

This Quick Start Guide provides basic instructions for some of your most common tasks. For more information, see the Student Online Help at [www.webassign.net/user\\_support/student/](http://www.webassign.net/user_support/student/).

## Enrolling in Class

Your instructor can enroll you in class, or can require you to enroll yourself with a class key.

### INSTRUCTOR ENROLLMENT

If your instructor enrolled you in class, log in to WebAssign with the username, institution code, and password provided by your instructor (see Logging In).

### SELF-ENROLLMENT

If your instructor gave you a class key — like **myschool 1234 5678** — you must enter the class key to enroll yourself in the class. **A class key is not the same as an access code** (see Purchasing WebAssign Access).

- 1 Go to [www.webassign.net](http://www.webassign.net).
- 2 Click **Have a class key?**
- 3 Enter the class key your instructor gave you, and click **Submit**.
- 4 If the correct class and section is listed, click **Yes, this is my class**.
- 5 Select either **I already have a WebAssign account** or **I need to create a WebAssign account** and enter the requested information.

## Logging In

Your login information consists of your username, institution code, and password. To log in to WebAssign, go to [www.webassign.net](http://www.webassign.net) or to the Web address provided by your instructor.

- To change your password, click **My Options** in the upper right corner.
- If you are enrolled in more than one class, select a class from the **My Classes** menu.

## Purchasing WebAssign Access

If you are required to pay for WebAssign access to a class, you can:

- Purchase access online with a credit card or with a check and a valid PayPal account.
- Use a WebAssign access code card if it is included with your new textbook.
- Purchase WebAssign access code cards at many campus bookstores.

You are granted access to your class without payment during a 14-day grace period from the class start date.

### PURCHASING ACCESS ONLINE

- 1 Log in to WebAssign and select your class.
- 2 Select **purchase access online** and click **Continue**.
- 3 Select the classes and options you want to purchase.
- 4 Click **Checkout**.
- 5 Review the items in your cart, confirm any license agreements, and click **Continue**.
- 6 Provide the requested information and click **Review Order and Continue**.
- 7 Review the displayed information and click **Pay Now**.
- 8 Click **Return to WebAssign**.
- 9 Click **Finish**.

### ENTERING ACCESS CODES

**Important:** To confirm that your access code card prefix is valid for your class before you open it, or to look up the access code card prefix you need for your class, go to [www.webassign.net/user\\_support/student/cards.html](http://www.webassign.net/user_support/student/cards.html).

- 1 Log in to WebAssign and select your class.

- 2 Select **enter an access code**.



- 3 Select your access code prefix from the **Choose your access code prefix** list.

- 4 Enter your access code in the boxes and click **Continue**.

## Viewing Your Assignments

Your current assignments are listed on the Home page for each class. To see more details about your assignments, or to see past assignments, click **My Assignments**.


## Working on Assignments

- 1 From your Home page or My Assignments page for a class, click the name of the assignment you want to work on.
- 2 Answer the assignment questions. See Answering Questions.
- 3 Optionally, if enabled by your instructor, you can click **Save All Work** so you can continue working on the assignment later. Your saved work is not scored.
- 4 Submit your answers. If enabled by your instructor, you will see  or  to show you which questions you answered correctly and which ones you missed.
- 5 If enabled by your instructor, submit new answers for any questions you missed.

**Important:** Submit all of your answers before the due date and time displayed at the top of the assignment.

## Answering Questions

WebAssign supports many different question types. Keep the following in mind as you answer questions in WebAssign:

- Numbers or words that are displayed in red type are randomized and might be different for your classmates.
- Questions displaying the  icon require you to specify the correct number of significant figures in your answer.
- Some questions display a palette or open a new window for you to specify your answer.

For more information about answering questions, see “Answering Questions” in the Student Online Help.

## Technical Support

If you cannot log in or if your class is not displayed after you log in, confirm the following information with your instructor before contacting WebAssign:

- If your instructor created an account for you, do you have the correct username, institution code, and password?
- If your instructor did not create an account for you, do you have the correct class key?

For more information, or to contact technical support, see [www.webassign.net/user\\_support/student/](http://www.webassign.net/user_support/student/).

The WebAssign support staff **cannot**:

- change your username or password
- give extensions
- change your score
- give you extra submissions
- help you with the content of assignments