

WeBWorK Cheat Sheet

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1 Instructor Tools

- Sign up to use WeBWorK in a course
 - email coordinator: currently Vicki Reuter [reutervi@uwplatt.edu]
- Log in
 - <https://webwork.uwplatt.edu/webwork2/>
 - Use existing UW-Platteville user id and password
 - Type user id in lowercase letters; do not include “@uwplatt.edu”
- Export classlist
 - MAIN MENU: Instructor Tools/Classlist Editor → Export
 - Choose “Enter filename below” and enter filename in text box
 - “Take Action!”
 - MAIN MENU: Instructor Tools/File Manager
 - Highlight new file and click “Download”
- Add students manually
 - MAIN MENU: Instructor Tools/Classlist Editor → Add
 - Enter number of students to add, “Take Action!”
 - Manually enter data for each student (“Student ID” is the online user id, not the ID number)
 - * EG: “Swenson / James / swensonj / swensonj / swensonj@uwplatt.edu”
 - * Last 3 items may be left blank if desired
- Add all students from PASS roster
 - PASS: open class roster [Faculty Center / My Schedule / “Class Roster” icon at far left of course listing]
 - “Download Enrolled Students Table to Excel” — second icon to right of “Personalize — Find — ” at top of “Enrolled Students” table
 - Open downloaded file **ps.xls** and enable editing if necessary
 - Get rid of rows without names: select all cells [CTRL-A], unmerge cells [Home / Merge & Center / Unmerge Cells], and sort [Data/Sort, check “My data has headers,” and Sort by “Name”]

- Download/open `WebworkClasslistConverter.xls` in Excel and enable editing if necessary
- Paste column of student names from PASS spreadsheet into converter spreadsheet where indicated
- PASS: below class roster, click “Notify All Students”
- Cut email list from BCC field and paste in *second tab* of converter spreadsheet where indicated
- WEBWORK: Export classlist and open in Notepad, Wordpad, or similar app (**not** MS Word)
- Copy/paste to add column of student data from converter spreadsheet to end of exported WebWork classlist
- Save .LST file
- Upload .LST file to WebWork: MAIN MENU / Instructor Tools / File Manager; “Choose File” and select .LST file; “Upload”
- Import .LST file to course: MAIN MENU / Instructor Tools / Classlist Editor; Import; choose newly uploaded file in first dropdown; leave others as “no users” and “any users”
- Set default maximum number of attempts per student per problem (initially unlimited)
 - Important: Do this *before* creating your HW sets, or it won’t work.
 - Important: Be careful not to change anything else when you do this!
 - MAIN MENU / Instructor Tools / File Manager; up to top directory; download “course.conf” and open with Notepad, Wordpad, or similar (**not** MS Word)
 - Add the line `$problemDefaults{max_attempts} = 10;` at the end of the file, replacing the 10 by your preferred default number of attempts (or `-1` for unlimited attempts)
 - Save and upload to WebWork, overwriting the file you downloaded
- Create a homework assignment
 - MAIN MENU / Instructor Tools / Hmwk Sets Editor → Create
 - Enter name (“HW01” or whatever), create as “a new empty set,” and “Take Action!”
 - MAIN MENU / Instructor Tools / Hmwk Sets Editor → Edit
 - Click pencil icon next to set name to start editing set; then click set name under “Edit Set” to make changes
- Add problem to set from Open Problem Library
 - MAIN MENU / Instructor Tools / Library Browser
 - Choose target set from first dropdown menu
 - Click “OPL Directory,” then “Open Problem Library” to search available problems
 - “View Problems” to see problems in a category; “Add” to add one.
- Set up homework rules
 - MAIN MENU / Instructor Tools / Hmwk Sets Editor
 - Click entry under “Edit Problems,” then “Assign to All Current Users”
- Make set available to students
 - MAIN MENU / Instructor Tools / Hmwk Sets Editor

- Click entry under “Edit Assigned Users,” then “Assign to All Current Users”
- Download student grades
 - MAIN MENU / Instructor Tools / Scoring Tools
 - Highlight desired sets (probably all), edit filename if desired, and click “Score selected set(s) and save to:”
 - Links appear below: click to download