



## Enhanced WebAssign Instructor Quick Start Guide

This quick guide is designed to provide you with basic instructions to utilize the most popular features of WebAssign. To utilize more advanced functionality, a complete User's Manual can be downloaded from WebAssign:

### Logging In

If you haven't already done so, request your WebAssign faculty account at <http://webassign.net/signup.html>

Login information will be returned within two business days. Your login will consist of:

- 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:

<https://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: How to Create a Course

The first step to administering assignments through WebAssign is to create a course. From the WebAssign Menu Choose Create → Course.

#### Select **Create: Course**

- Step 1** – Complete the Course Information, Textbook selection, Communication Options. Click Next.
  - When setting your course start date be sure to enter the actual start date (not the date you begin creating the course) to ensure that the student's 14 day grace period will be in effect for the first two weeks of your course.
  - When selecting your Textbooks be sure to choose the correct title & edition and check the verification box to certify the text you've chosen is the one you will use. If your textbook includes a Personalized Study Plan, select Enable Personalized Study Plan.
  - Under Communication select Enable if you wish to manage Messaging, Ask Your Teacher student requests and Extension requests through WebAssign. Note that you can forward system messages to your personal email account if desired. Additionally you can set up an automatic extension policy under extension settings.
- Step 2** – Enter Optional meeting dates and times for sections you created in Step 1. Click Save.

You can add sections to this course during the course creation process or at any time by clicking **Edit Class Info** then the Add Section link after creating the course.

You'll receive a message confirming that your course has been created and presented with options for enrolling students in your course.

Fall 2008

Your course has been created!

Fall 2008  
Fall 2008  
Start date: Jul 18, 2008  
End date: Feb 18, 2009  
WebAssign University  
2 sections  
Student Access Codes  
Beginning Algebra with Applications Tite, Aufmann, Barker, and Lockwood

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

Students will self-enroll  
 I will upload a roster

Now  
 Later

OK

## Rostering Students

### STEP TWO: Make the Decision to Roster Your Students or Allow Them to Self Enroll

You now have the option of uploading a roster of your students or allowing students to self-enroll. Rostering lets you control which students have access to your course and their account and login information. Self-enrollment lets students create their own account information and logins and will automatically fill 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. You will need to provide the class key to your students at the beginning of the class. Talk with your Cengage Learning Sales representative about PowerPoints that are available to help you communicate the enrollment process for your students..

#### Option 1: Creating a Roster (From a Spreadsheet)

- 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.
- Click **What should my file contain?** WebAssign lists the information you need and 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/or passwords or designate WebAssign to generate **Usernames** and/or **Passwords** for you.

Roster Upload

STEP 1: Upload a file from your computer OR copy and paste a file.  
STEP 2: Verify and review your spreadsheet.  
STEP 3: Email login information to students, if desired.

Test

Types of files WebAssign can understand:

- Excel Spreadsheets (Excel 2007 users, please export to Excel 2003. [More info](#))
- tab-delimited text file
- CSV (comma-separated) file
- OpenDocument Spreadsheet

[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.

If you have already created the course

- click on **Roster** and **Student Self-Enroll**.
- click **I want my students to self-enroll**.

WebAssign will generate a Class Key to distribute to your students

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

Student Self-Enroll

demo 1, section 2

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

webassign 7377 6345

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

OK

## Assignment Management

### STEP ONE: Creating an Assignment

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

The screenshot shows the 'Assignment Editor - New Assignment' interface. It includes a 'Name' field, a 'Description' field, and a 'Question Browser' section. Below the browser, two questions are listed: 'SCalcET6 1.1.001. (667289) (Add) -- view ^' and 'SCalcET6 1.1.002. (657277) (Add) -- view ^'. The first question's preview shows 'The graph of a function f is given. (a) Sta'. The second question's preview shows 'The graphs of f and g are given. (a) Stat'. At the bottom, there is an 'Administration Settings' section with various options for 'Number of Attempts', 'Time Limit', and 'Grading'.

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

<p>a. Select <b>Assignments</b> from the main menu bar.</p> <p>b. Select <b>My Assignments</b>.</p> <p>c. Select <b>Schedule</b> next to the assignment.</p>	<p><b>Name</b></p> <p><a href="#">Assignment Week Two (291432)</a> <a href="#">view*</a>   <a href="#">edit</a>   <a href="#">schedule</a></p> <p><a href="#">Assignment Week One (291187)</a> <a href="#">view*</a>   <a href="#">edit</a>   <a href="#">schedule</a></p>
<p>d. Select the class or classes you wish to schedule the assignment to and click the <b>Schedule</b> button.</p> <p>e. Enter the dates. Available, Due, and Last Visible include links to an interactive calendar.</p> <p>f. Click <b>Save</b>.</p>	<p><b>First Visible</b></p> <p> May 07 2005 2:30 PM EDT</p> <p><a href="#">Save</a> <a href="#">Reset</a></p>

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

- Click **ClassView** in the main menu bar.
- Select the class, if necessary.
- Click **ScoreView** in the class tools menu.

### STEP TWO: Setting Up a WebAssign GradeBook

- Click **ClassView** in the main toolbar.
- Select the class, if necessary.
- Click **Grades** in the main menu bar, then **GradeBook**.
- Click **Wizard** to begin the set up process.

The GradeBook Wizard will step you through choosing update method, categories and weighting, category average calculations, dropping assignments, grading scales and what information you want to post to student view and when. You can edit any of these settings after saving by clicking the **Settings** button on your GradeBook page.

### STEP THREE: Downloading Scores

- a. Click **ClassView** in the main menu bar.
- b. Select the class, if necessary.
- c. Click **Tasks, then Download Manager**.
- d. Select the course or course sections you wish to download, then **Scores, GradeBook or Roster**.
- e. 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.

### 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. Students will not, however, have access to the full ebook until they have registered an access code. 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](http://www.webassign.net) and select the appropriate support link.

#### CUSTOMER SUPPORT

- Student Support
- Faculty Support
- Technical Admin Support

[Student Support](#) provides students both phone and email options as well as links to frequently asked questions including login information and how to purchase an access code. Students can also download student guides and access online help.

[Faculty Support](#) provides you with both phone and email options as well as links to frequently asked questions, user guides and First day of Class Handouts.

## Training

Cengage Learning's [Team Up Training](#) program offers a complete suite series of online training events which you can register for or view an archived session at your leisure.

- Getting Started with EWA
- EWA Strategies for Implementation
- Creating and Scheduling Assignments
- Mastering the Gradebook
- Preparing for a New Term
- Advanced Topics in EWA – Going Beyond the Basics

To Sign Up

1. Visit <http://www.cengage.com/teamup/training>
2. Select Enhanced WebAssign
3. Click on Online Seminars