Student Access
This document details how instructors (“Designers” in WebCT) can utilize basic student management tools in WebCT to allow or deny student access, add or delete a student from their course, and reset a student password if anyone in their course forgets their WebCT password.

Activate Students
As of August 15, 2003, WebCT and the NLU Banner Administration systems automatically generate user accounts and WebCT course shells. As students are registered or dropped from the Banner system, they are likewise added to or dropped from their respective courses in WebCT. However, students added and uploaded into a WebCT course are flagged as Inactive until the instructor is ready for the students to view the course. Inactive students can be seen by the instructor in a course, but the students cannot see the course listed on their MyWebCT page. Inactive students will be listed in the course under Manage Students with the “~” symbol next to their WebCT ID. The instructor must Activate students after they have prepared the course site so that students will see the course on their MyWebCT page and be able to access it. To Activate your students:

1. From the Control Panel, select Manage Course.
2. From Manage Course screen, select Manage Students.
3. Upon arriving at the Manage Students screen, note the ~ symbol after each student’s WebCT ID.
4. Select the dropdown list under Options: Advanced and select Make Students Active, then Go.
5. Instructors should check the Manage Students screen frequently for students who may have been registered recently and need to be Activated.

You can deny and allow students access to your course at any time. This feature is particularly useful when you are making changes to your course and want to temporarily disallow students from accessing it.

Denying access
The following procedure denies all students access to your course. If you want to deny access to a group of students, list a subset of students first. You can also deny access to one student at a time by editing the student’s record. Note: Denying access to
students does not delete any student information. To permanently remove students from your course, you must delete their records.

1. On the Control Panel, select Manage Course.
2. On the Manage Course screen, select Manage Students.
3. In Manage Students, from the Manage Students drop-down list, select Deny student access, and then click Go. The Confirm Deny Access screen appears.
4. Click Deny Access under the student records. A confirmation message appears.
5. Click OK. The student records now appear in grey text, indicating that the students have been denied access to the course.
6. Click Update.

**Allowing access**

The following procedure allows all students access to your course. If you want to allow access for a group of students, list a subset of students first. You can also allow access for one student at a time by editing the student’s record.

1. In Manage Students, from the Manage Students drop-down list, select Allow student access, then click Go. The Confirm Allow Access screen appears.
2. Click Allow Access under the student records. A confirmation message appears.
3. Click OK.
4. Click Update.

**Adding a Single Student to a Course**

1. In Manage Students, from the Manage Students drop-down list, select Add students and then click Go. The Add Students screen appears.
2. Under Import from Global Database, enter the student’s WebCT ID (username), then click Add.

**Deleting Students from a Course**

**Warning:** The delete operation removes the deleted students' records completely and removes their access privileges to the course.

**Deleting one student at a time**
1. In Manage Students, click the link in the left-hand column for the student that you want to delete. The Edit Record screen appears.

2. Click Delete.

Deleting more than one student at a time

1. In Manage Students, from the Manage Students drop-down list, choose Select students to view, and then click Go. The Select Students screen appears.

2. Select the check boxes beside the students that you want to delete, then click View. The Manage Students screen reappears, listing only the selected students.

3. From the Manage Students drop-down list, select Delete shown records, and then click Go. The Confirm Deletion screen appears.

4. Click Delete. A progress screen appears for the delete process.

Changing a Student's Password

If a student forgets their password, instructors have the ability to reset it for them. The student can then login with whatever password you give them and change it by clicking Change Password on their myWebCT page.

**Warning:** Changing a student’s password for your course also changes the student’s WebCT login password, which gets them into their other WebCT courses. To avoid confusion, you should tell your student that the new password is for all of their courses.

1. The lefthand column of the Manage Students table contains a hyperlinked identifier for each student, such as a name or student number. Click this link. The Edit Record screen appears with the student record you selected.

2. Click Change Password. The Change Password screen appears.

3. Type the new password in the text boxes, then click Update.