



**Training and
Assessment for**

**COLLEGE
ACCOUNTING**

5TH Edition

www.ca5esnap.emcp.com

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Welcome to SNAP! With SNAP, you will get the chance to both demonstrate and enhance the accounting skills you are learning in your course. You will use SNAP to take exams, complete document assessments, and view tutorials assigned by your instructor as part of your coursework. You also can use SNAP to get course information, to communicate with your instructor, and to see the results of the work you do. This User Guide serves as an introduction to the SNAP interface and features.

What You Need on Your Computer to Run SNAP

The following are the minimum system requirements for using SNAP on your computer:

- **Operating System:** Windows XP or Windows Vista
- **Web Browser Settings:** Internet Explorer 6 or 7
 - Any pop-up blocking software disabled
 - Flash 7 or higher plug-in installed
 - Scripting and cookies enabled
- **Security:** Firewall(s) must be configured to allow data transfer to and from <http://www.ca5esnap.emcp.com>.
- **Screen Resolution:** 1024×768 (or higher) with 16-bit color
- **Audio:** Any Windows-compatible soundcard for audio during tutorials

Preparing Internet Explorer for SNAP

In order to view SNAP in Internet Explorer, you must:

1. Disable pop-up blocking software.
2. Allow any firewalls installed on your computer to transfer data between your computer and <http://ca5esnap.emcp.com>.
3. Enable scripts and cookies.

Note: The following steps are for Internet Explorer 7. They will vary somewhat for Internet Explorer 6.

To enable scripts and cookies, take the following steps:

1. In Internet Explorer, click Tools and then click *Internet Options*.
2. Click the Privacy tab.
3. Select *Medium* on the Privacy slider.
4. Click OK.

To ensure that SNAP can communicate with your computer:

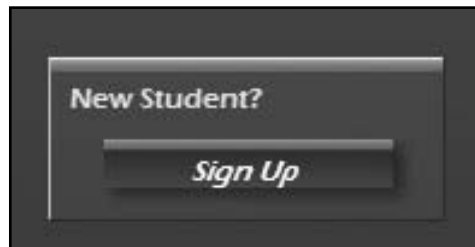
1. Click Tools and then click *Internet Options*.
2. Click the Security tab.
3. Click *Trusted Sites*.
4. Add <http://www.ca5esnap.emcp.com/> as a trusted site via the Sites button. You may have to uncheck the *Require server verification (https:) for all sites in this zone* checkbox.

Note: If you have a third-party firewall software program, such as Norton Protection Center, you will need to set it to allow data transfer between <http://www.ca5esnap.emcp.com> and your computer. Consult your product's Help menu for instructions.

Using Your SNAP Account

To set up your SNAP account, take the following steps:

1. Go to www.ca5esnap.emcp.com.
2. Click Sign Up in the *New Student?* section.



3. At the New Account page that appears, create a user name and password for yourself.
4. In the *More Details* section, enter the required information.
5. In the *Course Enrollment* section, enter the following information:
 - Enrollment Key: You will receive this from your course instructor.
 - Activation Code: You will find this printed on the inside front cover of this User Guide.

Note: *You will only need to enter the Enrollment Key and Activation Code this one time.*

6. Click the Create My New Account button.
7. A Confirm Course Information page appears, listing your course and section name. If the information is correct, click Confirm Account. If it is not correct, click Go Back to return to the New Account page, or click Cancel to return to the SNAP home page.
8. After clicking Confirm Account, you will be returned to the SNAP home page.
9. Enter the user name and password you created in Step 3. This will bring up your Course Assignment page.

It is from the Course Assignment page that you will use your SNAP account.



Launching a Concept Exam

Concept exams are made up of true/false, multiple-choice, or other kinds of objective questions testing your knowledge of accounting.

To see a list of all scheduled concept exams you can click [Exams](#) in the *Activities* section of the sidebar. This list shows the type, name, scheduled time, best grade (if attempted), and teacher feedback for each exam.

To go to a specific concept exam, either click the name of the concept exam in the exam list or click the name of the concept exam from the Course Assignment page.

The page that appears when you click a concept exam shows the exam type, exam name, instructor comments (if any), attempts allowed (if set), grading method, and time limit (if set). If the exam can still be taken, you can launch the exam from here.

If you have previously attempted the exam, you will see a list of attempts and when they were completed. You will also see grading information (if allowed) and re-attempt information (if allowed).

To launch a concept exam—

1. If you have not yet attempted the exam, click the *Attempt exam now* button.
2. If you have already attempted the exam and would like to re-attempt it, click the *Re-attempt exam* button.
3. If you would like to continue an attempt that you had previously started, click the *Continue the last attempt* button.

If the exam has a limited number of attempts or a time limit, a warning dialog box will appear. If you are ready to take the exam, click the OK button to launch.

Some exams can be launched at any time; these exams are marked *Always Available* on the Course Assignment page and Exam List page. Other exams are only available for a certain period of time.

Concept exams that are available for a certain time period appear during each course week on the Course Assignment page that the time period covers.

The screenshot displays the SNAP Student interface for a concept exam. The browser address bar shows "CASNAP: Chapter 4 Concepts". The page header includes the SNAP logo, the user name "Kim, John" with the role "College Accounting with SNAP", and the "STUDENT" label with links for "Back | Log Out | Help". The navigation menu shows "CASeSnap" > "CASNAP" > "Exams" > "Chapter 4 Concepts" > "Attempt 2". A "Time Remaining" box shows "0:01:36". The main content area is titled "Concepts - Attempt 2" and contains two multiple-choice questions. Question 1 asks about the deposit date for taxes for a semi-weekly depositor, with options: a. the following Monday, b. the 15th of the following month, c. Wednesday, and d. Friday. Question 2 asks for the current effective tax rate for the Federal Unemployment Tax, with options: a. 6.2% on the first \$102,000 in wages per employee, b. 1.45% on the first \$102,000 in total wages per employer, c. 5.4% on the first \$7,000 in total wages per employer, and d. 0.8% on the first \$7,000 in wages per employee.

To stop taking a concept exam and complete it later, click the *Save without submitting* button. This saves your answers so you won't have to re-answer any completed questions when you continue the exam at a later time. **Note:** *For multiple page exams, your answers are all saved every time you navigate to a different page.*

At the end of the exam, you can submit all your answers by clicking the *Submit all and finish* button. A warning dialog box will appear. If you are ready to submit your answers, click the OK button.

Note: *For exams with time limits or a limited number of attempts, you should **not** stop taking the exam without clicking on the Submit all and finish button. If the exam is timed, the timer will not stop if you exit and then re-launch later.*

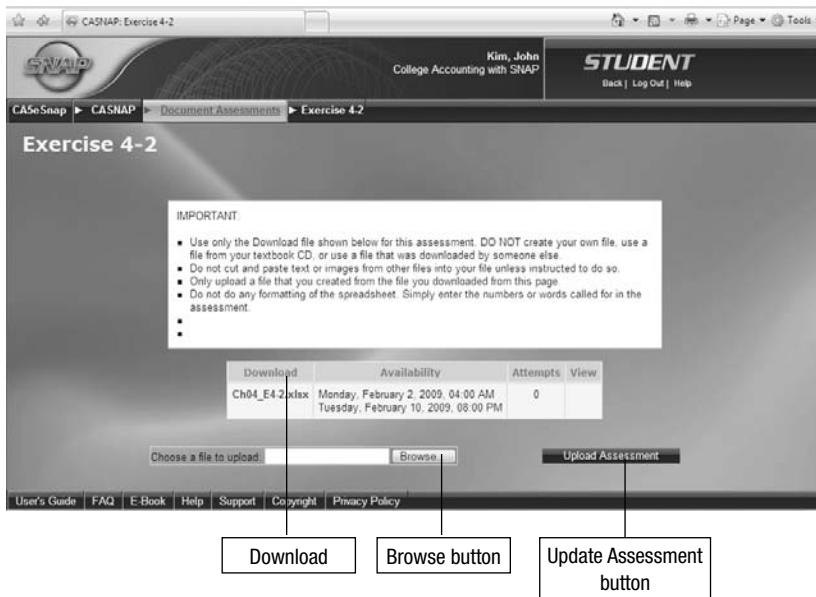
To save answers in case you lose your Internet connection, click the *Save without submitting* button. This saves your answers so you won't have to re-answer any completed questions when you continue the exam at a later time. A warning dialog box will appear. If you are ready to submit your answers, click the OK button.

Downloading and Completing a Document Assessment

The *College Accounting, 5th Edition* textbook you use for your course includes many exercises with which you can practice or demonstrate the skills you are learning. Many of these exercises can be done through SNAP **document assessments**.

To see a list of all document assessments scheduled by your instructor in SNAP, click Doc Assessments in the *Activities* section of the sidebar. This list shows the name and number, scheduled time, and number of attempts allowed for each document assessment.

To go to a specific document assessment, click the name of the document assessment in the document assessment list, or click the name of the document assessment on the Course Assignment page. When you click the document assessment name, the page for that assessment appears.



Each document assessment starts with a student file. **Note:** When you download a document for a document assessment, you **MUST** use that particular document to complete the assignment. You cannot use a document downloaded by someone else in SNAP or a document from the Working Papers.

To complete the document assessment, take the following steps:

1. Click the name of the student file in the *Download* column.
2. Save the file to your computer.
3. Open the student document in Microsoft® Excel 2007.
Note: You *cannot* use an older version of Excel with SNAP.
4. Re-name the document and change it following the instructions in your textbook, then save and close the document.

Uploading a Document Assessment and Viewing Scores and Results

When you have finished your document assessment, you can submit it to SNAP for scoring and correcting. To submit a document assessment for scoring and results, take the following steps:

1. Click the name of the document assessment in the document assessment list or click the name of the document assessment on the Course Assignment page.
2. Use the Browse button to locate your edited, re-named student document.
3. Click the Upload Assessment button to upload your assessment.

The Document Assessment results page appears.

Exercise 4-2

<i>Attempts by Carl Valdez</i>			
Attempt No.	Submitted On	Score	Download
1	Tuesday, January 27, 2009, 03:10 PM	87%	Result Submitted File
2	Tuesday, January 27, 2009, 03:21 PM	99%	Result Submitted File

A value of “Success” in the *Status* column indicates that the file was uploaded and scored successfully by SNAP. Your score, shown as a percentage, is shown in the *Score* column. The *Download* column lists several documents that help you interpret your results.

- **Result:** This file is an annotated version of your document assessment, showing what you did correctly and what you did wrong. Cells that contain incorrect content are shaded in light red. The correct contents for the cell are shown as a comment, which you can view by clicking the color triangle in the upper-right corner of the cell. To view the Result document, click *Result* and then click either *Open* or *Save*.
- **Submitted File:** Clicking *Submitted File* allows you to open the file that you submitted to SNAP.

Launching a Tutorial

Tutorials are Flash-based on-screen lessons reinforcing major concepts of your *College Accounting, 5th Edition* textbook. They are meant to supplement what you read in your book through audio-enhanced visual demonstrations.

Tutorials can be launched at any time, even before or after their scheduled date(s). To see a list of all tutorials scheduled by your instructor in SNAP, click Tutorials in the *Activities* section of the sidebar. This list shows the specific tutorials assigned by your instructor at the top, with the application, name and number, and scheduled time. You can also access unscheduled tutorials for your course, which are listed below the scheduled ones.

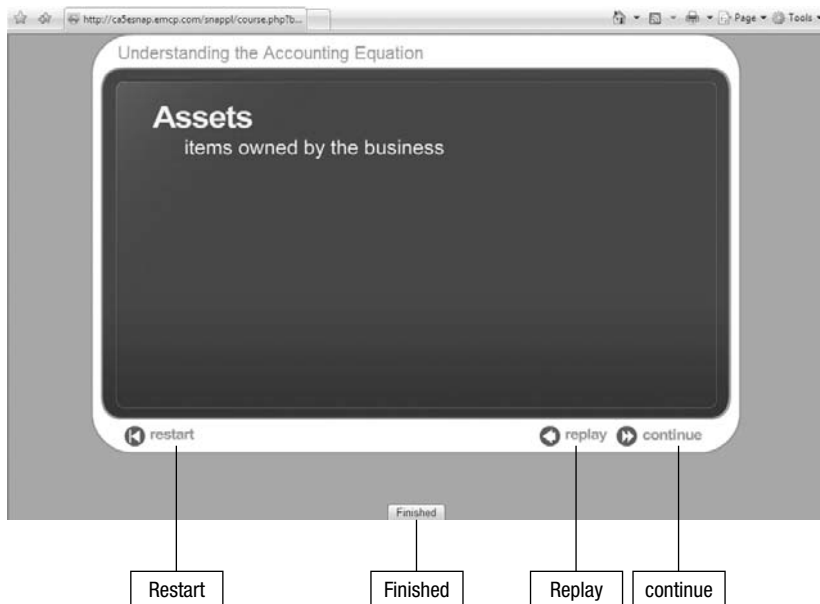
To go to a specific tutorial, click the name of the tutorial in the tutorial list or click the name of the tutorial on the Course Assignment page.

Viewing a Tutorial

To view a tutorial, click the Launch button on the Launch Tutorial page. The tutorial will load and then appear on your screen, with a Finished button appearing underneath.

Click the Continue button on the lower right corner of the player to advance to the next frame of the tutorial. When the frame has completed running, the Continue button will flash. Click it to go to the next frame, or click the Replay button to repeat the current frame. You can also start over at the beginning of a tutorial at any time by clicking the Restart button.

After the last frame of the tutorial plays, a QUICKCHECK button appears. Click it to take a brief multiple-choice quiz about the topic of the tutorial. After you answer the last question, the tutorial player will give you feedback about whether or not you answered each question correctly. Click the Finished button underneath the tutorial player to end the tutorial and return to your Assignments page.



Viewing and Editing Your SNAP Profile

You can change your SNAP profile information by clicking [View Profile](#) in the *Administration* section of the sidebar.

At the Profile page that appears, click the Edit profile tab to change your personal information. Click the *Change password* button at the bottom of the page to change your SNAP password.



Getting and Using Help

SNAP provides you with a variety of sources to get help and in-formation.

- You can view the Help menu for SNAP by clicking [Help](#) in the upper right corner of the page.
- In many cases, you can view Help information about a particular section or function on the page by clicking the question mark icon.
- You can view Help videos showing basic operations of SNAP by clicking the Help Video button at the bottom of the page.

- You can view a digital revision of this *User Guide* by clicking the Student User's Guide button at the bottom of the page.
- You can view a list of FAQs for the product by clicking the FAQ button at the bottom of the page.
- You can contact Paradigm Technical Support by clicking the support button.



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