

# **QUIA ONLINE WORKBOOK & LAB MANUAL INSTRUCTIONS**

**Course:** German 1001/1002

**Code:** *You will receive this code from your instructor*

**Book(s):** Deutsch: Na klar! Online Workbook, 5th Edition

Deutsch: Na klar! Online Laboratory Manual, 5th Edition

## **CREATING A QUIA ACCOUNT**

If you do not have a Quia account, you need to create one. To do so, follow these steps:

1. Go to <http://books.quia.com> and click **Students**, then click **Create a new account**.
2. Select a username and password and enter your information, then click Submit.

**Note:** Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

## **ENTERING THE BOOK KEY AND COURSE CODE**

Enter the book key and course code to complete the enrollment process. You may need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.

Once you have completed this step, the system lists the course and book under the **My classes** heading on the Student Workstation home page. To enter additional books, enter a book key in the **Enter book key** field and click **Go**.

**Note:** Book keys can only be used once. Your book key will become invalid after you use it.

### **I need to purchase a book key**

1. Go to <http://books.quia.com> and log in.
2. Click **Bookstore** at the top of the Student Workstation window.
3. Enter search criteria for the book and click **Search**.
4. Locate the book in the search results and click **Buy**.
5. Enter the course code (see above) and click **Next**.
6. Proceed through the purchase process.

### **I already have a book key**

1. Go to <http://books.quia.com> and log in.
2. Enter the book key in the **Enter book key** field at the top of the Student Workstation window and click **Go**.
3. Click **Confirm** to confirm your registration information.  
The system displays the Student Workstation and lists the book under the **My books** heading.
4. Beside the book listing, enter the course code (see above) in the **Enter course code** field and click **Go**.
5. If necessary, select a class (section) and click **Submit**.

## **USING QUIA**

To access your Student Workstation in the future, go to <http://books.quia.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Support at <http://books.quia.com/support.html>