

WebAssign Faculty Instructions

How to Login to WebAssign

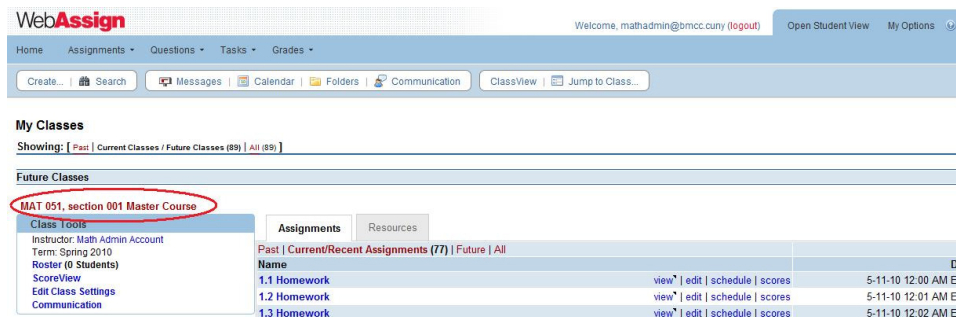
If you are teaching a remedial course this semester and you have never used WebAssign, you should receive an email with your email address and password before the semester begins. If you have used WebAssign before, you still have the same login and password.

- Most often your username is your first initial last name without punctuation (e.g. cwladis).
- Institution: **bmcc.cuny**
- Default initial password: **welcome1** (You should change this password the first time you login.)

If you cannot login, please email Mark Santee at msantee@webassign.net and cc remedial coordinator Claire Wladis at cwladis@bmcc.cuny.edu to obtain your login details.

How to View Your Courses

If you are teaching MAT 051 this semester, a course has been created for you inside webassign for each section that you are teaching. Once you have logged in, you will automatically be taken to the home screen, where you will see all your courses on the left-hand side. To view the course, simply click on its name:



WebAssign

Welcome, mathadmin@bmcc.cuny (logout) Open Student View My Options

Home Assignments Questions Tasks Grades

Create... Search Messages Calendar Folders Communication ClassView Jump to Class...

My Classes

Showing: [Past | Current Classes / Future Classes (89) | All (89)]

Future Classes

MAT 051, section 001 Master Course

Class Tools

Instructor: Math Admin Account
Term: Spring 2010
Roster (0 Students)
ScoreView
Edit Class Settings
Communication

Assignments Resources

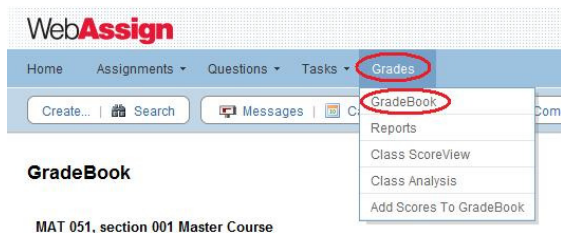
Past | **Current/Recent Assignments (77)** | Future | All

Name	view*	edit	schedule	scores	
1.1 Homework	view*	edit	schedule	scores	5-11-10 12:00 AM E
1.2 Homework	view*	edit	schedule	scores	5-11-10 12:01 AM E
1.3 Homework	view*	edit	schedule	scores	5-11-10 12:02 AM E

Changing Course Settings

There are several course settings which you may wish to change:

- **Viewing grades and changing gradebook weights:** Begin by clicking on the “Grades” menu at the top of your Home page, and select “GradeBook” from the drop-down menu:



WebAssign

Home Assignments Questions Tasks **Grades**

Create... Search Messages C...

GradeBook

MAT 051, section 001 Master Course

GradeBook

Reports

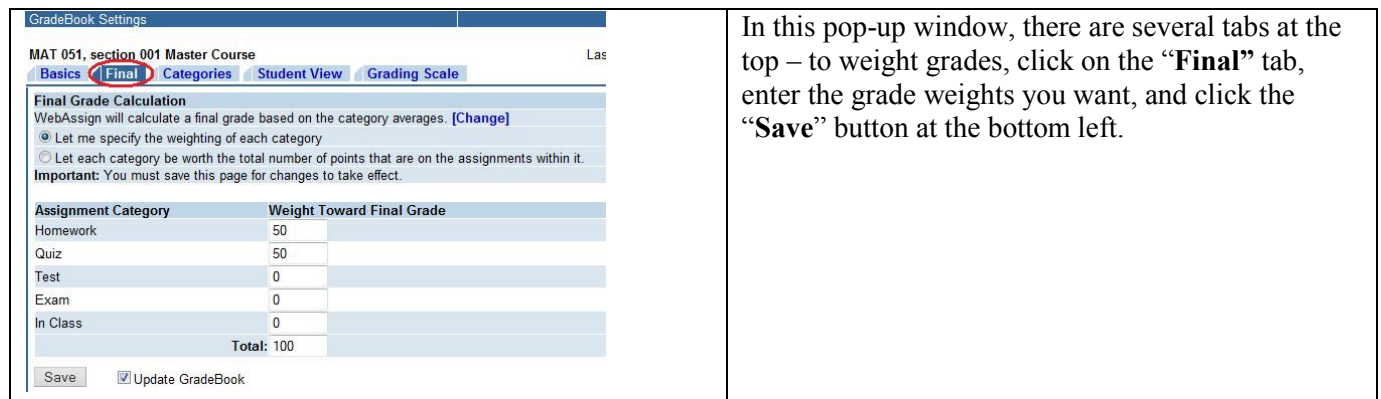
Class ScoreView

Class Analysis

Add Scores To GradeBook

On the next page, select your course from the drop-down menu. This will display your students’ grades.

If you want to **weight grades**, click on the **Settings** button on that page. This will take you to a pop-up window:



GradeBook Settings

MAT 051, section 001 Master Course Las

Basics **Final** Categories Student View Grading Scale

Final Grade Calculation

WebAssign will calculate a final grade based on the category averages. [Change]

☒ Let me specify the weighting of each category

☐ Let each category be worth the total number of points that are on the assignments within it.

Important: You must save this page for changes to take effect.

Assignment Category	Weight Toward Final Grade
Homework	50
Quiz	50
Test	0
Exam	0
In Class	0
Total:	100

Save ☒ Update GradeBook

In this pop-up window, there are several tabs at the top – to weight grades, click on the “**Final**” tab, enter the grade weights you want, and click the “**Save**” button at the bottom left.

- **Allowing Extensions or Granting them to Particular Students:** All assignments are automatically set so that they are due by around 12:00am on the first day of departmental exam testing. You may change assignment due dates (see “Editing Assignments and Changing Assignment Settings” below), but you may also wish to simply allow students to turn work in late automatically for reduced points, or to grant manual extensions to students with excused reasons for submitting work late. To allow extensions, you need to do the following:
 - From the toolbar, click **Communication**. Select your class, if necessary.
 - Under **Extensions**, click **Unanswered**.
 - Click **Settings**. The Extension Settings window opens:

Click “**Enabled**” if you want to have the power to grant extensions (automatically or upon request).

Automatic Extensions: When a student requests an extension, the request is granted automatically, but you can also grant individual extensions as needed.

Manual Extensions: When a student requests an extension, you evaluate the request and grant or deny it, including the terms of the extension— (duration, number of submissions, and any penalty).

Automatic and Manual Extensions: Students can choose which to request and can request manual extensions even when no more automatic extensions are available.

For the **penalty**, we suggest you choose the option “**% unearned**.” This penalty is a percentage of the point value of the questions answered correctly during the extension period, deducted when correct responses are submitted; no penalty is applied if no more questions are answered correctly. For more details, see **Help**, below.

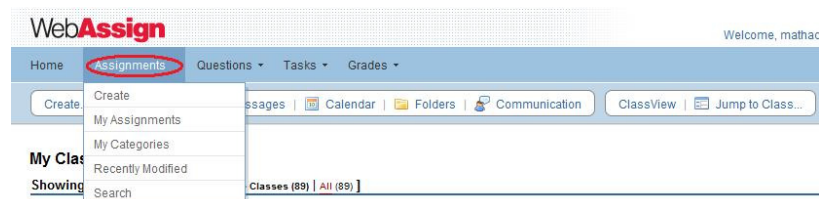
WebAssign Help and Detailed Instructions

For help with WebAssign, go to <http://www.webassign.net/manual/essentials/index.htm> for searchable help and to http://www.webassign.net/user_support/faculty/WebAssign_Essentials.pdf for a printable pdf help document. This document just summarizes basic features of webassign – the pdf file and the searchable database give much more detailed information about all of these features.

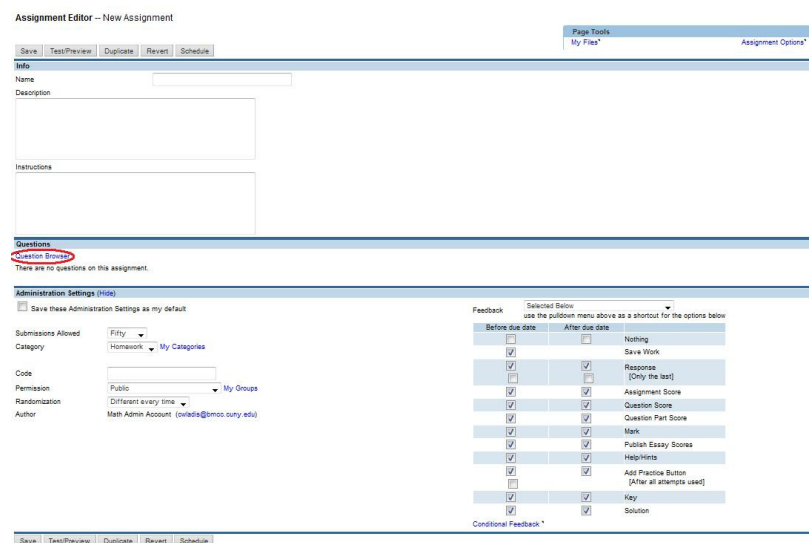
Creating and Editing Assignments, and Changing Assignment Settings

Click on the **Assignments** menu on the home page:

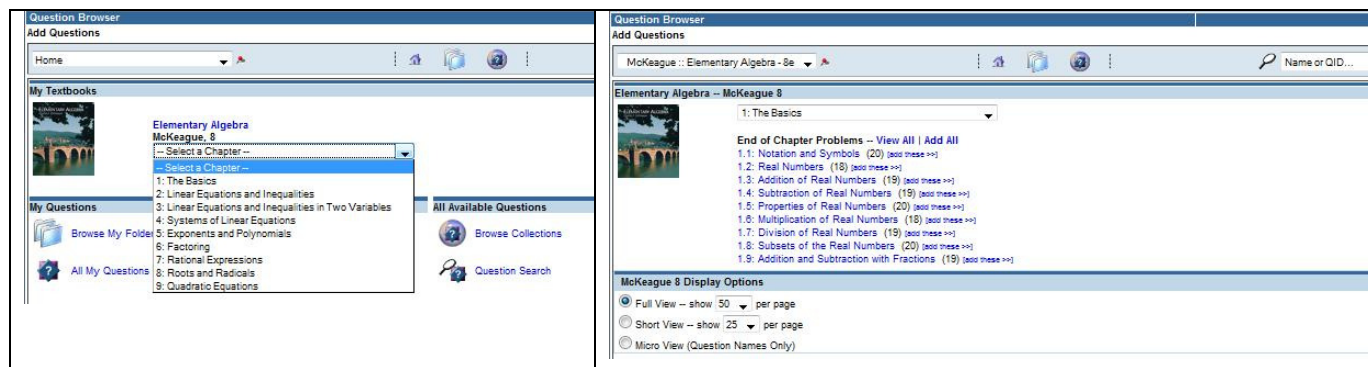
- To create a new assignment, select “Create.”
- To edit an existing assignment even if it has not yet been assigned, select “My Assignments.”



If you clicked “Create,” the next page is the **Assignment Editor**; if you selected “My Assignments,” the next page will display the names of all your assignments – click on the assignment name to go the **Assignment Editor** for that assignment:



If you are creating a new assignment, you will need to type an assignment name, etc. Then, to choose questions, click on the “**Question Browser**” link towards the middle of the page (see above). This will bring up the Question Browser pop-up window, where you can choose the chapter from which you would like to select questions:



First select a chapter from the drop-down menu.

Then, you can click to view questions – we recommend clicking on view all (or you can click on a particular section first). We also recommend selecting “Full View” at the bottom unless you have your book in front of you – this will allow you to read each question on the screen in front of you (the other only display a question name and number, and perhaps brief description).

After you click on “View All,” the next page will display the questions. Click “Add” to the right of the question name to add it to the assignment; it will then appear to the right under “Questions on Assignment.” To remove a question, click “Remove” next to the question name, or click trash can icon to the right of the question in the question list in the right frame:

When you are through adding and/or removing questions from the assignment, be sure to click the “Update Assignment” button on the right. This will take you back to the Assignment Editor page. Now the area under “Question Browser” will look like this: (To see all questions listed here, click on the tap labeled “Full.”)

Now you can set the assignment settings:

Understanding Randomization:

- **Person:** Each student gets different values, but the values are the same each time the student retakes the assignment – note: if you choose to allow students to see the key, they will then be able to see the answer before they resubmit the assignment.
- **Question:** Every student gets the same values every time they take the assignment. Again, if you allow students to see the key, then they will know the correct answers for the next submission.
- **Different Every Time:** Every student gets different values, and the values change each time the student retakes the assignment. Note however, that to use this option, you must select the Submission option “Require submission of entire assignment.”

Once you have chosen your settings, be sure to hit the “Save” button at the top or bottom of the screen.

To make your assignment available to students, you have one more step: You must SCHEDULE your assignment. To do this, go to the “My Assignments” link under the “Assignments” tab on the home screen. Select the assignment you wish to schedule from the list, and click “Schedule” to the right of that assignment. On the next page, select your course and click the “Schedule” button at the bottom of the page; on the following page, set the due dates, etc., and click the “Save” button at the bottom of the page. The assignment will now appear in the list of assignments on the page for that course.

Note: Students will see your scheduled assignments listed in order of the date/time that they are due.

- **If you teach in an order different from the syllabus, you will need to add your own Midterm Review Assignment – here’s how:** To access a copy of the midterm question pool, select “Search” under the “Assignment” button on the Home page. Under “Permission/Groups”, select “BMCC MAT 051” and click the “Search” button at the bottom. On the next page, select “Mid-Term Exam Practice Assignment Question Pool,” and then you can **duplicate** the assignment and then edit the duplicated copy by deleting any questions from chapters that you did not cover. Please note that students will be required to do problems from Ch 1 and at least 3 other chapters on the midterm exam. Don’t forget to **assign** this assignment once you duplicate and edit it by finding it again under “My Assignments” in the Assignments menu!

How to find your CLASS KEY – Give this to students on the FIRST DAY OF CLASS!

Login to your account at www.webassign.net. Then:

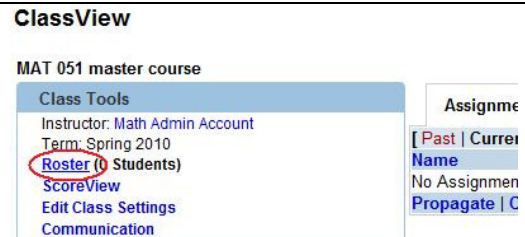
1. On the toolbar, click “ClassView:”



2. Select the class for which you need to locate a class key from the Select Class menu on the left:



3. In Class Tools on the left, click “Roster:”

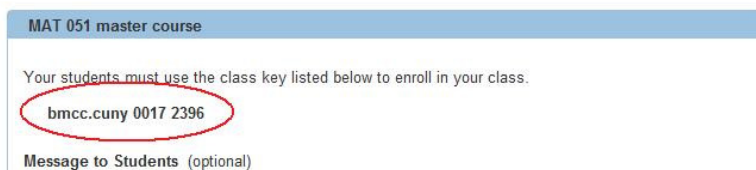


4. Click “Student Self-Enroll:”



5. The class key, which should be “bmcc.cuny” followed by two sets of four digits, will be displayed on the next page:

Student Self-Enroll



How to Change the Due Dates for Multiple Assignments at a Time in WebAssign:

Login to webassign.net, and then click on the name of your course section:

My Classes

Showing: [[Past \(1\)](#) | [Current Classes \(98\)](#) | [All \(99\)](#)]

MAT 051, section 000 Master Course

Class Tools

Instructor: [Math Admin Account](#)

Term:

[Roster \(11 Students\)](#)

[ScoreView](#)

[Edit Class Settings](#)

[Communication](#)

Assignments

Resources

[Past \(77\)](#) | [Current/Recent Assignments \(77\)](#) | [Future](#) | [All](#)

Name

[1.1 Homework](#)

[1.2 Homework](#)

[1.3 Homework](#)

Scroll all the way down to the bottom of the page and click “Class Schedule” (see image below):

0.2 homework	view	edit	schedule	s
8.3 Homework	view	edit	schedule	s
8.4 Homework	view	edit	schedule	s
8.5 Homework	view	edit	schedule	s
8.6 Homework	view	edit	schedule	s
8. Quiz - Ch 8	view	edit	schedule	s
8. Intervention Roots and Radicals Assignment	view	edit	schedule	s
Final Exam Review	view	edit	schedule	s
Propagate	view	edit	schedule	s
Class Schedule				

Change any dates on the next screen, and then click the “Save” button at the very bottom left corner.

	May 27 2010 12:09 AM
	May 27 2010 12:10 AM
	May 11 2010 12:11 AM