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

Sign In to WebAssign

❶ Go to **webassign.com**.
❷ Click **Sign In**.
❸ Enter your email address and click **Next**.
❹ Enter your password and click **Sign In**.

Forgot Password

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

❶ Go to **webassign.com**.
❷ On the sign-in page, click **Need help signing in** > **Forgot password**.
❸ Type your email address and click **Reset via email**.
Cengage sends you an email.
❹ Open the email and click **Reset Your Password**.
❺ Type your new password in both password fields.

Create or Copy a Course

❶ From the menu bar, click **Classes** > **Create Class**.
❷ When prompted, select **Create a new course with no assignments** and click **Continue**.
❸ Type a **Course Number**.
❹ **OPTIONAL:** Type a **Course Title** for the course.

> **Best Practice**
> Use **Course Name** and **Course Number** in your **Course Title**, for example, MATH 110.

❺ **OPTIONAL:** Type a **Section**.
❻ Select the primary **Instructor**.
❼ Select how to manage the course roster.
❽ Select the **Term**, **Start Date**, and **End Date**.
❾ Specify when the **Class Meets**.
❿ Select the primary **Textbook** for the course.
   ⓐ Select a discipline to see the available textbooks.
   ⓑ **OPTIONAL:** To filter the list of textbooks, type part of the textbook author, title, publisher, or edition.

> **Tip**
> Combine multiple search terms with a comma. For example, `stewart,calculus,7` finds the short list of textbooks that match all three terms.

> **Important**
> • You can only use a textbook's content in your assignments if you adopt that textbook for your course.

> • After you create a course, you cannot change its primary textbook.

If you are not using a textbook, select **No Textbook**.

⑪ OPTIONAL: If your textbook includes the Personal Study Plan® feature, select **Enable Personal Study Plan** to enable it for your course.

If you are using a textbook bundle, selecting **Enable Personal Study Plan** enables it for all textbooks in the bundle that offer a Personal Study Plan. You can enable or disable the Personal Study Plan for an individual textbook after creating your course.

⑫ OPTIONAL: If your textbook includes premade Course Pack assignments, select how you want to add your first assignments.

- • I will build my own assignments from scratch
- • I want to look at ready-to-use assignments as a starting point

⑬ Select the check box certifying your use of the selected textbook in your class.

⑭ OPTIONAL: Select free additional question sets or Personal Study Plans® for your course.

The availability of these resources varies by discipline.

ⓐ Click **Free Additional Content**.

ⓑ Select the resources you want to use.

ⓒ Click **Apply**.

⑮ Click **Create Course**.

Add Assignments

Add Course Pack assignments (most textbooks)

❶ Open the Schedule page.

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

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

❸ Click an assignment name to preview it in a new tab.

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

❺ Click **Add Course Pack Assignments**.

Create your own assignments

❶ Click **Assignments** > **Create Assignment**.

❷ Type an **Assignment Name**.

❸ Edit the assignment settings.

ⓐ Expand the **Settings** section.

ⓑ Under **Template Name**, select an assignment settings template to use.

ⓒ OPTIONAL: Review or edit the **Scoring**, **Cheating Deterrents**, or **Student Feedback** settings.

❹ Add questions to the assignment.

ⓐ Expand the **Questions** section and click **+ Add Questions**.

ⓑ Find the questions you want to add in the Question Browser.

ⓒ Click **Add** to select questions.

ⓓ Click **Update Assignment** to add the selected questions to your assignment.

❺ Click **Save**.

Schedule Assignments

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

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

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

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

ⓑ Select the day of the week.

ⓒ Enter the time.

❹ Click **Schedule**.

Add Students to Your Course

You can give students an enrollment link or upload a roster from the My Classes page.

Students self-enroll with link

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

❷ Click **Copy Link**.

❸ Give the enrollment link to your students and they can enroll themselves.

Instructors enroll students from a roster

❶ Click **Upload Roster** under Class Tools.

❷ Follow the instructions on the Upload Roster page.

❸ Give your students their new usernames and passwords.

System Requirements

Supported Browsers

Windows®

- Chrome™ 119 and later
- Firefox® 120 and later
- Edge 119 and later

macOS™

- Chrome 119 and later
- Safari® 15 and later

iOS

- Safari 16 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/

WebAssign Status

Check the current status of WebAssign at **techcheck.cengage.com**.

Contact Support

United States

Higher education: **support.cengage.com**

Secondary education: **cengageorg.my.site.com/ Service/s/k12login?language=en_US**

800.354.9706

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