



WebAssign Instructor Quick Start Guide

Use this brief guide for basic instructions on the most popular WebAssign features. For information on more advanced features, see the complete User's Manual at:

<http://www.webassign.net/info/manual.html>.

Logging In

If you haven't already done so, request your WebAssign faculty account at <http://www.webassign.net/info/signup.html>. Login information will be returned within two business days.

Your login will consist of the following:

- Your WebAssign Username _____
- Your Institution or School Code _____
- Your Initial WebAssign Password _____

To log in to WebAssign open your Web browser and enter the following Web address:

<http://www.webassign.net/login.html>

If you want to change your password, click **My Options** in the upper right corner after logging in.

Course Management

Step One: Creating a Course


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

To create a course:

1. Complete the Course Information.
2. Complete the Textbook selection. When selecting your Textbooks, choose the correct title & edition, and check the verification box to certify the text you've chosen is the one you will use.
3. Complete Communication information. Under Communication, select **Enabled** if you want to manage Messaging, Ask Your Teacher student help requests and Extension requests through WebAssign. You can also set up an automatic extension policy under **Extension Requests**.
4. Select Billing information. For Billing, select **Student Access Codes** unless you want your institution to be billed for student accounts.
5. Click **Next**.
6. Label and identify meeting days and times for the course sections you created.
7. Click **Save**.

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

Test 110

 Your course has been created!

Test 110
Fall 2008
Start date: Aug 6, 2008
End date: Jan 7, 2009
Demo school
Student Access Codes
Algebra: Beginning and Intermediate 2/e, Aufmann

How will students be placed on your roster(s)?

Students will self-enroll
 I will upload a roster

Now
 Later

Step Two: Deciding to Roster your Students or to Let them Self Enroll

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

- Rostering lets you control which students can access to your course, and their account and login information.
- Self-Enrollment lets students create their own account information and login information, and it automatically fills your roster after each student enrolls. If you choose Self-Enrollment, WebAssign provides you with a Class Key for each class after you select that option. Your students will need the Class Key to enroll in the correct class.

Option 1: Creating a Roster (From a Spreadsheet)

To create a roster:

1. At the end of the Course Creation process choose **“I will upload a roster,”** then click **OK**. If you elect to do this later click **ClassView**, select your class, then **Roster**.
2. Click **What should my file contain?** WebAssign lists the information you need, then guides you through the decisions you have to make. You can browse for your spreadsheet file then **Upload**, or click **I would like to copy and paste my file**.

You can include preferred user names and passwords or designate WebAssign to generate them for you.


STEP 1: Upload a file from your computer OR copy and paste a file.
STEP 2: Verify and review your spreadsheet.

Test 110, section 001

Browse...

Types of files WebAssign can understand:
Excel spreadsheet, tab-delimited text file, CSV (comma-separated) file, OpenDocument spreadsheet.

Upload file

 [I would like to copy and paste my file.](#)

NEW!

You only need full names of your students to roster your course.

If you do not have usernames and passwords for all of your students, WebAssign has a fast and easy process to help you create them.

Though not required, we strongly encourage you to include students' email addresses in your file. This will help them to set up system notifications, receive their login information, and obtain any technical support, if needed.

Need Help

[What should my file contain?](#)

Option 2: Letting Students Self Enroll in a Class

You need to create your course and generate a **Class Key** before your students can enroll in your class and start working on their assignments. If you select self-enrollment during the course creation process, WebAssign automatically generates your Class Key when you finish creating the course.

To let students self enroll if you already created the course:

1. Click **Roster**
2. Click **Student Self Enroll**
3. Click **I want my students to self-enroll**. WebAssign generates a Class Key to distribute to your students

Note: You can view the Class Key by clicking **Student Self Enroll** on the **Roster** screen. You can also turn off student self-enrollment from that screen.

Student Self-Enroll

Test 110, section 001

Listed below is the class key your students should use to self-enroll.

demo 2420 3526

I no longer want my students to be able to self-enroll.

OK



Assignment Management

Step One: Creating an Assignment

To create an assignment:

1. Select **Create: Assignment**.
2. Enter the name, description and instructions.
3. Click **Question Browser** to open the Search window.
4. Click **Select a Chapter** to open your textbook Table of Contents. Choose a chapter and sub-section or **View All**.
5. Click **Add** for each of the questions you want to add.
6. Click **Update Assignment**.
7. Adjust the Administration Settings if you want to.
8. Click **Test/Preview** to review the assignment.
9. Click **Save**.

You can schedule your assignment after saving by clicking the Schedule button in the Assignment Editor or schedule later from your **My Assignments** list.

Adjusting the **Submission Options** and **Administration Settings** allows you to manage how the assignment is delivered to your students and how they submit answers. You can alter any setting, including:

- The number of times a student can submit an answer for credit.
- When answer feedback displays.
- If questions display in a random order.

You can review the default administration settings and create new defaults simply by selecting **Save these Administration Settings as my default**.

Step Two: Scheduling an Assignment

To schedule an assignment:

1. Select **Assignments** from the main menu bar.
2. Select **My Assignments**.
3. Select **Schedule** next to the assignment.
4. Select the class or classes you are adding the assignment to and click the **Schedule** button.
5. Enter the dates: Available, Due, and Last Visible include links to an interactive calendar.
6. Click **Save**.

To view the assignment as a student, click **Open Student View**.



Scores and GradeBook

You can view students' scores in WebAssign as soon as your students start submitting questions. You can also set up a GradeBook, with weighted categories. You can download scores and GradeBook results to a spreadsheet.

Step One: Viewing Student Scores

To view student scores:

1. Click **Class View** in the main menu bar.
2. Select the class if needed.
3. Click **Score View** on the class tools menu.

Step Two: Setting Up a WebAssign GradeBook

To set up a GradeBook:

1. Click **Class View** in the main menu bar.
2. Select the class if needed.
3. Click **Grades** in the main menu bar.
4. Click **GradeBook**.
5. Click **Wizard** to open the wizard, which guides you through the setup process. The GradeBook Wizard steps you through choosing update method, categories and weighting, category average calculations, dropping assignments, and grading scales. You can also set what information you want to post to student view, and when. You can change any of these settings after you save by clicking the **Settings** button on your GradeBook page.

Step Three: Downloading Scores

To download scores:

1. Click **Class View** in the main menu bar.
2. Select the class if needed.
3. Click **Tasks, then Download Manager**
4. Select the course or course sections you wish to download.
5. Click **Scores**, and then click **GradeBook** or **Roster**.
6. Select the type of file (.xls, .txt) you wish to download.



The First Day of Class

Before your students can complete their first assignment through WebAssign, you need to tell them where and how to log in.

Students log in at the same login address as faculty, at <http://webassign.net/login.html>.

Each student will need either the Class Key you generated **or** the login information you uploaded, which is the username, password, and the WebAssign institution code.

The Institution Code is the unique code that WebAssign has provided to you.

See the First Day of Class templates you can customize and use to hand out to your students on the first day of class.

Paying Student Fees

If students are paying their own WebAssign fees, they have the option of registering the **Access Code Number** printed on the code card purchased at the bookstore, bundled with new textbooks, or paying online with a credit card.

After logging in, students will see the (14) day Grade Period notice. The grace period begins with the Date Course Visible you set when creating the course. During the grace period students can see and do their WebAssign homework without registering a code or paying fees online. Once the grace period passes they will only see the registration notice until they register a code or pay their fees.

Technical Support

You can visit WebAssign Technical Support at www.webassign.net by clicking **Contact Us** on the top menu bar.

Click the **Faculty** tab in the menu bar to have access to the complete WebAssign Instructor's Manual or by clicking **Help** in the upper right corner of any page after logging in.

August 7, 2008