

WCCO Home Help Logout

Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL

ACC121-I-001-SUM07: Principles of Managerial Accounting - Janet Dengler (Instructor)

Content Areas Syllabus My Assignments My Tests Content	User Management List / Modify Users Create User Batch Create Users Enroll User Remove Users from Course Manage Groups
Course Tools Announcements Course Calendar Staff Information Send Email Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course	Assessment Test Manager Survey Manager Pool Manager Course Statistics Help Support Manual
Discussion Board Collaboration Glossary Manager Course Copy Import Course Cartridge Import Package Export Course Archive Course	Gradebook Gradebook Views Performance Dashboard Contact System Administrator Quick Tutorials

Under User Management there are two areas to work with - List/Modify Users and Manage Groups.

First for List/Modify Users.

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Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL

Search

Search by: Last Name Username Email

OK

Here you can locate the people who are enrolled in the course - either as a student, instructor, teaching assistant or observer.

You can search for people by putting in a last name, a user-name, or an e-mail address.

WCCO Home Help Logout

Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL

Enter the first characters of the last name.

Starts with

Search

OK

Even if you are not sure how to spell the entire name, you can enter the first few letters of the last name to locate the person.

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL

Note: Depending on the number of records, this function may take some time to process. Click **List All** to show the list.

List All

You can also click List All to reveal every person in the course. If there are a lot of people in the class, this may take a minute to load.

1 users located.
Displaying records 1-1.

Name	Username	Email	Role	Password	Properties
Dengler, Janet	janetpdengler	janetpdengler@wilkescc.mailcruiser.com	Instructor		

OK

Manage Groups

Add Group

Click here to add a group to your course.

No groups currently defined.

OK

Add Group

1 Group Information

Name

Description

Rich text editor toolbar with options for font style, size, color, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color. Below the toolbar is a large text area for the description.

Here is where you give the group a name, a description, and choose the options you need for the group.

2 Group Options

- Group Discussion Board Available
- Group Virtual Classroom Available
- Group File Exchange Available
- Group Email Available

Group Available Yes No

Do you need a discussion board, a virtual classroom, file exchanges, or e-mail for the group? Make sure you make the group available when you are done.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit