

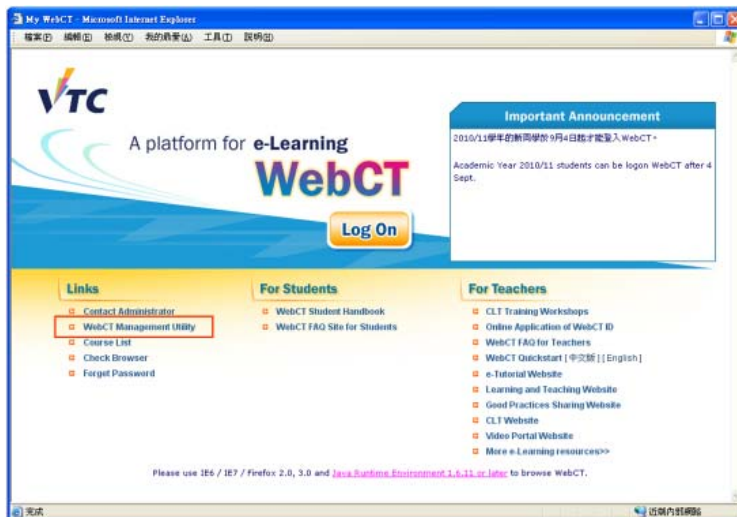


Using WebCT Management Utility System to Enroll Students

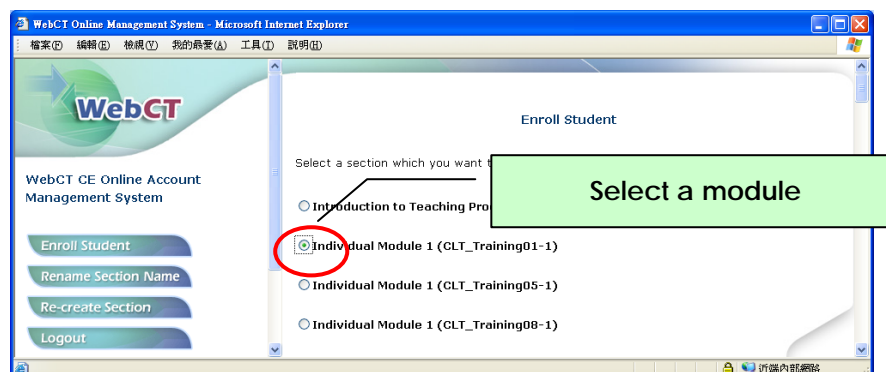
For all Course Modules, Student User Accounts will be created automatically according to the data in the SRS database. Designers need not to take care about the creation of student user accounts.

However, teachers are required to add Student User Accounts by themselves if the courses are **Individual Modules**. This can be done using “WebCT Management Utility System”.

- (1) Go to <http://webct.vtc.edu.hk> and click the hyperlink, “WebCT Management Utility”, in the left column.

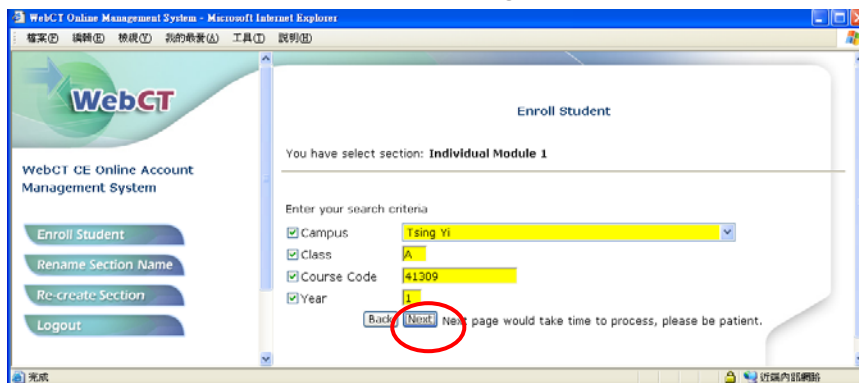


- (2) Use your WebCT ID and Password to logon and click “Submit”.
- (3) If you have a WebCT user account, you can logon to the system and click “Continue”.
- (4) Click “Enroll Student” and then select a module to add students.
Scroll to the bottom of the page and click the “Next” button.





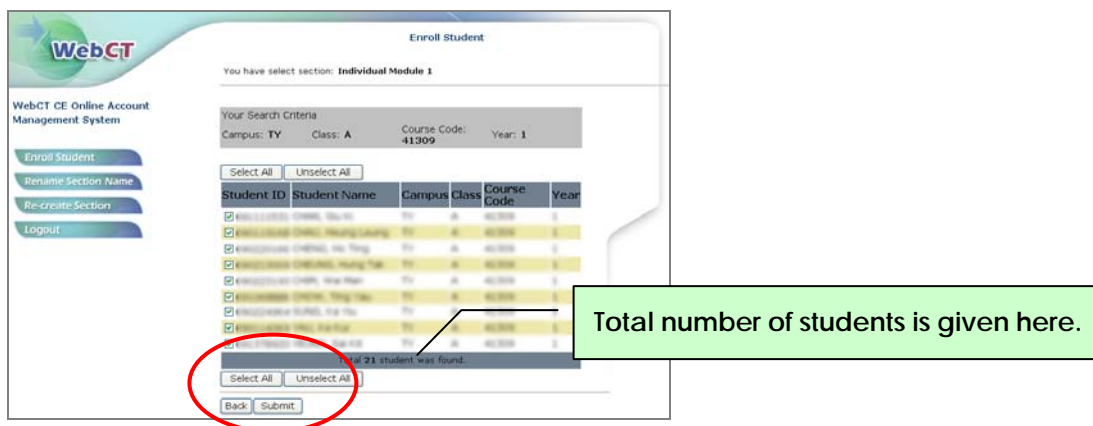
(5) Provide information in the textboxes (campus, class, course code and year) and click the "Next" button at the bottom of this page.



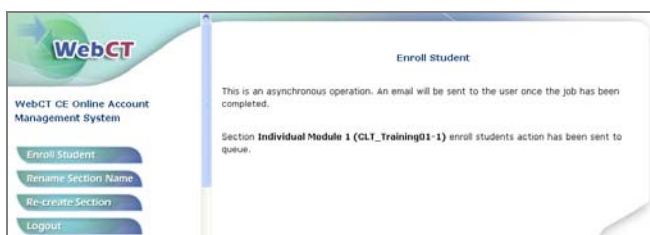
Remarks:

1. You need not enter all information. The system will search the SRS database for the students.
2. All the student data are based on the SRS database maintained and updated by the administrative support of department/campus.

(6) A list of students is displayed. Click "Select All" and "Submit".



The following message will be displayed.



Moreover, you will receive an email message in your VTC mailbox from WebCT Online Account Management System [admin@vtc.edu.hk] to confirm the operation is a success.