

How to Add a student or TA to classlist

Click on Classlist Editor in the left hand menu

Click on the Add tab

Classlist Editor

Show/Hide Site Description

Select an action to perform:

Filter Sort Edit Password Import Export **Add** Delete

Show Which Users?: users who match on selected field

What field should filtered users match on?: Login Name

Filter by what text?*

Take Action!

Showing 8 out of 8 users

Users List

<input type="checkbox"/>	Login Name	Login Status	Assigned Sets	First Name	Last Name	Email Link	Student ID	Status	Section	Recitation	Comment
<input type="checkbox"/>	admin	Inactive	0/20		Administrator		admin	Enrolled			
<input type="checkbox"/>	anduca@ncsu.edu	Inactive	0/20	Alina	Duca		anduca	Enrolled			
<input type="checkbox"/>	dmhaught@ncsu.edu	Inactive	0/20	Matt	Haught		dmhaught@ncsu.edu	Enrolled			

Input the number of students (people) you want to add, then click on Take Action

Let's say one for this example. The next screen is

Add Users

Enter information below for students you wish to add. Each student's password will initially be set to their student ID.

Create entry rows.

Last Name	First Name	Student ID*	Login Name*	Email Address	Section	Recitation	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select sets below to assign them to the newly-created users.

- HW_01_ECE308
- HW_02_ECE308
- HW_03b_ECE308
- HW_03_ECE308
- HW_04b_ECE308
- HW_05b_ECE308
- HW_05_ECE308
- HW_06b_ECE308
- HW_06_ECE308
- HW_07b_ECE308

Add Students

Enter the person's last name, first name – if the person is a student, enter the student ID. This is not needed for faculty or TAs. The login name and the email address are the same for the NCSU Webwork system. Section, Recitation can be left blank. Comments can be left blank or used at your discretion.

Select the problem sets that should be assigned to the person. If the person is faculty or TA, select them all. If the person is a student, select only the ones that should be assigned to him/her.

Click Add Students

The next page should confirm that you've added the person.

For faculty or TA, you need to change their permission level, so they can do administrative tasks.

Return to the top Classlist Editor page (click on Classlist Editor in the left hand menu)

Click the Edit tab, in the Edit Which Users box choose "selected users", select the user name by clicking on the box to the left of the name. In this case, the dummy user

Classlist Editor

Show/Hide Site Description

Select an action to perform:

Filter Sort **Edit** Password Import Export Add Delete

Edit Which Users? selected users

Take Action!

Showing 9 out of 9 users

Users List

<input type="checkbox"/>	Login Name	Login Status	Assigned Sets	First Name	Last Name	Email Link	Student ID	Status	Section	Recitation	Comment
<input type="checkbox"/>	admin	Inactive	0/20		Administrator		admin	Enrolled			
<input type="checkbox"/>	anduca@ncsu.edu	Inactive	0/20	Alina	Duca		anduca	Enrolled			
<input checked="" type="checkbox"/>	dummy@ncsu.edu	Inactive	20/20	dummy	dummy	Email		Enrolled			
<input type="checkbox"/>	dmhaught@ncsu.edu	Inactive	0/20	Matt	Haught		dmhaught@ncsu.edu	Enrolled			
<input type="checkbox"/>	ejobato@ncsu.edu	Inactive	20/20	Edgar	Lobaton	Email		Enrolled			

Click Take Action

In the far right column is Permission Level. From the drop-down menu, choose professor for a TA or faculty. There are other options depending on how you wish to run you class, but most instructors give the TA professor permission so they can edit problems if needed.

Classlist Editor

Result of last action performed: editing selected users

Show/Hide Site Description

Select an action to perform:

Save Edit Cancel Edit

Save changes

Take Action!

Showing 1 out of 9 users

Click on the login name to edit individual problem set data, (e.g. due dates) for these students.

Users List

Login Name	First Name	Last Name	Email Address	Student ID	Status	Section	Recitation	Comment	Permission Level
dummy@ncsu.edu	dummy	dummy	dummy@ncsu.edu		Enrolled				professor

Then click Take Action

You can confirm the change in the next page – top level Classlist Editor.