

WeBWork Instructions for Concurrent Teachers

What is WeBWork?

WeBWork is an online homework system for math and science courses supported by the Mathematical Association of America (MAA) and National Science Foundation (NSF). Access to this resource is free for M State concurrent teachers and students.

How do I get access to WebWork?

STEP 1: REQUEST ACCESS

Email Katie.tysdal@minnesota.edu to request access to WeBWork and that a course shell be built for your M State concurrent math course. You will need to indicate the course subject, number and title. For example, MATH 1114 - College Algebra.

STEP 2: UPLOAD CLASS LISTS

M State will email you your WeBWork log in information and notify you when the class shell is ready. You will also receive an email with your class list(s). Save the class list file(s) on your computer, as you will need to upload them into the WeBWork system so the students' log in information is recognized.

1. Go to <https://webwork.minnesota.edu/webwork2>, and click on your course. Enter your username and password.
2. Click on "File Manager" in the Main Menu on the left-side of the page.
3. Below the file list box, click "Browse" to select your class list file and upload it. If the upload is successful, the file will now be in the file list box.
4. Select "Classlist Editor2" in the Main Menu.
5. Click "Import" and select the file you uploaded from the drop-down box. Make sure the "Replace" box is set to "No Users" and the "Add" box is set to "Any Users".
6. Click "Take Action!". If the process was successful, you will see the students in the class list within WeBWork. You may have to click "Classlist Editor2" again to refresh the page.

Note: Each new term, you can reuse the course shell, but will need to contact Katie.tysdal@minnesota.edu for new class lists to upload.

STEP 3: CREATE TASKS

Concurrent instructors are responsible for generating, and activating, their own WeBWork course tasks.

1. Log in to the course in WeBWorks and go to the "Instructors Tools" menu along the left-side of the page.
2. Highlight all of the students in the left pane who you want to view your task.
3. Highlight the task(s) in the right pane.
4. Slide down the window and click on the blue "assign" button in the middle of the page. To the right, make sure you see the phrase "selected users to selected sets".

STEP 4: ACTIVATE STUDENTS' STAR ID

Students will need to activate their StarID to access WeBWork. StarID Activation Instructions can be downloaded for students at www.minnesota.edu/?id=19851. Please note, if you bypass Step 2 above, and create your own student usernames and passwords, M State will not be able to provide technical support for forgotten/misplaced log in information. To activate student StarIDs:

1. Have your students go to www.starid.mnscu.edu and click on "Activate Your StarID". Under StarID Self Service, select "Activate StarID". Under the Student section, click "Personal Email Address".

NOTE: Students must use the same personal email entered on the application to M State and used to take the Accuplacer exam. If a student is unsure what email address they used, email katie.tysdal@minnesota.edu at least one week prior to the activation process.

2. Students will enter their personal email address. Click "continue". A verification code will be sent to their personal email. Students will need to log in to that email and obtain the verification code. The verification code is only active for one hour. If it is not used within the hour, repeat the steps above.
3. Go to www.starid.mnscu.edu and click on "Activate Your StarID". Under StarID Self Service, click "Activate StarID".
4. Under the Student section, click "Verification Code". Enter the verification code and student's last name. Click "Continue".
5. A StarID will be generated and the student will be prompted to create a password.

STEP 5: DELETE CLASS LISTS

Concurrent instructors are responsible to maintain and updated class lists every semester. You can use the same course shell and resources, but will need to delete old class lists and upload new class lists each semester. At the end of each term, delete old class lists by doing the following:

1. Repeat actions 1-4, under Step 2: Upload Class Lists.
2. Click on "Delete" and "Selected Users" from the "Delete how many?" drop down menu.
3. Select all student names, but DO NOT select the instructor's name, Administrator, Heath Markovetz, and Daniel Willoughby.
4. Click on the "Take Action!" button. If the process was successful, you will no longer see the students in the class lists. You should only see Administrator, Heath Markovetz, Daniel Willoughby, and instructor in the class list.

Questions?

- Specific questions on how to generate course tasks using the WeBWork library, creating due dates, etc., can be emailed to don.drummond@minnesota.edu.
- Students can visit StarID Self Service at www.starid.mnscu.edu, to change their StarID password or manage profiles.
- For technical assistance activating StarIDs, contact lisa.ziegler@minnesota.edu.
- Have a question and don't know who to ask? Email katie.tysdal@minnesota.edu.