



Learning Online. . .

## Student Guide to Using WebCT

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Note: This Student Guide was created as a single document in case you wish to print it as a handy "paper" reference to using WebCT.

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### Overview & Logging on to Your Class

#### Introduction to WebCT

WebCT means Web Course Tools. It is a home site for your online course and has tools on it that allow you to access course information, communicate with your instructor and other students, and complete and submit assignments.

#### Work Offline

If you are required to submit assignments by WebCT's **L** or Discussion features, you should **always create the documents offline**. This will ensure that you don't lose your work if the network experiences technical problem. Create the documents using your own word processor and save the document to your hard drive. You may either attach your document to a mail or discussion message, or copy your document and then paste it into your mail or discussion message. Please note that some instructors prefer that you NOT use the attached file function; check with your instructor before sending documents as attachments.

To copy and paste your document: Select the entire document, and copy it. Go to your WebCT Mail or Discussion, create a new message and paste your document into your new message or discussion. For instructions on how to copy and paste follow the link to [copy and paste send assignments](#).

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#### Chat Sessions

In order to use the Chat features you must have a 32-bit operating system (i.e. Windows95 or higher).

#### Company Firewalls

If you are accessing WebCT from your office or from another college, you may run into problems with your company's network. If you have difficulty logging into :

course, contact your IT office at work and discuss the is with them. Howard Community College has no control over the way your company network is configured; it's important to deal directly with the IT staff at your office resolve problems.

[\[Topics\]](#)

## Logon to Your Course

Most HCC courses are taught using a course platform called WebCT. Check the course descriptions on the Distance Learn homepage under Credit Courses. These descriptions will tell if your course is in WebCT or if it is accessed from the course description page. Information about your instructor, including email, is listed on the course description.

If your course is taught on WebCT,

1. Go to <http://webct.howardcc.edu:8900>.
2. Follow the Logon Instructions you find there.

### What is "myWebCT"?

MyWebCT is your personal homepage from which you can access all of your online courses that are taught in WebCT.

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## Logoff

When you have finished working on your course, you must **Close** or **Exit** your browser so that no one else can get into your class.

If you are working on a computer that is used by others, it is **CRITICAL** that you exit the browser each time you finish using WebCT. If you don't exit, a person using the machine after you will have access to your course materials, could send email in your name, and could view your confidential student record.

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## Getting Help

### About Your Course

If you have questions about your course (assignments, due dates, problems completing assignments, how to submit an assignment or navigate the WebCT course site, etc.), you should contact your online course Instructor by email or phone.

The HCC Helpdesk **can NOT** answer questions about

specific course content.

### Help When You Are in WebCT

WebCT has a built-in **Help** that can be accessed from a page on your course Web site. Look for the Help link at top of each page.

### Difficulty Logging on to WebCT

If you are having difficulty logging on to WebCT and you **KNOW it is NOT a result of problems with your Internet Service Provider or your browser**, contact:

**Help Desk:**

**410-772-4444**

**Hours: 8:00 a.m. to 11:00 p.m.**

or E-mail at

[webcthelp@howardcc.edu](mailto:webcthelp@howardcc.edu)

or

use [this form](#) to request help.

### Leaving a Help Desk Message

Student Computer Support now staffs a help desk. Students and faculty may call 410-772-4444 between 8:00 a.m. and 11:00 p.m. Monday through Friday to report problems. After hours students and faculty may leave a message at the same number. Student Computer Support staff will handle the problem or direct it to the correct person to handle.

When leaving a message, be sure to leave your name, the course you are enrolled in, your course instructor's name, your phone number, your e-mail address, and a description of the problem. Be sure to speak slowly so staff can easily take down your message.

### Further Assistance

If your online course instructor can not help you, contact:

**Office of Distance & Alternative Learning**

**410-772-4440**

[DistanceLearning@howardcc.edu](mailto:DistanceLearning@howardcc.edu)

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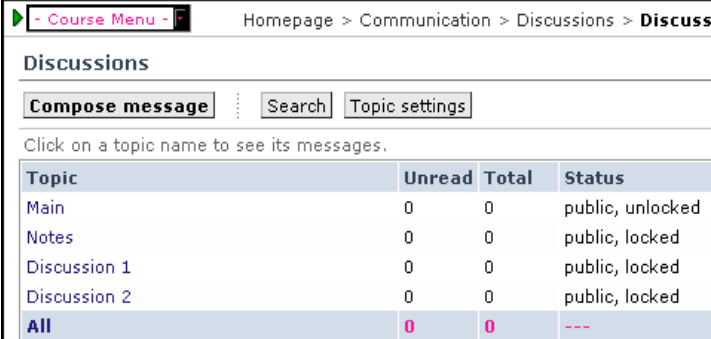
## Guide to WebCT

This Guide to WebCT explains the various tools your instructor may choose to use to deliver course information and to communicate with you.

### How to Navigate WebCT

- Do NOT use the Home button in your browser, as this will take you out of your course.
- Do NOT use the Back button in your browser because this will slow down the server.
- Use ONLY the navigation tools within your course to get around in your course.

Once you are in your course and have clicked on an icon you will see that the title of that icon appears after the line under your course title at the top of the screen. In the example below, the student has selected Communications and then clicked on Discussions, so the words will appear under your course title. All the student has to do is click on the word Communications or Homepage to return to either of these pages.



Topic	Unread	Total	Status
Main	0	0	public, unlocked
Notes	0	0	public, locked
Discussion 1	0	0	public, locked
Discussion 2	0	0	public, locked
<b>All</b>	<b>0</b>	<b>0</b>	<b>---</b>

If your instructor has enabled the drop-down "Course Menu" option on the left of your course screen, you can also get around in your course by clicking on those links shown in the graphic example below.



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## Using the Tools in WebCT

### Communication Tools



Mail

## Mail (Send/Receive Mail)

If your class uses WebCT Mail, you will find on your course Web site an icon similar to the one on the left called **Mail** or **Private Mail**.

**Mail** is a private email feature built into WebCT. This means that the WebCT **Mail** functions only within your WebCT course. (You can not send regular email across Internet using the mail function in WebCT.) You can communicate **ONLY** with classmates or your instructor.

WebCT **Mail** allows you to send and receive messages, with or without attachments.

The messages are stored in **Folders** and are available for reading anytime you wish. If you need to find a message you read awhile ago, you can **Search** for that message. If you click on a listing of **ALL** messages you have received (read or unread), click on the folder named **All**.

Folder	Unread	Total
<input type="radio"/> Inbox	0	0
<input type="radio"/> Outbox	0	0
<input type="radio"/> Draft	0	0
<b>All</b>	<b>0</b>	<b>0</b>

**Compose Mail Message** opens a window in which you may create new messages. To complete the **Send To** field with the name of the person you are emailing, click the **Browse** button to see a listing of available recipients. Enter a description of your message in the **Subject** field--this is important, because your recipient will see his or her new messages with the **Subject** field showing. Type, or copy and paste text into your message and click the **Send** button.

**Folder** selects which folder is active. There are four default folders:

- **All**, displays the contents of all folders;
- **Draft**, displays any messages you may have saved as drafts before sending;
- **Inbox**, displays all messages received from other

users;

- **Outbox**, displays all messages sent to other users

Additionally, you can create your own folders to organize the messages you receive from your instructor and classmates. Click on **Manage Folders** to create and name new folders. Click on **Manage Messages** to move messages into new folders.

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## Discussions (Send/Receive Group Messages)

Messages or other written documents posted to the Discussions may or may not be **PUBLIC**...your instructor and every student in your class may be able to read postings to the Discussions. Your instructor may setup some **PRIVATE** Discussions for small groups and assign you to work within a small group as well as within a discussion for the entire class.

If Discussions are part of your online course, then you will find an icon or link labeled Discussions within your class.

To ensure that you can see all of the messages as you work in the Discussions, click on **Refresh** (in Microsoft Internet Explorer) or **Reload** (in Netscape) to update your display of the list of messages.

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## Chat

Chat sessions allow you to communicate real-time with your instructor and with other members of the class.

To access Chat, click on the **Chat** icon or link in your course. (If you have a Communications area in your course then you will find it there.) After your computer loads in the chat applet (this may take a minute), a screen appears showing 6 possible rooms for chat sessions. Chat sessions in rooms 1-4 are recorded and your professor may make them available after the session as a Discussions posting. To join or initiate a Chat Session, simply click ONCE on the appropriate room button.

A chat room has a large **Output Interaction Box** which displays all the messages posted during the current chat session. The **Users Logged On** shows you who is in the chat room with you. To enter into the conversation, simply type your message in the text box on the bottom of the screen, and press the **Enter** key. Your message will appear in the **Output** screen, along with your name so people



Discussions



Chat

know who posted the message. To log off a conversation simply click the **Quit** button.

### [Instructions for Using the Chat Function](#)

[\[Topics\]](#)



Whiteboard

## Whiteboard

Your instructor may choose to use the Whiteboard. This tool allows you to exchange drawings, graphs, pictures, text, etc. Please check with your instructor whether your class will be using the whiteboard. Refer to your Discussions for instructions on how to use the whiteboard.

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Calendar

## Calendar

WebCT has a built-in calendar which your instructor may use to post due dates for assignments, projects, examinations, holidays, etc. Your instructor may setup your class so that you can also use the calendar to track personal dates and deadlines (these will be italicized on your calendar and will not be visible to others in the class). Your instructor may also post important deadlines and assignments on the calendar. These are non-italicized and visible to the entire class.

### To Use the Calendar:

1. Go to your Course Content and Related Materials icon, click on the Calendar icon.
2. Select the month you wish to edit and click on View button.
3. Click on the date you wish to edit.
4. Click on New Entry button.
5. Fill in **ALL required boxes** and optional boxes as needed.
6. Click on the Add button to add your entry to your calendar.

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Self Test

## Taking Self Tests or Quizzes

Your instructor *may* choose to have you take Self Tests or Quizzes online in WebCT. To access the Quizzes, select the **Online Quizzes and Surveys** icon or link within your course.

If the instructor authorizes you to see your quiz grade, from the course home page select the **View Your Marks and Course Record** icon. You may have to scroll down slightly.



Quiz

to see your grades. Click on a quiz or project title to view the distribution of grades in the class (if made available to the instructor).

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## Other Helpful Things to Know

Click on **Refresh** or **Reload** (on one of the top toolbars) if you want to view the latest information posted on the Internet page you are viewing. It occasionally happens that a posting does not appear despite clicking on **Refresh** or **Reload**. In this case, try exiting your browser and re-entering a few seconds later.

If you are **unable to access** your WebCT course listings page, it is possible that the WebCT server is down. This is usually the case if you are able to access other pages on the Internet, but not the WebCT pages (unless you have typed in the wrong address or your organization has a firewall). If you think that the server is down, call or email the HCC Helpdesk at 410-772-4444 or [webcthelp@howardcc.edu](mailto:webcthelp@howardcc.edu). Leave a message, including your phone or email address. Try logging on later.

## Copy and Paste to Send Assignments

Since you and your instructor may not be using the same word processor or even the same version, we recommend that you use copy and paste to send assignments to your instructor.

1. Use your word processor to complete your assignment.
2. Select the text you wish to send to your instructor by left-clicking and dragging down across the entire text, or by using the **Edit** menu on the top menu bar then click on the **Select All** option.
3. Click on **Copy** icon or use Ctrl+C to copy text to Windows Clipboard.
4. Open a new Mail message or Discussions message.
5. Fill in **Send to** and **Subject** boxes.
6. Click in message window.
7. Click on **Paste** icon or use Ctrl+V to paste message in window.
8. Click on **Send** button.

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## HELP within WebCT

If you need help while you are working on your course

within WebCT, just click on the HELP link at the top of your course site. The HELP link provides detailed information about how to navigate your site and how to use the various tools on your course site.



[\[Topics](#)

If you have questions or comments about this page, contact Distance & Alternative Learning at [DistanceLearning@howardcc.edu](mailto:DistanceLearning@howardcc.edu) or Dave Hinton at [dhinton@howardcc.edu](mailto:dhinton@howardcc.edu)

[Topics List](#) | [HCC's Online Course Listing](#)



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