

## How to Add Students to Your WebCT Course

### Adding Students

You can use the Manage Students tool in WebCT to synchronize, add, view and delete students from your course.

### Synchronizing Your WebCT Course

Synchronizing your WebCT Course option should be used when you have one course and one section.

During the first couple months of school, students will be adding and dropping courses. Keeping this in mind as your class list will probably change.

### To update you course, complete the following tasks:

1. Click Control Panel button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click Manage Course.
3. Under Manage Students click Add or Import Students.
4. Under Import From Global Database select Update your existing student list: Enter the registered six digit ISIS section number and click Synchronize.

**Test Course**

View Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students > **Add Students**

**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:

**Add multiple students from a registered course:**  
Enter the registered course name and click **Select**.  
Registered course name:

**Update your existing student list:**  
Enter the registered course name and click **Synchronize**.  
Registered course name:

5. Enter the six-digit course section ID of your course.
6. Click the Synchronize button. The update records screen appears:

Synchronize with Global Database

**Add Records**

<input checked="" type="checkbox"/>	WebCT ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_17	Lauren	Bacall

**Delete Records**

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	dgoodman	Darrin	Goodman

**Update Records**

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_14	Samantha (Samantha)	York (York)
<input checked="" type="checkbox"/>	student_15	Gloria P. (Gloria P.)	D'Angelo (D'Angelo)
<input checked="" type="checkbox"/>	student_16	Barbara A. (Barbara A.)	McMurphy (McMurphy)
<input checked="" type="checkbox"/>	student_18	Jack B. (Jack B.)	Steinbrenner (Steinbrenner)
<input checked="" type="checkbox"/>	student_19	Nelson (Nelson)	Begay (Begay)
<input checked="" type="checkbox"/>	student_20	Christopher (Christopher)	Yazzie (Yazzie)
<input checked="" type="checkbox"/>	student_21	Martin (Martin)	Velasquez (Velasquez)
<input checked="" type="checkbox"/>	student_22	Jean Michel (Jean Michel)	Bordeaux (Bordeaux)

De-select the users name if you do not wish to delete, add or update the records. Then, click the Synchronize option

If you already have students in your course, WebCT will present three preview tables; Add Records, Update Records, and Delete Records.

If you have students in your course that do not have the six-digit number in their record, a Delete Records table will appear in addition to the Add and Update Records table.

**Tip:** Scroll down to view the Delete Records table

If you choose not to delete students from the course, de-select the users name in the table. You can also do the same for the Add and Update Records tables.

**Important:** You may have added a student who is making up an incomplete or an assistant who is going to view the course as a student - they will not have registered for the class. When you select the synchronize option their names will appear in the Delete Records table since they will not have the six-digit number in their record. It might be important to preview the Delete Records table for this reason before selecting to synchronize the course.

7. Click Synchronize when you are satisfied with the preview.

## Adding Multiple Students to Your Course

You do not have to add your students to the course one at a time. You have the option add your entire course list at once.

**To add multiple students, complete the following tasks:**

1. Click Control Panel button in the top left-hand area of the WebCT page.

2. On the Basic Control Panel screen click Manage Course.
3. Under Manage Students click Add or Import Students.
4. Under Import From Global Database choose Add multiple students from a registered course: Enter the registered course name and click Select.

<b>Test Course</b>	
<a href="#">View</a>	<b>Designer Options</b>
Homepage > Basic Control Panel > Manage Course > Manage Students > <b>Add Students</b>	
<b>Add Students</b>	
<b>Import From Global Database</b>	
<b>Add one student at a time to your course:</b>	
Enter the student's WebCT ID and click <b>Add</b> .	
Student's WebCT ID: <input type="text"/>	<input type="button" value="Add"/>
<b>Add multiple students from a registered course:</b>	
Enter the registered course name and click <b>Select</b> .	
Registered course name: <input type="text"/>	<input type="button" value="Select"/>

5. Enter the six-digit course section ID of your course (you can find this number in the CSU Course Catalog).
6. Click the Select button. The student's records will be displayed. Click the Select button again to upload them into the Manage Student gradebook.

### Adding One Student to Your Course

You have the option to add a student to your course who is not registered for that particular course. This could be a student who is taking an incomplete or an assistant who is going to view the course as a student.

**To add one student to the course, complete the following tasks:**

1. Click Control Panel button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click Manage Course.
3. Under Manage Students click Add or Import Students.
4. Under Import From Global Database choose the Add one student at a time to course: Enter the student's WebCT ID and click Add.

<b>Test Course</b>	
<a href="#">View</a>	<b>Designer Options</b>
Homepage > ... > Add Students > Manage Students > Add Students > Manage Students > <b>Add Students</b>	
<b>Add Students</b>	
<b>Import From Global Database</b>	
<b>Add one student at a time to your course:</b>	
Enter the student's WebCT ID and click <b>Add</b> .	
Student's WebCT ID: <input type="text"/>	<input type="button" value="Add"/>

5. Enter the student's WebCT ID or eIdentity.
6. Click the Add button. The student's record is added.