

Manage Students

WebCT myWebCT Log Out Help
Resume Course Course Map

Control Panel View Designer Options

- Course Menu - Homepage > Expanded Control Panel > Manage Course > Manage Students

Manage Students

Actions

Options: Records Options: Advanced Organize

View all students Go - Select action - Go - Select action - Go

Page: All Records 1 - 1 of 1 [Total: 1]

First Name	Last Name	User ID	September 4	Group	Module 1 Pre-Test	Quiz	Assignment	MidTerm Mar
Edit	Edit		Edit Graph Out of 100.00	Edit Selection	Submissions Graph Out of 3	Submissions Graph Out of 30.0	Edit Submissions Graph Out of 30.0	Formula Graph Out of 160.0
test account	bastedol	studentbastedol	12.00	Group 2	1	---	30.0	42

Options: Records

- Select action - Go

- Select action -
- Add/Import students
- View some students
- View all students
- Search records
- Download
- Copy records
- Paste records

These Actions allow you to view or change the students in your course. These links allow you to view subsets of students in your course, or to search for specific students. You can also Download the records into a comma delimited file for use in a spreadsheet such as Microsoft Excel.

Options: Advanced

- Select action - Go

- Select action -
- Deny students access
- Allow students access
- Make students active
- Make students inactive
- Delete shown records
- Delete all records

These actions allow you to change the status of students in your course. A student who is denied access will still see the course in their myWebCT, whereas an inactive student will not. Student records can also be deleted from this menu.

Organize

- Select action - Go

- Select action -
- Change settings
- Manage columns
- Show update log

These actions allow you to modify how the gradebook is organized. Under *Manage Columns* you can add or delete columns. Under *Change Settings*, you can change options on how you view the gradebook. *Update log* is used to view any changes that are made to your students / TA's.