

This Quick Start Guide provides information to help you start using WebAssign.

## Sign In to WebAssign

- 1 Go to [webassign.net/login.html](https://webassign.net/login.html).
- 2 Enter your email address and click **Next**.
- 3 Enter your password and click **Sign In**.

## Forgot Password

You can reset your Cengage password from the sign-in page.

- 1 Go to [webassign.net/login.html](https://webassign.net/login.html).
- 2 On the sign-in page, click **Need help signing in > Forgot password**.
- 3 Type your email address and click **Reset via email**.  
Cengage sends you an email.
- 4 Open the email and click **Reset Your Password**.
- 5 Type your new password in both password fields.

## Create or Copy a Course

- 1 From the menu bar, click **Classes > Create Class**.
- 2 Either create a new course or copy one of your existing courses:
  - Select **Create a new course with no assignments** and click **Continue**.
  - Select **Copy assignments and settings from an existing course** and select the course.
- 3 Enter a **Course Number** and **Section**.
- 4 Select the primary **Instructor**.
- 5 Select how to manage the course roster.
- 6 Select the **Term**, **Start Date**, and **End Date**.
- 7 Specify when the **Class Meets**.
- 8 **Creating a new course:** Select the primary **Textbook** for the course.
- 9 **Copying a course:** If **Edition Update Available** is displayed next to your textbook, click it to use the newer edition.
- 10 Select the check box certifying your use of the selected textbook in your class.
- 11 Click **Create Course**.

## Bill Institution

If your institution does not pay for WebAssign, students must purchase an access code to use WebAssign.

If you have questions about billing for your institution, contact your Cengage representative. You can find your representative at [www.cengage.com/repfinder/](http://www.cengage.com/repfinder/).

You can check your section's Billing and Resources settings to see if students will be billed.

1 From My Classes, click **Edit Class Settings**.

2 Click the **Billing and Resources** tab.

The payment method is shown after Student Fee Payment Method.

## Add Assignments

### Add Course Pack assignments (selected textbooks)

1 Open the Schedule page.

From My Classes, click **Class Schedule** under Class Tools.

2 At the top of the Assignments list, click **Add from Course Pack**.

3 Click an assignment name to preview it.

4 Select the assignments you want to add to your course.

5 Click **Add Course Pack Assignments**.

## Create your own assignments

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

2 Under Assignment Settings, select the template you want to use.

3 Type an **Assignment Name** and **Instructions**.

4 Click **Question Browser** and add questions to your assignment.

a List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.

b Click a question name to add it.

c Click **Update Assignment** at the bottom of the list of assignment questions.

5 Click **Save**.

## Schedule Assignments

1 Click **Class Schedule** under Class Tools on the My Classes page.

2 Drag an assignment from the Assignments list to the week you want to schedule it for.

3 Set the **Due** date and time for the assignment.

a Select **On a specific day of the week**.

b Select the day of the week.

c Enter the time.

4 Click **Schedule**.

## Add Students to Your Course

You can look up a class key or upload a roster from the My Classes page.

### Students self-enroll with a class key

1 Click **Class Key Settings** under Class Tools.

2 Give the class key to your students and they can enroll themselves.

## Instructors enroll students from a roster

- 1 Click **Upload Roster** under Class Tools.
- 2 Follow the instructions on the Upload Roster page.
- 3 Give your students their new usernames and passwords.

## System Requirements

### Supported Browsers

#### Windows®

- Chrome™ 106 and later
- Firefox® 106 and later
- Edge 106 and later

#### macOS™

- Chrome 106 and later
- Safari® 14 and later

#### iOS

- Safari 14 or later (iPad only)

#### Note

Java™ content does not work on iOS.

LockDown Browser® assignments cannot be accessed on iOS.

Features and content are not optimized for a small screen size and might be difficult to use.

### Workstation Recommendations

- Download bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / multi-core
- Display: 1366 × 768, color
- Graphics: DirectX, 64+ MB
- Sound (for some content)

## More Information and Support

Search the online help for answers to most questions.

Information in this guide is intended for US instructors. For international support, visit the online help.

[help.cengage.com/webassign/instructor\\_guide/](https://help.cengage.com/webassign/instructor_guide/)

### WebAssign Status

Check the current status of WebAssign at [techcheck.cengage.com](https://techcheck.cengage.com).

### Contact Support

#### United States

[support.cengage.com](https://support.cengage.com)

800.354.9706