1, Section 1.10, Question 017ab Numeric-Maple	1
Question 5 : Chapter 1, Section 1.1, Additional Question 006 Numeric-Maple	1
Question 6 : Chapter 01, Section 1.1, ConceptTest Question 015 Multiple-Choice	1

- You will now have the ability to set the Time Limit for your students to complete this assignment. Simply enter the time, or use the Up/Down arrows from the Time selector box. If you have any students that need an Accommodation, after setting the Time Limit for your class click the +Add Accommodations but to start adding students.

Question Set Policies

Policy Profile: Custom

Time

Set a time limit

Minutes: 60

Accommodations

Accommodations

[+ ADD ACCOMMODATIONS](#)

Assignment Availability

Only allow students to review after due date

Questions

Question Assistance

Allow students to submit answers after due date

Students will be able to review question assistance based on assistance policies

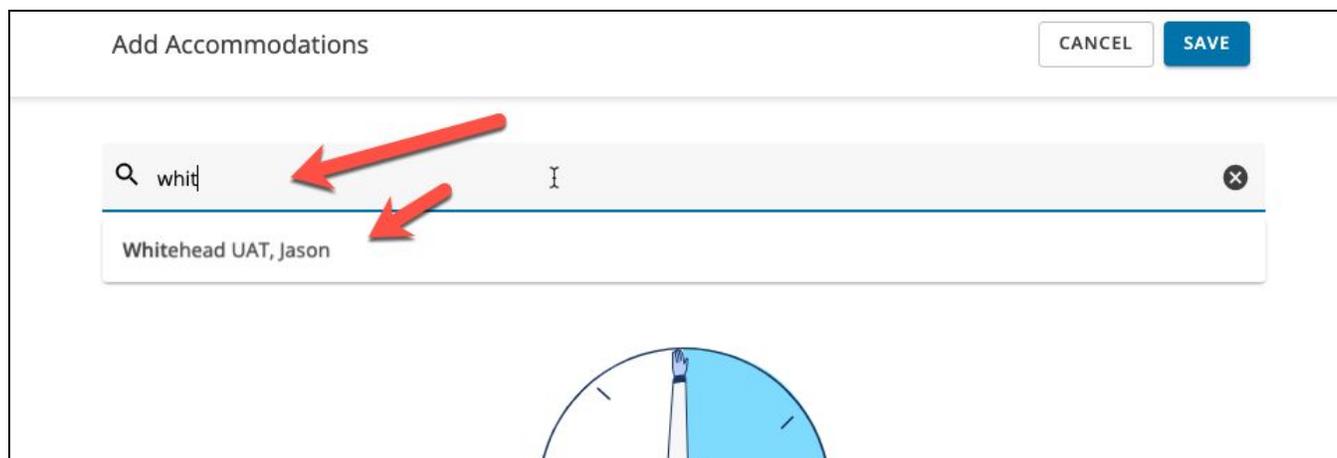
QUESTIONS 64 WEIGHT 64

PREVIOUS NEXT STEP

Added questions

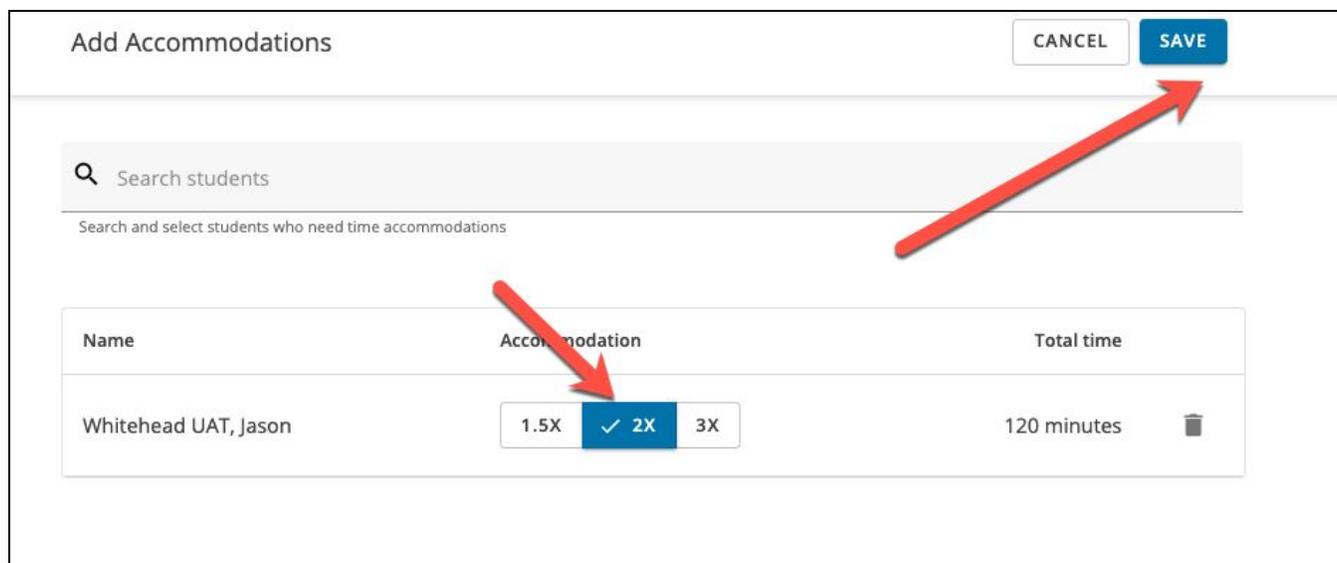
Question	Weight
Question 1 : Chapter 01, Section 1.1, ConceptTest Question 018 Multiple-Choice	1
Question 2 : Chapter 1, Section 1.1, Question 001 Multiple-Choice	1
Question 3 : Chapter 1, Section 1.1, Question 034 Multiple-Choice	1
Question 4 : Chapter 1, Section 1.10, Question 017ab Numeric-Maple	1
Question 5 : Chapter 1, Section 1.1, Additional Question 006 Numeric-Maple	1
Question 6 : Chapter 01, Section 1.1, ConceptTest Question 015 Multiple-Choice	1

- When adding Accommodations, just start by typing the first three letters of the students name in the then select from the dropdown.



The screenshot shows the 'Add Accommodations' interface. At the top right are 'CANCEL' and 'SAVE' buttons. Below is a search bar containing 'whit' with a magnifying glass icon on the left and a close icon on the right. A dropdown menu is open below the search bar, showing 'Whitehead UAT, Jason'. Two red arrows point to the search bar and the dropdown item.

- Next you will select what time allotment the student should receive. If you need to add in additional students you can keep adding from this screen. Once you have added all of your students, click Save to return to the Set Policies set to finish.



The screenshot shows the 'Add Accommodations' interface. At the top right are 'CANCEL' and 'SAVE' buttons. Below is a search bar with the placeholder text 'Search students' and a magnifying glass icon. Below the search bar is a table with the following columns: Name, Accommodation, and Total time. The table contains one row for 'Whitehead UAT, Jason'. The 'Accommodation' column has three options: 1.5X, 2X (selected with a checkmark), and 3X. The 'Total time' column shows '120 minutes' and a trash icon. A red arrow points to the 'SAVE' button.

Name	Accommodation	Total time
Whitehead UAT, Jason	1.5X <input checked="" type="radio"/> 2X <input type="radio"/> 3X	120 minutes

- Here you will be able to control the policies for the entire assignment. Instructors will also be able to save these policies, so they can be used on a future assignment as well. After setting your policies, and saving them (if you wish), click Next Step
 - It is important to note, that if you set an individual policy when organizing your questions, they will not be applied to the Global Policies

Enter Name Add Questions Set Policies Choose Add Ons

Question Set Policy

Policy Profile: Custom **SAVE**

Time

Set a time limit

Assignment Availability

Only allow students to review after due date
 Allow students to submit answers after due date
Students will be able to review question assistance based on assistance policies.

General Policies

Answer feedback

Allow students to see answer results as they submit answers

#	QUESTIONS	WEIGHT
	3	3

PREVIOUS **NEXT STEP**

- Before you finish creating your Question Set, you are asked if you would like to provide your students a list of the Contents Covered on your assignment. All this does is tell students, on the Assignment Overview Page, what Chapters and Learning Objectives are covered in this assignment. If you would like you can toggle this offer, or leave it on. Once you set this feature, click Create.

Enter Name Add Questions Set Policies Choose Add Ons

Content Covered

Students will see a list of chapters and sections covered on the assignment cover page

ON

Ch 1: Guidelines for a Healthy Diet
1.1 Food Choices and Nutrient Intake

#	QUESTIONS	WEIGHT
	3	3

PREVIOUS **CREATE**

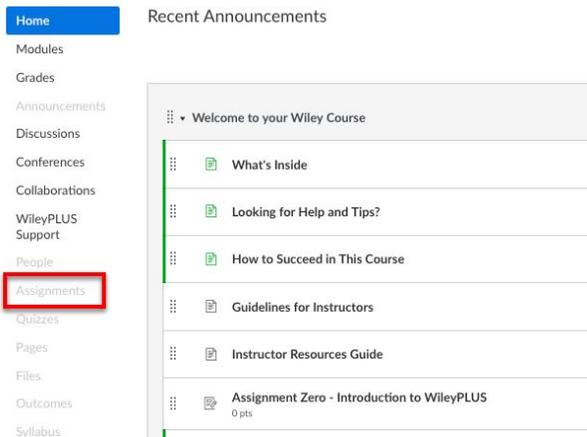
- After creating your Question set click “Create” to return back to WileyPLUS or your LMS

Assigning Adaptive Practice



How to assign Adaptive Practice in WileyPLUS

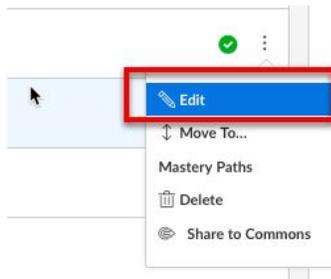
1) From your course homepage click on Assignments located in the left side Navigation bar.



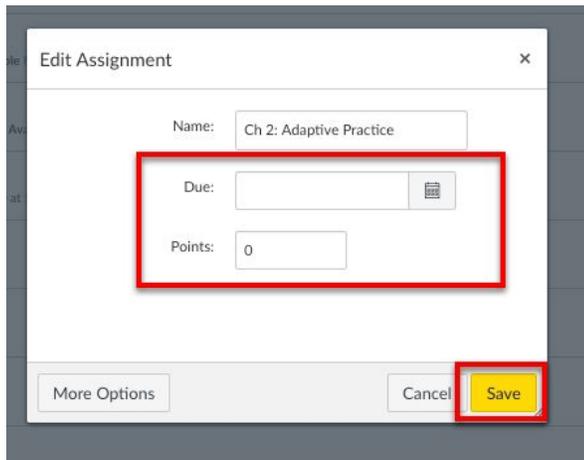
2) Locate the chapter you wish to assign and click the 3 dots located to the right of the chapter.



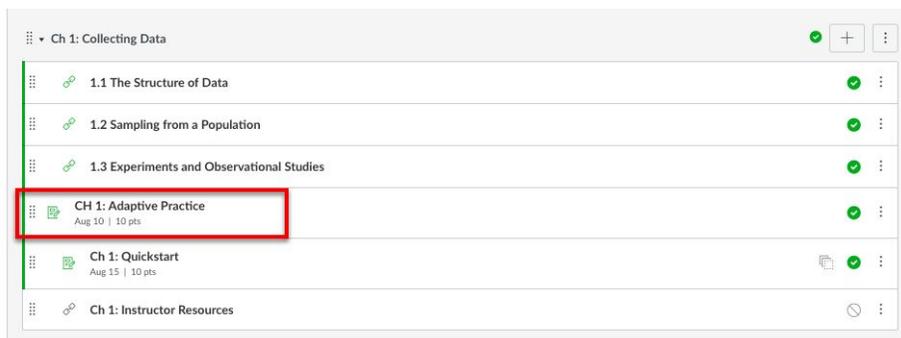
3) Click edit.



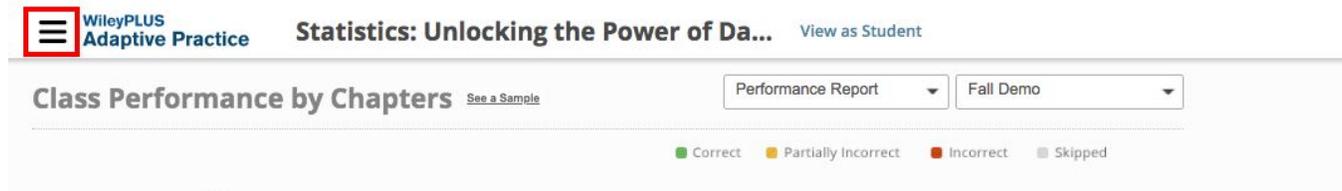
- 4) Set your due date and point value and click Save.
 - a. If you would like to assign to different sections at different dates click on More Options and scroll down to Assign to fields and select your sections, students, or groups. For directions on how to assign to multiple sections please view the how to create an assignment How to Guide



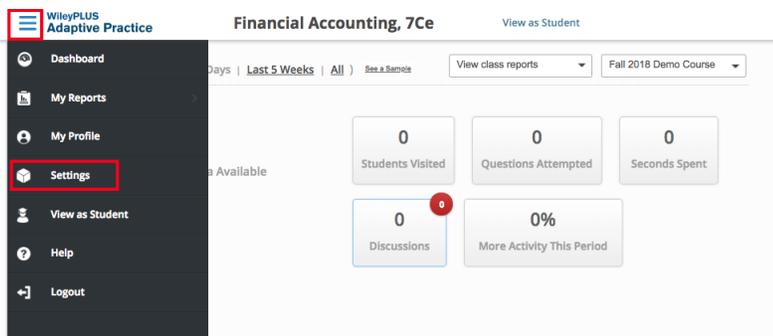
- 5) After clicking Save your Adaptive Practice assignment is assigned.
 - a. If you wish to adjust minimum number of questions, or the grading thresholds from your course home page, click any Chapter Adaptive practice assignment



- 6) Click the main menu icon on the top left



7) Select Settings



8) From here you can control your assignment settings

- a. Select the minimum number of questions your students need to complete in order to get a grade. Remember most prediagnostic quizzes have between 20-30 questions.
- b. Do you want to use custom grading thresholds? You can use the sliding scale to show what proficiency settings students need to hit in order to get the grade
- c. Do you want to allow students to complete Adaptive Practice assignments after the due date. Best practice is to leave this off, as students run the risk of getting a lower score.
 - i. If you need to extend you can do so from the assignment or through the course calendar.
- d. Do you want these threshold settings to carry over to all of your other sections this semester
- e. Click Save and all Adaptive Practice assignments will include these policies.

CH 1: Adaptive Practice

WileyPLUS
ORION Statistics: Unlocking the Power of Data 2e View as Student Whitehead, J...

Customize Orion Topics More options ON

Assignment Settings

Set Minimum Number of Questions 40 A

Set Grading Thresholds ON

Score 0 25 50 60 90 100 B

0% 10% 30% 60% 90% 100%

Range

Accept Scores After the Due Date OFF C

Apply Assignment Settings to Other Class Sections (0 Selected) D

Cancel Save E

Now your Chapter Adaptive Practice is assigned and you have set your Adaptive assignment policies for every chapter. ***Please note that this applies to all Adaptive Practice assignments. If you would like to change the policies for a later chapter, you must wait for the current assignment to pass its due date.***

Using Adaptive Practice Reporting

WATCH THE VIDEO

How to use Adaptive Practice Reporting

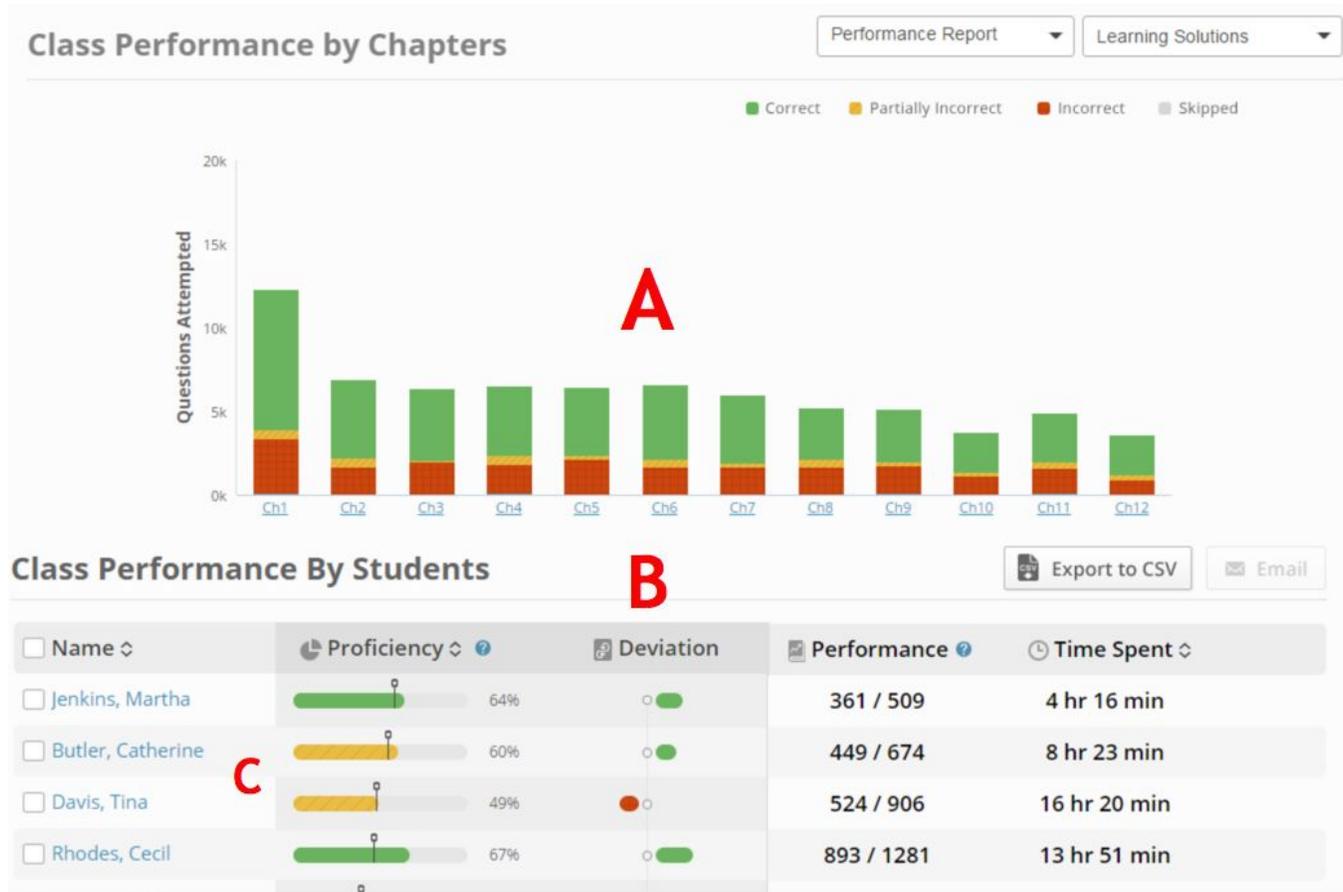
- 1) From your WileyPLUS course, click any Chapter Adaptive Practice link to access the Dashboard for Adaptive Practice.
- 2) From the Adaptive Practice Dashboard, click on the View Class Reports Dropdown from the Top Right and select which report you would like to view.
 - a. **Performance Report**- Allows professors to see students Proficiency level for every student on every chapter. You also have the ability to see every question your student has attempted.
 - b. **Productivity Report**- You can see how much time students have spent compared to their Proficiency Level for each chapter attempted.
 - c. **Metacognitive Report**- You can see how confident your students select for each Learning Objective. This plays a role in their overall Proficiency Level.
 - d. **Most Challenging Report**- You can see a report which listed each chapters overall performance and ranked from least performing to best performing. You can also filter by Learning Objective as well.

The screenshot displays the 'Student Activity' dashboard. At the top, there are filters for 'Last 7 Days', 'Last 5 Weeks', and 'All', along with a 'See a Sample' link and a 'View class reports' dropdown menu. The dropdown menu is open, showing options for 'Performance Report', 'Productivity Report', 'Metacognitive Report', and 'Most Challenging Activities'. Below the filters, there are several data cards: 'Students Visited' (0), 'Seconds Spent' (0), 'Discussions' (0), and 'More Activity This Period' (0%). A message states 'No Student Activity Data Available'. Below this, the 'Class Performance' section is visible, showing 'Weakest 7' and 'All' filters, and a link to 'Learn More about how Proficiency and Performance are used in Adaptive Practice'. The 'Chapters' table shows performance for 'Ch 2: Describing Data' (18% proficiency, 11/40 performance) and 'Ch 1: Collecting Data' (22% proficiency, 14/50 performance). A 'Total Class Performance' donut chart shows 68% proficiency, 9% performance, 0% metacognitive, and 23% most challenging.

Chapters	Proficiency	Performance
Ch 2: Describing Data	18%	11/40
Ch 1: Collecting Data	22%	14/50

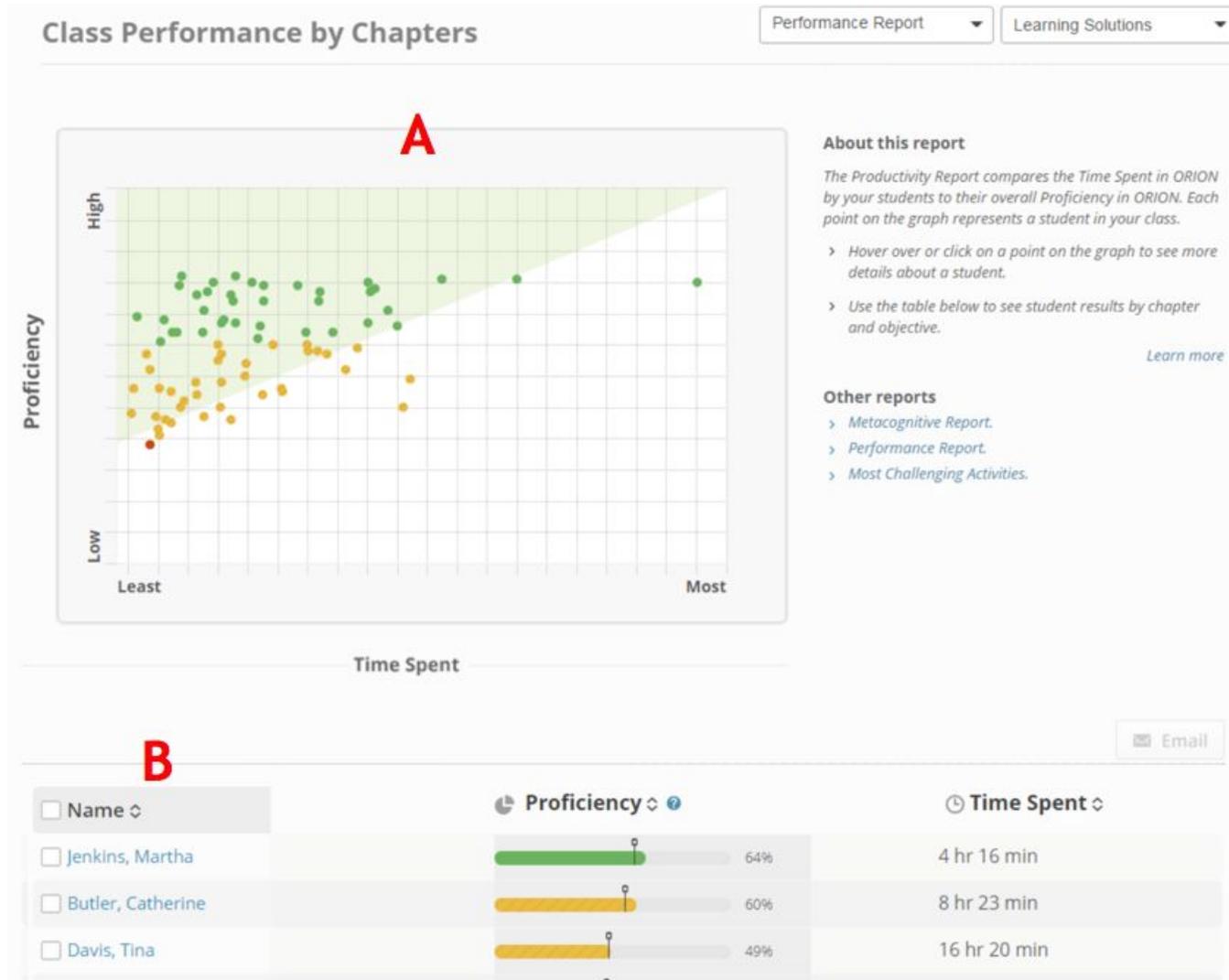
Total Class Performance: 68% Proficiency, 9% Performance, 0% Metacognitive, 23% Most Challenging

Performance Report



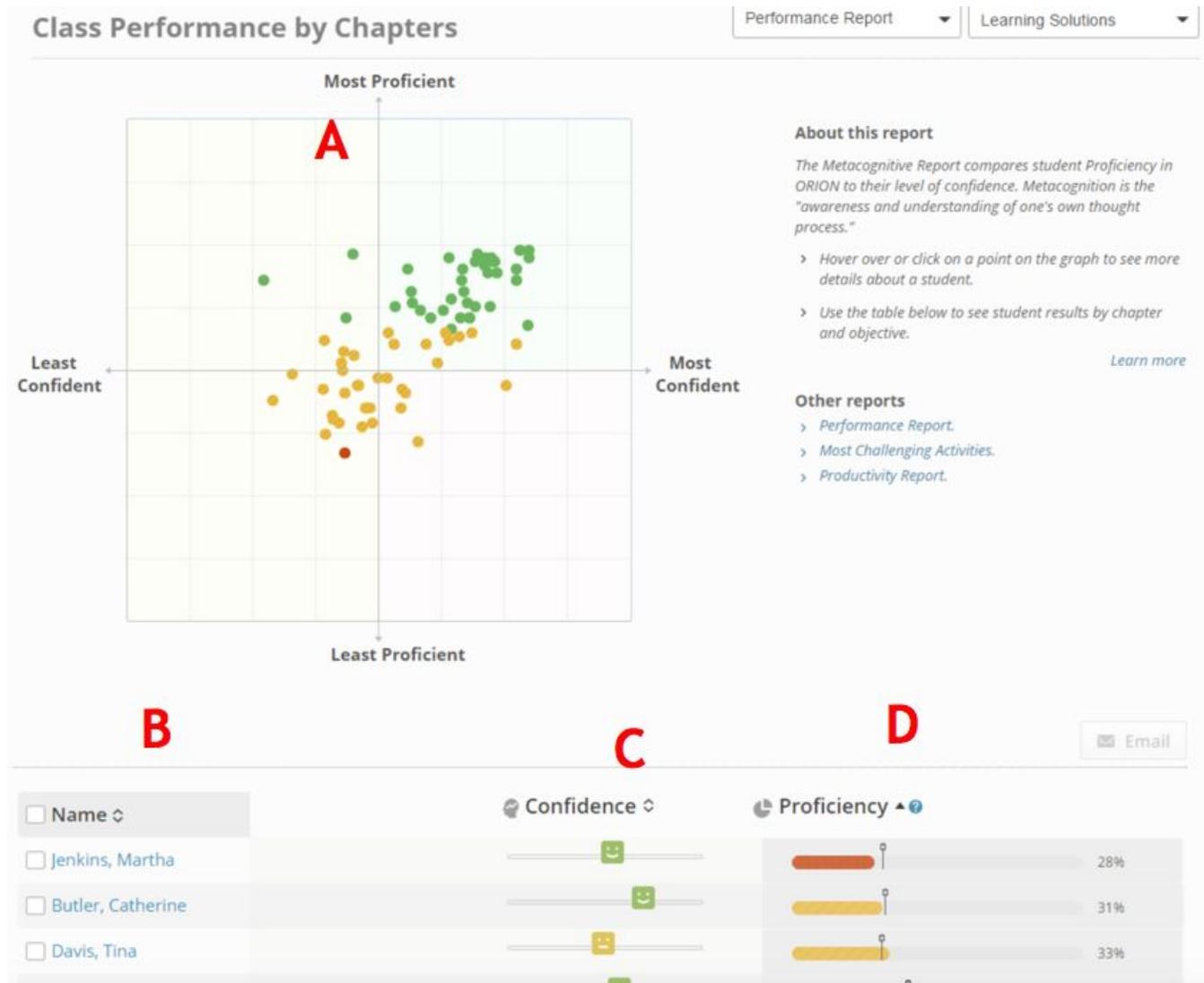
- a. You can view each chapters overall performance for all of your students.
 - a. You will be able to jump directly into a specific chapter.
- b. You can view you entire class' performance based by Proficiency, Performance, and Time Spent.
- c. You can also click and view each students progress by clicking on their name from the left side.

Productivity Report



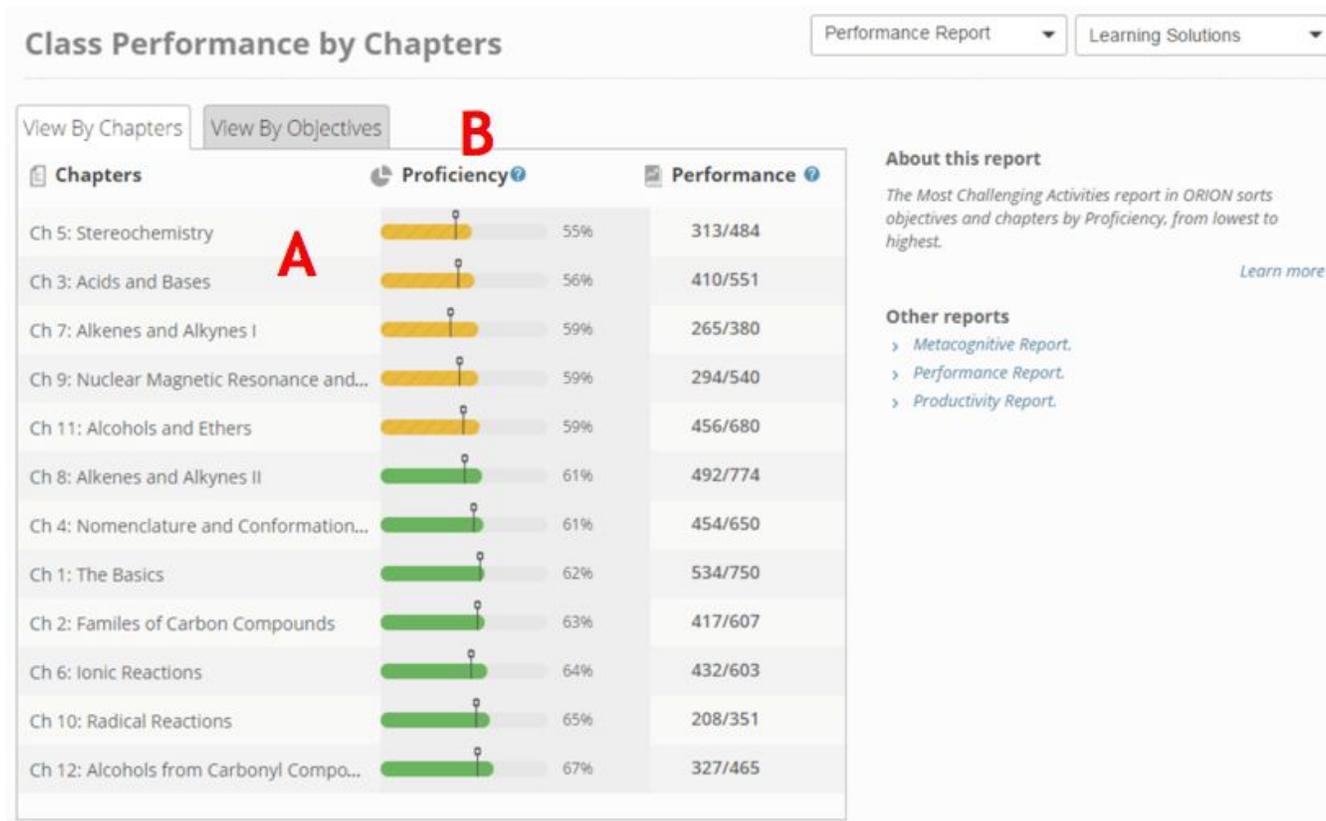
- You can view your students Productivity for all of their work, or drill down to a particular Chapter and Learning Objective.
- This will allow you to see where students are succeeding and struggling. You will also see how much time they are spending on each Chapter and Learning Objective compared to overall Proficiency level.
- You can also drill down into the individual student progress.

Metacognitive Report



- You can view a T-Chart of your students confidence level compared to their overall Proficiency level.
- You can also drill down into an individual students progress.
- You can see their overall Confidence level at a 30,000 ft view or at the individual chapter and Learning Objective level.
- You can see their overall Proficiency score at a 30,000 ft view or at the individual chapter and Learning Objective Level.

Most Challenging Activities Report



- You can view each chapters overall Proficiency and Performance level for your entire class.
- You can also drill down to the individual learning objective.
- Both will present the information is least performing to best performing.

Viewing students work in WileyPLUS



How instructors view student's submissions in WileyPLUS

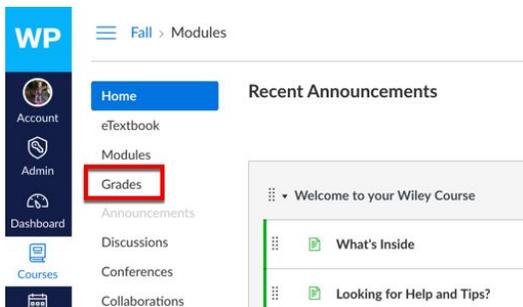
Instructors can have the ability to view their students work via the Gradebook, and from within the assignment as well. Choose which option you would like to review below:

- [View students work from the WileyPLUS gradebook](#)
- [View students work from the Assignment](#)

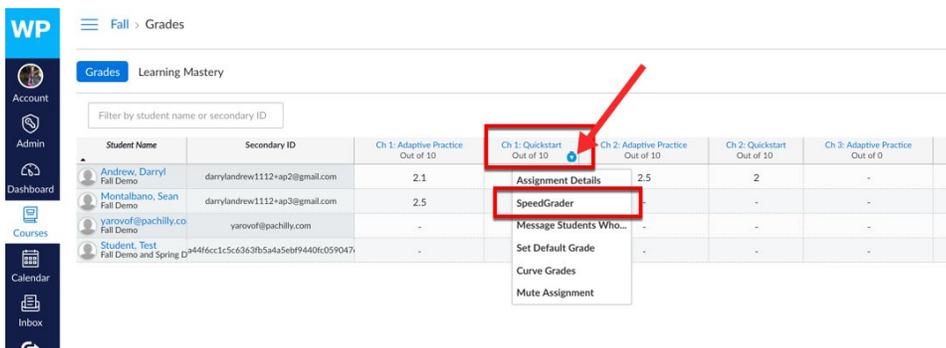
From the WileyPLUS Gradebook

Looking at the whole class

- 1) From your course homepage click on Grades (located on the Left Side navigation bar).



- 2) Locate the assignment you want to view, hover over the assignment title, click the Dropdown arrow and select SpeedGrader.



- 3) From the SpeedGrader you can.
 - a. View each students work.
 - b. Move from one student to the next.
 - c. View each students response on each question.
 - d. Reset the individual students ASSIGNMENT.
 - e. Update the Points on your students assignment.
 - f. Comment on your students assignment.
 - g. Go back to the Gradebook.

Submitted to Gradebook, Fri, Oct 5, 2018, 8:56:39 AM (America/New York -04:00)

Chapter 1 Quickstart

Your result is **81%**

Question	Score
1	1/1
2	1/1
3	0/1
4	1/1
5	0.5/1
6	1/1
7	1/1
8	1/1
9	1/1
10	0/1
11	1/1
12	1/1

Submitted: Oct 5 at 8:56am **A** **B**

Assessment Grade out of 10 **E**

Assignment Comments **F**

- 4) If you are viewing the question level submission for a student you can view each attempt made by your student, and see which question level assistance they used for each attempt.

Submitted to Gradebook, Fri, Oct 5, 2018, 8:56:39 AM (America/New York -04:00)

Question 2

Attempt #	Time	Raw Score	Used Assistances	Final Score
Attempt 1	Fri, Oct 5, 2018, 8:52:24 AM (America/New York -04:00)	33%		33%
Attempt 2	Fri, Oct 5, 2018, 8:52:29 AM (America/New York -04:00)	67%	Link to Text	67%
Attempt 3	Fri, Oct 5, 2018, 8:52:35 AM (America/New York -04:00)	100%	Hint; Link to Text	100%

You Answered **Correct Answer**

Correct.

Spider Sex Play

Spiders regularly engage in spider forplay that does not culminate in mating. Male spiders mature faster than female spiders and often practice the mating routine on not-yet-mature females. Since male spiders run the risk of getting eaten by female spiders, biologists wondered why spiders engage in this behavior. In one study¹ some spiders were allowed to participate in these near-matings, while other maturing spiders were isolated. When the spiders were fully mature, the scientists observed real matings. They discovered that if either partner had participated at least once in mock sex, the pair reached the point of real mating significantly faster than inexperienced spiders did. (Mating faster is, apparently, a real advantage in the spider world.) One variable is whether or not the spider engaged in mock sex. Another is length of time for real mating once the spider is fully mature.

Is the variable whether or not the spider engaged in mock sex categorical or quantitative?

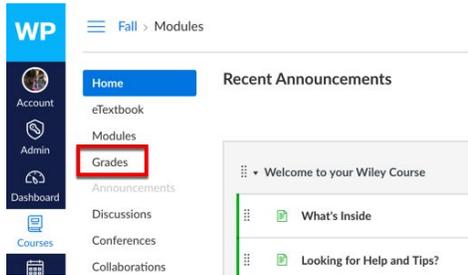
Is the variable length of time for real mating categorical or quantitative?

Is the variable length of time for real mating the explanatory variable or the response variable?

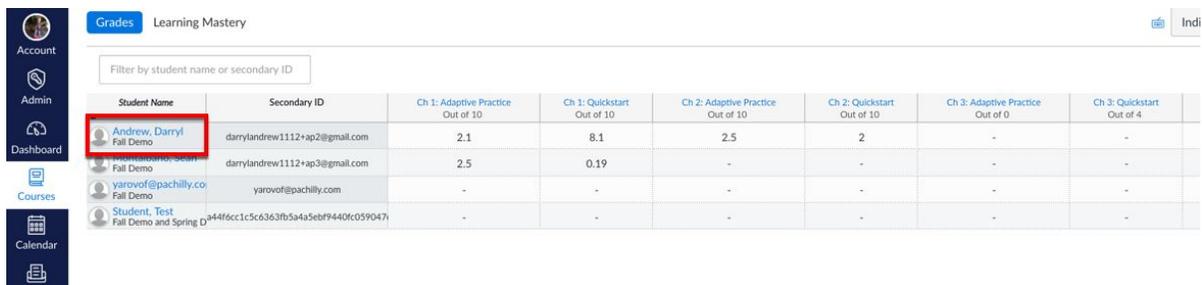
¹Pruitt, J., paper presented at the Society for Integrative and Comparative Biology Annual Meeting, January 2011, and reported in "For spiders, sex play has its pluses". Science News, January 29, 2011.

To view Individual Students work

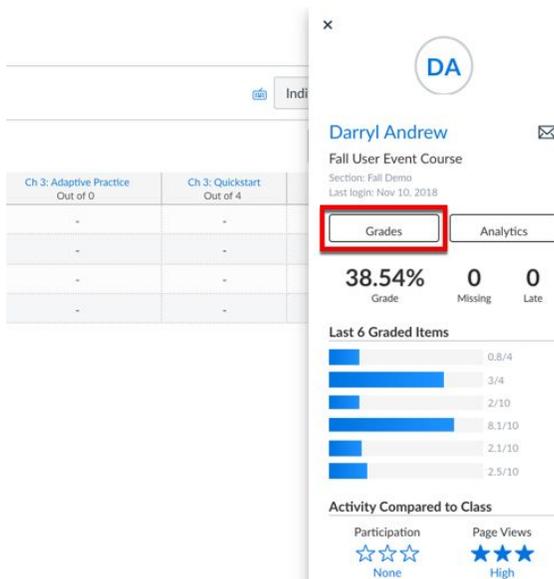
- 1) From your course homepage click on Grades (located on the Left Side navigation bar).



- 2) Click on your students name you wish to view.



- 3) On the right side of your screen you will see a pop out. Click on Grades to view the individual students scores.



4) Click on the Assignment you want to view.

WP Fall > Grades > Darryl Andrew

Home eTextbook Modules **Grades** Announcements Discussions Conferences Collaborations WileyPLUS Support People Assignments Quizzes Pages Files Outcomes Syllabus

Grades for Darryl Andrew Print

Arrange By: Due Date Apply

Assignments Learning Mastery

Name	Due	Score	Out of
Ch 1: Adaptive Practice	Oct 18 by 11:59pm	2.1	10
Ch 1: Quickstart	Oct 19 by 11:59pm	8.1	10
Ch 2: Quickstart	Oct 26 by 11:59pm	2	10
Ch 3: Quickstart	Oct 27 by 11:59pm	-	4
Chapter 5 HW	Oct 27 by 11:59pm	3	4

5) From here you can.

- Update the score for your students submission.
- Make comments for your student on their assignment.
- View your students work on each question.
- Reset your students WHOLE assignment.

Submission Details

Grade: / 10

Ch 1: Quickstart

Darryl Andrew submitted Oct 5 at 8:56am

Submitted to Gradebook, Fri, Oct 5, 2018, 8:56:39 AM (America/New York -04:00) Next >

Chapter 1 Quickstart

Your result is **81%**

Question 1: 1/1 (Correct)

Question 2: 1/1 (Correct)

Question 3: 0/1 (Incorrect)

Question 4: 1/1 (Correct)

Question 5: 0.5/1 (Partial)

Question 6: 1/1 (Correct)

Question 7: 1/1 (Correct)

Question 8: 1/1 (Correct)

Question 9: 1/1 (Correct)

Question 10: 0/1 (Incorrect)

Question 11: 1/1 (Correct)

Question 12: 1/1 (Correct)

Reset Assignment for this Student

Add a Comment: Media Comment Attach File Save

- If you want to view your students attempt on a question. Click the question tile from step 5. Here you can view each attempt made by the student and which attempt they used any question assistance.

Submitted to Gradebook, Fri, Oct 5, 2018, 8:56:39 AM (America/New York -04:00) < Prev Next >

Question 2 1/1

Hide Attempt History		Raw Score	Used Assistances	Final Score
Attempt 1	Fri, Oct 5, 2018, 8:52:24 AM (America/New York -04:00)	33%		33%
Attempt 2	Fri, Oct 5, 2018, 8:52:29 AM (America/New York -04:00)	67%	Link to Text	67%
Attempt 3	Fri, Oct 5, 2018, 8:52:35 AM (America/New York -04:00)	100%	Hint, Link to Text	100%

You Answered Correct Answer

✓ Correct.

Spider Sex Play

Spiders regularly engage in spider foreplay that does not culminate in mating. Male spiders mature faster than female spiders and often practice the mating routine on not-yet-mature females. Since male spiders run the risk of getting eaten by female spiders, biologists wondered why spiders engage in this behavior. In one study,¹ some spiders were allowed to participate in these near-matings, while other maturing spiders were isolated. When the spiders were fully mature, the scientists observed real matings. They discovered that if either partner had participated at least once in mock sex, the pair reached the point of real mating significantly faster than inexperienced spiders did. (Mating faster is, apparently, a real advantage in the spider world.) One variable is whether or not the spider engaged in mock sex. Another is length of time for real mating once the spider is fully mature.

Is the variable whether or not the spider engaged in mock sex categorical or quantitative?

Is the variable length of time for real mating categorical or quantitative?

Is the variable length of time for real mating the explanatory variable or the response variable?

¹Pruitt, J., paper presented at the Society for Integrative and Comparative Biology Annual Meeting, January 2011, and reported in "For spiders, sex play has its pluses", Science News, January 29, 2011.

From within the Assignment

- Click on the Assignment you want to review
- From the Assignment Overview page, click on Student Progress

Chapter 1 Homework

Chapter 1 Homework

Question	Question	Question	Question	Question
1	2	3	4	5
--/1	--/1	--/1	--/1	--/1

- 3) From here you will see all of your students that have attempted your assignment.
 - a. Shows students that have made submissions on the assignment. To review their work click on the students name
 - b. Shows you have many questions this student has complete vs. how many are on the assignment
 - c. Shows you the students current % score on the assignment

Student	A	B	Questions Completed	C	Performance
Stark, Ned			4/5		82%
Stark, Arya			5/5		100%
Of Tarth, Brienne			4/5		88%

- 4) If you click on the students name you will see an overview of their assignment. If you want to view their work on a specific question, just click the Question tile.

Chapter 1 Homework



Your result is

82%



- 5) From here you can view each attempt made by the student and which attempt they used any question assistance.

Submitted to Gradebook: Fri, Oct 5, 2018, 8:56:39 AM (America/New York -04:00) < Prev Next >

Question 2 1/1

[Hide Attempt History](#)

Attempt #	Time	Raw Score	Used Assurances	Final Score
Attempt 1	Fri, Oct 5, 2018, 8:52:24 AM (America/New York -04:00)	33%		33%
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Attempt 3	Fri, Oct 5, 2018, 8:52:31 AM (America/New York -04:00)	100%	Hint, Link to Text	100%

You Answered [Correct Answer](#)

✓ Correct.

Spider Sex Play

Spiders regularly engage in spider forplay that does not culminate in mating. Male spiders mature faster than female spiders and often practice the mating routine on not-yet-mature females. Since male spiders run the risk of getting eaten by female spiders, biologists wondered why spiders engage in this behavior. In one study,¹ some spiders were allowed to participate in these near-matings, while other maturing spiders were isolated. When the spiders were fully mature, the scientists observed real matings. They discovered that neither partner had participated at least once in mock sex. The pair reached the point of real mating significantly faster than inexperienced spiders did. Being eaten is, apparently, a real advantage in the spider world! One variable is whether or not the spider engaged in mock sex. Another is length of time for real mating once the spider is fully mature.

Is the variable whether or not the spider engaged in mock sex categorical or quantitative?

Is the variable length of time for real mating categorical or quantitative?

Is the variable length of time for real mating the explanatory variable or the response variable?

¹ Pruitt, J., paper presented at the Society for Integrative and Comparative Biology Annual Meeting, January 2011, and reported in "For spiders, sex play has its pluses", Science News, January 29, 2011.

- 6) You will be able to reset the question for this student if you wish to allow them more attempts.
- Just remember to extend their time if the due date has passed.

Question 1

0.1/1

Reset Question for this Student

[View Policies](#)

[Show Attempt History](#)

You are viewing Attempt 3

Your Answer

Correct Answer

— Your answer is partially correct.

Instructor FAQ

Question: Where do I direct my students to log in?

Answer: Because you are integrating into your Campus LMS, all your students need to do is click on any WileyPLUS link from within your LMS. This will prompt them to sign in or create a new WileyPLUS account, and then move to the Shopping cart.

Question: Can I add my own resources to my WileyPLUS course?

Answer: Yes, you can. Instructors have the ability to fully customize your course. You can add your own content in a chapter module, by clicking on the + located to the right of the Chapter title and selecting Content Page. Here you have the full use to add content, embed media, and link to other areas in your course and the web.

Question: Can I turn off a specific Resource in Wiley Course Resources?

Answer: Yes, you can. By clicking the box to the left of a resource, then clicking Hide, you will move this from a Visible category to being hidden from your students.

Question: I have a student retaking this course from last semester. Do they need to repurchase access to WileyPLUS again?

Answer: Wiley offers an Access Until You Pass feature. If you have a student that is retaking the course, where their Access has expired, please have them go to <https://www.wileyplus.com/wp-access/> and complete our short form. Wiley will extend their access within 24-48 hours. In the time being, have your students sign up using the 14 Day Free Trial .

Question: Can I create a custom Assignment?

Answer: Yes, you can. You have the ability to edit an already created Question Set or build one from scratch.

Question: Can I customize the policies to my assignment?

Answer: Yes, all course come with 4 prebuilt global policies. You can edit these if you like and create additional policies to use on future assignments.

Question: Can I customize the policies on individual questions?

Answer: Yes, if you are creating an assignment and do not want to give the same policies across every question. Instructors can click on the gear icon to the right of each question and customize the policies in place. Giving instructors the freedom to have greater control of their assignments.

Question: Can I Assign Adaptive Practice?

Answer: Yes, if your course has Adaptive Practice you will find these easily assignable in your assignments tab. You can assign these a couple of ways:

- 1) Either click on the three dots located to the right of the Chapter Adaptive Practice assignment and click edit. (remember you must be in the Assignments Tab)
- 2) Click on the Assignment link and then click Edit Assignments Settings (located on the top right in the link) then scroll down to enter in your Assign To fields.

After assigning Adaptive Practice, you can also customize the grading thresholds and have these carry over to all of your sections this semester.

Question: Can a student have multiple tabs open?

Answer: Yes, students can have multiple WileyPLUS tabs open while in their course. If they are completing an assignment and want to review a resource or the eText they will not get an error message to opening another tab.

Question: Can I update a student's grade on an assignment?

Answer: Yes, you can update your students' grade on an assignment, this is done in your LMS gradebook. It is important to note, that you are only managing one gradebook with the WileyPLUS integration, as everything will live natively within your LMS.

Question: Can I view the questions students have attempted in Adaptive Practice?

Answer: Yes, you can do this 2 different ways.

- 1) If you click into the gradebook then select the student you wish to view. Select to view their grades then click on the Adaptive Practice assignment. Here you will be taken directly to your students' Performance report and can view each question they have attempted. You can also communicate with your student in the gradebook.
- 2) If you are not assigning Adaptive Practice, or you do assign and want to view additional practice for your student(s). Click on the link to the Chapter Adaptive Practice then click on the Main Menu icon (located on the top left) and select reports, then Performance. Here you can view your entire course or drill down to the individual student. Looking at the individual student will allow you to view each question they have attempted.

Question: What are your Technical Support hours?

Answer: Our Technical Support team is available 24 hours, 7 days a week, 365 days a year.

Student FAQ

Question: Where do I Login to WileyPLUS?

Answer: From within your LMS, click on any WileyPLUS link. This will take you to the WileyPLUS login screen. If you have used WileyPLUS in the past, enter in the same username and password. If this is your first time using WileyPLUS, click on Create an Account and follow the account creation steps. Once you have signed in or created an account, you will be taken to the WileyPLUS Shopping cart where you will choose how you want to access WileyPLUS this semester.

Question: Can I purchase access to WileyPLUS while I am in my 14-day Free Trial?

Answer: Yes, when you log into your account you will see how many days are left in your Free Trial from your All Courses page. You will also be able to upgrade your subscription while in your course, during the Free Trial. You will see an Upgrade button at the top of every Learning Hub, and Assignment.

Question: Where do I find all of the course resources?

Answer: From your course homepage you will find all of the content that you are going to cover this semester. From here you will click on the Learning Objective link to be taken to our Learning Hub. From the Learning Hub you will find a direct link to the eText (Page this Learning Objective begins) all of the recommend resources for this Learning Objective, Practice Questions, and a list of resources for the whole chapter.

Question: I took this course last semester but need to retake it again. Do I need to purchase access to WileyPLUS again?

Answer: If you took this course last semester and the edition is still the same, you will be able to access WileyPLUS at no additional charge. If you are retaking the course please contact our 24/7 Technical Support Staff at <https://www.wileyplus.com/wp-access/>

Question: How do I submit my homework?

Answer: To score your attempt you must click Submit Answer on each question. This will score your question and use one of your attempts on that question. If you are not ready to score the attempt, but want your answer saved, click Save for Later. This will save your response, but not use one of your attempts. As your progress through your assignment, you will see an updated percentage score, and gradebook score on your Assignment Overview page.

Question: Can I have multiple WileyPLUS tabs open in one browser?

Answer: Yes, you can have multiple WileyPLUS tabs open in one browser.

Question: Where do I find all of my course Resources?

Answer: You will find all of our course resources, such as eText links, interactive resources, and Practice Questions, by clicking on the Wiley Course Resources link in your course.

Question: Can I view the questions I have attempted in Adaptive Practice?

Answer: Yes, you can do these one of three ways:

- 1) From your gradebook, click the Assignment name to view all of the questions you have completed for the Chapter
- 2) Click the assignment link from your Chapter Module. Then click on the Main Menu icon on the top left in Adaptive Practice. Select Reports and choose Performance report, this will let you see every question you have attempted.
- 3) Click the assignment link from your Chapter Module. Then click on the Main Menu icon on the top left in Adaptive Practice. Select All Activity, this will let you see every session in Adaptive Practice. You can search by chapter and Learning Objective as well. Click on the session to see every question you attempted with your answer and the correct answer.

Question: What are your Technical Support hours?

Answer: 24 hours, 7 days a week, 365 days a year.