

# Using WebCT



## Table of Contents

How do I login to WebCT? .....	3
How do I know if my browser is compatible with WebCT? .....	5
How do I enable cookies in my browser? .....	7
How do I know if I have a popup blocker? .....	10
How do I disable my browser's popup blocker? .....	11
How do I compose a message in email in WebCT? .....	14
How do I attach a file to an email message in WebCT? .....	15
How do I read email messages in WebCT? .....	16
How do I download an attachment from a message in WebCT? .....	16
How do I use the chat rooms in WebCT? .....	18
How do I read messages on the discussion board in WebCT? .....	20
How do I post a message to the discussion board? .....	20
How do I view content in WebCT? .....	22
How do I save content from WebCT? .....	22
How do I take a quiz in WebCT? .....	24
How do I download an Assignment in WebCT? .....	26
How do I upload an Assignment in WebCT? .....	28
Acknowledgements .....	31

# Logging Into WebCT

## How do I login to WebCT?

- Go to <http://webct.muw.edu>.
- You will see MUW's WebCT homepage.
- Left click Log in to my WebCT.



- You will be asked for your username and password.
- Your username is your MUW ID number.
- Your password is your six digit birth date. For example, if your birthday is January 1, 1990, your password would be 010190.



- Once you have typed in the information, left click Log in.

# Logging Into WebCT

- Once you have logged in successfully, you will see a list of your courses.

Courses
<b>Summer</b>
<b>Spanish Listening Lab</b> (FLSLab_ml) Instructor: Michael Longton My Role: Designer  News: There is no news for this course.
<b>Special Topics in Health Education</b> (HKH542_jy) Instructor: Joyce Yates My Role: Designer  News: There is no news for this course.
<b>Fall Semester</b>
<b>COURSE EVALUATION-Spreadsheet Applications</b> (BU160-EVAL-FA05) Instructor: Lisa Powers My Role: Designer  News: There is no news for this course.
<b>Info Systems Using Micros</b> (BU157_mb) Instructor: Marty Brock My Role: Designer  News: There is no news for this course.
<b>Default Term</b>
<b>Spreadsheet Applications</b> (BU160_mb) Instructor: Marty Brock My Role: Designer  News: There is no news for this course.

# Logging Into WebCT

*In order for WebCT to work properly, several browser settings must be set correctly. For example, cookies must be enabled and all popup blockers must be disabled. Finally, WebCT has a certain list of browsers that are supported for the version of WebCT that we are currently running.*

## How do I know if my browser is compatible with WebCT?

- You can run WebCT's browser checker from the login screen of WebCT at <http://webct.muw.edu>.
- Left click Check Browser to begin the Browser Checker.



- You will be walked through a wizard which will determine if your browser is compatible with WebCT.
- If the browser is compatible, you will see the following screen.



- If your browser is not compatible, you will see the following screen.



- Left click the Browser Tune-up Page link.

# Logging Into WebCT

- Under option 2, left click Start the Browser Tune-up.

**2 Tune-up Your Browser Online**  
Start the online Browser Tune-up if you are having trouble using WebCT, and:

- you have already checked your browser in WebCT, or
- you cannot use the Browser Checker in WebCT.

The Browser Tune-up includes detailed, step-by-step instructions to make sure your browser settings are optimized for the best possible WebCT experience.

[▶ Start the Browser Tune-up](#)

- You will first be asked to verify your operating system. Left click the link that correctly identifies your operating system

## WebCT Support

### Start the Browser Tune-up

The browser tune-up will ensure that you are using a supported browser. It includes step-by-step instructions to make sure your browser settings are optimized for the best possible WebCT experience.

**Operating System Detection**  
You appear to be running a Windows operating system

Please confirm by selecting your operating system:

[▶ Windows operating system](#)

[▶ Mac operating system](#)

Select Windows or Mac

- You will then be asked to confirm your browser. Left click to select the appropriate link for your browser.

## WebCT Support

### Browser Tuneup: Windows

Validated browsers for use with WebCT include Microsoft Internet Explorer, Netscape, AOL, Mozilla, Safari, and Firefox. Each version of WebCT supports specific versions of these browsers.

**Browser Detection**  
You appear to be using Firefox.

It is very important that you use a compatible browser and configure your browser settings to work effectively with WebCT. Please refer to our [full listing](#) of Validated and Unsupported browsers for use with WebCT.

Please confirm by selecting your browser:

[Internet Explorer](#) | [Netscape](#) | [AOL](#) | [Mozilla](#) | [Firefox](#)

# Logging Into WebCT

- You will then be taken to a page with WebCT's supported browsers. Our current version of WebCT is CE 4.0. Listed below are the supported browsers for CE 4.0.

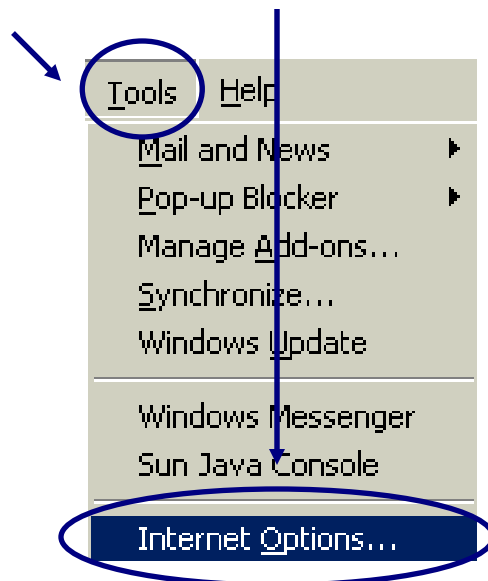
WebCT Version	Browsers	Browser Versions	
		Validated	Unsupported
CE 4.0	Microsoft IE	5.0, 5.5, 6.0	4.0 and 5.5 SP1 <a href="#">see note 3</a>
	Netscape	6.2.x <a href="#">see note 6</a> , 7.0, and 7.1	4.7x to 4.8, 6.0 and 6.1 <a href="#">see notes 4, 5</a>
	AOL	7.0, 8.0, 9.0 <a href="#">see note 2</a>	3.0 and earlier
	Mozilla	1.5, 1.6 <a href="#">see note 2</a>	--

- If your browser is not listed, that does not mean that it may not work with WebCT. However, it has not been tested and cannot be guaranteed to work without problems. If you find that you have a browser that is not compatible, it is recommended that you switch to a compatible browser.

## How do I enable cookies in my browser?

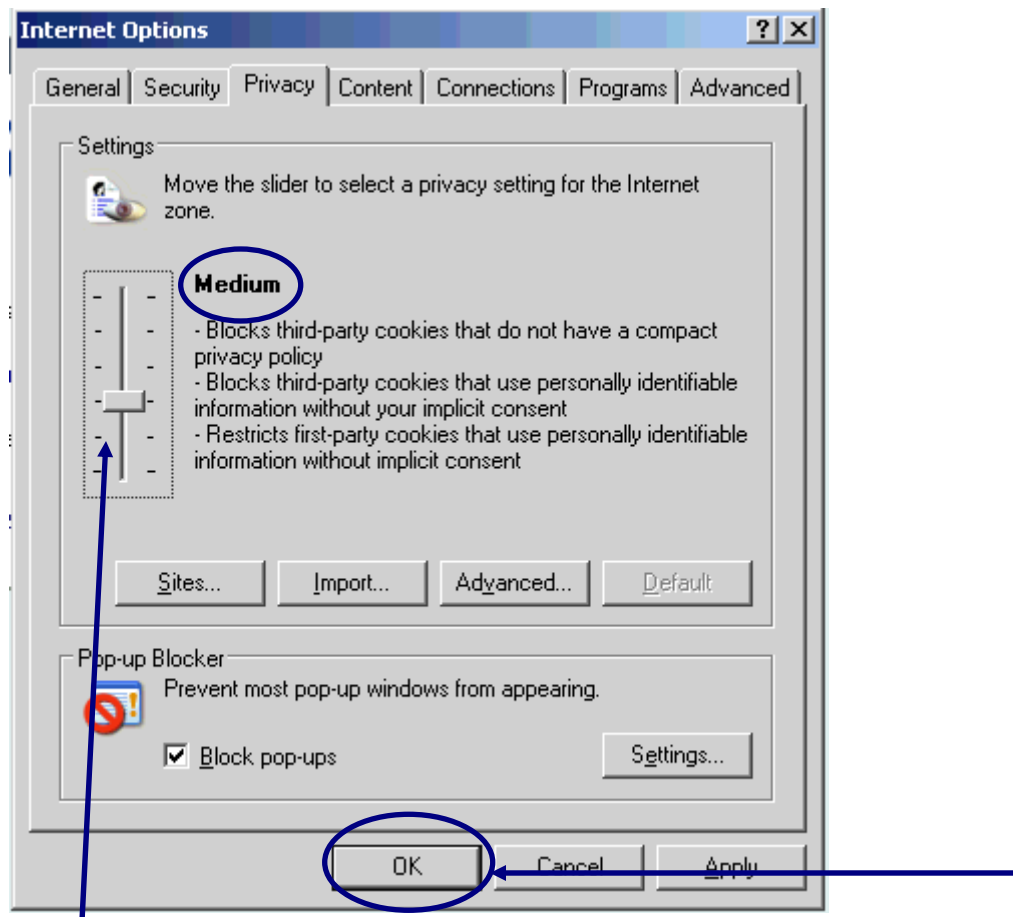
### Internet Explorer:

- Click Tools, Internet Options.



# Logging Into WebCT

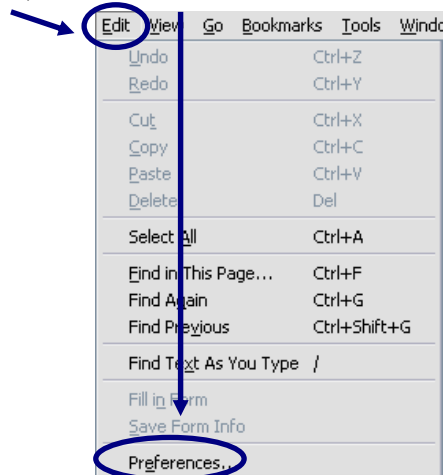
- Left click the Privacy tab.



- Make sure that the browser privacy's settings are on Medium.
- Left click Ok.

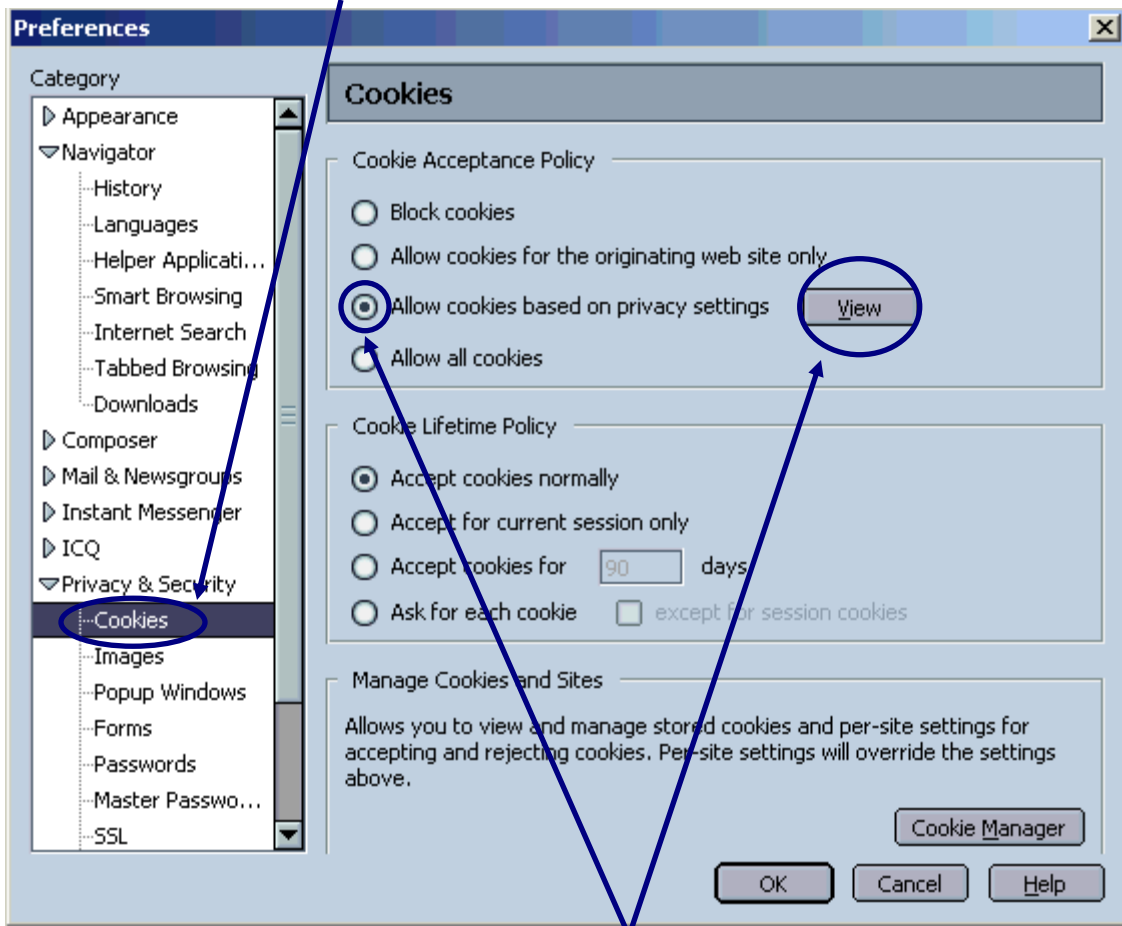
**Netscape or Mozilla: Note: Firefox is not a supported browser for WebCT CE 4.0.**

- Click Edit, Preferences.

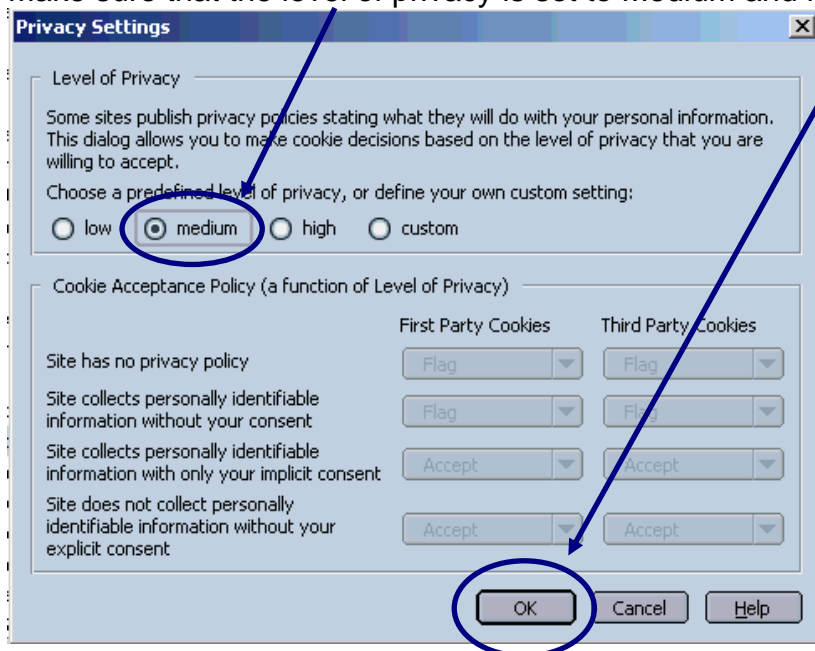


# Logging Into WebCT

- Under Privacy and Security, Left click Cookies.



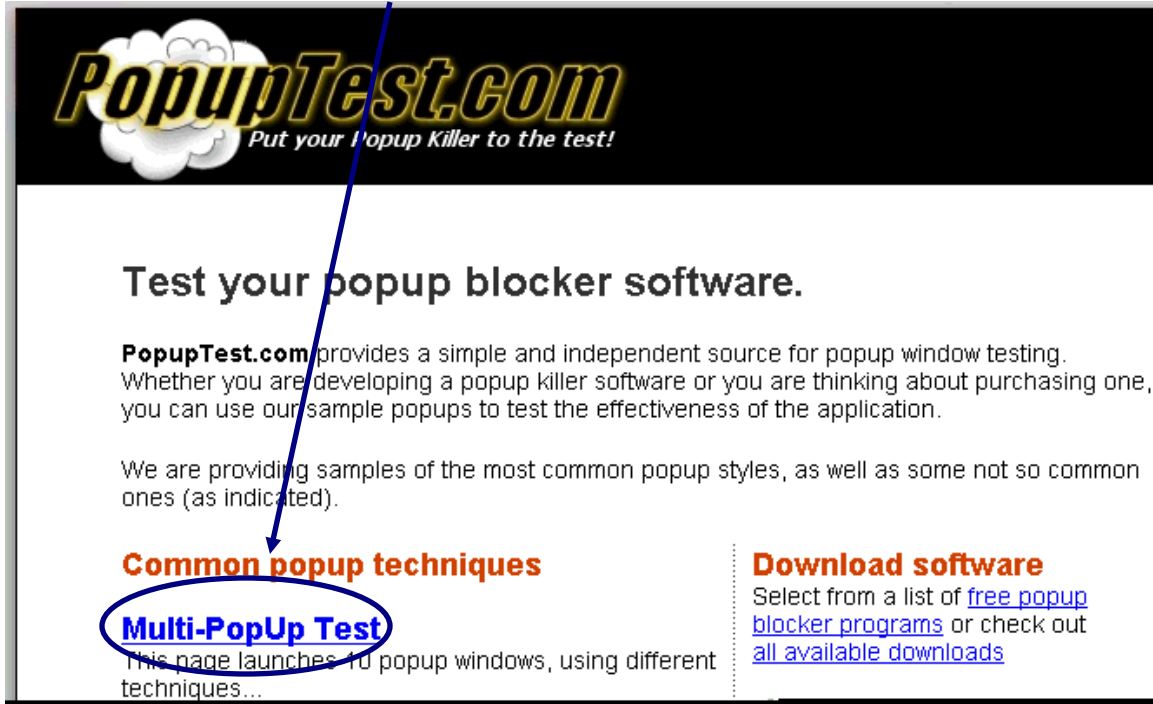
- Make sure that Allow cookies based on privacy settings is selected and left click View.
- Make sure that the level of privacy is set to Medium and left Ok.



# Logging Into WebCT

## How do I know if I have a popup blocker?

- First you need to determine if you have any popup blockers running. Go to [www.popupstest.com](http://www.popupstest.com).
- Left click Multi-PopUp Test.



**PopupTest.com**  
*Put your Popup Killer to the test!*

### Test your popup blocker software.

**PopupTest.com** provides a simple and independent source for popup window testing. Whether you are developing a popup killer software or you are thinking about purchasing one, you can use our sample popups to test the effectiveness of the application.

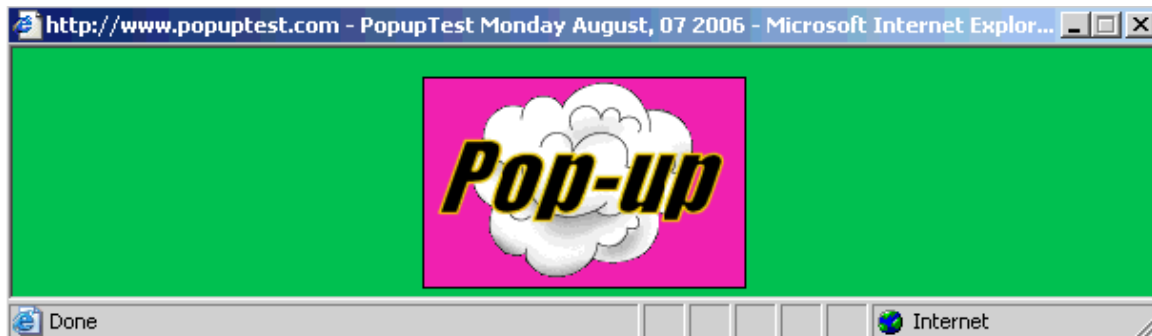
We are providing samples of the most common popup styles, as well as some not so common ones (as indicated).

**Common popup techniques**

**Multi-PopUp Test**  
This page launches 10 popup windows, using different techniques...

**Download software**  
Select from a list of [free popup blocker programs](#) or check out [all available downloads](#)

- This should open 10 popup windows. If it does not open 10 popup windows, you still have a popup blocker and should disable it.



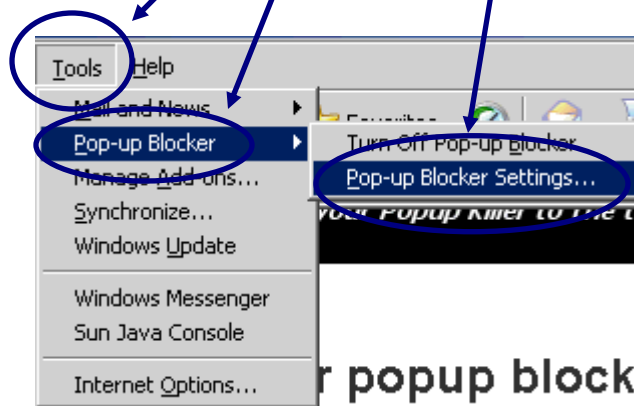
# Logging Into WebCT

## How do I disable my browser's popup blocker?

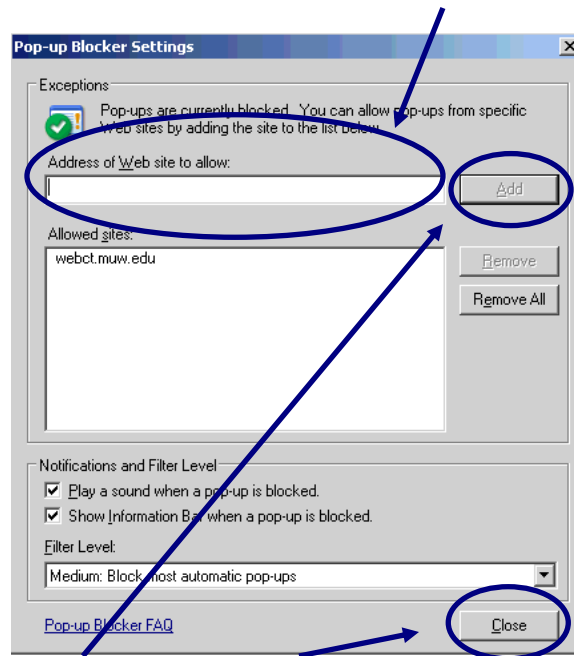
**Most Internet browsers now have their own popup blocker in addition to popup blockers that can be downloaded from popular toolbars such as Google and Yahoo. The following instructions are for disabling browser popup blockers. If you have any toolbar popup blockers running, you will need to consult the toolbar's website to determine how to disable the popup blocker. However, you can try holding the Control key on your keyboard while you click on a link. That seems to work with most popup blockers to temporarily allow popup windows for a site.**

### Internet Explorer:

- Left click Tools, Pop-up Blocker, Pop-Up Blocker Settings.



- Type in <http://webct.muw.edu> in the Address of Website to allow box.

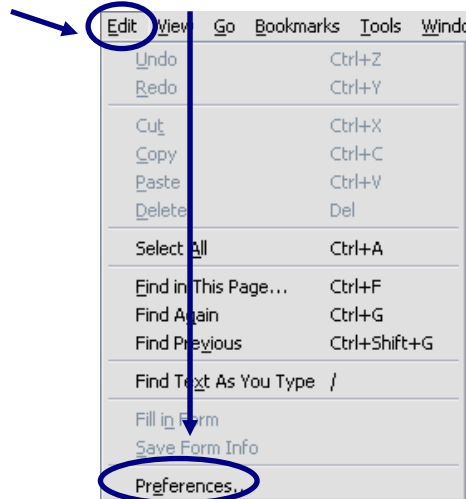


- Left click Add. Left click Close.

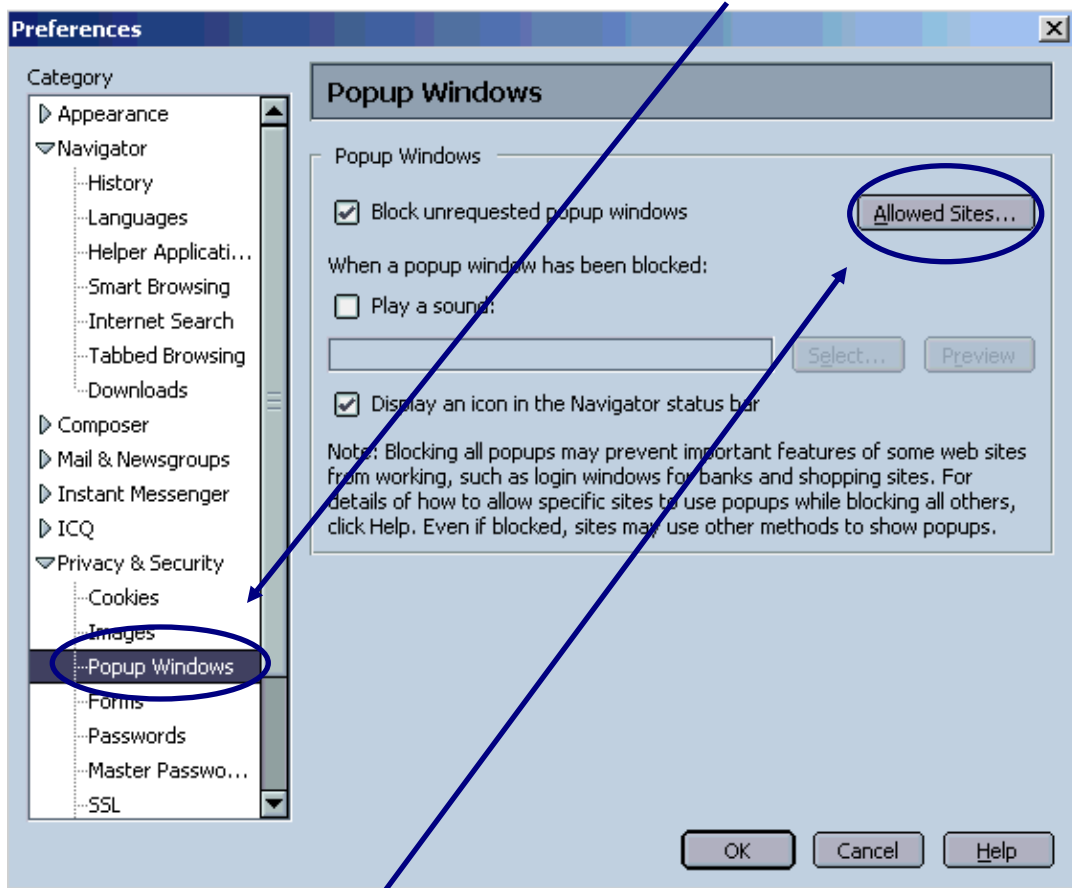
# Logging Into WebCT

**Netscape or Mozilla: Note: Firefox is not a supported browser for WebCT CE 4.0.**

- Click Edit, Preferences.



- Under Privacy and Security, left click Popup windows.



- Left click Allowed Sites.

# Logging Into WebCT

- Type in <http://webct.muw.edu> and left click Add.



- Left click Ok.

# Using Email in WebCT

## How do I compose a message in email in WebCT?

- Left click on the Email icon.



Email

- Left click the Compose Message button.

**Compose message**

- To choose the person to send the message to, left click the Browse button to the right of the Send to box.

### Compose Mail Message

Send to:

- 
- Left click to select the name of the recipient.

### Select Recipients

Select one or more people

Marty Brock  
Joe Smith  
...

- Left click Select.
- Type a subject in the subject line of the message.
- Type the message in the message box.

Compose Mail Message

Send to:

Subject:

Message:

Height of edit area: 12   Don't wrap text /  Wrap text

Attachments:

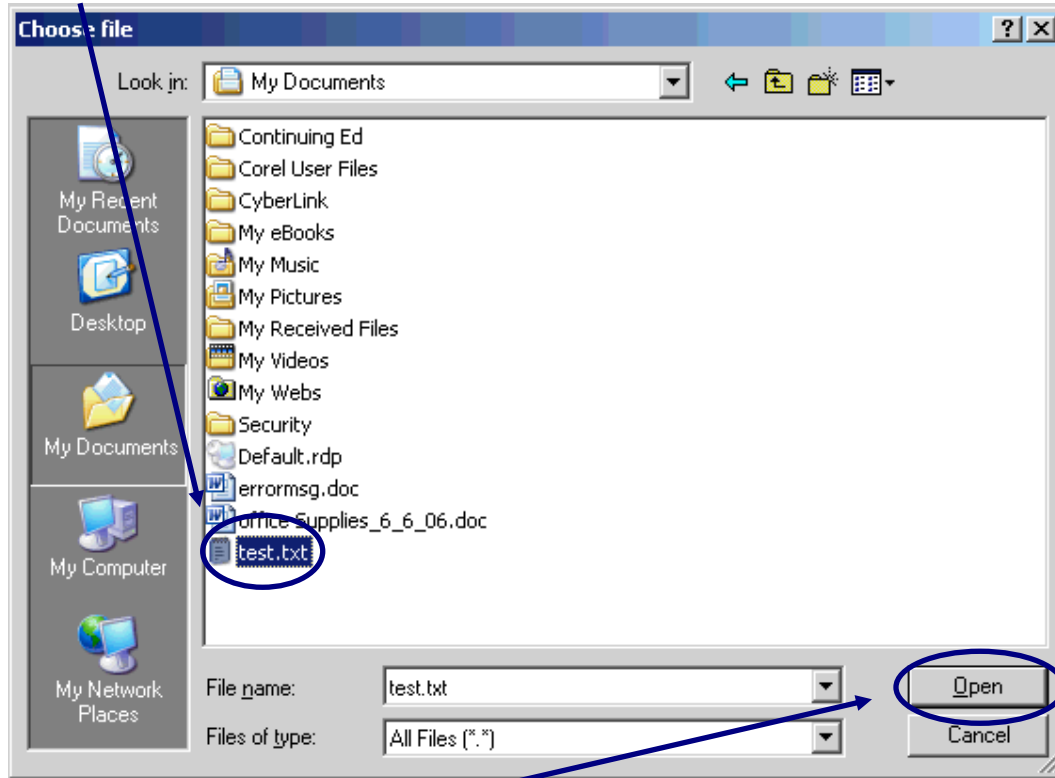
There are no files attached.

- Left click Send.

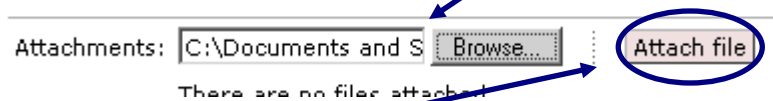
# Using Email in WebCT

## How do I attach a file to an email message in WebCT?

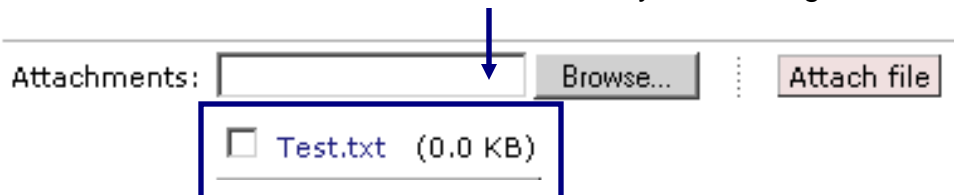
- In the compose message screen, left click the Browse button to locate the file that you wish to attach.
- Left click to select the file.



- Left click Open.
- You should now see the path of the file in the Attachments box.



- Left click Attach file.
- You will now see the file listed underneath your message.



# Using Email in WebCT

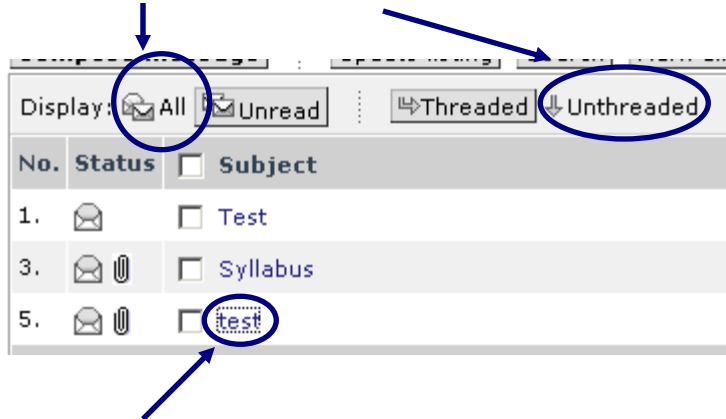
## How do I read email messages in WebCT?

- Left click on the Email icon.



Email

- Make sure that All and Unthreaded are selected to the right of Display.



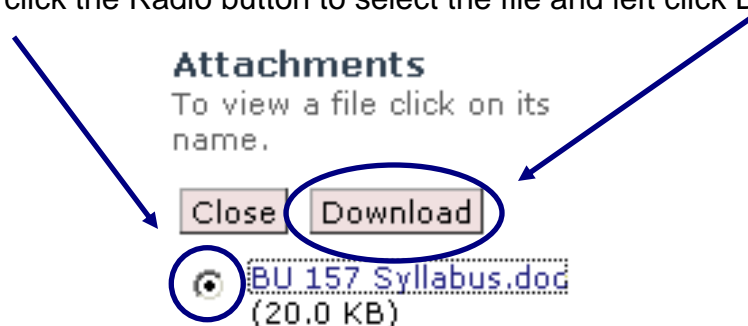
- Left click the subject of the message that you wish to read.
- The message will display.

## How do I download an attachment from a message in WebCT?

- Once you have opened a message with an attachment, left click See Attached.



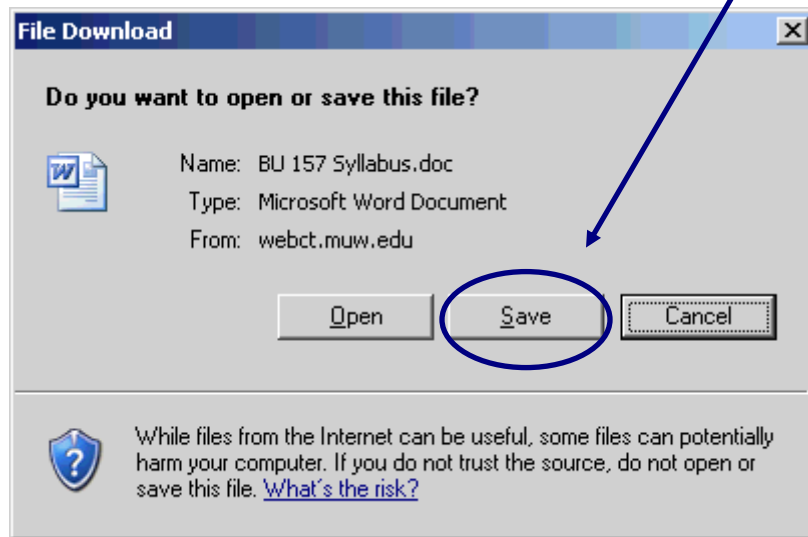
- Left click the Radio button to select the file and left click Download.



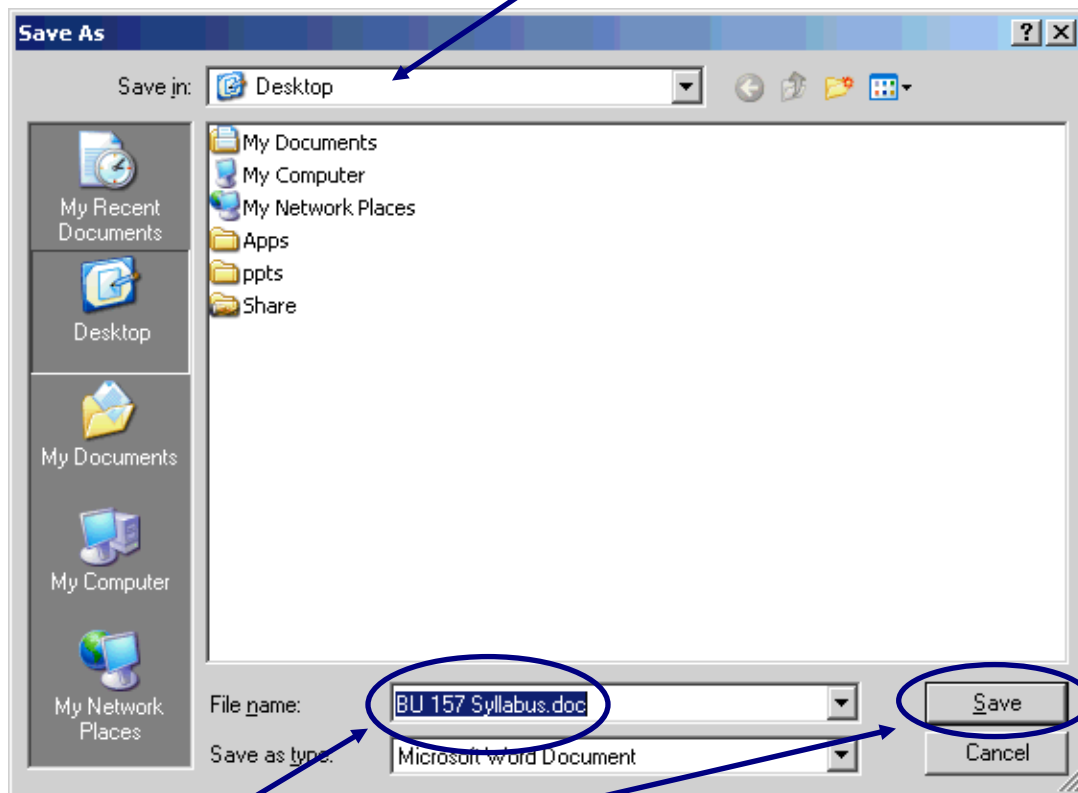
**Do not open the file and then try to save it. This results in the file not being saved in its original format and will make it impossible to edit or reattach to a message.**

## Using Email in WebCT

- In the File Download box, left click the Save button.



- Choose the location in which to save the file.



- Give the file a name.
- Left click Save.

# Using Chat in WebCT

## How do I use the chat rooms in WebCT?

- If your instructor has setup a chat room in WebCT, left click the Chat icon.



Chat

- You may be asked if you trust the site, left click Yes.

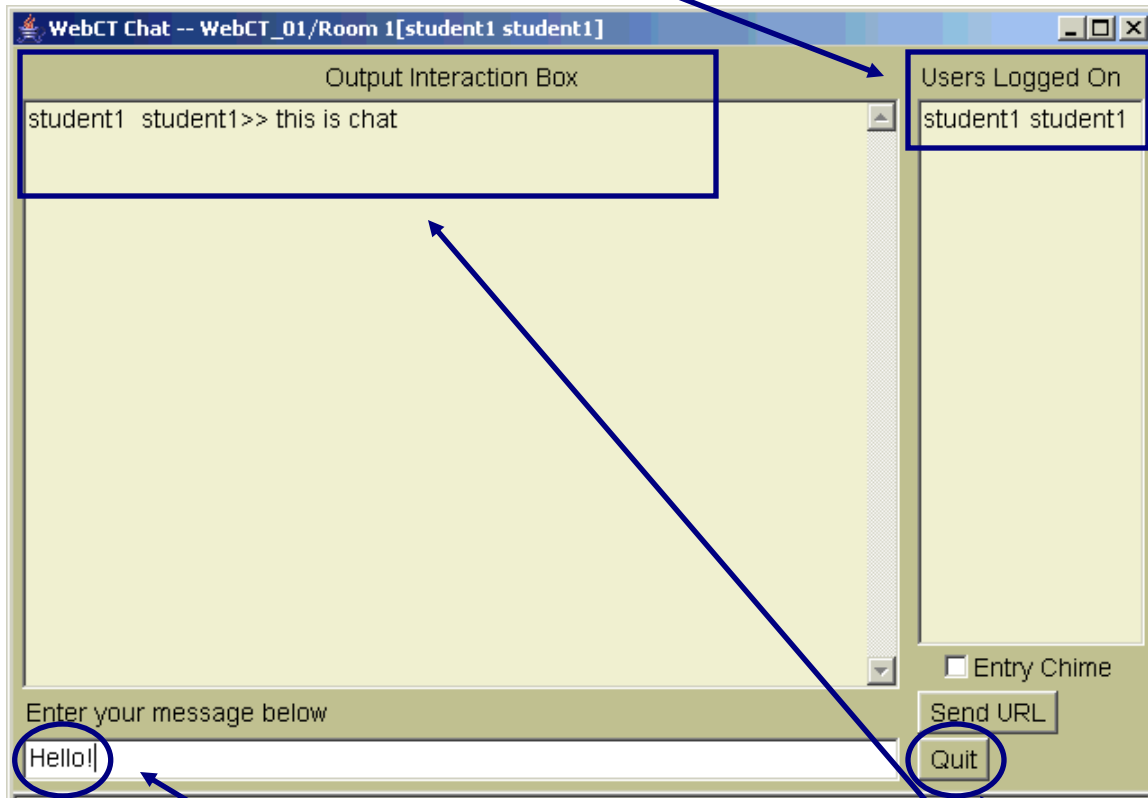


- Left click on the Chat room that you wish to enter.

**Room 1**

## Using Chat in WebCT

- Once you enter the room, you will see who is also in the room in the Users Logged On box.



- Type your message in the “Enter you message below” box.
- Press the enter key on your keyboard.
- You will see the message displayed in the box above in the Output Interaction Box.
- Once you are ready to leave the chat room, left click Quit.

# Using Discussion Boards in WebCT

## How do I read messages on the discussion board in WebCT?

- If your instructor has provided a discussion board for your class, left click the Discussion Board icon to access the discussion board.

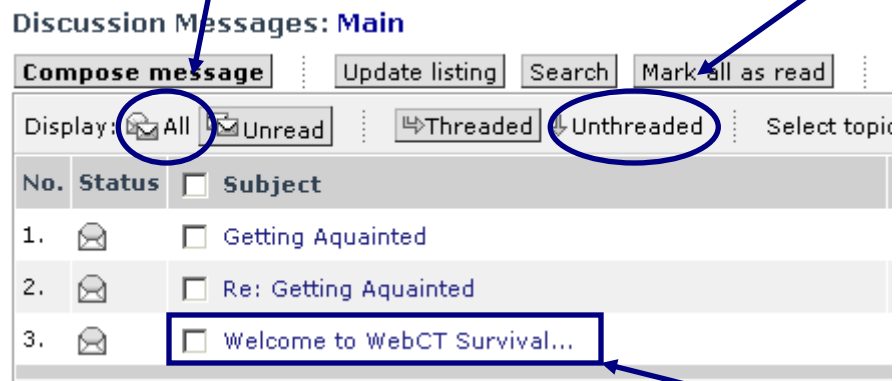


Class Discussion Board

- Left click the Title of the topic that has messages that you wish to read.



- Make sure that All is selected to the right of Display and that Unthreaded is selected.



- Once Unthreaded is selected, you will be able to left click on the subject of the messages to read them.

## How do I post a message to the discussion board?

- You can post a message to the discussion board one of two ways.
- First, you can reply to a message by left clicking the Reply button while reading a message.

**Reply**

## Using Discussion Boards in WebCT

- By default the subject will be Re: the subject of original message.

Reply to Message: 3

Topic: Main

Subject: Re: Welcome to WebCT Survival Skills

Message:

Height of edit area: 12 | Resize | Don't wrap text / Wrap text

HTML editor | Equation: Create equation | Equation editor

Attachments: | Browse... | Attach file

There are no files attached.

Post | Preview | Cancel

- Type your message in the message box and left click Post.
- Alternatively, you can start a new thread by left clicking the Compose message button at the top of the board.

### Compose message

- Choose the topic in which you wish to place the post.

Compose Discussion Message

Topic: Main

Subject:

Message:

Height of edit area: 12 | Resize | Don't wrap text / Wrap text

HTML editor | Equation: Create equation | Equation editor

Attachments: | Browse... | Attach file

There are no files attached.

Post | Preview | Cancel

- Type a subject in the subject box.
- Type a message in the message box and left click Post.

# Viewing Content in WebCT

## How do I view content in WebCT?

- Most of the time viewing content is as simple as clicking on the icon of the content that you wish to see.

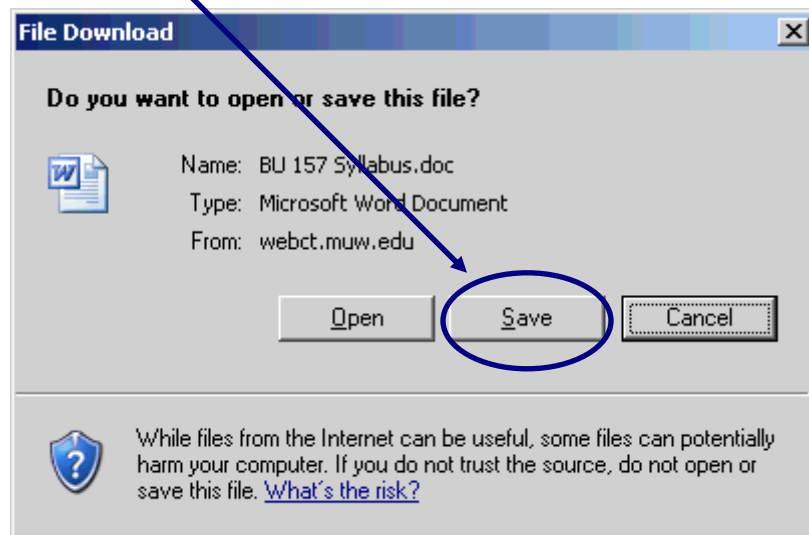


Chapter One Notes

- You may have to click open to view some types of files.

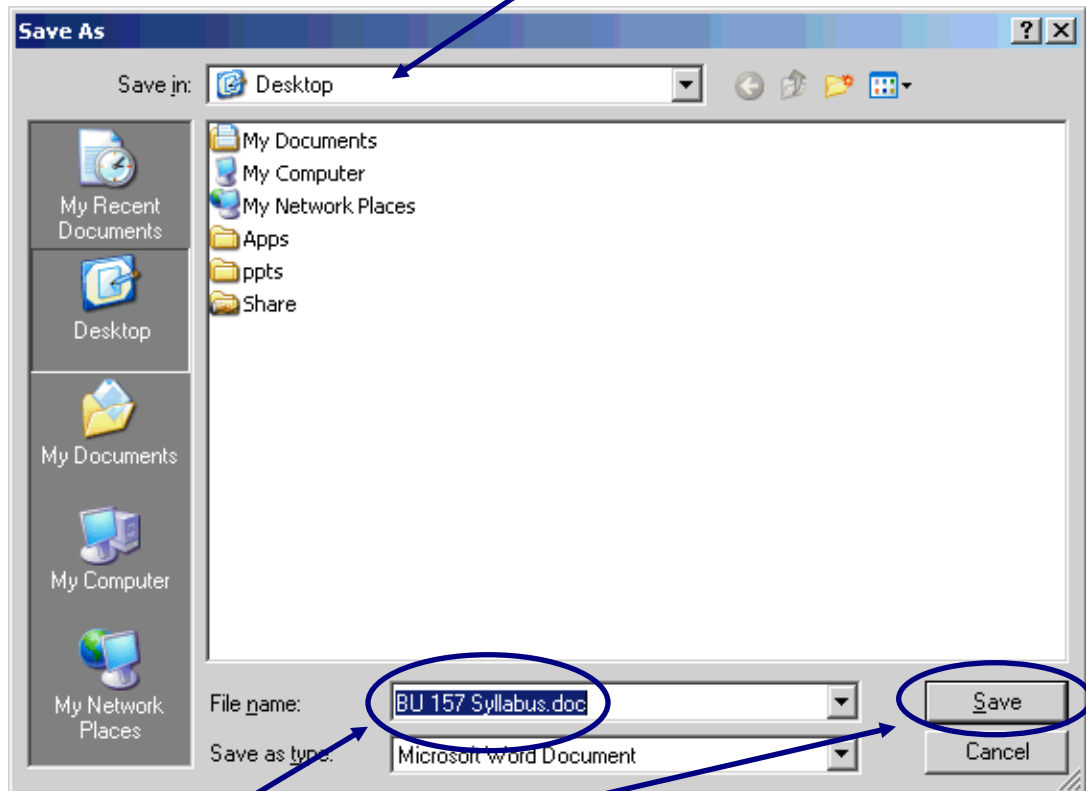
## How do I save content from WebCT?

- Once you have clicked on the icon of the content that you wish to save, left click the Save button instead of opening the file. **Do not open the file and then try to save it. This results in the file not being saved in its original format and will make it impossible to edit.**



## Viewing Content in WebCT

- Choose the location in which to save the file.



- Give the file a name.
- Left click Save.

# Taking Quizzes in WebCT

## How do I take a quiz in WebCT?


- Once a quiz has become available, you can take it by first left clicking on the quiz icon. ***You must have popup blockers disabled in order to take a quiz.***



Quiz

- Left click to select the Quiz that you wish to take.

---

 **Chapter One Quiz**

Availability: August 10, 2006 9:00am - August 30, 2006 12:00am

Duration: 10 minutes    Grade: --- / 100

Attempts: 0 completed, 1 remaining

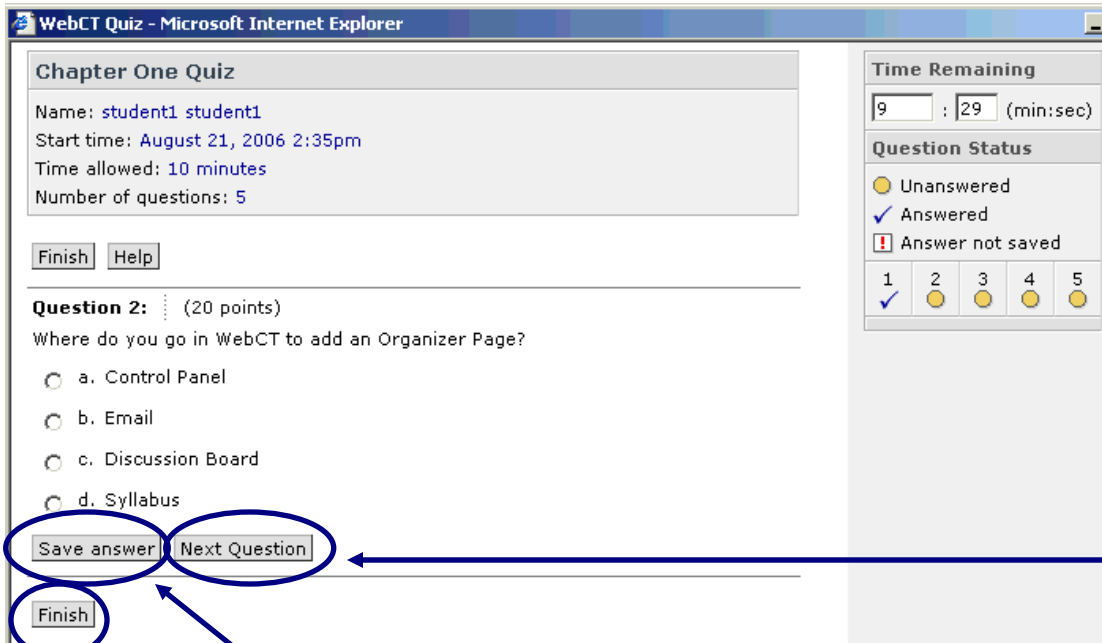
---

- Depending on the way that your instructor setup the quiz, you may or may not have a time limit to finish the quiz. You may also not be able to revisit a question once you have answered and saved it.
- Once you have read the instructions, left click Begin Quiz.

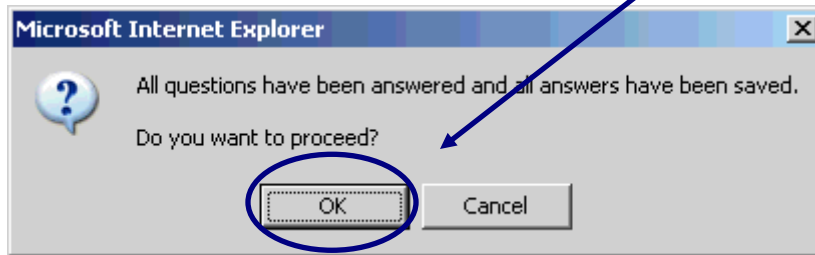
Begin quiz

# Taking Quizzes in WebCT

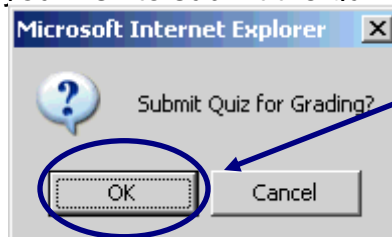
- After carefully reading the question, left click to select your answer or type in a short answer.



- Left click the Save Answer button. **You must click the Save Answer button in order for your answers to be recorded.**
- Left click the Next Question button.
- Once all questions have been answered, left click the Finish button.
- You will be asked if you wish to proceed, left click OK.



- You will be asked if you wish to submit the quiz for grading, left click Ok.



- Finally, you will see a message telling you that the quiz has been submitted.

## Quiz Submitted

**Success:** The quiz has been submitted.

# Submitting Assignments in WebCT

## How do I download an Assignment in WebCT?

- If an instructor has setup an assignment section, left click the Assignment icon.



Assignments

- Once an assignment has become available, Left click the name of the Assignment.

### Assignments

1 Available | 0 Late | 0 Due soon

Display:

#### Assignment One

Availability: Immediately - August 31, 2006 9:00am

Grade: -- / 10

Status: [Not submitted](#)

- You will see the name of the Assignment file if there is one.

### Assignment: [Assignment One](#)

#### Assignment Information

Maximum grade: 10

Due date: [August 31, 2006](#)

Instructions: [Submit a letter](#)

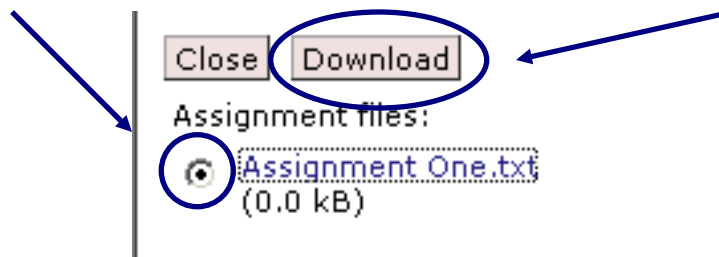
Assignment files: [To view an assignment file, click its filename.](#)

Files	Modification date	Size
<a href="#">Assignment One.txt</a>	August 21, 2006 4:23pm	0.0 KB

Submissions: [You can only submit your assignment once. No re-submission is permitted.](#)

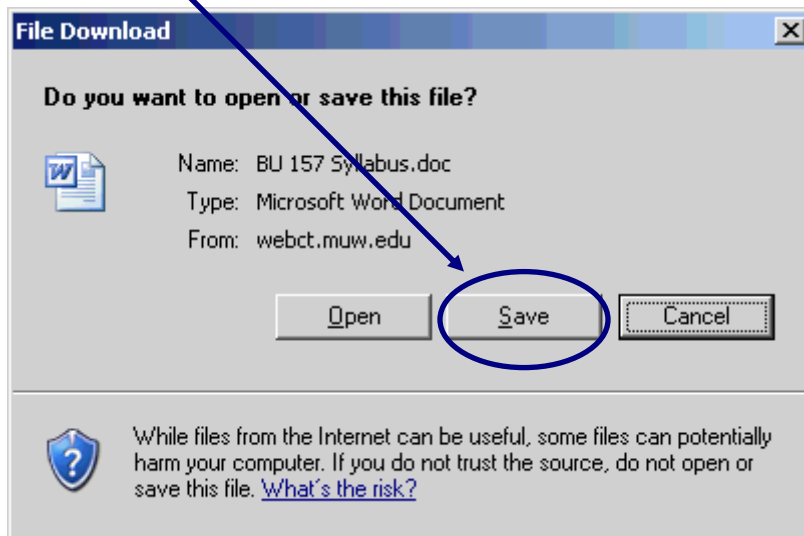
Notification: [The instructor will not be notified via email when you submit this assignment.](#)

- Left click the name of the Assignment file.
- Make sure that the assignment file is selected and left click the Download button.

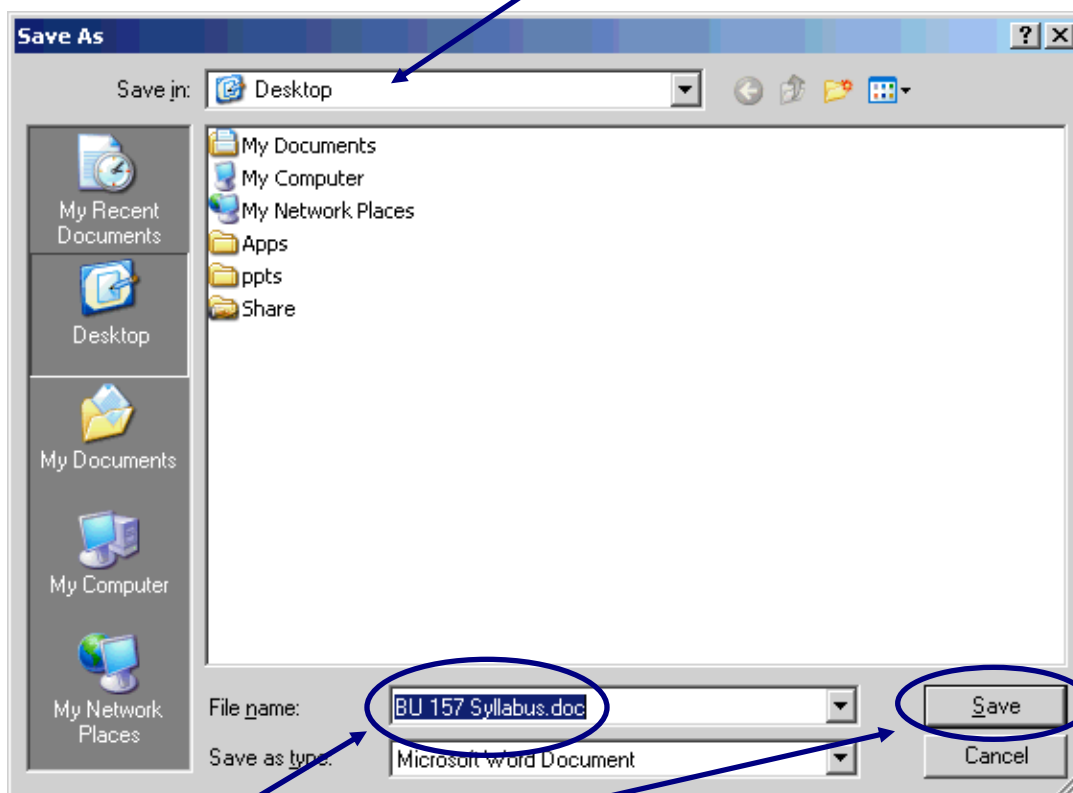


## Submitting Assignments in WebCT

- Left click the Save button. **Do not open the file and then try to save it. This results in the file not being saved in its original format and will make it impossible to edit.**



- Choose the location in which to save the file.



- Give the file a name.
- Left click Save.

# Submitting Assignments in WebCT

## How do I upload an Assignment in WebCT?




- Select the Assignment icon.



Assignments

- Left click the name of the Assignment.

### Assignments

 1 Available |  0 Late |  0 Due soon

Display:

#### **Assignment One**

Availability: Immediately - August 31, 2006 9:00am

Grade: -- / 10

Status: [Not submitted](#)

- Left click the Upload File button.

### Submit Assignment

Status: [Not submitted](#)

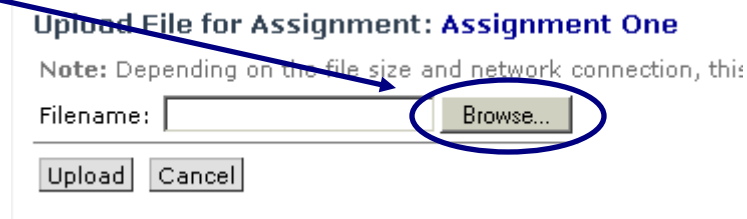
Student files: [None](#)

To upload your completed assignment, click **Upload file**.

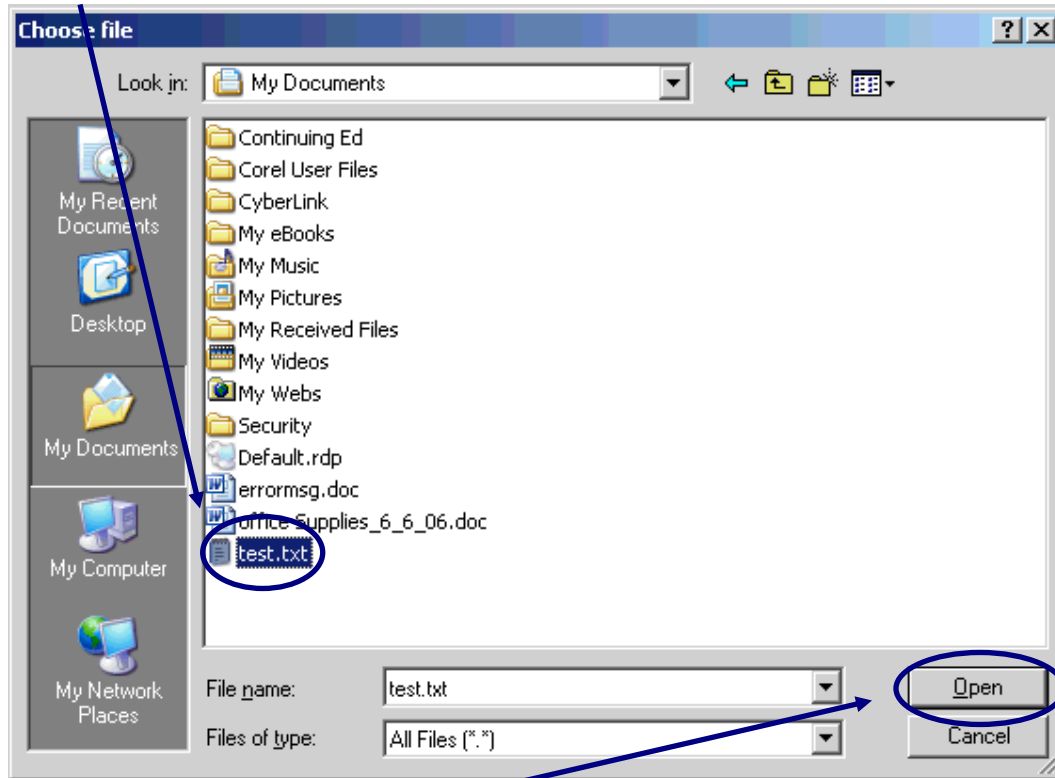
After you have uploaded your completed assignment, you must click **Submit assignment**.

## Submitting Assignments in WebCT

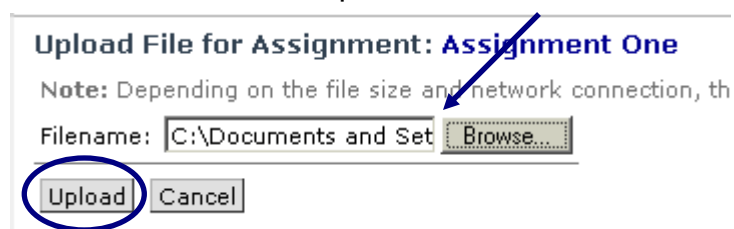
- Left click the Browse button and navigate to the location of the assignment file.



- Left click to select the file.



- Left click Open.
- You should now see the file path in the Filename box.



- Left click the Upload button.

# Submitting Assignments in WebCT

- Left click to select the file.

## Submit Assignment

Status: Not submitted

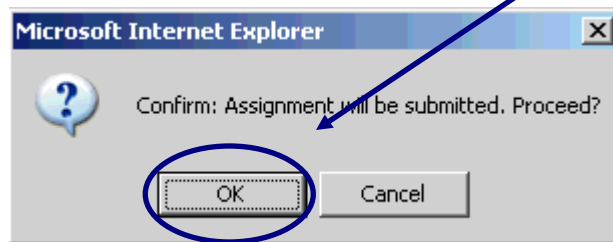
Student files: To view a file, click its filename.

Files	Modification date	Size
<input checked="" type="checkbox"/> Test.txt	August 21, 2006 3:08pm	0.0 KB

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

- Left click the Submit Assignment button. **The instructor will not see the assignment until it is submitted. Uploading the file is NOT enough!**
- You will be asked to confirm the submission, left click Ok.



- You will now see a message confirming that the assignment has been successfully submitted.

**Assignment Submission Confirmed: Assignment One**

**Success:** Your assignment has been successfully submitted.

Name: student1 student1

Maximum grade: 10

Date submitted: August 21, 2006 4:32pm

Student files: To view a file, click its filename.

Files	Modification date	Size
Test.txt	August 21, 2006 4:32pm	0.0 KB

Submissions: You are not permitted to retrieve your assignment and re-submit files.

# Acknowledgements

**Developed by:** Marty Brock. Director of Instructional Technology, Mississippi University for Women.