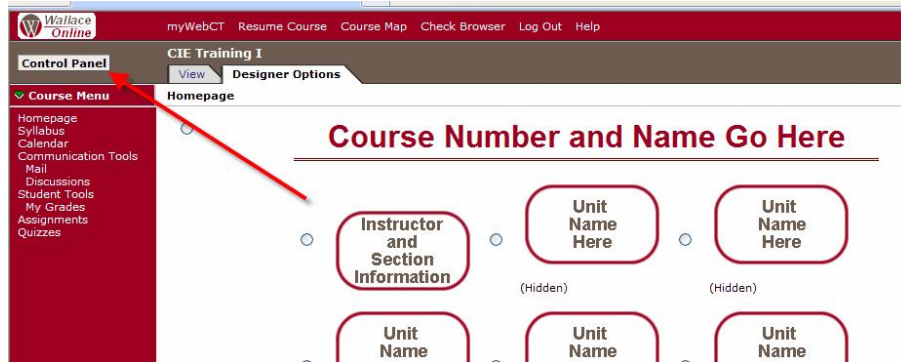


## WebCT 4 How-To Changing Instructor Name

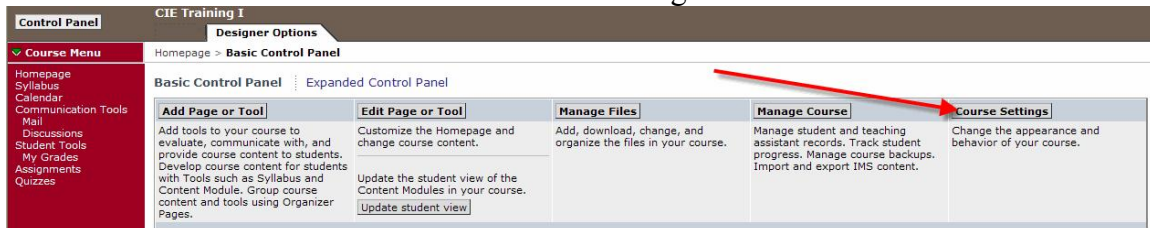
### Step One:

Log In to Wallace Online and open a course. Select (left mouse-click) the “Control Panel” button.



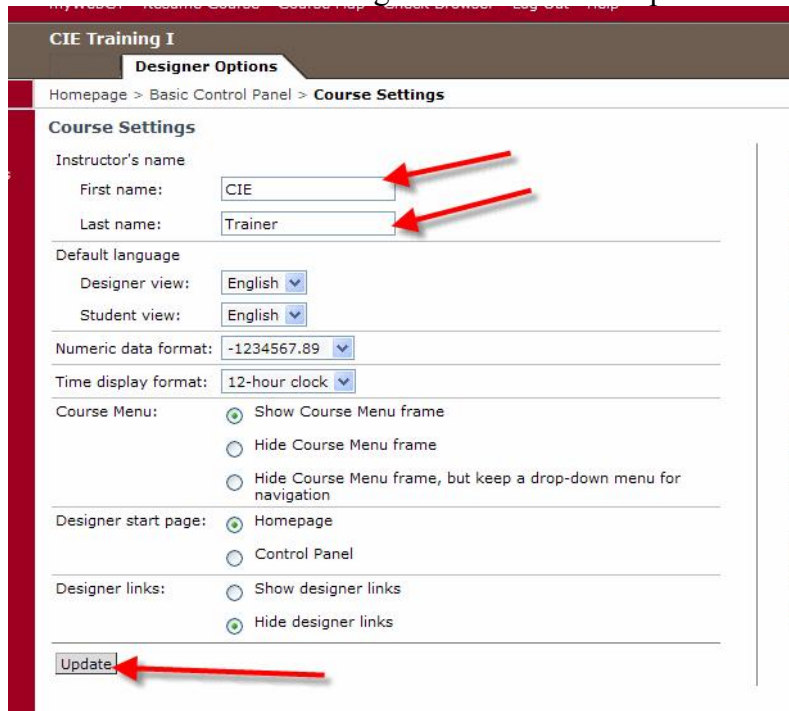
### Step Two:

Select the “Course Settings” button.



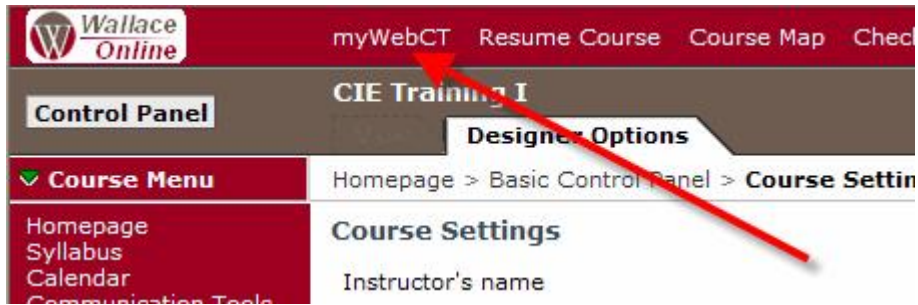
### Step Three:

Make the Instructor name changes and Select the “Update” button.



#### Step Four:

Select "myWebCT" from the top of the screen.



#### Step Five:

Make sure the changes have taken place.

