How to Add your Name to your Course

After you have filled out the WebCT Course Creation Form, and the course has been created, you will need to change the Instructor name from WebCT Administrator to your name. This way your students will know that you are the instructor.

1. **Login** to WebCT. You will see all of the courses you are teaching.

2. Click on the course that shows the **Instructor as “WebCT Administrator”**.

3. From the homepage of the course, click on **Control Panel**, at the top left of the screen.

   *Make sure you are in the Extended Control Panel, not the Basic Control Panel.*

4. At the far right side, under Course Settings, click on **Instructor’s name**.

5. At the top, change the **Instructor’s name from WebCT Administrator to your name**.

   *Then, make sure you click on **Update** at the bottom.*