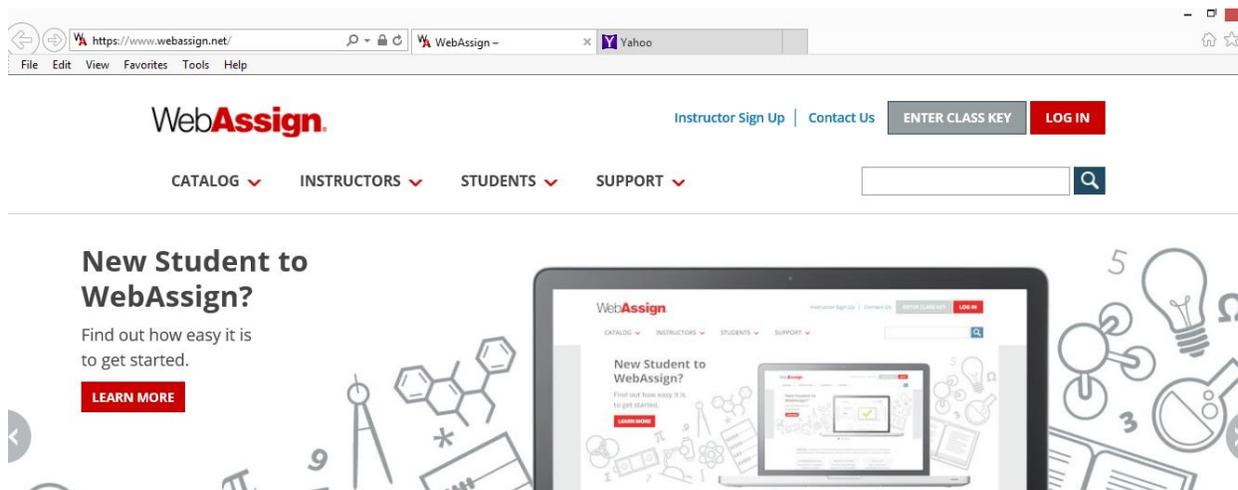


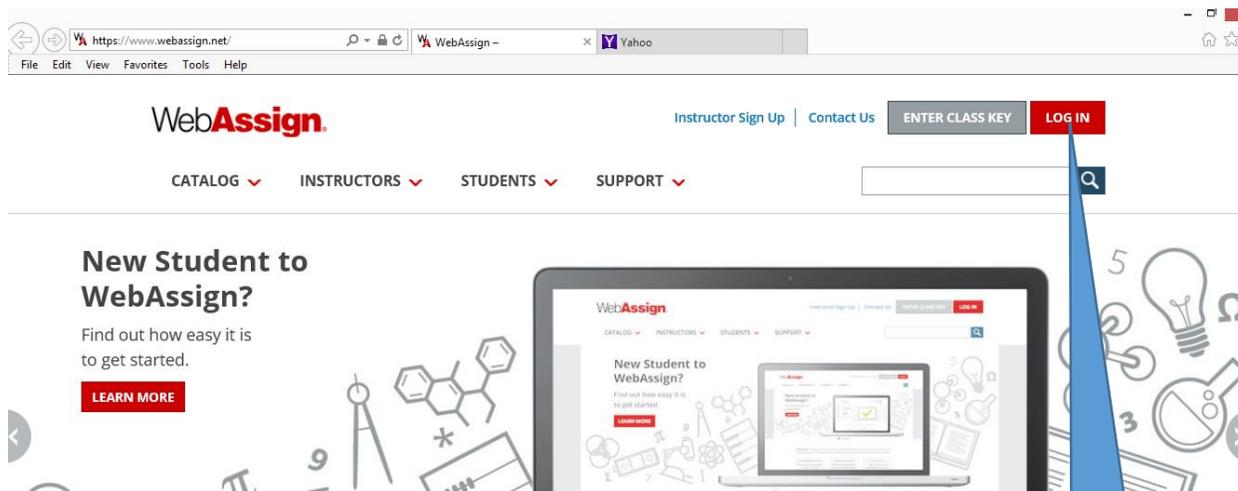
Steps to login to MAT 51 and assign HW, Quiz, Practice Midterm, Intervention, Practice Final and Practice CUNY exam

- 1) Go to the website: www.webassign.com

You will see the screen below:



- 2) All instructor must click on LOGIN
YOUR ACCOUNT HAS BEEN CREATED BY THE MATH DEPARTMENT
(If this is the first time you are teaching MAT 51 you must meet with Mark Jagai asap)



ALL INSTRUCTOR
MUST CHOOSE
THIS OPTION

- 3) You will be redirected to the screen below
 Enter your **Username**, **Institution** and **Password** that was given to you by the Math Department:
 NOTE: ONCE YOU LOGIN YOU ARE THE INSTRUCTOR

Welcome to WebAssign!
 Use the username, institution, and password provided by your instructor or account representative.

Username [Forgot your username?](#)
 Institution [What's this?*](#)
 Password [Forgot your password?](#)

[Trouble Logging In?*](#)

Students: If your instructor gave you a Class Key, add yourself to that class here.

STEP 1:
 Enter your Username
 (If you don't remember the username you can choose forget username)

STEP 2:
 For Institution enter:
bmcc.cuny

STEP 3:
 Enter your Password
 (If you don't remember the username you can choose forget password)

- 4) You will be redirected to the screen shown below with the courses you are teaching

This area shows the courses and section you are teaching

My Classes
 Showing: Current Classes (4)

MAT 051, section 0908

Class Tools

- Instructor: Mark Jagai
- Term: Fall 2015
- Access:
- MAT051 Admin
- Roster (0 Students)
- Class Key Settings
- ScoreView | **Class Insights NEW!**
- eBook
- Edit Class Settings
- Communication
- Class Schedule
- Copy To New Sections
- Copy To Existing Course

Assignments | Personal Study Plan | Resources

Reschedule Assignments... Reorder...

Past | **Current/Recent Assignments (76)** | Future | All

Name	Due
Entering Math Answers in EWA (Alg)	10-23-15 11:59 PM EDT
1.1: Variables, Notation, and Symbols	10-23-15 11:59 PM EDT
1.2: Real Numbers	10-23-15 11:59 PM EDT
1.3: Addition and Subtraction of Real Numbers	10-23-15 11:59 PM EDT
1. Quiz - Ch 1	10-23-15 11:59 PM EDT
1. Quiz - Ch 2	10-23-15 11:59 PM EDT
1. Quiz - Ch 3	10-23-15 11:59 PM EDT
1. Quiz - Addition of Real Numbers	10-23-15 11:59 PM EDT
1. Quiz - Real Numbers	10-23-15 11:59 PM EDT

Click on Class Key Setting
THIS MUST BE GIVEN TO YOUR STUDENTS

5) Click on the course (MAT 051 section XXX)

My Classes
Showing: Current Classes (4)

MAT 051, section 0908

Class Tools
Instructor: Mark Jagai
Term: Fall 2015
Access:
MAT051 Admin
Roster (0 Students)
Class Key Settings
ScoreView | Class Insights **NEW!**
eBook
Edit Class Settings
Communication
Class Schedule
Copy To New Sections
Copy To Existing Course

Assignments Personal Study Plan Resources

Reschedule Assignments... Reorder...

Past | **Current/Recent Assignments (76)** | Future | All

Name	view	edit	schedule	scores	Due
Entering Math Answers in EWA (Alg)	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1.1: Variables, Notation, and Symbols	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1.2: Real Numbers	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1.3: Addition and Subtraction of Real Numbers	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1. Quiz - Ch 1	view	edit	schedule	scores	10-23-15 11:59 PM EDT
2. Quiz - Ch 2	view	edit	schedule	scores	10-23-15 11:59 PM EDT
3. Quiz - Ch 3	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1.4: Multiplication of Real Numbers	view	edit	schedule	scores	10-23-15 11:59 PM EDT
1.5: Division of Real Numbers	view	edit	schedule	scores	10-23-15 11:59 PM EDT

Choose your course by clicking here

Click on ALL to show all assignments

6) You will be redirected to the screen shown below:

**Currently all assignments due dates must be change
THIS MUST BE CHANGE**

To change the due date you can click on Reschedule Assignments

ClassView

MAT 051, section 0908

Class Tools
Instructor: Mark Jagai
Term: Fall 2015
Access:
MAT051 Admin
Roster (0 Students)
Class Key Settings
ScoreView | Class Insights **NEW!**
eBook
Edit Class Settings
Communication
Class Schedule
Copy To New Sections
Copy To Existing Course

Assignments Personal Study Plan Resources

Reschedule Assignments... Reorder...

[Past | **Current/Recent Assignments (76)** | Future | All] [Low Detail | Medium | High]

Name	view	edit	schedule	scores	Category	Due
Entering Math Answers in EWA (Alg)	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.1: Variables, Notation, and Symbols	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.2: Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.3: Addition and Subtraction of Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1. Quiz - Ch 1	view	edit	schedule	scores	Quiz	10-23-15 11:59 PM EDT
2. Quiz - Ch 2	view	edit	schedule	scores	Quiz	10-23-15 11:59 PM EDT
3. Quiz - Ch 3	view	edit	schedule	scores	Quiz	10-23-15 11:59 PM EDT
1.4: Multiplication of Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.5: Division of Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.6: Properties of Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.7: Subsets of Real Numbers	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
1.8: Addition and Subtraction of Fractions with Va	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT
2.1: Simplifying Expressions	view	edit	schedule	scores	Homework	10-23-15 11:59 PM EDT

Click on:
Reschedule Assignments

NOTE: There are more than one ways to **Reschedule Assignment**. I find the way I am suggesting to be very simple.

- 7) You will be redirected to the screen below:
 This is where you will **assign** the HW etc. and **set the due dates**
(IT IS EXTREMELY IMPORTANT THAT YOU SET A DUE DATE FOR EACH ASSIGNMENT)

If you would like to make the assignment unavailable, YOU MUST click in the space next to YES.

YES will change to NO

Changing this date will allow the assignment to become available to students on the date you choose

THIS DATE MUST BE CHANGED:

This is the date you would like the student to complete the assignment

Reschedule Assignment for...

MAT 051, Section 0908

Multi-Select

Current Assignments (73)	Category	Scheduled	Available	Due	View Until
Entering Math Answers in EWA (Alg)	Homework	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
1.1: Variables, Notation, and Symbols	Homework	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
1.2: Real Numbers	Homework	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
1.3: Addition and Subtraction of Real Numbers	Homework	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
1. Quiz - Ch 1	Quiz	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
2. Quiz - Ch 2	Quiz	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
3. Quiz - Ch 3	Quiz	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM

- 8) You will now see all the assignments/quizzes/ Interventions/Practice Midterm/Practice Final as you scroll down the page

Click in the box and change the date

6. Quiz - Ch 6	Quiz	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
Practice Midterm Exam 1 - Syllabus Order: Ch 1-4	Practice Midterm	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
Practice Midterm Exam 2 - Syllabus Order: Ch 1-4	Practice Midterm	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
1. Intervention The Basics Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
2. Intervention Linear Eqn/Ineq Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
3. Intervention Graping Linear Eqn Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
4. Intervention Systems of Linear Eqs. Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
5. Intervention Exponents & Polynomials Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
6. Intervention Factoring Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
7. Intervention Rational Expressions Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
8. Intervention Roots and Radicals Assignment	Intervention	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Final Exam A	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM

9) When you are finish you MUST click on save. Your changes will NOT be saved

Cumulative Practice Final Exam 2	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Final Exam (Comprehensive Practice Test)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY EAIG Final Exam (Simulated Practice Test)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Elementary Algebra Final Exam (Sample B)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Elementary Algebra Final Exam (Sample A)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM

Save Cancel

CLICK ON SAVE

10) You will see the screen showing that your work has been saved!

CUNY Final Exam A	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Final Exam B	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Final Exam C	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
Cumulative Practice Final Exam 1	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
Cumulative Practice Final Exam 2	Practice Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Final Exam (Comprehensive Practice Test)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY EAIG Final Exam (Simulated Practice Test)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Elementary Algebra Final Exam (Sample B)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Elementary Algebra Final Exam (Sample A)	Practice CUNY Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM
Midterm Exam	Midterm		08/27/2015 12:00 AM	12/14/2015 11:59 PM	01/30/2016 12:00 AM
Departmental Final Exam	Departmental Final	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	12/14/2015 11:59 PM	01/30/2016 12:00 AM
CUNY Elementary Algebra Final Exam (Sample A)	CUNY Exam	<input checked="" type="checkbox"/>	08/27/2015 12:00 AM	10/23/2015 11:59 PM	01/30/2016 12:00 AM



Saved!

11) You will be redirected to the home screen once you save your work:

My Classes

Showing: Current Classes (4)

MAT 051, section 0908

- Class Tools
- Instructor: Mark Jagai
- Term: Fall 2015
- Access:
 - MAT051 Admin
 - Roster (0 Students)
 - Class Key Settings
 - ScoreView | Class Insights **NEW!**
 - eBook
 - Edit Class Settings
 - Communication
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Assignments Personal Study Plan Resources

Reschedule Assignments...

Reorder...

Past | **Current/Recent Assignments (76)** | Future | All

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3. Quiz - Ch 3	10-23-15 11:59 PM EDT
1.4: Multiplication of Real Numbers	10-23-15 11:59 PM EDT
1.5: Division of Real Numbers	10-23-15 11:59 PM EDT

The new dates will now appear here if you changed them.