

This guide describes basic features of WebCT and how to use them. For a more in-depth WebCT tutorial visit the Student Orientation Center (<http://www.webct.com/oriented>) at WebCT.com. In addition, take advantage of the Help resources in WebCT about specific questions regarding the WebCT interface.

- Topics covered in this document include:
- Connecting to the Internet
- Logging into WebCT and Accessing Online Classes
- WebCT Tools:
 - Course Content Tools
 - Content Utilities
 - Communication Tools
 - Evaluation and Assessment Tools
 - Student Study Tools

Logging into WebCT and Accessing Online Classes

How to log in to WebCT

1. Access the SUU WebCT main page at:
<https://webct.suu.edu/webct/public/home.pl>
2. Click on “log in to myWebCT”
3. Type your WebCT ID and password in the fields provided. Click Log in.

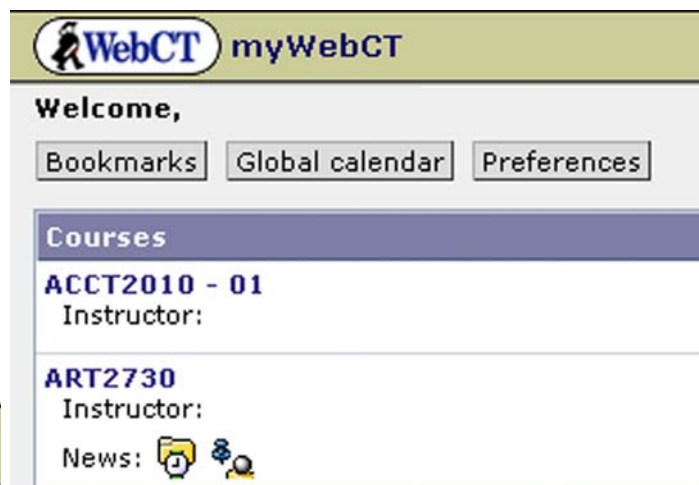


WebCT ID:
Password:

Note: Student's usernames and their passwords are the same as their student on-campus computer account. If you do not have a user ID number, or password, you can get one at any of the on-campus computer labs.

Accessing Classes

WebCT has a single course entry screen, called **myWebCT**. This is shown after the login information has been processed. To enter a course, simply click on the link displaying the desired course title. You can return at any time to the **myWebCT** screen from within a course by clicking on the link at the top of the WebCT window.






WebCT myWebCT

Welcome,

Courses

ACCT2010 - 01
Instructor:

ART2730
Instructor:

News:   

WebCT Tools

Course Content Tools



Syllabus: This tool simply provides the online version of what an instructor would normally hand out in class outlining the goals, expectations, material, etc. for the course.



Content Module: This tool can consist of pages of a variety of course content as posted by the instructor. A viewer of a Content Module will first encounter a Table of Contents that links titles of materials to the actual pages of content.



Glossary: This tool is a reference for students provided by the instructor. It contains definitions and explanations relevant to the reading and study material that the instructor thinks may be useful.

Content Utilities



Search: This tool allows users to conduct searches for text within a WebCT course. Searching is limited to course content and tools the instructor has added to the course. Searches must specify which area(s) should be searched for a specific text.

Communication Tools



Discussions: This tool allows classmates and instructors to communicate by posting messages for each other to read and respond to. By default, messages are sorted by which “thread” they belong to. Threaded messages are a series of replies to a message of the same subject.



Mail: Working just like email, the Mail tool allows WebCT users to send, receive, reply, and forward mail messages to others in the course. In addition, message drafts can be stored, saved messages can be searched, and customized mail folders can be added.



Chat: This tool provides an interactive interface for students and instructors of a course to come together synchronously, or at the same to time, to communicate by typing and receiving messages instantly.



Whiteboard: This is a drawing tool that may be used during synchronous, or “real-time” online discussions. Participants may type text draw objects, insert graphics, and make modifications to images already on the board.



Calendar: This allows student, teaching assistants, and instructors to exchange information about class events quickly and effectively. This tool can be viewed by month or by day. Entries can be compiled to view in a list format. Students may also post entries to the class calendar.

Evaluation and Assessment Tools



Quiz: The Quiz and Survey tools assist instructors in administering quizzes to test student knowledge and surveys to receive feedback in a web-based format. This allows for greater test-taking efficiency as well as an easy way to compile scores and determine class statistics.



Self Test: Self tests are multiple-choice tests created by instructors for students to independently test their knowledge on subject matter. Each correct answer is provided immediately after answering a question. Also, no grades are recorded and instructors cannot view Self Test results.



Assignments: This tool allows students to view assignments, submit assignments, retrieve assignments for resubmissions, and download files provided by the instructor.

Student Study Tools



My Grades: This tool allows students to see grades they have received in the course. Students may see WebCT quiz results, assignment grades, and even non-WebCT grades if the instructor adds these to the WebCT gradebook.



My Progress: The My Progress tool shows students which parts of the course site they have accessed and the number of content module pages visited. This is helpful for students to keep track of what materials they have and have not used.

References:

The content of this document was derived from an ITRC document of Idaho State University. It has been modified to fit the needs of Southern Utah University.

URL Links:

<http://www.isu.edu/itrc/handouts.shtml>



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