

## Manage Student Access to a RamCT Section Before/After A Semester Allow Access for Grade Incompletes

While instructors always have access to their RamCT sections, student access to a RamCT section will usually begin a few days before the start of a semester and end approximately four weeks after the end of a semester. This default student access setting will accommodate most instructors. Some instructors would like all of their students to be able to access their RamCT section content beyond these start and end times.

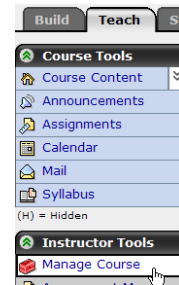
In some instances, for example a student finishing a grade incomplete, you may need to allow access for just select students to your RamCT section.

If want to manually manage student access your RamCT section do the following:

- I. [Change student access to your RamCT section](#)
  - A. [Allow All Your Students To Access a RamCT Section Before/After A Term](#)
  - B. [Prevent Student Access to a RamCT Section](#)
- II. [Allow Access For Select Students to Your RamCT Section.](#)
  - E.g. Grade Incompletes
- III. [Reset Section Access Back To Original Settings](#)

### I. Change student access to your RamCT section

1. From the Build or Teach tab, under the **Instructor Tools** menu *click* on the **Manage Course** link.

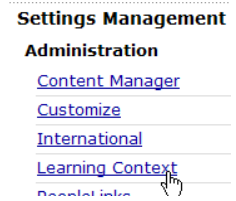


2. *Click* on the **Settings** link

#### Manage Course

- Tools**  
Determine which tools can be used in the course.
- Course Menu**  
Modify the appearance of the course menu.
- Colors**  
Choose colors for the course.
- Course Content Icons**  
Choose an icon set for course content.
- Settings**  
Edit settings for tools.

- Under the **Administration column** *click* on the **Learning Context** link.



The default setting for Course availability for Students, “Use term setting” will allow students to access a RamCT section a few days before the start of a semester and approximately four weeks after the end of the semester.

**A. Allow All Your Students Access to a RamCT Section Before/After A Term:**

To change the setting so students can always access your RamCT section before the term starts or after the term ends change the Course availability for Students setting:

**FROM:** “Use term setting”

Title	Value
Course availability for Students *	Use term setting
	Use term setting
Course availability for Teaching Assistants *	Always available
	Never available

**TO:** “Always available”

*Click* on the **Save Values** button.

Please do not use any of the other options under the Course availability for Students drop down list; you may inadvertently allow or prevent unintended student access.

**B. Prevent Student Access to a RamCT Section**

To change the setting so students cannot access your RamCT section change the Course availability for Students setting:

**FROM:** “Use term setting”

Title	Value
Course availability for Students *	Use term setting
Course availability for Teaching Assistants *	Use term setting
	Always available
	Never available
Course availability in Public Course	Not available before term

**TO:** “Never available”

*Click* on the **Save Values** button.

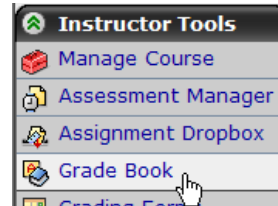
Please do not use any of the other options under the Course availability for Students drop down list; this may inadvertently allow or prevent unintended student access.

## II. Allow Access For Select Students to Your RamCT Section.

If you just want one or a few students who need access to your RamCT section to finish an incomplete you would make your RamCT section available to students and then deny access to the section to those students who no longer need to enter the section.

- a. Follow the steps in **section I** above to set the course availability for students to “Always Available”.

- b. From the **Teach tab** click on the **Grade Book** link



- c. Place a *check* next to the people who you **do not want to access your RamCT section.**

- d. Click on the **Deny Access** button

Grades				
Members				
View All				
Custom View				
<input type="checkbox"/>	Last Name	First Name	User ID	Role
	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric
<input checked="" type="checkbox"/>	Nolan	Kevin	nolank	Section
<input checked="" type="checkbox"/>	Nolan - Section Designer	Kevin	kevin_sd	Section
<input type="checkbox"/>	Student	Demo	webct_demo_17724409031	Student
<input type="checkbox"/>	Student	Kevin	kevin_st	Student
<input checked="" type="checkbox"/>	Student1	Melody	melody_student1	Student
<input checked="" type="checkbox"/>	ta	kevin	kevin_ta	Section

Buttons at the bottom: Send Mail, Export to Spreadsheet, Grant Access, Deny Access

Note the red arrow next to the people who have access denied. They will see this section under the My RamCT course list but they will not be able to enter the section.

Grades				
Members				
View All				
<input type="checkbox"/>	Last Name	First Name	User ID	Role
	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric
<input type="checkbox"/>	Nolan			
<input type="checkbox"/>	Nolan - Section Designer			
<input type="checkbox"/>	Student			
<input type="checkbox"/>	Student			
<input type="checkbox"/>	Student1			
<input type="checkbox"/>	ta			

- e. Now the only persons who can access this RamCT section are the ones who have not had their access denied.

### III. Reset Section Access Back To Original Settings

Once you have finished either providing or preventing access to your RamCT section it is recommended that you change the student access back to the default setting. (See the previous screen shots in this document if you have any questions.)

1. Under **Instructor Tools** *click* on **Manage Course**.
2. *Click* on the **Settings** link
3. Under the **Administrative column** *click* on **Learning Context**.
4. *Change* the **course availability for students**:  
**FROM:** “Always available”  
**TO:** “Use term setting”
5. *Click* on the **Save Values** button
6. *Return* to the **Gradebook**
7. *Click* on the **box in the top left corner to select all members**.
8. At the bottom of the Gradebook *click* on the **Grant Access** button.

The red X’s should disappear next to the students’ names.

This will return your RamCT section to its original student access “Use term setting” which is: opens student access a few days before the start of the semester and closes student access approximately four weeks after a semester.