

Getting Started with WebCT 4.1 for Students



The University of Akron

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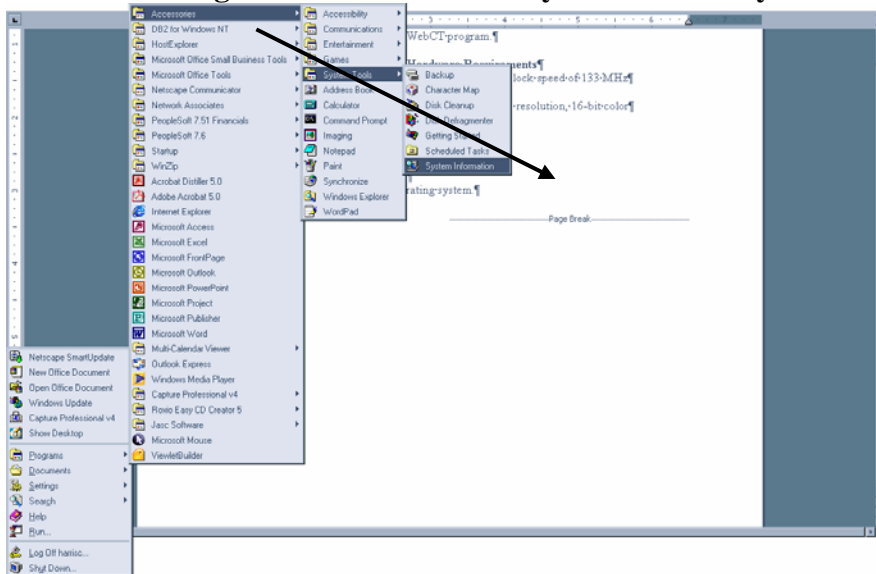
Preparing the Computer

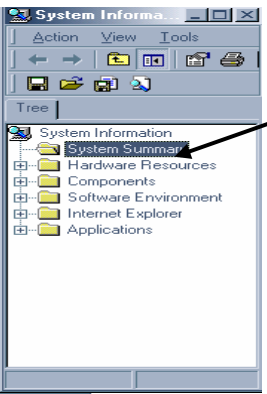
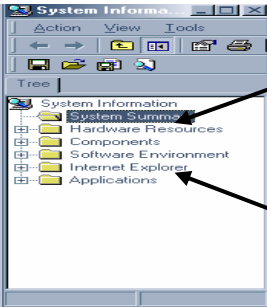
To ensure optimum usage with minimal problems computer hardware and software requirements should be reviewed prior to starting the WebCT program.

WebCT Minimum Hardware Requirements

- PC-compatible computer, minimum clock speed 500 MHz with a minimum 256 MB RAM
- SVGA-compatible monitor, minimum 800x600 resolution, 16-bit color
- video card and audio card
- 56 modem or DSL or cable connection
- Java and Javascript capability
- PC users: Windows 98, ME, 2000 or XP
- Mac users: OS 9.2 or higher operating system

To learn about a user's computer use the path shown below to access information. Click **Start** and trace to **Programs > Accessories > System Tools > System Information**.



	<p>A segment entitled System Summary will provide most of the information. Important elements would be the following:</p> <p>OS Name This is the type of operating system such as Windows 98, ME, 2000, or XP.</p> <p>Processor This identifies the type of processor: key information may be a phrase such as: <i>3 Genuine Intel ~861 MHz</i>. The key information is showing a Megahertz (MHz) speed of greater than 450.</p> <p>Total Physical Memory Any number over 127,000 KB is good; however the greater the number, the more capacity to work in the system.</p>
	<p>One may check for modems by tracing to Components > Modems.</p> <p>One may also check the monitor type under Components > Display.</p> <p>Now to check the browser for the unit, go to Internet Explorer on this same screen and trace to Summary > Version.</p> <p>When finished, close the window.</p>

If the user does not have a computer or the computer does not meet requirements, units are available at the University (267 Polsky open lab or third-floor Bierce Library 4-hour laptop check out). Users also should be able to access WebCT from a public library computer.

WebCT Software Requirements

The user should review the following software information before accessing WebCT.

Browsers, AOL, and Getting Started

A number of browsers and browser editions are valid for (supported by) WebCT 4.1. Internet Explorer is part of the Desktop on Windows computers; Netscape is available through a free download from the Internet. Mozilla is available via an Internet download as well, but requests a donation. America Online requires a payment for continued use. Recommendations are:

- **Internet Explorer** (IE) version 6.0 Service Pack 1 for Windows 2000 or XP
- **Netscape Navigator** or **Communicator** version 7.1
- **America Online (AOL)** version 7, 8, or 9
- **Mozilla** version 1.5, 1.6

For **America Online (AOL)** users, the version of the program will determine what is needed. **If using AOL version 7 or above, there are no additional requirements. Do not** use versions of AOL earlier than 4.0 or Internet Explorer versions earlier than 5.5 SP2, as it will be difficult to access many WebCT features. For best results with AOL:

1. Connect to the Internet using AOL version 4.0 or higher.
2. Open a private chat within AOL (this allows AOL to remain open, without asking if one wishes to disconnect while it is minimized).
3. Minimize AOL.
4. Launch the Internet Explorer browser.

Follow these other steps to enhance the WebCT experience:

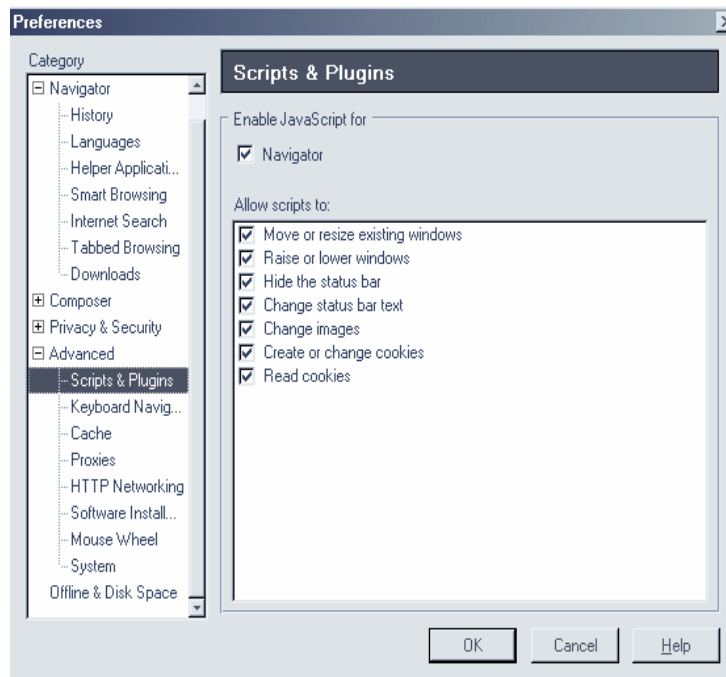
1. Turn on the computer's audio.
2. Set the computer's screen resolution to either 800 x 600 or 1024 x 768.
3. Check for appropriate computer settings and programs to utilize all of the WebCT features "tuning up" at: <http://www.webct.com/tuneup> or use the Browser Checker when in WebCT.
4. The user may review pertinent University WebCT resource documentation and tutorials: <http://www.uakron.edu/its/learning/training/StudentWebCT.php>. Applicable information would be: a) WebCT Tune-Up Tutorial; and b) Getting Started with WebCT Tutorial.

Three key areas must be addressed before the first-time WebCT log in. Firstly, **cache files (temporary Internet files)** should always view a current page and not a cached (or saved) version. Secondly, Java and JavaScript must be enabled. Thirdly, anonymous log-ins and pop-killers (ad-blockers) must be disabled. Below are browser setting directives. Users should review disabling directions for specific ad-blockers, as directions for each program will vary.

Browser Settings in Netscape

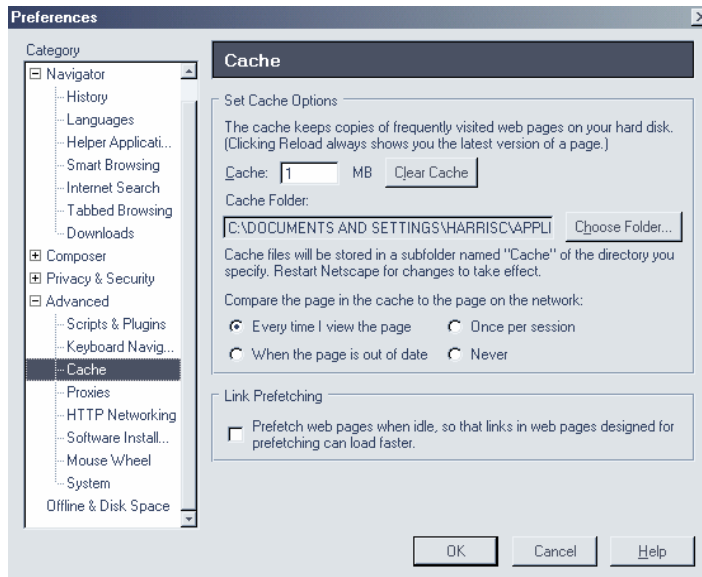
To enable Java in *Netscape*:

- From the menu bar, select **Edit**
- Click **Preferences**
- In the left-hand pane, go to **Advanced**
- Click the "+" to the left of **Advanced**
- Click **Scripts & Plugins**
- In the right-hand pane under **Enable JavaScript** for, click the box next to **Navigator**
- In the right-hand pane, also make certain all the boxes in the window entitled, **Allow scripts to:** have been checked.
- Click **OK**



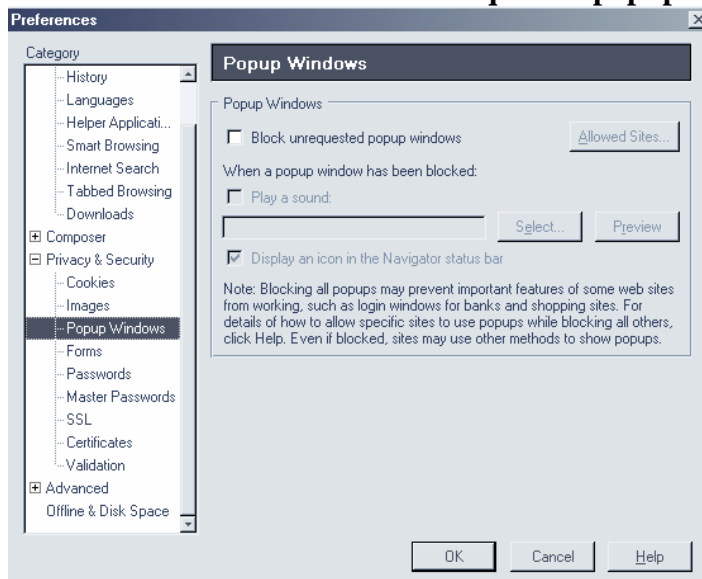
To change the cache setting in *Netscape*:

- From the menu bar, select **Edit**
- Click **Preferences**
- In the left-hand pane, go to **Advanced**
- Click the "+" to the left of **Advanced**
- In the expanded tree, select **Cache**
- Select the radio button marked **Every Time I view the page**
- Click **OK**



To turn off pop-up (or ad) killers in *Netscape*:

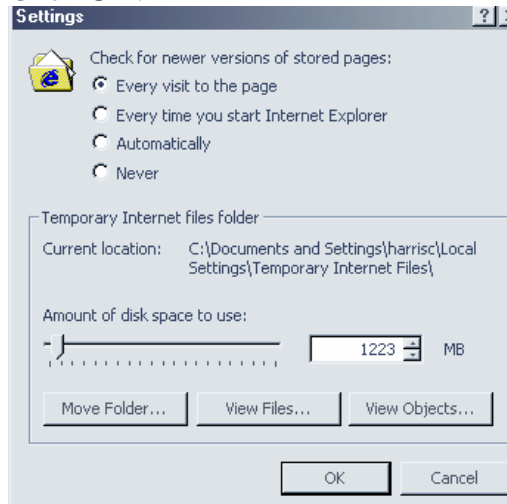
- From the menu bar, select **Edit**
- Click **Preferences**
- In the left-hand pane, go to **Privacy & Security**
- Click the "+" to the left of **Privacy & Security**
- In the expanded tree, select **Popup Windows**
- Uncheck the box next to **Block unrequested popup windows**



Browser Settings in Internet Explorer

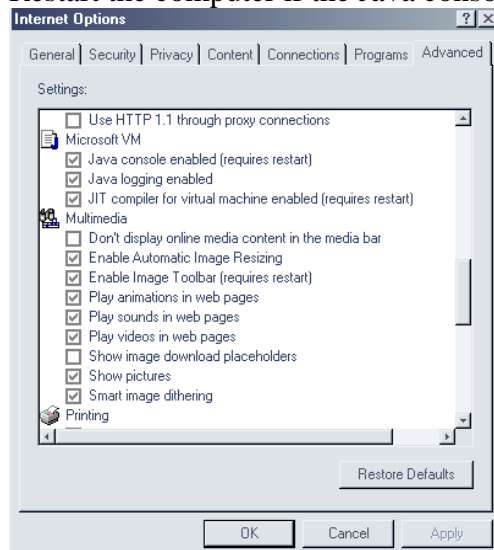
To change settings in *Internet Explorer*:

- From the menu bar, select **Tools**
- Click **Internet Options**
- Move the cursor to the center frame area, **Temporary Internet Files**
- Click on **Settings**
- In the top frame of the dialog box select the radio button **Every visit**
- Click **OK**.



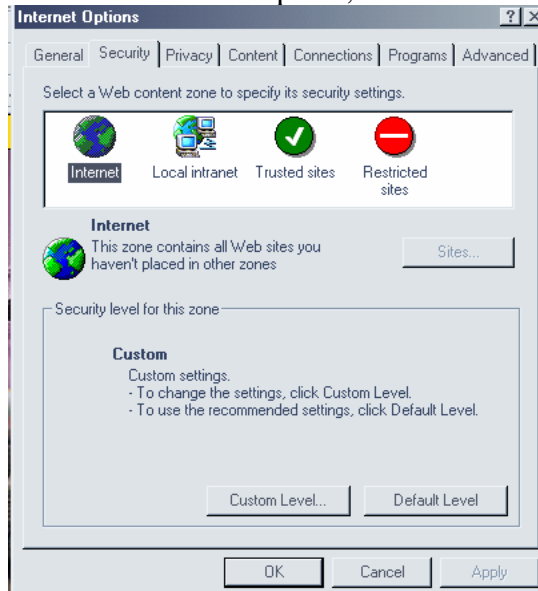
To enable Java in *Internet Explorer* 4.0 and higher:

- From the menu bar, select **Tools**
- Click **Internet Options**
- From the tabs at the top of the panel, select **Advanced**
- Under the **Settings** listings, locate **Microsoft VM** or **Java VM** (May vary depending upon version)
- Click in the **Java console enabled** box
- Click in the **Java logging enabled** box
- Click **OK**
- Restart the computer if the Java console-enabled box has been checked.

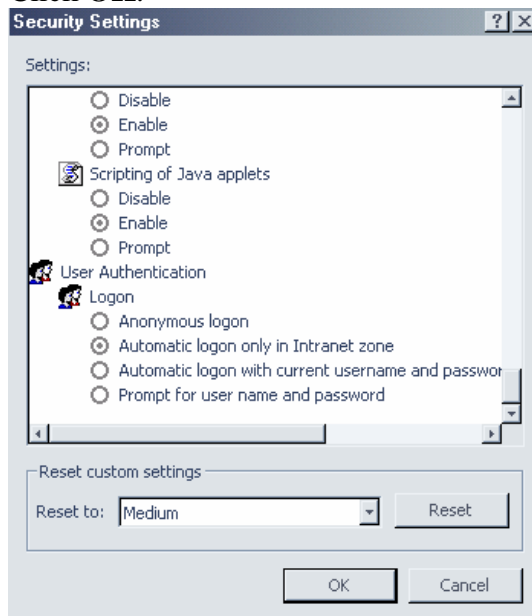


To disable anonymous log-on while using WebCT with *Internet Explorer*:

- From the menu bar, select **Tools**
- Click **Internet Options**
- From the tabs at the top of the panel, select **Security**
- At the bottom of the panel, locate and select the button, **Custom Level**



- From the **Security Settings**, scroll down to **User Authentication**
- Select and click **Automatic logon only in Intranet zone**
- Click **OK**.



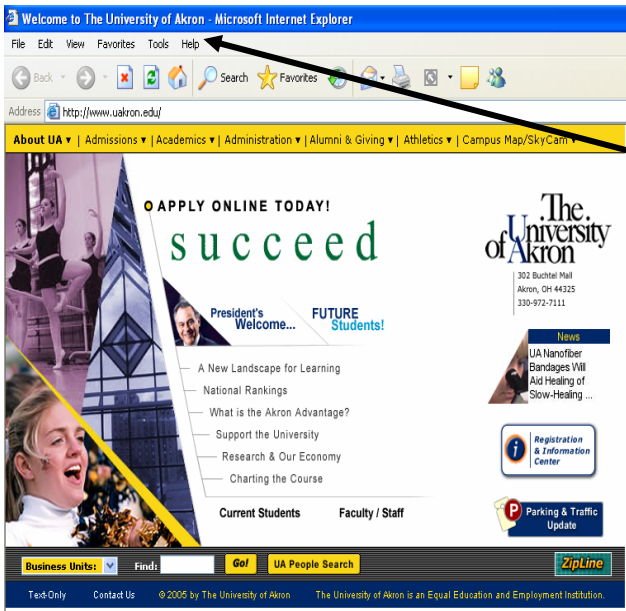
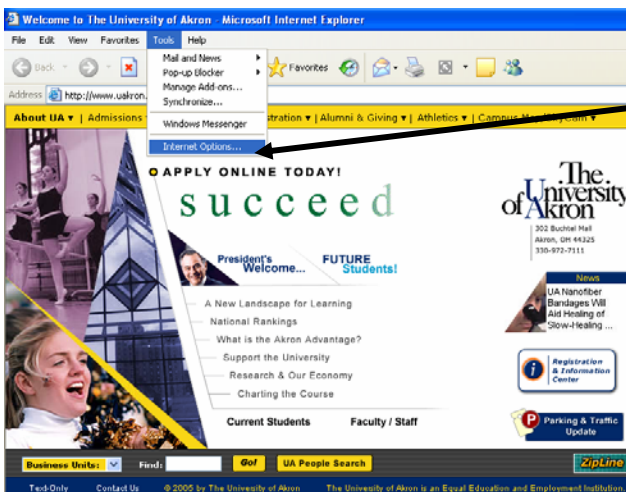
Preparing the User

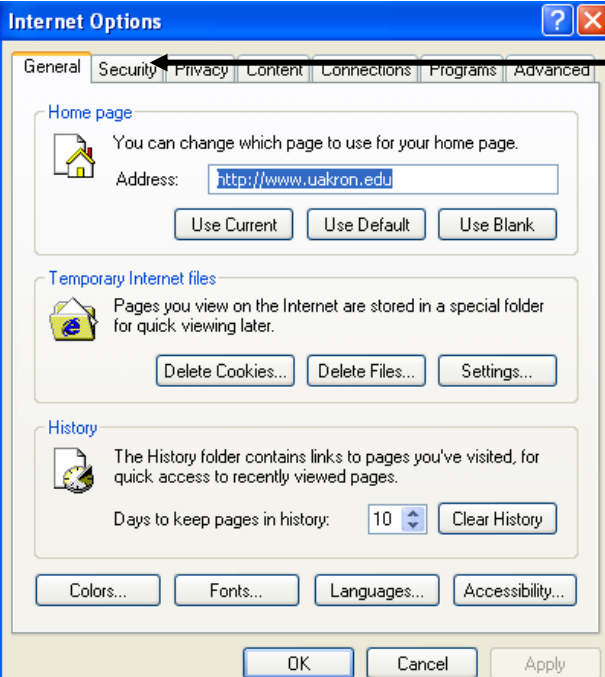
Prior to logging in, the user must have a current UANet ID and password. If the user **DOES NOT** have a **UANet ID** or the password is not current, the user must:

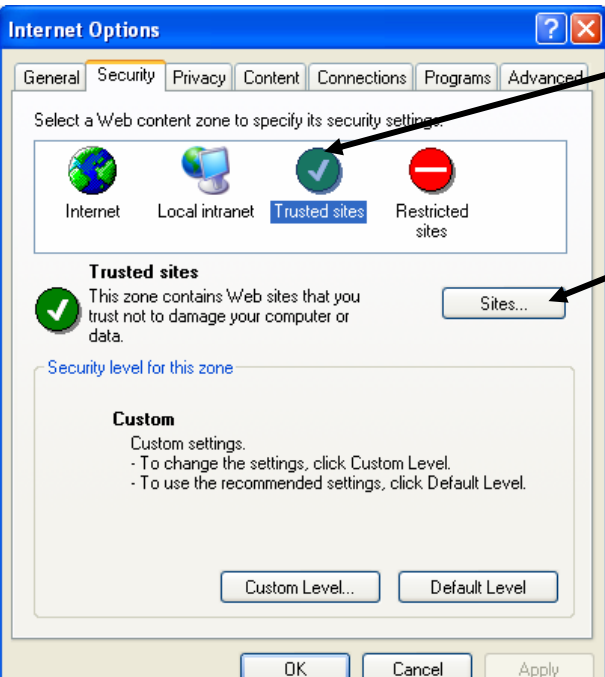
1. Take his/her ZipCard to the Technology Learning Support Center, 69 Bierce Library.
2. Request a UANet ID and Password or a change of Password.

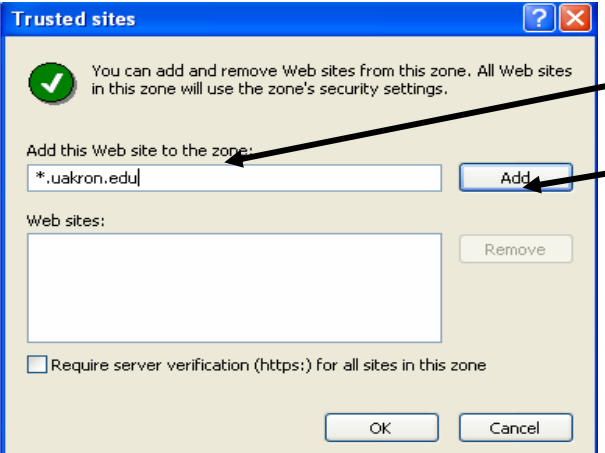
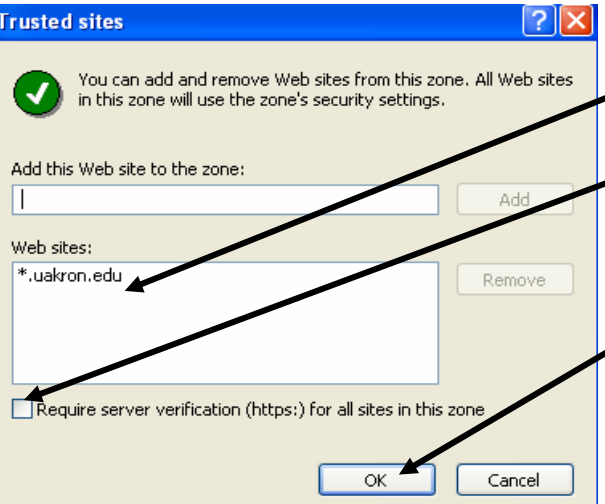
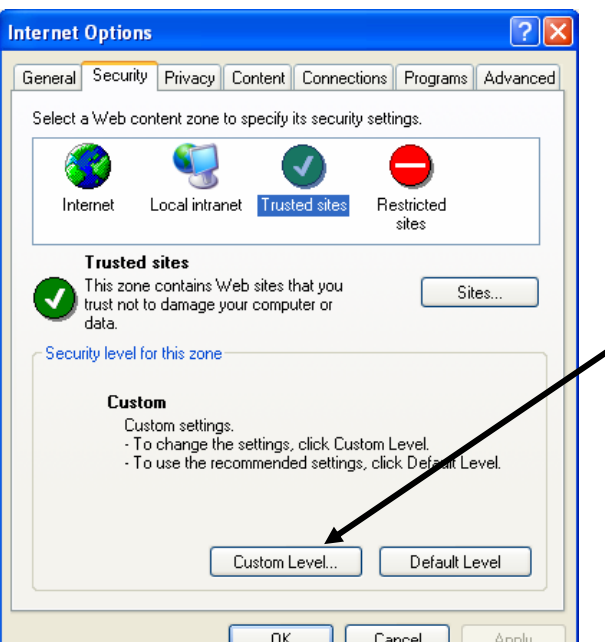
Windows XP® Service Pack 2 Settings for WebCT 4.1

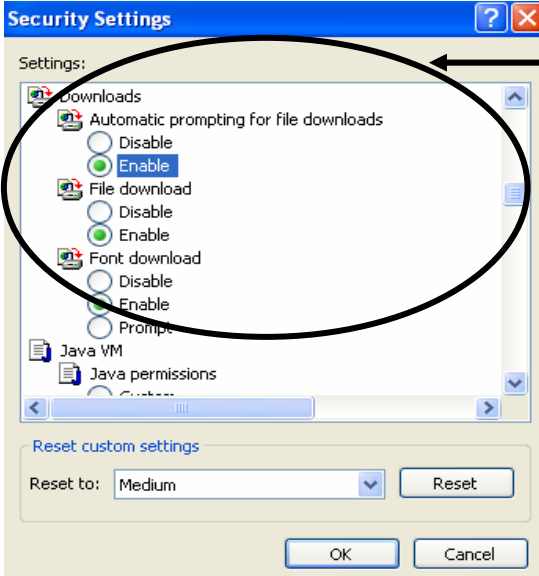
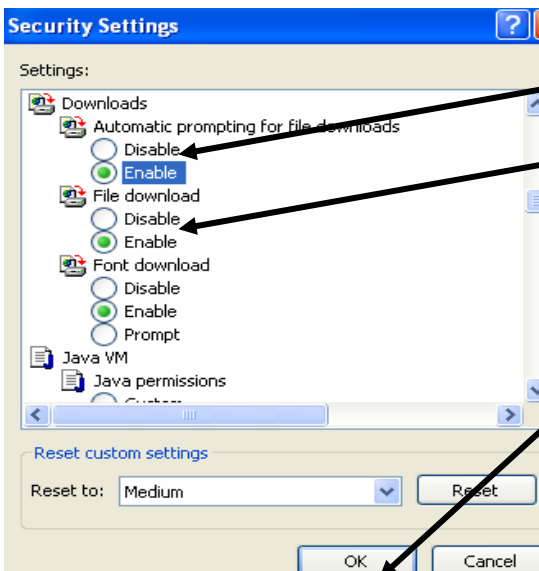
To allow students to open a Word document or PowerPoint presentation or download these file types from within WebCT Content Modules and Single Pages as well as to access course videos where applicable, the following changes must be made to Internet Explorer options if the students are using Windows XP® with Service Pack 2 installed.

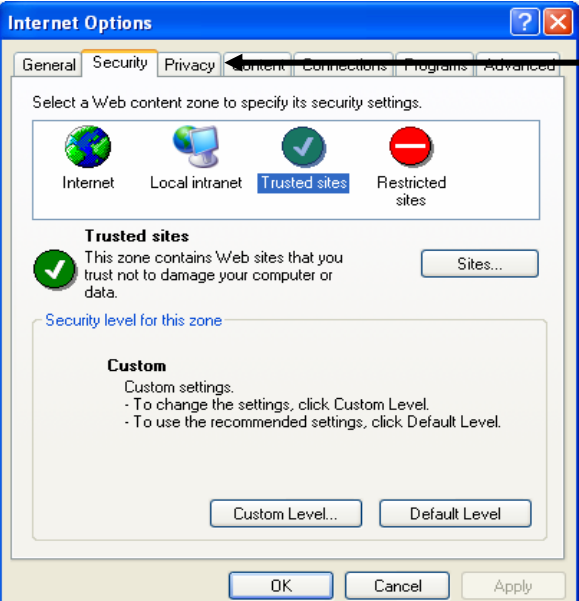
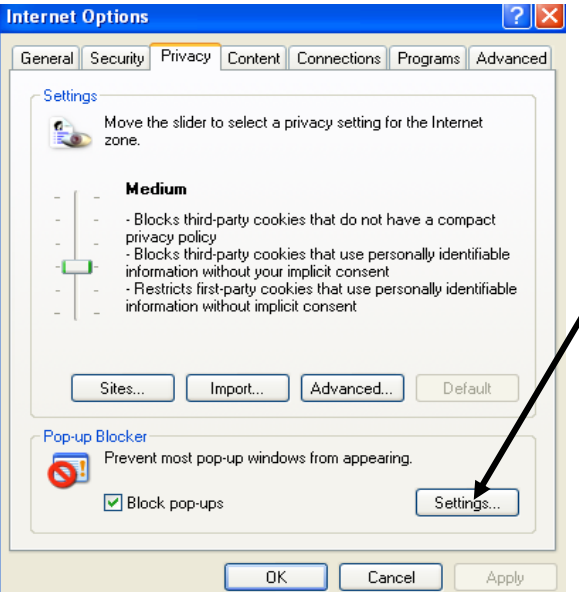
Path/Panel	Action to be Taken/Comments
	<ol style="list-style-type: none"> 1. Log onto or start the computer (if the unit is not already on). 2. Open Internet Explorer. <ul style="list-style-type: none"> o From the menu bar trace over to and click Tools.
	<ol style="list-style-type: none"> 5. Scroll down the drop-down menu and click Internet Options.

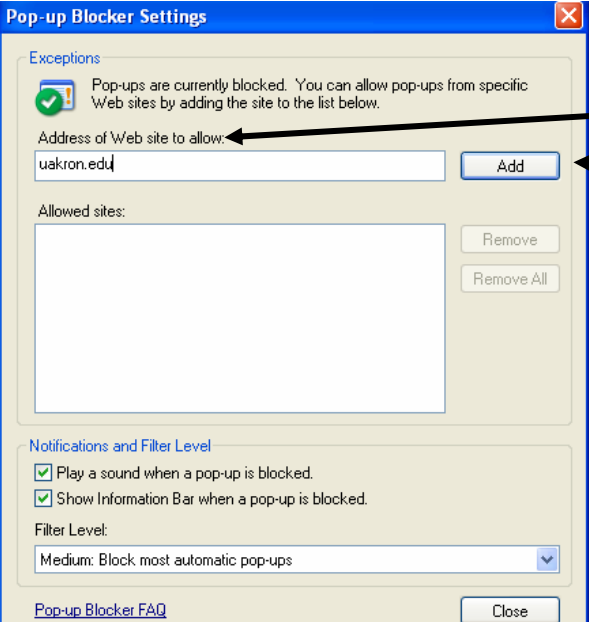
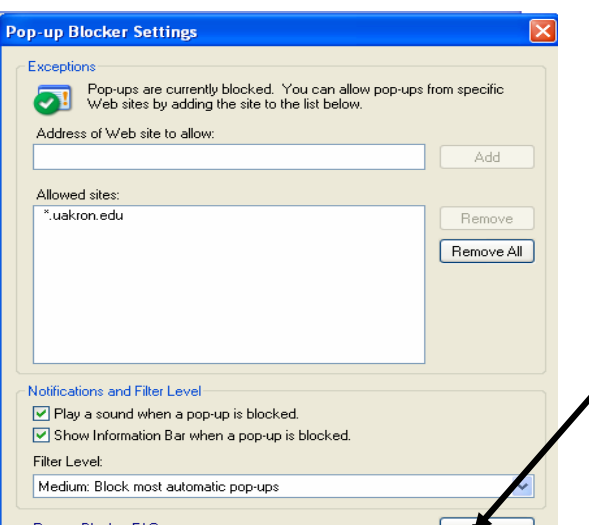
Path/Panel	Action to be Taken/Comments
 <p>The screenshot shows the 'Internet Options' dialog box with the 'General' tab selected. The 'Security' tab is highlighted with an arrow. The 'Home page' section shows the address 'http://www.uakron.edu'. The 'Temporary Internet files' section has buttons for 'Delete Cookies...', 'Delete Files...', and 'Settings...'. The 'History' section has a 'Clear History' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.</p>	<p>6. The Internet Options panel appears. 7. Click the tab labeled Security.</p>

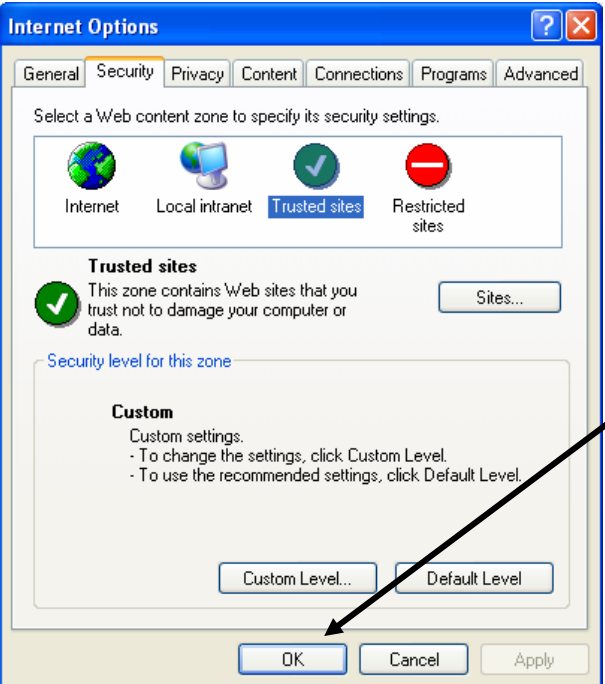
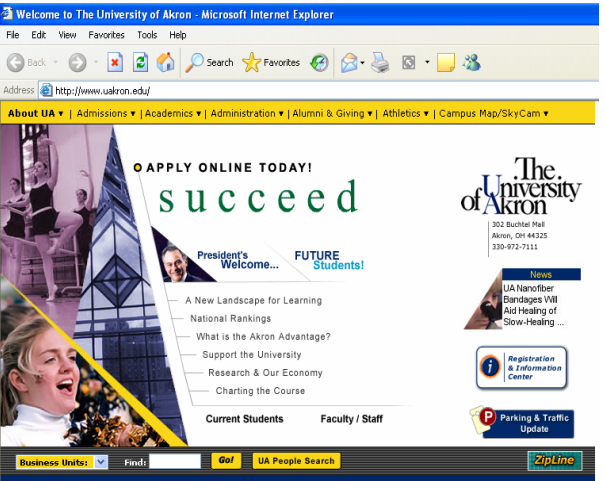
 <p>The screenshot shows the 'Internet Options' dialog box with the 'Security' tab selected. The 'Trusted sites' zone is selected with a green checkmark. The 'Trusted sites' section has a 'Sites...' button. The 'Security level for this zone' section is set to 'Custom' with 'Custom Level...' and 'Default Level' buttons. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.</p>	<p>8. The Security panel appears. 9. Click Trusted Sites. 10. Under the section, Trusted sites, click the button Sites . . .</p>
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Path/Panel	Action to be Taken/Comments
	<p>11. Under the area entitled, Add this Web site to the zone:, enter the following exactly as it is written: *.uakron.edu</p> <p>12. Click Add.</p>
	<p>13. The University of Akron's sites have been added to the list of trusted sites.</p> <p>14. In the box next to Require server verification (https:) for all sites in this zone, click and <i>remove the check</i>.</p> <p>15. Click OK.</p>
	<p>16. The Security panel reappears.</p> <p>17. Under the section Security level for this zone, click Custom Level.</p>

Path/Panel	Action to be Taken/Comments
	<p>18. A listing of Settings appears. Scroll down the list to the section named Downloads.</p>
	<p>19. Under the option, Automatic prompting for file downloads click Enable</p> <p>20. Under the option, File download click Enable.</p> <p>21. Click OK.</p>

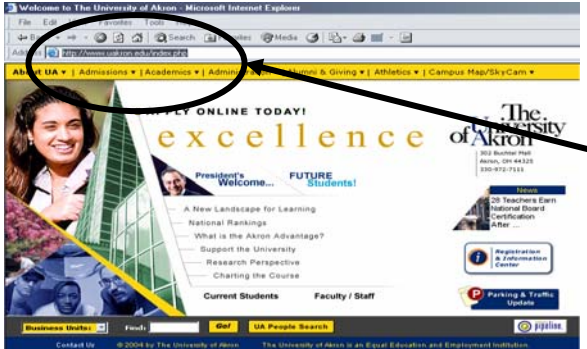
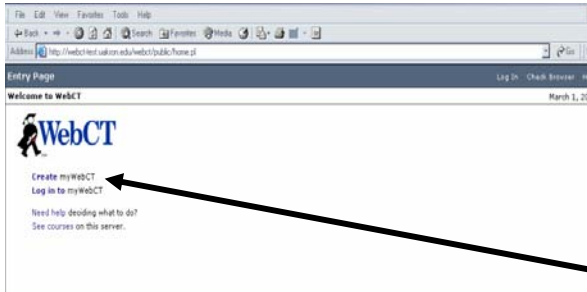
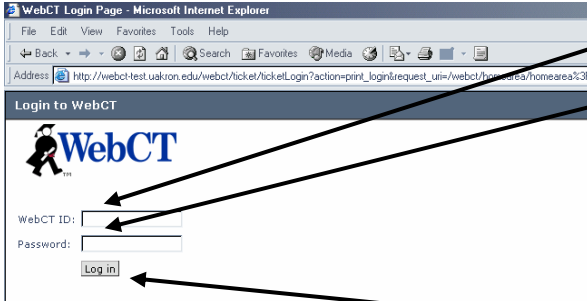
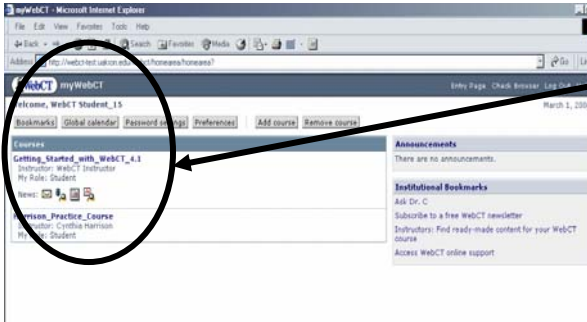
Path/Panel	Action to be Taken/Comments
 <p>The screenshot shows the 'Internet Options' dialog box with the 'Privacy' tab selected. The 'Trusted sites' section is visible, and the 'Security level for this zone' is set to 'Custom'. An arrow points from the 'Privacy' tab to the 'Security' tab in the adjacent cell.</p>	<p>22. The Security panel is returned. 23. From the tabs at the top, click Privacy.</p>
 <p>The screenshot shows the 'Internet Options' dialog box with the 'Privacy' tab selected. The 'Pop-up Blocker' section is visible, and the 'Settings...' button is highlighted with an arrow.</p>	<p>24. Under the section Pop-up Blocker, click Settings.</p>

Path/Panel	Action to be Taken/Comments
	<p>25. In the Exceptions frame, navigate to and click into the field below Address of Web site to allow.</p> <p>26. In this field, type: <i>uakron.edu</i>.</p> <p>27. Click Add.</p>
	<p>28. The University of Akron's sites have been added to the list of sites from which pop-ups will be allowed (or accepted).</p> <p>29. Click Close.</p>

Path/Panel	Action to be Taken/Comments
	<p>30. To complete these settings, click OK.</p>
	<p>31. The home Internet Explorer page is returned. 32. To ensure that the setting changes have taken effect, close the browser, then re-open it and proceed to WebCT.</p>

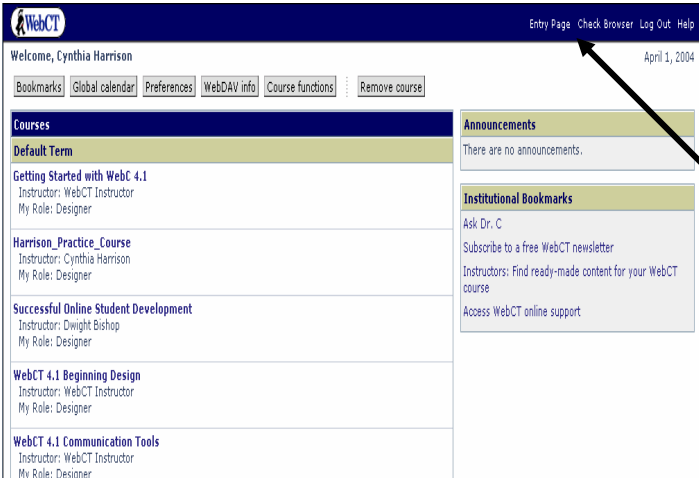
Lesson 3: WebCT Log-In and General Navigation

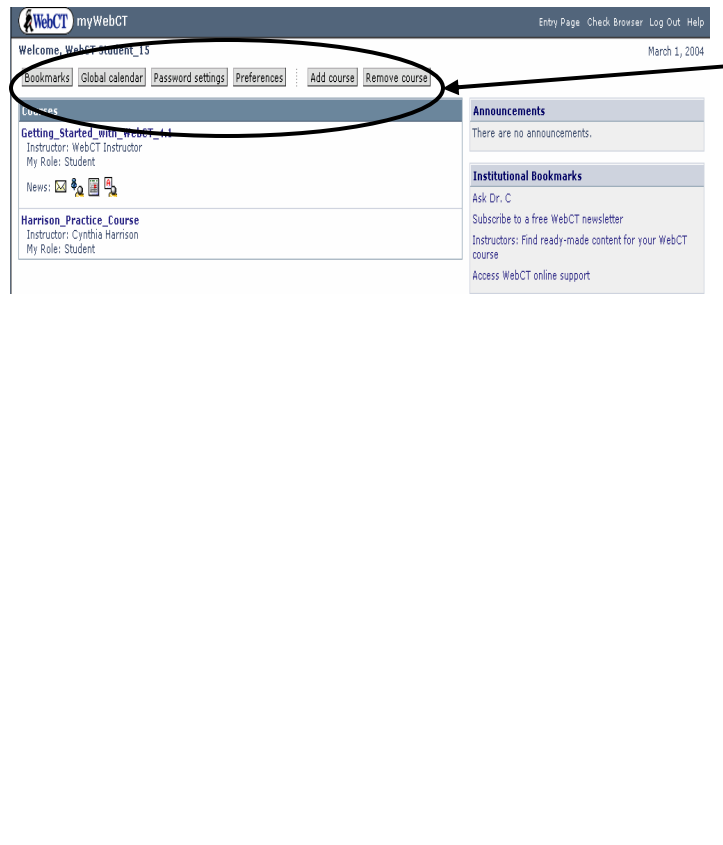

General WebCT Log-In Procedure

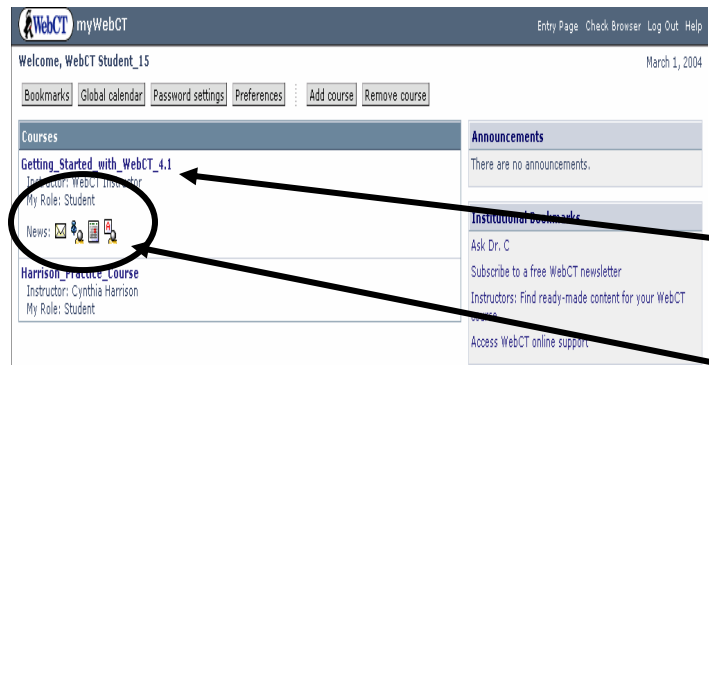
Path/Panel	Action to be Taken/Comments
	<ol style="list-style-type: none"> 1. Log onto or start the computer (if the unit is not already on). 2. Open a browser. 3. Type in the URL for WebCT: http://webct.uakron.edu.
	<p>The Welcome to WebCT panel is returned.</p> <ol style="list-style-type: none"> 4. If the user has not done the browser tune-up recommended, navigate to the upper right corner and click Check Browser. The user will be told if the browser being used is valid or not. If it is not, there is a link to WebCT to review validated (or supported) browsers. 5. Click: Log in to myWebCT.
	<ol style="list-style-type: none"> 6. At WebCT ID: Enter UANet ID (Everything before @uakron.edu) 7. At Password: Enter [UANet password]. <p>NOTE:The <i>User Name</i> and <i>Password</i> are case sensitive and must contain only numbers, letters, underscores ('_ '), or periods.</p> <p>Click: Log on.</p> <p>If unable to log on:</p> <ul style="list-style-type: none"> ▪ Recheck <i>User ID</i> and <i>Password</i>. Make certain the correct letter case with no spaces was used. ▪ Contact the instructor for assistance.
	<p>The user's personal myWebCT home page will be returned.</p> <p>On the left is the list of courses in which the user is enrolled.</p> <p>If the course for which the user is registered is not listed, contact the instructor.</p>

Navigation within myWebCT










The page, **myWebCT**, contains several key navigational tools. From this main page one may enter any of the courses to which he/she has access, link to WebCT's commercial site, receive general university announcements, utilize both institutional and personal bookmarks, and log out of WebCT.

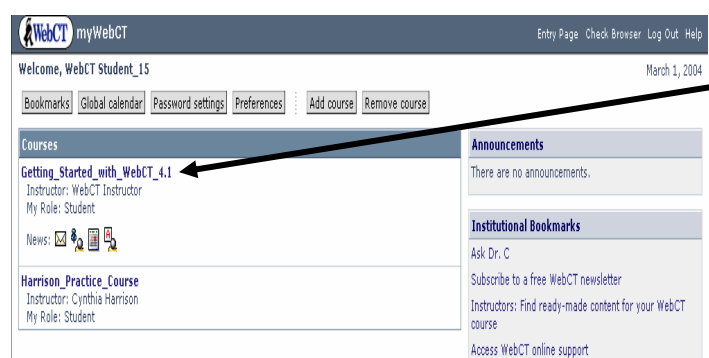
Path/Panel	Action to be Taken/Comments
 <p>The screenshot shows the myWebCT interface. At the top, there is a banner with the WebCT logo on the left, the user's name 'Welcome, Cynthia Harrison', and the date 'April 1, 2004'. To the right of the name are navigation links: 'Entry Page', 'Check Browser', 'Log Out', and 'Help'. Below the banner is a navigation menu with 'Bookmarks', 'Global calendar', 'Preferences', 'WebDAV info', 'Course functions', and 'Remove course'. The main content area is divided into two columns. The left column is titled 'Courses' and lists several courses with their instructors and roles. The right column contains 'Announcements' (stating 'There are no announcements.'), 'Institutional Bookmarks' (with links like 'Ask Dr. C', 'Subscribe to a free WebCT newsletter', 'Instructors: Find ready-made content for your WebCT course', and 'Access WebCT online support').</p>	<p>myWebCT Navigational Links</p> <p>myWebCT: Identifies by name the individual who has logged into WebCT and gives the current date.</p> <p>The myWebCT banner above the user's name and the current date provides specialized navigational aids.</p> <ul style="list-style-type: none"> • Entry Page returns the individual to the <i>Welcome to WebCT</i> log-on panel. • Check Browser reviews the browser and informs the user if it is valid for use with WebCT 4.1. If it is not, it directs the user to the WebCT's Browser Tune-up Page. • Log Out closes the connection to WebCT. <i>This must be used when the individual no longer wishes to use WebCT. Logging out prevents access to the individual's courses within WebCT by another.</i> • Help opens a separate window with the WebCT Version 4.1 Campus Edition help index.

Path/Panel	Action to be Taken/Comments
	<p>myWebCT Navigational Links below the User's Name</p> <p>Bookmarks:</p> <ul style="list-style-type: none"> • Personal Bookmarks allow the individual to add, delete, or edit frequently used links. • Institutional Bookmarks provide useful links provided local WebCT administrators or WebCT. <p>Global Calendar links to a calendar integrated among all the individual's current WebCT courses.</p> <p>Preferences permits a selection from one of two color schemes.</p> <p>The Remove course button should not be used; these buttons only remove the user from the WebCT server. These buttons do not adjust registration; registration changes should be done through regular registration procedures.</p>
	<p>myWebCT Navigational Links on the Right Side Screen</p> <ul style="list-style-type: none"> • Announcements: Any institutional messages. • Institutional Bookmarks provide useful links from the local WebCT administrators and connections to aids at WebCT's commercial site.

Path/Panel	Action to be Taken/Comments
	<p>myWebCT Left Navigational Links (Courses)</p> <ul style="list-style-type: none"> • Courses show all classes which contain a WebCT component--whether the course is web-based or web-enhanced. Each Course Listing is hyperlinked to take the individual directly to the materials within that class. • News and Icons under each Course Listing indicate and provide direct access to newly created course material, communications entries, grades, and WebCT evaluation tools which have been added since the individual's last visit to the personal home page. Hovering the mouse over each icon will produce a <i>screen tip</i> which identifies the icon.

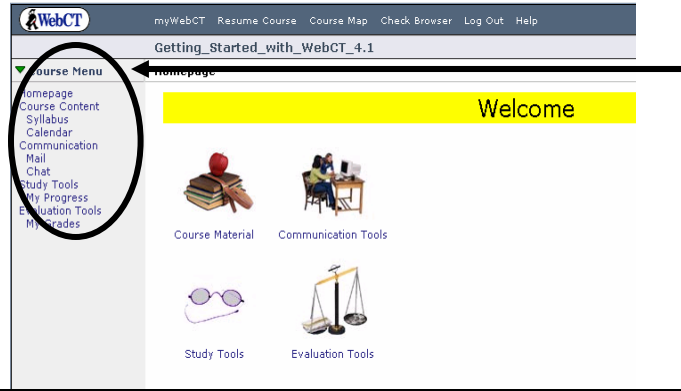
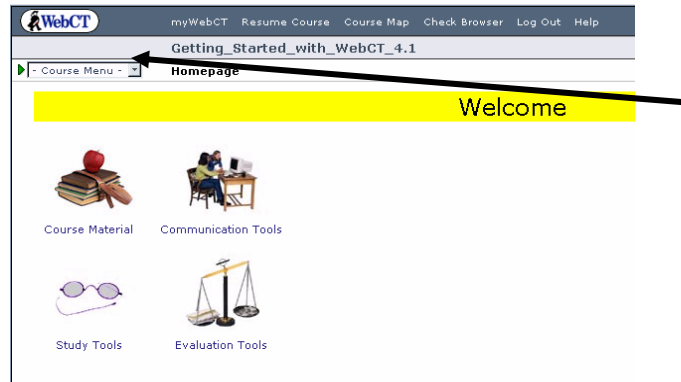
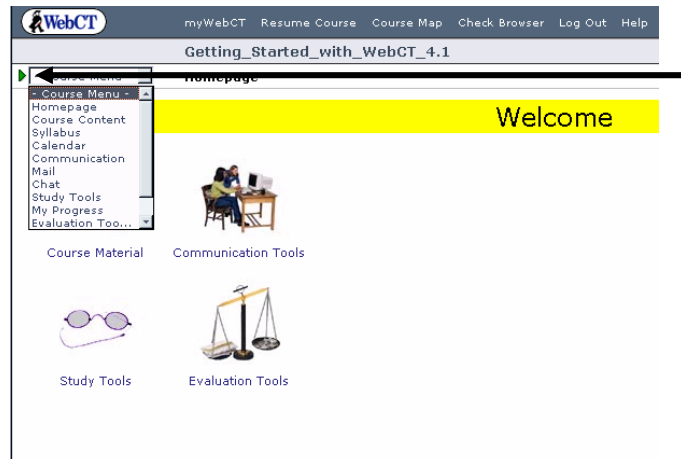
Icon samples and their meanings are as follows:

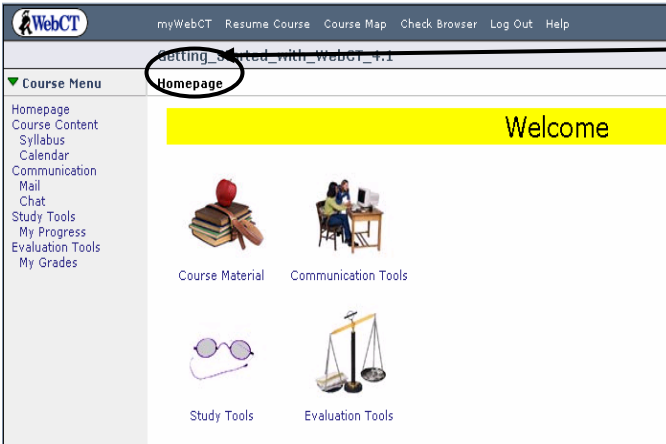
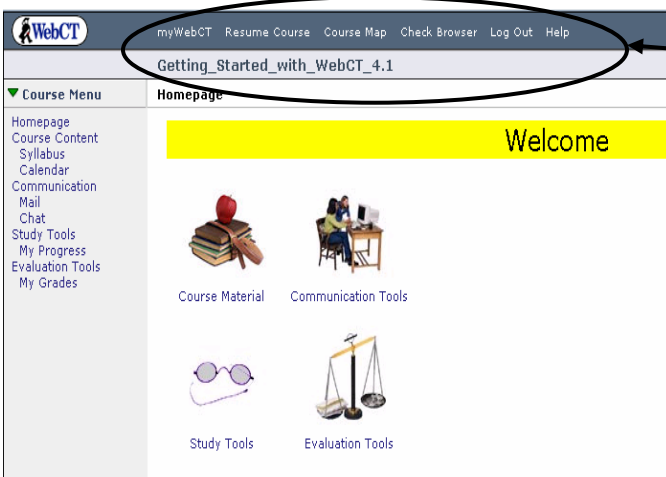
- **Assignments** 
 - **Calendar** 
 - **Discussion** 
 - **Grades** 
 - **Mail** 
- **Quiz**..... 
 - **Quiz/Assignment Warnings**
 News:   
 1 quiz must be submitted soon
 1 assignment must be submitted soon

	<ol style="list-style-type: none"> 1. Locate the course title to work with among the course listings. 2. Click the underlined (hyperlinked) title of the course. <p>The Home Page for the chosen course will be returned..</p>
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Navigation within a WebCT Course as a Student

WebCT contains its own internal navigation system. *Once inside a WebCT course, one should use the WebCT-generated navigation links; do not use the browser's navigation tools.* The Student View contains four navigational elements—**Navigation Bar**, **Menu Bar**, **Breadcrumbs**, and the **Action Menu**. The first three elements are visible in all segments of a course; the **Action Menu** appears only within a **Content Module** (as will be seen in Lesson 5). The **Designer Options** task pane and the **Control Panel**, which are visible only to the instructor, allow course element modification.

Path/Panel	Action to be Taken/Comments
	<p>Internal WebCT Navigation Elements</p> <ul style="list-style-type: none"> • Navigation Bar is located on the left and contains the Course Menu with links the instructor has provided to the various features of the course. • Clicking the <i>green downward-pointing triangle next to Course Menu</i> closes the left navigation bar.
	<ul style="list-style-type: none"> • To the right of the <i>green right-pointing triangle</i> is the field item Course Menu. Clicking the pull-down arrow next to that field item, produces a list with the same elements as shown in the Navigation Bar.
	<ul style="list-style-type: none"> • Click the <i>green right-pointing triangle next to Course Menu</i> to return the Navigation Bar. <p>NOTE: Some designers may chose to permit navigation only from the Course Menu.</p>

Path/Panel	Action to be Taken/Comments
 <p>The screenshot shows the top navigation bar with links: myWebCT, Resume Course, Course Map, Check Browser, Log Out, Help. Below it is a breadcrumb trail: Getting Started with WebCT 4.1. The 'Homepage' link is circled in red. The main content area has a yellow banner with 'Welcome' and four icons: Course Material, Communication Tools, Study Tools, and Evaluation Tools.</p>	<ul style="list-style-type: none"> • Breadcrumbs show the path the individual has taken within a particular course's components. By selecting from the elements displayed the individual may navigate backwards within that segment of a WebCT course or return to the Homepage.
 <p>The screenshot shows the top navigation bar with links: myWebCT, Resume Course, Course Map, Check Browser, Log Out, Help. Below it is a breadcrumb trail: Getting Started with WebCT 4.1. The 'Course Menu' is expanded, showing links: Homepage, Course Content, Syllabus, Calendar, Communication, Mail, Chat, Study Tools, My Progress, Evaluation Tools, My Grades. The main content area has a yellow banner with 'Welcome' and four icons: Course Material, Communication Tools, Study Tools, and Evaluation Tools.</p>	<ul style="list-style-type: none"> • Menu Bar and Banner are located at the top of the panel; the Bar lists the title of the course. In the Banner are <i>navigational and aid tools</i> to assist the individual within a particular WebCT course. <ul style="list-style-type: none"> ▪ myWebCT returns the individual to the myWebCT page, allowing another course to be selected. ▪ Resume Course takes the user back to exactly the point where the course was last accessed. ▪ Course Map provides an outline to this specific course's complete contents. ▪ Check Browser verifies if the user's browser is valid or not. ▪ Log Out disconnects the user from WebCT. <i>This must be used when the individual no longer wishes to use WebCT. Logging out prevents access to courses within WebCT by another.</i> ▪ Help opens a separate window with the WebCT Version 4.1 Campus Edition help index.