

Introduction to WebCT

Check Your Browser

1. Open your browser.
2. Go to the Distance Ed home page:
http://online.roswell.enmu.edu/distance_education.html.
3. Click **Browser Tuneup** in the menu on the left side of the page.

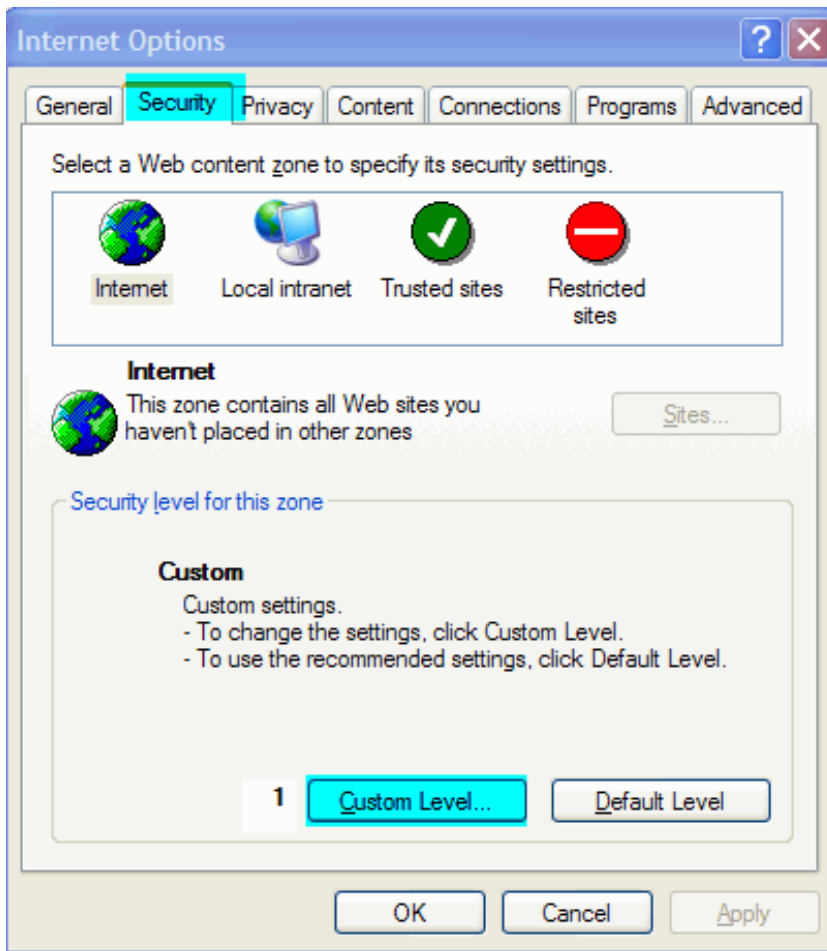
Install Java

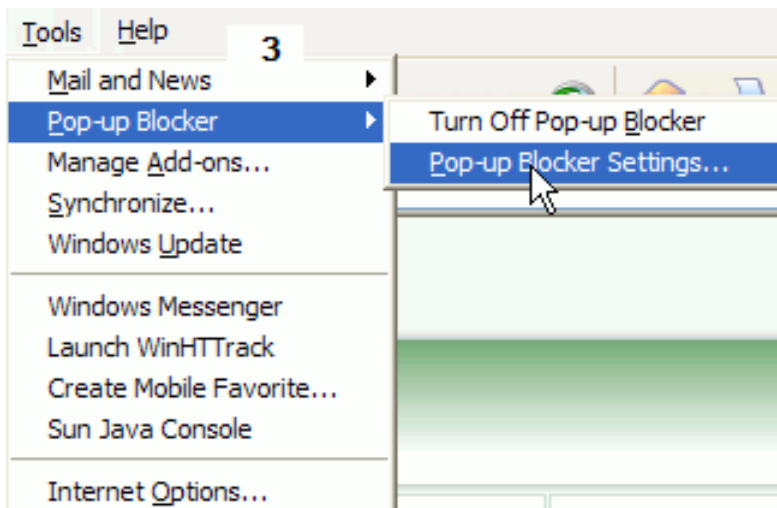
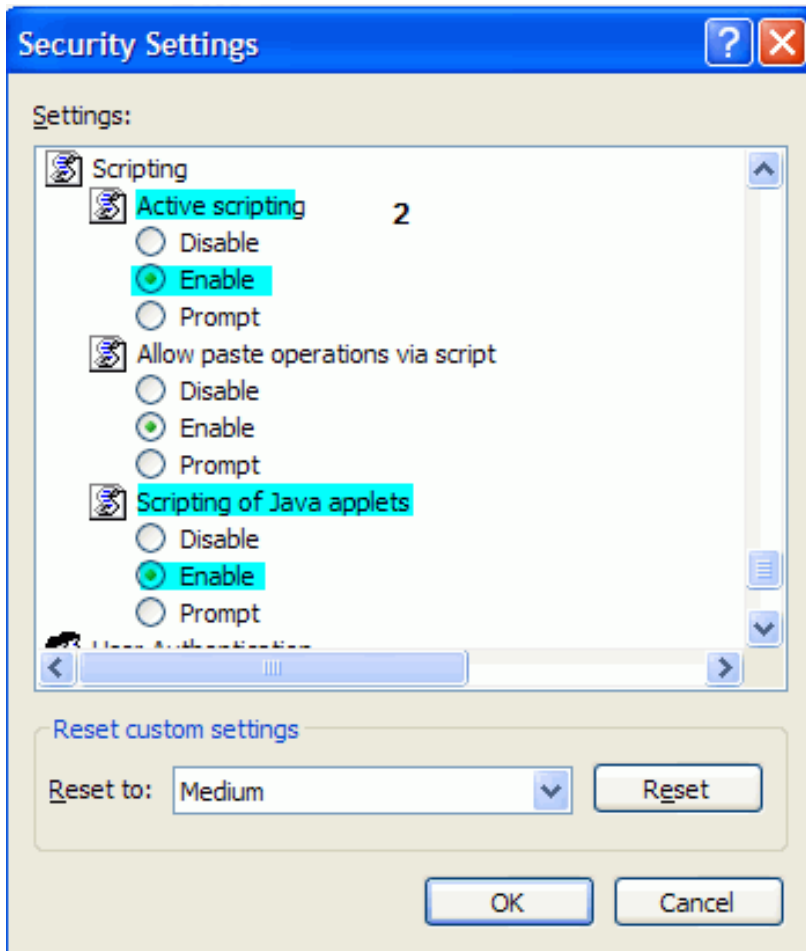
1. Open your browser.
2. Go to the Distance Ed home page:
http://online.roswell.enmu.edu/distance_education.html.
3. Click **Plug-in Applications**.
4. Click the Java link and follow the instructions.

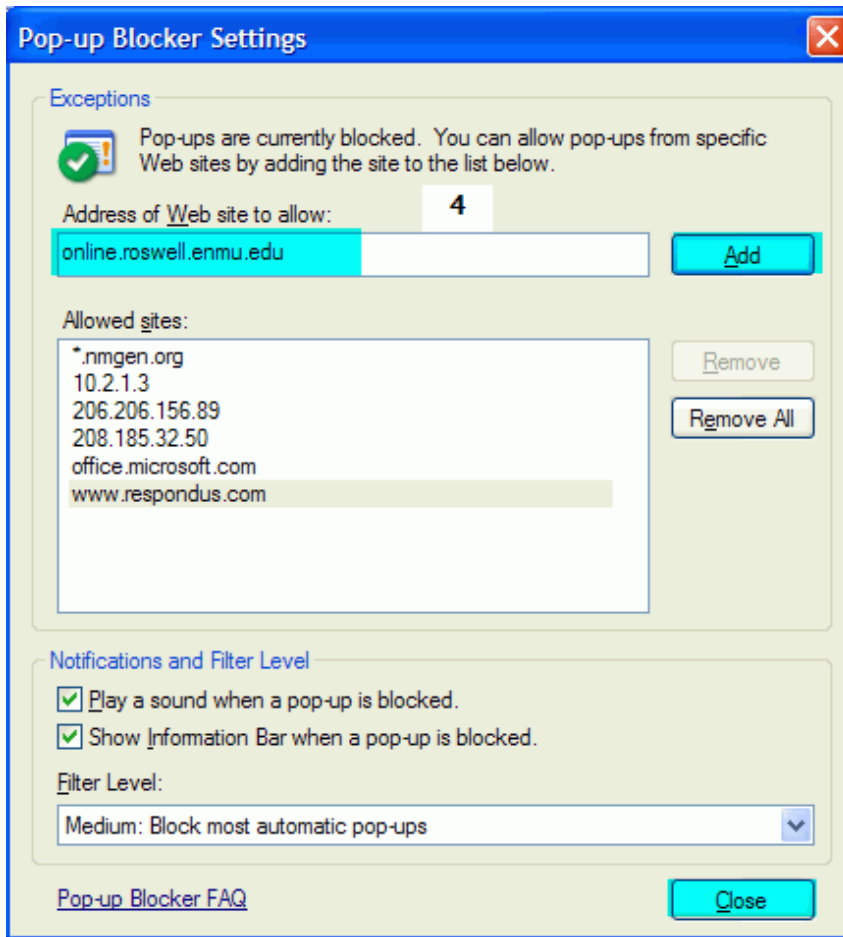
Enable Java and JavaScript

1. Open your browser.
2. On the menu, select **Tools, Options** in Firefox (or **Tools, Internet Options** in Internet Explorer).
3. Check to make sure Java and JavaScript are enabled.
4. Allow popups for WebCT.

Internet Explorer







Accessing your WebCT Course

1. Connect to the Internet first if you are using dialup access.
2. Open your browser.
3. Go to the WebCT login page. Click the OnlineWebCT Classes Login button on the ENMU-Roswell campus home page (<http://www.roswell.enmu.edu>).

You may also use the following addresses to display the WebCT Login page:

<http://online.roswell.enmu.edu>

<http://www.enmuronline.com>

<http://206.206.156.89>

Login to WebCT

1. Enter your WebCT ID (9-digit Student ID).
2. Enter your password, which is your 6-digit birthdate.
3. Click the Log in button.

Access to WebCT begins on the first day of the semester.

WebCT ID:

(your Student ID# NOT your SS#)

Password:

Note: Every Semester your password resets back to your birthday (mmddyy).

myWebCT

- The Courses column contains the titles of your registered WebCT courses.
- Click on a course title (link) to display that course's homepage.

The screenshot shows the myWebCT interface for user Susan Bellomo. At the top, there is a navigation bar with the WebCT logo, the text "myWebCT", and links for "Entry Page", "Check Browser", "Log Out", and "Help". Below this, a welcome message "Welcome, Susan Bellomo" is displayed along with the date "July 18, 2006". A row of utility buttons includes "Bookmarks", "Global calendar", "Password settings", "Preferences", "WebDAV info", and "Course functions". The main content area is divided into two columns. The left column, titled "Courses", lists three courses under the "Year Round" section: "Susan Bellomo (Susan_Bellamo)" with instructor Susan Bellomo, "Susans Course (Susan)" with instructor Susan Bellomo, and "Susans Course (Susans_Course)" with instructor Minnie Mouse. A "News" link with a calendar icon is also present. The right column, titled "Announcements", contains three sections: "WebCT HelpDesk" with contact information (1-505-626-1013) and hours; "Login Problems" with a link to "Student Resources"; and "SMARTHINKING ONLINE TUTORING" with a description of the free tutoring program.

Course Homepage

- Course Menu -  Homepage

Welcome

Welcome to Great Expectations!



Syllabus



Discussion Forum



Course Mail



Quizzes/Survey



Assignments



My Grades



Content

Contact Information

Office Phone: 624-7400

E-Mail: your.instructor@roswell.enmu.edu

Office hours: Course Mail, by appointment in Chat Room 1, or on campus.

NOTE: These are the *typical* tools in a WebCT course. The instructor designs each course individually.

Other Common Tools

Other common tools may also show up on your course homepage. To access any of the tools, simply click on the icon or text on the course homepage.



dropbox



navigation



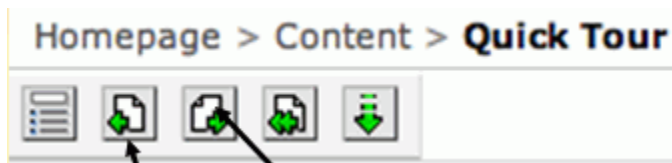
site map

Course Contents

Table of Contents

1. [CIS 241 Syllabus](#)
2. [CIS 241 Spring 2006 Calendar](#)
- ▼ **3. Assignments**
 - 3.1. [Assignment 1](#)
 - 3.2. [Assignment 2 - Internet and the Web](#)
 - 3.3. [Assignment 3 - E-mail and Browsers](#)
- ▼ **4. Web pages**
 - 4.1. [Web page 1](#)
- ▼ **5. Notes**
 - 5.1. [Chapter 1, Introduction to HTML](#)
 - 5.2. [Chapter 2, The <head> section](#)
 - 5.3. [Chapter 3, The <body> tag](#)
 - 5.4. [Chapter 15, FTP \(WS_FTP LE\)](#)
 - 5.5. [FTP](#)
 - 5.6. [Using a Browser to Upload Files](#)
 - 5.7. [WS_FTP Terms](#)
 - 5.8. [Chapter 18, Good Things to Know](#)
 - 5.9. [Web Site Development](#)
- ▼ **6. Skill Builders**
 - 6.1. [HTML File Conventions](#)
 - 6.2. [Saving a document as a Rich Text](#)
 - 6.3. [Using a USB Flash Drive](#)
 - 6.4. [Compressing \(Zipping\) Files with Windows XP](#)

This area lists learning materials such as virtual lectures, presentations, lists of links, and other resources.



- The WebCT navigation toolbar appears on the top of the Content Module page.
- Always use the 'Previous' and 'Next' buttons on the toolbar instead of the back and forward buttons on your browser. WebCT sometimes freezes when you use the back and forward buttons. If this happens, press the F5 key at the top of your keyboard to refresh the display.

Calendar

July 2003 Previous month Next month

Actions
[Edit settings](#) [Import entries](#) [Clear public entries](#) [Delete all from course](#)

Date: July 2003 Go [Add entry](#) [Compile entries](#)

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week			1	2	3	4	5
View Week	6	7	8	9 - Today	10	11 <i>-Assignment 1 Due</i>	12
View Week	13	14	15	16	17	18 <i>-Quiz 1</i>	19
View Week	20	21	22	23	24	25	26
View Week	27	28	29	30	31		

Note: All private entries are italicized.

An instructor may enter due dates on a class calendar, or a calendar may be provided so that you can enter due dates and reminders for yourself.

Calendar Entry

Friday, July 11, 2003 Previous day Next day View week View month

Assignment 1 Due
Read Chapter 1 and post your reactions on Discussions

indicates a selection is required from the list above.

[Add entry](#) [Edit](#) [Delete](#) [Delete all from day](#)

Note: All private entries are italicized.

- This is a calendar entry. 'Previous Day' and 'Next Day' buttons allow you to navigate forward and backward through the calendar.
- Click on 'View Month' to return to the calendar.
- Add a private entry that is only seen by you by clicking on 'Add Entry'.
- Private entries appear in *italics*.

Discussions

- Discussions or Bulletin Boards are for posting messages that everyone can see.
 - Click on Discussions in the Breadcrumbs to return to the main menu.
 - Write a new message by clicking on Compose Message.
 - View a message by clicking on the subject name. Example:

Discussion Messages: Main

[Compose message](#) | [Update listing](#) | [Search](#) | [Mark all as read](#) | [Message options](#) ▾

Display: All Unread | Threaded Unthreaded | Select topic: [Go](#)

Status	<input type="checkbox"/> Subject	Author	Date
▼ 2/2	<input type="checkbox"/> Re: Introduction		
	<input type="checkbox"/> Re: Introduction	Daisy Duck	June 7, 2004 10:31am
	<input type="checkbox"/> Re: Introduction	Minnie Mouse	July 25, 2006 2:15pm
▶ 2/2	<input type="checkbox"/> Re: Introduction		
▶ 1/1	<input type="checkbox"/> Introduction		
▶ 1/1	<input type="checkbox"/> Weekly Discussion Topics ...		

Subject: [Re: Introduction](#)

Message no. 26 [Reply of: no. 10]
Author: Minnie Mouse
Date: Tuesday, July 25, 2006 2:15pm

Welcome Daisy and Daffy. Daffy? Where did he come from?

[Reply](#) | [Reply privately](#) | [Quote](#) | [Download](#) | [Close](#)

Reply: Post another message in the forum on the same topic.

Reply Privately: Send a reply by mail to the original author.

Quote: Post another message in the forum on the topic, including the original text for reference.

Download: Save a copy of the message onto your computer.

Mail

Mail Messages: **Inbox**

Compose message ... **Update listing** **Search** **Mark all as read** ... **Message options** ▾

Display: All Unread ... Threaded Unthreaded ... Select folder: **Inbox** ▾ **Go**

No.	Status	<input type="checkbox"/> Subject	Author	Date
1.		<input type="checkbox"/> greetings!	Minnie Mouse	September 1, 2005 2:22pm
3.		<input type="checkbox"/> Wacky assignment	Minnie Mouse	July 25, 2006 2:17pm
6.		<input type="checkbox"/> Practice, tra la!	Roger Rabbit	August 31, 2006 1:15pm

Actions : Apply these actions to the message(s) selected above.

Compile **Mark as read** **Mark as unread** **Delete** ... **Move to:** **Inbox** ▾ **Go**

Send and receive mail to and from class members and the instructor. Mail and Discussions have a lot in common. Click on the subject name to view the message. The lower frame will display the message contents.

Subject: greetings!

Message no. 1

Author: Minnie Mouse

Date: Thursday, September 1, 2005 2:22pm

This is a test to show **what** it can do.

See, a paragraph!

Reply **Forward** **Quote** **Download** ... **Close**



The buttons above the message are the same as in the Discussions, except for Forward which allows the reader to mail copies of the mail message to multiple recipients.

Compose Mail Message

Send to:

Subject:

Message:

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

... Equation:

Attachments: no file selected ...

There are no files attached.

...

1. Click on **Compose** to send a mail message.
2. Click on **Browse** to select recipients.
3. Enter a **subject** and the message.
4. Use the **HTML editor** to format the message.
5. Click **Send** when you are ready to send the message.

Select Recipients

Select one or more people to receive your message:

- Minnie Mouse
- Bugs Bunny
- Wiley Coyote
- Daisy Duck
- Donald Duck
- Marvin Martian
- Roger Rabbit

- To select a recipient for your message, click a name.
- Select multiple recipients by holding the **Ctrl** key down and clicking names.
- Press **Select** to return to the message you are composing.

Chat

- This section allows you to chat with one or more members of your class.
- The first four rooms are logged or recorded.
- The fifth room is for general course chat.
- The sixth room is chat for all WebCT students.

Chat Tool



[Team 1](#)

[Team 2](#)

[Team 3](#)

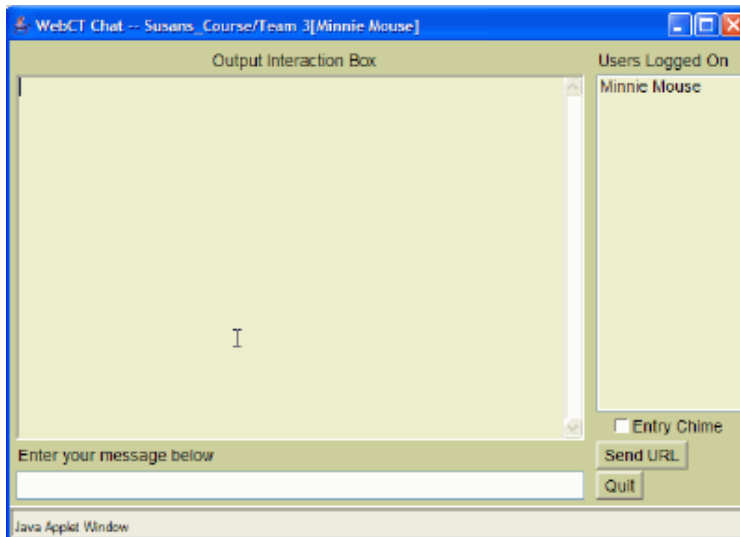
[Meet with the Instructor](#)

[General Chat for Susans Course](#)

[General Chat for All Courses](#)

Note: Conversations in the following rooms will be recorded:
Team 1, Team 2, Team 3, Meet with the Instructor.

Chat Room



- Once in a chat room, you can type messages that contribute to the discussion in the room. You can see who else is in the room by looking at **Users Logged On**. In the example, Minnie Mouse is logged on.
- You can now send a **URL** address using the **Send URL** button. Anyone clicking the URL will be taken to a Web site outside the WebCT shell.

Student Homepages

Welcome!

Welcome to Wiley Coyote's Homepage!

You found it! I'm looking forward to learning with you.

Wiley's Plans

Hey, dude! Landing pad for space cases!

Actions
⚡ indicates a selection is required from the main frame.

Options: Links

Add link

Edit

Delete

Move forward

Move backward

Options: Textblocks

Edit/Add upper textblock

Edit/Add lower textblock

Customize

Modify layout

Customize page colors

Modify/Add background image

Modify/Add banner image

Options: Homepage

Restore homepage

Backup homepage

Clear the page

- This tool allows you to build your own homepage to introduce yourself.
- The options at the top of the page allow you to edit the page's background color, banner, header, and footer.

Student Presentations

Student Presentations

To view a project, click its linked title in the Description column. (If the title is not linked, the presentation is not yet in place.) If the Group column contains links, click a group name to view the members of the group. To import files to your presentation, click **Edit Files**.

Note: Please remember to name your first page index.html.

Mail	Group	Files	Description
	Quack Team	---	Students interested in trying out for an olympics team sport.
	Space Case	Edit Files	Class members interested in space exploration.

- This section is where you can upload projects for the whole class to see.
- Click on the group mail icon to send everyone in that group mail.
- Click on a name in the group column to see the members of that group.
- Click on the link in the description column to see that group's presentation. (if it's available)
- Click on **"Edit Files"** by your group's name to work on your presentation.

Folders and Files

Click on a folder below to view its files.

Name	Size (bytes)	Date	Time
<input type="checkbox"/> Space Case			
<input type="checkbox"/> clipart_scifi_spaceships_003.gif	9427	October 16, 2006	1:36pm
<input type="checkbox"/> clipart_scifi_spaceships_005.gif	9349	October 16, 2006	1:36pm
<input type="checkbox"/> index.htm	599	October 16, 2006	2:02pm
<input type="checkbox"/> wiki.htm	31795	October 16, 2006	1:37pm

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options: Files

Create file

Edit

Delete

Copy

Move

Rename

Zip

Unzip

Upload

Download

Options: Folders

Create folder

Delete

Rename

Zip



- The root folder will be the name of your group. You can create sub-folders within this root folder.
- All the files must be written in **HTML**. Your initial page must be named **"index.htm"** and located in your group's root folder.

My Grades




My Grades	
Wiley Coyote	
First Assignment (Out of 10.00)	---
Assignment 1 (Out of 100.00)	---
Assignment 4 (Out of 100.00)	---
Assignment 5 (Out of 100.00)	---
Example Quiz (Out of 10.00)	---
Quiz Practice (Out of 99.00)	66.00


This contains your grades and other statistics. Only you have access to the My Grades screen displaying your grades.


Assignments

 - Course Menu -  Homepage > **Assignments**

Assignments

 6 Available  0 Late  0 Due soon

Display: 

 **Discussion Assignment 1**
Availability: Immediately - December 13, 2010 11:55pm
Grade: -- / 10
Status: Not submitted

Assignment 1
Availability: Immediately - December 13, 2006 11:55pm
Grade: -- / 100
Status: Submitted

If your instructor uses the Assignments tool, you can upload completed assignments by clicking the Assignments icon and then following the prompts to upload files.

Site (Course) Map

Course Map

Click on a link below to view that part of the course.

Links on Organizers

- ◆ **Homepage**
- ◆ Syllabus
- ◆ Assignments
- ◆ Quizzes
- ◆ My Grades
- ◆ **Communication**
 - ◇ Discussion
 - ◇ Course Mail
 - ◇ Calendar
 - ◇ Chat
 - ◇ Student Presentations
 - ◇ Student Homepages
- ◆ **Course Contents**
 - ◇ Part 1
 - ◇ Part 2
 - ◇ Part 3
 - ◇ Compile/Download
 - ◇ Practice Tests
 - ◇ Image Test
 - ◇ Resource Links
 - ◇ **Self-Tests**
 - Self-Test 1
 - Self-Test 2
 - Self-Test 3
 - Self-Test 4
 - Self-Test 5

Links on the Course Menu

- ◆ **Homepage**
- ◆ Syllabus
- ◆ **Communication**
- ◆ Discussion

A Site or Course Map tool displays the structure of the course on one page making it easier to navigate in a course.

Other Resources

- Click the **Help** icon on the WebCT toolbar for online **Help**.
- Visit the Blackboard/WebCT Student Support pages:
<http://behind.blackboard.com/s/student>
- Check the WebCT Guide on the campus Distance Education site:
http://online.roswell.enmu.edu/webct_guide.html
- Send your instructor a **Mail** message asking for assistance.
- Some handouts are available on mouspad.net:
<http://www.mouspad.net/mpstu.html>