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.
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.

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.