HOW TO: ADDING AN IDC STUDENT WORKER TO YOUR COURSE

1. Log onto MyWLC.

2. Scroll down on the right side of your screen to My Courses. Click on My Courses.

3. A drop down will appear with a list of all your courses. Select the course you wish to add an IDC member to.

4. On the right hand side you will notice a tab called “Context Manager.” Please click on this tab.
5. Now select the Permissions tab.

6. In this tab you are going to add a new role. Please select the Add a Role button.

7. Now you will be creating the new role. In the Role Name box type the IDC members name you wish to add. Then Select the Add Individual Users button directly below the Role Name.
8. In step 8 you will be adding a specific individual to the role you created. I created the Role Nathan Bauer and I want to add the IDC Student Worker Nathan Bauer to the role. When this window pops up find the students name you want select the name and click Add. When your window looks as the picture below looks you have added the student.

9. After your window looks like the picture above. Click Ok.
10. You will see that the role is now created. To give the worker access to your course so that they can help in any way you need you must select the “Can Admin” check box.

11. Scroll to the bottom of the page and select Save. This saves and creates your role. You have now added a role and added a worker to your role. Now you need to add the role to your class roster.

12. Now lets add the student to your roster. These next steps will add the worker to your roster so that they can see all the material you created for your students just like they were taking the course. Begin by selecting “Add additional students.”

   12.1. Select “Add a non-Roster Student.”
14. You will see that now there is a check box to add the role you created.

15. Select the check box of the student worker. Then select save.
16. If you notice that more names have been added to your roster than just your student worker select the “Remove” button next to the persons name. This is a flaw in the system that appears occasionally.

17. You have now completed all the steps. Scroll to the bottom of your page and select “exit.”