WebCT Vista 3 Student Quick-Start Guide

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What is WebCT?

WebCT (Web Course Tools) is a product that enables an instructor to create and manage Webbased or Web-enhanced courses. Only students registered in a course for which the instructor has chosen to use WebCT may access the course. Check with your instructor for confirmation.

Resources

- UMass Boston WebCT Vista Resources
 <u>http://www.lms.umb.edu/webct.htm</u>
- Technical Support: <u>bostonsupport@umassonline.net</u>
- Telephone Support: 1-800-569-6505
- WebCT Student Resource Center <u>http://www.webct.com/students</u>

Technical Requirements

Web Browsers

For a list of currently supported browsers for Windows and Macintosh computers see http://www.webct.com/tuneup

Pop-up Blockers

WebCT makes use of pop-up windows. If you have a pop-up blocker installed, please disable it for the WebCT web site. The script "*.umassonline.net" can added to some pop-up blockers settings instead of typing in the full URL for the WebCT web site.

Trusted Website

In order to insure that course documents download correctly using Microsoft Internet Explorer, you should configure WebCT as a trusted site. Here are the steps:

6.

7.

8.

9.

10.

- 1. From the Internet Explorer menu, select Tools.
- 2. Select Internet Options.
- 3. Select the Security tab
- 4. Under "Select a Web content zone to specify its security settings", click the Trusted sites icon.
- 5. Click Sites...

Uncheck "Require server verification
(https) for all sites in this zone".
Under "Add this Website to the zone:"
enter the URL
http://vappsrv-prd.umassonline.net
Click Add
Click OK
Click OK

		Add
eb sites:		
tp://vappsrv-prd.ur	nassoniine.net	Remove

Note: This procedure is not required for non-Microsoft Browsers; Firefox, Safari, etc.

Other Requirements:

After logging in to WebCT, be sure to run "Check Browser" before entering your course.

	My UMassOnline Boston Change Password Check Browser Help Log out
My UMassOnline	Boston
Welcome, Gene S	hwalb. Today is September 17, 2006. Content Color Layout 🛅

You will receive a message if any other action is necessary to prepare your computer for running WebCT.

Login to WebCT

Open your web browser and enter the following URL (web address): http://www.boston.umassonline.net/

Construction of the second second second	1990 Autor Rose Persons Low Mide
User Login Course Login	Courses Madead Screenes Mechanic Lagar
Weicome to UMass Beston and UMassOal	line.
Otanotoline source; are offered through the W Otana Borton with enforced closures and for an password via their UNB studiest ensel ecount, ecound via the small address, phone number	relCT Vote source meanspream replace. This platform offers course support for inter course. Students will be informed of their WebCT Vote size means and for your conversions, furthing and helpdekk support for WebCT Vote can be and shafing below.
WebCT Vista avera login here:	Please perform a drowser check before lopping in to sociare your computer is properly configured to use viets.
Litertane MS99999995	20udents sealing technical assistance (including password help) should
Pataneri .	 fand and to bottom contribution and
Logia	 Call 1-800-569-6505, or
Forget your WebCY password?	 Contact support via fee text offer by closing an the lost.
If you are not a registered student and w • Course Catalogs and Schedulos • Division of Corporate, Continuing, and C • Registrar's Office	ant Information about UMass Benton, please visit: Interne Education
 Undergraduate Admissione Graduate Admissione 	
Undergraduate Admissions Graduate Admissione Helpful Resources	
Undergraduate Alterization Graduate Alterization Graduate Alterization Graduate Alterization Graduate Automation Stagland Paralenet and Student Op Student Institute Medica Valida Utilises Execution Resist Alteria Centra Discussentation of Centra Taigane Centra Discussentation of Centra Taigane Terrainstitute Alteria Descentification, for Lease	with Third Guides. West CT A A same that a new halp field all information fulfield above the West CT With
Condensational Admission Condensation Conden	en flan Gudes: WARCT A A Mar Bar sens halpholi information blad dave for WARCT time area, passe by a dave with the sammers "bars" and general "website".
Conformational Administration Conformation Networkshift Conformation Second and Resources and Dedination Programment Programment Control Depresentation of Control Depresentation Control Depresentation of Control Depresentation Programment Progra	wich Thier Guidens - Weight T n nt sear flare armon Facilitatio Adversation Facilitation for Weight Thiesan areas, Johann Tong Adversa and Hein and Thiesan Thiesan Adversation for Search Theorem Thiesan J. E. Facult Hein and

The WebCT Log in page appears:

Your WebCT user ID is normally the same as your Wiser user ID. If you are unsure of your student ID number, go to <u>https://www-sa.umassadmin.net/servlets/iclientservlet/stuss</u>.

Navigation

How to navigate from "My UMassOnline Boston"

From the My UMassOnline Boston Course List you can access all of the courses in which you are enrolled. Select a course.

UMassOnline UMassBoston	My UMassOnline Boston Change	e Password Check Browser Help Log ou
My UMassOnline Boston		
Welcome, Gene Shwalb. Tod	ay is September 14, 2006.	Content Color Layout 🔟
Calendar Day 🙋	Course List	🥖 Personal Bookmarks 🛛 🖉
You currently have no entries for today.	INSDSG 650 Assessment of Ed Techonologies - INSDSG 650 Fail 2006 9 Section Instructor: Dennis Maxey	Section 1 You currently have no bookmarks.
To Do List 💋	22	Campus Bookmarks 🛛 🙋
You currently have no items.	Campus Announcements Wednesday - 4am to 7:00am - Regularly Scheduled Maintenance	12/20/04 UMB WEBCT Resources
My Grades		Centra FAQ
You currently have no new	External Courses	UMB Continuing Education
grades.	You currently have no external courses.	UMB Library
	Calendar Week	UMB Bookstore
	You currently have no entries for this week.	UMB Community Front Page
		Who's Online
		INSDEG 650 Assessment of Ed Techonologies - INSDEG 650 Fall 2006 Section 1

The Course Home Page will appear.



There are several ways to navigate WebCT.

- 1. Home or Organizer Page
- 2. Breadcrumb Page or Course Toolbar
- 3. Learning Module
 - Action Menu
 - Table of Contents

How to navigate from a Course Home Page or Organizer Page

It is important that you use the internal navigation provided by WebCT: Do NOT use the browser's navigational features such as the Back, Forward and Refresh buttons. To navigate through a course, click on an icon or hyperlink that appears on the home page. The page that relates to that link will be displayed.



Clicking an Organizer Page icon will take you to a page which appears similar to a home page and contains additional icons.



How to navigate with the Breadcrumbs Trail and Course Tool Bar

Breadcrumbs Trail



As you navigate the course, a trail of "breadcrumbs" will be created on the top left of the screen showing the pages you have visited. The word appearing in bold represents the current page. The other breadcrumbs are active links. By clicking on these links you can navigate directly to a specific page.

Course Tool Bar





page.

Using the Home Page icon: Click on the home page icon to go directly to the home

Using the Course Menu icon: This will expand the course menu if it is not already visible, or it will collapse the course menu if visible. The course menu will appear to the left of the home page. Click on the links within the course menu to navigate the courses pages.

v

Using the Go To menu: From the course tool bar you can also use the

Go To drop down list. Select an Organizer Page (or the Home Page) to which you wish to navigate.

How to navigate within a Learning Module



On the Home Page, icons link to material known as learning Modules. A Learning Module organizes content through the use of a table of contents. Within a Learning Module you can navigate using either the **Action Menu** or the **Table of contents**.

Action menu



The Action menu will appear to the top right of the page.

- 1. Click the next icon to move onto the next page
- 2. Click the previous icon to return to the previous page
- 3. Click the retrace icon to retrace your navigation path through the learning module

As seen above, other icons may also be available

Table of Contents

The table of contents will appear to the left of page.



The content of the Learning Module will appear on the main section of the page.

Communications Tools

Discussion board



To get to the discussion board click on the icon if available. The discussion board is used to communicate with others enrolled in the same course Discussions are organized into:

Categories: Contain several topics and are the highest level of organization within discussions. Topics: Contain message threads. All discussion messages are posted to a particular topic.

Message Threads: Collections of messages, incorporating a starting message and all replies to that original message.

Messages: The lowest level/unit within discussions.

Within each category, choose a specific discussion topic by clicking on its linked name.

Course Projects	
Use this category to discuss issues related to course projects.	
Project One Discussions - A Topic	0 Messages
Project Two Discussions - A topic	3 Messages

Within each topic there may be a number of threads and/or messages

Project Two Discussions - A topic	Display: SThreaded 4.0	nthreaded
Subject	Messages <u>Author</u>	
□ - When is this project due? - A message @	3 <u>Shwalb, Gene</u> ▼	September 17, 2006 1:25 PM
Re: When is this project due? - A message	<u>Student 41954850, [</u>	<u>Demo</u> ⊽September 17, 2006 1:29 PM
Re: When is this project due? - A message	<u>Shwalb, Gene</u> ▼	September 17, 2006 1:34 PM
Mark as Read Mark as Unread	Create Printable View	
Create Message		
.A Message	Thread containing 3	3 Messages

Managing your messages

The buttons and links available on the Messages screen enable you to:

- 1. Sort Messages (Click on Headings)
 - Subject
 - Author
 - Date
- 2. Show Messages
 - All messages
 - Unread messages
 - Threaded messages
 - Unthreaded messages
- 3. Expand All messages
- 4. Collapse all messages

- 6. Sort messages
 - Subject
 - Author
 - Date
- 7. Mark messages
 - Read
 - Unread
- 7. Printable View
 - Create
 - Print
 - Save as File

Viewing messages

Click the message's title under the Subject heading.

Message		Next Message
Topic: Project Two Discussions - A topic	Date: September 17, 2006	1:25 PM
Subject: When is this project due? - A message	Author: Shwalb, Gene	
Last edited on: September 17, 2006 2:28 PM		
How much time do I have in which to complete this fir	st project	
Edit Marrana		
Edit Message		
Edit Message Reply Forward		Lock Thread

When viewing a message you can:

- 1. Reply to the message
- 2. Forward the message
- 3. Display a complete thread of messages

Creating messages

*Subject:	Creating a Message
Message:	HTML Creator
	I hope you will enjoy using WebCT.
	Use HTML Insert equation: New 🤕 🛃

When creating a message you can:

- 1. Attach files
- 2. Preview the message
- 3. Cancel creating/writing the message
- 4. Save the message as a draft
- 5. Post the message
- 6. Format the message using HTML or the HTML Creator.

Chat & Whiteboard

You can use chat to engage in real-time communications with others enrolled in your module. Chat & Whiteboard can be set-up in three different ways:

- 1. Chat & Whiteboard together
- 2. Whiteboard only
- 3. Chat only



Click on the chat icon (if available) to access Chat.



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To access a chat room click on the chat icon for that room.



Within the Chat window you can:

- 1. Send messages
- 2. Send URLs
- 3. Send private messages

Mail

Note: The Mail tool is for use in WebCT only: it isn't your University or outside email account and you can ONLY send messages to your instructor and other students enrolled in your course.

You can forward all of your WebCT email to an outside account by clicking the Mail Forwarding icon.

Mail Forwarding			
External e-mail address: sps@gmail.com			
Save Cancel			

But you will not be able to reply to messages from your outside account.

The mail message screen is very similar to the discussion board screen. Once the mail tool is opened the Messages screen appears.

📝 Folders:		- View messages - 💌	🔰 🛛 🖄 🛛 Search thi	is tool:	4
🔁 Inbox 1 (1)	~			Refresh now	🔲 Auto-refresh
Sent Mail 0 (5)		Create Message			Edit Paging
Drafts 0 (3)		Subject	I 🋍 Author	Date 🕆	ontions
Deleted Mail 0 (0)			1 di Indentori	<u>Butto</u> -	options
Create Folder		🔲 🛛 <u>Welcome to My Course</u>	Gene Shwalb	September 17, PM	, 2006 6:16 😠
		🗹 - Move to: - 💌 🏟 🛛 - Copy to: -	🛛 🕑 🕐 Create Prin	table View Del	ete
		Create Message			<u>Edit Paging</u>

Within the Messages screen you can:

Read mail messages. To read a message click on the subject line of the message you wish to read. A pop-up window will display the message.

Close this window	previous message next
Message	Help
From: Shwalb, Gene To: Student 41954850, Demo; Yukhananov, Irene CC: Subject: Welcome to My Course	Sent: September 17, 2006 6:28 PM
I'm sure you will find it fascinating.	
I'm sure you will find it fascinating.	te

From this window you can:

- 1. Reply to the message
- 2. Forward the message
- 3. Print the message
- 4. Delete the message

Create messages. Click on the Create Message button. The compose message pop-up window will display.

Create Me	issage	He
*To:	Browse for Recipients	-
	Yukhananov, Irene 节	
CC:		
BCC:		
*Subject:	Session One Assignment	
O On O Have you o How long d Did you thin	Off ompleted the assignment for session 1? id it take you? ik it was difficult?	0
Use HT	ML Insert equation: New 🛩 😰	
Add Atta	thments	
Send F	review Cancel Save as Draft	

Browse to identify the intended recipients of your message. Use Edit Paging to select the number of names you can view at one time.

To	Ccc	BCC	Name
			Babin, Claudette M <cbabin1523></cbabin1523>
			Bernis, Colleen <cbernis2027></cbernis2027>
			Bennett, Cheryl & cobennett4046>
			CASASANTA, BRITTANY A «BCASASANTA»
			Carlson, Bethany <bcarlson7492></bcarlson7492>
			Chaisson, Bridgette R <bchaisson8877></bchaisson8877>
			Dewey, Alan calan.dewey>
			Leonelli, Anthony caleonelli8645>

When creating a message you can:

- 1. Attach files
- 2. Preview the message

3. Save the message as a draft message (saved to the Drafts folder)

Other Mail Functions:

🕑 Folders:	- View messages - 💌	💽 🛛 🖄 Search th	is tool:	4
Call Inbox 1 (2)			Refresh now	Auto-refresh
Sent Mail 0 (1)	Create Message			Edit Paging
Drafts U (1)	Subject	<u> 🖗 Author</u>	<u>Date</u> ∲	options
Create Folder	🗹 🙆 <u>Welcome to My Course</u>	Gene Shwalb	September 17, 2 PM	006 6:28 😠
	🗹 🙆 <u>Session One Assignment</u>	Gene Shwalb	September 17, 2 PM	006 6:42 😠
	🐼 - Move to: - 💌 🖈 🛛 - Copy to:	: - 💌 🖈 🛛 Create Prin	ntable View Deleti	е
	Create Message			Edit Paging

- 1. Copy and move messages
- 2. Create printable view. You can then:Print the viewed messages
 - Save the viewed messages as a file

3. Delete messages (select the messages using the checkboxes then click Delete)

4. Manage Mail folders (click Create Folder

Assessment tools

It is important to check when quizzes, self tests and assignments are accessible. Do this as soon as you log on to WebCT Vista so you can plan your workloads around them.

Quiz, Survey & Self Test

Note: The availability of the Quiz, Survey and Self-test tools are dependent upon how your WebCT course has been set-up. Additionally there are differences between these types of assessment:

- 1. Quiz your responses are graded (check My Grades for your results)
- 2. Survey your responses are anonymous and upgraded
- 3. Self-test your responses are not graded

When you access a quiz, survey or self test you will be given information about that assessment (e.g. Availability dates, time limits etc.).

Terminology Quiz		
Available starting:	May 30, 2006 11:35 AM	
Available until:	Unlimited	
Duration:	30 Minute(s)	Note: your completion time is measured from when you click Begin Assessment to when you click Finish.
Question delivery:	All at once	Note: questions can be answered in any order. You can revisit questions after you have answered them.
Attempts allowed:	2	
Attempts completed:	0	
Grade:	-/50	
Begin Assessment	Instructions and Tro	ubleshooting

To begin the assessment click Begin Assessment. An Assessment screen will appear:

Terminology Quiz	1	Time		1	9:04:	50
Gene Shwalb		Allow	ed	0	0:30:	00
Started: September 17, 2006 7:04 PM 5 Questions		Rema	aining	0	0:29:	41
Pillon Hep Save All	Ċ,	Que	stion	Stat	us	
 (10 point(/)) The percent representing the average quiz score students is which of 		Onanswered ✓ Answered				
following statistics?		<u> </u>	20	3	<u>4</u>	50
C b. Discrimination c. Frequency Distribution						
 d. Mean e. Standard Deviation 						
Save Answer						

On the right of the screen, time and question status information is displayed The questions are displayed on the left of the screen

To answer a question you will need to either type, check, or select the appropriate response. Once you have made your response click Save. To move onto the next question click Next Question. When you have completed the assessment click Finish DO NOT CLICK FINISH unless you are sure you have finished the quiz.

Assignments

Note: The availability of the Assignment tool is dependent upon how your WebCT course has been set-up. Therefore it may not be available.

When you access an assignment a screen similar to that shown below will appear:

Instructions	Submission:	
What is a hydrogen bond?		
mease discuss the		
bonds in living systems.		
Attachments:		
Most Recent Comment:		
None	Attachments	
View Previous Comments	Browse	
view previous comments		
Submit Save as Draft 0	Cancel	
submit save as braft	ancei	

To the left are the instructions and any attachments associated with the assignment for you to download. To right of the screen is a text box where you can enter your assignment submission.

Within the Assignment screen you can:

- 1. Attach files to your submission (click Browse). It is quite possible you'll be asked to submit an assignment in Word, Excel or Power Point. You attach it here.
- 2. Submit your assignment when ready (click Submit)
- 3. Save a draft of what you have done. You can then come back to work on it at a later time. (click Save as Draft)
- 4. Cancel the submission (click Cancel)

The Calendar

The Calendar can be accessed from:

- 1. The My WebCT page tool bar.
- 2. The Course Tool Bar, if it is available within your module



Once a calendar icon clicked a screen similar to that shown below will appear:

Septe	nber M .	2006 💌 🏟			View!	Al courses + perti-	onal 🗯 🗄		
	Sun Mon Tue Wed Thu Fin								
Viter West	27	29	29	29	21	1	z		
View Work	8		5	6	2		2		
View Week	3.R	ш	12	13	3.4	15	10		
Vieter Vieter	<u>87</u> Today	18 Prish Reading Quick-ditart Document	19	219	21	ZZ Assignment One Due	22		
View	24	25	26	22 Big Quiz Todavill	2#	29	29		

Within the Calendar you can:

- 1. Choose whether to make your entry public or private.
- 2. Create Printable View for a range of dates.
- 3. Customize your view of the Calendar (Edit Settings)
- 4. View the Calendar by month, week or day.