

# WebAssign®

## Reviewer's Guide

### 1 LOG IN

1. Go to [webassign.net/login.html](http://webassign.net/login.html).
2. Type your Username, Institution code, and Password as they appear:  
 Username: **browardreview**  
 Institution: **browardco**  
 Password: **review2015**  
**(credentials are case sensitive)**
  1. Click Log In.
  2. You should now get a message saying “updating book list” or you may click on **Books** in the top left corner to update your bookshelf. (Click on Collections to see Books)
  3. You will see many book covers, all with a small triangle in the bottom right corner (this means the book has not been downloaded yet).
  4. Double-click on the book cover to download the book.

**Welcome to WebAssign!**

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

Username  [Forgot your username?](#)

Institution  [What's this?\\*](#)

Password  [Forgot your password?](#)

**LOG IN** [Trouble Logging In?\\*](#)

### 2 CREATE A COURSE

**(OPTIONAL – COURSE WILL ALREADY BE CREATED FOR REVIEW PURPOSES)**

1. From the toolbar, click Create > Course.
2. Enter a Course Number and Section.
3. Select the Instructor.
4. Choose how to manage the class Roster.
5. Select the course Term and choose a Start Date and End Date.
6. Specify when the Class Meets.
7. Select a Textbook and certify that you are using it in the course.
8. Click Create Course.

## 3 ADD ASSIGNMENTS

1. Click Class Schedule under Class Tools on the My Classes page.
2. At the top of the Assignments list, click  > Course Packs.
3. Navigate to the Course Pack you want to use.
4. Click Add Course Pack to My 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, Description, 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 the names of questions to add them to the list of questions.
  - c) Click Update Assignment at the bottom of the list of assignment.
5. Click Save.

## 4 SCHEDULE ASSIGNMENTS

1. Click Class Schedule under Class Tools on the My Classes page.
2. At the top of the Assignments list, click  > Course Packs.
3. Navigate to the Course Pack you want to use.
4. Click Add Course Pack to My Assignments.

### CREATE YOUR OWN ASSIGNMENTS

1. From the toolbar, click Create > Assignment.
2. Under Assignment Settings, select the template you want to use.
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  - a) List questions by navigating to a textbook chapter or section, by browsing your folders or collections, or by searching.
  - b) Click the names of questions to add them to the list of questions.
  - c) Click Update Assignment at the bottom of the list of assignment.
5. Click Save.

## 5 ADD STUDENTS TO YOUR COURSE

Choose a roster method when you create a course section. After creating 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. You will receive an email with the class key for any section you created. To look up the class key for a section, 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.

## WebAssign<sup>®</sup> Log Ins

(Course accounts are optimized for use by multiple reviewers. Please allow as many reviewers as necessary to use this username/institution code/password)

Username	Institution Code	Password
browardreview	browardco	review2015