Instructor Quick Start Guide
WebAssign in Blackboard®

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

NOTE These instructions are for WebAssign Building Block 2.2.0 only.

SIGN IN
If enabled, you can sign in to WebAssign directly from your Blackboard class.
Before signing in for the first time, request a WebAssign instructor account with your Blackboard username.

1. Sign in to Blackboard.
2. Click Courses.
3. Click a course that is linked to WebAssign.
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 Courses 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.

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.

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 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 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 To report a problem with a question, go to cengageportal.secure.force.com/loglessSupport/report_wa_question_error.

SYSTEM REQUIREMENTS

SUPPORTED BROWSERS
Windows
• Chrome version 65 or later
• Firefox version 59 or later
• Internet Explorer 11
• Microsoft Edge 16
MacOS / OS X
• Chrome version 65 or later
• Firefox version 59 or later
• Safari version 11 or later
Linux
• Firefox version 59 or later
iOS
• Safari version 11 or later on iPad only

NOTE Some features and content require Flash and do not work on iOS.
Features and content are not optimized for a small screen size and might be difficult to use.

Other browsers and versions than those listed might also work, but are not supported. If you have problems when using an unsupported browser, try using a supported browser before contacting Customer Support.

RECOMMENDED BANDWIDTH AND HARDWARE

Internet: 5+ Mbps
RAM: 1+ GB
Display: 1024 × 768

CUSTOMER SUPPORT
ONLINE: webassign.com/support/instructor-support
CALL: 800.354.9706
You can also request a question or textbook to be added.

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

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