

How to View Your WebCT Course as a Student

WebCT allows you, the designer, to view the course as a student. When you are given designer access to a WebCT course, the program will automatically create a student login for you by adding a “_s” to your eID. Your student login will have to be added to the course before it is active.

It is recommended that you log into the course as a student and take a quiz or check the assignment settings and verify that everything is working properly from a student perspective. In WebCT version 4.1 you can view the course as a student by clicking the View tab.

To setup your student login view, 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, select the Manage Course link.
3. Under Manage Students, select the Add or Import Students option, and press the Go button.
4. Under Import From Global Database category, position your cursor in the Add one student at a time to course: Enter the student’s WebCT ID field.
5. Enter your student eID. (If your eID is cnimmo then your student eID will be cnimmo_s).

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 your student eID to the course to view it as a student**

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:

Import From File
Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.

Filename:

Separator:

6. Click Add. Your student ID will be added to the course.

Test your student view by opening a new browser window and logging in with your student login and password. Note: use your eID password when logging in with your student login.