


Granting or Denying Access

Members are automatically granted access when they are first added to a course. Instructors can deny access to any member and then later grant access. If a member is denied access to a course, they will see the course on their My WebCT page, but will not be able to enter the course.

Step 1: Click the **Teach Tab**.

Step 2: In the **Course Menu**, under the **Instructor Tools** heading, click **Grade Book**.

Step 3: Click on the PeopleLinks icon  next to the student to be denied or granted access.

Step 4: Click **Deny Access** or **Grant Access**.

