

INSTRUCTOR

QUICK START GUIDE

This Quick Start Guide provides information to help you start using WebAssign.

LOG IN

These instructions apply for most schools. Some schools use alternative login sites.

1. Go to webassign.net/login.html.
2. Type your **Username**, **Institution** code, and **Password**.
3. Click **Log In**.


CREATE OR COPY A COURSE

1. From the toolbar, click **Create > Course**.
2. Either create a new course or copy one of your existing courses:
 - Select **Create a new course with no assignments** and click **Continue**.
 - Select **Copy assignments and settings from an existing course** and select the course.
3. Enter a **Course Number** and **Section**.
4. Select the primary **Instructor**.
5. Select how to manage the course roster.
6. Select the **Term**, **Start Date**, and **End Date**.
7. Specify when the **Class Meets**.
8. **CREATING A NEW COURSE:** Select the primary **Textbook** for the course.
9. **COPYING A COURSE:** If **Edition Update Available** is displayed next to your textbook, click it to use the newer edition.
10. Select the check box certifying your use of the selected textbook in your class.
11. Click **Create Course**.

If your school should be billed for WebAssign access — common for high schools — set the student fee payment method for your new section to **Bill Institution**.

ADD ASSIGNMENTS

Add Course Pack assignments (selected textbooks)

1. Click **Class Schedule** under Class Tools on the My Classes page.
2. At the top of the Assignments list, click  > **Course Packs**.
3. Navigate to the Course Pack you want to use.
4. Click **Add Course Pack to My Assignments**.

Create your own assignments

1. From the toolbar, click **Create > Assignment**.
2. Under Assignment Settings, select the template you want to use.
3. Type an **Assignment Name**, **Description**, and **Instructions**.
4. Click **Question Browser** and add questions to your assignment.
 - a. List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.
 - b. Click a question name to add it.
 - c. Click **Update Assignment** at the bottom of the list of assignment questions.
5. Click **Save**.

SCHEDULE ASSIGNMENTS

1. Click **Class Schedule** under Class Tools on the My Classes page.
2. Drag an assignment from the Assignments list to the week you want to schedule it for.
3. Set the **Due** date and time for the assignment.
 - a. Select **On a specific day of the week**.
 - b. Select the day of the week.
 - c. Enter the time.
4. Click **Schedule**.

ADD STUDENTS TO YOUR COURSE

You can look up a class key or upload a roster from the My Classes page.

Students self-enroll with a class key

1. Click **Class Key Settings** under Class Tools.
2. Give the class key to your students and they can enroll themselves.

Instructors enroll students from a roster

1. Click **Upload Roster** under Class Tools.
2. Follow the instructions on the Upload Roster page.
3. Give your students their new usernames and passwords.

SYSTEM REQUIREMENTS

WebAssign is tested and supported for the following Web browsers:


Mozilla® Firefox® (38+)
Windows®, Mac® OS X, Linux®
Internet Explorer® / Microsoft® Edge (11+)
Windows
Google® Chrome™ (44+)
Windows, Mac OS X
Apple® Safari® (8+)
Mac OS X, iOS 8 or later on iPad®

BROWSER SETTINGS

Configure the following settings in your Web browser.

- Allow cookies and pop-up windows from webassign.net.
- If you are accessing WebAssign from Blackboard®, accept third-party cookies.
- Do not allow your browser to store your WebAssign password.

CUSTOMER SUPPORT

HELP: From the application, click .

ONLINE: webassign.com/support-request

CALL: (800) 955-8275

PAYPAL SUPPORT

ONLINE: paypal.com
CALL: (402) 935-2050

MORE INFORMATION

Search the online help for answers to most questions: webassign.net/manual/instructor_guide/