

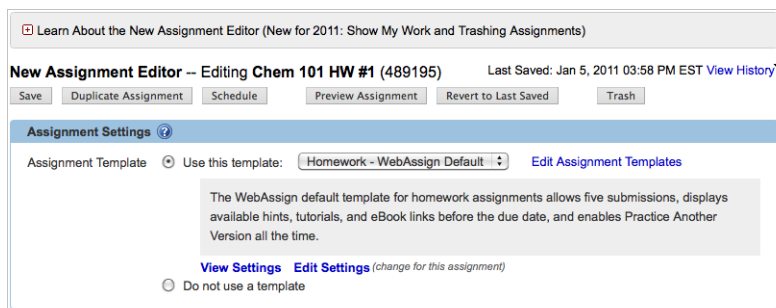
Creating and delivering assignments to your students is probably your most important goal in WebAssign. Whether you are assigning homework, exams, lab work, quizzes, or placement tests, assignments are how your students will learn, practice skills, and demonstrate their knowledge to you.

Creating Assignments

1. Click Assignments > Create.

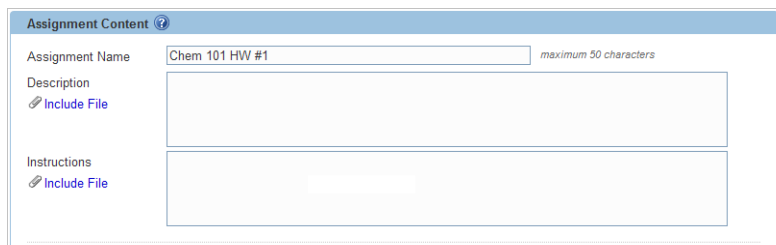
Note: If needed, switch to the New Assignment Editor. At the top of the page, click to expand **Learn More**; then, click **I want to switch now**. You will not be able to switch back to the Old Assignment Editor.

2. Select an assignment template.



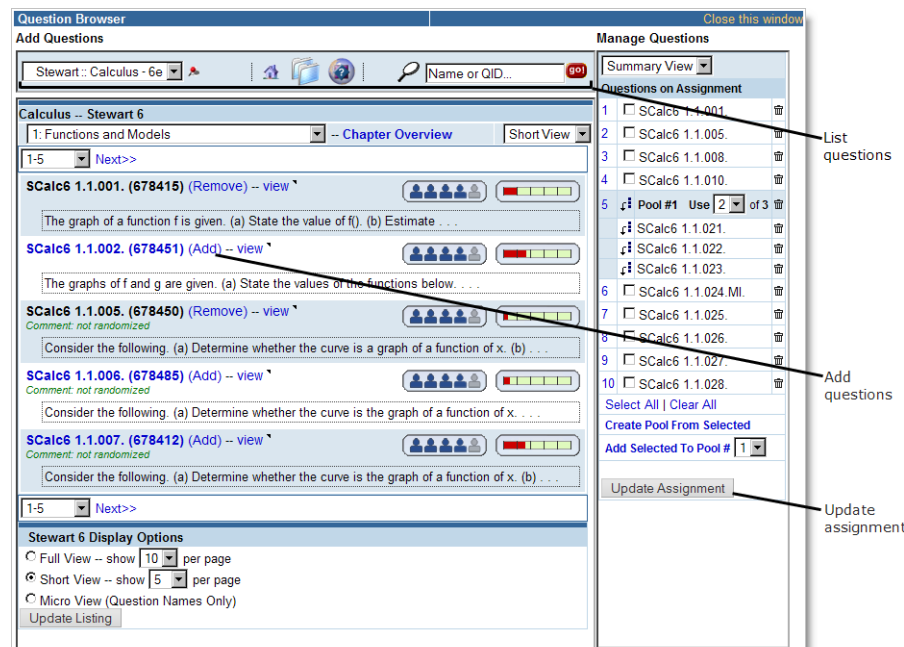
Under Assignment Settings, select **Use this template** and select a template to configure all of your assignment settings, including the category, submissions, randomization, and permissions. WebAssign provides templates for various kinds of assignments, or you can create your own assignment templates.

3. Type an assignment name.



Type an **Assignment Name**. Optionally, type a **Description** of the assignment and **Instructions** for completing the assignment.

4. Click Question Browser and add questions to your assignment.



- List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.
- Click a question name to add it to the Questions on Assignment list.
- Click **Update Assignment** to add the questions to your assignment.

Name (QID)	Points	Submissions Allowed
Total: 14 edit <small>(Will divide total equally among all questions)</small>		
Assignment Default: 5		
1. A101L-Lab7-Exercise3 (1539487)	11	Default
2. TGElemAlg4 1.1.056. (829116)	3	Default

5. Click Save.

Changing Points and Settings for Questions

By default, every question part on the assignment is worth one point. You can change the point value of individual question parts, questions, or the entire assignment. You can also override some assignment behaviors, like submissions, for specific questions.

1. Show the columns you need in the Questions list.

If needed, click **Show Per-Question Settings** and select the check boxes for the settings you want to see or configure.

2. Expand questions to view content and question parts.

Click **+** to expand any question, or click **Expand All** at the top of the Questions list.

The screenshot shows the 'Questions' interface. At the top, there are buttons for 'Expand All' and 'Collapse All', and a 'Show Per-Question Settings' dropdown. Below is a table with columns for 'Name (QID)', 'Points', and 'Submissions Allowed'. The first question is '1. A101L-Lab7-Exercise3 (1539487)' with 11 points and 5 submissions allowed. The second question is '2. TGElemAlg4 1.1.056. (829116)' with a 'Question Part Settings' table. Below the table is a 'Question Content' section with a formula $w = \frac{s}{13}$ and a table for completing the table.

Name (QID)	Points	Submissions Allowed
1. A101L-Lab7-Exercise3 (1539487)	11	5
2. TGElemAlg4 1.1.056. (829116)	Question Part Settings	
	2a	1
	2b	1
	2c	1
	Show My Work	Unlimited

Question Content: view edit

Use the formula to complete the table.
 $w = \frac{s}{13}$

Inches of snow <i>s</i>	Inches of water <i>w</i>
13	2a <input type="text"/> 1
26	2b <input type="text"/> 2
78	2c <input type="text"/> 6

3. Change the point values or settings for questions or question parts.

- You can change Points, Bonus or Penalty, or Submissions Allowed for questions or for individual question parts.
- You can enable Show My Work or change Learning Tools & Feedback or Numerical Tolerance settings only for entire questions.

4. Click Save.

Scheduling Assignments

1. Click Schedule.

From the Assignment Editor or the My Assignments page, click **Schedule**.

2. Select classes.

The screenshot shows the 'Schedule' dialog box. It has a 'Choose Classes' section with a list of classes: 'Calculus I, section 002' (checked), 'Calculus I, section 007 *' (unchecked), and 'Calculus I, section 011' (checked). There are 'Select All' and 'Clear All' buttons. A note at the bottom says '* Assignment scheduled for this class.' and a 'Schedule' button is at the bottom.

Select the classes for which to schedule the assignment and click **Schedule**.

3. Set the visible and due dates.

The screenshot shows the scheduling options for 'Calculus I, section 002'. It has fields for 'First Visible' (08/25/2010 12:00 AM EDT), 'Due' (08/30/2010 08:00 AM EDT), and 'Last Date Visible' (Dec 22 2010 12:00 AM EST). There are 'copy' buttons next to the date fields.

Set the due date and the first and last dates that students can see the assignment.

4. Set scheduling options.

If needed, set security restrictions on the assignment, make it a group assignment, or make it dependent on student performance on a previous assignment.

5. Click Save.

Using Embedded Help

Click the help icon for more information about items in the New Assignment Editor. To close the help, click outside the help bubble.

Need More Support?

For more information, see www.webassign.net/manual/essentials/index.htm.

We can help! Our customer support team is here for you. Contact us at faculty-support@webassign.net or 800-955-8275 for additional assistance.