


To View the List of Students

To view the list of all students in your course, please do the following in your course:

- Under Designer Links, click on Manage Course.
- Click on Manage Students.
- The students in your course will be listed by First Name, Last Name and User ID.
- **The User ID listed will be the WebCT ID for students to login to the course. The password for all students is “webct”. As you know, this information is case-sensitive.**

Manage Students		
Actions		
Options: Records	Options: Advanced	Organize
- Select action -	- Select action -	- Select action -
Go	Go	
Page: All		
Records 1 - 10 of 10 [Total: 10]		
First Name	Last Name	User ID
Edit	Edit	
 John	Doe	xxxxxxxx

To Print the List

To print the list of students in your course along with their User ID's, right-click with your mouse anywhere within the table of student names. Then select Print from the options. Note: Clicking in the table of names will select that frame to print.