

Adding and Deleting Students from your WebCT course

Adding Students

1. Click *Control Panel* from the main screen



2. Choose *Manage Course*.

Basic Control Panel : Expanded Control Panel

Set as default view

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Customize the Homepage and change course content. Update the student view of the Content Modules in your course. Update student view	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Change the appearance and behavior of your course.

3. Select *Add or Import Students*

Manage Course

Manage Students

You can manage student info

[Add or Import students](#)

[View some students](#)

[Search records](#)

[Change settings](#)

[Manage columns](#)

[Show update log](#)

4. Go to *Import from Global Database*

Add Students

Import From Global Database

Add one student at a time to your course:

Enter the student's WebCT ID and click **Add**.

Student's WebCT ID:

The student's WebCT ID is the username taken from their SALVE email.

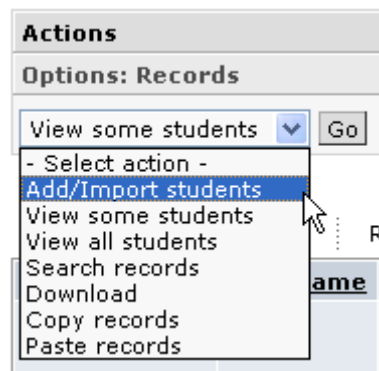
firstname.lastname@salve.edu

username

A student's email address is on the course roster. If the email listed is not a Salve address, then try using their firstname.lastname as a user ID. This should work with the majority of students.

NOTE: If you are unable to enter a name or receive an error message, send the student's name and the course number to the WebCT administrator for entry through the main database.

5. You must click the *ADD* button after entering the name.
6. After entering one student, you will be sent to the *Manage students* screen. From here you can reach the *Add Students* screen from the drop down box under *Records: Options*.

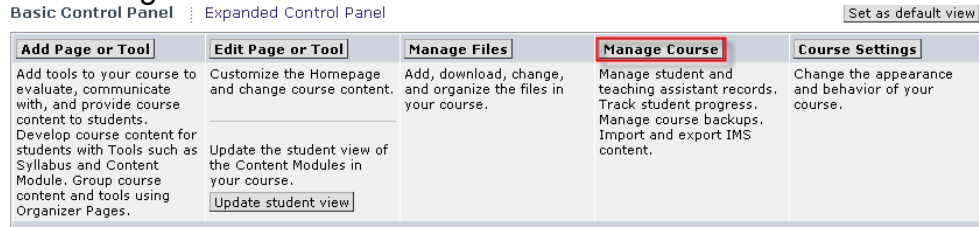


Deleting Students

1. Click Control Panel from the main screen



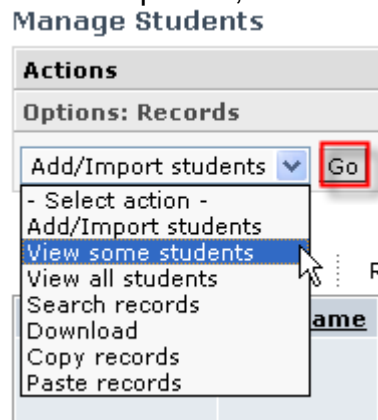
2. Select *Manage Course*



3. Select *Manage Students*.



4. From the dropdown, select *View some students* then click GO.



- This page opens with all students selected. You will need to select the particular student or students you wish to remove from your class. Click in the checkbox next to *Last Name* to deselect the entire class. Click the checkbox next to each student you would like to delete, then click *View*.

Select Students

To view a subset of students, select the students and then click **View**.

View

Page: All [v] ... < > ... Records 1 - 14 of 14 [Total: 14]

<input checked="" type="checkbox"/>	Last Name	First Name	User ID	Module I	Mo
<input checked="" type="checkbox"/>	C			---	---
<input checked="" type="checkbox"/>	Ci			---	---
<input checked="" type="checkbox"/>	D			---	---

- On the next screen, select *Delete Shown Records* from the dropdown under *Options: Advanced*, then click *GO*

Options: Advanced

- Select action - [v] Go

- Select action -
- Deny students access
- Allow students access
- Delete shown records**
- Delete all records

View [v] ... ds 1 - :

User ID	Module I	Mod
	Edit	Edit

- Click the **DELETE** button on the next screen.

Confirm Deletion

To delete the following record(s), click **Delete**.

Last Name	First Name	User ID	Module
Student	Charlie	studentc	---

Delete Cancel

NOTE: After deleting students, you will need to choose *Show All Students* from the dropdown under *Records: Options* in order to see your updated class list.