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.) After you finish the first step, 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.

WebQuizzes are assigned in pairs and both are due at 7:00 PM on 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 receive any points for that problem.

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 in our course. 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.

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:**
This is probably the most important part of the course. You should familiarize yourself as soon as possible with how to input answers into the answer boxes. Here are some general tips:

1. Once you click on an answer box on any assignment, a MathPad will show up in the upper right corner. Make sure you play around with your MathPad 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></td>
<td>θ:</td>
<td>theta</td>
</tr>
</tbody>
</table>

2. 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). The exception to this is if you do not have the option of the MathPad (in which case you will probably have to use a decimal approximation) or if it is a multiple-choice question (in which case, you will have to simplify your answer to match one of the choices.)

3. 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.

4. 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.

5. Just to echo the previous statement, it is imperative that you follow directions. 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 \( 41/8 \) are acceptable.