

How to Schedule WebAssign Assignments

1. Get a list of assignment numbers. Sometimes this can be done by going to *Assignments*→*Search* and searching for the course you want, like “220”. The assignment numbers are usually six-digit numbers. Make sure you print out the list or copy it down.
2. For each assignment number do steps 3 through 6.
3. Click on the magnifying glass, upper-left. Enter the assignment number and make sure that *Assignment* is clicked. Press *go!*
4. Click on *Schedule*. Select the classes you wish to have that assignment and then click *Schedule* at the bottom.
5. Enter the dates and times. A good idea is to make them visible perhaps a week before you cover the topic in class, due sometime thereafter and visible when the class ends. This third item is usually correct by default. If all the sections will have the same time then you can enter it into the three topmost locations and press *Copy* for each to copy it to all the other ones.
6. Press *Save*.
7. Repeat with the remaining assignments.