

Managing Students in WebCT

Adding Students to Your WebCT Course

1. Log on to WebCT by pointing your Internet Browser to <http://webct.graceland.edu> and entering your User ID and Password.
2. At your myWebCT area, select the class to which you want to add students.
3. Select View Designer Map from the blue navigation bar.
4. Select Utilities/Manage Course/Manage Students.
5. Under Manage Students select the pull-down arrow and select Add Students.
6. Click Go.
7. Under Import from Global Database enter the student's WebCT ID which is their 6-digit Graceland ID.
8. Click Add.
9. Repeat process for each student added.

To Delete Students From WebCT Course

10. Repeat Steps 1-4.
11. Click on student's first name of student you want deleted.
12. Click on Delete/OK/OK.

To Deny Access to Students

13. Repeat steps 10-11.
14. Click on Deny Access/OK.
15. Click on Update.

To Change Student's Password

16. Repeat steps 10-11.
17. Click on Change Password.
18. Enter the new password.
19. Confirm the new password.
20. Click Update.

Note: This will change the student's password for ALL courses in which the student is enrolled.