

INSTRUCTOR

QUICK START GUIDE FOR BLACKBOARD

This Quick Start Guide provides information to help you start using WebAssign with Blackboard®.

NOTE: These instructions are for WebAssign Building Block 2.1.3 and later only.

LOG IN

If enabled, you can log in to WebAssign directly from your Blackboard class.

If you are not sure whether your school uses Blackboard and WebAssign, ask your IT administrator.

1. Log in to Blackboard.
2. Click **Courses**.
3. Click a course for which you have created a linked WebAssign course.
4. In the course menu, click **Tools**.
5. Click **Access WebAssign**.

CREATE OR LINK A COURSE

You can either create a WebAssign course from a current Blackboard course or link your Blackboard course to an existing WebAssign course.

IMPORTANT: Do not link a Blackboard course to an existing WebAssign course if:

- students are already enrolled
- you gave students a class key to self-enroll


1. In Blackboard, click **Courses**.
2. Click the Blackboard course name.
3. Click **Control Panel** to expand the menu.
4. Click **Course Tools** to expand the menu, and then click **WebAssign**.
5. Create a new WebAssign course or link to an existing WebAssign course.
 - To create a new WebAssign course, provide the required information and click **Submit**.
 - To link to an existing course, click the WebAssign course to which you want to link.

NOTE: Only your WebAssign courses that are not linked to Blackboard are listed.

The WebAssign and Blackboard courses are linked.

ADD ASSIGNMENTS

Add Course Pack assignments (selected textbooks)

1. Click **Class Schedule** under Class Tools on the My Classes page.
2. At the top of the Assignments list, click  > **Course Packs**.
3. Navigate to the Course Pack you want to use.
4. Click **Add Course Pack to My Assignments**.

Create your own assignments

1. From the toolbar, click **Create > Assignment**.
2. Under Assignment Settings, select the template you want to use.
3. Type an **Assignment Name, Description, and Instructions**.
4. Click **Question Browser** and add questions to your assignment.
 - a. List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.
 - b. Click a question name to add it.
 - c. Click **Update Assignment** at the bottom of the list of assignment questions.
5. Click **Save**.

SCHEDULE ASSIGNMENTS

1. Click **Class Schedule** under the Class Tools on the My Classes page.
2. Drag an assignment from the Assignments list to the week you want to schedule it for.
3. Set the **Due** date and time for the assignment.
 - a. Select **On a specific day of the week**.
 - b. Select the day of the week.
 - c. Enter the time.
4. Click **Schedule**.

SYNC ROSTERS AND SCORES

You can sync rosters from Blackboard to WebAssign and assignment scores from WebAssign to Blackboard.

1. In Blackboard, click **Courses**.
2. Click the Blackboard course name.
3. Click **Control Panel** to expand the menu.
4. Click **Course Tools** to expand the menu, and then click **WebAssign**.
5. On the WebAssign Course Tools page:
 - To sync a Blackboard course roster to a linked WebAssign course, click **Export Roster**.
 - To sync WebAssign assignment scores to Blackboard, click **Import Grades**.

NOTE: Blackboard administrators can enable or disable auto-sync. If auto-sync is enabled, you can disable it for your courses. See the online help for more information.

SYSTEM REQUIREMENTS

WebAssign is tested and supported for the following web browsers:

Mozilla® Firefox® (38+)
Windows®, macOS™, Linux®
Internet Explorer® / Microsoft® Edge (11+)
Windows
Google® Chrome™ (44+)
Windows, macOS
Apple® Safari® (8+)
macOS, iOS 8 or later on iPad®

BROWSER SETTINGS

Configure the following settings in your Web browser.

- Allow cookies and pop-up windows from webassign.net.
- If you are accessing WebAssign from Blackboard, accept third-party cookies.
- Do not allow your browser to store your WebAssign password.
- **GOOGLE CHROME:** Enable Adobe® Flash® Player.

CUSTOMER SUPPORT

ONLINE:

webassign.secure.force.com/wakb2

CALL: 800.955.8275

PAYPAL SUPPORT

ONLINE: paypal.com

CALL: (402) 935-2050

MORE INFORMATION

Search the online help for answers to most questions: webassign.net/manual/instructor_guide/