

Adding Students to a WeBWorK Course at CWU

1. Create a spreadsheet with the following columns. Usually this just involves downloading the class roster from SAFARI and then doing some cutting and pasting of columns.
 - (a) student id, easiest if you have a value here, I use the student id numbers
 - (b) last name
 - (c) first name
 - (d) status, use **C** to indicate they are currently enrolled
 - (e) comment, can be left blank
 - (f) section, if you are teaching multiple sections, you can use this field to keep them separate. Even if you are only teaching one section, you can fill this in for current students and leave the section blank for people who are not in my grading spreadsheet (for example, administrative accounts or students who have dropped the course). That way you can easily select those scores that need to be transferred to your grading spreadsheet.
 - (g) recitation, can be left blank
 - (h) email address, you will want to have this field filled in, unfortunately, it is harder to get this from SAFARI than it used to be
 - (i) user id, this is the login name the students will use, I use the student id numbers for this
 - (j) password, leave the password blank and WeBWorK will use the student's user id (note, this column contains a hash of the password, not the actual password, so you probably don't know what should go in it anyway)
 - (k) permission, set this to 0 for students
2. Save the spreadsheet as a "comma separated values" file.
3. Click on your Course Name (not Course Administration)
4. Type in your Username/Password combination and click
5. Click on File Manager in the Main Menu
6. Click on and select your comma separated values file.
7. Click on
8. Click on and rename your file so it ends with `.lst`.
9. Click on Classlist Editor in the Main Menu
10. Select **Import users from file**, select the file you uploaded, and click on