

# Faculty Instructions for Webassign

*Go to <http://webassign.ncsu.edu/>*

You will be prompted for your login id and password each time you log in to Webassign. When you login to Webassign, you should see a list of classes that you are teaching. You are responsible for changing due dates and times, granting extensions or extra submissions, and viewing grades. Do not delete questions, assignments, or students from your class.

## **Granting an Extension or Extra Submissions for a particular student(s)**

Choose "Scoreview" from the main menu. You should see a list of your students and the grades for all the assignments. Select the student(s) you want to give the extension for and click on "Grant Extensions/ Submissions". From this page you can change the due date or grant extra submissions for the selected student(s). Click on "Save" when you are finished.

Another way to grant extensions or extra submissions is to find the assignment you want to grant the extension for and click on "Schedule". Click on the link called "Extensions" or "Submissions". Make the desired changes and click on "Save" when you are done.

## **Changing Assignment Due Dates (Whole Class)**

From the main menu, you should see a list of assignments for your class. If there are many assignments you may see a link called "More". Click on that link to list all your assignments. Find the assignment you want to change the date for and choose "schedule". Please change only the box labeled "Due Date". To save the changes, choose the "Save" listed on the left.

## **Checking / Printing / Downloading Grades**

To see the grades for only one assignment, you can click on the link called "Scores" listed with the assignments for the desired class.

To see all of the grades, choose "Scoreview" which is listed on the left side. You should see a list of your students and the grades for the current assignments. To see scores for all assignments (past and present), choose "All" Assignments.

If you want to print or download the scores, choose "Downloads". Select "Report: Scores" and check the box labeled "with Scores". For the File Extension, select .xls if you want to view it in Excel and .txt if you want to import it into Nexs. Now click on Download and it will prompt you to save the file.

## **Posting an Announcement to your Class**

From the main menu, click on "Post Announcement" and type in the title and announcement. Now choose if you want the announcement posted immediately or at a later date. Click "Save".