Welcome to WebAssign! You’ll find everything you need to manage your classes and keep in touch with your students. This Getting Started covers the basics. Just some of the things you can do using WebAssign are:

**Create**
- Create assignments containing the questions you want from leading textbooks and resources.
- Set up customized grading and scoring for your class, even creating a customized GradeBook if you want.

**Share**
- Share assignments and courses with fellow instructors.
- Reuse assignments and your grading policy from semester to semester, class to class.

**Monitor**
- Monitor student performance with metrics and analytics that help you identify learning trends.
- View your class as a student while still logged in as an instructor.

**Teach**
- Share information with your students using communication tools such as forums, calendars, email reminders, and more.
- Set up secure testing environments.
- Import and share personal files with your students.
Take a Look Around

When you first log in to WebAssign, your My Classes home page is displayed. The very top line displays your login ID and a log out link.

On the right side of the menu bar, you can click Open Student View to see a class as your students do and access help written for students. Click My Options to set your password, email address, and more. Click Help to open documentation and contact support.

On the left side of the menu bar, click Home to go to your Home page, Assignments to add and find assignments and categories, and Questions to add, create, and find questions.

Clicking Tasks takes you to commonly used course tasks, such as editing class settings, managing your groups, and working with your roster. Clicking Grades lets you access student and class scores, grades, analysis, a manual scores upload, and the GradeBook.

Home Page Overview

Your home page has dozens of quick links to all of the features you need to manage your class.

Tip: Explore this sample class on our Web site at www.webassign.net.

Click Preview: Example Accounts > Faculty View.
Toolbar

The toolbar is displayed under the menu.

On the left, click **Create** to create questions, assignments, and courses. Use **Search** to search for assignments, questions, and students.

The middle block takes you to specific areas. Click **Messages** to check help requests, **Calendar** to check assignment dates, **Folders** to import and find your personal files, and **Communication** to post announcements.

Use the block on the right for quick navigation. Click **ClassView** to view a class in detail, and **Jump to Class** to quickly select one of your classes. (Once you’ve selected ClassView for a class, clicking it again takes you back to that class until you select a different class using ClassView.)

My Classes: Your Home Page by Default

My Classes contains class information for all of your classes.

A Breakdown of My Classes

Words in color indicate access to additional information for your class. If something is displayed in black, you typically cannot access or change it. The header information and Class Tools for a class is displayed on the left.

The class’ scheduled assignments, Personal Study Plan (if available), and resource materials are displayed on the right. By default, the scheduled assignments are shown.
Create Your First WebAssign Course

Whether you are an instructor who manages all of your classes yourself, a faculty collaborator who shares assignments with colleagues, or a course coordinator who manages the details for a large group of instructors, you can set up classes and assignments in a way that works best for you and your students.

Our account managers are here to help. Go to www.webassign.net/info/contact_us.html and click Find your local account manager.

Follow these four steps to create your first class.

- Step 1: Log In and Set Your Password
- Step 2: Create a Course
- Step 3: Enroll Your Students
- Step 4: Create and Schedule an Assignment
Step 1: Log In and Set Your Password

Request a faculty account at www.webassign.net. WebAssign Support will verify your faculty status, create your account, and provide you with your username, institution, and a temporary password.

Log in at www.webassign.net. Enter your username, institution code, and password, and then click Log In.

**Note:** If your school uses an authentication server for WebAssign, you might use a different procedure to log in and change your password.

Change your password the first time you log in:

1. Click My Options.

2. In the My Options window, type your new password twice.

3. Type the temporary password to confirm the change, and click Save.

Close the My Options window when you are finished.

Step 2: Create a Course

Now that your password is set, create your course. Each course can have multiple sections, but you should create a new course for each academic term. When you create a course, you specify the course and section names, set the course term, start, and end dates, and select the textbook that you are using for the course.

1. Click Tasks > Create Course.

2. Name your course, select the term, and select the number of sections you have in your class.
3. Enter the class dates. Date Visible To Students is the first day your students can start using the class. Last Date Visible To Students is the last day students can access course material and final grades.

4. Select your textbook and additional resources for your class.

5. Select Communication tool options and click **Next**.

6. Select the instructor, add section details, and click **Save**.
This page is different if your course has multiple sections. If your course has multiple sections, you can change instructors for each section later by clicking Tasks > Edit Class Settings.

A confirmation page summarizes your course and section information. You can enroll students in your course now, or wait and enroll students later.

See Creating a Course for more information.

**Step 3: Enroll Your Students**

Enroll students in your course in one of two ways:

- **Self-enrollment**: Students enroll themselves in a course using a class key, which is a code WebAssign generates that students use to access the course.

- **Rostering**: You create the listing of students who are enrolled in your course, including their account and login information.

  **Note**: Your school or department might have arrangements with WebAssign to automatically roster your classes. If so, you might have an enrollment policy that you follow instead of these steps.

Before you decide on either method, you should understand the advantages and disadvantages of each. See Determining How to Let Your Students Enroll for more information.

Once enrolled, your students can access their WebAssign class to work on assignments, read announcements, review their scores and grades, and access their calendar.
Option A: Student Self-Enrollment

Follow one of these two methods.

Method 1: You’re Creating Your Course Now

Select Students will self-enroll, and then click OK.

Method 2: You’ve Already Created Your Course

Click Roster.

Click Student Self-Enroll.

Click I want my students to self-enroll.

WebAssign generates the class keys for your students to use in each section of your course. You must tell your students what the class key is so they can use that key to access the course. With this method, your students can create their own usernames and passwords.

Tip: You can view a class key at any time. From the toolbar, click ClassView. Select your class and click Roster. Then, click Student Self-Enroll.

Option B: Create a Roster

Follow one of these two methods to get to the Roster Upload page so you can upload your roster.
Method 1: You’re Creating Your Course Now

From the Creating a New Course Confirmation page, click **I will upload a roster**, and select **Now**. Click **OK**.

```
How will students be placed on your roster(s)?
  ○ Students will self-enroll
  ● I will upload a roster
  ○ Now
  ○ Later

OK
```

Method 2: You’ve Already Created Your Course

In Class Tools, click **Roster**.

```
Class Tools
Instructor: Dr. Michael Lopez
Term: Summer 2010
Roster | Students |
ScoreView
Edit Class Settings
Communication
```

In the Roster Course menu, click **Upload**, then click **Browse** to select the roster file, and then click **Upload file**.

From the Roster Upload - File Review page, confirm that the columns are correct and select different headers from the drop-down lists if needed. When the roster headings are correct, click **Next**.

```
Roster Upload - File Review
Confirm that each column below is identified properly.
If the contents of the column do not match the selected header, change the heading using the pulldown menu.

<table>
<thead>
<tr>
<th>Fullname</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller, Dr. Edward</td>
<td><a href="mailto:emiller@example.org">emiller@example.org</a></td>
</tr>
<tr>
<td>Lopez, Dr. Michael</td>
<td><a href="mailto:mlopez@example.org">mlopez@example.org</a></td>
</tr>
<tr>
<td>Taylor, Dr. Deborah</td>
<td><a href="mailto:dtaylor@example.org">dtaylor@example.org</a></td>
</tr>
<tr>
<td>Martin, Dr. Sharon</td>
<td><a href="mailto:smartin@example.org">smartin@example.org</a></td>
</tr>
</tbody>
</table>

< Back  | Cancel  | Next >
```
If you didn’t include usernames in your file, Create Usernames is displayed. Select what to use, and then click **Generate Usernames**.

![Create Usernames](image1)

- If you didn’t include usernames in your file, Create Passwords is displayed. Select what to use, and then click **Generate Passwords**.

![Create Passwords](image2)

**Note:** Tell your students to change their password regardless of the method you choose.

WebAssign generates the usernames and passwords based on what your selections and displays the information in the bottom half of the page.

When your roster is correct, click **Next**. A Roster Upload confirmation page confirms the number of students added, and the name and section of the course. You can email the newly added students the course information. Click **Continue**, and the Roster page is displayed so you can view your class roster.

See Adding Students to Your Class Roster for more information.

**Step 4: Create and Schedule an Assignment**

An assignment is made up of a list of questions, point values, submission options, feedback choices, and more.
1. Click Assignments > Create.
   
   If needed, switch to the New Assignment Editor. At the top of the page, click + to expand Learn About the New Assignment Editor; then, click Yes, I want to start using the new version.

2. Under Assignment Settings, select Use this template and select a template to configure all of your assignment settings, including the category, submissions, randomization, and permissions.

   WebAssign provides templates for various kinds of assignments, or you can create your own assignment templates.

3. Type an Assignment Name. Optionally, type a Description of the assignment and Instructions for completing the assignment.

4. Click Question Browser and add questions to your assignment.
List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.

Click question names to add them to the Questions on Assignment list.

Click **Update Assignment** to add the questions to your assignment.

5. Click **Save**.

6. To schedule the assignment now, click **Schedule**.

    **Note:** Alternatively, you can schedule the assignment later. Click **Assignments > My Assignments**, and then click **Schedule** for any assignment in the list.

7. Select the classes for which to schedule the assignment and click **Schedule**.
8. Set the due date and the first and last dates that students can see the assignment.

9. If needed, set security restrictions on the assignment, make it a group assignment, or make it dependent on student performance on a previous assignment.

10. Click Save.

See Creating and Editing Assignments and Scheduling Assignments in Your Class for more information.

Congratulations! You’re on your way! You and your students have everything needed to start using your class in WebAssign.

WebAssign Support: We're Here for You

If you have any questions, just ask us and we’ll get back to you.

From within WebAssign, click Help to open an online version of the WebAssign Essentials Guide, documents that help you start your class, and a Help Request form that is sent to our support team.
Click **Faculty Support** on our Web site at [www.webassign.net](http://www.webassign.net) to access more information for instructors. You can request a question or a textbook, learn about best practices, contact support, and more.