

## HIGH SCHOOL INSTRUCTOR

# QUICK START GUIDE

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

## SIGN IN

NEW TO WEBASSIGN? Request a free account at [webassign.net/signup.html](https://webassign.net/signup.html).

1. Go to <https://webassign.net/login.html>.
2. Type your Cengage username and password.
3. Click **Sign In**.

## CREATE OR COPY A COURSE

1. From the toolbar, click **Create > Course**.
2. Either create a new course or copy one of your existing courses:
  - Select **Create a new course with no assignments** and click **Continue**.
  - Select **Copy assignments and settings from an existing course** and select the course.
3. Enter a **Course Number** and **Section**.
4. Select the primary **Instructor**.
5. Select how to manage the course roster.
6. Select the **Term**, **Start Date**, and **End Date**.
7. Specify when the **Class Meets**.
8. **CREATING A NEW COURSE:** Select the primary **Textbook** for the course.
9. **COPYING A COURSE:** If **Edition Update Available** is displayed next to your textbook, click it to use the newer edition.
10. Select the check box certifying your use of the selected textbook in your class.
11. Click **Create Course**.


## BILL YOUR INSTITUTION

To bill your school for access, change the payment method for each new section.

1. From My Classes, click **Edit Class Settings**.
2. Click the **Billing and Resources** tab.
3. Select **Bill Institution** as the student fee payment method.
4. If needed, select either **Homework only** or **Homework and eBook access**.
5. Select a payment method and enter the requested information.
6. Enter the billing contact information.
7. Click **Save**.

## 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 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**.

## ADD STUDENTS TO YOUR COURSE

You can look up a class key or upload a roster from the My Classes page.

### Students self-enroll with a class key

1. Click **Class Key Settings** under Class Tools.
2. Give the class key to your students and they can enroll themselves.

### Instructors enroll students from a roster

1. Click **Upload Roster** under Class Tools.
2. Follow the instructions on the Upload Roster page.
3. Give your students their new usernames and passwords.

## 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](https://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.com/support/instructor-support](https://webassign.com/support/instructor-support)  
CALL: 800.955.8275

## MORE INFORMATION

Search the online help for answers to most questions: [webassign.net/manual/instructor\\_guide/](https://webassign.net/manual/instructor_guide/)