A professor must contact a WeBWork administrator in order to have a class created. Their request must include the course information so that the course can be created completely. This ensures that the proper students will be able to find the course and log in.

Before creating the course, please be sure to have the basic course information (subject, level, section) and the professor’s information (name, e-mail, and login ID).

Creating a New Course in WeBWork

1. From the WeBWork home page click on the Course Administration link at the top of the page.

2. Enter your Login information in the username and password fields and click the Continue button as shown in Figure 1.
   This will bring up the Course Administration home page.
   Note: Your username and password by default are set to your SLU Net ID and Banner number, respectively. This information may be different if you have previously changed them.

3. At the top of the Course Administration home page click the Add Course link, shown in Figure 2.
   This will take you to the Add Course page.

4. Enter the Course number and section in the field labeled Course ID.
   Note: Example: MATH_320-01 (subject_level-section)

5. Enter the Course Name in the field labeled Course Title.

6. Enter Saint Louis University in the field labeled Institution.

7. Be sure that the Add WeBWork administrators to new course check box is checked.
   Note: This will ensure the course’s professor cannot lock themselves out of their course and also allows administrators to help with courses if needed.

8. Enter the Professors Information in the respective fields using their SLU Net ID as their User ID and their Banner number as their Password.

9. To create a blank new course choose modelCourse in the Copy templates from: drop-down menu, shown in Figure 3.
   Note: Selecting a different course allows problems in the selected course to be available when creating problem sets.

10. Select the sql_single database layout, shown in Figure 4.

11. When you are satisfied with the Course Information click the Add Course button, shown below.