

Adding a WeBWorK Course at CWU

1. Go to <http://webwork.math.cwu.edu/webwork2/admin>
2. Type your administrator Username/Password combination and click
3. Click
4. We've been using the naming convention "Math153Montgomery" for the Course ID, you will probably also want to set the Course Title and Institution, although I am not sure where these settings are used. I use "Precalculus I" for my Course Title and "CWU" for my Institution. After setting these values (and leaving everything else alone), click
5. Click
6. Type the admin Username/Password combination and click
7. Click on Classlist Editor from the Main Menu
8. Select all the administrators except the course's instructor and admin, select **Delete selected users** and click (Leaving the admin user in the course gives us a backdoor in case the instructor forgets their password or deletes their own account.)
9. If this is a course for a non-administrator, do the following
 - (a) Select **Add 1 student(s)** and click
 - (b) Type the instructor's Last Name, First Name, Login Name, and Email Address and click
 - (c) Click on Classlist Editor from the Main Menu
 - (d) Click on the pencil next to the instructor's name
 - (e) Change **Permission Level** to **Professor**, select **Save Changes** and click