

WebWork Basics

Subsections 1-3 need to be followed to create and assign all homework sets. Forgetting subsection 3 is a fairly common mistake.

1.1 Creating a homework set

- Click on "Library Browser" in the "Main Menu" list on far left
- Type in the assignment name in the appropriate box and click on "create a new set.." button. (To add problems to an existing set, select the set from the drop down menu)
- When prompted click "ok" to assign the set to yourself.
- Use the subject/chapter/section drop down menus to find suitable problem categories. Click on "view problems"
- Check the boxes on the problems you like and then click "update set" button located either at the top or bottom of the page to save your selections. (Do this before using the "next page" button, you can update as many times as you like, but "next page" clears unsaved selections)

1.2 Editing the homework set

- Click on "Homework sets editor" in the "Main menu" list
- Check the box next to the relevant assignment and the "edit" box. Click "take action".
- Change the dates to when you want the set to open, close and have solutions available. (You should use CDT when setting dates, but webwork will usually convert these times to CST)
(Note: more detailed changes such as re-ordering the problems can be done by clicking on the link under the assignment name)
- Check the "visible" and "save changes" boxes and click "take action"
- Click on "Homework sets" in the "Main Menu" and check that the correct dates/times etc display and that the set is not grayed out. If something is wrong, repeat these steps.

1.3 Assigning the homework set

- Click on "Instructor Tools" in the "Main Menu"
- In the right hand box, select the relevant homework set then click the "view/edit all users for one set"
- Click on the "Assign to all current users" button at the top.

- Once you can the green message saying it's done. Click on "Homework set editor" and check that the correct number of users are assigned to the set.

Other Topics

1.4 Creating users

- Click on "classlist editor" in the "main menu"
- Check the "add" box and change the 1 to the number of users to add. Click "take action"
- Enter the appropriate data. In small classes, you can use the students last name for "login". In larger classes, you may need to use firstname.lastname. Section/recitation/comment can all be left blank.
- The student id section becomes the default password
- Select all existing assignments that you want visible to these students (orientation should always be one of them)
- Click "add students"

For small classes, it's easiest to enter students by hand. For large classes, if you send me a classlist downloaded from Blackboard, I can add them for you. Go to the Grade Center within Blackboard and use the download option in the "manage menu". Select "user information only" and "comma" for delimiter type. Click submit, then click "download". Send me the .csv file.

- Tell your the students that when they first login into the system, that they should make sure their email address is correctly entered. If they do not do this, webworks email instructor system will not function properly.

1.5 Downloading scores

- Click on "Scoring Tools" in the "main menu"
- Select all homework sets you want graded and click on "score selected sets..." . You can change the filename if you wish.
- Click on the linked file to download it to your local computer.
- This .csv can be opened by most spreadsheets. In excel, create a new workbook, then use the "import" option in the file menu to import the .csv file.

1.6 Working with individual students

- If you click "classlist editor" in the "main menu" and then click on the linked username of a particular student you will then be "acting" as them. This means that you will see their versions of all problems. You can check and submit answers without it counting. The student can't see any changes you make. This is very useful as when you are looking at a particular problem you can check "show correct solutions" then click on "check answer" and the system will display what it thinks the correct answer is.
- When students are working on a problem, they can use the "email instructor" button to contact you via email. This e-mail will contain a link. Using this link will navigate you to a webpage containing their version of the problem.
- Deadlines can be changed for individuals. Go to "Instructor Tools" in the main menu, select the relevant student in the left hand box and click on "view/edit all sets for one user"