CHENGTSUI
Web App™

User Guide

Table of Contents

Before You Start

About the ChengTsui Web App^{TM}

The ChengTsui Web App is a blended learning tool offering multimedia-rich versions of Cheng & Tsui language learning titles. It includes audio, video, flashcards, interactive exercises, and highlighting and note-taking tools.

With the Educator version, educators can assign interactive workbook exercises to classes and view auto-graded score reports. It includes additional teachers' resources such as downloadable tests, quizzes, and worksheets and other support materials such as answer keys and presentations.

Browser Requirements

The ChengTsui Web App is a browser-based application, ensuring that it can be used by all users regardless of their operating system. It supports all major browsers.

Minimum browser requirements

- Chrome 60
- Safari 10.1
- Internet Explorer 11
- Edge 15
- Firefox 55
- Opera 47

Note: The ChengTsui Web App It has been optimized for use in Google Chrome. For best results, Cheng & Tsui suggests using the most updated version of Chrome whenever possible.

Google Chrome is free to use and can be installed on all major operating systems and devices. Chrome can be downloaded to a computer at www.google.com/chrome.

Typing in Chinese

Many interactive and workbook exercises require you to answer questions by entering Chinese characters. The ChengTsui Web App supports typing in Chinese using a common input method called pinyin, available for both simplified and traditional characters. After typing the pinyin for a character, you select the desired character from a list of characters that match the pinyin.

Windows Computer

To set up your language and keyboard preferences on a Windows computer, follow the steps below. Alternatively, visit www.cheng-tsui.com/typechinese to see the instructions with accompanying illustrations.

To set up your Windows computer to type in Chinese

1. Open the Control Panel (accessible through the Windows icon) and choose Clock, Language, and Region.
2. Choose the Change keyboards or other input methods and then click the Change Keyboards button.
3. In the Text Services and Input Languages screen, click the Add button.
4. In the Add Input Language screen, navigate to the Chinese section and choose the character set that best applies to you (the steps below refer to simplified, but if you choose traditional, the same steps apply).
5. The menu expands to show the input options. Choose Microsoft Pinyin New Input Style and click the OK button.
6. Click the Apply button to save your changes.
7. Your new keyboard settings will be accessible at the bottom right of the screen next to the clock and other system icons. You will see a code representing your current language (such as "EN" for English). Click on it to open the language menu. Click on the simplified Chinese option to begin typing in Chinese.
8. Type in pinyin and you will see a menu of characters to choose from. When you see the characters you want to type, click them or press the corresponding number on your keyboard. When you want to switch back to your primary language, select it from the language menu.

Mac Computer

To set up your language and keyboard preferences on a Mac computer, follow the steps below. Alternatively, visit www.cheng-tsui.com/typechinese to see the instructions with accompanying illustrations.

To set up your Mac computer to type in Chinese

1. Open System Preferences (accessible through the Apple Menu or the Dock) and choose the Language and Region option.
2. In the Language and Region screen, under the Preferred languages section, click the plus (+) sign to add a language. Scroll through the list of languages until you see "简体中文 (Chinese, Simplified)" or "繁體中文 (Chinese, Traditional)" according to your preferred character set.
3. Select your chosen character set and click Add (the steps below refer to simplified, but if you choose traditional, you will see the options for traditional and can follow the same steps).
4. A popup window opens with the question "Would you like to use Chinese, Simplified as your new primary language?" Choose the option for your existing primary language (for example, "Use English, US").
5. In the Language and Region screen, click the Keyboard Preferences button.
6. In the Keyboard, Input Sources screen, click the plus sign (+) to add an input source.
7. In the left panel, choose Chinese, Simplified. In the right panel, you will then see various input options. Select Pinyin, Simplified and then click Add to save your choice of Pinyin.
8. In the Keyboard, Input Sources screen, select the checkbox option "Show Input menu in menu bar."
9. Now you will see the input option icons in the menu bar. If your default language is set to English, the input icon may show up as a flag (e.g. a US flag for US English). Click the icon and you will see your Pinyin input option pop up with a 拼 character and the words "Pinyin - Simplified."
10. Type in pinyin and you will see a menu of characters to choose from. When you see the characters you want to type, click them or press the corresponding number on your keyboard. When you want to switch back to your primary language, select it from the language menu.

Help and Support

If you encounter an issue while using your ChengTsui Web App account, you can use the customer support form to receive assistance. Click the Customer Support button at the bottom of the Web App screen to access this form.

Cheng & Tsui Customer Service is also available by phone at 1-617-988-2400
or toll-free at 1-800-554-1963.

Cheng & Tsui is open Monday through Friday between the hours of 9:00 AM and 5:00 PM EST, and is closed for most major U.S. holidays. We will respond to your queries as quickly as possible.

Access the ChengTsui Web App

For New Web App Users

If you ordered the ChengTsui Web App from the Cheng & Tsui website or by phone, you will receive the following emails as soon as the order process has completed.

If you were assigned a subscription through our school or institution, you will receive the emails once you have been rostered into a group.

- A welcome email message with your new account and a temporary password.
- A new subscription email with information about your book subscription.

If you do not see these emails, check your spam folder.

If you do not have a subscription or user account, choose New Account on the ChengTsui Web App login screen. Fill out the required fields and click Submit. You will receive an email about your new user account, with your login information and a temporary password. **Note:** if you create a new user account before ordering a ChengTsui subscription or receiving one through your school, your Dashboard Shelf will be empty.

After logging in with the temporary password, you can change your password from Account Settings. See Account Settings for more information.

For Current Web App Users

If you already have a Web App account, whenever you order a new book or are assigned a subscription by your school, you will receive a new subscription email.

Log in to the ChengTsui Web App

1. From your web browser, enter the following url: https://app.chengtsui.co
2. From the Login screen, enter your username (your registration email) and your password and click Submit.

Log out of the ChengTsui Web App

To exit the ChengTsui Web App, click the Log Out button in the upper right hand corner of the Dashboard.

The Dashboard

The Dashboard is the landing page when you log in to the ChengTsui Web App. From here, you can access all parts of the Web App.

Shelf

The Shelf is where you can activate subscriptions, access your books, and join groups as learners (if available).

You can see your subscriptions in Icon View or List View and can sort them Alphabetically, By Media, or By Date (activation date).

Activate Subscriptions

Your subscription must be activated before you can access the book and any related content.

If you purchased your own subscription

1. In Icon View, click the Activate button beneath the title thumbnail on the Shelf. Or, in List View, click the Activate button in the Status column.
2. In the Subscription Activation popup window, click Activate License to start your subscription. Once you activate your subscription, you will see an expiration date on the Shelf.

If you have been assigned a subscription by your school or institution

Your subscription is already activated and ready to use.

If you have a trial subscription

1. In Icon View, click the Activate button beneath the title thumbnail on the Shelf. Or, in List View, click the Activate button in the Status column.
2. In the Subscription Activation popup window, click Activate License to start your trial subscription. Once you activate your trial subscription, you will see an expiration date on the Shelf.

You may purchase a paid subscription at any time during or after your trial by using the Buy button below the title.

Access a subscription

Once you have activated your subscription, you can open the book.

To open a book

- In Icon View, click on the thumbnail image. The book opens in the Web App eReader.
- In Title View, click the title link. The book opens in the Web App eReader.

For information about eReader features and navigation, see [The Web App eReader](#).

Groups

Groups are designed for live-, remote-, or blended-learning classrooms with an instructor. With the groups feature, students get access to any assignments created by their instructors and educators can create assignments for their students and view reports of completed assignments.

Independent learners typically are not part of groups.

Learners who have been assigned a subscription

If you have been given a subscription by your teacher or the administrator at your institution, you will automatically be part of a group and do not need to join a group. You will see "Group" and the name of the group below your subscription on the Shelf. If you do not see your subscription on the Shelf, it means you have not yet been added to a group by your teacher or administrator.

Learners who have purchased their own subscription

If you have purchased your own Essential subscription, you can join a group if one has been created for your class. The educator or administrator of the group will provide you with a token to join the group. Basic subscriptions do not have the option to join a group.

To join a group as a learner

1. Click the Join Group button.
2. Enter the token provided to you and hit the Return or Enter key.
3. You will see Group and the name of the group you joined below your subscription on the Shelf.

To leave a group as a learner

1. Click the Leave Group link.
2. In the Leave Group dialog, click the Leave Group button.
3. Confirm that you wish to leave the group.

Educators and Administrators

If your institution has purchased subscriptions for students, you will need to create the group type Closed Group. Once your students are rostered into the group, they will have access to their subscription in their Web App account.

If your students have purchased their own subscriptions, you will need to create the group type Open Group and provide the token to your students to join the group.

Use the Roster panel in the Manage Groups portal to create groups. For more information, see [Manage Groups](#).

Account Settings

Account Settings is where you can edit basic profile information and change your password.

To access Account Settings, click the Account Settings button in the upper right hand corner of the Dashboard. To return to the Shelf, select the Shelf tab or click the Cancel button.

To edit your profile

1. From the Dashboard, click the Account Settings button.
2. In the Edit your profile information section, make any required changes to your name or last name.
3. Click the Save Profile button.

To change your password

1. From the Dashboard, click the Account Settings button.
2. In the Change Password section, Current Password field, type in your current password.
3. In the New Password and Repeat New Password fields, type in your new password.
4. Click the Set New Password button.

Assignments or Manage Groups

Assignments (for Learners)

Here you can access assignments and view your score reports. For more information, see [Assignments](#).

Note: Depending on your subscription version, or if you are an independent learner, you may not have assignments.

Manage Groups (for Educators and Administrators)

Here you can create and roster your groups, create and edit assignments, and view reports. For more information, see [Manage Groups](#).

The Web App eReader

About the eReader

The eReader is where you read your books and access the tools, interactive content, online workbook, and resources for each of your titles. Depending on your subscription version, you may not have access to all eReader panels.

Note: Workbook Only subscribers have only the workbook when they open the book; there is no associated textbook, tools, or other interactive content. If you have the Workbook Only option, see [Online Workbook](#).

Open the eReader

When you open your book from the Shelf, it opens in the ChengTsui Web App eReader.

- In Icon View, click on the thumbnail image. The book opens in the Web App eReader.
- In Title View, click the title link. The book opens in the Web App eReader.

Close the eReader

Click the Exit button in the bottom right corner of the eReader footer.

Page Navigation in the eReader

Page arrows

Use the page arrows on the right and left edges of the textbook pages to move forward and backward in the textbook.

Go to Page

Click the Go to Page option in the eReader footer. Enter a page number and hit the Return key.

Scroll Bar

Use the scroll bar in the eReader footer to move forward and backward in the textbook.

Table of Contents

Click the TOC icon in the bottom left corner of the eReader footer to open the Table of Contents panel.

You can expand and collapse sections of the TOC using the small arrows. Click a TOC link to access the page.

Page View Toggle

The textbook opens in the two-page view. Use the Page View Toggle in the eReader footer to switch between two-page and single-page views.

Zoom buttons

Use the plus sign (+) button in the eReader footer to enlarge the text view on the page, in both the two-page and single-page views. Use the minus sign (-) button to return to the default text view.

View Content in Simplified Chinese or Traditional Chinese Characters

Use the Character Set Toggle in the eReader footer to switch between simplified (简体) and traditional (繁體) characters in the textbook, interactive content, and online workbook.

Tools, Interactive Content, Online Workbook, and Teacher's Resources Panels

Use the icon buttons on the upper right of the eReader to access each panel. Depending on your subscription version, you may or may not have all of these options.

To view the side panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.

To close the side panel, click Close Panel in the upper left of the panel header.

- For information about tools, see Tools - Highlights, Notes, and Bookmarks.
- For information about interactive content, see Interactive Content.
- For information about the online workbook, see Online Workbook.
- For information about resources for teachers, see Teacher's Resources.

Tools - Highlights, Notes, and Bookmarks

The Tools panel houses your saved [highlights](#), [notes](#), and [bookmarks](#).

Highlights

Use the Highlights feature to highlight text in the textbook. All highlights are viewable on the page where you created them and are also stored in the Tools panel.

To create a highlight

1. In the textbook, select the text you wish to highlight.
2. A popup selection box appears. Click the Highlights option.
3. Choose a color for your highlight.

To view a highlight in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Highlights tab.
3. Click the View All option to see all saved highlights or click By Current Page to see only highlights associated with the current textbook page. The Tools panel displays a list of highlights.
4. Click a highlight to view the page with the highlighted text.
5. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Tools panel, click Close Panel in the upper left of the panel header.

To delete a highlight on a page

1. On the textbook page where you have a highlight, click the highlighted text.
2. Click the Remove option.

To delete a highlight in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Highlights tab. The tools panel displays a list of all your saved highlights.
3. For the highlight you wish to remove, click the red delete symbol and then click Remove.
4. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Tools panel, click Close Panel in the upper left of the panel header.

Notes

Use the Notes feature to take notes in the textbook. All notes are viewable on the page where you created them and are also stored in the Tools panel.

To create a note

1. In the textbook, select the text you wish to annotate.
2. A popup selection box appears. Click the Notes option.
3. In the Notes textbox, type your note and click Submit when you are done.
4. The text you selected for the annotation is now highlighted in gray, with a small notes symbol beside it.

To view a note on a page

1. On the textbook page where you have an annotation, click the gray highlighted text or notes symbol.
2. The Notes box opens with the text of your note.

To view a note in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Notes tab.
3. Click the View All option to see all saved notes or click By Current Page to see only notes associated with the current textbook page. The Tools panel displays a list of notes:
   - The first line of the note is the text you selected for the note.
   - The bold text of the note is your annotation.
   - The gray highlighted page number is a link. Click the link to access the page with the note.
4. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Tools panel, click Close Panel in the upper left of the panel header.

To edit a note

1. On the textbook page where you have an annotation, click the gray highlighted text or notes symbol.
2. The Notes box opens with the text of your note.
3. Click the Edit button.
4. Make your changes to the note and click Submit when you are done.

To delete a note on a page

1. On the textbook page where you have an annotation, click the gray highlighted text or notes symbol.
2. In the Notes box, click the Remove button.

To delete a note in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Notes tab. The tools panel displays a list of all your saved notes.
3. For the note you wish to remove, click the red delete symbol and then click Remove.
4. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Tools panel, click Close Panel in the upper left of the panel header.

Bookmarks

Use the Bookmarks feature to add bookmarks to textbook pages.

To add a bookmark to a page

1. Wherever you wish to add a bookmark, select some text anywhere on the page.
2. A popup selection box appears. Click the Bookmark this page option.

To view a bookmark in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Bookmarks tab and click the View All option to see all saved bookmarks.
3. Click a bookmark in the list to open the bookmarked page.
4. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Tools panel, click Close Panel in the upper left of the panel header.

To delete a bookmark in the Tools panel

1. Click the Tools icon on the right of the eReader frame to open the Tools panel.
2. Select the Bookmarks tab. The tools panel displays a list of all your saved notes.
3. For the note you wish to remove, click the red delete symbol and then click Remove.
4. To view the Tools panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Tools panel, click Close Panel in the upper left of the panel header.

Interactive Content

Use the Interactive Content panel to access the [audio](#), [video](#), [flashcards](#), [character exercises](#), and additional [practice exercises](#) that are part of your textbook subscription.

You can view the different types of interactive content dynamically by clicking specific interactive content links on a textbook page, or you can browse and view the content types by lesson.

Audio

To access audio by page

1. If there is audio associated with a particular page, you will see an Audio icon button in the left or right margin of the textbook page.
2. Click the Audio button in the textbook. The Interactive Panel opens with the audio for that page:
   - The audio plays at normal speaking speed. Use the Slow and Fast options to reduce or increase the speed. Use the Normal option to return to normal speed.
   - Use the Audio Modal option if you wish to listen to the audio while navigating to other pages in the textbook.
   - To advance or rewind the audio while listening to it, hover your cursor over the audio progress bar and then drag the circle that appears either forward or backward.
3. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
4. If you change textbook pages while the Interactive Content panel is open, its content will refresh whenever there is interactive content on the page.
5. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access audio by lesson

1. Click the Interactive Content icon on the right of the eReader frame to open the Interactive Content panel.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view.
4. Click Audio, and then select the audio recording you wish to hear. The Interactive Panel opens with the audio:
   - The audio plays at normal speaking speed. Use the Slow and Fast options to reduce or increase the speed. Use the Normal option to return to normal speed.
   - Use the Audio Modal option if you wish to listen to the audio while navigating to other pages in the textbook.

- To advance or rewind the audio while listening to it, hover your cursor over the audio progress bar and then drag the circle that appears either forward or backward.

5. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Video

To access video by page

1. If there is video associated with a particular page, you will see a Video icon button in the left or right margin of the textbook page.
2. Click the Video button in the textbook. The Interactive Panel opens with the video for that page:
   - To watch the video with text captions, click the captions option in the bottom right of the video player and select from English, Pinyin, Simplified Chinese, and Traditional Chinese. To return to watching the video without captions, select Off.
   - To watch the video in full-screen mode, click the full-screen option in the bottom right of the video player. To return to watching the video in normal mode, click the normal-mode option in the bottom right of the video player or press the Esc key on your keyboard.
   - To watch the video in a separate window, click the Picture in Picture option in the bottom right of the video player.
   - To advance or rewind the video while watching it, hover your cursor over the video progress bar and then drag the circle that appears either forward or backward.
3. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
4. If you change textbook pages while the Interactive Content panel is open, its content will refresh whenever there is interactive content on the page.
5. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access video by lesson

1. Click the Interactive Content icon on the right of the eReader frame to open the Interactive Content panel.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view.
4. Click Video, and then select the video recording you wish to watch. The Interactive Panel opens with the video:

- ○ To watch the video with text captions, click the captions option in the bottom right of the video player and select from English, Pinyin, Simplified Chinese, and Traditional Chinese. To return to watching the video without captions, select Off.
- ○ To watch the video in full-screen mode, click the full-screen option in the bottom right of the video player. To return to watching the video in normal mode, click the normal-mode option in the bottom right of the video player or press the Esc key on your keyboard.
- ○ To watch the video in a separate window, click the Picture in Picture option in the bottom right of the video player.
- ○ To advance or rewind the video while watching it, hover your cursor over the video progress bar and then drag the circle that appears either forward or backward.
5. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Flashcards

To access flashcards by page

1. If there are vocabulary flashcards associated with a particular page, you will see a Flashcards icon button in the left or right margin of the textbook page.
2. Click the Flashcards button in the textbook. The Interactive Panel opens with the flashcard for that page.
3. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
4. If you change textbook pages while the Interactive Content panel is open, its content will refresh whenever there is interactive content on the page.
5. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access flashcards by lesson

1. Click the Interactive Content icon on the right of the eReader frame to open the Interactive Content panel.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view.
4. Click Flashcards, and then select the flashcard set you wish to practice.
5. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.

6. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Characterize It!

To access Characterize It! exercises by page

1. If there are Characterize It! exercises associated with a particular page, you will see a More Characters icon button in the left or right margin of the textbook page.
2. Click the More Characters button in the textbook. The Interactive Panel opens with the Characterize It! exercises for that page.
3. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
4. If you change textbook pages while the Interactive Content panel is open, its content will refresh whenever there is interactive content on the page.
5. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access Characterize It! exercises by lesson

1. Click the Interactive Content icon on the right of the eReader frame to open the Interactive Content panel.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view.
4. Click Characterize It!, and then select the exercise you wish to practice.
5. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Additional Exercises

To access additional exercises by page

1. If there are additional interactive exercises associated with a particular page, you will see a More Exercises icon button in the left or right margin of the textbook page.
2. Click the More Exercises button in the textbook. The Interactive Panel opens with the additional interactive exercises for that page.
3. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
4. If you change textbook pages while the Interactive Content panel is open, its content will refresh whenever there is interactive content on the page.

5. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access additional exercises by lesson

1. Click the Interactive Content icon on the right of the eReader frame to open the Interactive Content panel.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view.
4. Click Exercises, and then select the exercise you wish to practice.
5. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Online Workbook

The Workbook panel houses the interactive workbook and downloadable character workbook files. It is available with the Essential version and the Educator version. It is not available with the Basic version.

For Workbook Only subscribers, the interactive workbook opens directly when you open your book. You do not access the workbook from the Workbook icon button in the textbook.

Auto-Feedback and Auto-Scoring

Auto-feedback mode

The workbook is designed with auto feedback to allow students to self-check their work and see feedback to workbook exercises. If you see a Check button following a workbook exercise question with a Retry option after you check your answer, and in some cases a Submit button at the end of a group of exercise questions with a Retry option, you are using the workbook in auto-feedback mode.

Auto-scoring mode

Workbook sections and exercises may also be assigned to you by your teacher as part of assignments with due dates. If you have assignments, the workbook is in auto-scoring mode for the assigned sections and you do not have the option for auto-feedback until you have submitted your assignment for a score.

When a workbook exercise set is part of an assignment, you will see a banner at the top of the workbook page with the text "This exercise is part of Assignment:" and the assignment name.

You will also see the due date for the assignment. You will see a Submit button and no Check button.

Assignments are available only to students with an Essential or Workbook Only version who are part of a group.

For information on using the workbook in auto-scoring mode with assignments, see [Assignments](#).

Working with the Online Workbook

This section describes accessing workbook exercises in auto-feedback mode.

To access the Online Workbook by lesson

1. Click the Workbook icon on the right of the eReader frame to open the Online Workbook panel. Or, if you are using a Workbook Only subscription, start at step 2.
2. Select the By Lesson option.
3. In the TOC list, select the lesson you wish to view and then use the arrows to expand the lesson sections that appear to the right.
4. Select the skill section you wish to work with. For example, if you wish to work on listening exercises, click Listening. The workbook displays the first exercise set, exercise set A, in the selected skill section for that lesson.
   - All the questions in an exercise set may appear on one page or on several pages. If the questions are spread over more than one page, you will see a row of horizontal dots below the first question. The number of dots indicates the number of pages in that exercise set. Use the next page arrow to move to the next question.
5. Answer each question in the exercise set. Use the Check button to see how you did. Use the Retry button to try again.
6. Once you've completed all questions in the current exercise set, use the navigation bar above the questions to move to the next exercise set in the skill section. For example, if you are viewing exercise set I.A, click exercise set I.B to select it.
7. If you want to work on a different skill in the current lesson, click the Lesson breadcrumb in the workbook header and then select another skill section.
8. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again. **Note:** Workbook Only users are automatically in full-screen view.
9. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

To access the Online Workbook by skill type

1. Click the Workbook icon on the right of the eReader frame to open the Online Workbook panel. Or, if you are using a Workbook Only subscription, start at step 2.
2. Select the By Skills option.
3. In the Skills list, select the macro skill you wish to view and then click one of the lessons that appear to the right to expand it.
4. Select an exercise set. The workbook displays that exercise set.
   - All the questions in an exercise set may appear on one page or on several pages. If the questions are spread over more than one page, you will see a row of horizontal dots below the first question. The number of dots indicates the number of pages in that exercise set. Use the next page arrow to move to the next question.
5. Answer each question in the exercise set. Use the Check button to see how you did. Use the Retry button to try again.
6. Once you've completed all questions in the current exercise set, use the navigation bar above the questions to move to the next exercise set in the skill section. For example, if you are viewing exercise set I.A, click exercise set I.B to select it.
7. If you want to work on a different skill in the current lesson, click the Lesson breadcrumb in the workbook header and then select another skill section.
8. To view the Interactive panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again. **Note:** Workbook Only users are automatically in full-screen view.
9. To close the Interactive Content panel, click Close Panel in the upper left of the panel header.

Teacher's Resources

Use the Teacher's Resources panel to access the contextualized teaching tips and additional support tests and worksheets.

Teacher's resources are available only with the Educator version.

General Tips

General Tips provides teaching tips for textbook content. You can view the tips dynamically by the current textbook page, or you can browse and view them by lesson.

To view General Tips by current page

1. Click the Teacher's Resources icon on the right of the eReader frame to open the Teacher's Resource panel.

2. If there are tips associated with the current page, they will display in the Teacher's Resources panel.
3. With the Teacher's Resources panel open, the panel will refresh with new tips as you navigate to other pages in the textbook. If no content appears, it means there are no teaching tips associated with the textbook page.
4. To view the Teacher's Resources panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
5. To close the Teacher's Resources panel, click Close Panel in the upper left of the panel header.

To view General Tips by lesson

1. Click the Teacher's Resources icon on the right of the eReader frame to open the Teacher's Resource panel.
2. Select the By Lesson option.
3. In the TOC list, select a lesson to display a list of teaching tips for that lesson.
4. Select the tip you wish to view. The teaching tip displays in the Teacher's Resources panel and the textbook refreshes to display the corresponding page for that teaching tip.
5. To view the Teacher's Resources panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Teacher's Resources panel, click Close Panel in the upper left of the panel header.

Tests & Worksheets

Use the Test & Worksheets tab to access additional files related to each lesson, including tests, quizzes, sample lesson plans, worksheets, and workbook answer keys. These are downloadable materials, which you can edit and customize.

To access Tests & Worksheets

1. Click the Teacher's Resources icon on the right of the eReader frame to open the Teacher's Resource panel.
2. Select the Tests & Worksheets tab.
3. In the TOC list, select a lesson to display a list of downloadable resources for that lesson.
4. Select the resource you wish to download. It is available immediately in your downloads folder.
5. To view the Teacher's Resources panel full screen, click Full Screen View in the panel header. To return to normal view, click Full Screen View again.
6. To close the Teacher's Resources panel, click Close Panel in the upper left of the panel header.

Assignments (for Learners)

Assignments Portal

Use the Assignments portal to access your workbook assignments and view scores and answer reports for any completed assignments.

Only users with an Essential or Workbook Only subscription and who are part of a group will have access to workbook assignments. If you have the Assignments portal, and you are part of a group but you do not see any assignments, it means your teacher has not yet created any for your class.

Assignments are listed on the start date of the assignment.

All

The All view shows all assignments created for you, current and past, open and submitted, as long as you are still a member of the group. Use the Show Assignment Details button to view all workbook sections and exercise sets included in the assignment.

Current

The Current view shows only assignments that are not yet due, both open and submitted. Use the Show Assignment Details button to view all workbook sections and exercise sets included in the assignment.

- For information on accessing and completing assignments, see About Assignments.
- For information on viewing scores and correct and incorrect answers, see Scores and Reports.

About Assignments

Assignments are made up of workbook exercise sets (for example, sets A, B, C) organized by macro skill sections (for example, sections Listening, Pinyin & Tone). You may have one or several exercise sets and skill sections in an assignment, depending on how your teacher created the assignment.

Complete assignments

The assignment due date is for the entire assignment. It is shown next to each skill section in the assignment. You have one week after the due date to answer and submit all exercise sets (an overdue message will appear next to each skill section during this grace period), after which the assignment closes and you can no longer access it. If you complete your assignment during the grace period, your teacher will see that you submitted it late.

You must complete and submit each exercise set in an assignment to complete the entire assignment. As long as an assignment is open, you can complete the assignment over more than one working session, but you should complete any exercise set that you start in a single working session.

Important:

- For exercises that require typing answers, make sure you use the character set that matches the selected character set in the workbook. For example, if you are using the Web App with simplified characters and type your answers in traditional characters, your answers may be marked incorrect.
- You can only submit once for each exercise set in the assignment, so take your time and answer to the best of your ability.
- Your answers for each exercise set are recorded when you submit. If you do not see the Submit button, you have not reached the last question in the exercise set. If you exit the workbook before clicking Submit, any completed answers in that exercise set will not be saved and you will need to start over.
- If you click Submit before completing all questions in the exercise set, you will not be able to return to finish the remaining questions. Before submitting, make sure you have answered every question.
- When you have submitted your answers, you will see an auto-generated score for that exercise set. For more information, see [Scores and Reports](#).

To navigate to and complete an assignment

1. In the Assignments portal, select the Current view to see all active assignments.
2. In the Assignments table, click Show Assignment Details for the assignment you wish to access.
3. Next to each skill section, there is a Go to Assignment option. Click this option to access the workbook for this section of the assignment. The workbook opens to the first exercise set in the section, and the exercise set letter is selected. For example, if you are in the Listening section, exercise set I.A, you will see I.A highlighted as selected.
   - **Note:** If the exercise set is part of the assignment, you will see a banner at the top of the workbook page with the text "This exercise is part of Assignment:" and the assignment name. You will also see the due date for the assignment.

- If the exercise set is not part of the assignment, you will not see the banner at the top. Use the navigation bar above the questions to navigate to the next exercise set. For example, if you are viewing exercise set I.A, click exercise set I.B to select it. Keep clicking until you come to the first exercise set that is part of the assignment.

4. Answer all the questions in the exercise set.
   - Some exercise sets have all questions on a single page. If that is the case, you will see the Submit button at the bottom of the page, below the final question.
   - Some exercise sets have more than one page. If that is the case you will see dots in a horizontal row at the bottom of the page indicating how many pages as well as the page you are currently viewing. After completing the question or questions on the current page, use the next-page arrow to advance to the next page. If you wish to go back to a previous question, use the previous-page arrow. When you reach the last page, you will see the Submit button.

5. Click the Submit button to record your answers to the questions in the exercise set. Once you submit, you will see an information screen indicating that you have submitted your answer for evaluation and that the exercise set is now available only for practice.

6. Advance to the next exercise set by clicking the exercise set in the navigation bar and complete it if it is part of the assignment. Repeat steps 3-5 for each exercise set in the skill section. Or, if you wish to return later to complete the remaining exercise sets, go to step 7.

7. Click the Exit button to return to the Assignments portal.

8. Use the Go to Assignment option for any remaining uncompleted skill sections in the assignment. Repeat steps 3-8 until you have completed all sections and exercise sets in the assignment.

Scores and Reports

Scores

As soon as you submit your responses to an assigned exercise set, you can view your scores in the Assignment Details table for that assignment. Each exercise set will have its own score.

Scores are shown as points awarded out of the total number of points available and as a percentage. If all answers in an exercise set are correct, you will receive full points. If only some answers are correct, you will receive partial points.

Note: Some exercise types award points differently. If you are asked to select multiple correct answers, or if you are asked to drag answers over an image, you are awarded +1 point for selecting a correct answer, 0 points for no answer, and -1 point for an incorrect answer. In other words, the points for incorrect answers are subtracted from points for correct answers; if you

have 5 answers, of which you answered 4 correctly and 1 incorrectly, you would get 3 points for these exercise types.

If you do not see a score, it means you have not yet completed and submitted that exercise set.

Reports

You can see your results for each exercise set, with correct answers and incorrect answers with the correct solution, one day after the assignment due date.

When results are available, your score will display as a link. When you click the link, an answer report opens. A correct answer is displayed in blue. An incorrect answer is displayed in red, with a strikethrough, and the correct answer is displayed beside it. You can use the preview link next to each answer to see its associated question.

To view scores and exercise set answer reports

1. In the Assignments portal, select the Current view to see scores and reports for all active assignments. Or, if looking for older assignments, use the All view.
2. In the Assignments table, click Show Assignment Details for the assignment you wish to access.
3. For any completed exercise sets, you will see your auto-generated score and a percentage. For example, if the exercise set had a total of 3 possible points, with each correct answer worth 1 point, and you answered all correctly, you would see the following score: 3/3 (100%).
4. When the report is available (one day after the due date), the score displays as a link, for example: 3/3 (100%). Click the link to open the report. Use the "preview" next to each answer to view the associated question.

Manage Groups (for Educators and Administrators)

The Manage Groups portal is the control center for educators and administrators. It is available if you have an Educator subscription or if you have purchased or been granted multiple student-level subscriptions.

From here you access the Subscriptions, Roster, Assignments, and Reports panes.

Subscriptions

Use the Subscriptions pane for an overview of all subscriptions associated with your account, both current and expired. The table provides the following details for each subscription:

- **Volume:** The volume title
- **Version**: Basic, Essential, Educator, Workbook-only
- **Term:** The duration of the subscription
- **Expiration:** The expiration date associated with the subscription.
  - If the subscription is not activated, the expiration date is based on the term length at the time of purchase. This is a *provisional* expiration date. The subscription will not expire on this date if it has not yet been activated.
  - If the subscription is activated, the expiration date reflects the actual expiration date.
- **Expired:** Yes or No
- **Activated**: Yes or No.
  - Single subscriptions (1-seat), which appear on your Shelf are typically activated by clicking the Activate button below the subscription. However, if you have a single Basic or Essential subscription that you assign to a member in a closed group, it will activate as soon as it is assigned.
  - Multiple subscriptions (multi-seat) activate *as soon as you assign the first subscription* to a member in a closed group.
- **Assigned**: The number of you have already assigned to members in closed groups.
- **Open**: The remaining number that are available to be assigned.
- **Total**: The total number available as part of this multiple (multi-seat) subscription.

Important: When subscriptions expire, they are no longer available to be assigned to a group. Members in closed groups who have been assigned subscriptions that later expire will lose access to their books after the expiration date. You can reassign these students to subscriptions that are still active.

Roster

Use the Roster pane to create, update, and view groups, and roster students if using closed groups.

About Closed Groups

Use the group type "Closed Group" if your institution has purchased subscriptions for students and you have the Essential, Workbook Only, or Basic subscriptions available in your account.

Rostering your own group

Educators roster their own groups from the subscriptions in their own account. Once groups are rostered, you can create assignments for the group and see reports from completed assignments.

Rostering another educator's group

In scenarios where a single administrator or educator holds the subscriptions for classes that they are not themselves teaching, there is now the option to roster another educator's group.

Requirement: All educators who receive a group rostered by the administrator must have their own Web App account with an Educator subscription for the book that is used with the group.

If a group is rostered for another educator, the following applies.

Group maintenance:

- The administrator or educator rostering the group can edit the group, add members to the group, and update subscriptions for the group members.
- The educator receiving the group can view the group details and delete members from the group. If new students join the class or move to another class, only the administrator can assign them to their groups.

Assignments and Reports:

- The administrator or educator rostering the group does not see any assignments and reports created by the educator who received the group as long as the other educator is associated with the group.
- The educator receiving the group can create assignments and view reports for the group.

If required, the administrator rostering the group can reassign the group to another educator or take the group back as their own group. Note that if reassigned, all assignments and reports associated with that group will move to the other educator.

Once students are rostered into a closed group and assigned a subscription, they will have access to their books in their Web App account.

For more information, see Create Groups, Add Members to Closed Groups, Edit Groups, and View Groups Rostered by an Administrator.

About Open Groups

Use the group type "Open Group" if your students have purchased their own Essential or Workbook Only subscriptions. Students with the Basic version will not have the ability to join a group. You will need to provide your students with the generated group token to join the group.

For more information, see Create Groups and How Members Join Open Groups.

Create Groups

To create a closed group

1. Click the New Closed Group button on the Roster panel to open the New Closed Group pane.
2. In the name field, type a name for your new group.
3. Enter the group's start date. The start date cannot be earlier than the current date. This is also the activation date for all student subscriptions in the group.
4. Choose one of two options:
   ○ You are an educator rostering your own group.
   ○ You are an administrator or educator rostering the group for another educator. Enter the name and email for the educator who will have this group. **Important:** In order for the educator to view their group, create assignments, and view reports, the educator must have an Educator subscription in their own account.
5. Click the Save Group Type button. The new group is listed in the Groups table.

For information on how to add members to a closed group, see Add Members to Closed Groups.

To create an open group

1. Click the New Open Group button on the Roster panel to open the New Open Group pane.
2. In the name field, type a name for your new group.

3. Copy the token. You will need to give it to your students so they can join the group.
4. Click the Save Group button. The new group is listed in the Groups table.

For information on how members join the group, see [How Members Join Open Groups](#).

Add Members to Closed Groups

You can add members individually or through importing a member list in .csv format.

Note:

- A user account will be created for members added to the group, if they do not already have one. The first name, last name, and email you enter will create the account students will use when accessing the ChengTsui Web App. They will receive two emails: a welcome email with their login information and a temporary password, and a new subscription email. If your students do not receive these emails, they should check their spam folders.
- For members who already have ChengTsui Web App user accounts, make sure you enter the first name, last name, and emails that they use for their accounts. If you enter a different email, it will create a new account and they will not have access to their subscription on their old account. Students with existing accounts will receive a new subscription email. If your students do not receive this email, they should check their spam folders.
- All members in a closed group must have the same volume. For example, if your students are using *Integrated Chinese* Volume 3 Essential Version, make sure you select Volume 3 Essential from your list of available subscriptions.

To add members individually to a closed group

1. In the Groups table, click the Show Member List button for the group you wish to roster.
2. In the first row, type the member's first name, last name, and email.
3. Click the + symbol to add a new row.
4. Repeat steps 2 and 3 for every member you wish to add.
5. Click the Subscription field in the table header, select a book from the drop-down list that appears. The number in parentheses indicates how many you have available to assign. Then click the Apply to all button. Alternatively, you can use the checkboxes next to each member and click Apply to selected. Or, you can use the Subscription field in each row to enter subscriptions individually for each member row.
6. Click the Save Changes button. You will see the message "Your changes have been saved." when saving has completed.
   - If you have a blank row at the end of your list, you must delete it before you can save your changes. To delete a blank row, select the checkbox next to the row and click the Remove button.

- ○ If you have many members to add, we recommend that you save your changes periodically when adding members.

To add members through importing a member list (.csv files only)

1. In the Groups table, click the Show Group Details button for the group you wish to roster.
2. Click the Import Member List button.
3. In the Import Member List drop-down window, click Upload File and navigate to the file you wish to import. Make sure your file follows the correct format; click the "Download this template link" to use a provided template.
4. Select the .csv file from your computer. The member list populates with all the members you've added from the imported list.
5. Review the names and emails in each row and correct any errors.
6. Click the Subscription field in the table header, select a book from the drop-down list that appears. The number in parentheses indicates how many you have available to assign. Then click the Apply to all button. Alternatively, you can use the checkboxes next to each member and click Apply to selected. Or, you can use the Subscription field in each row to enter subscriptions individually for each member row.
7. Click the Save Changes button. You will see the message "Your changes have been saved." when saving has completed.
   - ○ If you have a blank row at the end of your list, you must delete it before you can save your changes. To delete a blank row, select the checkbox next to the row and click the Remove button.
   - ○ If you have many members to add, we recommend that you break your .csv file into more than one file and save your changes after each import.

How Members Join Open Groups

Students actively join an open group. You will need to give your students the token associated with the open group. If you have not yet copied the token, you can retrieve the token by clicking the Edit Group link in the Groups table and copying the token.

Once your students receive the token, they click the Join Group button below their book on their shelf and type or paste the token in the provided field. After joining the group, they will see the group name below their book.

As your students join the group, their information will populate the Members List for the group. Click Show Group Details to see the list of members who have joined the group.

Remove Members from Groups

You may need to make rostering changes to existing groups. Students may switch classes, change levels, or leave the school. It may be the end of the school year and you wish to clear

your groups. For active subscriptions that have not yet expired, removing members from closed groups makes them available to assign to new students.

Note:

- Removing members from closed groups removes students' access to their books since they received their subscriptions through being added to the group. If you are moving them to another closed group, they will receive their books again once they are added to that group.
- Removing members from an open group means students are no longer part of the group. They can join another open group with their subscription.
- Removing members from a group permanently removes any score reports for any assignments they completed as part of that group. Save any scores you wish to record before removing a member from a group. See Download Reports for more information on saving score reports.

To remove a member from a group

1. Click Show Member List in the Groups table for the group you wish to edit.
2. Select the checkbox next to each member you wish to remove and click the Remove button at the top of the Members List. If you remove a member in error, click the Reset button. You can reinstate members only before you save your changes, so review the list before saving.
3. Click the Save Changes button. All removed members are permanently deleted from the group.

Edit Groups

To edit a closed group

1. Click the Edit Group link in the Groups table for the group you wish to edit.
2. In the Edit group pane you can make the following changes to a closed group:
   - You can change the name of the group.
   - You can change the start date for the group. The new start date cannot be earlier than the current date.
     - **Note:** If you have already added members to the group, the original start date of the group is maintained as the start date of the student subscriptions; you cannot reset the subscription start date by changing the start date for the group.
   - If the group is assigned to an educator, you can reassign it to another educator or assign it to yourself. Or, if the group is assigned to yourself, you can reassign it to another educator.
     - **Important:** Whenever a group is reassigned from one educator to another, all assignments and reports associated with that group *move* to

the other educator's account along with the group. If the first educator wishes to maintain a history of assignment scores, they should download the reports to csv files before reassigning the group.

3. Click the Save Group button.

To edit an open group

1. Click the Edit Group link in the Groups table for the group you wish to edit.
2. In the Edit group pane you can make the following changes to an open group:
   ○ You can change the name of the group.
   ○ You can change the token.
3. Click the Save Group button.

View Groups Rostered by an Administrator

If a closed group was created and rostered for you by an administrator, use the View Closed Group pane to see details about the group, including the start date of the group and the name and email for the administrator who created the group.

To view a closed group rostered by an administrator

Click the View Group link in the Groups table for the group you wish to view.

Delete Groups

Deleting a group removes the group permanently from the ChengTsui Web App.

If there are any members in the group at the time of deletion, please be aware of the following:

● Deleting a closed group immediately removes students' access to their subscriptions since they received their subscriptions through being added to the group.
● Deleting an open group immediately removes all students from that group. They can join another open group with their subscription.
● Deleting a group permanently removes any score reports for students who completed assignments as part of that group, for both the students and the educator. Make sure you save any scores you wish to record before deleting the group. See Download Reports for more information on saving score reports.

To delete a group

1. Select the Edit Group link in the Groups table for the group you wish to delete.
2. At the bottom of the Edit Group pane, click the Delete Group button and then click Remove to confirm the deletion. The group is permanently removed and is no longer listed in the Groups table.

Assignments

Use the Assignments pane to create and edit assignments and assign them to groups.

The Assignments feature allows you to select existing workbook exercises to include in assignments that students submit for a score. Assignments are scored automatically, and you can view students' results in the Reports panel.

You can combine any grouping of workbook exercise sets within a workbook lesson to create an assignment. Some workbook exercises are not available to select as part of an assignment; these are the speaking exercises and some of the writing exercises.

Only students with an Essential or Workbook Only subscription will have access to workbook exercises and any assignments you create.

In order to access their assignments, students must already be a member of a group assigned to the assignment. You can associate more than one group to an assignment, and groups can have different start and due dates for the same assignment.

All workbook exercises are, by default, in auto-feedback mode, allowing students to learn and practice. If you plan to create assignments from these workbook exercises, and you do not wish your students to have advance access to the auto-feedback function for these exercises, you can pre-assign them. Workbook exercises are converted to assignments on the start date of an assignment.

Assignments are designed so that students have one attempt to complete the assignment. After submitting an exercise set from an assignment, students can return to the exercises in practice (auto-feedback) mode.

Students have a one-week grace period after the due date to submit an assignment, after which they can no longer submit it for a score.

The Assignments table lists all assignments you have created.

- For information on creating new assignments, see Create Assignments.
- For information on editing assignments, see Edit Assignments.
- For information on quickly viewing which groups have been assigned to an assignment, as well as adding or deleting assigned groups and changing the start and end dates of an assignment, see View and Update Assignment Details.
- For information on how your students work with assignments, see the Assignments topics of the Learners section in this User Guide.

Create Assignments

An assignment can be any combination of workbook exercises within a workbook lesson. You may want to select all available skill sections in a lesson as part of a single assignment, or you may want to break your assignments into individual components, for example one assignment for the lesson's Listening section, another for its Pinyin & Tone section, and so on. Also, you can select all exercise sets within a skill section or just particular ones. The combination is up to you.

To create a new assignment

1. Click the New Assignments button on the Assignments panel to open the Create an Assignment panel.
2. In the name field, type a name for the new assignment.
3. From the Workbook drop-down list, select a workbook.
4. Select a lesson from the Lesson drop-down list. The screen will populate with all the skill sections and exercise sets in that lesson.
5. Choose a combination of exercises to make up the assignment. You cannot select any "grayed" options as they cannot be included in assignments:
    - Click the Select All option to select every section and exercise set.
    - Click the check box next to a skill section to select all exercise sets in that section.
    - Click the check box next to an individual exercise set (A, B, C, etc) to select just that exercise set.
    - You can hover your mouse to the right of each section label to display a preview link. Click the link to open and review all exercises in that section. Note that the preview exercises display the "Check" button; once these exercises are assigned, the students will see a "Submit" button instead.
6. Select the group you wish to assign to this assignment, and choose the start and due dates for the assignment.
7. If you have more than one group to assign, click the + symbol to add another group. Each group can have different start and end dates for the assignment.
8. Click the Save Changes button.
    - The new assignment is now listed in the Assignments table.
    - A report template is automatically generated for the assignment. For more information on how reports get populated as students work on their assignments, see Reports.

Edit Assignments

You can edit an assignment at any time. However, when editing an assignment please keep the following in mind if students have already started working on or have completed the assignment:

- Changing skill sections and exercise sets updates the assignment for all students who have been assigned the assignment.
    - Scores for any exercise sets that students have already completed will no longer be available to the students if those exercise sets are removed from the assignment.
    - Scores for any exercise sets that students have already completed will no longer be available in the assignment report if those exercise sets are removed from the assignment.
- Removing a group from an assignment removes the entire assignment for all students in that group.
    - All scores for the assignment will no longer be available to students.
    - All scores for the assignment will no longer be available in a report for that group.
- Editing an assignment's start and due dates for a group changes the dates for all students in that group, whether or not they have completed all or part of the assignment.
- Deleting an assignment permanently removes the assignment and all associated score reports for all groups. See Delete Assignments for more information.

See Download Reports for more information on saving score reports.

To edit an assignment

1. Click the Edit Settings link in the Assignments table next to the assignment you wish to edit.
2. In the name field, you can change the name of the assignment.
3. In the Sections area, you can change the combination of exercise sets that make up the assignment.
4. In the Group Assignment section, you can add or remove groups assigned to the assignment and modify the start and due dates for any group assigned to the assignment.
    - Click the + symbol to add additional groups.
    - Select the checkbox next to Group row and click the Remove button remove a group from the assignment.
5. Click the Save Changes button.

View and Update Assignment Details

Use Assignment Details to quickly view which groups have been assigned to an assignment, add and remove assigned groups, and change the start and due dates of assignments.

When adding and removing groups or modifying start and due dates, please keep the following in mind if students have already started working on or have completed the assignment:

- Removing a group from an assignment removes the entire assignment for all students in that group.
  - All scores for the assignment will no longer be available to students.
  - All scores for the assignment will no longer be available in a report for that group.
- Editing an assignment's start and due dates for a group changes the dates for all students in that group, whether or not they have completed all or part of the assignment.

See Download Reports for more information on saving score reports.

To view or update assignment details

1. Click the Show Assignment Details button in the Assignments table for the assignment you wish to view or update.
2. In the Group Assignment section, you can add or remove groups assigned to the assignment and modify the start and due dates for any group assigned to the assignment.
   - Click the + symbol to add additional groups.
   - Select the checkbox next to Group row and click the Remove button remove a group from the assignment.
3. Click the Save Changes button if you have made any changes.
4. Click Hide Assignment Details to collapse the view.

Delete Assignments

Caution: Deleting an assignment permanently removes the assignment and all associated reports for all groups who have completed the assignment. Once you delete the assignment, you cannot undo the action.

See Download Reports for more information on saving score reports.

To delete an assignment

1. Click the Edit Settings link in the Assignments table next to the assignment you wish to delete.
2. Click the Delete Assignment button at the bottom of the Edit Assignment panel. The assignment is permanently deleted.

Reports

Use the Reports pane to view student scores as well as see how students answered individual questions in the assignments.

A report template is automatically generated as soon as an assignment is assigned to a group. If you give the same assignment to multiple groups, a report template is generated for each group. Reports display in the form of a table, and can be viewed by assignment or by student.

As students submit exercise sets in an assignment, their auto-generated scores for each exercise set are displayed in the report. Any exercise set not yet completed displays a "U" for unanswered. Scores are shown as both points earned as a percentage of points/total points for the exercise set. You also have the option to download the scores, as points, to a .csv file, to use for your own calculations and grade reports.

In addition, each score is a link that opens a detailed report showing how the student answered the questions in that exercise set. These reports are available immediately to educators, along with the score. However, while students see their auto-generated scores immediately on their Assignments panel, they do not see these individual reports until one day after the due date.

By default, the Reports panel opens in Per Assignment view and lists all reports associated with groups who have assignments. The report name is the same as the assignment name, and the class is the group name. If you no longer see a report in the list, it means that either there are no groups assigned to the assignment or that the assignment has been deleted.

- For information on viewing assignment scores, see View Reports.
- For information on viewing detailed answer reports, see View Student Answers for Individual Exercise Sets.
- For information on downloading scores, see Download Reports.

View Reports

You can view reports in two different modes: Per Assignment view and Per Student view. The Reports panel opens by default in Per Assignment view.

In Per Assignment view, report tables are organized by skill section, with columns for each exercise set in the assignment, and rows for each student in the group.

In Per Student view, tables display with columns for each exercise set and rows for each section in the assignment.

Scoring

Scores are shown as points awarded and as a percentage. If all answers in an exercise set are correct, students receive full points. If only some answers are correct, students receive partial points.

Note: Some exercise types award points differently. If students are asked to select multiple correct answers, or to drag answers over an image, they are awarded +1 point for selecting a correct answer, 0 points for no answer, and -1 point for an incorrect answer. In other words, the points for incorrect answers are subtracted from points for correct answers; for example, if there are 5 answers, of which 4 were answered correctly and 1 incorrectly, the student would receive 3 points for these exercise types.

To view a report in Per Assignment view

1. On the Reports pane, select Per Assignment if it is not already selected.
2. For the report you wish to view, click Show Report Details.
3. The report table opens with the first skill section in the assignment. For example, if you included exercise sets from the Listening section in the assignment, it would be the first section that is displayed.
4. Use the drop-down list at the top of the table to select a different skill section.
5. The report shows the results for all completed exercise sets for that section of the assignment. A "U" (unanswered) displays for any exercise sets that are not yet completed.

To view a report in Per Student view

1. On the Reports pane, select Per Student if it is not already selected.
2. From the Select Assignment and Group drop-down list, select the assignment and group for the student whose report you wish to view.
3. From the Select Student drop-down list that appears, select the student whose report you wish to view.
4. The report shows the results for all completed exercise sets for that student. A "U" (unanswered) displays for any exercise sets that are not yet completed.

View Student Answers for Individual Exercise Sets

Detailed reports allow you to see how students answered questions in a particular exercise set. If students answered a question correctly, the correct answer is displayed in blue. If students answered a question incorrectly, the incorrect answer is displayed in red, with a strikethrough, and the correct answer is displayed beside it. You can use the preview link next to each answer to see its associated question.

To view student answer reports

1. On the Reports pane, from either Per Assignment or Per Student view, select the report you wish to view.
2. In the reports table, every auto-generated score is a link. Click the link to open the detailed report for that exercise set.
3. To see the question associated with each answer, click the preview link beside the answer.

Download Reports

Use the download reports option to save students' scores to a .csv file that can be opened in a spreadsheet. Only the points are downloaded, together with the max score for each section, so that you can use the scores for your own percentage calculations and grade reports.

To download students' scores in Per Assignment view

1. On the Reports pane, select Per Assignment if it is not already selected.
2. For the report you wish to view, click Show Report Details.
3. Click the Download Assignment Report button. A .csv file with the scores for each section in the assignment is saved to your default downloads folder.

To download students' scores in Per Student view

1. On the Reports pane, select Per Student if it is not already selected.
2. From the Select Assignment and Group drop-down list, select the assignment and group for the student whose report you wish to view.
3. To download the scores for the entire group, click the Download Group Report button. A .csv file with the scores for each section in the assignment is saved to your default downloads folder. (Note: this is the same report as is available in Per Assignment view.)
4. From the Select Student drop-down list that appears, select the student whose report you wish to view.
5. Click the Download Student Report button. A .csv file with the scores for the student is saved to your default downloads folder.