

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/.

Logging In

If you haven't already done so, request your free WebAssign faculty account at 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.

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 Enter the name, description, and instructions.
- 3 Click **Question Browser** to select questions for your assignment.
- 4 Beside your textbook, select the chapter for your assignment. Click a subsection or **View All** to see the available questions.
- 5 Click **Add** to add a question to your assignment.
- 6 Click **Update Assignment**.
- 7 Optionally, change the Submission Options or Administration Settings.
- 8 Click **Test/Preview** 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/.

Technical Support

To contact technical support, see www.webassign.net/info/contact_us.html.