



Introduction to WebCT

WebCT is the online course environment we use in the School of Information Studies (IST). Since all of your online courses will take place on WebCT, it is crucial that you become familiar with the system. This packet will help you get started with WebCT.

- **Note:** All of the information contained herein, *as well as much additional information about WebCT*, is available in multimedia presentations on the **School of Information Studies CD-ROM** you have received as well within the **Student Introduction to WebCT6** session within your WebCT account. Please look at those in addition to this packet.

You can access WebCT by visiting <http://istwebct.syr.edu/>

If you have additional questions about WebCT, please feel free to contact the WebCT administrators by email: istwebct@syr.edu or contact Peggy Brown directly at 315-443-9370.

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Getting Started

To access WebCT at the School of Information Studies, you will need to visit <http://istwebct.syr.edu/>. Please bookmark this page to your favorites!

Click on **Syracuse University, School of Information Studies** to arrive at the following page:

WebCT Campus EditionTM [Check Browser](#)

SYRACUSE UNIVERSITY, SCHOOL OF INFORMATION STUDIES Entrance [Check Browser.](#)

 **WebCT Campus Edition**

Welcome.

Course List	View course information Enroll in courses that accept self-registration
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Log In	Log in to WebCT Forgot your login information?
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Note that in addition to the login button, there is a **Check Browser** feature, which will help you make your settings WebCT-compatible.

Click on **Log In**. The WebCT login page will appear. It looks like the following. Enter your Syracuse University NetID and NetID password to log in. If you do not know your NetID or forgot your password, please go to <http://its.syr.edu/netid/> and use the links there for help.

WebCT Campus Edition™ [Entry Page](#) | [Check Browser](#) | [Help](#)

SYRACUSE UNIVERSITY, SCHOOL OF INFORMATION STUDIES Log In

Welcome.

User name:

Password:

To view a list of available courses or to create an account, visit the WebCT [Entry Page](#). [Forgot your password?](#) Receive your user name and a new password via e-mail.

Browser Check

We highly recommend that you perform a browser check before logging in to ensure your computer is properly configured to use WebCT.

[Run a Browser Check](#)



Pop-up Blockers


This site makes use of pop-up windows. If you have a pop-up blocker installed, please disable it


After logging in, you will see the **My WebCT** page (shown below). This page lists all of the courses available in your WebCT account. To enter one of your courses, click on the course title.

WebCT Campus Edition™ [Change Password](#) | [Check Browser](#) | [Help](#) | [Log out](#)

My WebCT **Content Manager**

Welcome, Guest Users. Today is March 28, 2006. [Channels](#) | [Color](#) | [Layout](#)  

Calendar Day  You currently have no entries for today.

To Do List  You currently have no items.


My Grades You currently have no new grades.


Course List


[Projects-Main - Student Introduction to WebCT 6](#)


Section Instructor: Dan O'Brien Muzyka, Michael Fudge, Peggy Brown

Campus Announcements You currently have no announcements.

External Courses  You currently have no external courses.

Calendar Week  You currently have no entries for this week.

Personal Bookmarks  You currently have no bookmarks.

Campus Bookmarks  You currently have no campus bookmarks.

Who's Online

[Projects-Main - Student Introduction to WebCT 6](#) 6

When you open one of your WebCT courses, you will see the **Course Content Home**. The *Course Content Home* usually includes links to the content for the course, such as the syllabus and course lectures. It may also include direct links to individual discussion board topics, assignments, quizzes, and other course materials. Whenever you need to return to the *Course Content Home*, you can click on the *Course Content* link in the menu on the left.

Also available from this view is the **Course Tools**, which appears on every page of the course and provides access to the course tools such as *Discussions*, *Assignments*, *Assessments*, and *Learning Modules*.

At the top right are links to return to your **My WebCT** listing of courses and to **log out**.

The screenshot shows the WebCT Campus Edition interface. At the top, there is a blue navigation bar with the text "WebCT Campus Edition" on the left and "My WebCT | Help | Log out" on the right. Below this, a dark blue bar contains the text "Projects - Main - Student Introduction to WebCT 6". On the left side, there is a vertical menu titled "Course Tools" with several options: "Course Content" (highlighted with a red circle and an arrow), "Discussions", "Chat", "Assignments", "Assessments", and "Learning Modules". The main content area shows "Your location: Course Content Home" (also circled in red). Below this, there is a section titled "STUDENT TUTORIALS" with a list of links and icons: "Click here to return to Course Content Home", "rt here", "Creating a Web Page", "Using the Assignments tool", "Practice Discussion Board" (with a sub-description: "You can practice using the discussion boards by posting here. WebCT administrators will NOT be checking this discussion board."), and "Practice Quiz: Using the Assessments Tool" (with a sub-description: "This demonstration quiz will show you how the assessments tool works.").

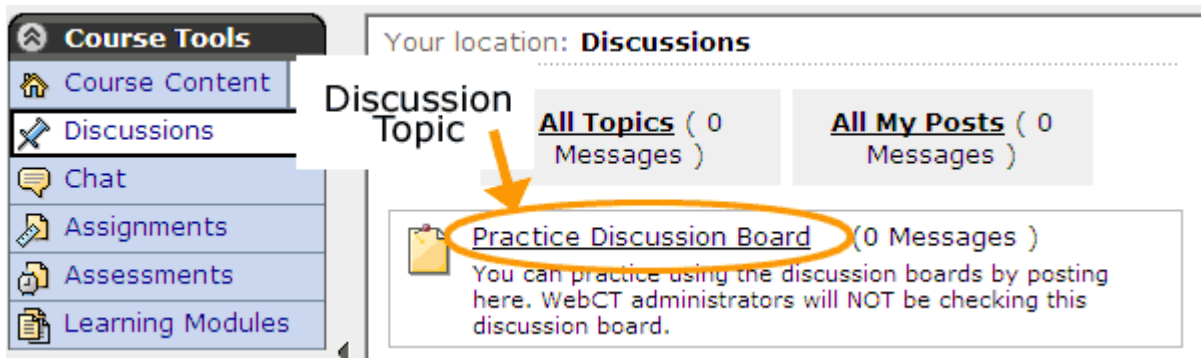
Reading Bulletin Board Messages

Bulletin boards are one of the most heavily-used features of WebCT in Information Studies courses. They are useful for facilitating discussions about course-related topics, for students to ask the instructor and each other questions about the course or about particular assignments, for providing a place for students to post papers and presentations so that other students may view them, and so forth.

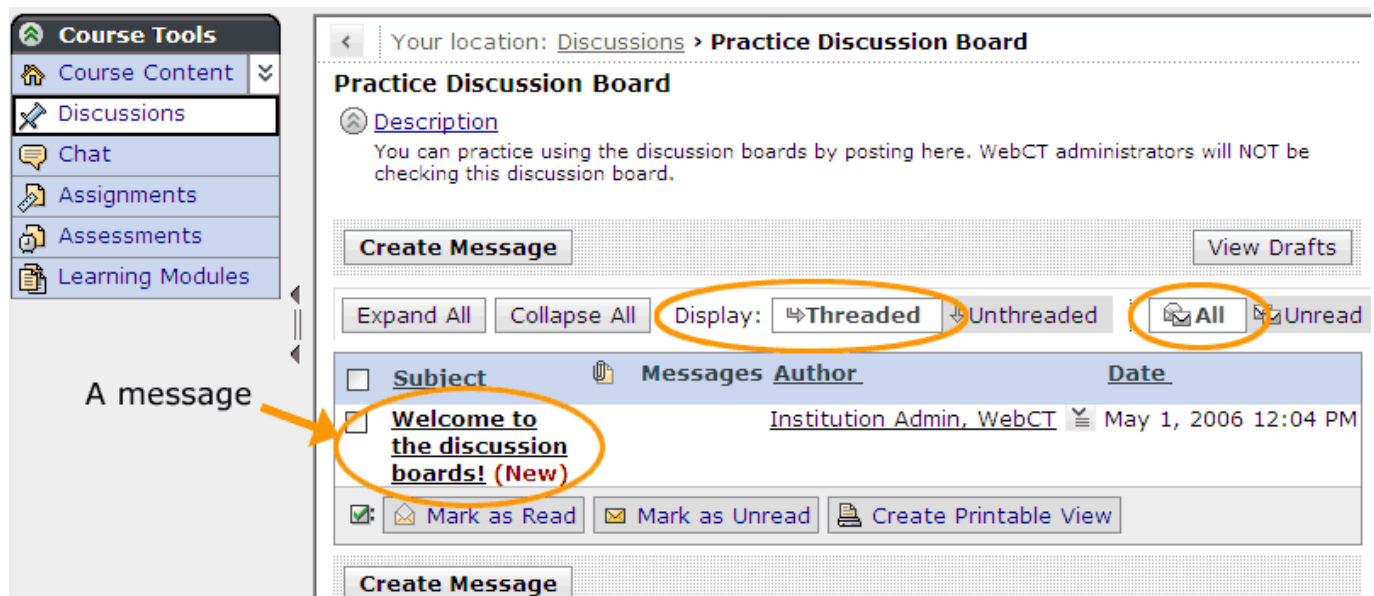
To read bulletin board postings, visit the bulletin boards page by either:

- Clicking on the **Discussions** link in the *Course Tools* menu
-or-
- Clicking on a **direct link to a discussion topic** from a *course content* page

The main bulletin boards page looks like the following:



Click on the name of the discussion topic you want to view. A list of messages in that topic will appear, as shown below.



In order to see all available messages, be sure that "Display: " is set to "All", as shown in the image above. If you select "Unread," only the messages you have not yet opened will be visible in the list of messages.

- The **unread messages** appear in bold text and have the word **(New)** after them.
- The **read messages** are not bold.

You may also notice that bulletin board messages can be displayed in a **threaded** or **unthreaded** format.

- The **threaded** view groups together all of the replies to the same message.
- The **unthreaded** view displays the messages in chronological order of posting.
- If you see a + sign, it means that there are several messages in the discussion thread, and you can click on the + sign to expand the thread and see all of the messages in it.

The unread messages are shown in **bold**. To read an individual message, you can click on its subject.

The message window will look similar to the one shown below. Once the message is open, you can display all of the other messages in its thread by clicking on the **Display Complete Thread** button highlighted below. After reading a message, you may choose to **reply** to it.

To view an **attachment** to a message:

- Open the message containing the attachment.
- Click on the name of the attached file, listed under *Attachments*.
- The file will open.

The screenshot shows an email interface. At the top left is a link "Close this window". Below it is the "Message" header with a "Previous Message" link on the right. The message content includes a "Topic: Cool Tools to Help You Create Pages", "Date: May 2, 2006 12:19 PM", "Subject: Re:Post links to resources about web design tools", and "Author: Muzyka, Dan O'Brien". The body text says "Here is a presentation with some useful information." Below this is an "Attachments:" section with a link "ALA webdesign1-no_sound.ppt:" circled in orange. There are three buttons: "Edit Message", "Reply" (circled in orange), and "Forward". At the bottom right is another "Previous Message" link. Below the message content is a section "Messages in the thread" with a "Display Complete Thread" button circled in orange.

Compile to download and/or print multiple messages

You can compile *Discussion* messages into one file and download and/or print the file.

1. On the main *Discussions* page, click the topic containing the messages you want to compile and download. The messages in that topic appear.
2. From the list of messages, select the messages to be compiled. To select all of the messages displayed, put a check next to *Subject*.
3. Click **Create Printable View** (a button at the bottom). The *Compiled Messages* screen appears displaying your compiled messages.
4. To download your compiled messages, click **Save as File**. Your browser's file download dialog box appears. Follow the on-screen instructions.
 - When the download is complete, click **Close**.
5. To print your compiled messages, click **Print**
 - When the print job is complete, click **Close**.

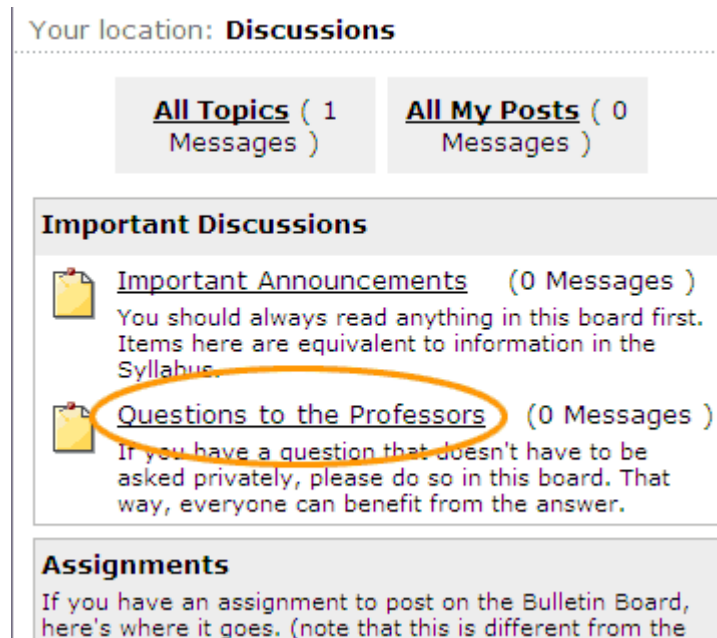
Posting Bulletin Board Messages

There are two ways for you to put a message on the bulletin boards:

1. You can **reply** to someone else's message, as mentioned in the section on **Reading Bulletin Board Messages**
2. You can **compose** a new message

To Compose a New Message

1. Visit the *Discussions* page.
2. Click on the **discussion topic** where you want to post your message. See below.



Your location: **Discussions**

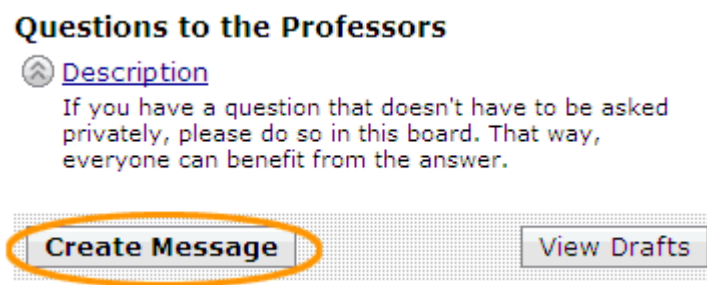
[All Topics](#) (1 Messages) [All My Posts](#) (0 Messages)

Important Discussions

- [Important Announcements](#) (0 Messages)
You should always read anything in this board first. Items here are equivalent to information in the Syllabus.
- [Questions to the Professors](#) (0 Messages)
If you have a question that doesn't have to be asked privately, please do so in this board. That way, everyone can benefit from the answer.

Assignments
If you have an assignment to post on the Bulletin Board, here's where it goes. (note that this is different from the

3. Click on the **Create Message** button. See below.



Questions to the Professors

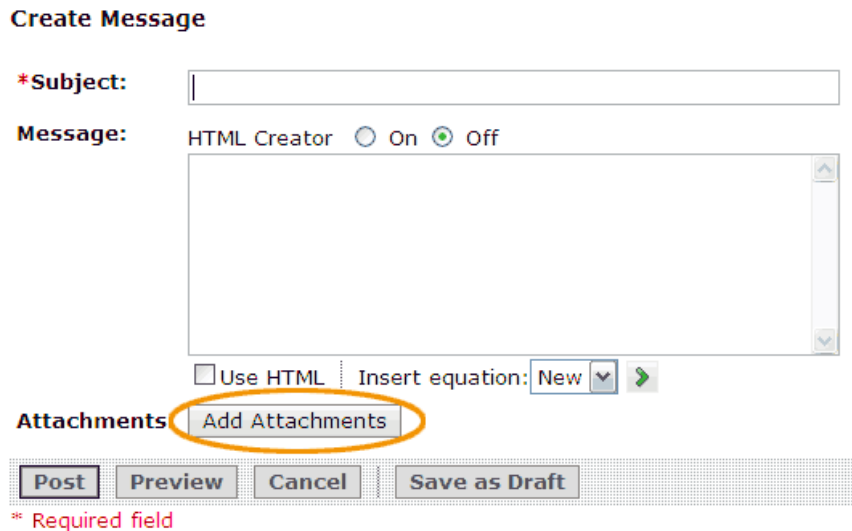
[Description](#)
If you have a question that doesn't have to be asked privately, please do so in this board. That way, everyone can benefit from the answer.

[Create Message](#) [View Drafts](#)

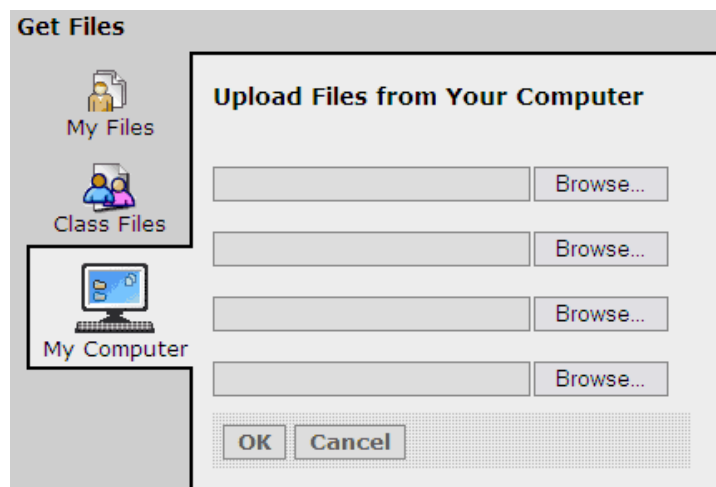
4. Type the subject for your message in the "Subject" text box.
5. Now you may compose your message. You have two options for composing your message:
 - o Just type it in, using plain text
 - o Make it more visually interesting by using the built-in HTML editor. More information about the HTML editor is later in this packet.
6. **Recommendation** – when composing lengthy or thought-provoking responses – create them 'offline' in a text editor or word-processor such as Microsoft Word, then copy | paste them into WebCT. This way you will not lose your work due to technical problems that may arise.
7. You have the option to "Preview" your message.
8. Remember to click the "Post" button after you preview your message so that you do not lose it.
9. Your new message is now posted.

To attach a file to your message:

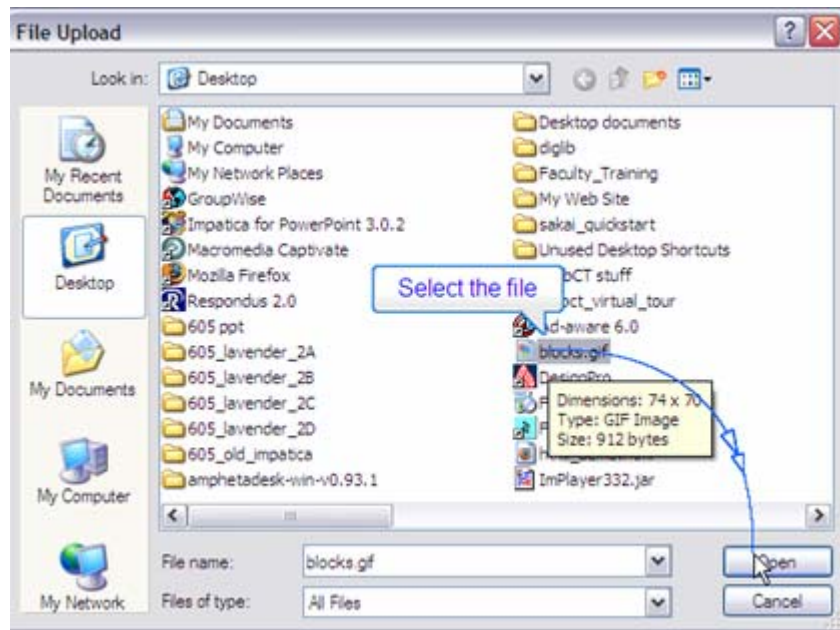
1. Click on **Add Attachments** at the bottom of your compose message window. See below.



2. The *Get Files* window opens, as shown below. Click on the **Browse** button to look for the file on your computer you wish to attach.




3. Select the file and click on the “Open” button. See below.



4. The path to the file you wish to attach appears in the “Attachments:” textbox.

5. Click on OK.

6. The name of the file appears below the *Add Attachments* button indicating that the document has been attached.

7. Selecting the delete button  next to the file name will remove the attachment.

8. Click the “Post” button to post the message with attachment to the bulletin board.

Using the HTML Editor to Enhance Your Message Appearance

When you write your own message, you can do so using plain text or using fancy formatting. The formatting is accomplished with HTML, but you do not have to know HTML in order to use it. You can choose to edit the HTML directly or to use a point-and-click graphical **HTML Creator** to format your message.

When you start a new discussion board message, it looks like the window at right, in which you can type a plain text message. To switch to the HTML editor, click on the *On* button, as shown in the image at right.

Create Message

***Subject:**

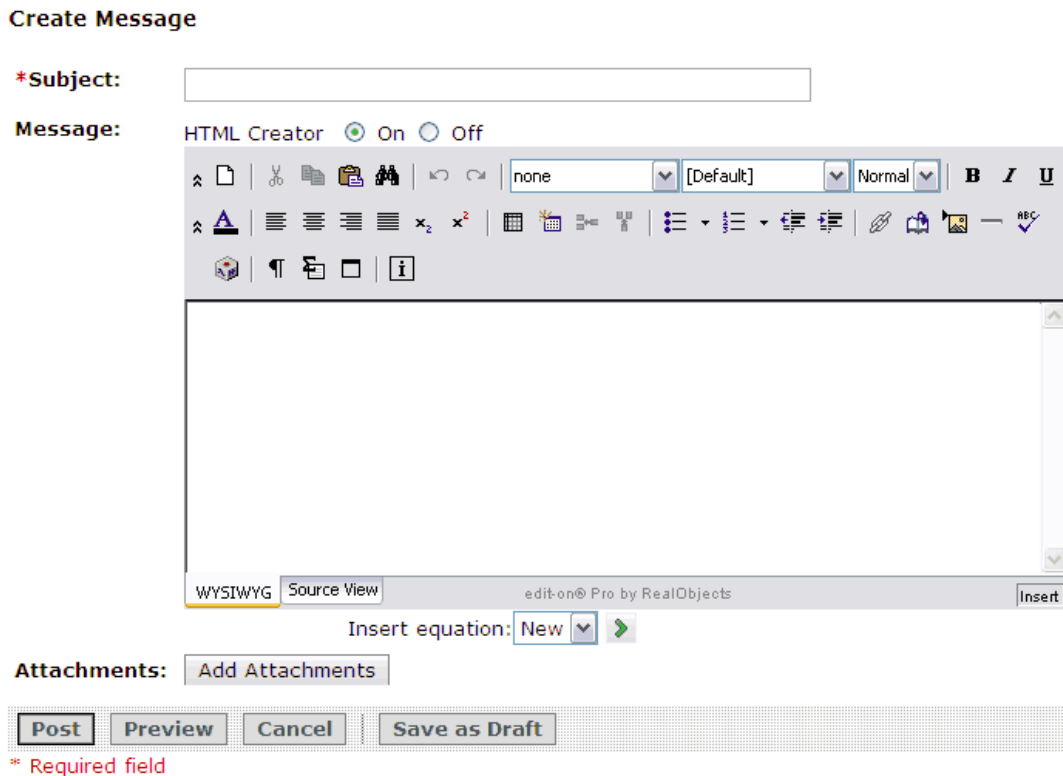
Message: HTML Creator On Off

Use HTML Insert equation: New

Attachments:

* Required field

After you click on that button, there will be a pause while the HTML editor loads. Once it has loaded, it will look like this:



Feel free to experiment with the various buttons available in the WYSIWYG. When you are finished composing your message, click on the "Preview" button at the bottom of the window to check how your message will look before you post it, or click on the *Post* button. Have fun!

WebCT Compatibility

If you experience a problem with WebCT, it might be related to incompatible settings on your web browser. The **WebCT check browser** tool will help you fix such problems. When you use it, be sure to follow all of the steps provided, including adjusting settings for Java, JavaScript, cookies, and pop-up blocking.

The image below shows the links for the **WebCT check browser** tool.



The screenshot shows the top navigation bar of the WebCT Campus Edition website. The bar is blue with the text 'WebCT Campus Edition™' in white and green. To the right of the bar is a 'Check Browser' button. Below the bar is a grey banner with the text 'SYRACUSE UNIVERSITY, SCHOOL OF INFORMATION STUDIES Entr'. Below the banner is the WebCT Campus Edition logo, which features a stylized figure of a person with a book and the text 'WebCT Campus Edition'. Below the logo is the text 'Welcome.'. Below the 'Welcome.' text are two rows of links. The first row has a 'Course List' button and the text 'View course information' and 'Enroll in courses that accept self-registration'. The second row has a 'Log In' button and the text 'Log in to WebCT' and '[Forgot your login information?](#)'.

Contact Information

If you have further questions about WebCT, please feel free to contact the WebCT administrators by e-mail at istwebct@syr.edu or contact Peggy Brown by telephone at 315-443-9370.