

## **Notes on Web Assign**

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### **INSTRUCTOR'S ACCOUNT**

- To open an instructor's account, go to: <http://www.webassign.net>
- The preferred user name is your Net ID (the one that you log on to iLearn with). However, I was also informed by the technical staff that you can use any user name, as long as your Blackboard name is your Net ID.

### **LINK COURSE TO iLEARN**

- To link your course to iLearn, log on to iLearn, then go to your course. Go to the Control Panel, then under "Course Tools" click "Web Assign"
- FIRST: Link the course by clicking "Link".
- THEN: Click on the link "Sync the roster".
- Your iLearn roster is now your Web Assign roster.
- Note that this only syncs it ONCE. As students drop or enroll, you'll need to sync it again. So you may want to do this often during the beginning of a quarter.

### **STUDENTS' ACCESS**

- The students will enter Web Assign via a link on iLearn.
- The students will be given a "14-day free trial" which gives them reasonably enough time to purchase the access code. The access code will be available in the bookstore. Students with credit cards can also purchase the code online at the Web Assign page.
- The 14-day free trials begins on the date the course is made visible to the students.

### **CREATE COURSE**

- To create your course, click on the "Create Course" link on the top of the page.
- The student fees option should be "Student Access Codes".
- The "Course Visible Date" should be the first day of class or maybe even a later date than that. This is the date that the 14-day free trial for the students begins. Say, for example, the first day of class is a Friday, and you won't assign any HW till next week, you may want your "Course Visible Date" to be next Monday or later.
- Select your textbook and click the "certify" box.
- Select the other options that you like. Most of this page is self-explanatory.
- Remember to click SAVE COURSE before you exit.

## **ASSIGN HOMEWORK**

- To assign HW, click on the link “Create Assignment” on the top of the page.
- Click on “Question Browser” near the middle of the page.
- A new window pops up. From there, select the chapters/sections you want to work on.
- Click on the problems that you want to assign. You should see those problems appear on the right hand column of your screen.
- When done, click UPDATE ASSIGNMENT.

## **HOMEWORK SETTINGS**

- The Administrative Settings give you control over what you allow your students to do or see.
- It save a lot of time if you check the box” Save these Administration Settings as my default”.
- You can decide how many attempts you want to give a student on each problem. You can change this setting on a *specific problem* later. For example, you want to give your students 5 attempts per problem. However, one of the problems is a true/false, and you want to allow only one attempt. You can change the setting for this problem only under “Submissions Override”.
- To access “Submissions Override”, go to “My Assignments” and select the specific assignment that you want to work on.
- Select the other options you like. It is best to add the “Practice” button before and after the due date so the students can always come back to do more problems.
- You may want to publish the key AFTER the due date.
- When you are done, CLICK SAVE.

## **SCHEDULE ASSIGNMENTS**

- To assign HW, click on “My Assignments” and select “Schedule”.
- Select the course/sections that you want to assign to. (This feature is especially helpful if you are teaching 2 or more sections of the same course).
- Select the visible and due dates.
- The last visible date should be no sooner than the end of the course (or the final exam date), so that the students can review their HW problems).
- CLICK SAVE.

## **GRADEBOOK**

- To set up your grade book, go to the top of the page and click on “Grades” and then “Gradebook”.
- You will see the message: “Your Gradebook has not been set up for this class. Use the Wizard link above to get started.”
- Click “Wizard”.

- Choose “Specify my gradebook setting now”.
- To make life simple and easy, use this gradebook to calculate your Web Assign grades only. So select NO for all the other categories such as quizzes and exams, leaving only Homework checked YES.
- Say your HW is 10% of a student’s grade. Then the grade here reflects only that 10%. You will do your other accounting on quizzes/exams, etc on iLearn.
- There is an advanced method to integrate your Web Assign gradebook with your iLearn gradebook, but it is advanced and very complicated. If you can figure out how to do that, then you can show it to me.
- You can select to weigh your HW by assignments or by points.
- Select how many HW assignments you like to drop. Since we are new in using this, the students may struggle a bit in the beginning, so we might want to be nice and drop at least the lowest one or two assignments.
- Skip the letter grade page.
- Select what you want to show students.
- Click SAVE THESE SETTINGS.

### **INTRO TO WEB ASSIGN**

- The “Intro to Web Assign” is an assignment that helps the students get familiar with the program.
- It is recommended that students are assigned this as their first HW.