

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.

<https://www4.edu.gov.mb.ca/wbcrequests/>

Blackboard/WebCT

The website where teachers and students login to their WBC.

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

Using the WBCRS

Before accessing Web-based Courses at the Blackboard/WebCT Learning System (<http://webct.merlin.mb.ca>), first time users must create a profile at <https://www4.edu.gov.mb.ca/wbcrequests/>. This site is for teachers only.

Web-based Course Request System

New User?	Returning User
<input type="button" value="Create profile"/>	Email: <input type="text"/> Password: <input type="password"/> <input type="button" value="Log in"/>

[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

Submit

You must fill in all the fields before submitting your profile. You must also create a password, i.e. this is something that will not be given to 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 right.

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. You can also change the name of your school if and when you change locations.

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

WBC Request System

User Options

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

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.

WBC Request System

User Options

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

Request a Course

Select **one** 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.

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 last option is important if you are a first-time teacher using the Blackboard Learning System. Please select YES and the Distance Learning Unit will send you some information about the upcoming workshops.

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 24 hours in order for our unit to set up your own section. It may take up to 5 days during the busy times of the year, like in September and February. Your requests will show the words "pending" until it is ready.

When your course is ready, the words "pending" will be replaced by the words "In Blackboard". 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>. 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 so far, you will end up with two usernames and passwords (the passwords can be the same).

<p>WBC Request System https://www4.edu.gov.mb.ca/wbcrequests</p>	<ul style="list-style-type: none"> - make a request to access (to add) WBC - make a request to add students, if any - make a request to remove a WBC – usually done at the end of a semester or when you change employment - username = full email address
<p>Blackboard Learning System (WebCT) http://webct.merlin.mb.ca</p>	<ul style="list-style-type: none"> - the place where your WBC will be found - where students also login to your course - username = firstnamelastname

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 fill out the boxes.

Please complete the following form. To prevent registration errors resulting from duplicate names, a MET number is required for each student.

Please note: Registering students requires administrator notification.

Administrator name:

Administrator email address:

Student Accounts for Biology (40S) (Blackboard Section title: Biology40S_GirouardDonald)

#	First name	Last name	Blackboard username	MET #
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The administrator name and email is necessary as part of a verification process to ensure that you are a certified Manitoba teacher currently employed by a school division.

Do not fill out the Blackboard username field as the system will automatically generate this.

You will need the MET number for each student as well. A MET number is similar to a student number that is unique for each student in the province. You can obtain MET numbers from your local office.

If you have more than 10 students to enroll, click on Add more. Click on Submit 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 request.

Send a message to wbcrequests@gov.mb.ca if you need help or if you need passwords to be reset. You can also call the Distance Learning Unit at 1-800-465-9915 OR 204-325-1701.