University of Arkansas *Field Guide to Writing* and *Dash of Style* Setup Instructions

**Links you’ll need:**

|  |  |
| --- | --- |
| *Norton Field Guide with Readings 5e ebook* | <https://ncia.wwnorton.com/ebookfieldguide5r-fieldguide5rdashofstyle> |
| *Little Seagull 3e ebook* | <https://ncia.wwnorton.com/ebooklittleseagull3-fieldguide5rdashofstyle> |
| *Dash of Style ebook* | <https://ncia.wwnorton.com/ebook-fieldguide5rdashofstyle> |
| InQuizitive for Writers | <https://ncia.wwnorton.com/inquizitive-fieldguide5rdashofstyle> |
| Model Student Papers | <https://ncia.wwnorton.com/modelstudentpapersinthefieldofstudy-fieldguide5rdashofstyle> |
| Worksheets and Helpful Links | <https://ncia.wwnorton.com/studentsite-fieldguide5rdashofstyle> |
| norton/write | <https://ncia.wwnorton.com/90589> |

**Add the material to your Blackboard course**

1. Go to a content area within your Blackboard course
2. Select Build Content
3. Choose Web Link from the dropdown
4. Give the link a name
5. Enter in one of the URLs from above
6. Check the box that says this link is to a Tool Provider
7. To allow grades to transfer for InQuizitive, select Yes on Enable Evaluation and enter in a point value
	1. Skip this step for ungraded links, like the links to the ebooks
8. Make sure that Open in New Window is set to Yes
9. Click Submit

Here’s a video on this process: <https://www.youtube.com/watch?v=ts6-VufbECc&t=1s&index=5&list=PL3Ph6ooC5W4TLd1WSXonl06PSO9bPukyo>

**Create the student set**

1. Click on the link you just built
2. Sign in with your Norton account
3. Follow the prompts to create a new student set

Here’s a video on this process: <https://www.youtube.com/watch?v=M6P27Nkl-iQ&index=11&list=PL3Ph6ooC5W4TLd1WSXonl06PSO9bPukyo>

**Student registration instructions**

<https://drive.google.com/open?id=13M-Z5b3CA-M7guGKKQEnGpiDLS9wQHV1>

You can link this video into your Blackboard course and go over it on the first day of class to show students how they will access their course materials.

**Common troubleshooting issues**

Problem: Students are receiving a message that says “Access Denied” when they attempt to get to the materials.

Solution: Instructor needs to go back and follow the instructions in the “creating the student set” section. When a student set is not connected, students get the access denied message.

Problem: Certain students are being asked to sign in or create accounts.

Solution 1: Students aren’t using the links in Blackboard to access the material and are instead going directly to the web site for the book, either the custom one or the non-custom title. Re-direct students back to the links in Blackboard.

Solution 2: If you’ve verified that students are using the links in Blackboard to sign in, then double check to make sure that the settings on the link have it set to open in a new window. When the link is not set to open in a new window, some students might be asked to sign in.

Problem: Student grades aren’t transferring from InQuizitive to Blackboard.

Solution: First, make sure that enable evaluation is set to yes on the web link and that the link is set to open in a new window. If those are both correct, then tell the student to access InQuizitive from the link in Blackboard, and their grades will transfer. Grades don’t transfer when students access InQuizitive from outside of Blackboard, which they often do by Googling “InQuizitive for Writers” and completing work that way. Using the link in Blackboard will solve the problem and transfer their grade.