**A Step-By-Step Guide to Using WeBWork**

**I. WeBWork Demonstration**

1. Access <https://uat-webwork.qmul.ac.uk/webwork2/MTH101/>
2. log in using your QMUL ID (user lowercase letters, it is case sensitive), click on **maatutorial**

**II. Creating a WeBWork course page**

1. Access <https://webwork.qmul.ac.uk/webwork2>

 (NOTE: Test server is <https://uat-webwork.qmul.ac.uk/webwork2>)

1. Click on **Course Administration**
2. log in using your QMUL ID (user lowercase letters, it is case sensitive)
3. Click on **Add Course** tab
4. NOTE: You can import problems from another course as well as add WeBWork administrators to the course (which are all members of staff). I suggest doing neither.

Leave **Copy templates from** blank and deselect **Add WeBWorK administrators to new course**.

1. Add yourself as a course administrator (you can choose any User ID you wish)
2. Click on **Add Course**
3. Click the **Log into “course name”** button below

**III. Creating Problem Sets**

1. Login to your course
2. On the panel on the LHS click on **Library Browser**
3. Enter a name for the coursework set in the box next to **the Create a New Set in This Course** button, then press the button
4. Browse the **Open Problem Library** to view problems, choose material for the problem set based on Subject, Chapter, Section
5. After selecting the topic click on **View Problems**. Look through the problems and **add** problems to the coursework set

**IV. Editing Problem Sets**

1. After selecting problems click on **Hmwk Sets Editor** in the panel on the LHS to re-order or remove problems
2. Click on the **Edit tab**, select the coursework set and click **Take Action**. Set open/close/answer dates (Note: change the course time zone in the **Course Configuration** tab)
3. Click on the **Hmwk Sets Editor** again. To assign the problem set to students click on corresponding link in the **Edit Assigned Users** column. You can also give students extensions, view their progress etc... There is also a **visible setting**
4. To add an individual student click on **Classlist Editor** under the Instructor Tools, then select the **Add** tab

**V. Importing your class list roster**

1. Download a .csv file containing the student roster
2. Access <https://mysis.qmul.ac.uk/> and login
3. Click on the **Student Course Data** tab
4. Under Module Data Reportsclick on **Module Class List –CSV file**
5. Enter the module code and click on **Run Process**
6. Format the roster for use in WeBWork

NOTE: WeBWork uses .lst files for class lists.

(For more information see :<https://webwork.maa.org/wiki/Classlist_Files>

There is a helpful example: <https://webwork.maa.org/wiki/Classlist_Files#Example_classlist>)

 Using Excel/Notepad

1. Open the “module\_rep.csv” class list roster file using Excel
2. Delete columns **B**, **E-T** and **V**
3. Insert **4** blank columns after column **C**
4. Copy column **A** and paste into column **I**
5. Save the file
6. Open the file with Notepad
7. Copy all the text
8. Login to your course page. Under the **Instructor Tools** on the panel on the LHS click on **File Manager.**
9. Select **New File,** name the file “your-course-name.lst” click on **New File**
10. Copy and paste the data from the .csv file (from step 2f), then click **Save**
11. Under the **Instructor Tools** on the panel on the LHS click on **Classlist Editor.**
12. Select **Import**
13. Choose the following options

Import users from what file? = “your-course-name.lst”

Replace which users? = “no users”

Add which new users? =”any users”

1. Click on **Take Action!**

**NOTES:** Following this guide will give the following login info for students: Username= Student ID, Password= Student ID, Students can change their password after logging in.

**VI. Editing Problems**

NOTE: WeBWork uses **MathObjects** to code problems

http://webwork.maa.org/wiki/Introduction\_to\_MathObjects

“MathObjects are a set of Perl objects that make the manipulation of mathematics within WeBWorK problems more intuitive. They make it possible to define variables in your problems that correspond to common mathematical objects, such as formulas, real number, complex numbers, intervals, vectors, points, and so on.”

1. Save the problem in a problem set as described in Section III
2. Click on **Hmwk Sets Editor**
3. Click on the **Edit Problems** tab
4. Scroll down to view the problems, click on the **button with the pencil icon** next to the problem you wish to edit
5. Edit the problem (follow the links at the top for more information)
6. Click on the **New Version** tab at the bottom
7. Choose the location where you wish to save the edited problem. For instance, **local/Library/QMUL/your-course-name/add-topic**
8. Click **Take Action!**

**References**

`WeBWork Wiki’ http://webwork.maa.org/wiki/Main\_Page

`A day in the life of a WeBWorK instructor’

 <http://webwork.maa.org/pdfs/day_in_the_life.pdf>

Gage, Michael, `Getting Started with WeBWork’

 http://webwork.maa.org/pdfs/webwork\_getting\_started.pdf