

# Accessing Web-based Courses for Teachers

## → How to start

Bookmark the following two links and note the differences:



### Web-based Course Request System (WBCRS)

The website where teachers create profiles, request/delete courses, or add students.

<http://web4.gov.mb.ca/wbcrequests/>

### Blackboard/WebCT

The website where teachers and students login to their WBC.

<http://webct.merlin.mb.ca/>

## Using the WBCRS

First  
step  
here

Before accessing Web-based Courses at the Blackboard/WebCT Learning System, first time users must create a profile at <http://web4.gov.mb.ca/wbcrequests>. This site is for teachers only.

### Web-based Course Request System

<p>New User?</p> <p><input type="button" value="Create profile"/></p>	<p>Returning User</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log in"/></p>
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[Forgot your password?](#)

[Looking for Blackboard?](#)

After clicking on Create Profile, you will see the following terms of agreement:

# WBC Request System

## Terms of Use

Web-based courses (WBCs) have been developed by Manitoba Education, Citizenship and Youth for use by Manitoba senior-years teachers and adult learning centre instructors. Manitoba Education, Citizenship and Youth hold the copyright for the resources contained within WBCs. Unauthorized use is prohibited. WBC use is restricted to Manitoba educators for use as teaching resource, at-a-distance, and blended learning contexts. By agreeing to this use, you certify that you are an active inservice or preservice educator in Manitoba.

Accept

Do not accept



Click on Accept to see the next screen.

# WBC Request System

## Create Profile

\*First name:

\*Last name:

\*Email Address:

\*Confirm Email Address:

\*Password:

\*Confirm password:

\*Position:

\*Phone number:   
(format: 204-555-1212)

\*Division:

\*School:

\* Required Field

Division or school not listed? Please contact [wbcrequests@gov.mb.ca](mailto:wbcrequests@gov.mb.ca)

Submit

You must fill in all the fields before submitting your profile. You must also create a password, i.e. the system does **not** generate a password for you.

After submitting your profile, the system will present the login screen again. This time, enter your full email address and your newly created password. Once you are in the system, you should see 3 options on the left.



WBC Request Home K-12 Home Contacts Disclaimer Logout

## WBC Request System

**User Options**

- » My Requests
- » My Profile
- » Log out

**Welcome**

The Web-based Course Request System is designed to help Manitoba educators manage their requests for web-based courses and Blackboard account creation services offered by Manitoba Education, Citizenship and Youth. Web-based courses are intended for teacher use in distance learning or blended learning contexts or as a teaching resource.

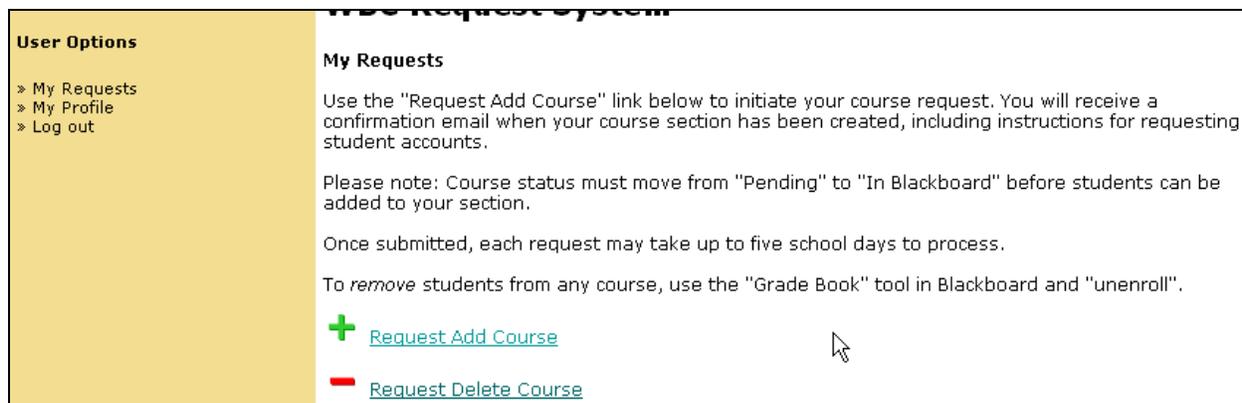
Web-based courses are not designed for independent study.

To request a web-based course or to request to add students to your existing course section(s), select "My Requests" on the left.

To update your profile information, select "My Profile" (*Why update?*)

Notice the **Log out** link at the top right and on the left menu. The **My Profile** link allows you to change your password, your name, school and other information. Updating your profile is especially important if your email address changes or you change schools or divisions.

For the most part, you will click on **My Requests**.



**User Options**

- » My Requests
- » My Profile
- » Log out

## WBC Request System

### My Requests

Use the "Request Add Course" link below to initiate your course request. You will receive a confirmation email when your course section has been created, including instructions for requesting student accounts.

Please note: Course status must move from "Pending" to "In Blackboard" before students can be added to your section.

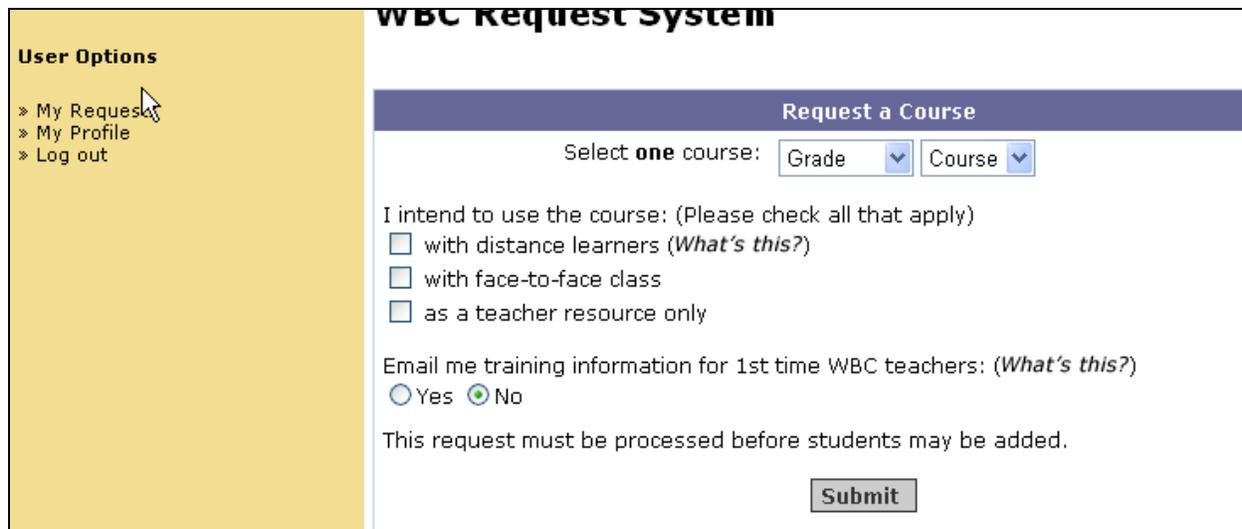
Once submitted, each request may take up to five school days to process.

To *remove* students from any course, use the "Grade Book" tool in Blackboard and "unenroll".

[+ Request Add Course](#)

[- Request Delete Course](#)

Click on "Request Add Course" and select the course you would like by pulling down the Grade level and Course title.



**User Options**

- » My Requests
- » My Profile
- » Log out

## WBC Request System

### Request a Course

Select **one** course: Grade Course

I intend to use the course: (Please check all that apply)

- with distance learners (*What's this?*)
- with face-to-face class
- as a teacher resource only

Email me training information for 1st time WBC teachers: (*What's this?*)

Yes  No

This request must be processed before students may be added.

**Submit**

We ask that you tell us how you intend to use the course. Please select one or more of the options:

- with distance learners
- with your face-to-face class(es)
- or as a teacher resource only

The next option “Email me training information for 1<sup>st</sup> time WBC teachers:” is important because if you’re new to the Blackboard Learning System, you should select YES and the Distance Learning Unit will send you some information about the upcoming workshops/webinars.

When you’re done, click on **Submit**. You can make more requests to add other courses in your profile. There is no limit and it’s free.

You can logout at this point because it will take about 24 hours in order for our office to set up your own course section and to set up your Blackboard/WebCT account if you’re a new user. It may take up to 5 days during the busy times of the year, like in September and February.

When your course is ready, the words “pending” will be replaced by the words “In Blackboard”.

Web Design (35S)	WebDesign35S_	In Blackboard	2009- 02-02
Applied Mathematics (20S)		Pending	2010- 02-19

You will also get an email from our unit giving you some details on how to login to the Blackboard Learning System at <http://webct.merlin.mb.ca>. If you are a new user, you will be given a username and an initial password. Immediately after logging in, you will be prompted to change your initial password.

To summarize, you will end up with two usernames and passwords (the passwords can be the same).

<p><b>WBC Request System</b>  <a href="http://web4.gov.mb.ca/wbcrequests">http://web4.gov.mb.ca/wbcrequests</a></p>	<ul style="list-style-type: none"> <li>- make a request to access (to add) WBC</li> <li>- make a request to add students, if any</li> <li>- make a request to remove a WBC – usually done at the end of a semester or when you change employment</li> <li>- for teachers only</li> <li>- username is your full email address</li> </ul>
<p><b>Blackboard Learning System (WebCT)</b>  <a href="http://webct.merlin.mb.ca">http://webct.merlin.mb.ca</a></p>	<ul style="list-style-type: none"> <li>- the place where your WBC will be found</li> <li>- where students also login to your course</li> <li>- username for all users is <i>firstname.lastname</i> this will be provided in an email</li> </ul>

## Steps to add students

After logging in the WBC Request System, notice the link to the right of your course to add students.

Course Requests:				
WBC	Section Title	Status	Request Date	Add Students
Biology (40S)	Biology40S_GirouardDonald	In Blackboard	2006-09-07	
Communication Centre	CommunicationCentre_GirouardDonald	In Blackboard	2007-09-04	

Student Requests:		
Section Title	Status	Request Date
No student requests pending.		

Click on the link  and enter the MET# in the field.

**My Requests > Add Students > Student Accounts for Principles of Accounting (30S)**

Please complete the following form. To prevent registration errors, you must provide a student's MET# before they can be added to the course list.

To find students to add to the course list, enter the students' MET# in the space provided. If the correct student data is found, you can then add that student to the course list. Once the course list is complete, click on the "Submit Student List" button to complete the operation.

[Find student](#)

Enter MET#:

Click on **Find Student** and you'll see a confirmation box as shown below:

[Find student](#)

Enter MET#:

**The following student information was found:**

Surname:	LAST NAME
Given name(s):	FIRST MIDDLE
MET#:	xxxxxxxx

Verify that the actual names that display on this screen is the actual student you want to add. Click on the button **Add to list**.

You can then continue to add students one by one. See the screenshot below.

Note the fields asking for the administrator's name and email. The administrator can be your principal, a divisional coordinator overlooking Distance Learning or other person who can verify that you are a certified Manitoba teacher currently employed by a school division.

Note the Remove option in case you realize there's a mistake. Place a checkmark by the student(s) you wish to remove and click on **Remove**.

The names, MET# and Blackboard ID in the screenshot below have been changed. You will see the actual information for your student(s).

**Find student**

Enter MET#:

**Student list**

**Student accounts for Principles of Accounting (30S) (Blackboard Section title: PrinciplesofAccounting30S\_GirouardGisele)**

Last Name	First Name	MET #	Blackboard ID	Remove
LASTNAME	FIRSTNAME	xxxxxxxx	username	<input type="checkbox"/> <input type="button" value="Remove"/>

**Submit completed list**

Administrator name:

Administrator email address:

Click on **Submit Student List** when you're done. You may have to wait up to 5 days before students can actually login to the Blackboard system at <http://webct.merlin.mb.ca>. Most of the time, it takes about 24 hours to manage your student or course request.

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## PASSWORD RESETS and HELP

Send a message to [wbcrequests@gov.mb.ca](mailto:wbcrequests@gov.mb.ca) if you need help with your accounts or if you need passwords to be reset.

This applies to both systems,  
the WBC Request System and for the Blackboard Learning System.  
You can also call the Distance Learning Unit at 1-800-465-9915 OR 204-325-1701.