TIPS AND TRICKS ON HOW TO USE WEBASSIGN.

Creating An Account:
The first thing you will need to do is to create a WebAssign account. The website is http://webassign.net.

On the upper right corner, click on the “I HAVE A CLASS KEY” button. You will then be taken to a page that will prompt you to input your class key in three boxes. Please see your syllabus for this class key.

Once you have input this class key, you will then be prompted to either log in (if you already have an account from previous semesters) or create an account. Finish these prompts, and you will be then taken to the main menu page of our course.

Paying for your WebAssign Account:
For most of you, you will be required to pay a lab fee to access WebAssign. (The exceptions to this are students that have previously paid for an account, but dropped the course.) Once you have created an account, if you are taken to a “Trial Period” page, then you will have to pay for your account.

You have three options:
1. You can pay WebAssign directly through the “Trial Period” page. They take major credit cards.
2. You can buy an access code from the numerous bookstores in town. Make sure that this piece of cardboard is shrink-wrapped to ensure that the code has not been used.
3. You can buy a book, which usually has an access code with it. Again, make sure that your book is either shrink-wrapped or that it includes an access code. Ask your bookstore associate just to make sure.
4. You can buy a discounted access code from Cengage. The link for this can be accessed from my website.

WebAssign Assignments:
There are three types of assignments on WebAssign. They are: WebQuizzes, Tests, and Homework. If you are in my intensive course, there is a fourth type of assignment: In Class Labs.

WebQuizzes are assigned in pairs and both are due at 11:59 PM the night before the first day of testing. These assignments are not timed, and you will have three submissions per question. There is a 25% penalty for getting it wrong on your first submission, and a 35% penalty for getting it wrong on your second submission. If you are still wrong after your third submission, the answer box is grayed out and you will not be able to submit any more answers.

For this course, WebQuizzes are open book, open notes. We will most likely have done a problem very similar to your assigned problems, so you should be able to achieve a very good grade on these.

Tests are timed assignments that can only be taken in our computer labs in Boyd 324 or 220. You will have only two submissions during tests, with a 25% penalty for getting a question wrong on the first try.

Homework assignments are not for a grade for my class. Please note that this applies strictly for my class; other teachers may require their students to do these for a grade. Please do not consider this an invitation to completely disregard these sets. I make homework optional because I want you to be able to gauge for yourself how much additional practice you require. If you feel like you are weak on certain topics, by all means attempt the corresponding homework set.

In Class Labs are assignments that I create to supplement our lecture notes. We will have class time to do these assignments. If you do not finish these assignments during class time, it will be up to you to complete these assignments on your own before the due date.
All WebAssign assignments have a firm deadline. I will almost never grant extensions, so make sure you are diligently working away at these, especially those that are for a grade.

Assignments that are past due can still be accessed by clicking on “Past Assignments”. At this point, you can “practice another version” of questions that may have given you trouble.

How to Input Answers into WebAssign:
WebAssign will be used for 100% of your grade, so it is best that you are familiar with how to use it. Here are some general tips:

1. There are two types of answer boxes in WebAssign.
   a. The first one is a small, skinny box. These boxes will require you to input a numeric value and will not accept symbolic answers.
   b. The second type is a larger box. Once you click on this box, a “CalcPad” will show up on the left side of your browser. You may input your answer in symbolic form.
2. Make sure you play around with your CalcPad to see where all the input options are located.
   Some keyboard shortcuts are as follows:

<table>
<thead>
<tr>
<th>Math Term</th>
<th>Shortcut</th>
<th>Math Term</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square root</td>
<td>sqrt(</td>
<td>π:</td>
<td>pi</td>
</tr>
<tr>
<td>infinity</td>
<td>infinity</td>
<td>θ:</td>
<td>theta</td>
</tr>
</tbody>
</table>
3. WebAssign will almost always never care if you simplify an expression or not. This means that a correct answer of 5 can be input as (4)(2) – 3(1). See #9 for when you will need to simplify.
4. WebAssign is case sensitive. Make sure your variables are in the correct case. WebAssign is also variable sensitive. An answer of 3t+4 is not the same as 3x+4.
5. Make sure you are answering the question being asked. This requires that you carefully read and understand the question/word problem. If it asks you for the surface area of a box, do not input the volume of the box and whine for partial credit. The directions will also tell you how to submit multiple answers, such as larger/smaller answers, etc. If the answer requires an equation, your answer must include an equal sign somewhere. For example, the linear equation $y = 2x + 3$ will be marked incorrect if you input just $2x+3$.
6. You are not required to input units (such as cm, in, ft, etc.) in WebAssign. The exception to this rule is the degree symbol when we get to the Trig sections.
7. Do not use decimal approximations on WebAssign unless the directions specifically say that you can. In the event that it does allow for decimal approximations, make sure that you follow directions on how far to round off. For example, if it says round $\pi$ to two correct decimal places, the following answers will be marked correct: 3.14, 3.141, 3.1415, 3.14159265, etc., while 3.15 and 3.1 will be counted wrong.
8. Do not use mixed fractions. An answer of $5\frac{1}{8}$ will be read as $\frac{5}{8}$, not as $5 + \frac{1}{8}$. Improper fractions, such as $\frac{41}{8}$ are acceptable. Compound fractions (fractions in which the numerator and/or denominator also happens to be a fraction) are allowed, but it is your responsibility to make sure that you input this correctly.
9. There will only be three reasons for you to simplify your answer:
   a. If the question is a multiple choice question, you must simplify your answer so that it will match one of the choices given.
   b. If the question specifically asks for a certain form, you must follow directions. For example, if the question asks for a quadratic in standard form, $y = 3(x – 1)^2 + 2$ will be marked correct, while its mathematical equivalent $y = 3x^2 – 6x + 5$ will be marked incorrect.
   c. If the question has a skinny “numeric” answer box, then you must give a numerical (decimal) answer.
10. If WebAssign gives you an error message saying “Your answer cannot be understood or graded,” that means that you need to check your entry and try again. This almost always means a parenthesis issue, but it could be any typo. Luckily for you, this does not count as a submission.