

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

**NOTE** These instructions are for WebAssign Building Block 2.3.0 only.

## SIGN IN

If enabled, you can sign in to WebAssign directly from your Blackboard class.

Before signing in the first time, request a WebAssign instructor account with your Blackboard username.

1. Sign in to Blackboard.
2. Click **Courses**.
3. Click a course that is linked to WebAssign.
4. In the course menu, click **Tools**.
5. Click **Access WebAssign**.

## LINK A BLACKBOARD COURSE TO A WEBASSIGN COURSE

Link a Blackboard course to an existing WebAssign course.

To prevent syncing errors, do not create new WebAssign courses in Blackboard.

**IMPORTANT** Do not link a Blackboard course to an existing WebAssign course if:

- students are already enrolled
- you gave students a class key to self-enroll


1. Sign in to Blackboard as an instructor.
2. In Blackboard, click **Courses**.
3. Click the Blackboard course name.
4. Click **Control Panel** to expand the menu.
5. Click **Course Tools** to expand the menu, and then click **WebAssign**.
6. Click the WebAssign course section to which you want to link the current Blackboard course.

**NOTE** No courses are listed if your WebAssign user account does not have any courses that are not linked to Blackboard.

The current Blackboard course is linked to the selected WebAssign course.

## ADD ASSIGNMENTS

### Add Course Pack assignments (selected textbooks)

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 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**.

## SYNC ROSTERS AND SCORES

You can sync rosters from Blackboard to WebAssign and assignment scores from WebAssign to Blackboard.

1. In Blackboard, click **Courses**.
2. Click the Blackboard course name.
3. Click **Control Panel** to expand the menu.
4. Click **Course Tools** to expand the menu, and then click **WebAssign**.
5. On the WebAssign Course Tools page:
  - To sync a Blackboard course roster to a linked WebAssign course, click **Export Roster**.
  - To sync WebAssign assignment scores to Blackboard, click **Import Grades**.

**NOTE** Blackboard administrators can enable or disable auto-sync. If auto-sync is enabled, you can disable it for your courses. See the online help for more information.

## SYSTEM REQUIREMENTS

### SUPPORTED BROWSERS

#### Windows®

- Chrome™ 74 or later
- Firefox® 60 or later
- Edge 17 or later
- Internet Explorer® 11

#### macOS™

- Chrome 74 or later
- Firefox 60 or later
- Safari® 11 or later

#### Linux®

- Firefox 59 or later

#### iOS

- Safari 11 or later (iPad only)

**NOTE** Flash® and Java™ content does not work on iOS.

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

Other browsers and versions than those listed might also work, but are not supported. If you have problems when using an unsupported browser version, try using a supported browser version before contacting Customer Support.

### 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)

## CUSTOMER SUPPORT

**ONLINE:** [webassign.net/manual/instructor\\_guide](http://webassign.net/manual/instructor_guide)

**CALL:** 800.354.9706

You can also request a question or textbook to be added.

**NOTE** To report a problem with a question, go to [cengageportal.secure.force.com/loglessSupport/report\\_wa\\_question\\_error](http://cengageportal.secure.force.com/loglessSupport/report_wa_question_error).

## MORE INFORMATION

Search the online help for answers to most questions: [webassign.net/manual/instructor\\_guide/](http://webassign.net/manual/instructor_guide/)