Instructor's Guide: Basics for Managing WebAssign

(updated Spring 2019)

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WebAssign Log In

○ **Instructors (lecturers and TAs)** should use the main WebAssign login page

> `https://www.webassign.net/wa-auth/login` enter your username and password

If you don't remember your username or password click on "forget" next to password. If that does not work, contact WebAssign support at 800.354.9706.

Students should use *WebAssign @ Purdue Login Page*

> `http://www.webassign.net/purdue/login.html`

By clicking the red LOG IN @ PURDUE UNIVERSITY button they will be taken to a Purdue server for authentication with their Purdue Career Account information. The first time the student accesses WebAssign, he/she will be prompted to create or link to a Cengage account. This is a one-time process, and the students will continue to access WebAssign using their Purdue Career Account credentials.

Instructors should not use WebAssign @ Purdue Login Page, and vice-versa, students should not use the instructors login page.

After a two week grace period, the students must pay a non-refundable access fee.
Students can buy an access code directly from WebAssign, they can also buy a textbook/access code bundle from the local bookstores, or they can buy an access code from vendors like amazon.com. Students should not buy access codes from third parties; they are not transferable.

Changing Password and Personal Information

Go to `www.cengage.com/sso` enter your current username and password. Click on My Account on the upper right corner. Make the desired changes and click on update. First-time users need to to change their initial password.

Your WebAssign Home Page

Your WebAssign home page contains all your classes (past, current, and future) of which you are an instructor. Click on any of your classes.

The following are some useful buttons:

1. Home: go back to your home page in WebAssign.

2. Jump to Class: go to one of your classes.

3. ClassView: (after you are done doing some operations) go back to the home page of your (chosen) class.

4. Messages and Communication: manage messages and announcements to your students or your whole class.

5. Open Student View: shows the student's view. (Choose the option enter an access code and then click continue. As an instructor, you do not need an access code. The student's view will then be shown next.)

6. Help: online documentation for WebAssign.

7. Grades:

   (a) GradeBook – shows summary of grades (with weighted scores).
   (b) Class ScoreView – shows details of grades.

8. Roster and ScoreView (in ClassView, leftmost column): view and download score sheets; can also make modifications of scores (to be described later).

Your Class Home Page (**ClassView**)

This class home page is the default starting point for many of the following operations. You can always go (back) to this page by clicking ClassView at the top of any page.

The main information contained in each of your class home page is the list of pre-assigned assignments: Homework, Quizzes, Tests, Exams (and maybe other categories such as Hand Graded Homework). The assignments are grouped into Past/Current/Recent/Future/All categories. They can be viewed with Low/Medium/High detail options.

These are the only assignments you will need for your class.

Do not perform the following operations

(a) **Do not Create** (upper left corner) new assignments. Doing this will only "create" a lot of problems for everyone else in the course.

(b) **Do not Edit** any existing assignments. *This applies also to the description and the number of points for the assignment.* The assignments in different sections of the course are linked to each other and any change will affect all sections, not only yours. (The exception are the hand-graded homework and quizzes in MA266).

In short, do not click Create or Edit.

You can however change the due date of an assignment – see the following.

Changing the Schedule (Due Date) of Assignments

You can change the due dates of each assignment. Currently there are several ways of doing so.

○ Reschedule Assignments button at the top of the assignment list. This brings the list of all assignments with editable due and availability dates.

If you want to extend the due date of an online homework, please do so **before** the current due date; WebAssign reveals the solutions once the deadline has passed.

Assignments – Online Homework.

For each online homework, click view to see its contents. You can enter some answers. At the end of the assignment you can click the Submit for Testing box to see how it works. (As an instructor, you are able to see the solution displayed next to the questions.) Click ClassView to return to the class home page.

Most homework questions are fill-in-the-blank using a math editor. They essentially get infinitely many (100) attempts for these. A small portion of the questions are multiple choice, which allow only a certain number of attempts. (The number depends on the number of choices – this can be viewed in advance by students. True/False questions, of course, allow only one chance.) After the homework due date has passed, students can see the answers and for most calculus questions, the worked out solution also. Most of the problems are programmed with random constants.

The grading and recording of online homework are completely automated in WebAssign. (Modifications and extensions are possible – see the relevant section below.)

Assignments – Quizzes, Tests, and Others.

For this type of assignments, the scores need to be entered by hand:

1. Click the assignment name (not the scores) in the list. If the assignment name is not clickable, click on schedule (this may sound counter-intuitive, but it works).
2. Click Modify Scores.
3. In Upload Method select Enter scores for each student by hand.
4. Click Next.
5. Then enter the score of each student one by one.
6. Click Next and then Save.

Sometimes, for convenience, the due dates for this type of assignments are set at the end of the semester. In order for students to see their up-to-date scores, you need to change the due dates to the **current date** after you have entered the scores.

Downloading Grade Sheet.

- ○ Click Grades – Class Score View (at the top) or ScoreView (in ClassView, leftmost column) and then click Download at the bottom.

(More details about this will be given towards the end of the semester.)

Extension of Due Dates of Assignments (for Individual Students).

In certain cases it might be necessary to grant extensions of due dates for individual students or even the whole class.

1. For **online homework**:

    (a) To grant extension for individual student: (in ClassView)

         i. Click scores to the right of the assignment to be extended.
        ii. Click Grant Extensions/Submissions at the bottom of the page.
       iii. Change the date due for the particular student and click save.

    (b) To grant extension for the whole class, simply reschedule the assignment **before** the original due dates.

2. For **quizzes, tests (and other types of assignments)**, simply (re-)enter the scores as before, at suitable, future extended dates. See also the later section on modification and overriding scores for individual students.

Excused Assignments

Again, under unusual circumstances, assignments can be excused or omitted.

To excuse an individual student of an assignment:

1. Click scores to the right of the assignment to be excused.

2. Click the **actual score** (shown as numerical numbers, NA, ND or NS) of the assignment corresponding to the student to be excused.

3. A window opens. Click Excuse assignment and save.

(An EX will appear in the score box for the excused assignment.)

(Under extreme and unlikely circumstances,) to excuse the whole class of an assignment, the simplest way is to **unschedule** it:

1. Click on Reschedule Assignments button at the top of the assignment list.

2. Toggle the Yes/No switch in Available column for the assignments you want to unschedule.

3. Click Save.

Modification/Overriding of Existing Scores

Follow the same procedure as above to excuse an assignment. In the window, click add penalty, add bonus, override score and enter the new score. Click save.

Summary

To change the score of any assignment, simply click (in ClassView) score corresponding to the particular assignment. Click **Grant Extension/Submissions** at the bottom to extend due dates and click the **actual score** of individual assignment of a student to change/modify the score. An alternative is clicking Roster, ScoreView, or Grades–Class ScoreView and following the same instructions.

Viewing Student's Work

Sometimes students claim that their correct answers are not accepted. Most of the times, these are due to the fact that they have not entered the correct solution syntax.

Tell the students the following important tips:

- whenever possible, always enter *exact expressions* (not approximations from calculators), unless told otherwise by the question.
- for numerical answers, as a rule of thumb, always enter at least four decimal or four significant digits.
- Capital and small letter variables are *different*: Π (Pi), π (pi), Φ (Phi), ϕ (phi), Θ (Theta), θ (theta), etc.
- questions which prompt for the open or close brackets "(", ")", "[", "]" are treated as True/False questions and hence allow only one chance.

You can however view the actual work – all the submissions – of each student. To do this, click

- Roster (in left column of ClassView).
- Scores next to the student's name.
- Responses (and if necessary, All Responses).

Please do not arbitrarily override WebAssign's online homework scores. It is certainly preferable to point out the errors to WebAssign. WebAssign is usually quite efficient in correcting their errors.

Adding Students

Enrolled students

All students enrolled in Purdue Banner system will be automatically added to the corresponding WebAssign course section once they successfully login from *WebAssign @ Purdue University Login Page.* (See **Student Login and General Information** section below.)

This applies also to students that enrolled late. Give these students individual extensions (as described before) for the homework that are past due.

Non-enrolled students

At times, for various reasons, a student might not be able to enroll officially in a class for more than a couple of weeks. You can add these students to your WebAssign section roster so that they can immediately utilize the online system and submit homework. But you should only do this if **there**

is space in your section. Eventually the students will need to enroll officially through Banner. Tell the students that after the two week grace period, they must pay a non-refundable fee for the online access. (If they are already on a WebAssign roster for another section, then all they need to do is a **transfer**, see below.)

To have a non-enrolled student added to your section's WebAssign roster, **you (the instructor)** should go to *https://www.math.purdue.edu/resources/internal/index.php* and enter your request as a "other issues with WebAssign." Please provide the following information:

1. Your course and section number.

2. Student's name.

3. Student's ten digit PUID.

4. Student's Purdue career account email.

Soon afterward, the student will be sent the necessary information to log in to his/her WebAssign account.

Transferring a Student

If a student transfers from another section into yours in Purdue Banner system, then the next time he/she logs into WebAssign (from *WebAssign@ Purdue Login Page*) the student will automatically appear in the new (your) section in WebAssign. However, the student will not be dropped from the old section in WebAssign automatically, nor will his grades transfer to the new section. This has to be done manually **You (the instructor of the new section)** should go to *https://www.math.purdue.edu/resources/internal/index.php* cand enter your request as "WebAssign Section Transfers." **Do not tell students to request section changes themselves.**

Messages, Communications, and Posting Documents

You can receive and post messages by using Messages and Communications (in the upper left part of your WebAssign home page). You can also post additional materials such as lecture notes, homework or test solution by clicking Resources next to the Assignment at the top of the assignment list.

If a student has a question on the assignment they can click on the Ask Your Teacher button and ask for your help. Their question will appear in your Messages. You can see what their work has been so far by clicking on Responses and respond with a short suggestion. Announce to your class when you will sign on and respond to Ask your Teacher questions (e.g. Tue, Thu 7–7:30pm, etc).

Of course handling questions online can be awkward. You should also encourage your students to come to your office hours or send emails directly to you.