

Getting Started with WeBWork for QCC Faculty

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Setting up a course

To set up a new course, please email 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.

The screenshot displays the WeBWork interface for an instructor. At the top, the WeBWork logo and MAA (Mathematical Association of America) logo are visible. The user is logged in as 'admin.' with a 'Log Out' link. The main menu on the left lists various options: Courses, Homework Sets, Password/Email, Grades, Instructor Tools (including Classlist Editor, Hmwk Sets Editor, Library Browser, Library Browser 2, Statistics, Student Progress, Scoring Tools, Email, File Manager, Course Configuration, Help, and Report bugs). The main content area shows the 'webwork_workshop' page. It features a 'Homework Sets' table with columns 'Name' and 'Status', a 'Clear' button, a 'Download PDF or TeX Hardcopy for Selected Sets' button, and an 'Email instructor' button. On the right, the 'Course Info [edit]' box displays 'Welcome to WeBWork!' and 'College: QCC - CUNY'. The footer indicates the page was generated on 11/14/2016 at 04:50pm EST and is part of the WeBWork Project.

Homework Sets – this shows the list of assigned homework sets you have created, and it does not show the 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, the instructor, to access, edit, and create homework sets, whether or not they have been deployed.

Library Browser gives you access to over 35,000 problems indexed by subject, topic, and textbook.

Scoring Tools – you can use this to download a spreadsheet (.csv file) of student grades on selected assignment(s).

Classlist Editor

To upload an **entire class roster**, you can use a script found on <https://github.com/bosnovski/WeBWorK/tree/master/script> to convert 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.

Classlist Editor

Select an action to perform:

- Show users who match: [] in their [Login Name] []
- Sort by [Last Name] [], then by [First Name] [], then by [Login Name] []
- Edit [selected users] []
- Give new password to [selected users] []
- Import users from file [demoCourse.lst] [] replacing [no] [] existing users and adding [any] [] new users
- Export [visible users] [] to a new file named: [] .lst
- Add 2 student(s).**
- Delete [no users] [] *Deletion destroys all user-related data and is not undoable!*

Select all users Unselect all users

Take Action!

Showing 1 out of 1 users.

Select	Login Name	Login Status	Assigned Sets	First Name	Last Name	Email Address	Student ID	Status	Section	Recitation	Comment	Permission Level
<input type="checkbox"/>	Administrator	active	0/0	Administrator	Webwork	webwork@qcc.cuny.edu		Enrolled (C)				professor

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Fill in the student information with the 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.

Add Users

Enter information below for students you wish to add. Each student's password will initially be set to their student ID.

Create 2 entry rows.

Last Name	First Name	Student ID	Login Name	Email Address	Section	Recitation	Comment
	John	1234		jtigermail@qcc.cuny.edu	H342	Fall 2016	
	Jessica	5678		jtigermail@qcc.cuny.edu	H342	Fall 2016	

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.

Export ☐ visible users to a new file named: .lst

Add ☐ 1 student(s).

☒ **Delete** *Deletion destroys all user-related data and is not undoable!*

Showing 3 out of 3 users.

Select	Login Name	Login Status	Assigned Sets	First Name	Last Name	Email Address	Student ID	Status	Section	Recitation
<input type="checkbox"/>	[redacted]	inactive	0/0	Jessica	[redacted]	[redacted]@tigermail.qcc.cuny.edu	5678	Enrolled (C)	H34Z	Fall 2016
<input checked="" type="checkbox"/>	[redacted]	inactive	0/0	John	[redacted]	[redacted]@tigermail.qcc.cuny.edu	1234	Enrolled (C)	H34Z	Fall 2016
<input type="checkbox"/>	[redacted]	active	0/0	Administrator	Webwork	webwork@qcc.cuny.edu	admin	Enrolled (C)		

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Creating an assignment

There are several ways you can create homework sets.

Click **Library Browser** in the left margin.

In the field next to **Create the New Set in This Course**, type the name of the homework set you want to create, then click on the button **Create the New Set in This Course**.

Add problems to **Target Set:**

or Problems from

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

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.

For 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, select **Add this problem to the target set on the next update**.

Once you select problems to be added, click the Update Set button to include the problem(s) in your assignment. A green status message in the upper right corner of the screen will indicate that you successfully added problems to the set.

Library Browser

Add problems to Target Set: HW_1 [Edit Target Set]

Create a New Set in This Course: Name for new set here

Browse National Problem Library Local Problems From This Course Set Definition Files
or Problems from NPL Directory

Subject: Algebra
Chapter: Functions
Section: Domain and range

View Problems Display Mode: images Max Shown: 20 Hints Solutions

There are 158 matching WeBWorK problem files

Mark All For Adding Clear All Marks Clear Problem Display
Update Set Next page Rerandomize

File name: Library/NewHampshire/NECAP/grade11/gr11-2008/n11-2008-7s.pg
☐ Don't show this problem on the next update
☒ Add this problem to the target set on the next update

(0 pts) Look at this graph of a function. (y is a function of x .)

What is the domain of this function?

☐ A. all real numbers except -4
☐ B. all real numbers greater than or equal to 0
☐ C. all real numbers
☐ D. all real numbers greater than or equal to -4

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 refine your search further.

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 some problems from HW1, HW2, etc. The problems from previous assignments you select now will appear in a different version. **From the** drop-down menu, choose the assignment to 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 you to import already made problem sets from someone else/previous course/ etc.)

From the drop-down menu, either **the single set** or **multiple sets** option depends on how many assignments you want to import.

Click **Take Action!** Button.

The screenshot shows the 'Hmwk Sets Editor' interface. At the top, a breadcrumb trail reads 'webwork → webwork_workshop → instructor tools → Hmwk Sets Editor'. Below this, a green banner says 'Please select action to be performed.' The main section is titled 'Select an action to perform:' and contains several radio buttons and dropdown menus. A red arrow points to the 'Import' radio button. The 'Import' dropdown is set to 'multiple sets'. A red circle highlights the dropdown menu, which lists 'the following file(s)' and includes 'set0.def', 'setDemo.def', 'setMAAtutorial.def', and 'setOrientation.def'. Another red circle highlights the 'multiple sets' dropdown. Below the 'Import' section, there are buttons for 'Select all sets' and 'Unselect all sets', and a 'Take Action!' button at the bottom right, which is also pointed to by a red arrow. Other options visible include 'Show', 'Primary sort', 'Secondary sort', 'Edit', 'Make', 'Export', 'Score', 'Create a new set named:', and 'Delete'.

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 the global properties of the homework set.

There you can change the following:

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

You must choose **Save changes** and click **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
<input type="checkbox"/>	HW_Sample_Questions_for_Final_Exam	6	1/3	Yes	No	11/21/2016 at 05:44pm EST	11/28/2016 at 05:44pm
<input type="checkbox"/>	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.

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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

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Typical tasks you can accomplish within this editor include:

- making the same changes as using the **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

Showing 2 out of 2 sets.

Select	Edit Set Data	Edit Problems	Edit Assigned Users	
<input type="checkbox"/>	HW_Sample_Questions_for_Final_Exam	6	1/3	Y
<input type="checkbox"/>	HW_1	1	1/3	Y

Please select action to be performed.

Page generated at 11/15/2016 at 12:57pm EST
WeBWork © 1996-2011 [The WeBWork Project](#)

webwork → webwork_workshop → instructor tools → hmwk sets editor → Set Detail for set HW_Sample_Questions_for_Final_Exam

Set Detail for set HW_Sample_Questions_for_Final_Exam

This set HW_Sample_Questions_for_Final_Exam is assigned to 1 student. [Edit individual versions](#) of set HW_Sample_Questions_for_Final_Exam.

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

[Save Changes](#) [Reset Form](#)

General Information

Opens: 11/21/2016 at 05:44pm EST

Answers Due: 11/28/2016 at 05:44pm EST

Answers Available: 12/05/2016 at 05:44pm EST

Visible to Students: Yes

Reduced Credit Enabled: No

Assignment type: homework

Headers **Display Mode:** None [Refresh Display](#)

Set Header: ASimpleCombinedHeaderFile.pg

Hardcopy Header: ASimpleCombinedHeaderFile.pg

Problems	Data	Display Mode: images Refresh Display
<p>1</p> <p>Edit it</p> <p>Try it</p> <p><input type="checkbox"/> Delete it?</p> <p><input type="checkbox"/> Mark Correct?</p>	<p>Weight: 1</p> <p>Max attempts: 1</p>	<p>Source File: MA10/wksp/smpl/sp1A.pg</p> <p>(0 pts) Simplify.</p> <p>$2\sqrt{2} - 5\sqrt{72}$</p> <p> <input type="radio"/> A. $-28\sqrt{2}$ <input type="radio"/> B. $28\sqrt{2}$ <input type="radio"/> C. $4 - 10\sqrt{6}$ <input type="radio"/> D. $-178\sqrt{2}$ </p>
<p>2</p> <p>Edit it</p> <p>Try it</p> <p><input type="checkbox"/> Delete it?</p>	<p>Weight: 1</p> <p>Max attempts: unlimited</p>	<p>Source File: MA10/wksp/smpl/sp2A.pg</p> <p>(0 pts) Simplify completely.</p> <p>$\sqrt{2}(\sqrt{22} - 4\sqrt{2})$</p> <p><input type="radio"/> A. $4\sqrt{11}$</p>

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

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 in that set. You can then click on a specific problem and select “Show past answers” to see all the answers submitted by a particular student.

The screenshot shows the WeBWork interface for a user named 'bsosnovski'. The main menu on the left includes 'Courses', 'Homework Sets', 'Password/Email', 'Grades', 'Instructor Tools', 'Classlist Editor', 'Homework Sets Editor', 'MA10 Homework 1', 'Library Browser', 'Library Browser 2', 'Statistics', 'Student Progress', 'Scoring Tools', 'Email', 'File Manager', 'Course Configuration', and 'Help'. The 'Problems' section is expanded, showing 'Problem 1' through 'Problem 7'. The 'Show Past Answers' link for Problem 1 is circled in red. The main content area displays the problem details for 'MA10 Homework 1: Problem 1', including the problem statement, a note about partial credit, and a list of attempted answers. The 'Show Past Answers' link is also circled in red. The top right corner shows the user is logged in as 'bsosnovski' and has options to 'Log Out' or 'Stop Acting'.

The screenshot shows the WeBWork interface for a user named 'bsosnovski'. The main menu on the left is the same as the previous screenshot. The 'Answer Log' section is expanded, showing a table of past answers for 'MA10_Homework_1, problem 1'. The table has columns for 'User', 'Set', 'Problem', 'Date', 'Score', and 'Attempts'. The 'Show Past Answers' link from the previous screenshot is circled in red. The top right corner shows the user is logged in as 'bsosnovski' and has options to 'Log Out' or 'Stop Acting'.

User	Set	Problem	Date	Score	Attempts
bsosnovski	MA10_Homework_1	Problem 1	8 Sep 2016	-9	0
bsosnovski	MA10_Homework_1	Problem 1	13-03-01	-9	0

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.

Getting Started with WeBWork for QCC Faculty

webwork → bosnovski → instructor tools → Scoring Tools

Main Menu

- Courses
- Homework Sets
- Password/Email
- Grados
- Instructor Tools
 - Classlist Editor
 - Hmwk Sets Editor
 - Library Browser
 - Library Browser 2
 - Statistics
 - Student Progress
 - Scoring Tools**
 - Email
 - File Manager
 - Course Configuration
 - Help ?
- Report bugs

Scoring Tools

SELECT HW ASSIGNMENTS

College of Idaho, selAlgebra

Exam_3

Fix_these_problems

FortLewis_Algebra

HW_Sample_Questions_for_Final_Exam

MA10_Class_Practice

MA10_Exam_2

MA10_Final_Sample

MA10_Homework_1

MA10_Homework_2

☐ Include Index

☐ Record Scores for Single Sets

☒ Pad Fields

Score selected set(s) and save to: MA10_HW_1and_2_scores.csv

All of these files will also be made available for mail merge

Totals

MA10_HW_1and_2_scores.csv

NAME THE FILE

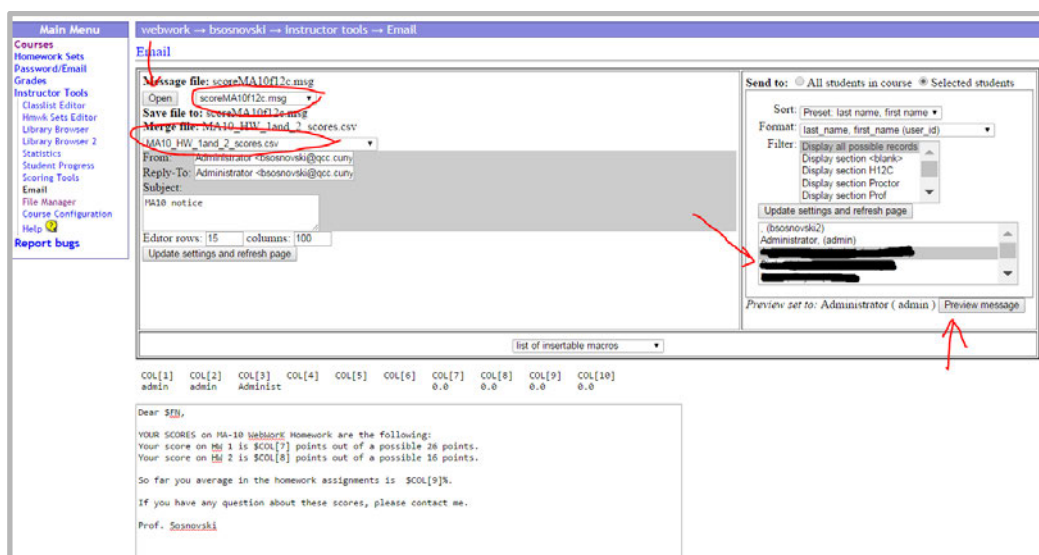
PREVIEW

ID OF FIELDS	SET NAME	PROB NUMBER	DUE DATE	DUE TIME	PROB VALUE	STUDENT ID	login ID	LAST NAME	FIRST NAME	SECTION	RECITATION	total	total	summary	%score
										25	15	51.0	100.0		
										test		0.0	0.0		
						admin		Administrator		M12C	Fall 2016	30.0	0.0		55.8

Email

WeBWorK allows you to email all students in your class or a subset. It also can enable 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.

The screenshot displays the WeBWorK File Manager interface. On the left, a 'Main Menu' sidebar lists various options, with 'File Manager' highlighted by a red arrow. The central pane shows the file structure for the user 'bsosnovski', with the 'scoring/' directory highlighted by a red circle. The right sidebar contains buttons for file operations: View, Edit, Download, Rename, Copy, Delete, Make Archive, New File, New Folder, and Refresh. The bottom section includes an 'Upload' button, a 'Choose File' button (which is active), and a 'No file chosen' status. Below these are format options (Text, Binary, Automatic) and checkboxes for 'Overwrite existing files silently' and 'Unpack archives automatically' (which is checked).



Students can use the “Email instructor” button to ask for help at any point while attempting to submit answers to 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 given and 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.

webwork → bsosnovski → ma10_homework_1 → 3

MA10 Homework 1: Problem 3 [Prev](#) [Up](#) [Next](#)

(1 pt)

Perform the addition. Give your answer in the lowest term.

ATTENTION: You can attempt to submit your answer for a score only once in this problem!!!

$$\frac{4}{5} + \frac{21}{5} =$$

☐ A. 4
☒ B. 5
☐ C. $\frac{25}{5}$
☐ D. 6
☐ E. None of the above

[Edit this problem](#)

☐ Show correct answers
[Preview Answers](#) [Check Answers](#)

You have attempted this problem 1 time.
 Your overall recorded score is 100%.
 This homework set is closed.

[Show Past Answers](#)
[Email instructor](#)

The screenshot shows an email interface. At the top, a header bar contains a profile icon, the date 'Mon 10/31/2016 5:10 PM', and the sender's email address. Below this, the subject line is '[WWfeedback] course:bsosnovski user:tbrown set:MA10_Homework_4_Review_for_Exam_2 prob:'. The 'To' field lists 'Sosnovski, Bianca; Sosnovski, Bianca; Dabkowska Ewa'. A blue information icon is followed by the text 'This message has been replied to or forwarded. We removed extra line breaks from this message.' Below this is a section titled 'Action Items'. The main body of the email starts with 'This message was automatically generated by the WeBWork system at <http://webwork.qcc.cuny.edu/webwork2/>, in response to your feedback. 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=tbrown'. This link is circled in red. Below the link is a section titled '**** The feedback message: ****'. The feedback text is: '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, tbrown'. This section is also circled in red. Below the feedback is a section titled '**** Data about the user: ****'. The user data is: 'User ID: tbrown, Name: [redacted], Email: [redacted]@TIGERMAIL.QCC.CUNY.EDU, Student ID: [redacted], Status: Enrolled ('C'), Section: H12C, Recitation: Fall 2016, Comment:'. This section is bracketed in red. Below the user data is a section titled '**** Data about the homework set: ****'. The homework set data is: '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'. This section is bracketed in red.

Mon 10/31/2016 5:10 PM

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

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

To: Sosnovski, Bianca; Sosnovski, Bianca; Dabkowska Ewa

i 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 response to your feedback.

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=tbrown

**** 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 students and instructors. Includes video tutorials for instructors
- Help writing your problems
<http://webwork.maa.org/moodle/> This site contains links to forums discussing various features of WeBWork.
- Help writing your problems
<http://webwork.maa.org/wiki/Category:Authors> This page gives links addressing a variety of tasks from general to specific.