Instructor: Adding Students in WeBWorK Manually

All courses require that students be added by you. Students cannot add themselves to courses. The instructions below detail how to manually add students one at a time to the WeBWorK course. There is no limit to the number of students that can be granted access to a WeBWorK course.

Providing Students Access to a WeBWorK Course

Entering Student Information Manually

1. Click on your **Course Name** and enter your **Username** and **Password**, shown in **Figure 1**. This will display the course home page.

2. On the left side of the page, under the Main Menu section, click **Classlist Editor link**.
   The **Classlist Editor page** will display.

3. Select the option to **Add __ student(s)** and enter the number of students you want to add to the course in the field provided, circled in **Figure 2**.
   Note: You may add as many students as you would like. The minimum number is always one.

4. Click the **Take Action! button**.
   The **Add User page** will display.
   Note: If you need to add more students, increase the number of entry rows at the top of the Add Users page by the amount you want to add, as shown below. **Doing this, however, will erase everything you have entered so far!**

5. On the **Add User page**, enter the requested information for each student in the respective fields:
   - Last Name*
   - First Name*
   - Student ID*: Enter the student’s Banner ID
   - Login Name*: Enter the student’s SLU Net ID
   - Email Address*
   - Section:
   - Recitation:
   - Comment:
   Note: Field names followed by an asterisk (*) are required fields when adding a student to a course. The Login Name is required and must be set to the students SLU Net ID (i.e. asmith2) and the Student ID should be set to the student’s 9-digit banner number (ex.: 000123456). The student’s password will automatically be changed to their SLU Net password.

6. When finished, click the **Add Students button**.
   Note: If you have previously created homework sets, you can assign these sets to the students by highlighting the sets you want to assign, as shown in **Figure 3**.