Getting started with WeBWorK for QCC faculty

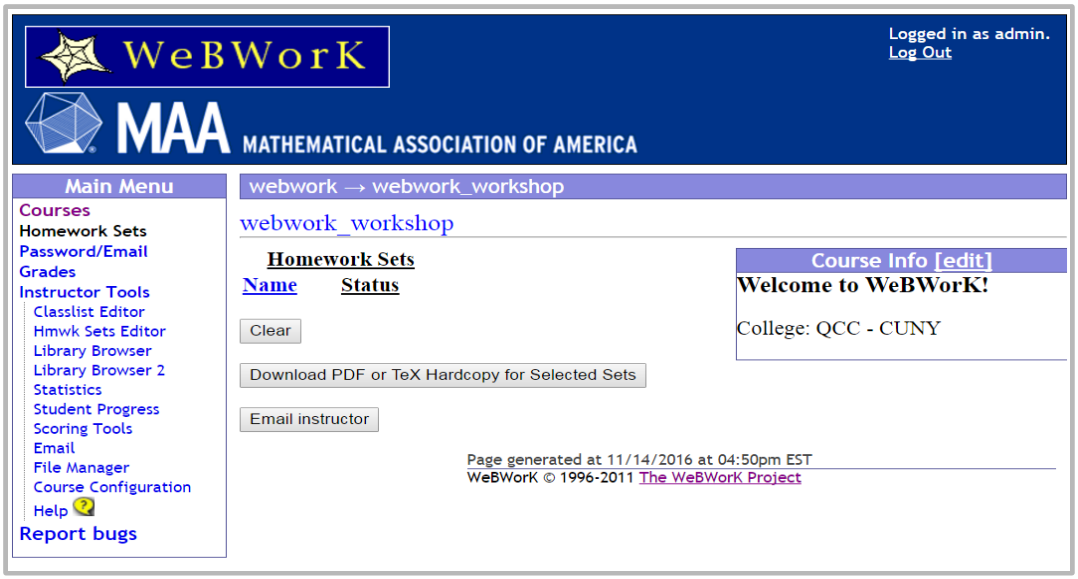
By E. Dabkowska & B. Sosnovski

Setting up a course

In order to set up a new course please send an email to: **webwork@qcc.cuny.edu** or email one of us directly with the course information.

Logging in

Go to **http://webwork.qcc.cuny.edu/webwork2** and select your course from the list. You will be prompted for a username and password. After logging in, you will be taken to the main page.



Homework Sets – shows the list of assigned homework sets you have created. Does not show sets you are in the process of creating. This is where students will go to access their assignments.
Grades – this is where your students will click to see their progress on all assignments.
Hmwk Sets Editor – allows you to access, edit, and create homework sets, whether or not they have been deployed.
Library Browser – gives you access to over 28,000 problems indexed by subject, topic and/or textbook.
Scoring Tools – go here to download a spreadsheet (.csv file) of student grades on selected assignment(s).

Classlist Editor

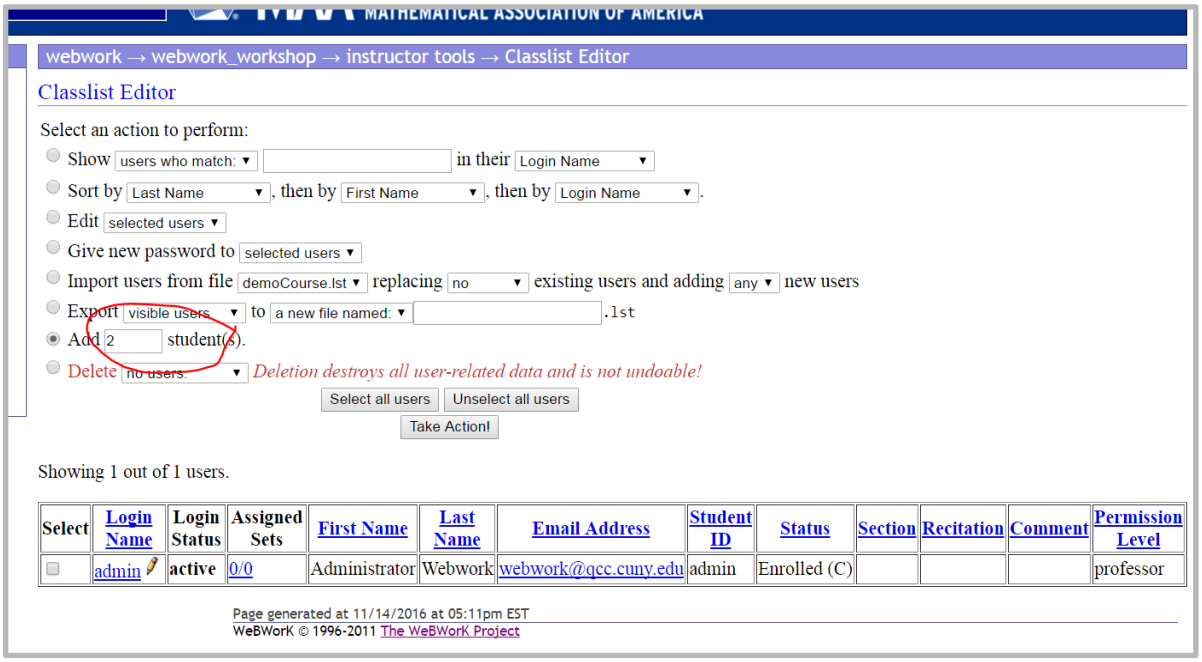
To upload an **entire class roster**, please email us at the beginning of the semester so we can send you the program for converting a CUNYFirst roster to a WeBWorK class list format.

To **individually add** students please follow the following:

Click **Classlist editor** in the left margin

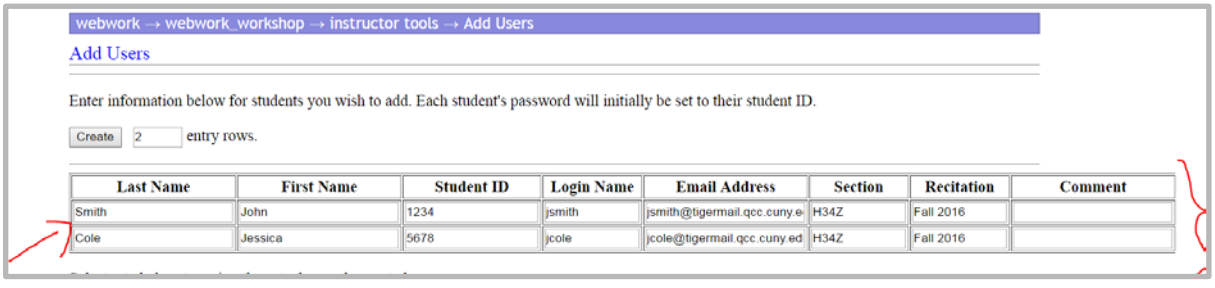
Select **add "2" student(s)** - you can change the number of students to add to the number you wish to add.

Click **Take Action!** Button.



Fill in the student information with student's login name set to the first letter of their first name, followed by their last name (use all lowercase letters and without any space).

Set the password to their student QCC id number.

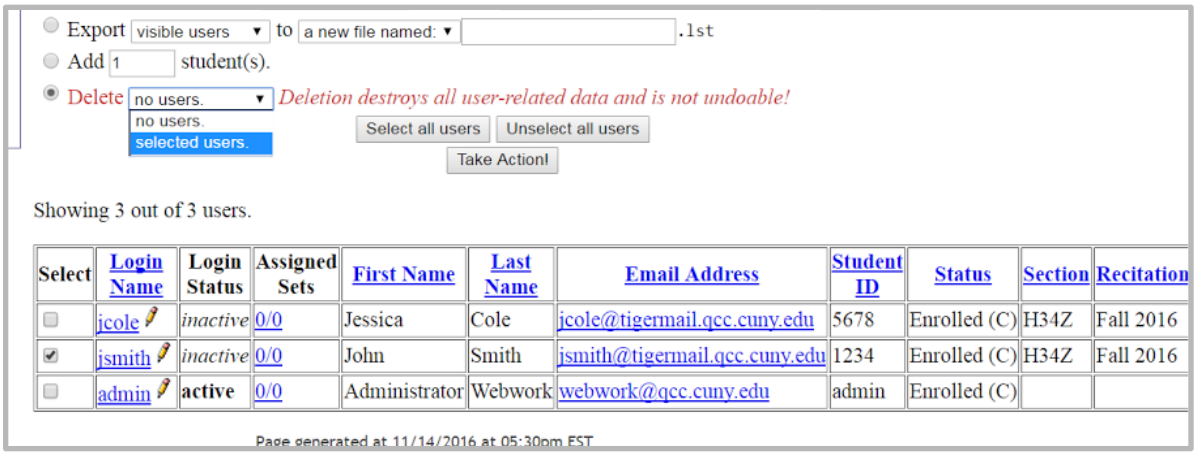


To individually **delete** students please follow the following:

Click **Classlist editor** in the left margin.

Select students you wish to delete.

Select **delete** and from the drop-down menu **selected users** option.
Click **Take Action!** button.

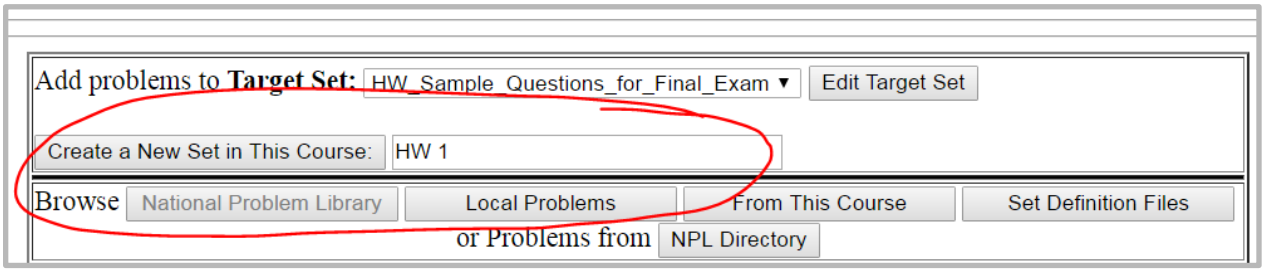


Select	Login Name	Login Status	Assigned Sets	First Name	Last Name	Email Address	Student ID	Status	Section	Recitation
☐	jcole	*inactive*	0/0	Jessica	Cole	jcole@tigermail.qcc.cuny.edu	5678	Enrolled (C)	H34Z	Fall 2016
☑	jsmith	*inactive*	0/0	John	Smith	jsmith@tigermail.qcc.cuny.edu	1234	Enrolled (C)	H34Z	Fall 2016
☐	admin	**active**	0/0	Administrator	Webwork	webwork@qcc.cuny.edu	admin	Enrolled (C)		

Creating an assignment

There are several ways you can create the homework sets.

Click **Library Browser** in the left margin.
The box **Name for New Set Here** replace it with the homework name you want to create, then click on the button **Create the New Set in This Course.**

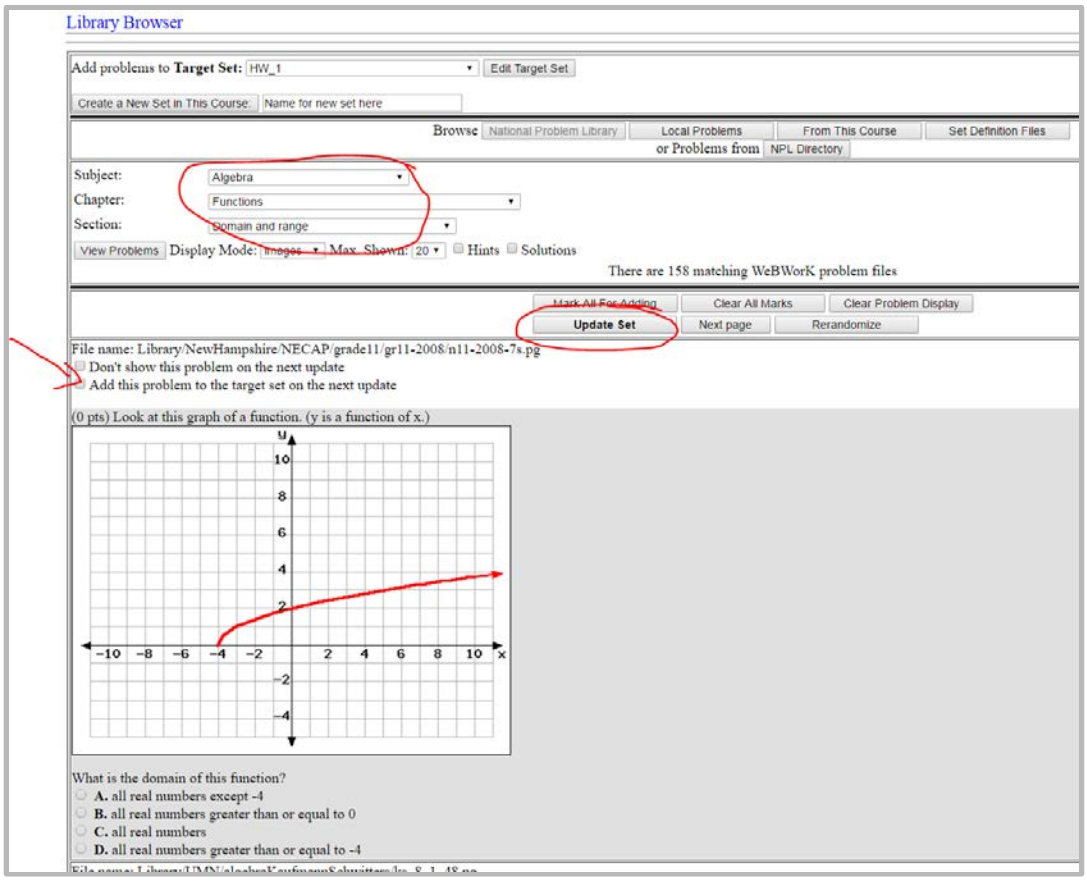


Now that you have created an empty homework assignment, let's add some problems to it.

Option 1

In the **Browse** section, click on **National Problem Library**.
Then select a subject from the drop-down menu to further refine your search.
As an example, select the subject **Algebra**, Chapter **Functions,** Section **Domain and Range.**
To view problems in that category, click on **View Problems**
To add problems to the set, simply select **Add this problem to the target set on the next update.**

Once you are done selecting problems to be added, you need to click on **Update Set** button in order to include the problem(s) into your assignment. A green status message in the upper right corner of the screen will indicate that you successfully added problems to the set.



Advanced Search allows you to search by textbook, chapter and section.

Option 2

In the **Browse** section, click on **Local Problems.**
We have coded questions for MA10 into WeBWorK format. You can access these by selecting from the drop-down menu to further refine your search.
To view / add problems to the set, follow the instructions in Option #1.
Here you can also access an **Orientation** problem set to introduce your students to navigating within WeBWorK and entering mathematics.

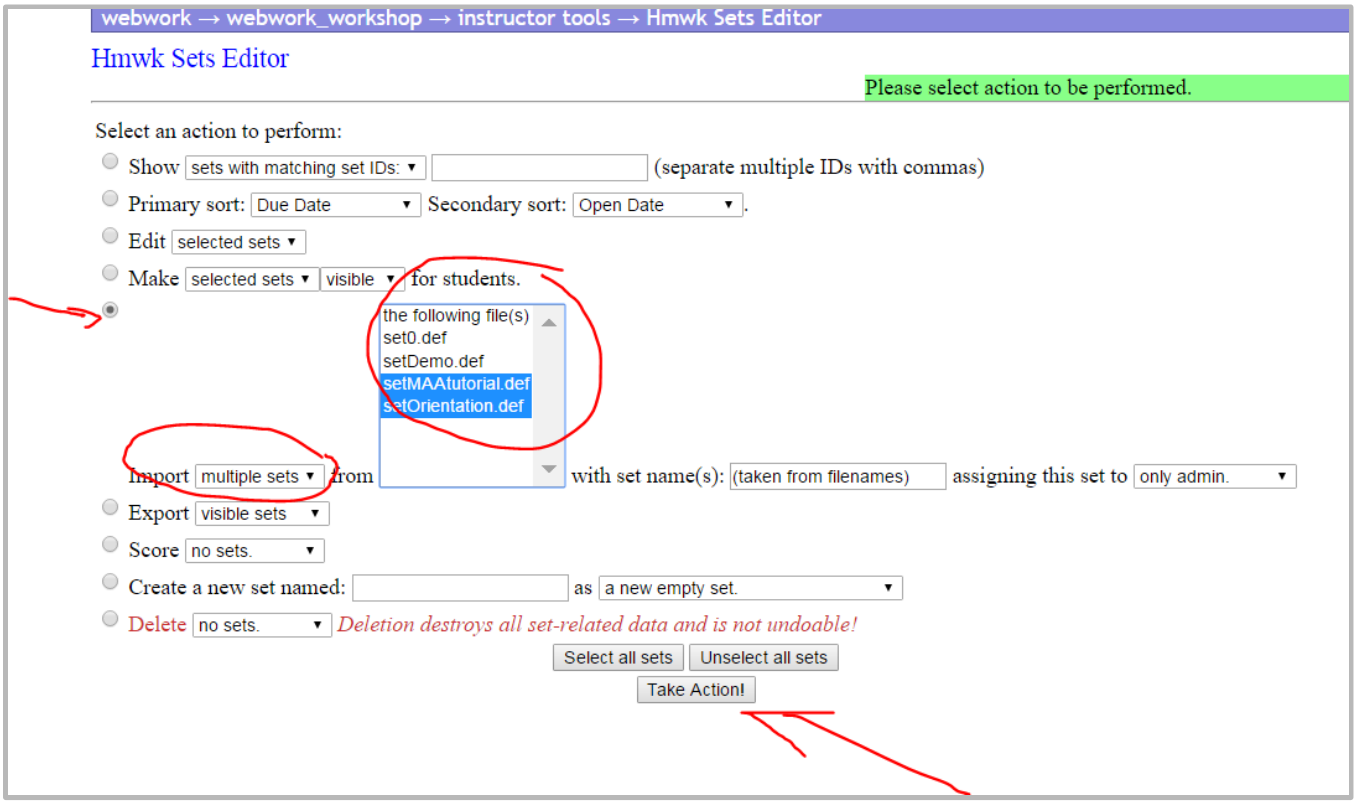
Option 3

In the **Browse** section, click on **From This Course.**
Here you can add questions from assignments you have already created. For example, in your review assignment you may want to use the some problems from HW1, HW2, etc. The problems

from previous assignments you select now, will appear in a different version. From **Browse From** drop-down menu select the assignment from which you wish to add questions and follow the steps in Option #1 on how to view / add problems to the set.

Option 4

Click **Hmwk Sets Editor** in the left margin.
Select **Import** (This allows to import already made problem sets that are assigned to your account from someone else/previous course/ etc. For example, Bob told you that he created homework sets for MA119, you can ask us to create you a course using Bob's pre-made homework assignments which you will find here.)
From drop-down menu **either single set** or **multiple sets** option depending on how many assignments you want to import.
Click **Take Action!** Button.



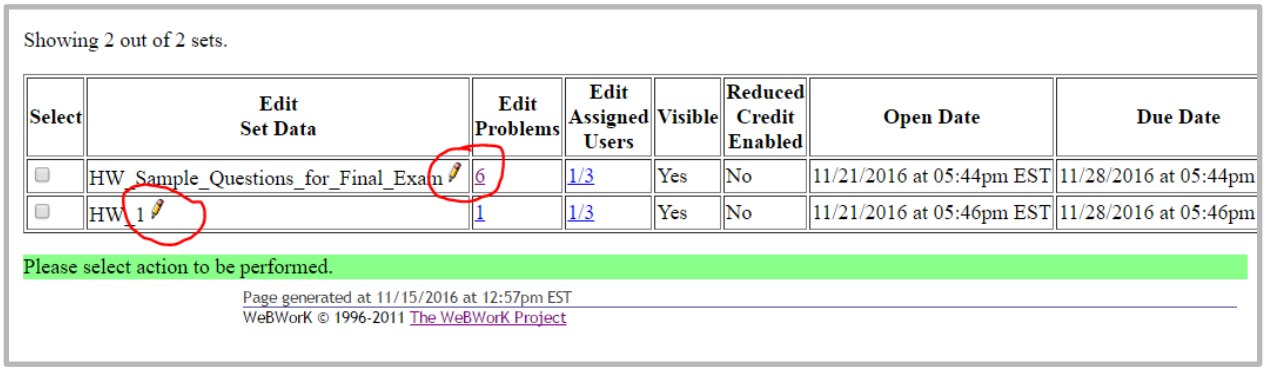
Editing your problem set

Go into the **Hmwk Sets Editor**.
The small **pencil icon** to the right of the set name allows you to edit global properties of the homework set.

There you can change:

- visibility (whether or not students can see that the set exists)
- open date (when the students will first be able to see the set)
- due date
- answer date (when the solutions will be made available)

You must choose **Save changes** and click the **Take Action!** button for your changes to affect the given homework set.

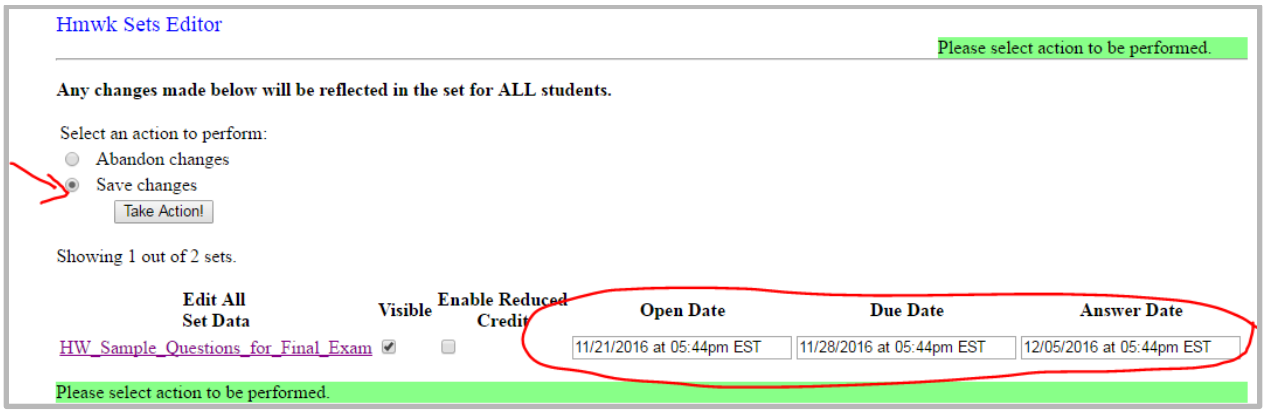


Showing 2 out of 2 sets.

Select	Edit Set Data	Edit Problems	Edit Assigned Users	Visible	Reduced Credit Enabled	Open Date	Due Date
☐	HW_Sample_Questions_for_Final_Exam	6	1/3	Yes	No	11/21/2016 at 05:44pm EST	11/28/2016 at 05:44pm
☐	HW_1	1	1/3	Yes	No	11/21/2016 at 05:46pm EST	11/28/2016 at 05:46pm

Please select action to be performed.

Page generated at 11/15/2016 at 12:57pm EST
WeBWorK © 1996-2011 The WeBWorK Project



Hmwk Sets Editor

Please select action to be performed.

Any changes made below will be reflected in the set for ALL students.

Select an action to perform:
- Abandon changes
- Save changes

Take Action!

Showing 1 out of 2 sets.

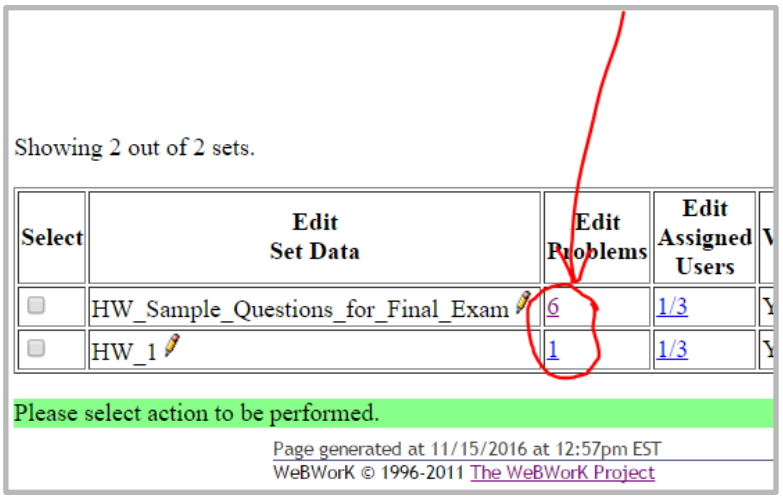
Edit All Set Data	Visible	Enable Reduced Credit	Open Date	Due Date	Answer Date
HW_Sample_Questions_for_Final_Exam	☑	☐	11/21/2016 at 05:44pm EST	11/28/2016 at 05:44pm EST	12/05/2016 at 05:44pm EST

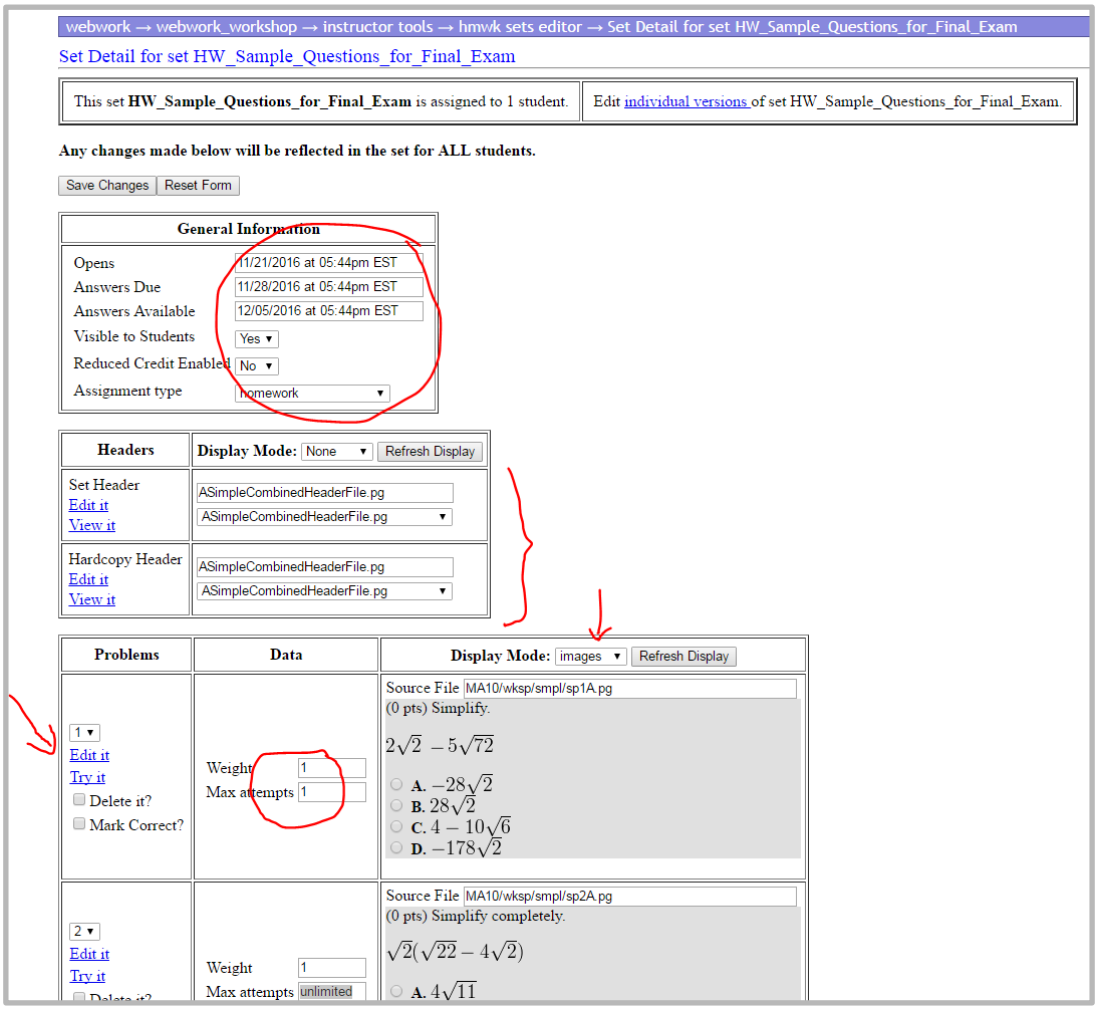
Please select action to be performed.

You can click on the number of problems in the **Edit Problems** column to change or add specific problems.

Common tasks you can accomplish within this editor include:

- making same changes as using **pencil icon**
- trying or editing a problem (opens a new window)
- reordering the problems (via the drop-down number in the "problems" column)
- reweighting the problems (default is each problem worth 1 point)
- changing the maximum number of student attempts allowed (default is unlimited)
- deleting a problem from your homework set

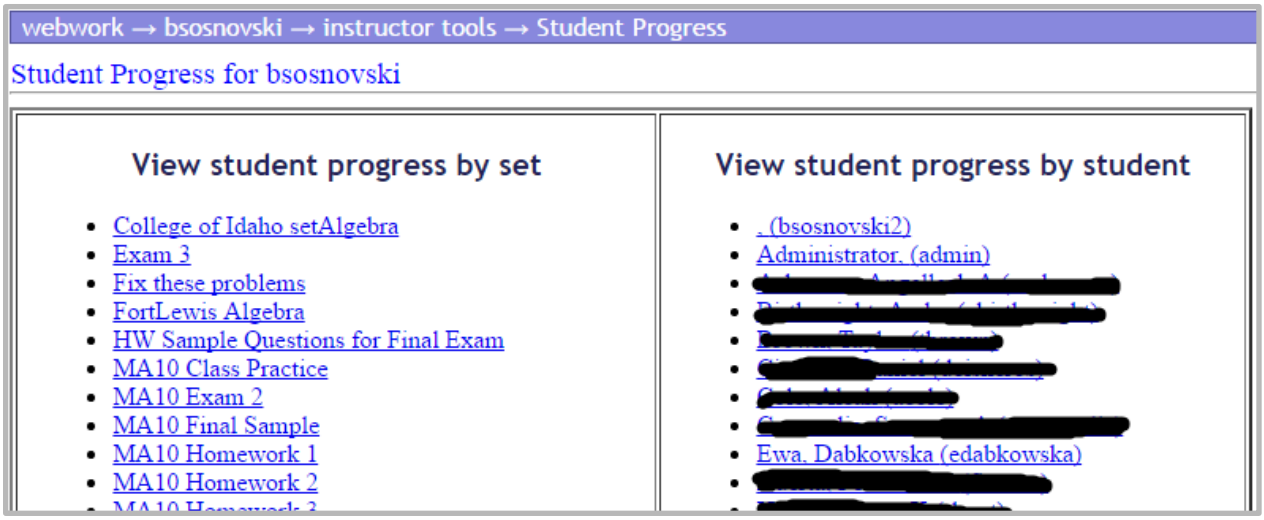


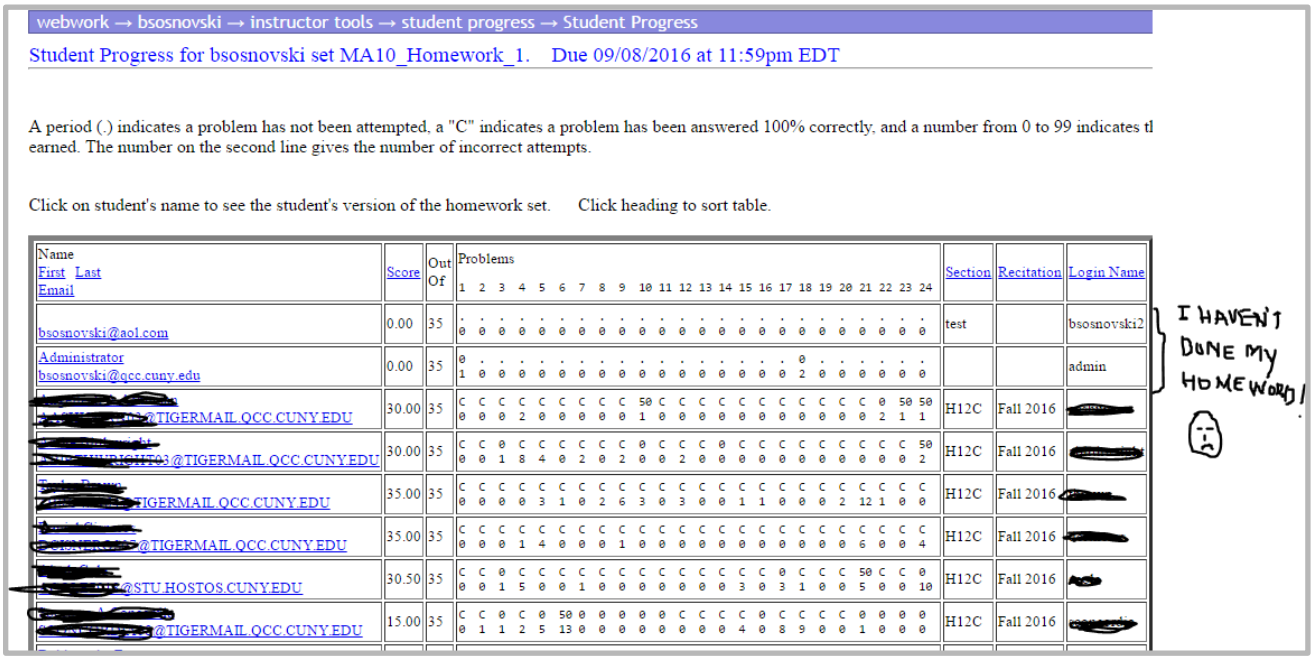


It is possible to administer quizzes and proctored quizzes via WeBWorK in addition to homework sets.

Student Progress

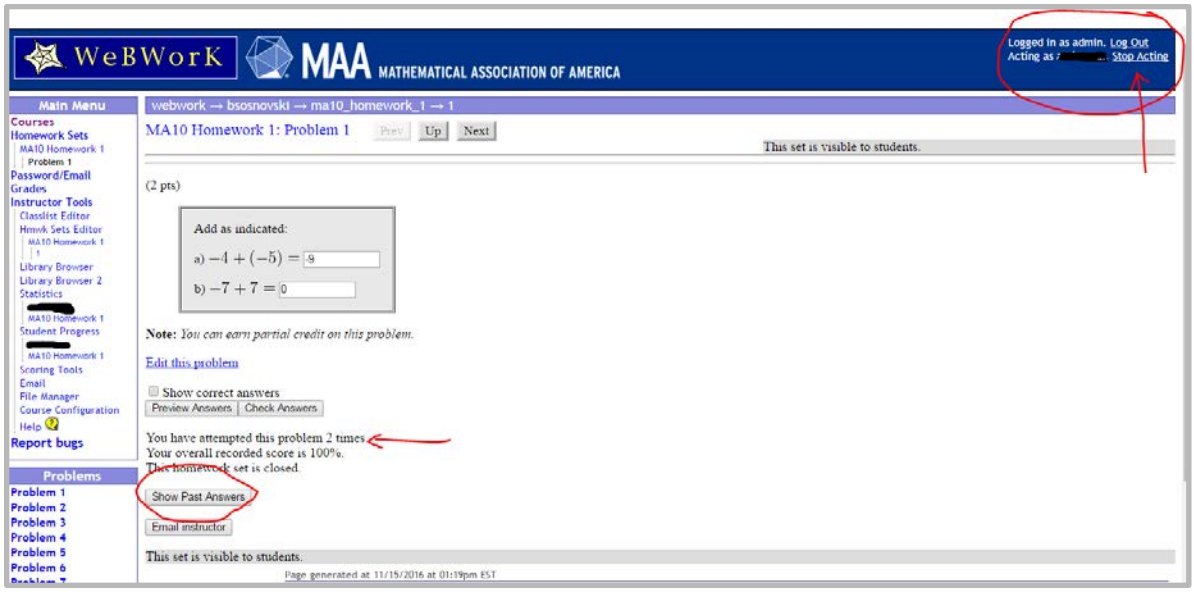
There are two main ways to view progress: by assignment or by individual student. Under **Instructor Tools** in the Main Menu, click on **Student Progress**. Then you can either select the problem set of interest or an individual student's name.

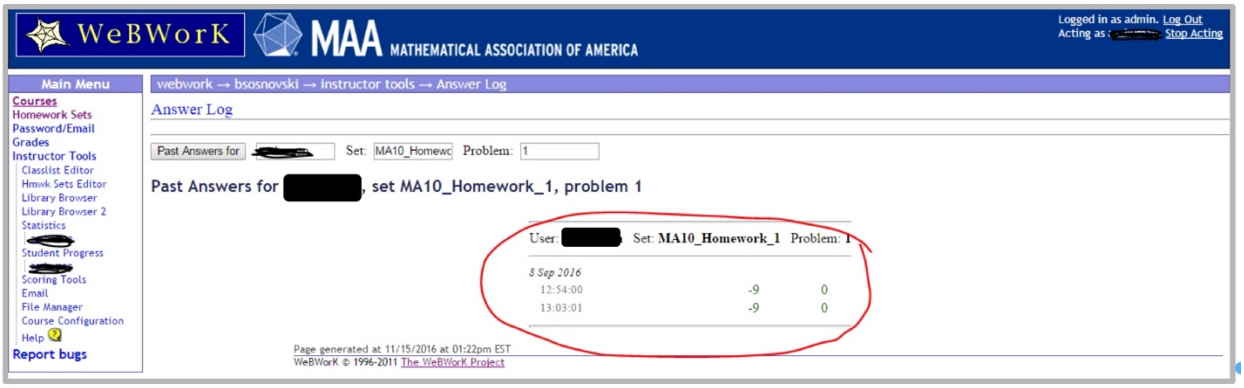




Viewing submitted student answers

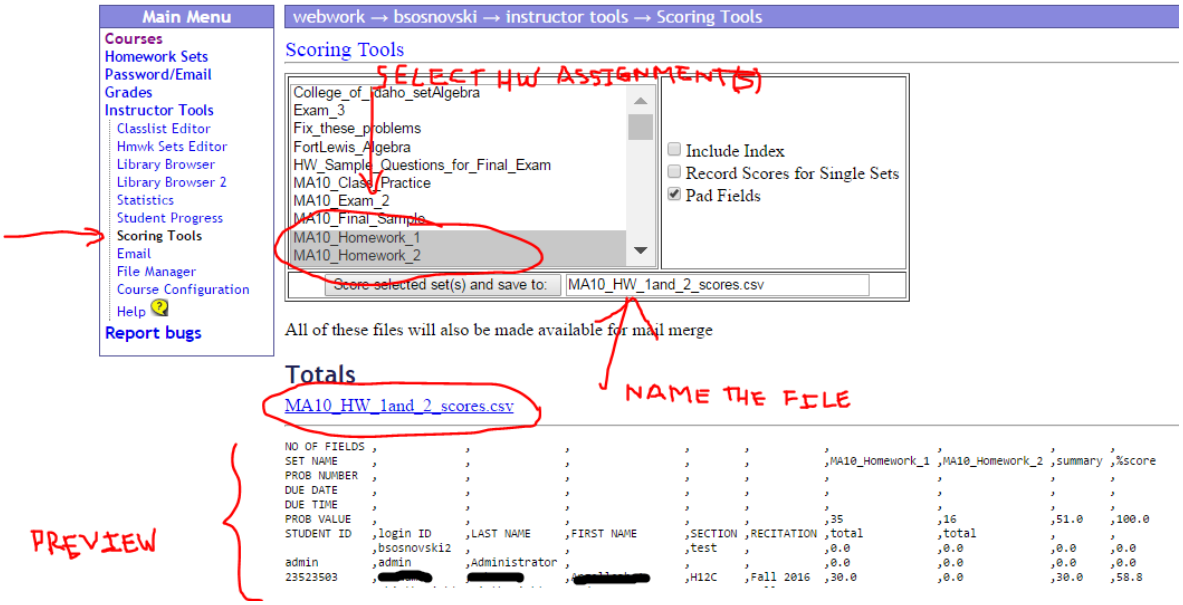
If you click on the name of a homework set in the above menu, you will see a list of the problems contained in that set. You can then click on a specific problem and then select “Show past answers” to see all of the answers submitted by a particular student.





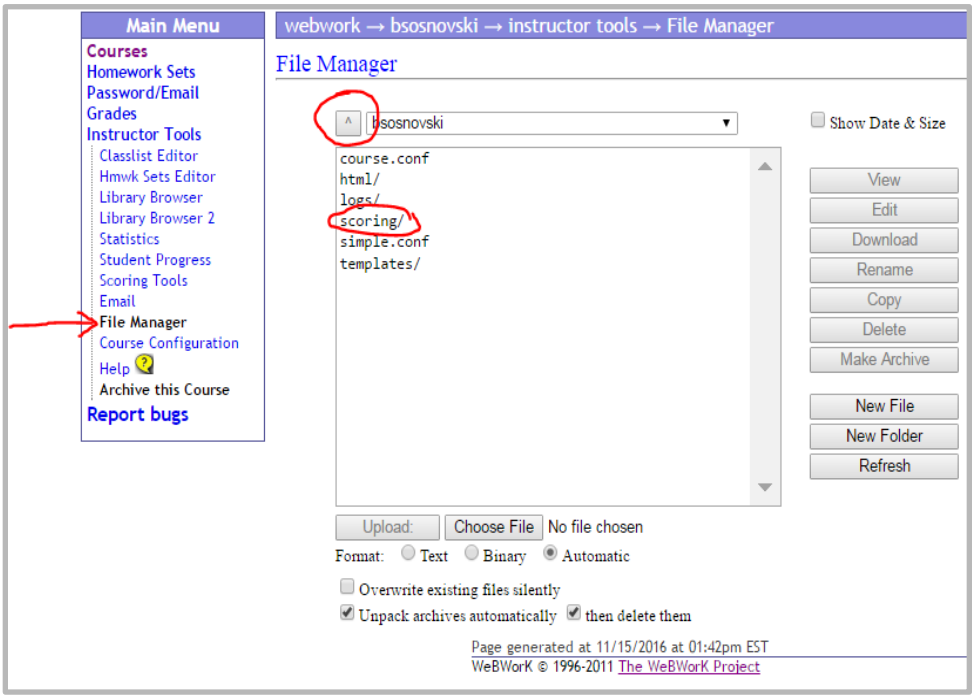
Grading

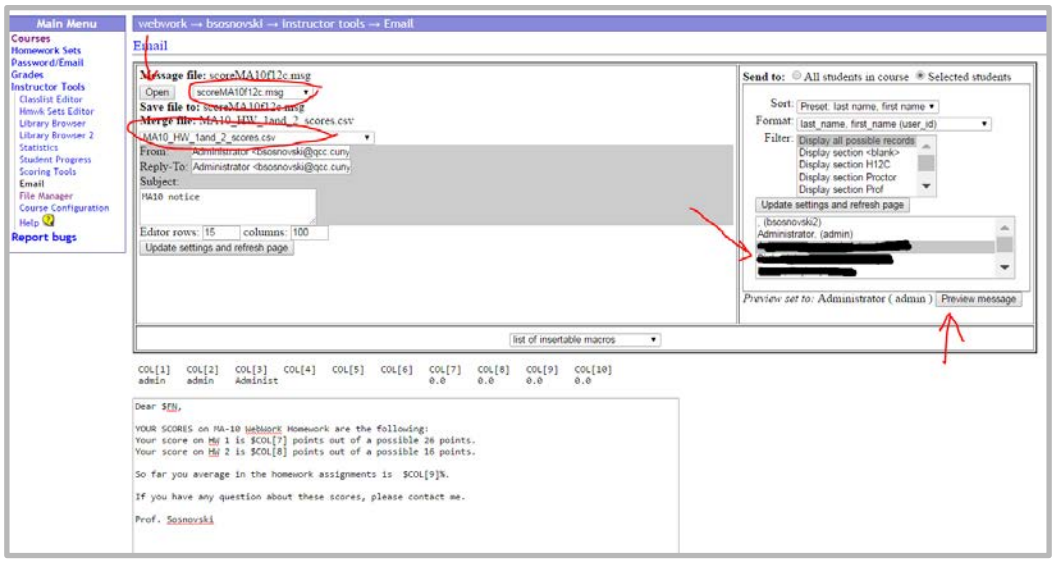
To download a spreadsheet of all student scores, go to **Scoring Tools**. Use the CTRL key to select multiple problem sets, then enter a name for your spreadsheet .csv file. After you click the button to **save**, a link will appear that allows you to download the file and open it with your spreadsheet software.



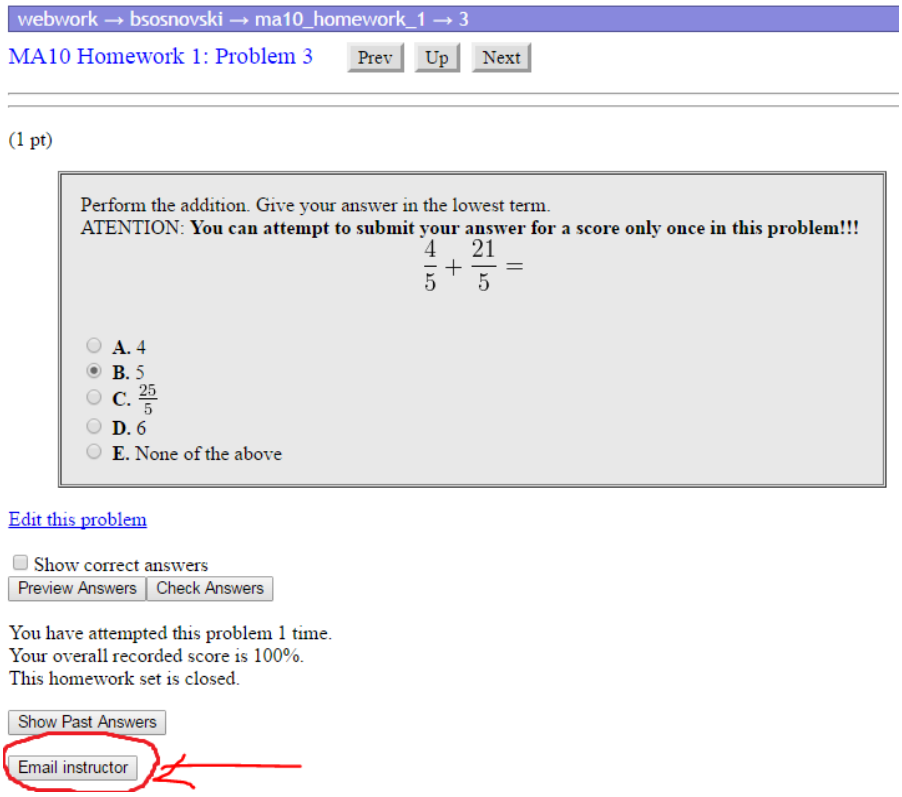
Email

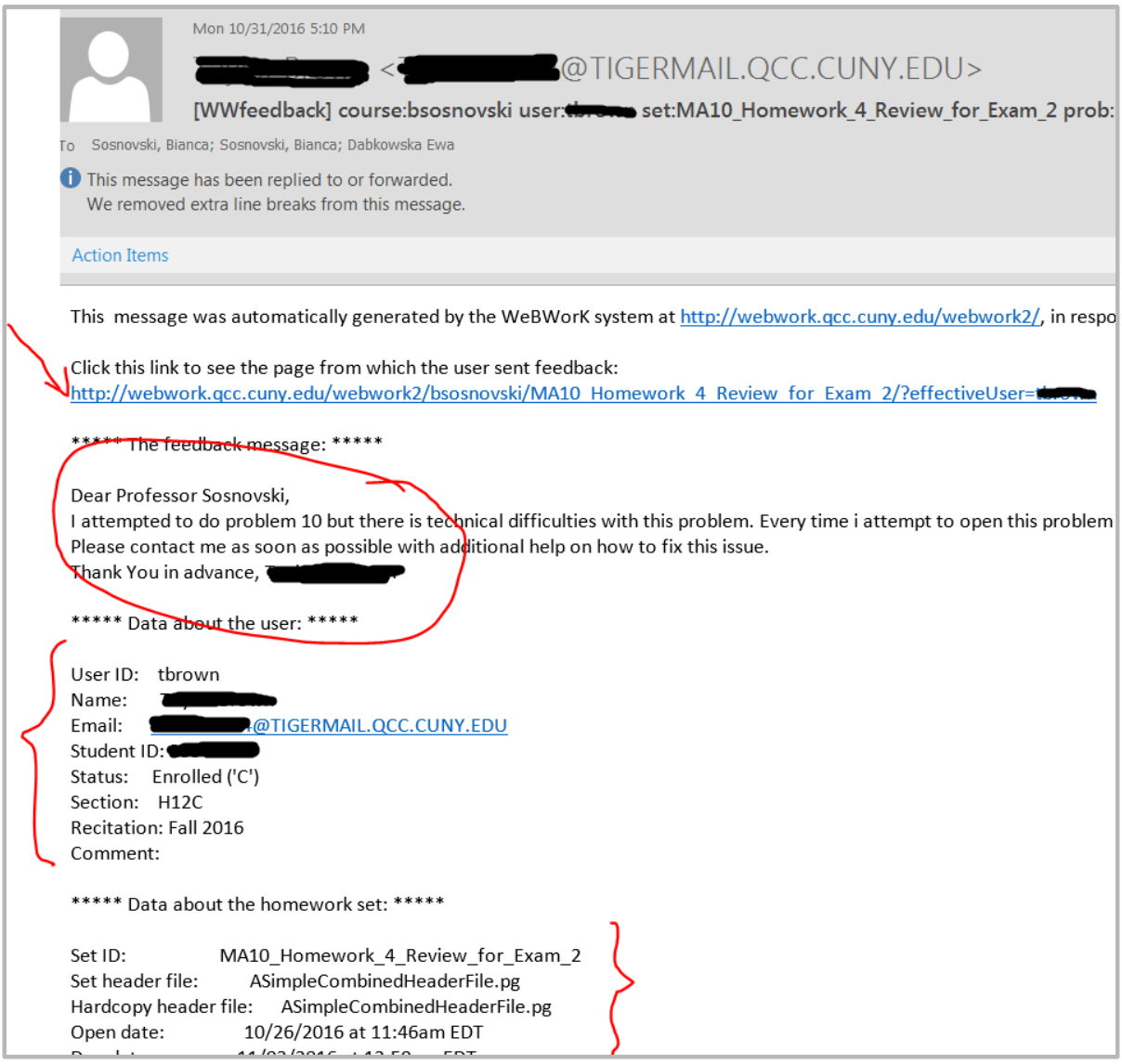
WeBWorK allows you to send email to all of the students in your class or to a selected subset. It also has a **merge** capability which allows you to merge .csv files uploaded to the scoring directory with the **File Manager** with an email message. This allows for individual reporting of grades. At the beginning of the semester you can send a welcoming message which contains personalized greetings/ password/ username.





"Email instructor" button can be used by students to ask for help at any point during a problem set. WeBWorK will send you an email detailing the question details and including the student's specific question/comment to you about a given problem. Below is a sample of student feedback from WeBWorK. Note the number of student attempts is given, as well as the random seed used to generate this student's version of the problem. (This is sometimes necessary for troubleshooting.) The feedback message from the student is shown below in bold.





Mon 10/31/2016 5:10 PM

[redacted] <[redacted]@TIGERMAIL.QCC.CUNY.EDU>

[WWfeedback] course:bsosnovski user:[redacted] set:MA10_Homework_4_Review_for_Exam_2 prob:

To Sosnovski, Bianca; Sosnovski, Bianca; Dabkowska Ewa

This message has been replied to or forwarded.
We removed extra line breaks from this message.

Action Items

This message was automatically generated by the WeBWorK system at http://webwork.qcc.cuny.edu/webwork2/, in respo

Click this link to see the page from which the user sent feedback:
http://webwork.qcc.cuny.edu/webwork2/bsosnovski/MA10_Homework_4_Review_for_Exam_2/?effectiveUser=[redacted]

***** The feedback message: *****

Dear Professor Sosnovski,
I attempted to do problem 10 but there is technical difficulties with this problem. Every time i attempt to open this problem
Please contact me as soon as possible with additional help on how to fix this issue.
Thank You in advance, [redacted]

***** Data about the user: *****

User ID: tbrown
Name: [redacted]
Email: [redacted]@TIGERMAIL.QCC.CUNY.EDU
Student ID: [redacted]
Status: Enrolled ('C')
Section: H12C
Recitation: Fall 2016
Comment:

***** Data about the homework set: *****

Set ID: MA10_Homework_4_Review_for_Exam_2
Set header file: ASimpleCombinedHeaderFile.pg
Hardcopy header file: ASimpleCombinedHeaderFile.pg
Open date: 10/26/2016 at 11:46am EDT

Useful Resources

General info on the WeBWorK system
http://webwork.maa.org A detailed wiki with information for both students and instructors. Includes video tutorials for instructors
http://webwork.maa.org/moodle/ This site includes links to forums discussing various features of WeBWorK.
Help for writing your own problems
http://webwork.maa.org/wiki/Category:Authors This page gives of links addressing a variety of tasks from general to specific.