WEB ASSIGN

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.

NOTE: The first time you log in, change your password.

CREATE A COURSE
1. From the toolbar, click Create > Course.
2. Enter a Course Number and Section.
3. Select the Instructor.
4. Choose how to manage the class Roster.
5. Select the course Term and choose a Start Date and End Date.
6. Specify when the Class Meets.
7. Select a Textbook and certify that you are using it in the course.
8. Click Create Course.

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 the names of questions to add them to the list of assignment questions.
   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. OPTIONAL: Change the Available and View Until rules.
5. Click Schedule.

ADD STUDENTS TO YOUR COURSE
Choose a roster method when you create a course section. After creating 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. You will receive an email with the class key for any section you created. To look up the class key for a section, 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.

BROWSER SETTING
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/

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