Adding a WeBWorK Course at CWU

1. Go to http://webwork.math.cwu.edu/webwork2/admin

2. Log in with the administrator Username/Password combination and click [Continue]

3. Click [Add Course]

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.

5. You should also add the instructor information here as well (name, login, email, password). After setting these values (and leaving everything else alone), click [Add Course]

6. Click [Log in to ...]

7. Type the administrator Username/Password combination (or the new instructor information) and click [Continue]

8. Click on Classlist Editor from the Main Menu

9. Select all the administrators except the course’s instructor and admin, select Delete selected users and click [Take Action!] (Leaving the admin user in the course gives us a backdoor in case the instructor forgets their password or deletes their own account.)