

WeBWorK Basics for MATH 2306

Kennesaw State University

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1. Set up a class account

- (i) Send an email to Dr. Larry Wang at lwang17@kennesaw.edu.
- (ii) Your course account will be created with your username and password.

2. Signing into your course

- (i) Click <https://webwork.kennesaw.edu/webwork2>.
- (ii) Select your course and enter your username and password.

3. Creating users (adding students to the class)

3.1. Importing users individually

- (i) Click on “Classlist Editor” in the main menu.
- (ii) Click on the “Add” box and change the 1 to the number of users to be added. Click “Add”
- (iii) Enter the appropriate data. In small classes, you can use the students’ first letter of first name and last name for “Login Name”. Alternatively, you can use the student KSU user ID.
- (iv) Enter student KSU ID # for the default password. Students can change it after their first login.
- (v) Click “Add Students”

3.2. Importing users from .lst file

- (i) Create a .csv spreadsheet as shown in the table below.

KSU ID#	Last Name	First Name		Section	email	KSU User ID
000000000	Adhikari	Dhruba	C	61	dadhikar@kennesaw.edu	dadhikar
...

The letter C means that the student is currently enrolled in the course.

For more details on classlist files, visit https://webwork.maa.org/wiki/Classlist_Files.

- (ii) Delete the first row after entering all users.
- (iii) Save the file and rename it with extension .lst.
- (iv) Click on “File Manager” from the main menu on the left.
- (v) Click on “Choose” button next to “Upload” form the File Manager display.
- (vi) Click on the “Upload” button.
- (vii) Go to “Classlist Editor” in the main menu on the left and click on “Import” button on the panel at the top.
- (viii) Select the desired .lst file from “Import users from file?” drop down.
- (ix) Select appropriate items from the drop downs for “Replace which users?” and “Add which new users?”. If it is your first import, select “no user” and “any users”, respectively.
- (x) Click on “Import”.

4. Creating a homework set

- (i) Click on “Library Browser” in the main menu list on the left.
- (ii) Type in your assignment name in the text field next to “Create a New Set in This Course” button and click on it. (To add problems to an existing set, select the set from the drop down menu next to “Target Set” and click on “Edit Target Set” button.
- (iii) When prompted click ”ok” to assign the set to yourself.
- (iv) Use the Subject drop down menu to select “Differential Equations”
- (v) Use the Chapter/Section drop down menus to find suitable problem categories. Click on “View Problems”.

- (vi) Click on “Add” buttons for the problems you like to add. You will see “(in target set)” on the upper-right corner of the problem to show that the problem is added.

4. Editing a homework set

- (i) Click on “Hmwk Sets Editor” in the main menu list.
- (ii) Check the box next to the desired assignment, click the “Edit” in the menu at the top and then click on the “Edit” button.
- (iii) Change the dates to when you want the set to open, close and click on the “Save Edit” button.

6. Assigning/Unassigning a homework set

- (i) Click on “Instructor Tools” in the main menu on the left.
- (ii) In the “Change DisplaySettings” box on the right, select the desired homework set and then click the “View/Edit” button for “all users for one set”.
- (iii) Click on the “Assign to All Current Users” button at the top.
- (iv) Click on the “Save” button below the student list.
- (v) To unassign a homework set, follow (i) and (ii), select the radio button for “Allow unassign” at the bottom, click on “Unassign from All Users” button, and then click on “Save” button.

7. Downloading scores

- (i) Click on “Scoring Tools” in the main menu on the left.
- (ii) Check the “Pad Fields” and “Include percentage ..” boxes on the right.

4

- (iii) Select all homework sets that you want graded and click on “Score selected sets...” . You can change the filename if you wish.
- (iv) Click on the linked file to download it to your local drive.
- (v) This .csv file can be opened in most spreadsheets.