

WebAssign®



Essentials Guide
July 2009

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Centennial Campus
1730 Varsity Drive
Suite 200
Raleigh, NC 27606

Web: <http://webassign.net>

Tel: (800) 955-8275 or (919) 829-8181

Fax: (919) 829-1516

Email: info@webassign.net

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What's New

The July 2009 release of WebAssign includes new features and changes:

- You can offer your students a Personal Study Plan if your textbook includes it. The Personal Study Plan is a tool your students can use to predict how well they know the material for their course and determine if they have the skills they need to succeed. See *Helping Students Master Concepts with the Personal Study Plan* on page 30 for more information.

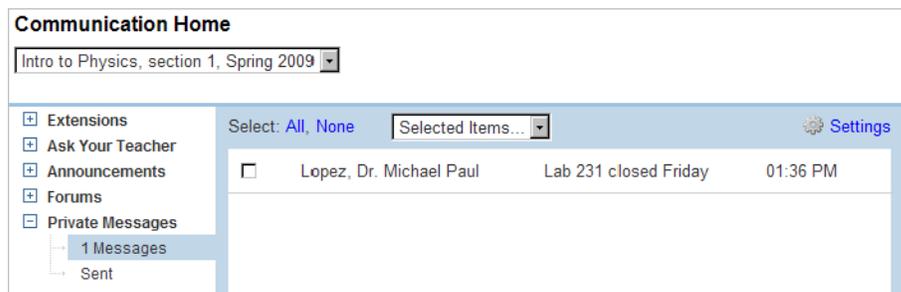
Past Releases

The June 2009 release of WebAssign includes some new features and changes:

- You can now upload informational, instructional, and learning resources to share with your students on their class Home page in WebAssign. Additionally, some textbooks make resource materials available that you can share with your students. See *Using Resource Materials* on page 121 for more information.
- The way you select textbooks when creating your courses in WebAssign has been improved and now provides you with more information about your selected textbook, such as whether or not an eBook is available and what the cost to your students will be. See *Creating a Course* on page 14 for more information.
- The Scheduling page for your assignments has an updated look and feel. In addition, you can now choose to remove restrictions from an assignment after the due date. See *Scheduling an Assignment* on page 107 for more information.
- You might see messages near the top of every page when you log on that describes information sent from WebAssign administrators, such as new features or scheduled system maintenance. You can delete these memos or send them to your email so they are available to you for future reference. See *Understanding Faculty Memos* on page 8 for more information.

The January 2009 release of WebAssign introduces a redesigned Communication Home page.

These user interface enhancements change the steps you use when you perform tasks associated with Extensions, Ask Your Teacher requests, Announcements, Forums, and Private Messages.



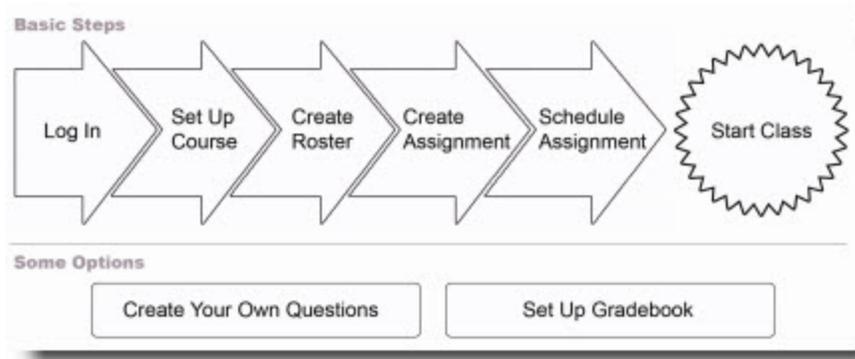
These changes are reflected in the following new documentation sections:

- Communicating with Students and Instructors on page 41
- Answering Ask Your Teacher Messages on page 53
- Working with Announcements on page 42
- Working with Private Messages on page 47
- Working with Forums on page 65
- Granting Extensions on page 116

2

Introduction

WebAssign is the perfect tool for you to manage your classes, assignments, and communications online. You can use this instructional tool to create assignments, write many different kinds of questions, easily review student progress, and return different types of feedback to your students. WebAssign automatically scores and computes the grades with sophisticated weighting options.



To start using WebAssign, you need to set up a free teacher account and log in. Then you will create a course, add students to your roster, and create and schedule assignments. You can also set up a GradeBook at any point if you wish.

WebAssign provides a Forums section for communication between you and your class. You can also use email when you or your students prefer that method of communicating.

This Essentials document contains commonly-used information to help get you up and running with WebAssign.

3

Getting Started

The first step in using WebAssign is to set up a free teacher account. Then, just log in and change your password and you are on your way to setting up your courses.

This section contains the following topics:

- Requesting a Free Teacher Account
- Logging In for the First Time
- Changing Your Password
- System Requirements for WebAssign
- Understanding Faculty Memos

Requesting a Free Teacher Account

After setting up a teacher account, you can use WebAssign to manage your classes. Signing up is free for instructors and just takes a few minutes. After verifying your faculty status, we will email your login information to you.

To request a free teacher account:

1. Go to <http://www.webassign.net> and click **Sign Up**.
2. Select the check box to certify that you are a recognized instructor at your accredited institution.
3. Fill out the online form fields.
4. Read the Terms of Use and select the check box stating that you agree to the terms.
5. Select the check boxes specifying what information you want to receive from WebAssign.
6. Click **Submit**. You receive a confirmation right away and WebAssign sends you login information within two business days.

Logging In for the First Time

All users, regardless of whether they are instructors, teaching assistants, or students, must create an account and log in so WebAssign can identify you and present the correct information to you in the application.

To log in:

1. In your Web browser, go to <https://www.webassign.net/login.html>, and the WebAssign Login page opens.

 **Note:** If your school uses its own authentication server, you might need to enter a different URL.

WebAssign Login

Welcome to WebAssign!

Username

Institution [\(what's this?\)](#)

Password [\(Reset Password\)](#)

Use the username, institution, and password provided by your instructor or account representative.

Log In
(Trouble Logging In?)

Students: If your instructor gave you a Class Key, add yourself to that class here.

I have a Class Key

Tip: bookmark this page for quick access to WebAssign.

2. Enter your user name, institution code, password, and click **Log In**.

Note: If you forget your password, click **Reset Password** above the Log In button.

The My Classes page opens as your home page unless you have selected another home page in My Options. If you have no current classes and have not changed your preferences, a page opens displaying “No courses listed for this view.”

Quick search tool

Communication alert Menu bar Filters Tool bar Jump to Class Help/How To's

WebAssign
Welcome, bseena@webassign.com!
Open Student View My Options Help

Home Assignments Questions Tasks Grades

Quick Search Messages (2) Calendar Index Communication ClassView Jump to Class...

My Classes

Showing [\[Exit \]](#) Current Classes [\(6\)](#) / Future Classes [\(2\)](#) / [All \(8\)](#)

Current Classes

Cell Biology101, section Section 1

Class Tools	Assignments	Due
Instructor: Beth Kenna Term: Summer 1 2008 Roster (9 Students) Scores/View Edit Class Info Communication Edit Student Names Page	Exit Current/Recent Assignments (1) Calendar All None Assignment 1 view edit schedule scores	7-16-08 10:41 AM EDT

3. Click the links to see specific information on the page. The active link for a page is in bold text.

Changing Your Password

For security, it's a good idea to change your password occasionally. If WebAssign uses your school's authentication server, change your password through your school.

To change your password:

1. On the My Classes page, click **My Options** in the top right.
2. Select the **Personal Info** tab if it is not already selected.

The screenshot shows the 'My Options' window with the 'Personal Info' tab selected. The form contains the following fields and options:

- Username:** rnorris
- Institution:** WebAssign University (webassign)
- First Name:** Rita
- Last Name:** Norris
- Email Address:** name@myemail.net
- Department:** [Empty text box]
- Address:** [Empty text box]
- City:** [Empty text box]
- State:** [Empty text box]
- Zip:** [Empty text box]
- Country:** [Empty text box]
- Phone:** [Empty text box]
- Fax:** [Empty text box]
- Change Password:** Two input boxes, both containing seven dots. The first is labeled '(enter new password)' and the second '(reenter for confirmation)'. Red arrows point to both boxes.
- Discipline:** A dropdown menu with 'Accounting', 'Astronomy', and 'Biology' visible.
- Save:** A button at the bottom right. A red arrow points to it.

At the bottom of the form, there is a text prompt: 'If you made any changes above enter your current password here and then click save:' followed by an input box containing seven dots. A red arrow points to this box.

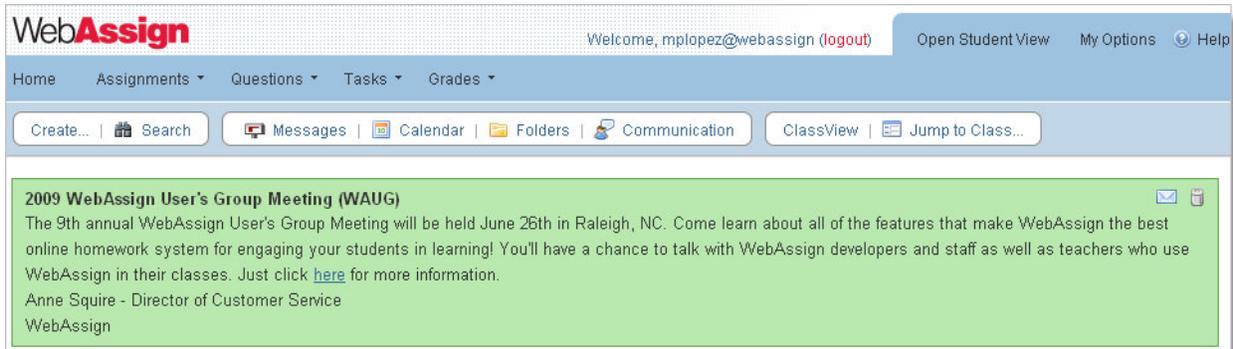
3. In the **Change Password** box, enter your new password, and then reenter it for confirmation.
4. Enter your current password in the box at the bottom.
5. Click **Save**.

Understanding Faculty Memos

When you log on to WebAssign, you might see a memo that displays near the top of every page that describes information sent from WebAssign administrators.

Memos describe information that may be of interest to you, such as new features, scheduled system maintenance, or upcoming events. These memos may display in different colors.

These memos only display to faculty. Your students do not see them.



You can delete these memos, or you can send them to your email so they are available to you for reference. In both cases, the memo is removed from all of your WebAssign pages so you no longer see it:

- To send a memo to your email, click the email icon  on the right-hand side of the memo.
- To delete a memo, click the trash icon  on the right-hand side of the memo.

System Requirements for WebAssign

Before you start using WebAssign, or if you encounter problems when working in WebAssign, check to see if your system meets the following requirements.

Browsers Supported for WebAssign

WebAssign is tested and supported for the following Web browsers:

- Mozilla Firefox, version 3 or later, for Linux, Mac OS X, and Windows
- Microsoft Internet Explorer, version 7 or later, for Windows
- Apple Safari, version 3 or later, for Mac OS X and Windows

Current releases of other modern browsers are expected to work but have not been tested. If you encounter problems when using another browser, try using one of the supported browser versions.

Browser Plug-Ins Required for Some WebAssign Content

Some WebAssign content and tools require the following browser plug-ins:

- Adobe Acrobat Reader, version 8 or later
- Adobe Flash Player, version 10 or later
- Adobe Shockwave Player, version 11 or later
- Java, version 6 (build 1.6.0) or later

If you encounter problems when using advanced features of WebAssign such as mathPad or eBooks, check to be sure that you have supported versions of these plug-ins installed.

Additional learning resources provided by textbook publishers or instructors might require other software.

Automatic Plug-In Version Checking

When you log in to WebAssign as a student, WebAssign checks your scheduled assignments for certain questions identified as requiring either Java version 6 or Adobe Flash Player version 10. If any of your assignments include these questions, your system is checked to see if you have the required plug-in version installed.

Note: WebAssign does *not* perform a comprehensive check of all assignment questions to determine all plug-in requirements. You should be aware of the following:

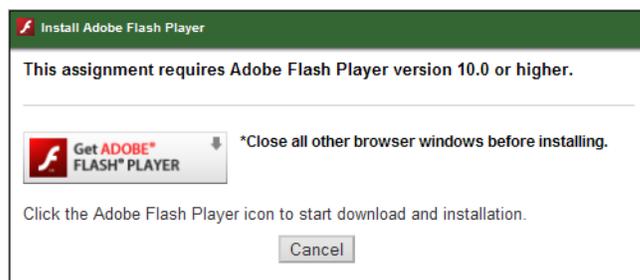
- Questions using pencilPad or the WebAssign graphing tool require Adobe Flash Player, version 7 or later.
- Questions created by instructors might require other plug-ins or plug-in versions.

If you do not have the required plug-in version installed, a warning is displayed on your Home and My Assignments pages informing you about the required plug-in version.

One or more of the assignments on this page require Adobe Flash Player version 10.0 or higher.		Version Information
	*Close all other browser windows before installing. Click the Adobe Flash Player icon to start download and installation.	You do not have Adobe Flash Player installed.

Click the plug-in icon in this warning to obtain and install the required plug-in.

Assignments identified by WebAssign as requiring a plug-in version that is not installed display an icon  indicating what plug-in version is required. You cannot open these assignments until the required plug-in version is installed. Clicking the assignment name displays an additional warning message.



Click the plug-in icon in this warning to obtain and install the required plug-in.

Required Connectivity and Recommended Connection Speeds

WebAssign is a Web-based application and requires Internet access. For best performance, especially when working with media-enhanced eBooks or assignments, use a broadband connection such as Cable or DSL.

If broadband Internet access is not available in your area, use a dial-up connection speed of at least 56K.

Installing Browsers and Browser Plug-Ins

Use the following links to obtain installation instructions and downloads for the supported browsers and browser plug-ins.

- Firefox: www.mozilla.com/firefox/
- Internet Explorer: www.microsoft.com/windows/internet-explorer/
- Safari: www.apple.com/safari/
- Acrobat Reader: <http://get.adobe.com/reader/>
- Flash Player: www.adobe.com/products/flashplayer/
- Shockwave Player: www.adobe.com/products/shockwaveplayer/
- Java: www.java.com/getjava

4

Creating a First-Day Handout

WebAssign provides you with two Microsoft® Office PowerPoint® presentations you can customize and distribute to students on your first day of class.

You can add, delete, and edit any part of the presentation to give your students exactly what they need to get started with your class.

Go to <http://www.webassign.net/info/support.html> to download First Day of Class Handouts, or contact your WebAssign representative.



Depending on whether you added students to your roster yourself or let them self-enroll, the handout has built-in information to tell students the following:

- What their class key is
- Where and how to log in
- How to verify class information
- How to pay for WebAssign
- Where to obtain an access code
- How to reset a password
- What to do if they forget their password
- Where to find the Student Guide
- How to get help using WebAssign

5

Courses

After you have logged in and changed your password, you can start creating courses.

When you create a course, you can grant other instructors access to your class, upload a roster of your students or allow students to self-enroll, and transfer your students between class sections.

Your enrolled students can access their WebAssign class to work on assignments, read announcements, review their scores and grades, and access their calendar.

You can also turn on communication options such as email messages or forums to help improve the flow of information in your course. See *Communicating with Students and Instructors* on page 41 for more information.

This section contains the following topics:

- Creating a Course
- Adding Students to Your Class Roster
- Letting your Students Self-Enroll
- Setting Up Student Self Enrollment
- Viewing a Class Key
- Determining how to let your Students Enroll
- Transferring a Student between Sections
- Granting another Instructor Access to Your Class

Creating a Course

Creating a course is the first step toward using WebAssign to manage your class assignments. You should create a new course for each term.

To create a course:

1. From the toolbar, click **Create > Course**.

Course Information

Required fields are marked with an asterisk (*).

Course Name *	<input type="text" value="PHY102"/>	Date Visible To Students *	<input type="text" value="08/24/2009"/>
Description	<input type="text" value="Introduction to Physics"/>	Last Date Visible To Students *	<input type="text" value="12/18/2009"/>
Term *	<input type="text" value="Fall"/> <input type="text" value="2009"/>		
Institution	<input type="text" value="WebAssign University"/>		
This Course Has	<input type="radio"/> a single section <input checked="" type="radio"/> multiple sections		
	How many?	<input type="text" value="2"/>	

2. Under Course Information, type the abbreviated course name and number in **Course Name**, for example, PHY102.
3. Optionally, type a brief description of the course in **Description**.
4. Select the **Term** and type the term year for the course.
5. If your course has more than one section, select **multiple sections** in **This Course Has** and type the number of sections in **How many**.

 **Note:** If you are creating a course with multiple sections, you can specify section numbers and instructors for sections in a later step.

6. Type a date or click the calendar icon  to select a date for **Date Visible To Students**. This is the date your students will start using the WebAssign course, and is usually the first day of class.
7. Type a date or click the calendar icon  to select a date for **Last Date Visible To Students**. This is the last date your students can access this course material, including final grades. It is usually a few weeks following the end of the term. You can edit these dates later if you need to.

Textbooks

Textbook options I want to select a textbook now.

Selecting a textbook allows you to use questions from that textbook in this course. The cost to your students will depend on the textbook that you select.

I want to select a textbook later.

I am not using a textbook for this course.

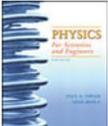
Discipline

Filter the books by this criteria.

Author

Publisher

Select one:

 <i>Physics for Scientists and Engineers</i> 6/e select Tipler and Mosca W. H. Freeman \$21.99 - \$21.99 online with credit card 	
 <i>Physics for Scientists and Engineers</i> 5/e select Tipler and Mosca W. H. Freeman \$15.99 online with credit card	

prices are given per student

Select any additional resources that you would like to use:

- Introductory Physics Exam
- Physics Bowl Exam
- Physics Olympiad Exams
- PADs: Interactive Graphs and Diagrams

Note: The online prices listed for textbooks indicate the cost of WebAssign access for your students who purchase access online. These prices do not apply to students who use an access card bundled with a textbook or purchased at the bookstore.

8. Under Textbooks, select one of the following **Textbook options**:

- I want to select a textbook now.
- I want to select a textbook later.
- I am not using a textbook for this course.

Important:

- To use textbook questions in your assignments, you must select the textbook from which you want to use questions.
- You are allowed to use textbook questions in your assignments only from the textbook you have adopted for your class.
- You cannot use WebAssign to change the selected textbook after any students have paid for WebAssign access to your course. If you need to change your selected textbook after students have registered, contact WebAssign customer support at support@webassign.net or (800) 955-8275.

9. Select a **Discipline** to view the relevant textbooks or question resources that are available in WebAssign.

10. If you are not selecting a textbook for your course now, go to step 13.

11. To select a textbook for your course, find the textbook that you have adopted for your course in the list of textbooks and click **select** .
- You can narrow the list of textbooks to a specific author or publisher by selecting them in the **Author** or **Publisher** lists.
 - You will be able to request additional textbooks after you finish creating your course. Some publishers allow you to use one or more of their textbooks for your course. The online price is determined by the highest price textbook.
 - If you would like WebAssign to consider adding a textbook that is not listed, go to www.webassign.net/info/adding_textbooks.html and submit your request.
 - After you select a textbook, you can click the textbook title, terms of use, and number of questions to see more information about the textbook. You can also click  **select a different book** to clear your currently selected textbook and display the list of textbooks again.
 - Some textbooks display a price range to indicate that more than one purchase option exists for the textbook. You can view information about these options by clicking the price range.

Homework	Homework and eBook purchased together	eBook upgrade purchased separately
\$21.00	\$21.00	\$21.00

The cost to your students for WebAssign access is dependent on the textbook that you select.

Some textbooks in WebAssign include traditional end-of-chapter questions but no other features. These textbooks cost only a little more than WebAssign access without a selected textbook.

Other textbooks include a range of pedagogical enhancements that go beyond assessing what your student has learned. These might include such things as tutorial questions that guide your students through a concept, interactive simulations that help your students to visualize relationships, or additional course materials that you can use in the classroom. These textbooks cost more not only because they provide more, but also because they represent a substantial investment by the publisher and WebAssign.

Some of these enhancements are indicated by icons that are displayed below the textbook.

Feature	Description
 eBook	Your students have access to an online version of the textbook that might contain additional interactive features. For some textbooks, access to the eBook is an optional purchase.
 Lifetime of Edition	Your students are allowed unlimited access to WebAssign courses that use this edition of the textbook at no additional cost.

Feature	Description
 Personal Study Plan	<p>Your students can use chapter and section assessments to gauge their mastery of the material and generate individualized study plans that include various online, interactive multimedia resources.</p> <p>See Helping Students Master Concepts with the Personal Study Plan for more information.</p>
 Textbook Resources	<p>Additional instructional and learning resources are available with the textbook, and might include testbanks, slide presentations, online simulations, videos, and documents.</p>
 Enhanced WebAssign	<p>Includes pedagogical tools such as assignable simulations, textbook examples, links to the eBook, and algorithmic solutions from Brooks/Cole Publishers. Specific features vary from book to book.</p>
 WebAssignPLUS	<p>Includes textbook specific end-of-chapter questions and tutorial exercises, interactive simulations, hints, and feedback to guide student learning from John Wiley & Sons, Inc. Publishers.</p>
 Premium WebAssign	<p>Includes interactive exercises with in-depth tutorials and interactive conceptual resources that allow students to visualize concepts and see cause-and-effect relationships through online simulations from W. H. Freeman Publishers.</p>

For more information about the cost of access to WebAssign, see www.webassign.net/info/pricing.html.

12. When you have selected the textbook that you will use in your course, read the statement about validating that the selected textbook is the adopted textbook for the course. Select the check box to certify your agreement.
13. Select the check boxes of any of the listed question resources you want to use in your course under **Select any additional resources that you would like to use**. These question resources are sets of questions you can use in your assignments whether or not you select a textbook for your class.

Communication		
Private Messages	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled	Ask Your Teacher
		<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled
		Extension
		<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled
		Requests
		<input checked="" type="radio"/> Disabled

14. Under Communication, set your default communication preferences for the course.
 - In Private Messages, click **Enabled** if you want your students to send you private messages or receive private messages from you within

WebAssign (recommended). Click **Disabled** if you do not want to use this option.

- In Ask Your Teacher, click **Enabled** if you want your students to be able to send you a question for a particular assignment (recommended). Click **Disabled** if you do not want to use this option.
- In Extension Requests, click **Enabled** if you want to allow extensions for your individual or selected students (recommended). Click **Disabled** if you do not want to use this option.

Note: These settings work in conjunction with the settings on your Communication Home page. If you enable Extension Requests, the default setting for extensions in this course is set to Manual. You can change the communication settings at any time from your Communication Home page. See Communicating with Students and Instructors on page 41 for more information.

Billing	
Student Fee Payment Method *	<input checked="" type="radio"/> Bill Institution <input type="radio"/> Student Access Codes
	* Student Fee Payment Description <i>(Ex. PO number, billing contact information)</i> <div style="border: 1px solid black; padding: 5px;"> PO No. 123456 Accounts Payable, Box 9876 Attn: Ms. Smith WebAssign University 123 Main St Anywhere, USE 12345 </div>

15. Under Billing, select the **Student Fee Payment Method** for your course.

Note: Depending on your school's WebAssign setup, Bill Institution might not be available.

- Select **Bill Institution** if you want WebAssign to invoice you for the student fee. WebAssign will send an invoice about four weeks after the course begins based on a roster count of enrolled students as of the date of the invoice. If you select this option, enter a purchase order number or other payment information in the Student Fee Payment Description box.
- Select **Student Access Codes** if your students will purchase access online, purchase access code cards at the bookstore, or receive access code cards bundled with their new textbooks.

If for some reason you need to set up a different payment option, contact WebAssign customer support at support@webassign.net or (800) 955-8275.

16. Click **Next**.

Creating a New Course

Step 2 of 2

Course Name

Instructor

Optional

Section Name

Meet Days M W F Tu Th M Tu W Th F

Meet Time to

17. If you are creating a single-section course, select an instructor for the course.

Notes:

- You can only select instructors with a WebAssign account at your institution. To add additional instructors for your institution, contact WebAssign customer support at support@webassign.net or (800) 955-8275.
- For multiple-section courses, you will select instructors for each section in a later step using your Class Settings page.

18. Type a section number or name for each section of your course.
19. Optionally, specify the days and times when each section meets.

Note: To specify a different set of meeting days than the three default selections, finish creating your course. Then, click **Jump to Class**, select a course and section, and click **Edit Class Settings**. Beside Meet Days, click **Other** and select the days of the week that your class meets. Click **Save**.

20. Click **Save**. A confirmation page opens summarizing the information you entered for the course.
21. In the confirmation page, select whether to let your students self-enroll or to upload your roster. If you are uploading a roster, select now or later, depending on when you want to add students to your course. Then, click **OK**.

Important: Please read Determining how to let your Students Enroll on page 21 before you choose one method over another. This topic explains the benefits and disadvantages of each enrollment method.

- If you chose to upload a roster now, the Roster Upload page is displayed. See Adding Students to Your Class Roster on page 23 for instructions for uploading your roster. Then, go to step 25.
- If you chose to upload a roster later, go to step 25.
- If you chose for students to self-enroll, a page opens showing the class keys your students will need to enroll in each section of your course.

PHY102

 **IMPORTANT:** Print and save the information below.

Below is a Class Key for each section of the course. Your students will need these to create their accounts and begin using WebAssign. The Class Key will be stored in the Section Settings for each section of your course.

Section 001: **webassign 4489 6246**
 Section 002: **webassign 5746 7742**

Message to Students (optional)

You can type a short message (500 characters or less) to your students. The message is displayed after your students enter the class key.

For example, you could request that your students use their school's username when creating a new WebAssign account, or remind students to include their student id in the self-enrollment form.

If do not have an existing WebAssign account, use the first part of your school email address (before the @) as your WebAssign username when you create your account. Also provide your student ID when asked.

22. Make a note of the class key for each section you created. You might want to print the page using your browser's print function.

For your students to enroll themselves, you must provide them with the class key for the section in which they should enroll. You might include this information in a printed syllabus, post it online, email it to your students, or provide it the first time your class meets.

 **Note:** If you need to look up a class key later, you can click **Jump to Class**, select a course and section, and click **Edit Class Settings**. The class key is listed under the General Info tab in Section Information.

23. Optionally, type a **Message to Students**. This message is displayed to your students after they enter the class key, and before they either specify the username and password of an existing WebAssign account, or they create a new account. This is especially useful if you need to provide information about how you want your students to create new accounts.
24. Click **Save & Continue**.
25. If you need to assign different instructors to one or more sections of a multiple-section course, perform the following steps:

- a. From the toolbar, click **Jump to Class**, select a course and section, and click **Edit Class Settings**.
- b. In the Class Settings page under Section Information, select an instructor for the section from the **Instructor** list.

 **Note:** You can only select instructors with a valid WebAssign account at your institution.

- c. Click **Save** at the bottom of the page.
- d. At the top of Section Information, select a different section if needed and repeat steps b and c.

26. If you have an agreement with the publisher allowing you to use more than one textbook for your course, perform the following steps to request your additional textbooks:
 - a. From the toolbar, click **Jump to Class**, select a course and section, and click **Edit Class Settings**.
 - b. In the Class Settings page under Section Information, click **Add Textbooks & Additional Resources**.
 - c. In the Textbooks window, click **Request Additional Textbooks**.
 - d. Select your additional textbooks from the list and type your reasons for the request, and then click **Send**.
27. If you chose to upload a roster later, see Adding Students to Your Class Roster on page 23 for instructions when you are ready to upload your roster.

Determining how to let your Students Enroll

When you set up a class, you have the option to create a roster or to let your students enroll themselves in the course using a class key WebAssign generates.

The method you use may be determined by how your institution is set up to use WebAssign.

If you are determining which enrollment method to use, read the following information to help you understand each option:

- Understanding Self-Enrollment
- Understanding Rostering

Understanding Self-Enrollment

Before you decide to allow your students to self enroll in a class, you should understand the advantages and disadvantages of letting your students self enroll in your class compared to uploading a roster.

Self-enrollment has these advantages:

- Students can enter their own names. You do not need to upload a roster.
- You do not need to assign a unique username or password to each student.
- Students can reuse the same username they have used in another current or previous class.
- Students are required to provide an email address.

Self-enrollment has these disadvantages:

- A major disadvantage is that students can enter fake names and take assignments for practice rather than for credit.
- Students who are not enrolled in your class can take your assignments without your permission.

 **Note:** After a grace period of two weeks, students would need to pay for access to your class for the above two concerns to occur. Although this may limit all but the most persistent students, there is a chance these situations could happen when you allow self enrollment. To upload your own roster and therefore keep track of login information, see Adding Students to Your Class Roster on page 23.

- Students can accidentally re-create a new account for themselves.
- You never know if all students have enrolled in your class without a careful check using your official records.
- You must tell your students the correct class key number.
- You cannot control what a student inputs for a username.
- Students are not required to add an ID number which is sometimes needed for uploading scores or grades into institutional gradebooks.

Understanding Rostering

Before you decide to roster your students, you should understand the advantages and disadvantages of doing so compared with letting your students self-enroll in your course.

Rostering has these advantages:

- You can control which students have access to your course.
- You can ensure student information is accurate. You control student identification and login information, such as full name, ID number, email address, username, and initial password (unless they have used the same username in another WebAssign class).
- Students are prevented from accidentally re-creating a second (or subsequent) account.
- All of the students enrolled in your course are active when the class begins.

Rostering has these disadvantages:

- Rostering means extra work for you, the instructor. You need to obtain roster information from your school, upload the information into WebAssign, and maintain roster lists for your class(es). This might include needing to fix duplicate student names or any other username discrepancies that arise.
- A student needs to confirm their e-mail address independently of the rostering process.

Adding Students to Your Class Roster

You can add students to your class roster by uploading a file or by copying and pasting the information into WebAssign. Regardless of which method you choose, you do not need to rework the roster data into a specific arrangement before you upload it.

Note: To add one student at a time, go to your **My Classes** page. Click **Roster**, and then click **Add Student** from the Roster Course menu. From the **Add User** dialog, enter the student information and click **Save**.

If you upload a file, you can start by entering just a little information, such as the student name, and have WebAssign generate usernames and passwords. You can also easily change column headings after you import the file right in WebAssign as part of the rostering process.

Important: If your school uses WebAssign in other classes, please coordinate your method for selecting user names with your colleagues.

To add students to your roster:

- Do one of the following:
 - From the Creating a New Course Confirmation page, click **I will upload a roster**, and select **Now**. Click **OK**.
 - If you already created your course and are now ready to upload your roster, click **ClassView** in the Toolbar. Then, select your course and click **Roster** in Class Tools. In Roster Course, click **Upload**.

The Roster Upload page displays.

Roster Upload

STEP 1: Upload a file from your computer OR copy and paste a file.
 STEP 2: Verify and review your spreadsheet.
 STEP 3: Email login information to students, if desired.

Eng 101, section 102

Types of files WebAssign can understand:

- Excel Spreadsheets (Excel 2007 users, please export to Excel 2003. [More info](#))
- tab-delimited text file
- CSV (comma-separated) file
- OpenDocument Spreadsheet.

I would like to copy and paste my file.

WebAssign can create user names and passwords for you from the file you upload or copy and paste. If you upload a spreadsheet of your students' full names, WebAssign creates a user name that will be the last name, a period, and the first name. For example, Doe, Jane's username will be doe.jane.

2. Upload or copy and paste your student information:

- To upload student roster information from a file, click **Browse**. Select the file, and then click **Upload file**. The types of files WebAssign accepts display on the screen.

*** Important:** Do not include any apostrophes in a username, such as O'Leary. Enter **OLeary** instead.

- To copy and paste information from a file, click **I would like to copy and paste my file**. Then copy the information from your file and paste it into the space provided. Click **Submit** and go to the next step.

3. The Roster Upload – File Review page opens, where you can confirm the information before adding it to your roster. The columns and information that display differ depending upon what is contained in your file.

Roster Upload - File Review

Confirm that each column below is identified properly.
If the contents of the column do not match the selected header, change the heading using the pulldown menu.

Fullname	Email Address
Helen Brown	hjbrown@example.org
Margaret Evans	mcevans@example.org
Sarah Phillips	skphillips@example.org
Steven Robinson	swrobinson@example.org
Brian Thompson	bathompson@example.org
Kenneth Wright	kwright@example.org

4. Confirm that the columns are correct, and select different headers from the drop-down lists if needed. When the roster headings are correct click **Next**.

Roster Upload

Create Usernames

What do you want WebAssign to use as the primary element when generating usernames for your students?

Full names
 Email addresses

Generate Usernames

5. In Create Usernames, select what you want WebAssign to use as the primary element when it generates usernames, and click **Generate Usernames**. The usernames are added to the page.

6. In Create Passwords, select whether to use the same password for all of your students or to make a student's password the same as their username, and click **Generate Passwords**. The passwords are added to the page.
7. Click **Next**. A Roster Upload confirmation page confirms the number of students added, and the name and section of the course.
8. Click **OK**. The Roster page displays so you can view your class roster.

Letting your Students Self-Enroll

After you have created a course, instead of creating and disseminating user names and passwords to your students, you can let students self-enroll.

Your school or department might have made arrangements with WebAssign to automatically roster your classes. If you are not sure, check with your school or department or submit a Help Request form at <http://webassign.net/info/help.html>.

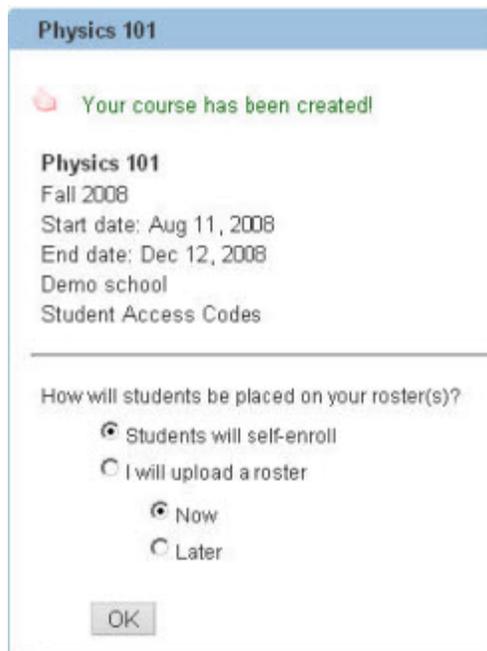
Setting Up Student Self Enrollment

If you decide to allow your students to self enroll, follow the steps in this section.

See Determining how to let your Students Enroll on page 21 before deciding to use this method of enrollment.

To allow students to self-enroll:

1. Do one of the following:
 - From the Creating a Course Confirmation page, select **Students will self-enroll**. WebAssign generates a Class Key for each section.



The screenshot shows a dialog box titled "Physics 101" with a blue header. Below the header, a green message says "Your course has been created!". The course details listed are: "Physics 101", "Fall 2008", "Start date: Aug 11, 2008", "End date: Dec 12, 2008", "Demo school", and "Student Access Codes". A horizontal line separates this from the enrollment options. The question "How will students be placed on your roster(s)?" is followed by two radio button options: "Students will self-enroll" (which is selected) and "I will upload a roster". Under "I will upload a roster", there are two sub-options: "Now" (selected) and "Later". An "OK" button is at the bottom left.

- From the Roster page, click **Student Self Enroll** and then click **I Want My Students to Self-Enroll**. WebAssign generates a Class Key for the course section of the current roster page.
2. Tell your students what the Class Key is for each section. They can then create their own user IDs and passwords.

Viewing a Class Key

There might be instances where you need to locate a Class Key after you create your course.

To view a Class Key:

1. Click **ClassView** on the toolbar.
2. Select the class for which you need to locate a Class Key from the Select Class menu, if necessary.
3. In Class Tools, click **Roster**.
4. Click **Student Self-Enroll**, and the class key displays.

Transferring a Student between Sections

You can transfer a student from one section to another within the same course if you have access to both sections. Any work that the student has completed on the class assignments that are common to both sections will be transferred to the new section automatically. If the student entered an access code for the class, the code will be transferred to the new section as well.

Note: You can only use the Transfer feature to transfer a student between two sections of the same course. If the courses are not the same, drop the student from the old course and add the student manually to the other. Work the student completed remains in the original section.

To transfer a student to a new section:

1. On the menu bar, select **Tasks** and then select **Roster**.
2. Click the student's name on the roster.
3. Select the **Transfer Student** tab.

Edit User

Smith, Jane

Edit Change Password **Transfer Student**

Smith, Jane is currently enrolled in **Physics 101, section 001**. To transfer this student and all of their assignments, select a new section below.

Physics 101, 002

Physics 101, 003

Physics 101, 004

Complete Transfer

4. Select the section you want to transfer the student to.

Note: If you do not have access to both sections, the course creator must transfer the student.

5. Click **Complete Transfer**. You will be notified if some work cannot be transferred.

Granting another Instructor Access to Your Class

You can grant partial, full course, or section access to another teacher for many reasons. You might want to share assignments between similar courses, for example, or you might want to allow a Teaching Assistant (TA) to grade essay questions or address Ask Your Teacher requests.

To give another WebAssign teacher access to one of your classes:

1. From the tool bar, click **Class View** and select the class for which you want to grant access.
2. Click **Edit Class Settings** from Class Tools on the left.
3. Under Section Information, click **Add Additional Access**. A list of instructors with the same discipline as that course display.

Note: If you do not see the instructor you are looking for, select a different discipline from the Filter by Discipline menu, or select **Show All** to see all of the instructors and TAs with WebAssign faculty accounts at your school.

If you still do not see the instructor you want, submit a Help Request form at <http://webassign.net/info/help.html> and request a free WebAssign account for that instructor.

Access [Close this window](#)

Class: Physics 101

Select other faculty members you would like to grant access to this class.

[Choose Privileges](#)

Faculty at:	Lookup Faculty
WebAssign University	
Filter by discipline: Show All	Username: <input type="text"/>
A Top	Institution Code: <input type="text"/>
<input type="checkbox"/> Allen, Craig	(default: webassign)
<input type="checkbox"/> Alston, Shamyta	Lookup
<input type="checkbox"/> Althausen, Norm	
<input type="checkbox"/> Anne	
<input type="checkbox"/> Appleton, C.	
<input type="checkbox"/> Ashraf, Zahra	
<input type="checkbox"/> Automatic GradeBook Update	
B Top	
<input type="checkbox"/> Bailey, Steve	

If you want to give an instructor at another school access to your class, you can enter the user name and institution code and click **Lookup Faculty** to find and add that instructor to your class.

4. Select the name or names of the instructors or TAs you want to give access to.
5. Click **Choose Privileges**. The Access page displays.

Access [Close this window](#)

Class: Cell Biology101, section Section 1

Select the appropriate privileges for each user.

Name	Section	Roster	Assignments	Grades	Communication
Allen, Craig	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Modify <input type="checkbox"/> Grant	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Modify	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Modify <input type="checkbox"/> Grant	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Modify	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Modify

Add to roster

Grant Access **Cancel**

The following table summarizes the privileges you can grant to instructors in your section or sections. As the section instructor, you already have these privileges.

Category	Privilege	Description
Section	View	View the Course Edit page
	Modify	Modify the section information from the Course Edit page
	Grant	Grant access to the section to other faculty
Roster	View	View the roster
	Modify	Add and drop students, and modify details
Assignments	View	View the assignments scheduled for the section
	Modify	Modify the dates for an assignment
	Grant	Grant extensions and extra submissions
Grades	View	View the student scores, grades, and responses
	Modify	Adjust scores and upload manual scores
Communication	View	View the student postings to the forum and the help messages
	Modify	Add, edit, hide, archive announcements, hide posts, create new forums

- Clear the check box for **Add to roster** if you do not want the instructor to be able to see the course as a student would.
- If you have a multi-section class, you can add the same privileges for one or more of the same people to additional class sections. To do so, click the box for each section you want to grant access, for each person, in the "Grant these same privileges for the above user to the selected sections" box.
- Select the privileges you want to grant to each instructor and click **Grant Access**.

6

Helping Students Master Concepts with the Personal Study Plan

The Personal Study Plan is an effective way for you to give your students additional review and feedback that is tailored specifically to them so they can predict how well they know the material for their course and determine if they have the skills they need to succeed.

The screenshots illustrate the WebAssign interface for creating and managing a Personal Study Plan. The main window shows the 'ClassView' for 'MAT 101, section 101' with a 'Personal Study Plan' tab. It lists five chapters with progress bars: 1. An Introduction to Algebra (80%), 2. Equations, Inequalities, and Problem Solving (80%), 3. Linear Equations And Inequalities In Two Variables, Functions (80%), 4. Systems Of Linear Equations And Inequalities (80%), and 5. Exponents and Polynomials (Not Attempted). A 'Personal Study Plan' dialog box is open, showing a list of topics to include, such as '1: An Introduction to Algebra', '2: Equations, Inequalities, and Problem Solving', '3: Linear Equations And Inequalities In Two Variables', '4: Systems Of Linear Equations And Inequalities', '5: Exponents and Polynomials', '6: Factoring and Quadratic Equations', '7: Radical Expressions and Equations', and '8: Quadratic Equations'. The dialog also shows a table of weights for Homework, Quiz, Test, and Lab, and a section for 'Students receive credit for each chapter completed?'.

If the textbook you choose for your course includes a Personal Study Plan, your students can benefit by following a personalized path. The plan provides the resources such as videos, practice problems, and passages from the text to help them build their foundation of knowledge and improve their test scores.

This section contains the following topics:

- Understanding the Personal Study Plan
- Communicating Personal Study Plan Details to Your Students
- Determining if a Personal Study Plan is Available for Your Textbook
- Setting Up the Personal Study Plan
- Viewing or Changing Personal Study Plan Settings
- Viewing your Students’ Personal Study Plan Results

Understanding the Personal Study Plan

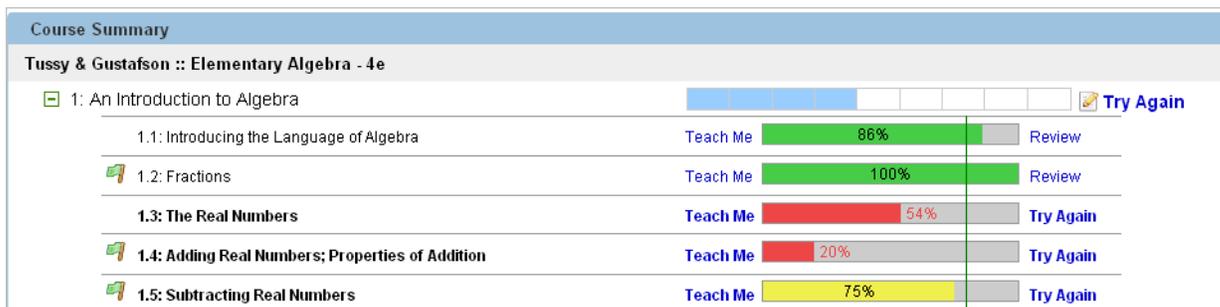
You can set up a Personal Study Plan so your students use it just for study or so it counts as credit toward their final grade. To include the plan in the final grade, you need to include it as a category in a new or existing GradeBook for the course.

Regardless of how you intend your students to work through the Personal Study Plan, there is no structure your students need to follow while they work through the plan. Students can complete the plan in any order they choose, moving back and forth between sections and chapters, until they are comfortable with their scores or the knowledge they have.

There is no limit to the amount of times a student can take a Personal Study Plan quiz, whether it is set up for credit or for study only.

It is important that you let your students know if the plan counts as credit toward their final grade, as extra credit, or is for study only. You might also want to guide your students in using the Personal Study Plan by telling them if you have a specific approach or sequential path for the plan they should follow.

When you set up a Personal Study Plan, you determine the mastery level for the plan. This is the percentage correct your students need to attain on the quiz to successfully complete that section, and therefore each chapter. The mastery level is displayed to your students as a green vertical line. They can view their progress in relation to the mastery level whenever they view their section scores.



You can use the Personal Study Plan in many ways. The most common ways you could use the plan are as follows:

- **Proof of Mastery:** This allows your students to see if they have the skills they need to succeed in this course. They do this by taking quizzes on the course material, attempting to achieve a mastery level that you set, which is the percentage of correct answers on a Personal Study Plan quiz. The default is 80%. Students can retake quizzes as often as they need until they meet the mastery level, which is displayed as a green vertical line. Completing the plan can count toward the course grade through your GradeBook; however, you can set it up for study only if you prefer.
- **Self-Study:** This allows your students to work with the textbook in your course to determine if they have mastered the material for an upcoming test. Just as in proof of mastery, the student works to meet the mastery level you set for the course, although in this case the Personal Study Plan does not count toward your students' final grade in the class.
- **Refresher:** This helps your students recall skills they should have learned in a previous course that are built upon in your current course. Students can determine where they might need review in their prerequisite skills and, using the Personal Study Plan resources, work to master them. For example, you might offer an Algebra Personal Study Plan as a refresher for a Physics course. This is typically used as a mastery approach that is not tied to a score.

 **Note:** When your students open the plan the questions are randomized. This increases the chance that they will receive a different question each time they open the plan. When they take a chapter quiz, students receive a sampling of questions from each section you included in the plan.

Communicating Personal Study Plan Details to Your Students

If you offer a Personal Study Plan in your class, it's best to let your students know some important details so they are clear on your expectations.

There are many ways you can tell your students about the Personal Study Plan. You can add an announcement (see *Working with Announcements* on page 42), tell them during a class session, or even include it in your class syllabus.

You should tell your students the following information:

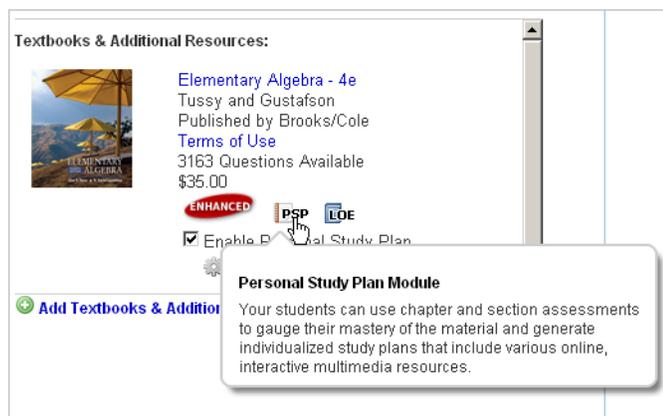
- How the plan counts toward their grade, if at all
- How you want them to use the plan (proof of mastery, self-study, or as a refresher)
- The order in which they should take the plan if you have a preference, such as mastering one section of the plan before moving to another section
- Any other points that are important, such as, “Work through the first two chapters of the Personal Study Plan during the first two weeks of class.”



Tip: You can explain how the plan counts toward your students’ grade in the same place you include the other grading percentage breakdowns for the class, which might be in your syllabus.

Determining if a Personal Study Plan is Available for Your Textbook

The Personal Study Plan is available for only certain textbooks. If a plan is available, the PSP icon  is displayed on the Class Settings page and when you select the textbook while you are creating a course. Click the icon to see a description.



Setting Up the Personal Study Plan

There are different ways to set up the plan for your class. You can set up a plan so it counts as credit toward your students’ final grade, or so it doesn’t count at all and is used for study only.

This section contains the following topics:

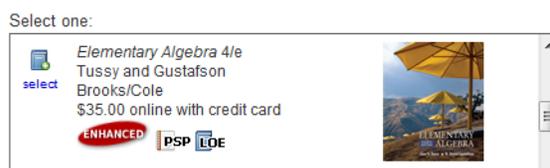
- Creating a Course with a Personal Study Plan
- Adding a Personal Study Plan that Counts Toward the Final Grade
- Adding a Personal Study Plan to an Existing Course
- Removing a Personal Study Plan from Your Course

Creating a Course with a Personal Study Plan

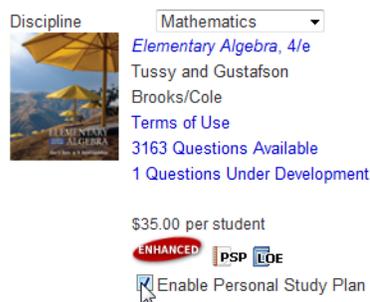
If you decide to offer your students a Personal Study Plan that counts for credit toward their final grade, you need to add the plan to your GradeBook. Other than setting a weight for the Personal Study Plan, there is nothing else specific you need to do in your GradeBook to set it up. If you already have an existing GradeBook, you can use that as well by adding the plan to your category settings.

1. Create your course as usual (See Creating a Course on page 14 for instructions) with these differences:

When you are selecting your textbook, look for the PSP icon . This indicates that the textbook has a Personal Study Plan.



2. Click **Select** as you normally would to select the textbook.
3. Click **Enable Personal Study Plan**.

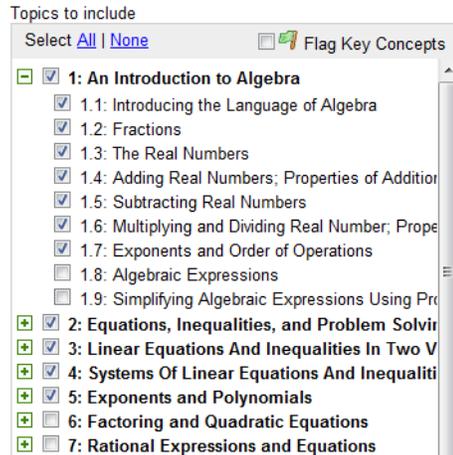


4. After you have saved your class as you normally would, return to the ClassView page for that class.
5. Click the **Personal Study Plan** tab.
6. Click **Settings**. The Personal Study Plan window is displayed.
7. Set your Personal Study Plan options by doing the following:
 - Set the score you want your students to achieve in order to complete, or master, each section-level quiz in a chapter and each chapter-level quiz. The default is 80%.

A section is complete when the student

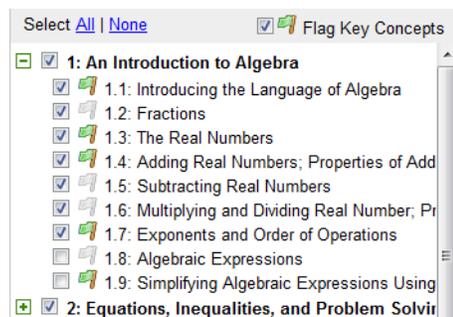
scores % on a quiz.

- Choose the chapters and sections to include in the plan by selecting the check box for each chapter and section you want to include and clearing the check box for those you do not want in the plan. All of the chapters and sections are selected by default.



In the above example, chapters 1 through 5 are included in the plan. In chapter 1, sections 1.1 through 1.7 are included.

- If you want to, you can designate the key concepts you want your students to learn. These are displayed as green flags to both you and your students. To do so, select the **Flag Key Concepts** check box and click the flag on each section that contains a key concept. The flag fills with color when you select it.



- Click **Save** to save your settings, and close the Personal Study Plan window.

Adding a Personal Study Plan that Counts Toward the Final Grade

To make a Personal Study Plan count as credit toward your students' final grade, you need to add the plan to a new or existing GradeBook for that class.

Note: If you import settings from an existing GradeBook for your class and it does not have a Personal Study Plan category in it, follow these steps just as you would if you were creating a new GradeBook to use with the plan. If the existing GradeBook already has a Personal Study Plan category, ensure that category is included in the GradeBook when you set up the GradeBook for this class.

All you need to do to make the plan count toward a student's final grade is assign a weight to the plan just as you would any other category.

You might want to allot 5% to the plan scores so students receive credit to keep them motivated, but not so much that it is a major factor in the course grade.

To set up the Personal Study Plan as part of your GradeBook:

1. Set up your Personal Study Plan by following the steps in Creating a Course with a Personal Study Plan.
2. On the toolbar click **Grades > GradeBook**.
3. Set up the GradeBook as you normally would.
4. On the toolbar, click **ClassView** for your class.
5. Click the **Personal Study Plan** tab.
6. Click **Settings**.
7. In the Personal Study Plan window, click **Yes** and enter the weight for each of the categories in your GradeBook. The PSP textbook name, which is added to the end of the category list, is the Personal Study Plan category.

Personal Study Plan	
Tussy & Gustafson :: Elementary Algebra - 4e	
Students receive credit for each chapter completed?	
<input type="radio"/> No	
<input checked="" type="radio"/> Yes	
Adjust your GradeBook weightings:	
Homework	<input type="text" value="20"/>
Quiz	<input type="text" value="20"/>
Test	<input type="text" value="20"/>
Lab	<input type="text" value="5"/>
Exam	<input type="text" value="20"/>
In Class	<input type="text" value="10"/>
PSP Elementary Algebra - 4e	<input type="text" value="5"/>
Total	<input type="text" value="100"/>

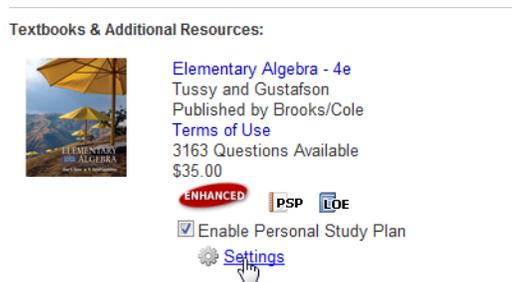
8. Click **Save**, and close the Personal Study Plan window.

Adding a Personal Study Plan to an Existing Course

If you already created a course, you can add a Personal Study Plan to it as long as the textbook you are using in the course contains the plan. See Determining if a Personal Study Plan is Available for Your Textbook.

To add the Personal Study Plan to a course you already created:

1. Click **Edit Class Settings**.
2. In Textbooks & Additional Resources, click **Enable Personal Study Plan**.

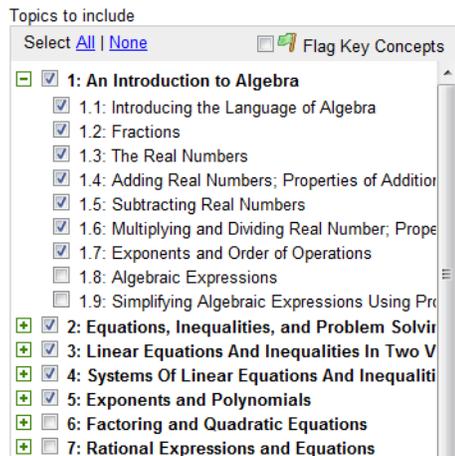


3. Click **Save**.
4. In Textbooks & Additional Resources, click **Settings**. The Personal Study Plan window is displayed.
5. Set your Personal Study Plan options by doing the following:
 - Set the score you want your students to achieve in order to complete, or master, each section-level quiz in a chapter and each chapter-level quiz. The default is 80%.

A section is complete when the student

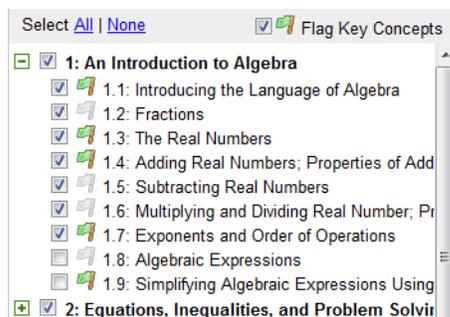
scores % on a quiz.

- Choose the chapters and sections to include in the plan by selecting the check box for each chapter and section you want to include.



In the above example, chapters 1 through 5 are included in the plan. In chapter 1, sections 1.1 through 1.7 are included.

- Select the key concepts you want your students to learn. These are displayed as green and brown flags to both you and your students. Select the **Flag Key Concepts** check box, and click the flag on each section that contains a key concept. The flag fills with color when you select it.



- Click **Save** to save your settings, and close the Personal Study Plan window.
- If you are adding a Personal Study Plan that counts as credit toward your final grade, add the plan to your GradeBook. See Adding a Personal Study Plan that Counts Toward the Final Grade on page 35 for instructions.

Removing a Personal Study Plan from Your Course

You can remove a Personal Study Plan from your course at any time. Even if you remove a plan, your students' scores and history for the plan are saved in case you ever want to re-enable the plan.

If you remove the plan from your class, you can either retain or remove the grades your students made on the plan. To retain the scores, you do not need to change anything in your GradeBook.

To remove a Personal Study Plan:

1. Go to the ClassView page for your class.
2. Click **Edit Class Settings**.
3. In Section Information, clear the **Enable Personal Study Plan** check box for the textbook that contains the plan.
4. Click **Save**.
5. If you included the plan in your GradeBook, do one of the following:
 - To remove the score from the final grade for this class, click **Grades > GradeBook > Settings**. Click the **Basics** tab if not already selected. Click **No** to remove the plan's category from the GradeBook, and click **Save**.
 - To retain the scores your students already received with the weight you initially set for the plan in your GradeBook, you do not need to change anything.

Viewing or Changing Personal Study Plan Settings

You can see or change the Personal Study Plan settings you have set for a class by opening the Settings page for the plan. The settings include the following information:

- GradeBook weight, if the plan counts toward students' grades
- Topics and sections included in the Personal Study Plan
- Key concepts
- The plan's mastery (completion) level

The screenshot shows the 'Personal Study Plan' settings interface. At the top, it identifies the course as 'Tussy & Gustafson :: Elementary Algebra - 4e'. The main settings are divided into two columns:

- Left Column:**
 - 'Students receive credit for each chapter completed?' with radio buttons for 'No' and 'Yes' (selected).
 - 'Adjust your GradeBook weightings:' section with input fields for:

Homework	20
Quiz	20
Test	20
Lab	15
PSP Elementary Algebra - 4e	25
Total	100
 - 'A section is complete when the student' section with a dropdown menu set to '80' and the text '% on a quiz'.
- Right Column:**
 - 'Topics to include' section with 'Select All | None' and a 'Flag Key Concepts' checkbox (checked).
 - A list of topics with checkboxes:
 - 1: An Introduction to Algebra
 - 2: Equations, Inequalities, and Problem Solving
 - 3: Linear Equations And Inequalities In Two Vari
 - 4: Systems Of Linear Equations And Inequalities
 - 5: Exponents and Polynomials
 - 6: Factoring and Quadratic Equations
 - 7: Rational Expressions and Equations
 - 8: Radical Expressions and Equations
 - 9: Quadratic Equations

To view or change Personal Study Plan settings:

1. Go to the ClassView page for the class.
2. Click the **Personal Study Plan** tab.
3. Click **Settings**. The Personal Study Plan window is displayed.
4. View or change information as needed. If you change information, click **Save**.

Viewing your Students' Personal Study Plan Results

You can see your students' results from the Personal Study Plan tab, which displays:

- All of the chapters and sections you included in the plan.
- The percentage of students who have completed each chapter, which is shown as a percentage of those who have attempted it.

In the following example, about 50% of students attempted Chapter 4. A total of 31% of students out of the 50% who attempted it completed Chapter 4 by successfully meeting the mastery level you defined for the Personal Study Plan.



You can also see the scores each of your students received for each section of a chapter on the Chapter Summary page by clicking the chapter title.

Note: The scores that display represent the student’s best score on that section.
 Example: If a student took the section 1.1 quiz three times and scored 72%, 82%, and 86%, then 86% displays on the Chapter Summary page.

Chapter Summary

Level of Completion

Tussy & Gustafson :: Elementary Algebra - 4e | 1: An Introduction to Algebra

Student	Chapter	1.1	1.2	1.3	1.4	1.5
Allen, Mary		86%	100%	54%	20%	75%
Garcia, Patricia		71%	80%	14%	100%	25%
Jackson, Linda		0%	60%	100%	100%	88%
Johnson, Thomas		100%	100%	100%	100%	50%
Rodriguez, John		86%	40%	62%		75%

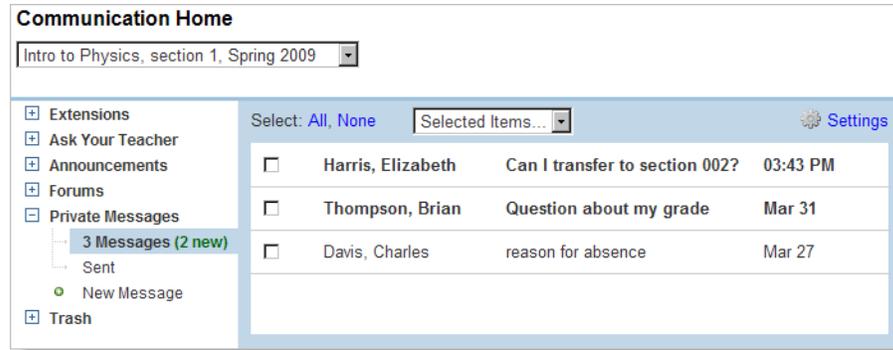


Communicating with Students and Instructors

WebAssign provides a number of features for communicating with students and other instructors at your institution without having to use email.

- **Announcements** are messages that display on the Home page for your students, and can provide important information such as a course description, links to the syllabus or other class materials, or notification of a cancelled class.
- **Private Messages** are messages about any topic that you send to students or to instructors or teaching assistants who are helping you with your class. You can use your class roster to select recipients of Private Messages.
- **Ask Your Teacher** messages are messages that students send you directly from their assignments in WebAssign. You can check your student's progress on the assignment directly from the message, and you can send a reply to their question.
- **Extension Requests** are messages that your students send you requesting additional time to complete an assignment. You can approve or deny their request directly from the message, and you can set and explain any penalties that will be incurred if your student uses the extension.
- **Forums** are message boards for you and your students to post messages about topics that you define. Messages in forums can be viewed by the entire class, and provide a way to stimulate class participation and discussion outside of the classroom.

You can access all of these features from your Communication page. Click **Communication** on the toolbar, and then select a class from the drop-down menu, if necessary.



This section contains the following topics:

- Working with Announcements
- Working with Private Messages
- Answering Ask Your Teacher Messages
- Forwarding WebAssign Communications to your Email Address
- Reusing Text With Quick Notes

See Also:

- Granting Extensions
- Working with Forums

Working with Announcements

You can create a class announcement that your students can see on their Home page when they log in to work on their assignment. While creating an announcement, you can preview it before you post it to your students.

When you no longer want your students to view an announcement, you can remove it from your students' Home page by archiving it, or you can remove it completely by sending it to the Trash.

This section contains the following topics:

- Creating Announcements
- Changing the Order in which Students See Announcements
- Archiving Announcements
- Removing Announcements

Creating Announcements

When you create an announcement for your class, the announcement displays on your students' Home page. You might want to create a class announcement to remind your students of any information that they might find useful, such as the following:

- A welcome message
- A course description
- Links to your class syllabus
- When grades will be posted
- A note to your students to let them know when you cancel a class

To create an announcement:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. In Announcements, click **New Announcement**.
4. In Title, enter a title for the announcement. The title displays in bold on your students' Home page.
5. In Announcement, enter the text for the announcement.

Title * Welcome to Statistics 101

Announcement * Welcome to Introduction to Statistics
[Quick Notes](#)
[My Files](#)

Please be sure to read the syllabus and come prepared to ask any questions you may have about this course.

Distribution Statistics 101 (section 001)
[Classes](#)

Availability Post Announcement from 3/18/2009 to 3/27/2009 and then move to the Trash Archive

6. Distribution displays the classes and sections using the announcement. If you want to post this announcement in additional classes or sections, click the **Classes** link, and the Distribution window opens.

Distribution

Viewing: [Current Classes](#), [Past](#), [Future](#)

Statistics 101

section 001

section 002

7. Select your additional classes and click **Update**. The window closes and the new classes display in Distribution.

 **Note:** Selecting the class box automatically selects all of the sections for that class.

8. In Availability, select the dates that the announcement will be visible to your students. Today's date and the class end date display by default. You can keep these dates or change them if you wish.
9. In Availability, select whether to move the Announcement to the Trash or to Archive it after the last day you specified it to display:
 - If you click **Trash**, the Announcement is entirely removed from view once it expires so that students can no longer view the announcement.
 - If you click **Archive**, the Announcement displays when your student clicks the **Archived Announcements** link on their Home page.
10. Click **Preview** to review your announcement without posting.
11. When you are ready to post the announcement to your students' Home Page click **Save**.
12. Click **Current** (under the Announcements heading on the left) to view the list of current announcements.

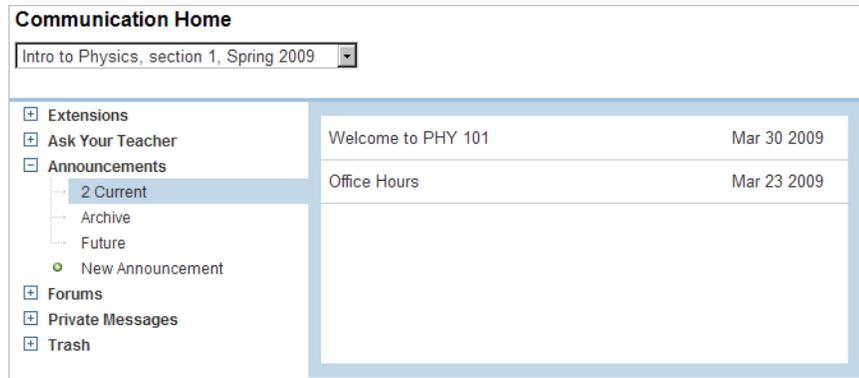
Changing the Order in which Students See Announcements

You can specify the order in which your students view announcements for a class. You might find this useful when you have a number of announcements and you want the most recent one to display at the top of the announcement list.

To set the order in which announcements display:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.

In Announcements, click **Current**. The announcements display in the same order they display on your students' Home page.



- Click and drag the announcement to the place in the announcement order you want it to display.

Note: You can click **Open Student View** to see the new ordering in Announcements on your students' Home page.

Archiving Announcements

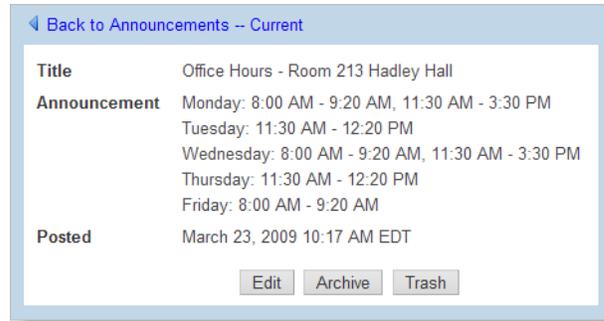
Sometimes you might find that you have too many announcements at the same time on your students' Home page. You might, however, still want these announcements to be visible to students if they need to reference them at some point.

You can remove announcements using the Archive feature. When you archive an announcement, it displays only when your students click the **Archived Announcements** link on their Home page.

Note: You can also hide an announcement so it no longer displays to your students. See Removing Announcements for more information.

To archive an announcement:

- On the toolbar, click **Communication** to go to your Communication Home page.
- Select a class from the drop-down menu, if necessary.
- Under **Announcements**, click **Current**. A list of current announcements displays.
- Click the title to display the announcement details.



5. Click **Archive**. The announcement moves to the Announcements archive area.

Note: If you click **Open Student View** and view the Home page as a student, you will see the announcement you archived when you click the **Archived Announcements** link.

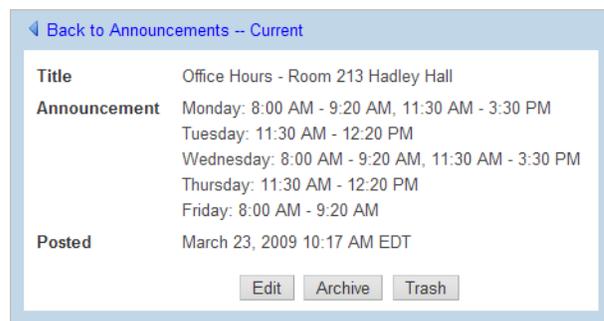
Removing Announcements

If you no longer want an announcement to display on your students' Home page for one or more of your classes, you can remove it by sending it to the Trash.

You can restore an announcement from the Trash if you want to use it again.

To send an announcement to the Trash:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under **Announcements**, click the announcement you want to send to the Trash. You can click an announcement under Current, Archive, or Future.
4. Click the title to display the announcement details.



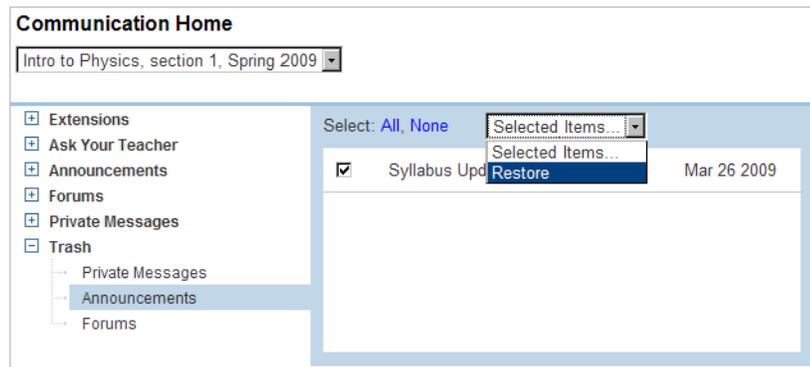
5. Click **Trash**. The announcement moves to the Trash.

Restoring Announcements From the Trash

If you send an Announcement to the Trash, you can restore it later to use again.

To restore an Announcement:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Trash, click **Announcements**.
4. Select the item that you want to use again.



5. From the Selected Items menu, click **Restore**. The item is restored.

Announcements are restored to the Current, Archive, or Future folders depending on the announcement dates.

Working with Private Messages

You can send Private Messages to your students and to instructors or teaching assistants who are helping you with your class.

Private Messages are messages that you create and work with in WebAssign. They do not use email, so all the sender or recipient needs in order to use this feature is a valid WebAssign account. Additionally, you can use your class rosters to select the recipients of Private Messages.

Note: You can receive an email in your external account that lets you know when you receive a Private Message. See Forwarding WebAssign Communications to your Email Address for more information.

Tip: Alternatively, you can send email messages to your students from the GradeBook, Scores, and Roster pages within WebAssign.

Typically, you send these messages from your Communication page. You might also send a Private Message from your Roster page.

This section contains the following topics:

- Sending Private Messages
- Allowing Students to Send You Private Messages
- Reading Private Messages
- Replying to Private Messages
- Marking Private Messages as Read
- Marking Private Messages as Unread
- Sending Private Messages to the Trash
- Restoring Private Messages From the Trash

Sending Private Messages

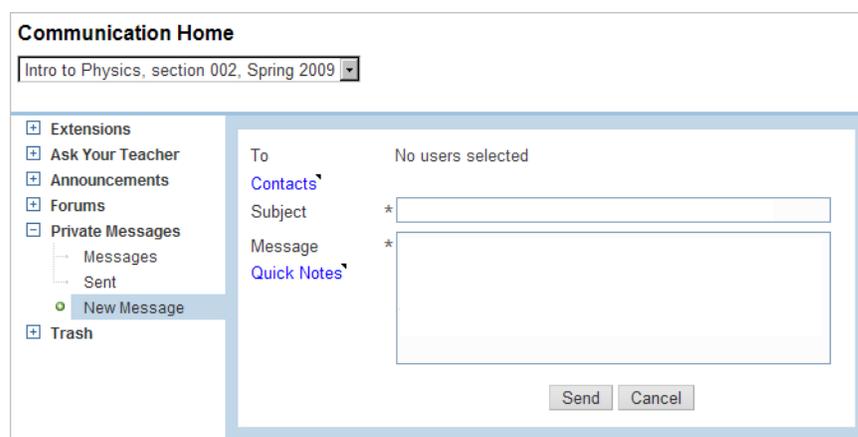
You can send Private Messages to your students and to instructors who are on the roster for a particular class.

Private Messages do not use email, so all you need is a valid WebAssign account and Internet access to send or read Private Messages.

Typically, you send these messages from your Communication page. You might also send a Private Message from your Roster page.

To send a Private Message from your Communication page:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Private Messages, click **New Message**.



The screenshot shows the 'Communication Home' interface. At the top, there is a dropdown menu for the class, currently set to 'Intro to Physics, section 002, Spring 2009'. Below this is a sidebar with a tree view of communication options: Extensions, Ask Your Teacher, Announcements, Forums, Private Messages (expanded), Messages, Sent, New Message (highlighted), and Trash. The main content area is titled 'To' and shows 'No users selected'. There are two input fields: 'Subject' with an asterisk and 'Message' with an asterisk. Below the message field is a 'Quick Notes' link. At the bottom right, there are 'Send' and 'Cancel' buttons.

4. Click **Contacts** to select the person or people you are sending the Private Message to.

<input type="checkbox"/>	Last Name	First Name	Role
<input type="checkbox"/>	Allen	Mary	Student
<input type="checkbox"/>	Davis	Charles	Student
<input type="checkbox"/>	Evans	Margaret	Student
<input checked="" type="checkbox"/>	Garcia	Patricia	Student
<input type="checkbox"/>	Harris	Elizabeth	Student
<input type="checkbox"/>	Phillips	Sarah	Student
<input checked="" type="checkbox"/>	Robinson	Steven	Student
<input type="checkbox"/>	Rodriguez	John	Student

5. In the Contacts window, select a class and section, if necessary, to see its roster. Select people to whom you are sending the Private Message.

 **Tip:** You can sort the roster by clicking the **Last Name**, **First Name**, or **Role** headings. Click the heading twice to sort in reverse order. You can select everyone on the roster by selecting the check box in the heading.

After you have selected the people to whom you are sending the message, click **Update**.

6. In **Subject**, enter the subject of the message.
7. In **Message**, enter your message.

8. To send the Private Message, click **Send**. To close the message without saving it, click **Cancel**.

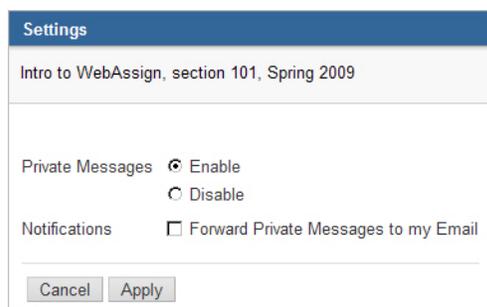
New messages display in the recipient's WebAssign Private Messages.

Allowing Students to Send You Private Messages

You can enable or disable Private Messages for each of your classes. If Private Messages is disabled for a class, students in that class cannot send you Private Messages or reply to Private Messages that you send to them. You can enable or disable Private Messages when you create a course or section, or afterwards from your Communication page.

To enable or disable Private Messages for a class:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Expand **Private Messages** and click either **Messages** or **Sent**.
4. In the header of the message list, click **Settings**.



5. Configure the Private Messages settings:
 - To allow students to send Private Messages, select **Enable**.
 - To prevent students from being able to send Private Messages, select **Disable**.
 - To automatically forward copies of your Private Messages that you receive to your email address, select **Forward Private Messages to my Email**.

Note: If you select **Forward Private Messages to my Email**, the messages still display in your Private Messages. Also, you cannot use email to send replies to Private Messages; you must send replies from your Communication page.

6. Click **Apply** to change the Private Messages settings.

Reading Private Messages

You can read Private Messages sent to you in your Communication Home page.

To read your Private Messages:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.

3. In Private Messages, click **Messages**.



Tip: New Private Messages and Private Messages that you have marked as unread appear in bold type.

Communication Home
Intro to Physics, section 1, Spring 2009

Select: [All](#), [None](#) Selected Items... [Settings](#)

<input type="checkbox"/>	Harris, Elizabeth	Can I transfer to section 002?	03:43 PM
<input type="checkbox"/>	Thompson, Brian	Question about my grade	Mar 31
<input type="checkbox"/>	Davis, Charles	reason for absence	Mar 27

Left sidebar: Extensions, Ask Your Teacher, Announcements, Forums, Private Messages (3 Messages (2 new)), Sent, New Message, Trash.

4. Click the subject line of the message you want to read. The message opens in the same window.

Communication Home
Intro to Physics, section 1, Spring 2009

Left sidebar: Extensions, Ask Your Teacher, Announcements, Forums, Private Messages (2 Messages), Sent, New Message, Trash.

Message details:

From: Harris, Elizabeth [Grades Summary](#)

Date: Mon, Mar 30, 2009 01:18 PM EDT

To: Lopez, Dr. Michael Paul

Subject: Can I transfer to section 002?

Message: Dr. Lopez,

I'm having a scheduling conflict with my technical illustration class. Can I transfer to section 002?
Thanks,

Liz

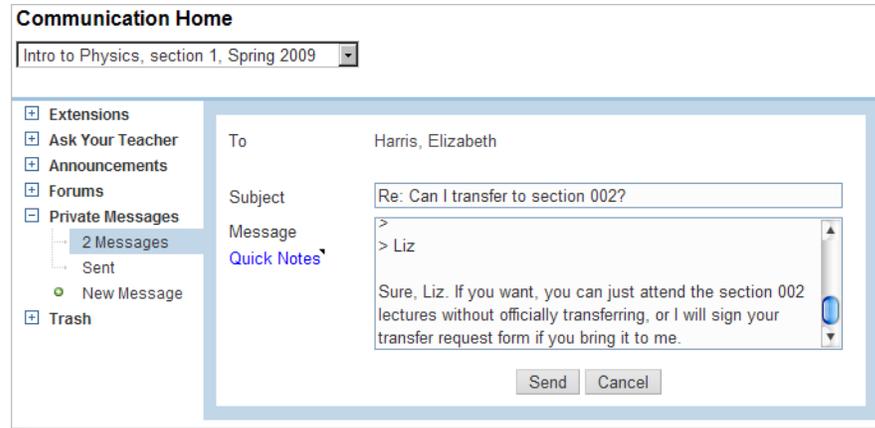
Buttons: Reply, Trash

Replying to Private Messages

You can reply to a Private Message sent to you.

To reply to a Private Message:

1. While you are reading a Private Message, click **Reply**.
2. Click in the Message box and enter your reply.



3. To send the Private Message, click **Send**. To close the message without saving it, click **Cancel**.

Marking Private Messages as Read

You can mark a new Private Message as read so it no longer displays as new in your Private Messages.

To mark a Private Message as Read:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Private Messages, click **Messages**.
4. Select the check box to the left of the messages you want to mark as read.
5. From the menu in the header of the message list, select **Mark as Read**.

Marking Private Messages as Unread

You can mark a Private Message that you have already read as unread so it displays as a new message.

To mark a Private Message as Unread:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Private Messages, click **Messages**.
4. Select the check box to the left of the messages you want to mark as unread.
5. From the menu in the header of the message list, select **Mark as Unread**.

Sending Private Messages to the Trash

When you no longer want to view a Private Message, you can send it to the Trash.

To send a Private Message to the Trash:

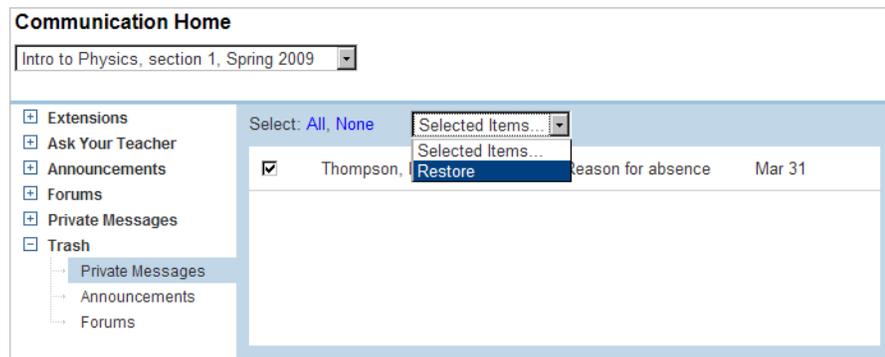
1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Private Messages, click **Messages**.
4. Select the check box to the left of the messages you want to send to the Trash.
5. From the menu in the header of the message list, select **Trash**.

Restoring Private Messages From the Trash

If you send a Private Message to the Trash, you can restore it later to use again.

To restore a Private Message:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Trash, click **Private Messages**.
4. Select the item that you want to restore.



5. From the Selected Items menu, click **Restore**. The item is restored.

Answering Ask Your Teacher Messages

If you enable Ask Your Teacher messages for a class, your students can use this feature to ask you about questions in their assignments. You can enable Ask Your Teacher messages either when you create a new class or afterwards from your Communication page.

Because students use Ask Your Teacher messages to request help, enable this feature only if you can check and respond to these messages regularly. You can read and respond to your Ask Your Teacher messages from your Communication page.

 **Tip:** Click the mailbox button on the WebAssign toolbar to see a summary of unanswered messages for all of your classes. You can also enable email notifications to alert you when you receive new Ask Your Teacher messages.

As with extension requests, WebAssign keeps track of your answered and unanswered Ask Your Teacher messages for you, and automatically changes the status of messages when you send a response in WebAssign.

This section contains the following topics:

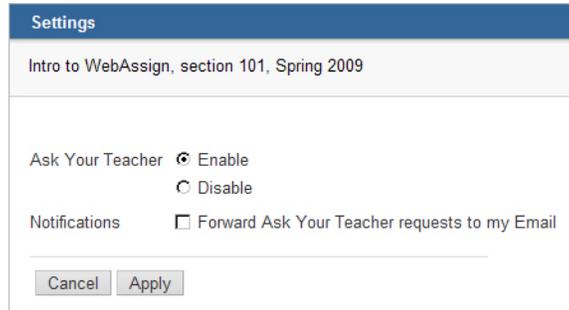
- Allowing Students to Send Ask Your Teacher Messages
- Reading Unanswered Ask Your Teacher Messages
- Viewing Your Student's Activity and Submissions for the Assignment
- Responding to Ask Your Teacher Messages
- Forwarding Ask Your Teacher Messages to WebAssign Support
- Marking Ask Your Teacher Messages as Answered
- Reviewing Your Replies to Ask Your Teacher Messages

Allowing Students to Send Ask Your Teacher Messages

You can enable or disable Ask Your Teacher messages for each of your classes. If Ask Your Teacher messages is disabled for a class, students in that class cannot send you Ask Your Teacher messages. You can enable or disable Ask Your Teacher messages when you create a course or section, or afterwards from your Communication page.

To enable or disable Ask Your Teacher messages for a class:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Expand **Ask your Teacher** and click either **Unanswered** or **Answered**.
4. In the header of the message list, click **Settings**.



5. Configure the Ask Your Teacher message settings:
 - To allow students to send Ask Your Teacher messages, select **Enable**.
 - To prevent students from being able to send Ask Your Teacher messages, select **Disable**.
 - To automatically forward copies of Ask Your Teacher messages that you receive to your email address, select **Forward Ask Your Teacher requests to my Email**.

 **Note:** If you select **Forward Ask Your Teacher requests to my Email**, the messages still display in your Ask Your Teacher messages. Also, you cannot use email to send replies to Ask Your Teacher messages; you must send replies from your Communication page.

6. Click **Apply** to change the Ask Your Teacher settings.

Reading Unanswered Ask Your Teacher Messages

If you have enabled the Ask Your Teacher feature for a class, your students can send you Ask Your Teacher messages about assignments. Because students use Ask Your Teacher messages to request help, read and respond to these messages regularly.

To read unanswered Ask Your Teacher messages:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Expand **Ask your Teacher** and click **Unanswered**.

The screenshot shows the 'Ask Your Teacher' interface for the course 'Intro to Physics, section 1, Spring 2009'. On the left is a navigation menu with 'Ask Your Teacher' selected, showing '3 Unanswered (1 new)' and 'Answered' sub-items. The main area displays a list of messages with checkboxes for selection. The messages are:

Select	Student Name	Assignment	Date/Time
<input type="checkbox"/>	Phillips, Sarah	Assignment 1	05:03 PM
<input type="checkbox"/>	Campbell, Jason	Assignment 2	05:04 PM
<input type="checkbox"/>	Brown, Helen	Assignment 1	05:05 PM

Each message lists your student's name, the name of the assignment for which your student sent the request, and the date or time the request was sent. Unread messages display in boldface type.

- To read a message, click the assignment name for the message you want to read.

The screenshot shows the detailed view of a message from Phillips, Sarah. The interface includes a 'Back to Unanswered' link and a summary box with the following information:

- Request from: Phillips, Sarah
- Current Score: NS/8
- [Assignment Activity Log](#)
- [View Responses \(0/3\)](#)
- [View Assignment 1](#)
- Due: Tue, Mar 31, 2009 10:30 AM EDT

The message content is: "Can you help me understand the acceleration problem?"

The sender information is: Phillips, Sarah: Mon, Mar 23, 2009 05:03 PM EDT

At the bottom, there are three buttons: Reply, Forward, and Move to Answered.

You can reply to the message, forward it to WebAssign support, or change the message status to answered. You can also see your student's submissions and activity log for the assignment.

Viewing Your Student's Activity and Submissions for the Assignment

While you are viewing an Ask Your Teacher message, you can see your student's activity and submissions for the assignment that they are asking you about.

The header of the Ask Your Teacher message indicates your student's score on the assignment and the number of attempts made to answer questions on the assignment. It also contains links to an activity log for the assignment, to the assignment itself, and to your student's responses for the assignment.

 **Note:** When your student can submit individual questions or parts of questions multiple times for an assignment, their total submissions might be greater than the maximum allowed. This occurs because the maximum number listed is for the assignment as a whole, and the number of submissions reflects individual submissions for different questions.

To view your student's activity for the assignment:

While viewing the Ask Your Teacher message, click **Assignment Activity Log**.

A summary of your student's activity for the assignment opens in a new browser window or tab. The summary indicates when your student has looked at and made submissions for the assignment.

To view your student's submissions for the assignment:

While viewing the Ask Your Teacher message, click **View Responses**. The Responses page displays in a new browser window or tab, showing your student's most recent responses. From the Responses page, you can also see all of the previous responses for each question.

For more information about the Responses page, see Viewing Individual Responses on page 132.

Responding to Ask Your Teacher Messages

While you are viewing an Ask Your Teacher message, you can reply to your student's question.

 **Tip:** Before responding to an Ask Your Teacher request, you might want to view your student's activity and responses for the assignment.

To respond to an Ask Your Teacher message:

1. While viewing the Ask Your Teacher message, click **Reply**.

Ask Your Teacher
Intro to Physics, section 1, Spring 2009

Extensions
Ask Your Teacher
 3 Unanswered (1 new)
 Answered
Announcements
Forums
Private Messages
Trash

Back to Unanswered

Request from: Campbell, Jason
Assignment Activity Log
View Assignment 2

Current Score: NS/2
View Responses (0/3)
Due: Tue, Mar 31, 2009 05:17 PM EDT

Can you help me with the conversion problem?
Campbell, Jason: Mon, Mar 23, 2009 05:04 PM EDT

Reply
Quick Notes

See page 21 in the text. If you still need help with this, meet with me during my scheduled office hours:
MW: 8:00–9:20 A.M., 1:30–3:30 P.M.
TT: 11:30 A.M.–12:20 P.M.
F: 8:00–9:20 A.M.

Send Cancel

2. In the Reply field, type your response to the question.
3. Click **Send** to send your response. The message status is automatically changed to answered.

Forwarding Ask Your Teacher Messages to WebAssign Support

If an Ask Your Teacher message raises a question that should be directed to the WebAssign support team, you can forward the Ask Your Teacher message to WebAssign support. You can optionally choose to have a copy of the message also sent to your email address.

To forward an Ask Your Teacher message to WebAssign Support:

1. While viewing the Ask Your Teacher message, click **Forward**.

Ask Your Teacher
Intro to Physics, section 002, Spring 2009

Extensions
Ask Your Teacher
 1 Unanswered
 Answered
Announcements
Forums
Private Messages
Trash

Back to Unanswered

Request from: Harris, Elizabeth
Assignment Activity Log
View Assignment 2

Current Score: NS/7
View Responses (0/10)
Due: Fri, Apr 10, 2009 05:00 PM EDT

My math palette only worked once and now nothing happens when I open it.
Harris, Elizabeth: Tue, Apr 7, 2009 01:48 PM EDT

Forward to CC to mplopez@example.org

Message

This question has come up a few times. What should I tell my student?

Send Cancel

2. If you want a copy of the message sent to your email address, select **CC to your email address**.

3. Optionally, type a message to WebAssign support that provides additional information about the Ask Your Teacher request that you are forwarding.
4. Click **Send**. The request is sent to WebAssign support. The status of the Ask Your Teacher request is not changed.

Marking Ask Your Teacher Messages as Answered

Sometimes, you might want to respond to an Ask Your Teacher message by a method other than sending a reply to the message directly. For example, you might send an email to your student, speak to them after class about their question, or make an announcement to the entire class, either in person or using WebAssign. When you answer your student's question, you should mark the message as answered.

To mark an Ask Your Teacher message as answered:

While viewing the Ask Your Teacher message, click **Move to Answered**.

The message status changes to answered, and it appears in the list of answered Ask Your Teacher messages.

Reviewing Your Replies to Ask Your Teacher Messages

You might want to look at a reply that you previously sent to an Ask Your Teacher message.

To read your replies to Ask Your Teacher messages:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Expand **Ask your Teacher** and click **Answered**.

Each message lists your student's name, the name of the assignment for which they sent the request, and the date or time the request was sent.

4. To read a message, click the assignment name for the message you want to read.

Your student's original message is displayed, along with your answer and the time and date of your answer.

Note: If you answered your student by another method and manually marked the message as answered, only the date and time when you marked the message as answered is displayed for your response.

Forwarding WebAssign Communications to your Email Address

You can receive an email message that lets you know when you receive an Ask Your Teacher Request, a Private Message, or an Extension Request.

This makes it easier for you to keep up with student requests, because you do not have to log in to WebAssign to see if any of your students are waiting for help or need an extension.

Once you receive the notification email, you can log in to WebAssign to respond to message by going to your Communications Home page or clicking the Mailbox icon on the toolbar.

Note: You need a valid, external email address on file in WebAssign to receive notifications at that address. To be sure, click **My Options** and check your email address.

To receive notifications of WebAssign communication requests in your external email account:

1. On the toolbar, click **Communication**. The Communication Home page displays.
2. Select a class from the drop-down menu, if necessary.
3. Click a heading under Extensions, Ask Your Teacher, or Private Messages.
4. Click **Settings**.



5. In Notifications, select **Forward Private Messages to my Email**.
6. Click **Apply**.
7. Repeat steps 2-6 for each notification type you want to receive in your external email account.

Reusing Text With Quick Notes

If you use the same text repeatedly in your WebAssign communications — Announcements, Private Messages, and responses to Ask Your Teacher messages or Extension Requests — you can simplify your work by using Quick Notes to store and insert text.

This section includes the following topics:

- Creating Quick Notes
- Inserting Quick Notes into Communications
- Editing Quick Notes

Creating Quick Notes

You can create a Quick Note to store text that you can reuse in your WebAssign communications — Announcements, Private Messages, or responses to Ask Your Teacher messages or Extension Requests.

To create a Quick Note:

1. When you are composing an Announcement, a Private Message, or a reply to an Ask Your Teacher message or extension request, click **Quick Notes**. The Quick Notes Browser window opens.
2. In the Quick Notes Browser window, click **create**.

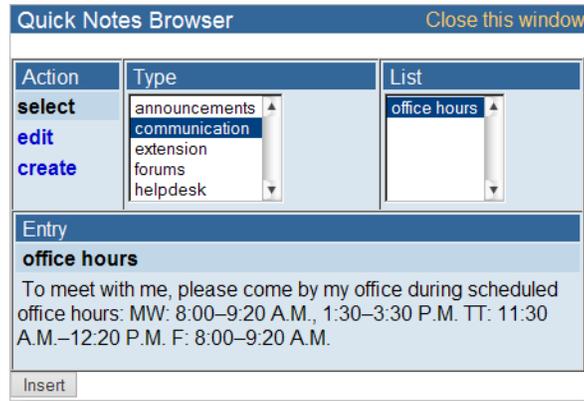
3. In **Type**, select the type of communication for which you will most frequently use the Quick Note text. Although you can use any of your Quick Notes in any communication type — for example, you can use an Announcement-type Quick Note in a Private Message — the type that is selected by default when you open the Quick Notes Browser is the type of communication you are composing.
4. In **Title**, type a title for the Quick Note. The title serves as the name of the Quick Note, and when you save the Quick Note its title is displayed in the list of Quick Notes. The title is not included in your communications when you use the Quick Note.
5. In **Content**, type the text that you want to include in your Quick Note.
6. Click **Save**. The Quick Note is added to the list of Quick Notes for the selected type.

Inserting Quick Notes into Communications

You can use a Quick Note to insert text in your WebAssign communications — Announcements, Private Messages, or responses to Ask Your Teacher messages or Extension Requests.

To insert a Quick Note:

1. When you are composing an Announcement, a Private Message, or a reply to an Ask Your Teacher message or Extension Request, click **Quick Notes**. The Quick Notes Browser window opens.
2. In the Quick Notes Browser window, click **select**.



3. In **Type**, select the type of communication that contains the Quick Note you want to use. Although you can use any of your Quick Notes in any communication type — for example, you can use an Announcement-type Quick Note in a Private Message — the type that is selected by default when you open the Quick Notes Browser is the type of communication you are composing.
4. In **List**, select the Quick Note you want to insert. The Quick Note text is displayed in the Entry section of the window.
5. Click **Insert** to add the Quick Note text to the communication that you are composing.

Editing Quick Notes

You can edit a Quick Note that you have already created. Editing a Quick Note does not change any communications that have already used the Quick Note text; it only changes the Quick Note text that will be inserted when the Quick Note is used after you edit it.

To edit a Quick Note:

1. When you are composing an Announcement, a Private Message, or a reply to an Ask Your Teacher message or extension request, click **Quick Notes**. The Quick Notes Browser window opens.
2. In the Quick Notes Browser window, click **edit**.

Action	Type	List
select edit create	announcements communication extension forums helpdesk	office hours

Entry	
Title	office hours
Content	To meet with me, please come by my office during scheduled office hours: MW: 8:00-9:20 A.M., 1:30-3:30 P.M. TT: 11:30 A.M.-12:20 P.M. F: 8:00-9:20 A.M.

Save Reset

3. In **Type**, select the type of communication for which you will most frequently use the Quick Note text. Although you can use any of your Quick Notes in any communication type — for example, you can use an Announcement-type Quick Note in a Private Message — the type that is selected by default when you open the Quick Notes Browser is the type of communication you are composing.
4. In **List**, select the Quick Note you want to edit.
5. In **Title**, edit the title for the Quick Note. The title serves as the name of the Quick Note, and when you save the Quick Note its title is displayed in the list of Quick Notes. The title is not included in your communications when you use the Quick Note.
6. In **Content**, edit the text that you want to include in your Quick Note.
7. Click **Save**. The Quick Note is updated.



Working with Forums

Instructors can create forums that help instructors and students communicate with each other within WebAssign about course work at any time of the day or night.

When you create a forum, Class Forums becomes active for students in the class. You and your students can then create topics in the forum and post messages to forum topics. You can remove student posts, if necessary.

This section contains the following topics:

- Understanding Forums
- Creating a Forum
- Adding a Topic to a Forum
- Adding a Post to a Topic
- Sending a Forum to the Trash
- Renaming a Forum or a Topic
- Locking a Forum or a Topic to Stop Further Posts
- Restoring a Forum From the Trash
- Removing a Topic or a Post from View

Understanding Forums

You can create a forum to improve communication between you and your students. Forums provide an easy way for students to help each other solve problems off hours.

Forums help the entire class stay informed by reading and responding to topics and posts that are pertinent to the class, such as questions about specific assignments.

You have flexibility when creating forums for your students. For example, you can create more than one forum for the same class. You can also use the same forum in more than one class, so that all of your enrolled students in all of those classes can access the same forum.

As the instructor, you can monitor the Class Forums for your class. You can even send an entire Forum to the Trash.

You can also lock a forum or a topic. Doing so prevents anyone from adding new topics or adding new posts to existing topics. The information still displays on your student's Class Forums.

 **Note:** To view the forum, as shown in the following example, click **Open Student View** and navigate to the Forum for that class.

Communication Topics		
Forum: Homework		
Forum to Discuss Homework		
Topic: Assignment 1		
New Post		
Author	Post	Posted
Norris, Rita	Be sure to read the instructions carefully.	Thu, Jan 15, 2009 12:05 PM EST

The forum hierarchy is as follows:

- **Forum:** The top, or first, level. A forum contains one or more topics. Only you, the instructor, can create a forum.
- **Topic:** The second level in a forum. Each topic contains one or more posts. You and your students can create topics in a forum.
- **Post:** The third and final level in a forum. Each post displays in a forum topic. You and your students can create a post.

Creating a Forum

You can create one or many forums for the same class. You can also specify that more than one class or section will use the same forum.

To create a forum:

1. From the Toolbar, click **Communication**.
2. Select a class from the drop-down menu.

3. Click **New Forum**.

Communication Home
 Statistics 101, section 300, Fall 2009

Extensions
 Ask Your Teacher
 Announcements
 Current
 Archive
 Future
 New Announcement
 Forums
 Active
 Locked
New Forum

Title: Homework
 Description: Forum to Discuss Homework
 Distribution: Statistics 101 (section 300)
 Classes

Cancel Save

4. In Title, enter a title for the forum.

5. In Description, enter a forum description.

6. Distribution displays the classes and sections which will have access to this forum when you create it.

7. If you want to display this forum in additional classes or sections, click **Classes**, and the Distribution window opens.

Distribution

Viewing: Current Classes, Past, Future

Statistics 101
 section 001
 section 002

Cancel Update

Select your additional classes and click **Update**. The window closes and the new classes display in Distribution on your Communication Home page.

8. On your Communication Home page, click **Save**.

Note: To see how the forum will appear to your students, click **Open Student View** in the upper right.

Adding a Topic to a Forum

When you add a topic to a forum the topic displays to everyone enrolled in a class with that forum. You and your students can add many topics to a forum, and each topic can contain multiple posts.

For example, you might have a forum titled "Homework." A topic in that forum could be "Assignment 1." A student might add a post to the "Assignment 1" topic such as "Question on #3."

To add a topic to a forum:

1. From the Toolbar, click **Communication**.

2. Select the class you want to add the forum topic to.
3. In Forums, click **Active** to view all of the forums that are active for the class. More than one forum may display.
(Locked shows forums that are locked, which means they display but cannot be added to in any way.)
4. Click the name of the forum to select it.
5. Click the **New Topic** button.
6. In Topic Title, enter a title for the topic.

Communication Home

Statistics 101, section 300, Fall 2009

<ul style="list-style-type: none"> Extensions Ask Your Teacher Announcements Forums <ul style="list-style-type: none"> Active Locked New Forum 	<p>Forum: Homework</p> <p>Topic Title * Assignment 1</p> <p>Post *</p>
--	--

7. In Post, enter the first post for the topic, such as "Be sure to read the instructions carefully."
8. Click **Save**.

Note: To view the Forum, as shown in the following example, click **Open Student View** and navigate to the Forum for that class.

[Communication | Topics](#)

Forum: Homework

Forum to Discuss Homework

Topic: Assignment 1

[New Post](#)

Author	Post	Posted
Norris, Rita	Be sure to read the instructions carefully.	Thu, Jan 15, 2009 12:05 PM EST

Adding a Post to a Topic

When you add a topic to a forum the topic displays to everyone enrolled in a class with that forum. One of the benefits of a topic is that the entire Class Forums community can post messages to the topic and actually carry on a conversation about the item at hand, such as homework.

Note: You can add a new post to a topic from your Communication Home page, as described here, or from Class Forums while in Student View.

To add a post to a topic:

1. From the Toolbar, click **Communication**.
2. Select the class you want to add the forum topic in from the drop-down menu.
3. In Forums, click **Active** to view all active forums for the class.
4. Click the name of the forum to select it.
5. Click the name of the Topic to select it.
6. Click the **New Post** button.
7. In the box that displays, enter the information you want to post.
8. Click **Save**.

Sending a Forum to the Trash

There might be times you want to remove a forum from view, such as when it is out of date and you simply do not want it to display any longer on any Class Forums.

You can remove the forum from view from your Communication Home page by sending the forum to the Trash.

To send a forum to the trash:

1. From the Toolbar, click **Communication**.
2. Select the class from which you want to remove the forum in the drop-down menu, if needed.
3. In Forums, click **Active** to display the forums for that class.
4. Click the box of the forum you want to send to the Trash.
5. From the Selected Items list, select **Move Forum to Trash**. The trashed forum no longer displays to students. You can see it if you click **Trash > Forums**.

Renaming a Forum or a Topic

The name you give a forum or a topic when you create it is the name that students see displayed for that class in their Class Forums. You can change the name of a forum or a forum topic at any time, whether it is just to correct a misspelling, for example, or to entirely change the name.

If you change the name of a forum or a topic, all of the associated posts remain with that forum.

To change the name of a forum or a topic:

1. From the Toolbar, click **Communication**.
2. Select the class you want to post the message to.

3. Do one of the following:
 - If you are renaming a forum, click the forum name to select it.
 - If you are renaming a topic, click the forum name, and then click the topic name to select it.
4. Click **Settings**.

The screenshot shows a 'Settings' dialog box for a forum. At the top, it says 'Statistics 101, section 300, Fall 2009'. Below that, there are three input fields: 'Title' with the text 'Homework', 'Description' with the text 'Forum to Discuss Homework', and 'State' with three radio button options: 'Available' (which is selected), 'Locked', and 'Trashed'. At the bottom of the dialog are two buttons: 'Cancel' and 'Apply'.

5. In Title, enter the new name. (You can also change the description by editing the text in the Description field.)
6. Click **Apply**.

Locking a Forum or a Topic to Stop Further Posts

You might have a forum that you want to lock. Locking a forum prevents anyone from adding new topics, or adding new posts to existing topics. The information still displays to your students and to others who have access to the class. You cannot lock posts.

Note: If you want to completely remove a forum, a topic, or a post so no one can see it, send it to the Trash. See Sending a Forum to the Trash for more information.

You might also want to lock just a topic or two within a forum, and not the entire forum. When you lock a topic, no one can add any more posts to the topic.

When you lock a forum or a topic, a lock icon  displays so you can easily recognize the information is locked and cannot be changed on a Class Forum. Your students see a message stating the forum or the topic is disabled once you lock it, and they cannot add to it unless you unlock it.

To lock a forum or a topic:

1. From the Toolbar, click **Communication**.
2. Select the forum or the topic you want to lock.
3. Click **Settings**.

Settings

Statistics 101, section 300, Fall 2009

Title: Homework

Description: Forum to Discuss Homework

State:

- Available
- Locked
- Trashed

Cancel Apply

4. In the State option, click to select the **Locked** option.
5. Click **Apply**. The forum or topic is locked, and a lock icon  displays to the right of the name.

Restoring a Forum From the Trash

If you send a Forum to the Trash, you can restore it later to use again.

To restore a Forum:

1. On the toolbar, click **Communication** to go to your Communication Home page.
2. Select a class from the drop-down menu, if necessary.
3. Under Trash, click **Forums**.
4. Select the item that you want to use again.
5. From the Selected Items menu, click **Restore**. The item is restored.

Removing a Topic or a Post from View

There might be times when a student adds something to a topic or a post that you would like to remove from a forum so no one can view it. There might also be times when a topic or a post is out of date and you simply do not want to display it any longer in the forum.

You can remove a topic or a post from your Communication Home page by sending it to the Trash.

To remove a topic or a post:

1. From the Toolbar, click **Communication**.
2. Select the class from which you want to remove the information in the drop-down menu.
3. Navigate to the topic, or the post within the topic, you want to remove.
4. Click **Settings**.

5. In State, click the **Trashed** button.

6. Click **Apply**.

You can view trashed topics by navigating to the topics in the forum and clicking **Show Trashed Topics**. You can identify trashed posts because they display as red text when you view the posts within a topic.



Assignments

To make an assignment available to your students, first create the assignment, and then schedule it.

You can schedule assignments for multiple classes, this term and next, or for several sections of the same class without creating duplicates of the assignment.

Once scheduled, you can test your assignment by viewing and working on it as if you were a student.

This section contains the following topics:

- Creating an Assignment
- Searching for Questions
- Understanding Question Types
- Setting Tolerance for Numerical Questions
- Setting Significant Figure Checking Options
- Awarding Partial Credit for Specifying Units
- Counting Responses With Syntax Errors As Submissions
- Configuring Additional Display Options for Your Assignments
- Changing Administration Settings for Assignments
- Changing a Student's Score
- Understanding Conditional Points
- Scheduling an Assignment
- Removing an Assignment from a Class
- Propagating Assignments from a Previous Term to a Current Class

Creating an Assignment

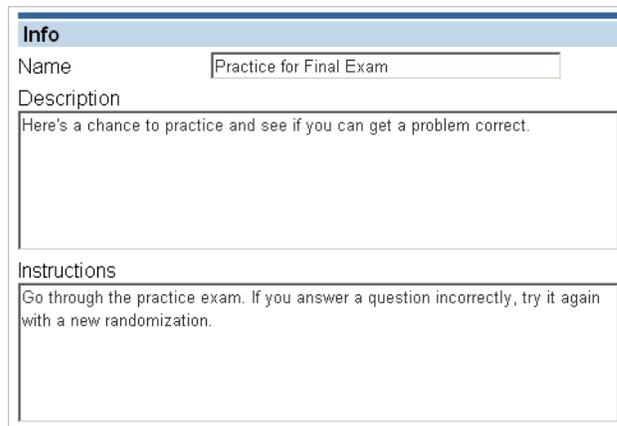
Before scheduling an assignment, you need to use one that already exists or create a new one. You can select questions from your adopted textbook, the resources you choose for your class, or you can use questions that you or others created.

To create an assignment:

1. From the **Assignments** menu, select **Create**.

The Assignment Editor opens.

2. Enter the Name for your assignment. Description and Instructions are optional. However, the student can see the description on the **My Assignments** page and know what the assignment is about before actually looking at it.

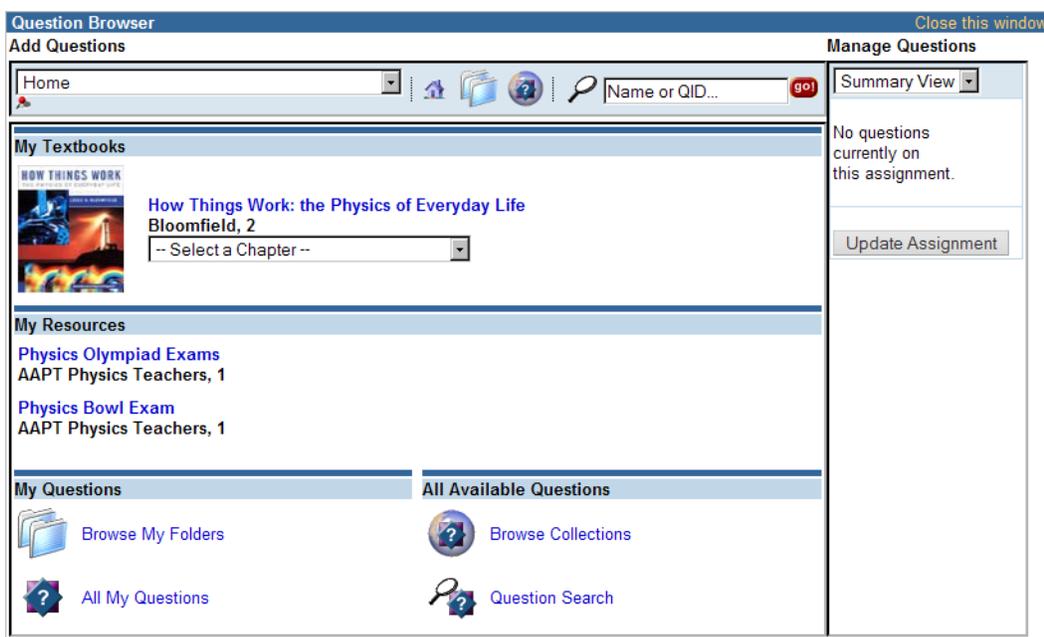


The screenshot shows a form titled "Info" with three sections:

- Name:** A text input field containing "Practice for Final Exam".
- Description:** A text area containing "Here's a chance to practice and see if you can get a problem correct."
- Instructions:** A text area containing "Go through the practice exam. If you answer a question incorrectly, try it again with a new randomization."

3. Click **Question Browser**.

The Question Browser window opens, where you can select the way to find the questions to add to your assignment.



4. Use any of these options to select your question:
 - If you have a textbook associated with the class, click the drop-down list under My Textbooks and select a chapter and question.
 - If you have resources associated with the class, click the resource name under My Resources and search for the question.
 - Use the Search field at the top of the window to search for a question using the question name or QID number.
 - Click **Browse My Folders** to select a question from one of your WebAssign folders.
 - Click **All My Questions** to select a question you created in WebAssign.
 - Click **Browse Collections** to select a question from all of the collections available to you.
 - Click **Question Search** to search for a specific question. See Searching for Questions on page 76 for more information.
5. Click **Add** beside the code for each question you want to include on the assignment. The question displays in the Manage Questions window.

 **Note:** To remove a question from an assignment, click the wastebasket icon next to the question you want to remove. To change the order of the questions, click a number to the left of a question and enter the new position.

6. Click **Update Assignment**.

The Question Browser window closes and returns you to the Assignment Editor, which displays your selected questions.

By default, each answer is given a weight of one point. To change the default weight, you can enter a total number of points and click **distribute total** so WebAssign distributes the total equally to all questions.

You can also click **Points** and change the number of points for each question.

Questions			
Question Browser			
Short		Full	
Name (question id)	Points	Conditional Points	
<input type="checkbox"/> 1 (343569) view edit	1	add	
remove selected	Total: 2		update total

- Under Submission Options, select whether to allow students to submit each question part, to require the submission of the whole question, or to require the submission of the entire assignment.

Submission Options Save these settings as my default

Allow question part submission.

Deliver all questions at once.

Randomize question order.

- From the next menu, select whether you want the questions delivered all at once or one at a time.
- Select **Randomize question order** if you want each student to receive questions in a different order.
- Under Administration Settings, you can enter information for the number of submissions, category, permission, randomization, grading, and feedback. For more information, see Changing Administration Settings for Assignments on page 90.
- If you will always use similar options for the Administration Settings of assignments, select **Save these Settings as my default**. You can change these defaults at any time.
- Click **Save**.

At the top of the page you see the assignment name, a unique assignment.

Note: You can click **Text/Preview** to see the questions you selected as your students will see them, and you can click **Schedule** to schedule the assignment now.

Searching for Questions

If you want to use a specific question type or a question addressing a particular topic of interest, you can might want to search for questions using one or more criteria.

To search for an existing question:

 **Tip:** If you know the question ID or part of the question title, type it in the quick search box   at the top of the Question Browser and click **go**.

1. In the Question Browser window, either click **Question Search** at the bottom of the page, or select **Question Search** from the dropdown menu at the top of the page.
2. On the Question Search page, specify the criteria you want to use when performing your search. Only questions that match all of the specified criteria are returned in the search results.

 **Notes:**

- You cannot use operators like AND, OR, or commas to combine multiple terms such as keywords.
- You can use the % character as a wildcard to match 0 or more characters.
- Search results include only questions containing an exact match for your search criteria.
- Searches are not case-sensitive.

 **Important:** You are allowed to use textbook questions in your assignments only from the textbook you have adopted for your class.

Criterion	Description
Textbook	Select one of the textbooks that you have selected for your classes to limit your search to questions in that textbook.
Chapter	Specify a textbook chapter, if known.
Name	Specify the entire question name or a word that occurs in the question name.
Usable Only	Select Usable Only to include only questions that are marked as usable.
Used Questions Only	Select Used Questions Only to include only questions that have been used in an assignment.
Keywords	Specify a single keyword to find questions including that keyword. Be aware that textbook questions do not include keywords.
Author	Specify all or part of the question author's name or WebAssign username.
Permission/Groups	Select the permission that is set for the question. To understand permissions, see Setting Permissions for Assignments on page 96.

Criterion	Description
Mode	Select the type of question that you are searching for — for example, Multiple-Choice or Numerical. Note that Multi-Mode questions containing the selected type are also returned.
Last Saved	Select a date and time range when the question was most recently saved. A common use of this criterion is to search for questions that are new or have been recently modified.

Click **Show Additional Criteria** to specify the following criteria:

Criterion	Description
Question	Specify a word or phrase that appears in the question. You can use this to search not only for text that is displayed to students, but also for code, for example if you are trying to find use of a particular function or variable.
Answer	Specify a word or phrase that appears in the answer. You can use this to search not only for text that is displayed to students, but also for code, for example if you are trying to find use of a particular function or variable.
Solution	Specify a word or phrase that appears in the solution.
Comment	Specify a word or phrase that appears in the comment field for the question.
Discipline	Select one or more disciplines that are specified for the question. Be aware that most textbook questions do not contain discipline information.

3. Under Question Search Display Options, select Full View to display the entire question, Short View to display an abbreviated version of the question, or Micro View to display question names only. For Full View or Short View, select how many results you want to see per page.
4. Click **Search**. Some searches might take several minutes, depending on your search parameters.
5. In the Question Search Results, you can:
 - Click **View** to see the question in the Question Previewer.
 - Click **Add** to add the question to your assignment.
 - Click **Delete** to remove a criterion and run the search again.
 - Click **Edit Criteria** to open the Questions Search page with the existing criteria.
 - Click **New Search** to open the Questions Search page with no specified criteria.
 - Change the Display Options and then click **Update Listing** to change the number of search results per page and whether to display the entire question or summary information.

Understanding Question Types

WebAssign includes many different question types. You might want to use a combination of different question types in your assignments, or you might want to use a particular kind of question to assess your students' knowledge in a specific way.

 **Note:** Some question types are discipline-specific, and some types might not be available for the textbook you selected for your course.

General-Purpose Questions

General-purpose questions are not discipline-specific and are automatically scored by WebAssign.

Multiple-choice Questions

Your students select a single response from a list of mutually exclusive choices.

To search for these questions in the Questions Search page, select Multiple-Choice for **Mode**.

True/False Questions

Your students select whether an assertion is true or false. You should allow only 1 submission.

To search for these questions in the Questions Search page, select Multiple-Choice for **Mode** and type **True** for **Answer**.

Yes/No Questions

Your students answer a question with either Yes or No. You should allow only 1 submission.

To search for these questions in the Questions Search page, select Multiple-Choice for **Mode** and type **yes** for **Answer**.

Multiple-select Questions

Your students select one or more responses from a list of non-exclusive choices.

To search for these questions in the Questions Search page, select Multiple-Select for **Mode**.

Matching Questions

Your students match items in one column to corresponding items in a second column.

To search for these questions in the Questions Search page, select Matching for **Mode**.

Fill-in-the-blank Questions

Your students type a word or short phrase for which only a small number of correct variations exist.

To search for these questions in the Questions Search page, select Fill-in-the-Blank for **Mode**.

Numerical Questions

Your students type a numerical answer and optionally a unit. If a unit is specified in the key, equivalent responses specified using a compatible unit are also scored as correct, so for example, the responses 1 mi, 5280 feet, and 1760 yards would all be considered to be the same.

Numerical questions can also check responses for the correct number of significant digits or decimal places.

To search for these questions in the Questions Search page, select Numerical for **Mode**. To find questions that check for significant figures or decimal places, also type either `$SIGFIGS` or `$DECFIGS` for **Answer**.

Math Questions

Questions using mathematical expressions are used in mathematics and the sciences, and require students to demonstrate an understanding of a concept that is expressed mathematically or numerically. These questions are automatically scored by WebAssign.

mathPad Questions

Your students use the mathPad tool to enter a correctly formatted mathematical expression. mathPad is intended for developmental math, algebra, and basic trigonometry courses.

To search for these questions in the Questions Search page, type `$PAD='devmath'` for **Answer**.

calcPad Questions

Your students use the calcPad tool to enter a correctly formatted mathematical expression. calcPad is intended for pre-calculus and higher math courses.

To search for these questions in the Questions Search page, type `$PAD='calc'` for **Answer**.

Math Questions Using Calculator Notation

For questions that have not been adapted to use the mathPad or calcPad tools, your students can type their answer using calculator notation.

To search for these questions in the Questions Search page, select either Algebraic or Symbolic for **Mode**.

Graphing Questions

Your students use the WebAssign graphing tool to create a graph on either a number line or coordinate plane.

To search for these questions in the Questions Search page, select Graphing for **Mode**.

Chemistry Questions

Chemistry questions might be used in other disciplines, but are designed to allow students to express chemical formulas and to draw chemical structures that are automatically scored by WebAssign.

chemPad Questions

Your students can use chemPad to enter chemical formulas and equations that are automatically displayed in correct chemical notation. chemPad accepts chemically equivalent responses that are entered in a different sequence than the key, and also provides constructive feedback to your students so they know, for example, if the equation they submitted was not balanced, or if an element was substituted. Without giving away the answer, this feedback helps your students to identify their mistakes and to learn while they are completing their assignments.

To search for these questions in the Questions Search page, select Fill-in-the-Blank for **Mode** and type `$PAD='chem'` for **Answer**.

JME Questions

Your students can use the Java Molecular Editor (JME) tool to draw chemical structures for their response.

To search for these questions in the Questions Search page, select Java for **Mode** and type `JME` for **Answer**.

Free-Response Questions

Free-response questions allow students to demonstrate their knowledge of the material, but they are not automatically scored. You or your teaching assistant must grade your students' responses manually. By default, your students are immediately awarded all points for such questions when they submit their response. The actual earned points for their response is applied only when you or your teaching assistant grades the response.

These kinds of questions are only infrequently used for textbook questions.

Short-answer or Essay Questions

Your students type a brief or extended response that must be graded manually.

To search for these questions in the Questions Search page, select Essay for **Mode**.

File Upload Questions

Your students electronically submit a file containing their work, for example, a research paper or a presentation.

To search for these questions in the Questions Search page, select File-Upload for **Mode**.

pencilPad Questions

Your students draw a simple figure to respond to the question.

To search for these questions in the Questions Search page, select PencilPad for **Mode**.

Setting Tolerance for Numerical Questions

You can set the tolerance for numerical questions to configure how close your students' responses must be to the key in order to be scored as correct.

You can set numerical tolerance values for a course section, an assignment, or for a specific question on an assignment. The actual tolerance that is used for a question is the tolerance with the highest priority in the following table:

Priority	Tolerance Setting	Overrides
1	Question tolerance in Assignment Options	All other tolerances
2	Overall tolerance in Assignment Options	3, 4, 5
3	Tolerance set in class settings for the section	4, 5
4	Tolerance set in the question itself	5
5	The default tolerance in WebAssign	Used if no tolerances set

For questions with multiple parts, any tolerances that you set in the assignment or section apply to all parts of the question. Only the question author can set different tolerances for different parts of a multiple-part question.

*** Important:** Exercise caution when changing the tolerance for a section or assignment. Changing the numerical tolerance overrides the tolerances set by question authors and can result in granting credit for incorrect responses, as in the following two examples:

- When asking about the speed of a relativistic electron, a 1% tolerance would allow students who round a response of $0.99975c$ up to $1.00c$ to be marked correct.
- When asking students to determine the area of a rectangle that is 32.5 m by 3 m, the exact answer of 97.5 m^2 is correct, not, for example, 98 m^2 or 100 m^2 .

If you do change the tolerance for a section or assignment, test every question carefully to ensure that your students receive credit for all correct responses and do not receive credit for incorrect responses.

Understanding Tolerances for Questions That Do Not Check for Significant Figures

For numerical questions that do not check for significant figures, you can set the tolerance as a non-negative number of units, or as a percentage of the key.

Key value	Tolerance setting	Responses scored as correct
120	2% (default)	117.6-122.4
120	10 units	110-130

By default, WebAssign uses a 2% tolerance for numerical questions that do not check for significant figures. This is a standard used by many professional scientists and engineers, and ensures that the answer is correct to three significant figures.

Note: Some textbook questions specify tolerances that are different from the default tolerance. In particular, the following types of textbook questions almost always have a specified tolerance of 0:

- Mathematics textbook questions
- Questions requiring students to enter fractions
- Questions requiring simple computation of integers

For these kinds of questions, there is usually no reason to make any changes to your tolerance settings. Any changes you make will override the tolerance that is set in the question.

Understanding Tolerances for Questions That Check for Significant Figures

For numerical questions that do check for significant figures, you can set the tolerance as an integer from 0 to 9. This integer is the value by which the last significant digit can differ from the key and still be considered to be correct.

To give your students partial credit if their answer is correct numerically but the number of significant figures is incorrect, see Setting Significant Figure Checking Options on page 85.

Key value	Tolerance setting	Responses scored as correct
12.2	1 (default)	12.1-12.3
1202	6	1196-1208

By default, WebAssign uses a tolerance setting of 1 for questions that check for significant figures. This allows students to receive credit if their calculation is correct but they have made a small rounding error. All calculations should be done without rounding until final answer is achieved.

Notes:

- Some textbook questions specify tolerances that are different from the default tolerance.
- If you prevent checking for significant figures in a course or assignment, all numerical questions will use the tolerance settings for questions that do not check for significant figures.

To set the numerical tolerance for a section:

1. In the ClassView page, click **Edit Class Settings**.
2. In the Class Settings page, click **Advanced Options**.
3. To set tolerance for questions that do not check for significant figures, under Numerical Options, type a positive number for Tolerance and select either **%** or **units**.

4. To set tolerance for questions that do check for significant figures, under SigFigs Options, type an integer between 0 and 9 for Tolerance.
5. Click **Save** to apply your changes.

To set the numerical tolerance for an assignment:

1. In the Assignment Editor, click **Assignment Options**.
2. To set tolerance for questions that do not check for significant figures, under Numerical Tolerance, type a positive number for **Overall Tolerance** and select either **%** or **units**.
3. To set tolerance for questions that do check for significant figures, under SigFigs Options, type an integer between 0 and 9 for Tolerance.
4. In the Assignment Options window, click **Save** to apply your changes.
5. In the Assignment Editor, click **Save** to apply your changes.

To set the numerical tolerance for a question:

1. In the Assignment Editor, click **Assignment Options**.
2. For questions that do not check for significant figures, type a positive number and select either **%** or **units** for the question you want to change under By Question.
3. For questions that do check for significant figures, you set the tolerance in the same way as for questions that do not check for significant figures. However, you can use the following steps to specify values that behave in the same way as the SigFigs Options tolerance settings for your assignments or courses:
 - a. Choose the value (0-9) by which the last significant digit can differ from the key and still be considered to be correct.
 - b. Determine the last significant figure of the correct answer to the question.
 - c. Type the product of the values in steps a and b, and select **units** for the question you want to change under By Question. For example, if you want the tolerance to be ± 2 at the last significant digit and the correct answer is 0.034, specify 0.002 units.
4. In the Assignment Options window, click **Save** to apply your changes.
5. In the Assignment Editor, click **Save** to apply your changes.

Setting Significant Figure Checking Options

Some numerical questions require your students to specify the correct number of significant figures in their response in order to receive credit. By default, the following behaviors apply to these questions:

- These questions display a sigfigs icon  to let your students know that significant figures are checked. The answer format tips for these questions also instruct students to use the correct number of significant figures.
- The sigfigs icon  links to a Web page (www.webassign.net/sigfigs.html) with information about entering significant figures in WebAssign.
- Your students receive no credit for responses that do not specify the correct number of significant figures.

You can change these behaviors for a course section or for an individual assignment. Your settings for an assignment override your section settings.

To set significant figure checking options for a section:

1. In the ClassView page, click **Edit Class Settings**.
2. In the Class Settings page, click **Advanced Options**.
3. To turn off checking for significant figures, clear **Mark answer wrong for significant figure errors**. Then, go to step 8.
4. To enable checking for significant figures, select **Mark answer wrong for significant figure errors**.
5. To prevent display of the sigfigs icon  for questions that check significant figures, clear **Show sigfigs icon**.



Tip: Clearing **Show sigfigs icon** also prevents answer format tips from being displayed for questions that check for significant figures, so students are not notified that significant figures are checked.

If you think that the absence of answer format tips only for certain questions will make your students aware that significant figures are required, you can clear **Show students Answer Format Tips** so answer format tips are not displayed for any questions in any assignment.

6. Select or clear **Icon link to SigFigs help page**, depending on whether or not you want students to see this information when they are working on their assignments.
7. To award partial credit for responses that are correct except for the number of significant figures, type a value from 0-100 for **Partial Credit** under SigFigs Options. Your students will receive the specified percentage of a question's point value if their response is correct but does not use the correct number of significant figures.
8. Click **Save** to apply your changes.

To set significant figure checking options for an assignment:

1. In the Assignment Editor, click **Assignment Options**.

2. To turn off checking for significant figures, clear **Check for sigfigs**. Then, go to step 7.
3. To enable checking for significant figures, select **Check for sigfigs**.
4. To prevent display of the sigfigs icon  for questions that check significant figures, clear **Show sigfigs icon**.

 **Tip:** Clearing **Show sigfigs icon** also prevents answer format tips from being displayed for questions that check for significant figures, so students are not notified that significant figures are checked.

If you think that the absence of answer format tips only for certain questions will make your students aware that significant figures are required, you can clear **Show students Answer Format Tips** so answer format tips are not displayed for any questions in the assignment.

5. Select or clear **Sigfigs icon links to help page for students**, depending on whether or not you want students to see this information when they are working on their assignment.
6. To award partial credit for responses that are correct except for the number of significant figures, type a value from 0-100 for **Partial Credit** under SigFigs Options. Your students will receive the specified percentage of a question's point value if their response is correct but not indicated with the correct number of significant figures.
7. In the Assignment Options window, click **Save** to apply your changes.
8. In the Assignment Editor, click **Save** to apply your changes.

Awarding Partial Credit for Specifying Units

Some numerical questions require your students to specify units in their response in order to receive credit. By default, your students receive no credit unless both the number and the units are correct.

To reward your students for demonstrating a partial understanding of the question, you can configure a section or assignment to award partial credit for responses that specify compatible units, even if your student's calculation of the answer is incorrect. Compatible units are units that specify the same kind of measurement — length, acceleration, or volume, for example — as specified by the key.

You can award partial credit for units for a course section or for an individual assignment. Your settings for an assignment override your section settings.

To configure a section to award partial credit for specifying compatible units:

1. In the ClassView page, click **Edit Class Settings**.
2. In the Class Settings page, click **Advanced Options**.
3. To award partial credit for responses that are numerically incorrect but that do specify compatible units, type a value from 0-100 for **Partial Credit** under Numerical Options. Your students will receive the specified

percentage of a question's point value if they have specified compatible units but have not provided the correct numeric response.

- Click **Save** to apply your changes.

To configure an assignment to award partial credit for specifying compatible units:

- In the Assignment Editor, click **Assignment Options**.
- To award partial credit for responses that are numerically incorrect but that do specify compatible units, type a value from 0-100 for **Partial Credit** under Units Options. Your students will receive the specified percentage of a question's point value if they have specified compatible units but have not provided the correct numeric response.
- In the Assignment Options window, click **Save** to apply your changes.
- In the Assignment Editor, click **Save** to apply your changes.

Counting Responses With Syntax Errors As Submissions

Sometimes, your students might submit responses to numerical, symbolic, or algebraic questions that contain notation that WebAssign cannot interpret. These responses are often the result of typographical errors or extraneous or missing characters, and are identified to students as containing syntax errors.

By default, WebAssign does not count responses that generate syntax errors as submissions. For example, if a student has two submissions left and then submits a response with a syntax error, the student still has two submissions left. The reasoning behind this is that WebAssign cannot determine for certain that the student's response is not correct.

You can choose to count responses with syntax errors towards students' total submissions. You can configure this separately for numerical, symbolic, or algebraic questions for either a course section or for an individual assignment. Your settings for an assignment override your section settings.

Common Syntax Errors

Syntax errors can occur in responses to numerical, symbolic, and algebraic questions, and often include the following kinds of incorrect notation.

Question Mode	Problem	Incorrect Notation	Correct Notation
Any	Incorrect grouping operator.	$4\{x+3\}$	$4(x+3)$
Any	Missing operand.	50^*	$50*3$
Any	Too many consecutive operators.	$x+++++2$	$x+2$
Any	Unrecognized symbol.	$\$4.00$ $4\&6$	4.00 $4+6$
Numerical	Misspelled unit.	3456 met/sec	3456 m/s
Numerical	Response cannot contain variables.	$2*x+3$	$2*10+3$

Question Mode	Problem	Incorrect Notation	Correct Notation
Numerical	Response cannot use implicit multiplication.	3(14)	3*14
Symbolic or Algebraic	Comma in number.	5,000	5000

To count responses with syntax errors as submissions for a section:

1. In the ClassView page, click **Edit Class Settings**.
2. In the Class Settings page, click **Advanced Options**.
3. To count your students' responses with syntax errors as submissions, select any of the following check boxes:
 - on numerical questions
 - on symbolic questions
 - on algebraic questions
4. Click **Save** to apply your changes.

To count responses with syntax errors as submissions for an assignment:

1. In the Assignment Editor, click **Assignment Options**.
2. To count your students' responses with syntax errors as submissions, select any of the following check boxes:
 - on numerical questions
 - on symbolic questions
 - on algebraic questions
3. In the Assignment Options window, click **Save** to apply your changes.
4. In the Assignment Editor, click **Save** to apply your changes.

Configuring Additional Display Options for Your Assignments

By default, WebAssign displays some information and formatting in your assignments that you might want to configure.

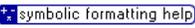
- Randomized values in questions are displayed in red. This lets your students know about values that might change for each submission, or might be different for their classmates, depending on your randomization settings for the assignment. You can turn off this highlighting for a course section.
- Symbolic questions display a  icon that links to a Web page (www.webassign.net/symbolic2.html) with information about entering

symbolic notation in WebAssign. You can show or hide this icon for either a course section or for an assignment.

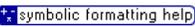
- Answer format tips display information about what kind of answer is expected, such as “Enter a number” or “Enter a mathematical expression,” when your students navigate to an answer box. You can show or hide answer format tips for either a course section or for an assignment.
- Question names are displayed in the question header only for textbook questions. The question names for textbook questions provide little information and never anything about the answer. If you have created your own questions, you might want to change this to display the question names for all questions. Or, you might want to hide question names for all questions. You can change this for either a course section or for an assignment.

Your settings for an assignment override your section settings.

To set other display options for a section:

1. In the ClassView page, click **Edit Class Settings**.
2. In the Class Settings page, click **Advanced Options**.
3. To turn on or turn off highlighting of randomized information in questions, select either **Yes, in red** or **No** under **Highlight Randomized Text**.
4. To show or hide the  icon in symbolic questions, either select or clear **Use Icon for Symbolic Questions**.
5. To show or hide answer format tips in your assignments, either select or clear **Show students Answer Format Tips**.
6. To show or hide question names in your assignments, select one of the options under **Display Question Name to Students**:
 - For All Questions
 - For Textbook Questions Only (default)
 - Never
7. Click **Save** to apply your changes.

To set other display options for an assignment:

1. In the Assignment Editor, click **Assignment Options**.
2. To show or hide the  icon in symbolic questions, either select or clear **Show symbolic icon**.
3. To show or hide answer format tips in your assignment, select one of the options under **Answer Format Tips**:
 - Use course setting
 - Show tooltips
 - Do not show tooltips

4. To show or hide question names in your assignment, select one of the options under **Display Question Name to Students**:
 - For All Questions
 - For Textbook Questions Only (default)
 - Never
5. In the Assignment Options window, click **Save** to apply your changes.
6. In the Assignment Editor, click **Save** to apply your changes.

Changing Administration Settings for Assignments

When you are in the Assignment Editor, you can change a number of Administration Settings to configure the behavior of your assignments. If the Administration Settings section is not displayed, click **Show Administration Settings**.

Administration Settings (Hide)

Save these Administration Settings as my default

Submissions Allowed:

Category: [My Categories](#)

Code:

Permission: [My Groups](#)

Randomization:

Which graded:

Author: Lopez, Dr. Michael P. (mplopez@example.net)

Feedback: use the pulldown menu above as a shortcut for the options below

	Before due date	After due date	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nothing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Save Work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Response [Only the last]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assignment Score
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question Score
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question Part Score
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mark
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Publish Essay Scores
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Help/Hints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Practice Button [After all attempts used]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Key
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Solution

[Conditional Feedback ^](#)

To use the selected administration settings as the default values when you create new assignments, select **Save these Administration Settings as my default**. The settings are stored in your user profile when you save the assignment.

This section contains the following topics:

- Setting the Number of Allowed Submissions for Assignments
- Setting the Category for Assignments
- Setting Codes for Assignments
- Setting Randomization Options for Assignments
- Setting Feedback Options for Assignments
- Setting Permissions for Assignments

Setting the Number of Allowed Submissions for Assignments

You can set the number of allowed submissions for an assignment to a number between 1 and 100.

 **Note:** To specify more or fewer allowed submissions for specific questions, use the Submissions Override setting in the Questions section of the Assignment Editor.

To set the number of allowed submissions for an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. For **Submissions Allowed**, select one of the listed numbers (1-10, 15, 20, 30, 50), or select **Other**, type a number between 1 and 100, and click **OK**.

Setting the Category for Assignments

You can set the category for an assignment to one of the default categories — Homework, Quiz, Test, Lab, Exam, In Class, and Required — or you can create your own categories. Assignment categories are used by the WebAssign GradeBook and are displayed beside the assignment name in the student view of the assignment.

To set the category for an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. In **Category**, select one of the default categories or a category that you have already created.

To create a new category:

 **Tip:** Some categories you might create include Practice, Required, Optional, Class Project.

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. Click **My Categories**.
3. In the Assignment Categories window, type a new category name and click **Save**.
4. Close the Assignment Categories window.
5. Save the assignment. Then, you can select the new category in the **Category** list.

Setting Codes for Assignments

You can specify a code to help you classify or identify an assignment. The code can be any sequence of characters. You can search for assignments using the code, but it is not otherwise used by WebAssign, and it is not displayed to students.

To set the code for an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. In **Code**, type the code that you want to use for the assignment.

Setting Randomization Options for Assignments

You can specify how randomization of question data and answers should be performed for the assignment.

 **Note:** To randomize the order of questions on the assignment, select **Randomize question order** under Submission Options. For more information, see [Creating an Assignment](#).

The following randomization options are available:

Person

Person is the most frequently-used randomization option.

- Every student receives a different version of the assignment.
- The assignment does not change for students after they submit responses.
- Each question on the assignment is randomized individually.

Question

Question allows you to schedule the identical assignment with identical values for all students multiple times, for example as a skills test.

- Every student receives the same version of the assignment.
- The assignment does not change for students after they submit responses.
- Each question on the assignment is randomized individually.

Assignment

Assignment is infrequently used, but allows you to ensure that different questions with the same randomization parameters are provided the same randomized values. For example, if both questions 2 and 3 included a random number between 1 and 10, the randomized number that is used

would be the same for both questions. You can schedule the identical assignment with identical values for all students multiple times.

- Every student receives the same version of the assignment.
- The assignment does not change for students after they submit responses.
- Questions on the assignment having the same randomization parameters use the same randomized values.

Different every time

Different every time randomizes the assignment to be different for each student and different each time the student submits the assignment. This option can only be used when the Submission Options for the assignment are set to require submission of the entire assignment.

- Every student receives a different version of the assignment.
- The assignment changes for each of the student's allowed submissions.
- Each question on the assignment is randomized individually.

To set the randomization options for an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. In **Randomization**, select the randomization option that you want to use for the assignment.

Setting Feedback Options for Assignments

You can select the kinds of feedback to provide to your students for the assignment, and when to provide each type of feedback.

You can also provide conditional feedback for some or all questions after a specified number of submissions. You can allow students to view their previous responses, correct ✓ and incorrect ✗ marks for questions, question hints, keys, solutions, or practice buttons for specific questions or for the entire assignment. You can also provide additional hints for specific questions.

To set the feedback options for an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. Optionally, select one of the default groups of settings from the **Feedback** drop-down menu. Selecting any of these groups selects and clears check boxes for the individual feedback settings below the menu. You can accept the default settings for the group, or you can configure individual settings

after selecting a feedback settings group. The default groups of settings include the following:

Feedback Settings Group	Features	Use Cases
Detailed grade with resubmit allowed	Students can save their work and view their previous responses, marks for questions, all scores, and question hints both before and after the assignment due date. After the due date, students can also see the key. This is selected by default.	Most commonly used; you might also want to enable the Add Practice Button setting to allow students to complete practice questions for the assignment.
Score only	Students can save their work and view their previous responses and the assignment score both before and after the due date. Students cannot see which questions were marked correct or incorrect.	Used for tests that allow only one submission.
No feedback, key available after due date	Students can not save their work or see any feedback before the due date. After the due date, students can see all of their responses, marks for questions, assignment and question scores, question hints, and the key.	Used for pre/post tests that allow only one submission.
Immediate delivery of key	Students can save their work and view their previous responses, marks for questions, all scores, question hints, and the key both before and after the assignment due date. Students must submit a response to view the key.	Used for practice tests.

3. Select or clear the check boxes for **Before due date** and **After due date** for the following individual feedback settings.

 **Note:** If you want to provide conditional feedback for one or more questions on your assignment, clear **Before due date** for those settings for which you will provide conditional feedback. Otherwise, the feedback will always be provided before the due date.

Feedback Setting	Description
Nothing	Clears all of the other feedback selections so no feedback is provided.
Save Work	Allows student to save their work between sessions without submitting the assignment for grading.
Response	Allows student to see their previous responses to questions. If Only the last is selected, then the student can only see their most recently submitted response.
Assignment Score	Allows student to see the score and possible points for the assignment as a whole.
Question Score	Allows student to see the score and possible points for each question as a whole.
Question Part Score	Allows student to see the score and possible points for each question part.

Feedback Setting	Description
Mark	Allows student to see marks indicating correct and incorrect submitted answers on the assignment.
Publish Essay Scores	Allows student to see grader information and grader comments for manually-graded questions such as essay, pencilPad, and file-upload questions. If you do not select this option, students will see only their score for manually-graded questions, but they will not receive grader comments or any other confirmation that the question has been graded. This option does not have any effect on the actual scoring of the question, only on the information that students can see.
Help/Hints	Allows students to see any hints that are provided for questions on the assignment. This also affects enhanced question features such as such textbook or video links.
Add Practice Button	Displays a Practice button for questions. The Practice button allows the student to attempt the same question with a different randomization for no credit. The Practice button can be enabled before or after all of the attempts have been used for a question. Note that your students could use the Practice button multiple times until they see the same randomization as in the assignment question, effectively providing the key.
Key	Displays the answer key for the question.
Solution	Displays any provided question solutions after the student has submitted a response. Solutions generally provide information that helps students understand the steps they need to take to determine the correct answer to the question. Not all questions provide solutions.

To provide conditional feedback for an entire assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. Click **Conditional Feedback**.
3. In the Conditional Feedback window, click **For Assignment**.
4. Type the number of submissions the student must make before each of the listed feedback types can be displayed.
5. Click **Save**.

To provide conditional feedback for particular questions on an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. Click **Conditional Feedback**.
3. In the Conditional Feedback window, click **By Question**.
4. For each question for which you want to provide conditional feedback, type the number of submissions the student must make before each of the listed feedback types can be displayed.
5. Click **Save**.

To provide conditional hints for questions on an assignment:

1. In the Assignment Editor, click **Show Administration Settings** if the Administration Settings section is not displayed.
2. Click **Conditional Feedback**.
3. In the Conditional Feedback window, click **By Question**.
4. For each question for which you want to provide a conditional hint, type in **The Hint Below** the number of submissions the student must make before the conditional hint is displayed; then, type the text of the hint in the box under The Hint Below.

 **Note:** This method provides hints conditionally based only on the number of submissions. To provide feedback based on the content of the student's responses, you must edit the question itself.

5. Click **Save**.

Setting Permissions for Assignments

When you create an assignment or question, you can determine who can perform what actions for the question or assignment by selecting a permission.

As the author, you can perform all actions. Depending on the permission you choose, other instructors might also be allowed to perform some actions:

Action	Public	Copyright	Protected	Private
View or use without knowing the ID	✓	✓	✗	✗
View or use if the ID is known	✓	✓	✓	✗
Edit	✗	✗	✗	✗

If you are a member of a permission group and use that group to set the permission, different actions can be performed by you as the author, by group members, and by all other instructors:

Action	Author	Group Members	All Others
View or use without knowing the ID	✓	✓	✗
View or use if the ID is known	✓	✓	✓
Edit	✓	✓	✗
Remove self from group	✓	✓	✗
Add or remove other group members or change group name	✓	✗	✗

✿ Important: When any group member changes a question or assignment, it can affect scoring for both current and past scheduled assignments. To avoid possibly having to rescore assignments, group permission should be used only when the question or assignment is being created. Before using the assignment or question for a real class, change the permission to either Public, Copyright, Protected, or Private.

To set permissions:

1. Click **Show Administration Settings** or **Show Additional Information**, if necessary.
2. For **Permission**, select Public, Copyright, Protected, Private, or a permission group.

To create a permission group:

1. Click **Show Administration Settings** or **Show Additional Information**, if necessary.
2. Click **My Groups** beside the **Permission** list.
3. In the Groups window, click **Create new Group**.
4. Type a name for the group in **Group Name**.
5. Under Members, select each of the instructors that you want to add to the group.

📌 Note: You can only include instructors at your institution. You are automatically added as a member of any new group that you create.

6. Click **Save**. The new group is listed in the Groups window.
7. Save the assignment or question in order to see the new group in the **Permission** list.

To modify a permission group:

1. Click **Show Administration Settings** or **Show Additional Information**, if necessary.
2. Click **My Groups** beside the **Permission** list.
3. In the Groups window, click the name of an existing group to modify.
4. Change the group name, add or remove group members, or delete the group:
 - To change the group name, edit the name in **Group Name** and click **Update**.
 - To add an instructor to the group, click **Add new member**. Select each of the instructors that you want to add to the group, and then click **Save**.
 - To remove an instructor from the group, click **remove** beside the instructor's name.
 - To delete a group, remove all of its members and then click **My Groups**.

Changing a Student's Score

You can change a student's score for an assignment by applying a penalty or a bonus, or by overriding the score. You can also excuse a student from an assignment so no score is associated with that assignment and the assignment is not part of the student's overall grade.

This section contains the following topics:

- Understanding Student Scores
- Applying Penalty or Bonus Points
- Overriding the Current Score
- Excusing a Student from an Assignment
- Removing Adjustments to Scores

Understanding Student Scores

There are three types of scores. You can also excuse a student from an assignment.

The score types are:

- **Raw score:** The score the student earned. If you adjust or override a score, you can always revert to the raw score whenever you want.
- **Adjusted score:** The student's raw score plus any bonus points or minus any penalty points applied to it. The adjusted score changes when the student's raw score changes.
- **Override score:** An assignment score you enter manually. This type of score always remains the same unless you enter a different override score or choose to use the raw score instead.

Examples:

Example 1: A student earned 12/20 points, so that is the student's raw score. You add a 2 point bonus, so the student has an adjusted score of 14/20. The student resubmits the assignment and earns 5 additional points, so the new adjusted score is 19/20. (The new raw score is 17/20.)

Example 2: A student earned 12/20 points. You apply a 2 point penalty, so the adjusted score is 10/20. Later, you determine you meant to give the penalty to a different student, so you choose to use the raw score of 12/20 instead.

Example 3: A student earned 12/20 points. You add a 2 point bonus, so the adjusted score is 14/20. Later, you override the student's score to be 16/20. The student resubmits the assignment and earns 5 additional points. The student's score remains 16/20 unless you change the override score to a different value or choose to use the raw score of 17/20.

Applying Penalty or Bonus Points

You can change a student's assignment score by applying a penalty or a bonus. When you do so, the points you add or subtract are factored into the total, which is the adjusted score.

- When you add a penalty, the assignment score is reduced by the number of points you enter.
- When you add a bonus, the assignment score is increased by the number of points you enter.

To apply a penalty or bonus to an assignment:

1. Select the class that contains the student score you want to change from the **Jump to Class** menu.
2. In Assignments, locate the assignment and click **scores**. The Scores page displays.
3. Click the student's score in the Total column. The Adjust Score dialog displays.
4. Select one of the following:
 - To give the student a penalty, click **Add Penalty** and enter the number of points to deduct from the assignment in the Point Deduction box.
 - To add a bonus, click **Add Bonus** and enter the number of additional points in the Additional Points box.
5. If you want to, add a note for your reference explaining the change in the Notes box.
6. Click **Save**. The revised score displays with a red asterisk (*) on the right, indicating you changed the score.

Overriding the Current Score

When you override a score, the number you enter as the override score is the final and total score unless you change it again. All penalty, bonus, and assignment points you might have assigned are ignored when you override a score.

Even if a student changes his or her answers after you enter an override and the assignment points change, the score you entered as the override remains the same.

To override the current score:

1. Select the class that contains the student score you want to change from the **Jump to Class** menu.
2. In Assignments, locate the assignment and click **scores**. The Scores page displays.
3. Click the student's score in the Total column. The Adjust Score dialog displays.
4. Click **Override Score** and enter the new score in the New Score box.
5. If you want to, add a note for your reference explaining the change in the Notes box.
6. Click **Save**. The revised score displays with a red asterisk (*) on the right, indicating you changed the score.

Excusing a Student from an Assignment

You can excuse a student from an assignment. When you do so, he or she receives no points for the assignment. The lack of points does not factor into his or her class grade or the GradeBook in any way. It is as if the student was never scheduled to take that assignment.

To excuse a student from an assignment:

1. Select the class that contains the student score you want to change from the **Jump to Class** menu.
2. In Assignments, locate the assignment and click **scores**. The Scores page displays.
3. Click the student's score in the Total column. The Adjust Score dialog displays.
4. Click **Excuse Assignment**.
5. If you want to, add a note for your reference explaining the change in the Notes box.
6. Click **Save**. An **EX** displays with a red asterisk (*) instead of a score because you excused the student from the assignment.

Removing Adjustments to Scores

You can specify which type of score to use in the **Adjust Score** box. For example, you might decide to remove score adjustments and revert to the raw score if you gave a student a bonus in error.

The raw and adjusted scores are displayed in the Adjust Score box.

To remove an adjustment from a score:

1. Select the class that contains the student score you want to change from the **Jump to Class** menu.
2. In Assignments, locate the assignment and click **scores**. The Scores page displays.
3. Click the student's score in the Total column. The Adjust Score box displays.
4. Select **Use Raw Score**. (To revert back to the adjusted score select **Use Adjusted Score**.)

 **Note:** The Use Adjusted Score option only displays after you change the student's raw score by adding a penalty or a bonus.

Understanding Conditional Points

There are many challenges you, the instructor, face when teaching your students and determining how to set up the point structure for your student's questions for homework, labs, and other assignments.

Instructors today deal with new issues such as student gaming, where a student just "enters answers" until they receive the correct response, and not-so-new issues, such as procrastination. What has not changed is student response to the points they receive for a question — they will change their behavior to get a better overall grade, even in online systems.

This is where Conditional Points comes in. You can set the points you add to a question or subtract from a question total based on specific criteria you specify, such as the time of submission. This way, you can use conditional points to help address, reduce, or even eliminate a particular problem, such as student gaming, from your online classroom.

Example: There is sometimes a negative correlation between homework and final exam scores. When this happens, instructors see that their students can sometimes do well, and even receive 100% on their homework assignments, only to score poorly or even fail a final exam due to gaming practices. You can apply a penalty based on the number of submissions to encourage students to try and answer the question correctly the first time, which helps to decrease this occurrence.

You might also have other instances where tailoring points can be useful. You might want to give your students some credit for attempting to answer a tough question during their online session, or assign extra credit questions to push your students to work just a little bit harder and learn more.

Each of the above-mentioned scenarios and others are addressed in this section. See Using Conditional Points Examples in an Assignment on page 103 to see the most commonly used examples you can copy and paste right into the Conditional Points window.

This section contains the following topics:

- Applying Conditional Points
- Using Conditional Points Examples in an Assignment

Applying Conditional Points

You apply Conditional Points to one question part, one question, or all questions in an assignment at once.

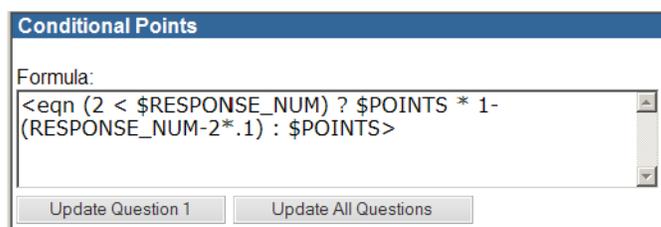
*** Important:** Conditional Points deal with points for a question. For more information on what conditional points are and how they can help you in your class, see Understanding Conditional Points on page 101.

There are other ways to change scores on an individual student basis that impact the entire assignment, regardless of the points earned for each question. All of these are in the Adjust Score dialog.

Example: If you use the override score adjustment, the override score is always used regardless of any conditional points that are applied. See Overriding the Current Score on page 100 for more information.

To apply conditional points:

1. Open the Assignment Editor.
2. In the Questions section, click **add** in the Conditional Points column. The Conditional Points window opens.



3. In **Formula**, enter the formula to set the conditional points. Please refer to Using Conditional Points Examples in an Assignment on page 103 for examples you can copy and paste directly into the Formula box.
4. Click **Update Question(x)**, where **x** is the question number, to update that question or question part, or click **Update All Questions** to apply the conditional points to all of the questions in the assignment.

Using Conditional Points Examples in an Assignment

Use the examples in this section to enter Conditional Points. You can use them just as they are and copy and paste the information into the Conditional Points window.

If you feel comfortable doing so, you can change the values in the examples to achieve a different result.

The examples are the following:

- Example 1: Decrease points based on the number of submissions
- Example 2: Give extra credit based on early submission
- Example 3: Assign a penalty if submitted late
- Example 4: Make a question worth extra credit
- Example 5: Assign partial credit for an incorrect answer
- Example 6: Assign a penalty for guessing on a multiple choice test
- Example 7: Assigning Essay Questions without Default Points

Example 1: Decrease points based on the number of submissions

Use this conditional points option when you want your students to stop guessing and focus on completing the problem correctly.

1A: Students lose 33% on each submission after the first submission.

In this example students will receive 1 “free” submission. Beginning with the second submission, students will lose 33% of the points for this question.

 **Tip:** Anecdotal evidence shows that homework scores better predict final exam scores when the number of “free” submissions is limited to 1 and the points lost is set to 33%.

To use example 1A, copy and paste the following text into the Conditional Points Formula box:

```
<eqn (1 < $RESPONSE_NUM) ?$POINTS * (1 - (($RESPONSE_NUM - 1) * 0.33)) : $POINTS>
```

 **Important:** You must set the total number of submissions allowed to 3 in the question itself so the student can not receive a negative number if you use this example.

1B: Students lose 10% on each submission after the second submission.

In this example students will receive 2 “free” submissions. Beginning with the third submission, students will lose 10% of the points for this question.

To use example 1B, copy and paste the following text into the Conditional Points Formula box:

```
<eqn (2 < $RESPONSE_NUM) ? $POINTS * 1-(RESPONSE_NUM-2*0.1) : $POINTS>
```

Example 2: Give extra credit based on early submission

Use this conditional points option when you want your students to begin working on an assignment sooner rather than later.

This encourages your students to start early when their knowledge is still fresh in their minds. Basically, it helps your students avoid procrastination.

In this example students will receive a 10% bonus for any question that they submit more than 48 hours before the due date. Students who submit within 48 hours of the due date will receive full credit.

To use example 2, copy and paste the following text into the Conditional Points Formula box:

```
<eqn (&beforeDue() < 48) ? $POINTS : $POINTS * 1.1 >
```

Example 3: Assign a penalty if submitted late

Use this conditional points option when you want to give your students some credit for an assignment they submit after it is due. You can use a gradual, continuous decrease based on how close to the due date they submit, or you can offer a fixed penalty for late submissions.

3A: Students receive a per-day late penalty of 10% of the maximum number of points each day, beginning after the expected due date (continuous decrease).

1. Announce to your class that the current due date the students see is the cut off date. At the cut off date, any unanswered questions are worth zero points because the assignment cannot be submitted. (Since the clock starts as soon as the expected due date passes, the percentage will typically not be a rounded number.)
2. Announce that the expected due date and time is approximately 5 days (120 hours) before the cut off date.

To use example 3A, copy and paste the following text into the Conditional Points Formula box:

```
<eqn (&beforeDue('days') < 5) ? decform((1-0.10*(5-&beforeDue('days')))*$POINTS, 3) : $POINTS>
```

3B: Students receive a 25% penalty for any question submitted less than 36 hours before the due date. Students who submit more than 36 hours before the due date will receive full credit (fixed penalty).

Announce to your class that the current due date the students see is the cut off date. At the cut off date, any unanswered questions are worth zero points because the assignment cannot be submitted.

To use example 3B, copy and paste the following text into the Conditional Points Formula box:

```
<eqn (&beforeDue() < 36) ? $POINTS * 0.75 : $POINTS>
```

Example 4: Make a question worth extra credit

Use this conditional points option when you want to challenge your students to work harder and learn more than what is required for your class.

*** Important:** In addition to entering the text in the Conditional Points window, you must also set the point value of the question to zero points in the Assignment Editor for this to work properly.

In this example, students receive 2 bonus points for getting this question correct.

To use example 4, copy and paste the following text into the Conditional Points Formula box:

```
<eqn ($CORRECT) ? $POINTS + 2: $POINTS>
```

Example 5: Assign partial credit for an incorrect answer

Use this conditional points option when you want to reward students for their effort, even if they do not answer the question correctly.

In this example, students receive 25% of the points for attempting the question. No credit is given if your student does not attempt the question.

To use example 5, copy and paste the following text into the Conditional Points Formula box:

```
<eqn ($CORRECT) ? $POINTS : ($INCORRECT = $POINTS * 0.25)>
```

Example 6: Assign a penalty for guessing on a multiple choice test

Use this conditional points option when you want to penalize your students for guessing, as is done in some standardized tests. Use this option if you want a student to lose points for an incorrect answer.

In this example, students receive a negative 25% point penalty for each wrong answer they submit. If the question is worth 10 points, students receive 10 out of 10 if the first answer is correct, and -2.5 out of 10 points if their first answer is incorrect.

✳ Important: In addition to entering the text in the Conditional Points window, you must set submission options to a single submission for the whole assignment for this to work properly.

To use example 6, copy and paste the following text into the Conditional Points Formula box:

```
<eqn ($CORRECT) ? $POINTS : ($INCORRECT = -$POINTS *
0.25)>
```

Example 7: Assigning Essay Questions without Default Points

Use this conditional points option when you want to assign an essay question to your students that is equal to zero points until you assign a score to the question.

✳ Important: If you use this option, explain the scoring to your students.

Your students cannot receive 100% on the assignment until after you have graded their essays.

Example: If you use this option on two essay questions in an assignment, and each essay is worth 1 point, you could inform your students that 18/20 is a perfect interim score (until you grade the essay questions). Once you grade the two essays, your students could then receive up to a maximum of 20/20, or 100%.

To use example 7, copy and paste the following text into the Conditional Points Formula box:

```
<eqn ($CORRECT) ? $POINTS *0: ($INCORRECT = $POINTS *
0)>
```

Variables and Functions used in Examples

The following tables describe the variables and the functions used in the conditional points examples contained in this section.

Use this information to determine how to interpret each of the examples.

Variables

Variable	Description
\$RESPONSE_NUM	The number of submissions made for a particular part of a question.
\$POINTS	The number of points a particular part of a question is worth.
\$CORRECT	True if a particular question part is correct.
\$INCORRECT	Set this variable to the number of points to assign to a particular question part if the student response is incorrect.

Functions

Function	Description
&beforeDue()	Returns the number of hours before the due date that a particular part was submitted.
&beforeDue('days')	Returns the number of days before the due date that a particular part was submitted.

Scheduling an Assignment

An assignment becomes available to your students once you schedule it by specifying when it is available to your students for a particular class.

Understanding Assignment Options

When you schedule an assignment, you have many options available to you so you can tailor the delivery, including:

- **Adding a password:** You can password-protect an assignment if you want to. If you do so, the password is the same for all of your students. An assignment password is in addition to a student's login password. They will log in to WebAssign, and then enter the assignment password when they open the assignment. Inform your students of the password if you use this option.
- **Restricting access to certain computers:** You can allow only certain computers when students work on the assignment. This is helpful with in-class assignments, such as labs.

You can also specify that your students can not use a certain computer to complete the assignment. This is useful when you do not want your students to work on assignment while they attend a lecture.

- **Using a Secureexam Browser:** You can use this option to make sure that the only thing a student can access on their computer is the assignment. This is especially helpful when you are creating a test, and you do not want your students to be able to instant message each other or search for

information on the Internet when they are taking the test. There is a charge for each student you must pay if you use this option.

- **Setting a time limit:** You can create a timed assignment by setting the number of minutes a student has after they download the assignment the first time to finish it. The timer displays for the student in the top right-hand corner when the assignment begins, and it remains there until the assignment ends. The timer automatically submits student answers when time expires. This way, all of your students' completed work is submitted, right up to the time of expiration.
- **Assigning the assignment to a group of students:** You can choose to assign an assignment to a group of students so that only one student submits answers for the entire group. Everyone in the group gets the same credit. For example, you might want to assign a lab exercise to a group of students so they work together in the lab, but the group only submits one set of answers to the assignment questions.

Scheduling the Assignment

1. From the Main Menu, click **Assignments > My Assignments**.
2. On the My Assignments page, locate the assignment and click **schedule**.

 **Note:** You can also schedule an assignment if you click **Schedule** on the Assignment Editor page.

If the assignment you want to schedule does not display, you can search for it by clicking **Assignments > Search** from the Main Menu or by clicking **Search** on the toolbar.

My Assignments		
Name	Category	Last Saved
PHY101 Assignment 3 (486516)	Homework	5-29-09
Lab Exercise 1 (486487)	Homework	5-29-09

3. Select the class or classes you want to schedule the assignment to, and click **Schedule**. The Schedule page displays.
4. Select the dates for this assignment by selecting dates and times in **First Visible**, **Due**, and **Last Date Visible**. These represent the first and last date and time your students can see the assignment, and when the assignment is due.

PHY 101, section 101									
First Visible		May 29 2009	10:46 AM	EDT	Due		06/22/2009	10:46 AM	EDT
Last Date Visible		Nov 27 2009	12:00 AM	EST					

5. In Security, set the following options if you want to use them:
 - In **Password protected**, enter a password if you want to require your students to enter a password for this assignment. This password is in addition to any login password the student uses. If you use this option, the

password is the same for all of your students. You should tell them what that password is so they can open the assignment. You can select Hide Password if you want the password to display as bullets instead of the password itself as they type it.

Security

Password protected

Hide Password (Display to student as ...)

By IP Address

Securexam® Browser

- In **By IP Address**, enter one or more specific IP or subnet address(es) that you allow or do not allow to access this assignment. If you enter a subnet, the last box will be empty.

You might use this if you want to limit your students' access to the assignment to the computers in your classroom. In this case, you would find out what the IP or subnet address(es) are for the computers in the classroom. If a student tries to access the assignment from any other IP or subnet address, they will not be able to do so.

You can also specify that your students can not use a certain computer to complete the assignment. This is useful when you do not want your students to work on assignment while they attend a lecture.

In **Message on fail**, type a message that differs from **Invalid location** if you want to. This text displays to your students if they try to open the assignment using a computer that is not allowed.

Security

Password protected

By IP Address

allowed | 191 | .164 | .23 | *

allowed
not allowed
Add Multiple Rows

Message on fail: Invalid location

Securexam® Browser

- In **Securexam Browser**, select the box and click **Purchase** to purchase the browser for this assignment. There is a cost for each of the students enrolled in your class if you use this option. Details are provided on the Purchase page.

6. In Assignment Type, set the following options if you want to use them:

- Select **Timed Assignment** if you want your students to complete the assignment within a set time limit. If you use this option, select the number of minutes your students have to complete the assignment after they download it for the first time.

When your students open the assignment, the timer begins counting down the amount of time left until the assignment time runs out. This timer displays to your students while they are working. Once an assignment runs out of time, the student can not work on it any longer.

- Select **Group Assignment** if you want to group an assignment instead of sending it to each student individually. This way, a group of students can work on the assignment, and only one student submits it.

All of the students in the group get the same credit. To define the group, click **Group Control Panel** and follow the on-screen instructions for the Group Creation Tool.

- You can choose to group an assignment instead of sending it to each student individually. When any of the students in the group submits the assignment, it counts as a submission for all of the members of the group. You might want to use a group when you want your students to work together, such as in a lab setting.
7. In Settings, select **Drop security and time restrictions after** and enter a date and time if you want your students to be able to access the assignment with no security restrictions that you set on this page.
 8. You might find this useful if you want your students to view the assignment for reference, such as after the due date and on any computer they wish.

9. Click **Save**.

Removing an Assignment from a Class

You can remove an assignment from your class schedule if you no longer want it to be a part of your class. This is known as uncheduling an assignment.

Once you unschedule an assignment, it is removed from:

- student views
- GradeBook calculations

When you remove an assignment, it is retained in WebAssign. You can reschedule the assignment whenever you need to, for any class you have.

To remove an assignment from a class:

1. Click **ClassView** on the WebAssign toolbar and navigate to the class that contains the assignment you want to remove from the schedule.

The screenshot shows the 'ClassView' interface for the course 'Intro to Biology'. On the left, there is a 'Class Tools' sidebar with links for 'Roster (0 Students)', 'ScoreView', 'Edit Class Settings', 'Communication', and 'Edit Student Home Page'. The main area is titled 'Assignments' and includes navigation tabs for '[Past | Current/Recent Assignments (2) | Future | All]' and detail levels '[Low Detail | Medium | High]'. A table lists two assignments: 'Lab Exercise One' and 'Homework Assignment One', both categorized as 'Homework'. The 'Homework Assignment One' row is highlighted, and a mouse cursor is clicking on the 'Class Schedule' link in the row's footer.

2. Click the **Class Schedule** link, and the Class Schedule page displays showing the assignments for that class.

The screenshot shows the 'Class Schedule' page for 'Intro to Biology'. At the top right, there is a dropdown menu labeled 'Go to Course Schedule For...'. Below it are navigation tabs for '[Past | Current/Recent Assignments (2) | Future | All]'. A table displays the schedule for two assignments: 'Lab Exercise One' and 'Homework Assignment One'. The 'Available' column for 'Lab Exercise One' has an unchecked checkbox, which is being clicked by a mouse cursor. The 'Available' column for 'Homework Assignment One' has a checked checkbox. The table also shows 'Category', 'First Visible', 'Due', and 'Last Visible' dates for each assignment. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Locate the assignment you no longer want scheduled, and click to clear the **Available** box.
4. Click **Save**, and an Updated message displays. The assignment is no longer scheduled for that class. It still displays on the Class Schedule page as an unavailable assignment, just for your reference.

Propagating Assignments from a Previous Term to a Current Class

You can propagate one or more assignments from a previous term, which makes copies of the assignments. Use this option for scheduling purposes, such as:

- To reuse assignments from last year's class to one of this year's classes.
- To reuse assignments contained in a "master class" (sometimes created by a course coordinator) to one or more of your classes at the beginning of a semester.

To propagate assignments:

1. View the class that contains the assignments you want to reschedule on the **ClassView** page.
2. In Assignments, click **Propagate**. The Propagate page displays, showing a list of all of the assignments in the class.

ClassView

PHY 101, section 101

Class Tools
 Instructor: Rita Norris
 Term: Summer 1 2009
 Roster (0 Students)
 ScoreView
 Edit Class Settings
 Communication
 Edit Student Home Page

Assignments Resources

[Past | Current/Recent Assignments (1) | Future | All] [Low Details]

Name	Category
PHY101 Assignment 3	Homework

view | edit | schedule | scores

IP

Propagate | Class Schedule

3. Select the assignments you want to reschedule to the current class(es). You can also click **Select All** to select all of the assignments at once.

Note: If you are propagating an assignment from a past class, you need to click **Past** to see the assignment list.

Propagate

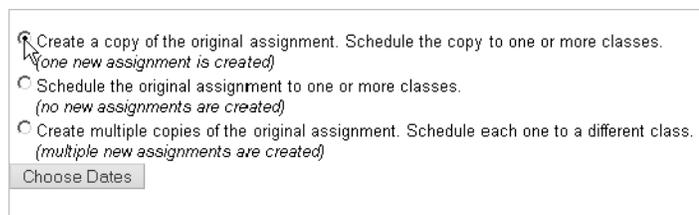
PHY 101, section 101

[Past | Current/Recent Assignments (1) | Future | All]

Assignment	Due
PHY101 Assignment 3	6-22-09 12:00 AM EDT

Select All | Clear All

4. Select one of the following based on what you want to do:



- To leave the original assignment unchanged for reference and create one new copy, click **Create a copy of the original assignment**. We recommend you select this option if you are propagating an assignment for the first time, because this is the simplest option you can use. You link the new assignment to classes that you select in the next step.

Example: If you select four classes, one assignment copy is scheduled to all four of the classes.

- To retain the original assignment and leave it associated with the original classes as well as a new class (or classes), click **Schedule the original assignment to multiple classes**.
- To leave the original assignment unchanged and create one separate assignment for each class you select, click **Create multiple copies of the original assignment**. This creates a new, separate assignment for each class you will select in the next step.

Example: If you select four classes, four new assignments are created. One is associated with each class. If you use this option, also select either **Myself** or **Class Instructor** as the author of the assignment.

5. In class, select the classes you want to schedule the assignment(s) to. You can select one or more classes, and you can click **Select All** to include every class that displays in the current list of classes.
6. Click **Choose Dates**. The Propagate - Copy To page displays, listing the Assignment name and each class you choose to schedule the assignment to.
7. Schedule the dates for these assignments as you would for any other assignment.
8. Click **Save**. An "Assignments Successfully Propagated" message displays, along with a ClassView button you can click to go to your ClassView page.

10

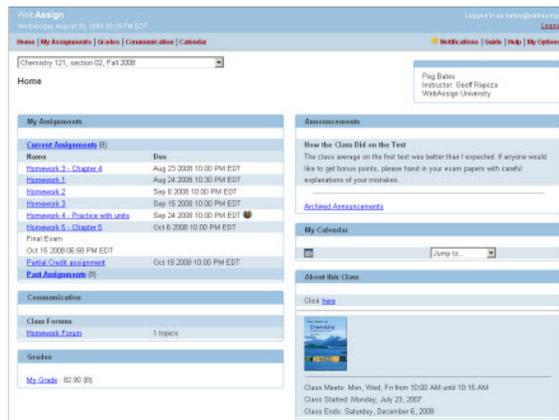
Viewing an Assignment as a Student

When you create a course and add yourself as one of its students you can view the same information your students see. This is a good way to test an assignment.

To view an assignment as a student:

1. Click **Open Student View** in the upper right of the Toolbar.

A new window displays the student Home page the same way a student would see it based on your settings for the class.



2. Select your course from the drop-down list.
3. Click the assignment you want to open.

The assignment opens as your students will see it. For example, if you selected randomization, you will see randomized numbers just as your students do.

10. [1/3 points](#) [All Submissions](#) [Notes](#) Question: HoltPhys06 1.P.018.

Question part	1	2	3	Total
Points	1	0/1	0/1	1/3
Submissions	1/2	2/2	1/2	

The value of the speed of light is now known to be $2.997\,924\,58 \times 10^8$ m/s. Express the speed of light to each of the following levels of precision.

(a) with **five** significant figures
  m/s

(b) with **four** significant figures
  m/s

(c) with **eight** significant figures
 

[Submit New Answers To Question 10](#) [Save Work](#) [Practice Another Version](#)

4. In the assignment you can do any of the following, just as a student would, if the options are available:

- Enter an answer and click **Submit New Answer**.
- Click **Save Work** to save your work without grading.
- Scroll to the end of the assignment and click **Submit All New Answers** or **Save All Work**.
- Click **Home, My Assignments, Ask Your Teacher, or Extension Request** at the bottom of the page.
- Resubmit an answer. A student can submit new answers to replace the incorrect ones if he or she has submissions left and chooses to do so. This can occur if you allow multiple submissions, and if the student has submissions left for that question. A grey version of the green  or the red  displays once you change the answer and click outside of that answer box or field. When a student resubmits their answer, the answer again displays in color, unless they change it again.

After clicking **Submit New Answers to Questions** or **Submit All New Answers**, one of the following displays:

- a green  displays for correctly answered questions
- a red  displays for incorrect answers

5. When you are finished, click **Close Student View** at the top of the page.

Granting Extensions

After an assignment is scheduled, you can change the due date for one or more of your students by granting extensions, depending on the policy you set for your class. You can grant extensions either automatically or manually.

 **Tip:** If your goal is to extend the due date for all of the students in your course, you can reschedule the assignment and change the due date instead of granting extensions.

If you enable extensions, your students see an Extension Request link at the beginning of their assignments. Students click this link and request an extension, giving a reason if necessary. You can then easily grant or reject the request.

This section contains the following topics:

- Understanding Extension Types
- Setting up your Extension Request Policy
- Responding to Extension Requests

Understanding Extension Types

You determine which type of extension to use (automatic, manual, or both) for different categories, such as homework, labs, and tests. For example, you might decide not to grant extensions on a test, but you might decide to do so for homework.

The different types of extensions are the following:

- **Automatic:** Lets students receive an extension automatically, based on the terms you set for the Automatic Extension.
- **Manual:** Requires a student to ask for an extension. You or your assistant reads each request and decides whether to grant or deny the extension request.
- **Both:** Activates both Automatic and Manual extensions. If the Automatic Extension period runs out, a student can still submit a manual extension request.
- **Disabled:** Turns the extension feature off entirely so students can not submit extension requests.



Note: You define each type from your Communication Home page. See Setting up your Extension Request Policy for instructions. You can also enable or disable extension requests when you are creating a course.

Setting up your Extension Request Policy

You, as the instructor, decide if your students can request extensions for their assignments. Whether or not you allow them to do so is totally up to you.

You can set a different extension for each course you teach, depending on your needs. If you decide to offer extensions, you define the extension terms on your Communication page.

1. On the Toolbar, click **Communication**. The Communication Home page displays.
2. Select the class you are working on from the Communication Tools drop-down list if needed.
3. Under Extensions, click **Unanswered**.
4. Click **Settings**. The Default and all other assignment types display.
5. In Notifications, select **Forward Extension Requests to my Email** if you want to receive an email to let you know you received a request. (See Forwarding WebAssign Communications to your Email Address on page 60 for more information.)
6. In Extensions, click **Enabled** to allow extensions.

Notifications	<input checked="" type="checkbox"/> Forward Extension Requests to my Email
Extensions	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Default	
Extension Policy	Both
Requests per assignment	1
Penalty for using extension	20 <input checked="" type="radio"/> %unearned <input type="radio"/> %total <input type="radio"/> points
Disable Requests	1 days 0 hours after the original due date
Allow submissions up to	1 days 0 hours after extension request
Announcement	You can request one extension for this assignment. You receive a 20% penalty on unearned points when you click Accept to accept this extension.

7. In **Default**, define the default extension setting for this class. This is the extension setting you use most often.

Once you create a default setting, you can select **Use Default** for each category that you want to apply those default settings to. You can also define different extension settings that are particular to a category.

For example, you might want to set **Default** to **Both**, and select **Use Default** for each category that displays except Tests. For the Tests category, you might want to select **Disabled** if you do not allow extensions of any type when your students take a test.

Note: If you enabled extension settings when you set up a course as described in *Creating a Course* on page 14, **Default** is automatically set to **Manual**. If you disabled them, **Default** is set to **Disabled**. You can change those settings here when you need to.

If you select **Automatic** or **Both**, do the following:

- In **Requests per assignment**, enter the number of automatic extension requests allowed for this assignment.
- In **Penalty for using extension**, you can select a percent off of the unearned points, a percent off of the total score, or a specific number of points to deduct for each extension your student uses. You can also choose not to apply any penalty at all. To apply a penalty, enter the number and click the corresponding penalty method.
- In **Disable Requests**, enter the amount of time your students can request an extension after the original due date. Consider this the cutoff mark, or the due date and time. As of this date and time a student cannot request an extension. Their work needs to be submitted before this due date and time.
- In **Allow submissions up to**, enter the amount of time after the request that the student can work on the assignment. Regardless of

when a student submits their request, the assignment must be submitted by the Disable Request time. Example: You set an automatic extension policy of one day. Student A requests an extension one week before the Disable Requests time. Student B waits to request an extension until two hours before the Disable Requests time. Student A receives an extra day to complete the assignment, whereas Student B only receives two hours, because there are only two hours left before the Disable Requests time is reached.

8. In **Announcement**, add a description for this request. The student sees this request when they request an extension.
9. Specify the extension settings for each of the remaining categories that display in the Settings window. You can select **Use Default** to use the default settings you just defined, or you can set different information.
10. When you finish setting up extension information for each of your categories, click **Apply**.

Responding to Extension Requests

When a student sends you an extension request, it displays on your Communication page for that class.

 **Note:** Unread extension requests also display in the Mailbox on the WebAssign Toolbar. You can click the Mailbox to quickly view all of the unread messages for all of your classes.

To respond to an extension request:

1. On the Toolbar, click **Communication**. The Communication Home page displays.
2. Select the class you are working on from the Communication Tools drop-down list if needed.
3. Under Extensions, click **Unanswered**.
4. Click the assignment name from the list to view details about the extension request.

View Request

Statistics 101, section 300, Fall 2009

Extensions [Back to Extension Requests](#)

1 Unanswered

Request from: Norris, Rita Current Score: NS/2
[Assignment Activity Log](#) [View Responses \(0/2\)](#)
[View Comm Assignment](#) Due: Tue, Mar 3, 2009 01:14 PM EST

I am requesting an extension until (date).

The reason for my request is...

I had to go out of town for family reasons.

Norris, Rita: Tue, Mar 3, 2009 09:26 AM EST

5. Select one of the following:

- To grant the extension, click **Grant Extension**.
- To deny the extension, click **Deny Request**.
- To deny the extension without sending a response, click **Move to Answered**.
- To reply to the student without granting a request, click **Send Reply**.
- To leave the email request as new, click **Mark Unread**.

12

Using Resource Materials

You can use WebAssign to manage and share resource materials for your courses. Using WebAssign, you can access all of your course materials from a single login, and you can make selected course materials available to your students when they log in to WebAssign.

- Informational resources provide your students with information they need to know about your class. Examples include syllabi, grading rubrics, and instructions for writing lab reports.
- Instructional resources help you teach. Examples include slide presentations, videos, and testbank documents with questions you can use in your quizzes or tests.
- Learning resources help your students enhance or reinforce their understanding of the course content. Examples include supplemental reading materials, video files to aid in learning a topic, and reference materials such as a table of formulas and constants.

You can upload resource materials to use in your courses. Some textbooks also include resource materials that you can use in courses for which you have adopted the textbook.

 **Important:** Textbook resources are copyrighted materials. You are usually permitted to save a copy of these materials to your computer for personal use. However, uploading copyrighted textbook materials to use in a class for which you have not adopted the textbook is strictly prohibited.

For all types of resource materials, your students will see only the resources you choose to share with them. The shared resources will be displayed on your students' Home page in WebAssign. They will be able to view the resource files or download them to their computer for offline viewing.

This section contains the following topics:

- Selecting Textbooks That Have Resource Materials
- Making Textbook Resource Materials Available to Your Students
- Adding Your Own Resource Materials
- Renaming Your Resource Materials
- Updating Your Resource Materials
- Removing Your Resource Materials

Selecting Textbooks That Have Resource Materials

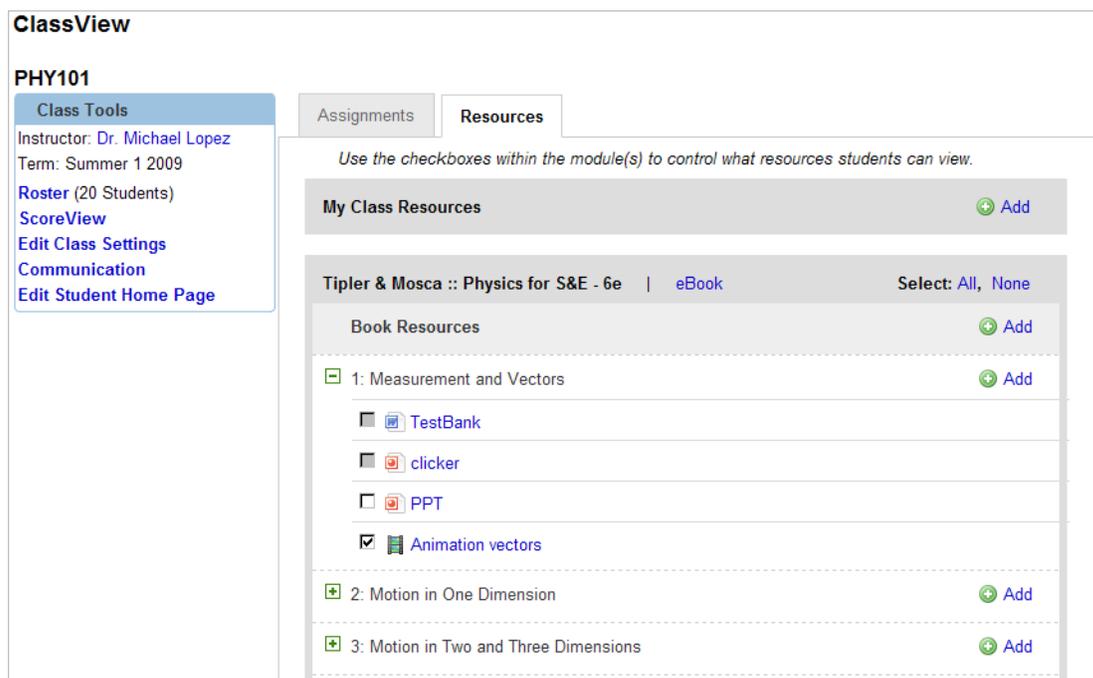
To use textbook resource materials, you must adopt a textbook for your course that includes resources when you create your course in WebAssign. To know if your selected textbook includes resources in WebAssign, look for the textbook resources icon  below the textbook description when you are creating your course.

After creating your course, you can view the resources that are available for your selected textbook.

To view the resources that are available for your textbook:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.

If the textbook you are using provides resources, those resources are listed below **My Class Resources** under a heading that identifies the textbook.



ClassView

PHY101

Class Tools

Instructor: [Dr. Michael Lopez](#)
Term: Summer 1 2009
[Roster](#) (20 Students)
[ScoreView](#)
[Edit Class Settings](#)
[Communication](#)
[Edit Student Home Page](#)

Assignments | **Resources**

Use the checkboxes within the module(s) to control what resources students can view.

My Class Resources [Add](#)

Tipler & Mosca :: Physics for S&E - 6e | eBook Select: All, None

Book Resources [Add](#)

1: Measurement and Vectors [Add](#)

 TestBank

 clicker

 PPT

 Animation vectors

2: Motion in One Dimension [Add](#)

3: Motion in Two and Three Dimensions [Add](#)

Usually, textbook resources are organized by chapter. Resources are listed with icons representing common file types.

- To expand a chapter and see its available resources, click .
 - To collapse an open chapter, click .
3. To view a resource, click its title. Depending on your browser settings, you might have to choose to save or to open the resource.

Making Textbook Resource Materials Available to Your Students

If the textbook you selected for your class includes resource materials, by default these materials are not displayed to your students. You must select the resource materials you want to share with your students from the ClassView page for your class.

To select which resource materials your students can see:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.

If the textbook you are using provides resources, those resources are listed below **My Class Resources** under a heading that identifies the textbook.

Usually, textbook resources are organized by chapter. Resources are listed with icons representing common file types.

- To expand a chapter and see its available resources, click .
- To collapse an open chapter, click .
- To view a resource, click its title. Depending on your browser settings, you might have to choose to save or to open the resource.

3. Select each resource you want your students to see. Clear the check box for each item you do not want your students to see.

Notes:

- Some resources cannot be shared with your students. This is usually the case for instructional resources such as testbanks that contain questions you can use to generate tests or quizzes for your class.
- To share all available resources with your students, click **All** in the textbook resource heading. All of the resources for the textbook that can be shared are selected.
- To clear all check boxes and share none of the resources, click **None** in the textbook resource heading.

4. Click **Save** at the bottom of the list of textbook resources.

The resources you have selected to share with your students are displayed on your students' Home page for your class.

Adding Your Own Resource Materials

You can add any file as a resource for your courses. You can determine which resource materials you want your students to see, and which are for your own use only.

Always observe the following considerations when adding your own resource materials:

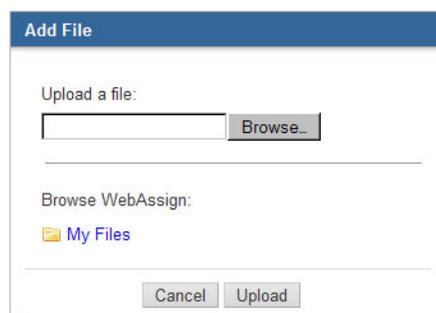
- Make sure you have permission to use any resource materials you share with your students. Do not share copyrighted materials like music files or copyrighted content from a textbook you have not adopted for your class.
- Make sure your students will be able to open and view the resource materials you share with them. Many popular applications can now save documents in PDF format, which your students can open using the free Adobe Reader. PDF documents also offer some protection against modification.
- If your resources must be viewed with a particular application, communicate this requirement to your students and let them know how they can obtain the required application.

To add your own resource materials in WebAssign:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.

If the textbook you are using provides resources, those resources are listed below **My Class Resources** under a heading that identifies the textbook.

3. Click  **Add** in either in My Class Resources or in the list of textbook resources.
 - You can always add resources to My Class Resources, even if your textbook does not provide any resource materials.
 - If your textbook provides resource materials, you might want to add some of your resources in the list of textbook resources in order to group it with other resources that apply to a specific chapter or section of the book. General informational resources such as syllabi should always be added to My Class Resources.



4. In the Add File window, either upload a file from your computer or select a file that you have previously uploaded to WebAssign.

To upload a file from your computer:

- a. Click **Browse** or **Choose File**, depending on the browser you are using.
- b. Select a file to upload.
- c. Click **Open** or **Choose**, depending on the browser you are using.

d. In the Add File window, click **Upload**.

When the file is uploaded, it is added to the list of resources, and it is also stored in your Folders view in WebAssign.

To use a file that you have previously uploaded to WebAssign:

- a. Click **My Files**.
- b. Navigate in your Folders view to the file you want to use and select its check box. You can select more than one file.
- c. Click **Add Selected**.

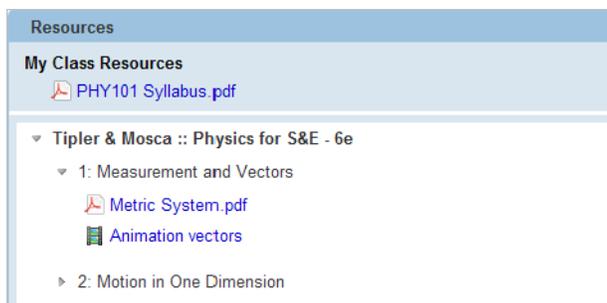
The selected files are added to the list of resources.

The screenshot displays the 'ClassView' for 'PHY101'. On the left, a sidebar lists 'Class Tools' including 'Instructor: Dr. Michael Lopez', 'Term: Summer 1 2009', 'Roster (20 Students)', 'ScoreView', 'Edit Class Settings', 'Communication', and 'Edit Student Home Page'. The main content area has tabs for 'Assignments' and 'Resources'. A note reads: 'Use the checkboxes within the module(s) to control what resources students can view.' Under the 'My Class Resources' section, there is a 'Save' button and a list of resources. The first resource is 'PHY101 Syllabus.pdf' with a checked checkbox and an instructor icon. Below this, under the heading 'Tipler & Mosca :: Physics for S&E - 6e | eBook', there is a 'Book Resources' section. Under '1: Measurement and Vectors', there are five resources: 'Metric System.pdf' (checked), 'TestBank', 'clicker', 'PPT', and 'Animation vectors' (checked). A '2: Motion in One Dimension' section is partially visible at the bottom.

Your resources are indicated with an instructor icon .

5. Select the check box for each resource you want your students to see.
6. Click **Save** at the bottom of the My Class Resources module. If you selected or cleared any check boxes for textbook resources, click **Save** at the bottom of that module.

The resources you have selected to share with your students are displayed on your students' Home page for your class.



See Also:

- Organizing your Course Materials Using Folders

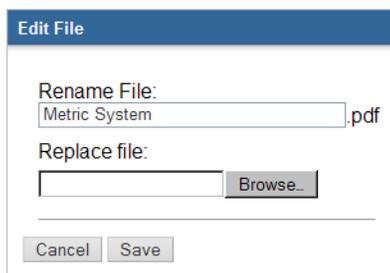
Renaming Your Resource Materials

Your resource materials are stored in your Folders in WebAssign. You can rename your resources in Folders, or you can rename them directly from the Resources tab.

*** Important:** Regardless of the method you use, if you rename a resource file, its name is changed for all current and past classes which use that resource.

To rename a resource file:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.
3. Click the Edit icon  for the resource you want to rename.



4. In the Edit File window, type a new name for the file in **Rename File**. You cannot change the file's extension.
5. In the Edit File window, click **Save**.

The file is renamed with the new name you typed.

See Also:

- Organizing your Course Materials Using Folders

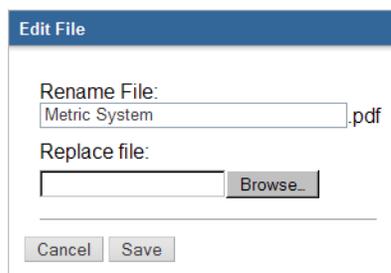
Updating Your Resource Materials

Your resource materials are stored in your Folders in WebAssign. To update one of your resource materials or any other file in your Folders, you replace it with a newer version of the file uploaded from your computer. You can update your resources in Folders, or you can update them directly from the Resources tab.

*** Important:** Regardless of the method you use, if you update a resource file, it is updated for all current and past classes which use that resource.

To update a resource file:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.
3. Click the Edit icon  for the resource you want to update.



4. In the Edit File window, click **Browse** or **Choose File**, depending on the browser you are using.
5. Select a file to upload.
6. Click **Open** or **Choose**, depending on the browser you are using.
7. In the Edit File window, click **Save**.

The file is replaced with the new file you selected. If the new file has a different name than the old file, the resource is renamed in WebAssign.

See Also:

- Organizing your Course Materials Using Folders

Removing Your Resource Materials

You can remove your resources from viewing by students, remove your resources from the class, or remove your resources from WebAssign altogether.

To remove resources from viewing by students:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.

3. Clear the check box for each resource you want to remove from your students' Home page.
4. Click **Save** at the bottom of either My Class Resources or the textbook resource list to apply your changes for that set of resources.

To remove your resources from a class:

1. Go to the ClassView page for your class. Click **ClassView**, and select your class if necessary.
2. Click the **Resources** tab.
3. Click the Trash icon  for each resource you want to remove from your class.

**Notes:**

- Removing a resource from your class does not remove it from your Folders view in WebAssign.
- You cannot remove textbook resources, but you can clear the check box for textbook resources you do not want your students to see.

To remove your resources from WebAssign:

1. Click **Folders** in the toolbar.
2. Navigate to the folder that contains the file you want to remove.
3. Select the check box for the file you want to remove.
4. In the **Modify Selected Items** drop-down list, select **Trash**. The file is moved into the Trash.
5. To permanently remove the trashed items, click the Trash folder under My Folders, select the items to permanently delete, and then select **Delete** from the **Modify Selected Items** drop-down list.

See Also:

- Organizing your Course Materials Using Folders

13

Student Progress

You can easily track student progress from the Faculty View. You can see your students' scores and their work on assignments before or after the assignment is due. This way you can see how they are progressing or how they have done on past assignments — for individual students or for the whole class.

This section contains the following topics:

- Viewing Student Scores
- Viewing Individual Responses
- Setting up Your GradeBook
- Posting Non-WebAssign Scores in your GradeBook
- Downloading Grades and Scores
- Downloading Grades and Scores across Assignments
- Viewing Class Statistics for an Assignment

Viewing Student Scores

You can take a quick look at how your students are doing with their current and recent assignments using ScoreView. You can also see how they are doing on just one assignment by clicking **scores** in the same row as the assignment name.

To see all students' scores for assignments:

1. From My Classes or ClassView, click **ScoreView**.

ClassView

Introduction to Biology

Class Tools	Assignments
Instructor: morris	[Past Current/Recent Assignments (1) Future All]
Term: Fall 2008	Name
Roster (0 Students)	Homework Assignment One view edit sche
ScoreView	Propagate Class Schedule
Edit Section Settings	
Communication	
Edit Student Home Page	

A Scores screen similar to the following displays:

Scores

Show Analysis										
Past (6) Current/Recent Assignments (14) All										
Assignment	Total	Demo of MathPad	Basic Question Types with Practice (all)	Intro to WebAssign 2008	Math	Chemistry	Biology	Conceptual Physics	Physics	Exam (Using Secure Exam Browser - password=prep)
Points	388	1	143	16	14	33	10	9	16	100
Name	Total	Demo of MathPad	Basic Question Types with Practice (all)	Intro to WebAssign 2008	Math	Chemistry	Biology	Conceptual Physics	Physics	Exam (Using Secure Exam Browser - password=prep)
Dropped Current Students All										
Current Students (12)										
Grant Extensions Submissions Downloads* Email Selected										
<input type="checkbox"/> Bill	151	ND	ND	17	14*	24*	9	ND	8	52*
<input type="checkbox"/> Bob	171.75	ND	ND	4*	13*	2	10*	ND	16*	85*
<input type="checkbox"/> Carrie	124	ND	ND	5	0*	0*	0*	0*	0*	87*

If you want a different view of students' scores, click **Grades**, and then **Reports** from the main menu. You can then create a report of exactly the scores you want.

2. To view a Grades Summary for a particular student, in the ScoreView click the student name under current students. You can also view the scores of dropped students by clicking **Dropped** or **All**.

Viewing Individual Responses

You can see the last response for a specific question in an assignment, or you can see all responses a student entered for each question if the student submitted more than once. You can also request a summary of an assignment from the Scores page.

To see individual responses to an assignment:

1. From My Classes or ClassView, click **Scores** in the row of the assignment. The Scores page displays the current students and their scores for the assignment.

Scores
Intro to WebAssign 2008 (347) -- [View*](#) | [Schedule](#)

[Show Analysis](#)

[Grade Essays/Files](#) anonymously | [Grade All](#) | [Grant Extensions/Submissions](#) | [Rescore](#) | [Drop](#)

Question #		1	2	3	4	5
OID	Total	844*	845*	846*	847*	848*
Points*	18	1	1	2	1	1
Name	Total	844	845	846	847	848

[Current Students](#) | [Dropped](#) | [All](#)

Current Students (12)

<input type="checkbox"/> Bill	17	1	1	2	1	1
<input type="checkbox"/> Bob	4*	0	1	2	0	1
<input type="checkbox"/> Carrie	5	0	0	1	0	1
<input type="checkbox"/> Finch, James	5	1	1	2	0	0
<input type="checkbox"/> Harry	4	1	1	0	0	1
<input type="checkbox"/> Mary	12	0	0	0	0	1
<input type="checkbox"/> Mike	14	1	1	2	1	1
<input type="checkbox"/> Pete	2.67	0	1	0	0	0
<input type="checkbox"/> Randel	ND					
<input type="checkbox"/> Sam	5	1	0	0	0	1

2. Click the name of the student for whom you want to see responses. The Responses page displays, showing the detail for all of the student's responses in that assignment.

[Grant Extensions/Submissions*](#) | [Rescore](#) | [Override*](#) | [Log Info](#) | [Student Summary](#)

Sam

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
OID	844*	845*	846*	847*	848*	855*	1059*	854*	849*	850*	851*	852*	852*	1064*	
Points	1	1	2	1	1	1	1	2	1	1	1	1	1	3	18
	1	0	0	1	1	1	0	2	1	0	1	1	1	0	10

1. Intro/NA basic 1 [844] 1/1 points [Show Details](#) [All Responses](#)

Who's in Charge?
Who can help you with answering the questions, changing the due date, giving you extra submissions, or changing the kind of feedback you get after you submit the assignment?

WebAssign Staff

Your teacher or persons designated by your teacher

Setting up Your GradeBook

When you create assignments such as homework, tests, and quizzes, you can set a category for each type of assignment. In GradeBook, you can set up relative weights for the different categories of assignments you will give during the course, and have WebAssign calculate the final grades.

A wizard helps you set up your options.

You can edit any selections you make later by clicking **GradeBook** and then clicking **Settings**.

To set up your GradeBook:

1. Click **Grades** on the menu bar and select **GradeBook**. If you have not set up a GradeBook yet, a message displays.
2. Click **Wizard**.
3. Under GradeBook Method select one of the following:
 - **Use WebAssign's GradeBook – Specify my GradeBook settings now** and click **Next**.
 - **Use WebAssign's GradeBook – Import my settings from another class** and follow the wizard instructions to finish this procedure.
 - **Use my own spreadsheet as a GradeBook** and follow the wizard instructions to finish this procedure.
4. Select Assignments to Use in Calculations and Automatic Update settings. Select Categories to Include in the GradeBook and a Final Grade Calculation Method, and then click **Next**.
5. On the Final Grade Calculation page, select a Weighting Method (if weighting by category) and then determine the Weight of Each Category Toward Final Grade. Click **Next**.
6. On the Category Averages to Calculate page, you can select the assignment categories for which you want WebAssign to calculate an average, and then click **Next**.
7. On the Calculations page, select **Equal Weights** or **Weighted by Points** for each category and click **Next**. You can adjust the weights in GradeBook Settings later.
8. On the Dropping Assignments page, select the number of assignments for each category that you want to be dropped automatically, and click **Next**. Dropped assignments do not count toward the category average.

GradeBook
Class 101, section 001

Progress:

GradeBook Wizard -- Dropping Assignments
Choose how many assignments to drop in each category. Only the lowest ones will be dropped. You can change these settings later.

Category	Weight Toward Final Grade	Number To Drop
Homework	40	<input type="text" value="0"/>
Lab	20	<input type="text" value="0"/>
Exam	40	<input type="text" value="0"/>

9. On the Grading Scale page, select a grading scale, enter the Minimum Score for Each Letter Grade, and click **Next**.

GradeBook
Class 101, section 001

Progress:

GradeBook Wizard -- Grading Scale
Choose your Grading Scale and indicate the minimum score required to receive the grade. You can skip the

Scale:

	Minimum score for letter grade
A+	<input type="text" value="100"/>
A	<input type="text" value="97"/>
A-	<input type="text" value="94"/>
B+	<input type="text" value="91"/>
B	<input type="text" value="88"/>
B-	<input type="text" value="85"/>
C+	<input type="text" value="82"/>
C	<input type="text" value="79"/>
C-	<input type="text" value="76"/>
D+	<input type="text" value="73"/>
D	<input type="text" value="70"/>
D-	<input type="text" value="67"/>
F	<input type="text" value="0"/>

A letter grade with a zero for the minimum score is the lowest letter grade possible. If you do not want to use letter grades, select **None** from the Scale menu.

10. From the Student View page, select the items you want your students to see and when you want them to see the information about an assignment. Click **Next**.
11. Review the Summary page. If any of the settings are incorrect, use the Back button on your browser to return to the step you want to change. You can also click **Settings** on your GradeBook page to edit the settings.

- When you finish setting up your GradeBook, click **Save These Settings**.

Posting Non-WebAssign Scores in your GradeBook

You might have assignments outside of WebAssign, such as a written paper assignment. WebAssign guides you through the process of entering the scores for outside assignments into your GradeBook so you can include them in overall grade calculations.

To post a Non-WebAssign score:

- From the menu bar, select **Grades**, and then select **Add Scores to GradeBook**.
- Select **I want to add a single assignment using the assignment editor**.

If you want to upload a set of assignments from a file, see Adding scores for several assignments in the *WebAssign Instructor's Guide*.

- Click **Next**.

Under Assignment Info, enter the information about the assignment.

Assignment Info

Enter the details of your assignment below.

You may enter scores now or just save the assignment now and enter scores later.

Assignment Name	<input type="text"/>
Category	Homework ▼
Description	<input style="width: 100%; height: 40px;" type="text"/>
Points	<input style="width: 80%;" type="text" value="100"/>
Due	Jul 31 2008 03:00 PM calendar
Available to Students	<input checked="" type="checkbox"/>

Upload Method

Enter scores for each student by hand.

Copy and paste scores from a file on your computer.

Upload a file containing scores.

- Select the **Available to Students** check box if you want the assignment to be a part of your GradeBook and click **Add Scores**.

5. Under Upload Method, do one of the following:
 - Select **Enter scores for each student by hand** to enter scores on the next wizard page, and then go to the next step.
 - Select **Copy and paste scores from a file on your computer**, and then follow the wizard instructions.
 - Select **Upload a file containing scores**, and then follow the wizard instructions.
6. Do one of the following:
 - To add the scores now, click **Add Scores**.
 - To add scores later, click **Save without adding scores**.
7. When you have finished adding scores, click **Review**.
8. If you are satisfied with the entries, click **Save**.

 **Note:** Remember to update your GradeBook manually to see these scores immediately, if you have set up a GradeBook for the class.

Downloading Grades and Scores

From ScoreView and Scores pages you can click **Download** to get an electronic copy of the score report you are viewing in xls, txt, or another format. You can also download responses with or without scores.

To download scores:

1. From ClassView, click **scores** beside the assignment for which you want to download scores.

ClassView

Class 101, section 001 [\(Show All Sections\)](#)

Class Tools	Assignments
Instructor: David Thomson	[Past Current Recent Assignments (1) Future All]
Term: Fall 2008	Name
Roster (2 Students)	Assignment 1 view* edit schedule scores
ScoreView	Propagate Class Schedule
Edit Class Info	
Communication	
Edit Student Home Page	

2. On the Scores page, click **Downloads**.
3. Select **Scores** or **Responses**, and **Last** or **First** from the menu, depending on how you want responses to appear on the report. Clear the **with score** check box if you do not want scores on your report.

Downloads
 Class 101, section 001, Fall 2008
 Assignment 1 (1076)

Report: Scores Responses Last with score

File Extension xls

[Download](#)

4. Select **xls**, **txt**, or **other** from the File Extension menu.
5. Click **Download**.

The report opens in the format you selected.

Downloading Grades and Scores across Assignments

You can download an electronic copy of your WebAssign GradeBook using the Download Manager in the Tasks menu. You can also download scores and rosters from the Download Manager.

To download grades:

1. From the **Tasks** menu, select **Download Manager**.
2. Click **GradeBook**.

Download Manager -- GradeBook

[Choose a different class or download](#)

Class 101, section 001, Fall 2008

Download Current Students (2) Include faculty with student access (1)

Statistics

mean median standard deviation min max

Format

Sort students by: fullname

Include student details: username student number email address

File Type: Excel -- single worksheet

Download Cancel

[Home](#)

3. Select the information and format to include in the download.

4. Click **Download**. Depending on your browser settings, the report will open within the browser or in an external application.

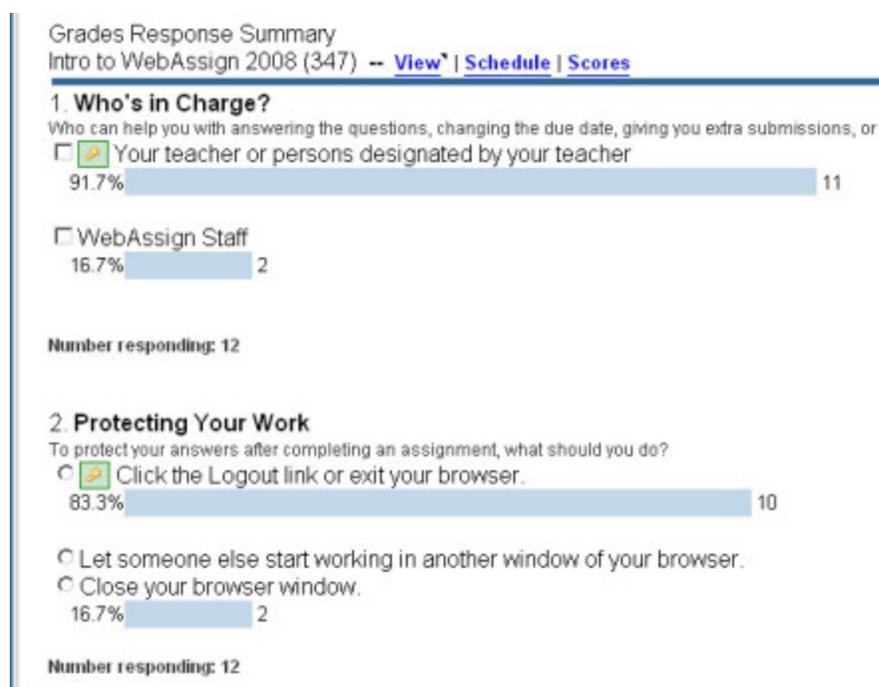
Viewing Class Statistics for an Assignment

You can see each question in the assignment and the percentage of students selecting each possible answer.

To see statistics for an assignment:

1. In ClassView, click **Scores** beside the assignment for which you want to see the students' work.
2. Click **Show Analysis** to see statistics that display at the top of the page.
3. Click the **Summary** link at the top or bottom of the page for each question to see each question in the assignment and the percentage of students who selected each possible answer.

Note: Each question type is handled differently. For example, an essay question displays all answers.



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Organizing your Course Materials Using Folders

You can use WebAssign Folders to access and organize all of your assignments, questions, images, and files. Assignments and questions are automatically added to your default WebAssign (unfiled) folders. You can file these documents in folders you create, and you can add images and files to those folders to help you locate your information quickly, in a way that works best for you.

You can think of Folders as your own WebAssign filing system. For example, you might decide to organize your information by course as shown in the following figure.

The screenshot shows the 'Library -- My Folders' interface. On the left, a tree view shows 'My Folders' containing 'Images', 'PHY 101 Class', 'Homework', 'Images', 'In Class', 'Labs', 'Quizzes', 'Tests', 'PHY Labs', 'Syllabus 2009', and 'Trash'. Below this is 'Virtual Folders' with 'My Unfiled Assignments' and 'My Unfiled Questions'. The main pane shows 'My Folders / PHY 101 Class' with a table of folders:

Name	Size	Type	Last Modified
<input type="checkbox"/> Homework	4 items	Folder	Apr 22, 2009 09:49 AM EDT
<input type="checkbox"/> Images	2 items	Folder	Apr 22, 2009 09:53 AM EDT
<input type="checkbox"/> In Class	2 items	Folder	Apr 22, 2009 09:49 AM EDT
<input type="checkbox"/> Labs	0 items	Folder	Apr 22, 2009 09:49 AM EDT
<input type="checkbox"/> Quizzes	3 items	Folder	Apr 22, 2009 09:49 AM EDT
<input type="checkbox"/> Tests	1 item	Folder	Apr 22, 2009 09:48 AM EDT

You can also add descriptions to images so your visually impaired students can better understand the context of the information you are presenting to them.

Once you start using Folders, you might find it more convenient to locate information in the Folders window instead of the Assignment Editor and Question Editor pages, because you can use your folder organization to quickly find what you need.

This section contains the following topics:

- Initial Considerations
- Opening Folders
- Navigating Your Folders
- Setting Properties using Folders
- Replacing an Image or a File using Folders
- Creating a New Folder
- Moving an Item into a Folder
- Copying Files in Folders
- Sending a File to the Trash using Folders
- Renaming a Folder
- Renaming a File or Image in an Assignment or Question
- Importing a File or an Image into a Folder
- Adding an Image to a Question, Assignment, or Announcement using Folders
- Adding a Link to a File or an Image in a Question, Assignment, or Announcement using Folders

Initial Considerations

Before you begin using WebAssign Folders, you should keep the following concepts in mind:

- Understanding File Naming using Folders
- Understanding Linking using Folders
- Understanding Virtual Folders

Understanding File Naming using Folders

When you add an image or a file to a folder to use in an assignment, a question, or an announcement, you might want to keep these naming conventions in mind:

- **Keep your file structure simple:** Since you can use any file structure you want to when you organize images and files, it is best to use a simple folder structure using top-level folders so you can easily find the files you stored there. For example, if you create a folder hierarchy that contains many subfolders, you might have a more difficult time locating a certain image than you would if it was in a top-level folder with a descriptive folder name.

Name	Size	Type	Last Modified
Images	0 items	Folder	Apr 22, 2009 09:53 AM EDT
PHY 101 Class	18 items	Folder	Apr 22, 2009 09:49 AM EDT
PHY Labs	0 items	Folder	Apr 22, 2009 09:51 AM EDT
Syllabus 2009	0 items	Folder	Apr 22, 2009 09:51 AM EDT

- **Use descriptive folder and file names:** When you are naming folders and files, it is always best to use the most descriptive name you can so you can easily locate a file in a folder.

Tip: Name your images descriptively so your visually challenged students can understand the context of the image presented to them. For example, name an image "ball on ramp" to describe what it is. Avoid using words that would be considered a hint or an answer to a question, such as "correct.png."

- **Do not include slashes (/ or \) in file names:** If you add a slash in a file name, WebAssign interprets that character as part of the URL. This can cause a file to not display. It is best to use a space or an underscore instead.

Understanding Linking using Folders

When you add an image or a file to a folder in WebAssign, the file is tracked using a unique, internal ID instead of a path. You can then move the file into a different folder and WebAssign will retain the link so the image or the file still displays.

If you create your own question, you should always reference the image or file using the WebAssign internal ID number, such as `<userimage(33505)>`. Do not use the file path, because it does not change automatically if you move the file.

Understanding Virtual Folders

Two virtual folders are created by default for you by WebAssign. These two folders, **My Unfiled Assignments** and **My Unfiled Questions**, contain all of your assignments and questions that you have not filed into a folder.

Folder Name
My Folders
Images
PHY 101 Class
PHY Labs
Syllabus 2009
Trash
Virtual Folders
My Unfiled Assignments
My Unfiled Questions

Once you move an assignment or a question into a folder or into the Trash, it no longer displays in the corresponding Unfiled folder.

Opening Folders

You can open the Folders page from any of the locations described below:

- **Main toolbar:** Click **Folders** on the toolbar. This is the only location where you have full access to all of your Questions, Assignments, files, and images, whether or not you have filed them in your folders.
- **Assignment Editor:** Under Page Tools, click **My Files** to open the Folders page. All of the files you have filed in your folders display.
- **Question Editor:** Under Page Tools, click **My Files** to open the Folders page. All of the files you have filed in your folders display.
- **Question Browser:** Click the **My Folders** icon in the toolbar. Only the questions you have filed in your folders display.

Navigating Your Folders

When you click **Folders** in the toolbar, your folders are displayed in the left pane of the WebAssign Folders page. Click on any folder to view its contents in the right pane.

If a folder has subfolders, they are displayed in both the right and left panes.

- **My Folders** contains all of the folders you have created, as well as the Trash.
- **Trash** contains items that you have deleted or moved to the Trash.
- **My Unfiled Assignments** and **My Unfiled Questions** are “virtual” folders that contain assignments or questions that you have not moved to a folder.

Setting Properties using Folders

You can set properties for a file or an image when using Folders.

This section contains the following topics:

- Setting File Properties using Folders
- Setting Image Properties using Folders

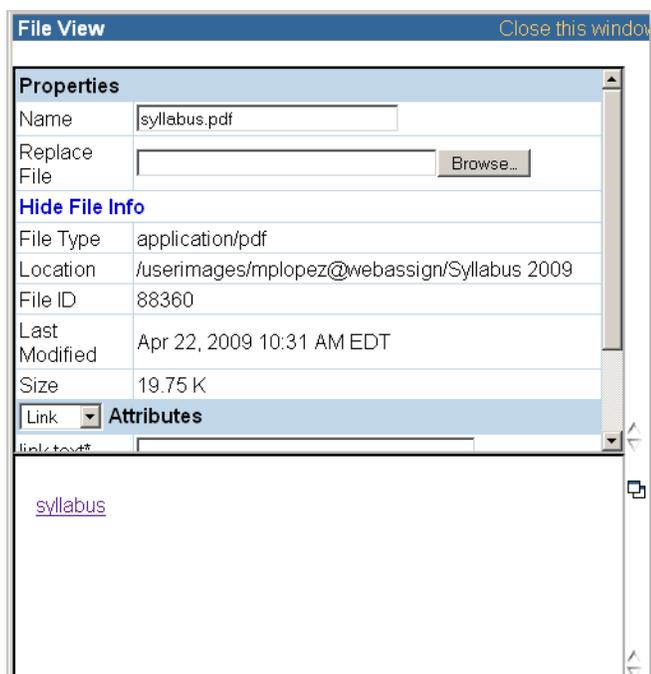
Setting File Properties using Folders

When you add a file, such as a spreadsheet, to a WebAssign folder, you can set and view properties that customize the way the file and the link to the file display. You can also replace the file with a different one if you wish.

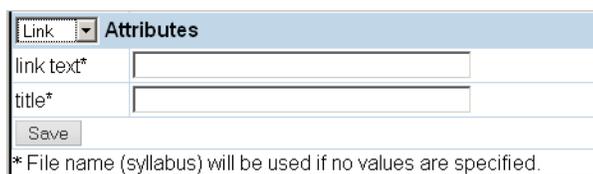
To set properties for a file contained in a folder:

1. Click **Folders** in the toolbar.

2. Click the folder that contains the file for which you want to set or view properties.
3. Click the file name. The **File View** page displays.



4. In the **Name** field, rename the file if you want to do so.
5. In the **Replace File** field, click **Browse** and select another file to replace the file that currently displays if you want.
6. Click **Show File Info** to display the following read-only file information (click **Hide File Info** to hide the information from view):
 - **File Type:** Displays the type of the file, such as application/msword.
 - **Location:** Displays the path to the file on the WebAssign server.
 - **File ID:** The WebAssign number assigned to the file.
 - **Last Modified:** The date and time of the last time you changed any of the file properties.
 - **Size:** The file size.
7. In the **Attributes** list, select **Link** to view or change the display text for the link to the file. (The **Image** option does not apply to files.) WebAssign automatically uses the file name as the text that displays for the link. The link displays in the white space at the bottom of the window. If you want other text to display, enter it in link text. You will see the new text the next time you open the window.



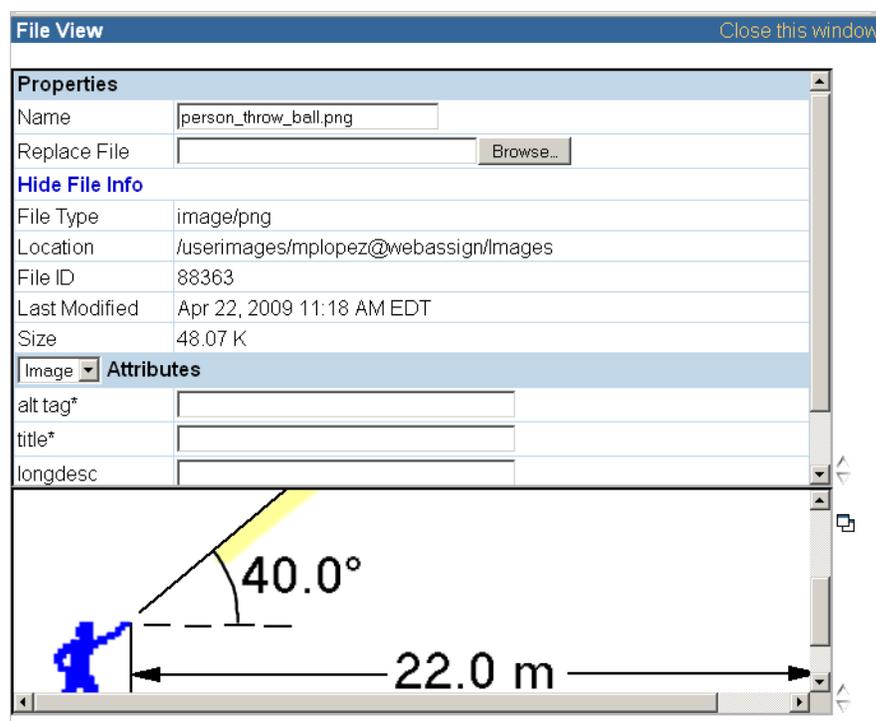
8. Click **Save**.

Setting Image Properties using Folders

When you add an image to a WebAssign folder, you can set and view properties that customize the way the image and the link to the image display. You can also replace the image with a different one.

To set properties for an image contained in a folder:

1. Click **Folders** in the toolbar.
2. Click the folder that contains the image for which you want to set or view properties.
3. Click the image name. The **File View** page displays.



4. In the **Name** field, rename the image if you wish.

Tip: Name your images descriptively so your visually challenged students can understand the context of the image presented to them. For example, name an image "person throw ball" to describe an image that shows a person throwing a ball. Avoid using words that would be considered a hint or an answer to a question, such as "correct.png."

5. In the **Replace File** field, click **Browse** and select another image to replace the image that currently displays if you need to.

6. Click **Show File Info** to display the following read-only information for the image (click **Hide File Info** to hide the information from view):
 - **File Type**: The type of the file, such as image/jpeg.
 - **Location**: The path to the image on the WebAssign servers.
 - **File ID**: The WebAssign number assigned to the image.
 - **Last Modified**: The date and time of the last time you changed the image or image properties.
 - **Size**: The image size.
7. In the Attributes list, select **Image** or **Link** to view or change the display text for the image or the link to the image. If you do not enter anything, the file name displays.
 - **Image**: Enter an alternate tag, a title, and a long description of the image. The alt tag text displays if the image does not. The title text displays when you hover your mouse over the image. The long description is where you enter a link to a separate page that displays a description when a person uses a screen reader. The long description is optional.
 - **Link**: If you are displaying a link to the image instead of the image itself, you can change the text and title that displays.
8. Click **Save**.

Replacing an Image or a File using Folders

You can replace an image or a file in one of your WebAssign folders with another one.

 **Note:** Ensure you add an image or file using Folders so the attribute is automatically updated if you replace it. When properly inserted, the reference displays in a <userimage> or <userfile> tag. See Understanding Linking using Folders for more information.

To replace an image or a file:

1. Click **Folders** in the toolbar.
2. Click the folder that contains the image or file you want to replace.
3. Click the image or file name. The **File View** page displays.
4. In the **Replace File** field, click **Browse** and select another image or file to replace the one that displays.
5. Click **Save**.

Creating a New Folder

Using WebAssign Folders, you can easily create new folders and a folder hierarchy that suits your needs.

To create a new folder:

1. Click **Folders** in the Toolbar and navigate to My Folders or the folder in which you want to create the new folder:
 - If creating a top-level folder, in the My Folders pane click **New Folder** and enter the folder name in the Enter new name window.
 - If creating a new subfolder, click the folder in **My Folders** in which you want to create a subfolder. Then, in the My Folders pane click **New Folder** and enter the folder name in the Enter new name window.

 **Note:** You cannot create a new folder in the Trash or in your virtual folders.

2. Click **New Folder**.



3. In the **Enter new name** window, enter the folder name.
4. Click **OK**. The new folder and a **New folder created** message displays.

Moving an Item into a Folder

You can easily move an assignment, a question, a file, or an image into a folder to help you organize your information.

To move a file into a folder:

1. Click **Folders** in the toolbar.
2. Locate the assignment, question, file, or image you want to move into a folder:
 - If it is an assignment or a question that is not yet filed into a folder, click the corresponding Unfiled folder. In the **Modify Selected Items** list, select **File (create shortcut)**.
 - If it is already in a folder, navigate to what you want to move and click the box to select it. In the **Modified Selected Items** list, select **Move**.
3. In the **My Folder** window, click the folder where you are going to move the file. The file is moved into that folder, and the **My Folder** dialog closes.

Once a file is moved into a folder, it is removed from the corresponding Unfiled folder.

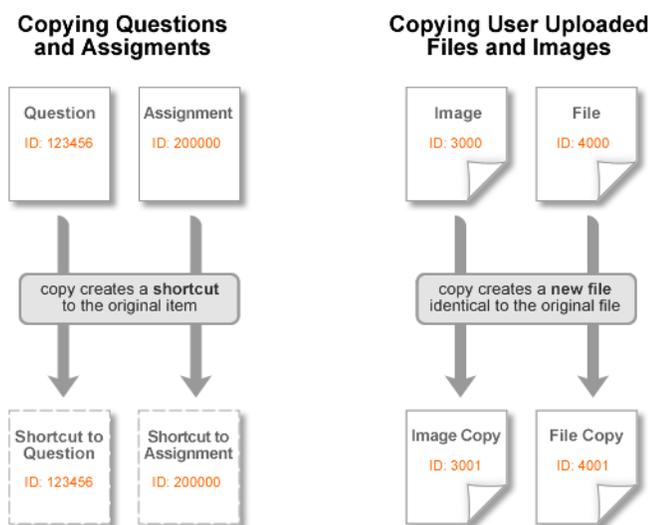
Copying Files in Folders

You can copy a file, an image, an assignment, or a question that is in a folder into a different folder.

Note: If the file you want to copy is in an Unfiled folder, you need to move it into a folder before you can copy it to another location.

Copying works differently depending on what you select:

- **Images and Files:** If you select an image or file in a folder — anything other than an assignment or a question — and choose **Copy**, a separate file is created. This means if you change one file, only that file changes. None of the copies change, because they are separate, different files.
- **Assignments and Questions:** If you select an assignment or a question in a folder and choose **Copy**, a new link to it is created. This means if you change the assignment or question you made copies of, all of the copies, or links, change also because they are the same file. They all have the same number.



Note: If you want to create a copy of an assignment or a question that is a separate file from the original, go to the Assignment Editor or the Question Editor and click **Duplicate**. When you save the file, a separate file is created.

To copy a file in one folder into another folder:

1. Click **Folders** in the toolbar.
2. From **My Folders**, click the folder that contains the file or files you want to copy.
3. Click the box to select what to copy in the **Name** column.
4. In the **Modify Selected Items** drop-down list, select **Copy**.

5. In the **My Folders** dialog, click the destination folder. The file or files are copied into that folder, and the **My Folders** dialog closes.

Sending a File to the Trash using Folders

You can remove a file, an image, an assignment, or a question from a folder by sending it to the Trash. When you send a file to the Trash, it remains in WebAssign unless you delete it from the Trash, so you can easily restore it when you need to.

You can restore a file in the Trash by moving it back into a folder. When you send a question or an assignment to the Trash, WebAssign moves it back to the Unfiled folder if there are no remaining copies of it in use in WebAssign.

To send a file from a folder into the Trash:

1. Click **Folders** in the toolbar.
2. Click **My Folders**.
3. Select the folder that contains the file you want to send to the Trash.
4. In the **My Folders** window, select the file.
5. In the **Modify Selected Items** drop-down list, select **Trash**. The file is moved into the Trash.

 **Note:** To move a file out of the Trash, just select it, click **Move** in the **Modify Selected Items** drop-down list, and select the destination folder.

Renaming a Folder

You can rename a folder or a subfolder at any time to help you organize your classes. Your students do not see the folder name.

To rename a folder:

1. Click **Folders** in the toolbar.
2. Click **My Folders** and click to check the folder you want to rename.
3. In the Modify Selected Items drop-down list, select **Rename**. A window opens.



4. In the **Enter new name** window, enter the new folder name.
5. Click **OK**. The window closes and the new folder name displays.

Renaming a File or Image in an Assignment or Question

When you rename a file or an image in WebAssign, all of the links to the file or image remain intact. This is because WebAssign assigns an internal, unique number for the file or image and bases the path to the image on that number, which remains the same regardless of whether or not you change the file name.

To rename:

1. Click **Folders** in the toolbar.
2. Under **My Folders**, click the folder that contains the files you want to rename.
3. Select the item you want to rename in the **My Folders** window.
4. In the Modify Selected Items list, select **Rename**.



Tip: Name your files or images descriptively so your visually challenged students can understand the context of the image presented to them. For example, name an image "ball on ramp" to describe what it is. Avoid using words that would be considered a hint or an answer to a question, such as "correct.png."

5. Enter the new name.
6. Click **OK**. The box closes and the new name displays.

Importing a File or an Image into a Folder

Importing a file or an image into a folder brings the file into your WebAssign space. You can add files and images from outside of WebAssign, such as from a location on your computer, into the WebAssign system to use in assignments and questions.

You can easily import and re-import files using folders, and you can check the file size, image clarity, and other information to ensure you have what you need.

To import a file into a folder:

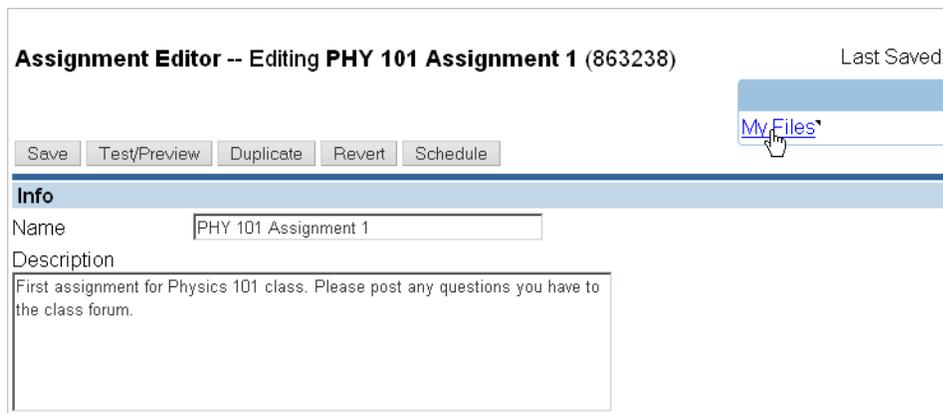
1. Click **Folders** in the toolbar or **My Files** in the Question, Assignment, or Announcement Editor.
2. Click the folder in which you want to add the file.
3. From **My Folders**, click **Import File**.
4. In the window that opens, click **Browse**.
5. Choose the file and click **Open**.
6. Click **go**. The window closes, and the file or image is added to the folder.

Adding an Image to a Question, Assignment, or Announcement using Folders

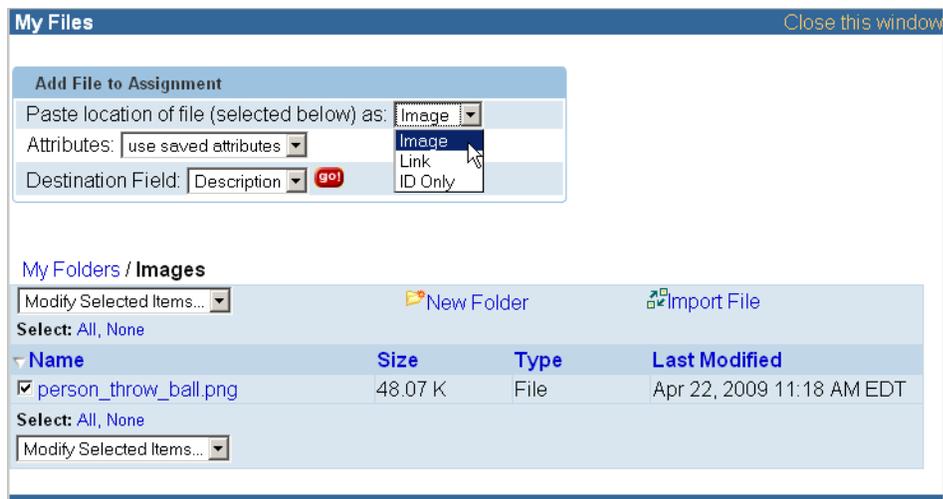
Once you add an image to a folder, you can easily add the image to a question, assignment or announcement you are working on using the **My Files** option in the associated editor.

To use an image in a Question, Assignment, or Announcement:

1. From the Question, Assignment, or Announcement Editor, click **My Files** in Page Tools.



2. Click the folder name, if necessary, to open the folder where your image file is stored.
3. Check the box next to the image you want in your Question, Assignment, or Announcement.
4. In **Add File To Assignment**, ensure the menu next to 'Paste location of file as' is set to **Image**.



5. In Attributes, select **use saved attributes** or add new ones if you want.

6. In Destination, select where you want the image to display and click the **go** button. A `<userimage(ID)>` is inserted where you specified, and it represents the image that will display.

In the following example, the image was added to the Assignment Description, and it displays below the introductory text.

Assignment Editor -- Editing PHY 101 Assignment 1 (863238)

Save Test/Preview Duplicate Revert Schedule

Info

Name

Description

First assignment for Physics 101 class. Please post any questions you have to the class forum.
`<userimage(88363)>`

If you specified different attributes than the ones that are saved for the image file, the code also specifies the attributes that you want to use, such as in the following example:

```
<userimage(ID, alt => "alternate_text", title =>
"title_text", longdesc => "link_to_long_description")>
```

The image displays when a student views that item.

Adding a Link to a File or an Image in a Question, Assignment, or Announcement using Folders

Once you add a file or an image to a folder, you can easily add a link to it in a question, an assignment, or an announcement.

When you add a link, the target of the link is downloaded automatically for you by WebAssign.

Note: If you want to embed an image you filed in a folder instead of linking to it, see Adding an Image to a Question, Assignment, or Announcement using Folders.

To add a link to a file or an image in a question, assignment, or announcement:

1. From the Question, Assignment, or Announcement Editor, click **My Files** in Page Tools.

Assignment Editor -- Editing PHY 101 Assignment 1 (863238) Last Saved:

Save Test/Preview Duplicate Revert Schedule [My Files](#)

Info

Name

Description

2. Click the folder name to open the folder where your file is stored.
3. Check the box next to the file to which you want to add a link.
4. Select **Link** from the 'Paste location of file as' drop-down list.

My Files Close this window

Add File to Assignment

Paste location of file (selected below) as:

Attributes:

Destination Field:

My Folders / Syllabus 2009

Select: All, None

Name	Size	Type	Last Modified
<input checked="" type="checkbox"/> syllabus.pdf	19.75 K	File	Apr 22, 2009 10:31 AM EDT

Select: All, None

5. In Attributes, select **use saved attributes** or add new ones if you want.
6. In Destination Field, select where to place the link and click the **go** button.
A `<userfile(ID)>` is inserted where you specified, and it represents the file that will display.
7. In the following example, the file was added to the Assignment Instructions.

Assignment Editor -- Editing PHY 101 Assignment 1 (863238)

Save Test/Preview Duplicate Revert Schedule

Info

Name

Description

First assignment for Physics 101 class. Please post any questions you have to the class forum.

Instructions

<userfile(88360)>

8. If you specified different attributes than the ones that are saved for the file, the code also specifies the attributes that you want to use:

```
<userfile(ID, link => "link_text", title =>
"title_text")>
```

The link displays when a student views that item.

9. Click **Test/Preview** if you want to see how the link displays.

Creating Questions

You can create your own questions in WebAssign, both simple and complex. Creating a question involves entering the question and adding the correct answer or answer formula.

If you are planning to create questions, add the WebAssign Templates as a resource text to your class. These Templates will help you get started.

A few types of commonly-used questions are described here.

This section contains the following topics:

- Creating a Multiple-Choice Question
- Creating a Multiple-Select Question
- Creating a Numerical Question
- Creating a Fill-in-the-Blank Question

Creating a Multiple-Choice Question

A multiple-choice question gives students mutually exclusive choices, with only one correct response. Multiple-choice answers are by default scrambled in WebAssign, so each student receives a different ordering of choices.

To create a multiple-choice question:

1. From the toolbar, click **Create** and then click **Question**.
2. Enter a name for the question.
3. Select **Multiple-Choice** as the Mode of the question.
4. In the Question box, enter the question.
5. In the Answer box, enter the correct answer to your question on the first line and press **Enter**.
6. Enter incorrect answers (distractors) to include as choices on the following lines. Press **Enter** at the end of each line.

 **Note:** The answer can wrap to the next line. A new distractor begins each time you press **Enter**.

7. Click **Test/Preview** to test the question. The students will not see the key icon  marking the correct answer unless they are viewing the key.

Question Previewer

Chemical Process 023 (708837)

Test / Preview Code

Previewer Tools

Show New Randomization Reload from Editor Print

Show: All, None Key Solution Help/Hints Mark

Why does a spontaneous chemical process occur?

-  To raise the energy of the system.
- Not enough information is available to answer the question.
-  To lower the energy of the system.
- To confuse us.

8. When you have finished editing, click **Save**. This assigns a unique ID number to the question. You will see the question listed on your **My Questions** list.

Creating a Multiple-Select Question

Multiple-select questions allow the student to select more than one correct answer.

To write a multiple-select question:

1. From the Questions menu, select **Create**.

Content	
Name	Chemical Process 023
Mode	Multiple-Select Multi-Mode Options
Question	
<p>Why does a spontaneous chemical process occur? Choose all correct responses.</p>	
Answer: Add tab	
<p>To lower the energy of the system. To raise the energy of the system. <INCORRECT>Not enough information is available to answer. To confuse us.</p>	

- Enter a name for the question and select **Multiple-Select** as the Mode of the question.
- In the Question box, enter the question that displays.
 - In the Answer box, enter the correct answers to your question first. Press **Enter** after each correct answer.
 - For incorrect answers, enter <INCORRECT> followed by each incorrect answer, as shown in the above example. Press **Enter** after each incorrect answer.

Note: If none of the answers is correct, add the answer "None of these." Otherwise students would receive credit for the question without answering it.

The answer can wrap to the next line. A new answer begins when you press **Enter**.
- Click **Test/Preview** to look at and test the question.

The order of these choices is randomized for the student. The choices with a key icon  next to them are the correct choices. Students will not see this icon unless they are viewing the key.

- When you have finished editing, click **Save** to assign a question ID number to the question.

Creating a Numerical Question

Numerical answers are graded according to numerical closeness rather than by the exact form of the number. For example, if the answer is 2, then 2, 2.0, and 2.01 will be correct answers. The default tolerance is 2%.

To create a numerical question:

- From the **Questions** menu, select **Create**.
- Enter a name for the question and for Mode select **Numerical**.

Content	
Name	<input type="text" value="Vectors"/>
Mode	<input type="text" value="Numerical"/> Multi-Mode Options
Question	A person walks 25. -- degrees north of east for 3.10 km. How far would she have to walk due north and due east to arrive at the same location? <_> km (due north)
Answer: Add tab	<input type="text" value="1.31"/>

- Enter the question text in the **Question** field followed by the answer box code, <_> (the keystroke symbols for less-than, underscore, and greater-than).
- Enter the correct answer to your question in the Answer field.
- Click **Test/Preview** to test the question. The students will not see the correct answer marked with the key icon  unless they are viewing the key.

- When editing is complete, click **Save** to assign a question ID number to the question.

Creating a Fill-in-the-Blank Question

A fill-in-the-blank question provides an answer box for students to type in an answer.

By default, the correct answer and the student response are not compared in a case-sensitive manner, and white spaces are ignored.

Example: Abraham Lincoln, abraham lincoln, and AbrahamLincoln would all be considered equivalent answers. You can change this to make the answer case and space-sensitive if you want.

To create a fill-in-the-blank question:

- From the **Create** menu, select **Question**.
- Enter a name for the question and select **Fill-in-the-Blank** as the Mode. This name will be listed on your **My Questions** list.

Content	
Name	<input type="text" value="American Presidents"/>
Mode	<input type="text" value="Fill-in-the-Blank"/> Multi-Mode Options
Question	
<p>Who said, "My purpose is to be, in my action, just and constitutional; and yet practical, in performing the important duty, with which I am charged, of maintaining the unity, and the free principles of our common country?"<_></p>	
Answer: Add tab	
<p>Abraham Lincoln {tab} Lincoln {tab} Abe Lincoln</p>	

- Enter the question text in the **Question** field. Create an answer box by adding <_>.

4. Enter the correct answer to your question in the **Answer** field.
5. If there are several acceptable answers, enter all of them on the same line, separated only by **{tab}**. You can add a tab by clicking **Add tab**.
6. When editing is complete, click **Save** to assign a question ID number to the question. The question will be accessible from your **My Questions** list.