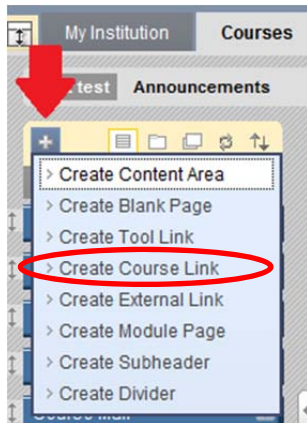


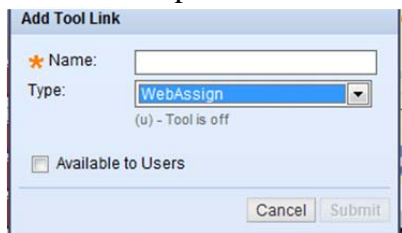
# How to Add WebAssign to Your Blackboard Course

## To add WebAssign to your course menu for students to be able to access

1. Click on  in the upper-left corner of the course menu to create a new item



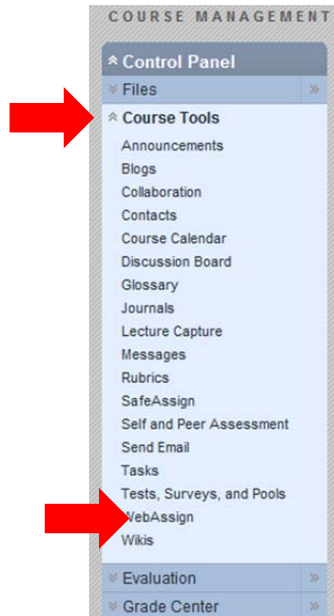
2. From the drop-down menu select “Create Tool Link”

A screenshot of the 'Add Tool Link' dialog box. The 'Name' field is empty. The 'Type' dropdown menu is set to 'WebAssign'. Below the dropdown, the text '(u) - Tool is off' is visible. There is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

- a. Type in **Name**
- b. Select **WebAssign** from the drop down menu
- c. Select **Available to Users** so your students will be able to see it
- d. Click **Submit**

## To Link your WebAssign course to Blackboard

1. Click on “Course Tools” in the Course Management Area (Blue Box)



2. Click on “WebAssign”
3. Your Blackboard course is not yet linked to a WebAssign course. Choose each of the options below to create a WebAssign course, link to an existing course in WebAssign. After linking your Blackboard course to a WebAssign course, you can synchronize the class roster from Blackboard to WebAssign.

» **Create WebAssign Course**

Create a WebAssign course using your current course in Blackboard.


» **Link Course**

Link your course to an existing WebAssign course.

» **Sync Roster**

Synchronize your course roster in Blackboard to your WebAssign course.

- a. Create WebAssign Course

 **Create WebAssign Course**

**1** **Course Information**

To create your WebAssign course, please enter the information below.

Course Name	Training
Description	
* <b>Term</b>	Fall 2012

**2** **Course Duration**

\* **Dates**

<b>Starts</b>	1/25/2012	11:20 AM
<b>Ends</b>	1/25/2012	11:20 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**3** **Course Instructor**

\* **User**

Krueger, Denise
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**4.** **mit**

\* Indicates a required field.

- b. Link Course
  - i. This may be done if you just created your course in the above step
- c. Sync Roster

If you have trouble from the Blackboard side please contact Amy Grincewicz (513-244-4544; [Amy\\_Grincewicz@mail.msjs.edu](mailto:Amy_Grincewicz@mail.msjs.edu))

If you have trouble from the WebAssign side please contact customer support at 1-800-955-8275