

This Quick Start Guide provides basic instructions for some of your most common tasks. For more information, see the Faculty Online Help at [www.webassign.net/user\\_support/faculty/](http://www.webassign.net/user_support/faculty/).

## Logging In

If you haven't already done so, request your free WebAssign faculty account at [www.webassign.net/signup.html](http://www.webassign.net/signup.html).

Your login information consists of your username, institution code, and password. To log in to WebAssign, go to [www.webassign.net](http://www.webassign.net).

To change your password, click **My Options** in the upper right corner after logging in.

## Creating a Course

The first step to administering assignments through WebAssign is to create a course.

- 1 From the toolbar, click **Create > Course**.
- 2 Complete the Course Information section. Be sure to set **Date Visible to Students** to the first day of class.
- 3 Complete the Textbooks section. When selecting your textbook, choose the correct title and edition, and select the check box to certify that you are using the textbook in your class.
- 4 Complete the Communication section. Select **Enabled** for each of the communication types you want to allow.
- 5 Click **Next**.
- 6 Label and identify meeting days and times for the course sections you created.
- 7 Click **Save**.

You can add sections to a course during the course creation process, or after you create the course by clicking **Edit Class Info** and then **Add Section**.

## Adding Students to Your Course

You can upload a roster of your students or let students enroll themselves:

- Uploading a roster lets you provide a list of students who can access your course and their account and login information.
- Self-enrollment lets students use their WebAssign account and a class key you provide to enroll in your class. Your roster is updated automatically.

### UPLOADING A ROSTER

- 1 At the end of the course-creation process, select **I will upload a roster**, select **Now**, and click **OK**.
- 2 Follow the on-screen instructions to upload a roster file or paste roster information. Click **What should my file contain?** for information about the data needed in your roster file.
- 3 Give your students their usernames and initial passwords from your roster, as well as their institution code. **Your students need this information to log in to your class in WebAssign.**

### LETTING STUDENTS SELF-ENROLL

- 1 At the end of the course-creation process, select **Students will self-enroll** and click **OK**.
- 2 Record the displayed class key so you can provide it to your students.
- 3 Click **Save & Continue**.
- 4 Give your students the class key. **Your students need the correct class key to enroll in your class.**

## WORKING WITH EXISTING COURSES

- 1 Click **ClassView** and select your class.
- 2 Click **Roster**.
- 3 Click **Upload** or **Student Self-Enroll**.

You can turn off self-enrollment or view the class key after clicking Student Self-Enroll.

## Creating an Assignment

- 1 From the toolbar, click **Create > Assignment**.
- 2 Select the assignment template that you want to use.
- 3 Enter the assignment name, description, and instructions.
- 4 Click **Question Browser** to select questions for your assignment.
- 5 Beside your textbook, select the chapter for your assignment. Click a subsection or **View All** to see the available questions.
- 6 Click **Add** to add a question to your assignment.
- 7 Click **Update Assignment**.
- 8 Click **Preview Assignment** to review the assignment.
- 9 Click **Save**.

To schedule your new assignment, click **Schedule** and see Scheduling an Assignment.

## Scheduling an Assignment

- 1 From the menu, click **Assignments > My Assignments**.
- 2 Click **Schedule** next to the assignment.
- 3 Select the class or classes you are adding the assignment to and click **Schedule**.

- 4 Enter the dates when the assignment will be **First Visible** to students, **Due**, and **Last Visible**.

- 5 Click **Save**.

To schedule multiple assignments used in one class to a different class or section, search for "Propagating Assignments" in the Faculty Online Help.

## Viewing Student Scores

You can view students' scores in WebAssign as soon as your students start submitting answers to questions.

- 1 Click **ClassView** and select your class.
- 2 Click **ScoreView**.

## Setting Up Your GradeBook

You can set up a GradeBook with weighted assignment categories.

- 1 Click **ClassView** and select your class.
- 2 From the menu, click **Grades > GradeBook**.
- 3 Click **Wizard** and follow the instructions.

To change your GradeBook settings later, click **Settings** on your GradeBook page.

## Information for Your Students

You can give your students first day of class handouts available at [www.webassign.net/user\\_support/faculty/](http://www.webassign.net/user_support/faculty/).

## Technical Support

To contact technical support, see [www.webassign.net/info/contact\\_us.html](http://www.webassign.net/info/contact_us.html).