

## ASU WeBWorK Help

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This is documentation for teachers at ASU on using WeBWorK, specifically for WeBWorK 2.

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# 1 Overview

This documentation covers the use of WeBWorK 2 at ASU. Experience with WeBWorK 1 is not necessary, but occasional references will be made to WeBWorK 1 for those who have used it.

A visual difference between WeBWorK 1 and WeBWorK 2 is in the appearance of the left navigation panel. In particular, many instructor pages can be reached in a number of ways. It would be confusing for beginners to document them all here. So, we describe how to do various tasks through the main “Instructor Tools” page. But, instructors are encouraged to try the links on the left panel which may help them find the pages they want more quickly.

## 1.1 Differences between WeBWorK 1 and WeBWorK 2

An important aspect of WeBWorK 1 was that you could not do anything with problems unless they were part of a “built” problem set. This was a fairly limiting feature, and it has changed dramatically. In WeBWorK 2,

- there are various ways to look at, write, test, and manage problems which are not part of built sets.
- you can also manage a problem set without it being built
- you can have a set “built”, but not visible to students

The term “build”, when it comes to problem sets, has been changed to “assigned”. This would probably been a better term all along.

## 2 First steps with a WeBWorK course

You have just gotten access to your WeBWorK course. You should login using your ASUrite id and password.

Then, **enter your e-mail address**. This is important. When student's click the **E-mail Instructor** button, it will be sent to this address. If you don't enter an e-mail address, students will be told that their e-mail was not sent anywhere. This does not look good.

To enter your e-mail address:

1. Click on **User Options** in the left panel, near the top.
2. Enter your e-mail address
3. Click on **Change User Options**

While you were doing that, you may have noticed a place to change your password. Ignore it. Changing your password here will have no effect, because we use ASU for logging in.

## 3 Managing a WeBWorK Course

Here are some basic tasks for people teaching classes using WeBWorK.

### 3.1 Adding/dropping students and basic data

#### 3.1.1 Add a student

You can reach the **Add Users** page from either the left panel. There are two important things to keep in mind when adding students:

1. the login name **must** be the student's ASUrite id. Otherwise, the student will not be able to login. You should enter their ASUrite id in all lower case.
2. the value for the student id should be different from everyone else's student id. You can use the student's actual id number, or their posting id, or something else you make up.

While not required, you may want to put the section's line number under section. This will match the section for students loaded into your course at the start of the semester.

If you know the student's preferred e-mail address, you can enter that too. The student can always add or change this themselves later.

You also have the option of assigning some problem sets to the new students at the this time. Select the sets you want to assign from the scrolling list before you click on **Add Students**. They will be assigned those sets with the default open/due/answer dates.

In general, we leave the column for **Recitation** blank. Our classes do not have separate recitation sections.

#### 3.1.2 Drop a student

If a student leaves your class, there are two ways to remove them from your WeBWorK course. The first preserves all data about the student (scores thus far, etc.) just in case. The second one deletes the student from the WeBWorK system.

- **Changing a student to drop** If you change a student's status to *drop*, they will still be listed in your WeBWorK course, but they will not be able to login any more. If you need to see the student's scores, they are easy to retrieve, and it is easy to reactivate them.

To change a student's status to drop,

1. go to the **Instructor Tools** page
  2. click on the student you want from the left scrolling list
  3. click on "*edit* selected users" below
  4. on the resulting screen is a drop-down menu for **Status**, and you can select **Drop**
  5. click above to **Save changes** and then click the **Take action!** button.
- **Delete a student from the course** If you want to completely delete a student, and all data about them, from your WeBWorK course:

1. click on **User List** in the left panel
2. click the selection box next to the student(s) you want to delete.
3. in the top portion is a red line starting with **Delete**. Click the radio button for that line, and change the drop-down item from **no users** to **selected users**.
4. click the **Take Action!** button.

### 3.1.3 Change student information

The procedure is the same as for changing a student's status to drop, but you can change other data instead (for example, if you misentered a SLN for their section).

1. go to the **Instructor Tools** page
2. click on the student you want from the left scrolling list
3. click on “*edit* selected users” below
4. change the information which needs fixing
5. click above to **Save changes** and then click the **Take action!** button.

**Note:** you do *not* want to change the **Perm. Level** for a student; it should be 0. If you increase it, that student will have access to the Instructor Tools, and can change scores for themselves and anyone else in the course.

### 3.1.4 Change a student password

We don't do this anymore.

Starting with summer 2004, we do not do anything with student passwords. ASU handles the login/authentication of students; the math department does not have access to the student passwords. This is why it is essential that everyone's WeBWorK login name be their ASUrite id – that is how we coordinate who is who between ASU and WeBWorK.

## 3.2 Assigning a problem set

At ASU, your course comes with a standard collection of problem sets preloaded. WeBWorK gives you ways to add, delete, and modify problems. These things are (or will be) addressed elsewhere in this document. Here we just deal with setting the dates, and making the assignment.

#### Setting the Dates:

1. From the **Instructor Tools** page, click on the problem set you want to work with, and then click on “**Edit one set**” below it.
2. Change the values for the Open, Due, and Answer dates following the format used for the current dates.
3. You probably want to click on the checkbox for making the set visible to students so that once assigned, students will be able to see it.
4. Click to **Save Set**.

Note, you can also get to this page from the left panel by clicking on **Set List**, and then clicking on the **Edit** link for the set you want.

#### **Assigning the set to students:**

1. From the **Instructor Tools** page, click on the problem set you want to assign. Then click on “**View/edit all users for one set**” below that.
2. If you want to assign the set to everyone, click on the button near the top labelled **Assign to All Current Users**.

Note, you can assign the set to just a couple of people by using the checkboxes next to their names. This would let you assign a set to just yourself (if you wanted to).

Note, you can get to this page in a variety of ways. For example, you can go to the **Set List** from the left panel, and then click on the numbers in the **Assign users** column for the set you want.

You can also click on **Set Assigner** from the left panel. You can pick the users you want from the left column, and the set you want to assign in the right column, and then click **Assign selected sets to selected users** below.

## **3.3 Download scores/view student progress**

### **3.3.1 Download scores**

WeBWorK keeps a spreadsheet with homework scores for you. When you *score a set*, you are adding a column to that spreadsheet with current scores from a particular set. If you then give someone an extension, you may want to score the set again. This will not replace the existing column in the spreadsheet; it adds another column for the chosen set.

#### **Scoring a set**

1. Click on **Scoring Tools** from the left panel.
2. Select the set(s) you want to score. You can shift-click to get a whole range of sets, or control-click to pick out several individual sets.
3. Do not change the checkboxes, the defaults are good.
4. Click on **Score selected sets(s)...**

#### **Downloading the scores**

Once you have scored at least one set, you can see the spreadsheet on the scoring page, both rendered on the page and as a link. Click on that link to download the file of scores.

### **3.3.2 View how the class is doing**

From the left panel, click on **Student Progress**. You can then

- click on the name of a set to see how each student is doing so far in that set
- click on the name of a student to see all of their scores

You can also get summary statistics of how students are doing on a particular set, and how the class is doing on individual problems. These are accessed by clicking on **Student Progress** in the left panel.

### 3.3.3 See a student's version of a particular problem

WeBWorK 2 adds the notion of *acting* as another user. Only course professors like you can do this. When you are acting as another user, WeBWorK will tell you in the upper-right part of the screen. You will also have a link there to **Stop Acting**, so you can go back to being yourself.

While acting as a student, you can navigate to various problem sets and problems to see the versions that student has assigned to them. Note, you can check particular answers in the student's version of a problem, but you cannot submit answers for the student. They have to do their own homework.

There are several ways to start “acting as a student”:

- Click on **User List** in the left panel. If need be, have it show all users using the top radio button. Then click on the name of the student you want to be.
- From the **Instructor Tools** page, click to select a user and a set, and then click to “Act as one user (on one set)” near the bottom.

The student progress and statistics pages also give avenues to start acting like a student.

### 3.3.4 Seeing past answers

Every problem page which comes up has a **Show Past Answers** button near the bottom. If you act as a particular student, then go to the correct problem, that button will show the answers submitted by that student on that problem.

Once you have the Show Past Answers page open, you can change the parameters to entries for all students on a given problem, or all submissions a single student made in a set. To change a item like problem number from a specific value to *all*, make it blank.

Note, only *recorded submissions* are shown. If a student previews an answer, or checks an answer after the due date, those are not recorded (and so not shown under Show Past Answers).

## 3.4 Changing due dates, scores, etc.

Changing data should be easier in WeBWorK 2. For each bit of information, it has a notion of the default value, and then the default can be overridden for an individual student.

The starting point for all of these operations is the **Instructor Tools** page. It has two lists, one of all the students, and one of all the problem sets.

- If you want to make changes for everyone, select the set you want and click on “Edit one set” on the right side.
- If you want to make changes for a particular student on a particular set, select the student and the set, and then click on “Edit one set for one user” at the very bottom.



### 3.4.1 Change a student score on a problem

1. Start with the general information (see [Section 3.4 \[Making changes\]](#), page 6) on accessing data for a particular student on a particular problem set.
2. At the bottom is a link `Edit the list of problems in this set for ....` Click on that.
3. On the problem of interest, change the status to 1 for full credit, and click to `Save Problem Changes`.

### 3.4.2 Change everyone's score on a problem

### 3.4.3 Change a due date for one student

### 3.4.4 Change a due date for everyon