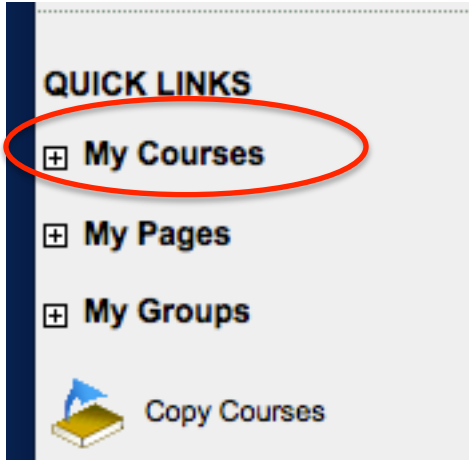
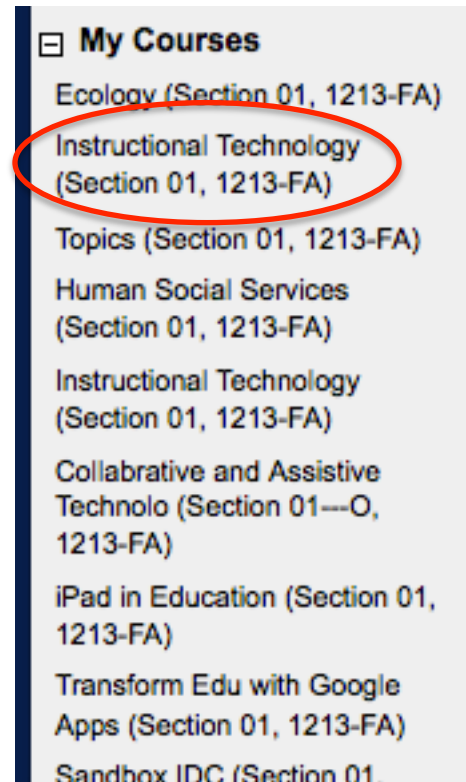


HOW TO: ADDING AN IDC STUDENT WORKER TO YOUR COURSE

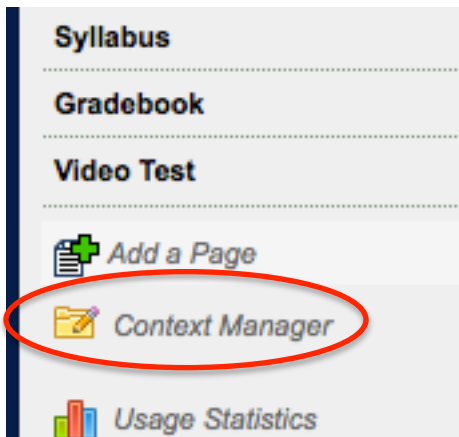
1. Log onto MyWLC.



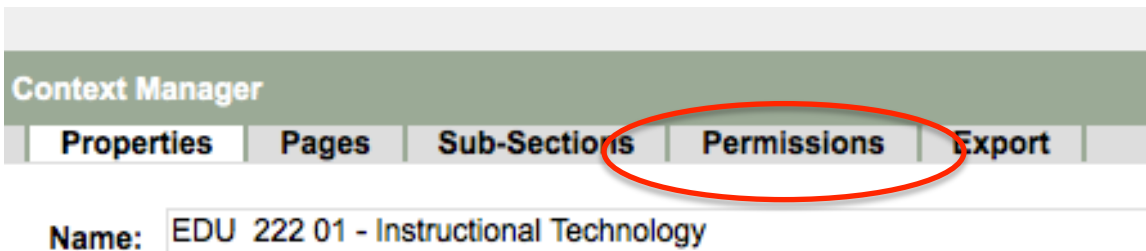
2. Scroll down on the right side of your screen to My Courses. Click on My Courses.



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.

Permissions for: Members of EDU 222 01 -

Role	Can Admin	Atten
Alexa	<input checked="" type="checkbox"/>	
Faculty	<input checked="" type="checkbox"/>	
Students	<input type="checkbox"/>	

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

[Add a Role](#)

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.

Add additional students

Role Name:

Add Individual Users

All Users in EDU 222 01 - Instructional Technology

Alexa

Faculty

Show: All Users Users In EDU 222 01 - Instructional Technology

Search:
 Last Name: First Name:

Select any user to view that person's details.

All Roles
 AAATest, AD_V6_Admissions
 AAATest, BU_V6_Business
 AAATest, Dash_admin
 AAATest, Dash_test
 AAATest, Dash_V6_render
 Aalpoel, Amanda N
 Aalpoel, Sara
 Aamoth, Emily R
 Abbasi, Munir A
 Abbott, Corah H
 Abdel-Aziz, Anas
 Abdrabalnabi, Zainab
 Abdullah, Moayad
 Abel, Ariel M
 Abel, Dempsey B

Add -->
 <-- Remove

Selected Users

<-- Previous | [More -->](#)

OK Cancel

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.

Search:
 Last Name: First Name:

Bauer, Nathan John (ID# 1080671)
 Candidates, Students, All Roles

All Roles
 Bauer, Benjamin
 Bauer, Diane
 Bauer, Jacqueline M
 Bauer, John G
 Bauer, Joshua Joseph
 Bauer, Kayla M
 Bauer, Kevin
 Bauer, Kevin P
 Bauer, Leah E
 Bauer, Leah Kathryn
 Bauer, Lucie
 Bauer, Michael R
 Bauer, Nathan John
 Bauer, Nathaniel John
 Bauer, Nicholas

Add -->
 <-- Remove

Selected Users
 Bauer, Nathan John

<-- Previous | [More -->](#)

OK Cancel

9. After your window looks like the picture above. Click Ok.

OK Cancel

Permissions for: Members of EDU 222 01 - Instructional Technology									
Role	Can Admin	Can View Page:							
		Attendance	Collaboration	Course Information	Main Page	Coursework	Syllabus	Gradebook	Video Test
Alexa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nathan Bauer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

wlcug fir in

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.

Context Manager

Properties | Pages | Sub-Sections | **Permissions** | Export

Define Permissions

[Add additional students](#)

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."

1213 FA-EDU 222-01 has **22 students**

- 18 roster students
- 4 non-roster students
-
-

Back to the permissions screen

ect "Add a non-Roster Student.

Add a non-roster student



Add Individual Users

All Users in EDU 222 01 - Instructional Technology

Alexa

Faculty

Choose from roles in all my courses

Nathan Bauer

Students

14. You will see that now there is a check box to add the role you created.

Add a non-roster student



Add Individual Users

All Users in EDU 222 01 - Instructional Technology

Alexa

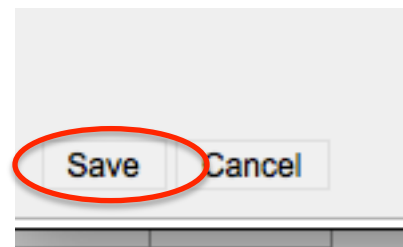
Faculty














Choose from roles in all my courses

Nathan Bauer

Students

15. Select the check box of the student worker. Then select save.



1213 FA-EDU 222-01 Students		
Student	Status	Action
 <i>Asendorf, Ashley M</i>	<i>Non-roster, Withdrawn</i>	Reactivate
 Baker, Jennifer K	Non-roster	Remove
 Bauer, Nathan John	Non-roster	Remove
 Biersack, Korben Lawrence	Roster student	
 Carbajal, Alexa Marie	Non-roster	Remove
 Day, Garrick	Roster student	
 <i>Fink, Jacob B</i>	<i>Non-roster, Withdrawn</i>	Reactivate
 Frey, Christel Louise	Roster student	
 Gilbertson, Rachel Ann	Roster student	
 Hahlbeck, Rebekah L	Roster student	
 Klueger, Christopher Mark	Roster student	
 Laete, Melanie Ann	Roster student	
 <i>Madison, Amanda Marie</i>	<i>Roster student</i>	

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.”