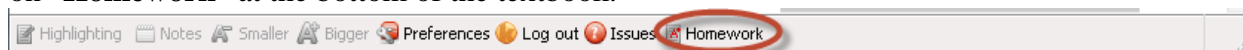


PHYSICS INSTRUCTOR'S GETTING STARTED GUIDE FOR ONLINE HOMEWORK

Accessing Online Homework

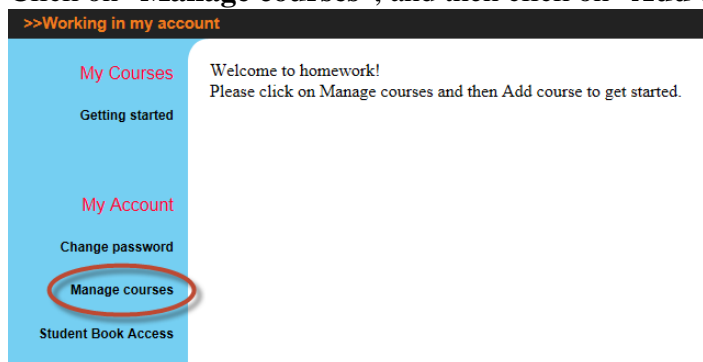
To access the online homework system, go to homework.kineticbooks.com, or launch your textbook and click on **“Homework”** at the bottom of the textbook.



Login with the same credentials that you use for your physics textbook.

Setting up a Course

Click on **“Manage courses”**, and then click on **“Add course”**.



Fill in the fields and finish by clicking **“Add course”**.

Add a course with the following attributes:

Book:

School:

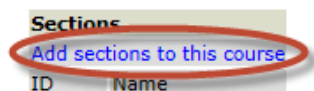
Number: e.g. PHYS 101

Name: e.g. Physics 101: Introduction to Physics

Year: e.g. 2014

Term: e.g. Fall

You will be able to create one syllabus (assignment list) for each course, so if you have multiple sections or class periods that will use the same syllabus, it is best to only create one course for all of these. You can now add sections by clicking on **“Add sections to this course”**.



Fill in the fields and click “Add course section”.

Add a section with the following attributes:

Section ID:

Section Name:

Click “Add sections to this course” again to add more sections.

Sections	
Add sections to this course	
ID	Name
9:00 am	MWF

Upload students to a class. (This is most typical when the school has purchased the seats.)

First click on the course name and then “Student Administration”.

- Current Course
- Course Home
- Edit Course Info
- Syllabus/Assignments
- Grades
- Student administration**
- Course Applications
- Instructor administration

Click “Upload Student List”

- Current Course
- Course Home
- Edit Course Info
- Syllabus/Assignments
- Grades
- Student administration**
- Course Applications
- Instructor administration
- My Courses
- Introduction to Physics

Please select an option below:

- [Register a new student to this course](#)
- [Add an existing student to this course](#)
- [Upload Student List](#)**
- [Edit student information](#)
- [Reset student password](#)
- [Drop students](#)
- [Manage student sections](#)
- [View initial student registration list](#)

The file you upload must be an Excel file, saved as a csv file. The first row first column should say email the second row, first name, the third row, last name. Fill in the student information in the appropriate columns and save. **The file must be saved as a csv file.**

File name:

Save as type:

Choose the section, browse to find the csv file that you want to upload and click analyze.

Upload students to Introduction to Physics

2: 1st period **1**

Please select a comma- or tab-delimited text file on your computer containing the student list that you wish to upload.

In order to upload students directly to a section, please first [create](#) the section, then return to this page, and select the section from the drop-down list.

2 Browse... physics first period.csv
3 Analyze Cancel

Make sure your columns are correctly identified and click “Perform Upload”

Define file input for file physics first period.csv

File type: DOS UNIX MAC
First row has field names: Yes No

Here are the 4 students detected

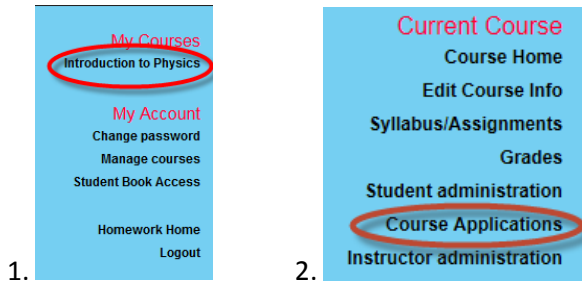
E-Mail	First Name	Last Name
aadams@gmail.com	Ann	Adams
aant@gmail.com	Adam	Ant
aapple@gmail.com	Andy	Apple
bbanana@gmail.com	Becky	Banana

Note: Full Name fields are determined to be of format <first name> <last name>

Perform upload

You can also add Students to your course this way. (This is most typical when the student purchases the program.)

When students first log in to Online Homework, they can select the school and course to which they wish to apply. Once students have applied for a course, you can see the requests under “Course Applications”. First click on the course name and then “Course Applications”.



You see a list of students that applied for the course. Click “Accept” or “Decline” for each student and then click “Accept/Decline Students”.

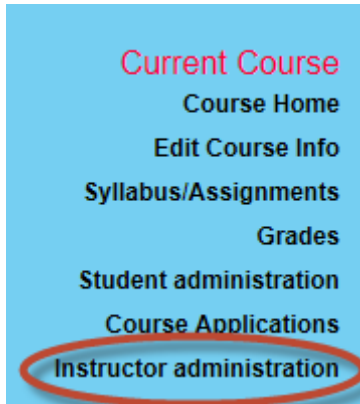
Current Course
Course Home
Edit Course Info
Syllabus/Assignments

Accept	Decline	Name	E-mail
<input checked="" type="radio"/>	<input type="radio"/>	Kroulik, Marie	anna.kroulik@gmail.com

Accept/Decline Students

Add TAs or Additional Instructors to Your Course

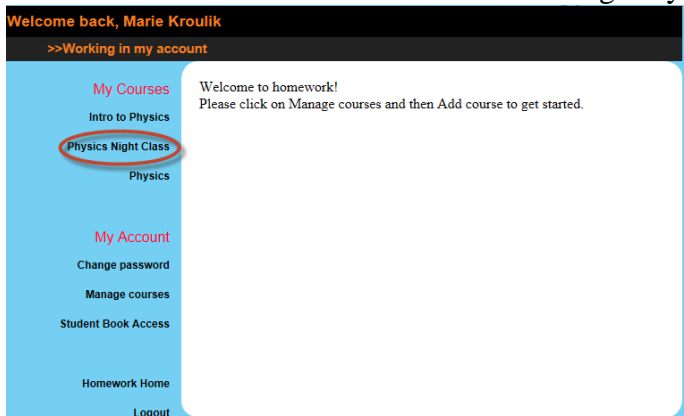
Click “**Instructor administration**” under “Current Course”.



If the instructor you wish to add is already present in the online homework system, click “**Add an existing teaching assistant or instructor to this course**”. Otherwise, click “**Register a new teaching assistant to this course**”. You have a range of options for controlling what additional instructors are permitted to do, such as whether or not they may modify students’ grades or create their own assignments.

Creating assignments

If you reopen online homework after initially setting up classes, you must first choose the course you wish to work with. Select the course under the heading “My Courses”.



Click “**Syllabus/Assignments**” under “Current Course” on the left.



Click “**Add Item**” above the syllabus table to create a new assignment. You may choose “**Import Item**” to reuse assignments that you created in the past.

Fill out the assignment form.

Name	The name will be visible to students.
Description	Anything typed here will appear at the top of the assignment. This is a good place to make notes to the students, such as reminders or hints on problem-solving, or to let them know if deductions will be taken with each additional submission (see below).
Personal Notes	Text entered in this field is only visible to the course instructors.
Type	<ul style="list-style-type: none"> • Problems assignments allow you to assign problems from the textbook that will be graded by the online homework system (except for free-entry/short answer problems). See below for instructions for selecting problems to assign. • Reading assignments allow you to select sections of the textbook for reading. Students will see a list of the sections you select. This choice is also useful for indicating which sections students should study for an upcoming exam. When you choose this option, a list of chapters appears. Check the box next to a chapter to open its list of sections. Click the boxes next to the sections you want to assign, or leave “ALL” checked to assign all sections in a chapter. • Other allows you to give assignments that are not problems or reading. When you select this option, an “Item text” box appears. Type what you want students to see in this box, such as “Write a 500 word essay describing Faraday’s contribution to physics,” or “Study for quiz on Friday.”
Assigned and Due Dates	Use 24-hour time.

Submissions allowed	This will appear if you have selected a Problems assignment. Specify the number of submissions you want to allow students to make per problem. If a student misses a problem, she is allowed to submit a new answer up to the number of times specified by the instructor. The limit does not apply to multiple-choice or checkbox-answer problems if it is greater than the defaults for those types of problem. The defaults are: multiple-choice problems allow one submission if there are two choices and two submissions if there are more than two choices. Checkbox-answer problems allow two submissions.
Deduction per additional submission	You have the option of taking a deduction from the number of points earned for each additional submission that a student makes. Choosing “No” means the student will receive full points for a correct answer no matter how many submissions they take to get that answer. Choosing “Yes” means an equal fraction of the point value (based on the number of submissions allowed) will be deducted from the student’s possible score each time they make an incorrect submission.
Vary problem answers	Many of the problems in the book are varied parameter problems. When you select problems, these problems will appear with one number replaced by a red variable. Different students will see different numbers in place of this variable, making their answers to those problems different. You have the choice of varying the numbers “by course” (all the students in a course see the same number; in other words, no variation), “by class section” (students in different sections see different numbers, but all the students in one section see the same number), or “by student” (each student sees a different number). However, each student sees the same number each time they log on.
Select problems from	This allows you to select which problem banks to pull problems from as well as the sections from which you want to assign problems. You can a single or multiple banks to choose problems from. They will all be sorted into the chapter/section selections below. “End of Chapter” includes the entire end of chapter problems from the book. “AP Problems” include problems requiring calculations to free response questions. “Public Problem Bank” includes over 800 problems with varying degrees of difficulty.

Select problems from:

- End of Chapter
- AP Problems
- Public Problem Bank

- 1: Measurement and Mathematics (Contains 68 problems)
- 2: Motion in One Dimension (Contains 90 problems)
- 3: Vectors (Contains 37 problems)
- 4: Motion in Two and Three Dimensions (Contains 66 problems)
- 5: Force and Newton's Laws (Contains 97 problems)
- 6: Work, Energy and Power (Contains 68 problems)
- 7: Momentum (Contains 72 problems)
- 8: Uniform Circular Motion (Contains 31 problems)
- 9: Rotational Kinematics (Contains 41 problems)
- 10: Rotational Dynamics (Contains 58 problems)

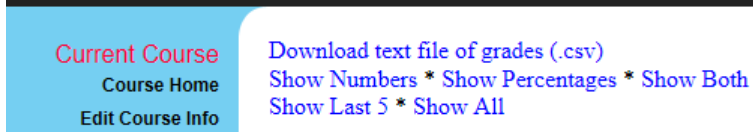
Check the box next to a chapter to open its list of sections. Click the boxes next to the desired sections, or leave “**ALL**” checked to choose from all sections in a chapter. Click the “**Add item**” button at the bottom of the page. You will then be presented with all the problems from the sections you chose. Select the problems you want to assign. By default, standard problems are worth 5.00 points, intermediate problems are worth 7.00 points and advanced problems are 10.00 points. You can change the point values by typing a new number in the point box. Students will be able to see the point value of each problem. When you have finished selecting the problems you want to appear in the assignment, click the “**Submit**” button at the bottom of the page.

Gradebook

Clicking the “**Grades**” link in the left menu displays students’ grades for each assignment. Past-due assignments are highlighted in yellow. A double dash indicates that no submissions have been made for the assignment. After the due date has passed, problems that have not been submitted are given a score of 0.

The total column displays each student’s total points earned for all past-due assignments; it does not include scores for current assignments. The average row at the bottom of the table shows the class average for each assignment. You can download a .csv file by clicking the link at the top.

You can also change the grades display to show numbers (points earned), percentages, or both.



Current Course
Course Home
Edit Course Info

[Download text file of grades \(.csv\)](#)
[Show Numbers](#) * [Show Percentages](#) * [Show Both](#)
[Show Last 5](#) * [Show All](#)

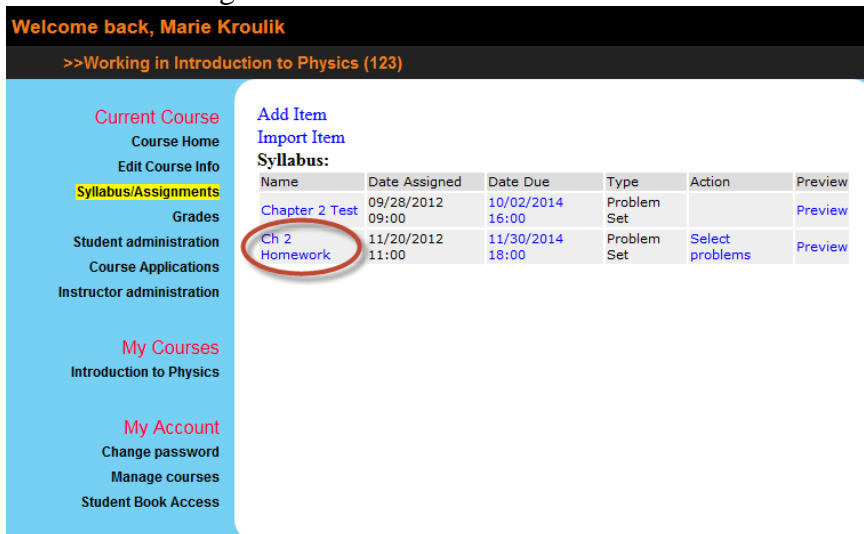
You can click on the row and column headers of the table to get more detailed information:

- Clicking on an assignment at the top of a column brings you to a more detailed table showing each student’s grade for each problem of the assignment. The average row at the bottom of the table allows you to gauge how well the class did as a whole on each problem.
- Clicking on a student’s name at the start of a row brings you to a table showing the student’s grade for each assignment. In this table, you can click on an assignment to see how the student answered each problem, and to change grades.

You can grade problems that are not gradable by the online homework system (such as problems that ask the student to explain their answer), by clicking on the assignment in the gradebook, then clicking on the problem. Type a point value into the grade box under each question. Click the “**Adjust grades**” button at the bottom of the page when you are finished.

Allow students to submit again

Click on the assignment name.



Welcome back, Marie Kroulik

>>Working in Introduction to Physics (123)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

Add Item
Import Item
Syllabus:

Name	Date Assigned	Date Due	Type	Action	Preview
Chapter 2 Test	09/28/2012 09:00	10/02/2014 16:00	Problem Set		Preview
Ch 2 Homework	11/20/2012 11:00	11/30/2014 18:00	Problem Set	Select problems	Preview

My Courses
Introduction to Physics

My Account
Change password
Manage courses
Student Book Access

Change the number of submissions allowed.

>>Working in Introduction to Physics (123)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

My Courses
Introduction to Physics

My Account
Change password
Manage courses
Student Book Access

Homework Home
Logout

Edit problem set "Ch 2 Homework", or [delete this item instead](#)

Name:

Description:

Personal Notes:

Assigned: Date: Time:

Due: Date: Time:

Submissions Allowed:

Deduction per additional submission:

Vary problem answers:

Click "Edit Item" at the bottom of the page.

Extend the assignment due date for individual students.

Click the due date of the assignment you wish to extend.

Welcome back, Marie Kroulik

>>Working in Introduction to Physics (123)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

Add Item
Import Item
Syllabus:

Name	Date Assigned	Date Due	Type	Action	Preview
Chapter 2 Test	09/28/2012 09:00	10/02/2014 16:00	Problem Set		Preview
Ch 2 Homework	11/20/2012 11:00	11/30/2014 18:00	Problem Set	Select problems	Preview

Select "for a particular student", select the student or students, edit the due date, click "Update due dates".

Welcome back, Marie Kroulik

>>Working in Introduction to Physics (123)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

My Courses
Introduction to Physics

My Account
Change password
Manage courses
Student Book Access

Homework Home

Modify the assignment due date:

for all students in the course

for all students in a section (select section below)

for a particular student (select student below)

Students:

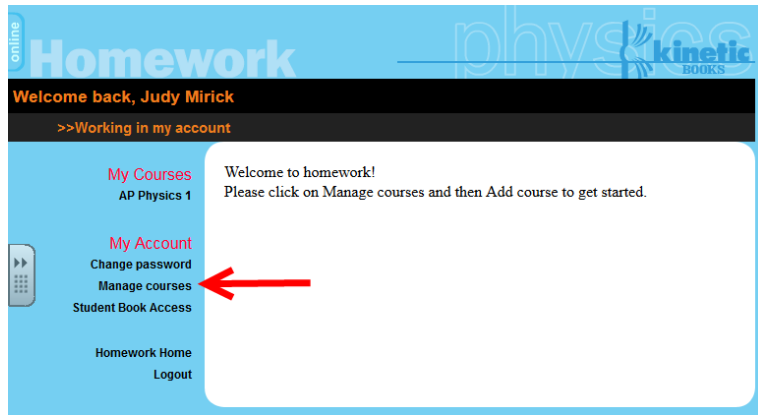
- Banana, Becky (11/30/2014 18:00)
- Bop, Betty (11/30/2014 18:00)
- Carrot, Cory (11/30/2014 18:00)
- Date, Denise (11/30/2014 18:00)
- Fay, Fay (11/30/2014 18:00)
- Jones, John (11/30/2014 18:00)
- Kroulik, Katie (11/30/2014 18:00)
- Kroulik, Patty (11/30/2014 18:00)

Date due:

ex. 02/28/05 ex. 17:00

Change Student information

Log in to your homework account.
Click “Manage Courses”.



online Homework physics kinetic BOOKS

Welcome back, Judy Mirick

>>Working in my account

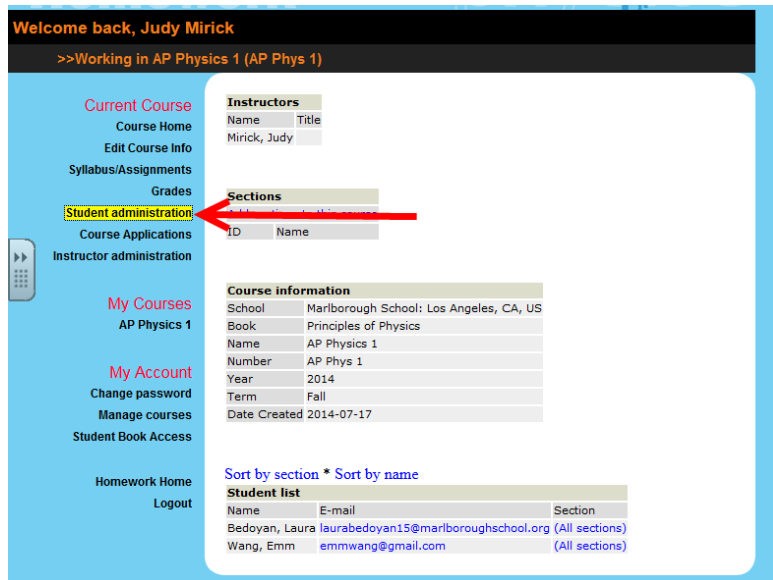
My Courses
AP Physics 1

My Account
Change password
Manage courses
Student Book Access

Homework Home
Logout

Welcome to homework!
Please click on Manage courses and then Add course to get started.

Click “Student Administration”.



Welcome back, Judy Mirick

>>Working in AP Physics 1 (AP Phys 1)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

My Courses
AP Physics 1

My Account
Change password
Manage courses
Student Book Access

Homework Home
Logout

Instructors

Name	Title
Mirick, Judy	

Sections

ID	Name
----	------

Course information

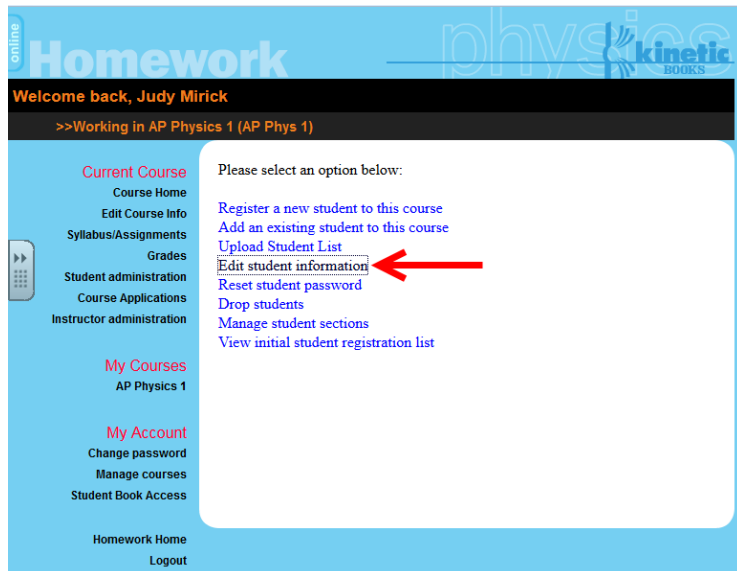
School	Marlborough School: Los Angeles, CA, US
Book	Principles of Physics
Name	AP Physics 1
Number	AP Phys 1
Year	2014
Term	Fall
Date Created	2014-07-17

Sort by section * Sort by name

Student list

Name	E-mail	Section
Bedoyan, Laura	laurabedoyan15@marlboroughschool.org	(All sections)
Wang, Emm	emmwang@gmail.com	(All sections)

Click “Edit student information”.



online Homework physics kinetic BOOKS

Welcome back, Judy Mirick

>>Working in AP Physics 1 (AP Phys 1)

Current Course
Course Home
Edit Course Info
Syllabus/Assignments
Grades
Student administration
Course Applications
Instructor administration

My Courses
AP Physics 1

My Account
Change password
Manage courses
Student Book Access

Homework Home
Logout

Please select an option below:

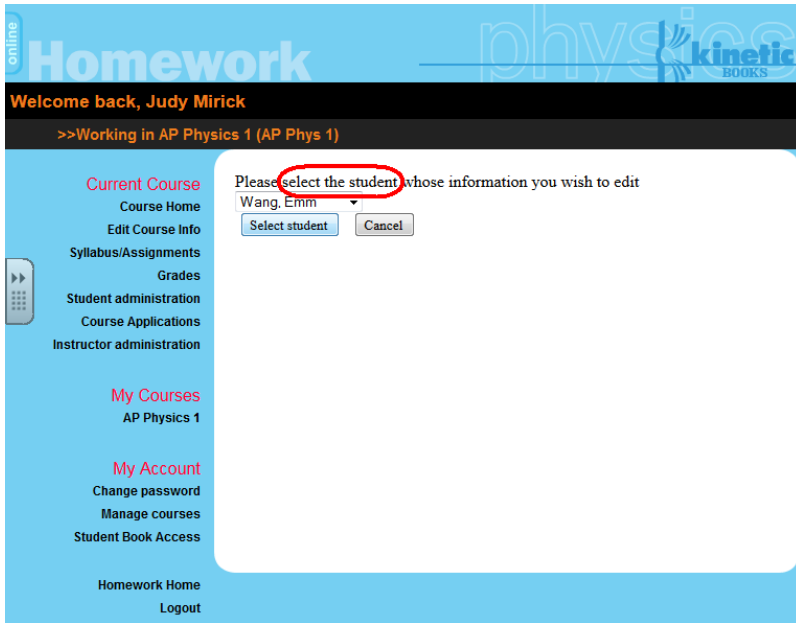
- Register a new student to this course
- Add an existing student to this course
- Upload Student List
- Edit student information
- Reset student password
- Drop students
- Manage student sections
- View initial student registration list

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09/10/15

Choose a student from the dropdown menu, then click “Select student”.

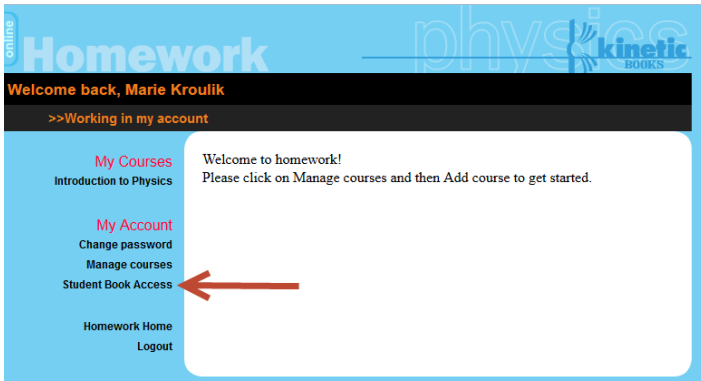


Edit the information, then click “Save Changes”.



To remove book access for students

Log in to your teacher homework account, Click “**Student Book Access**”.



You will see the name of the text or texts that you have access to. Choose the students you want to remove access from and click “**Remove**”.

