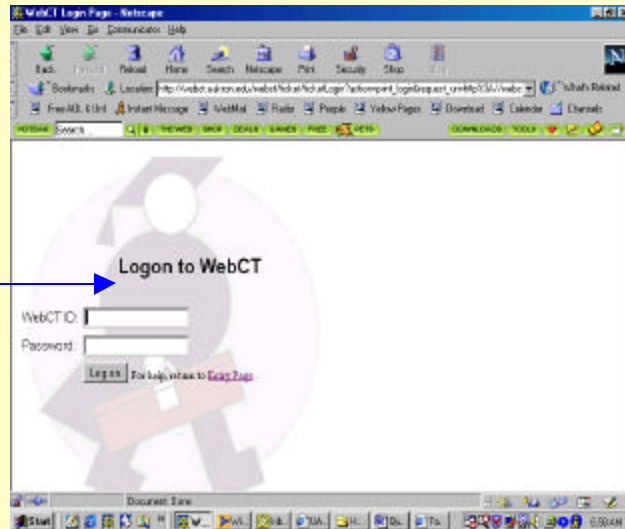
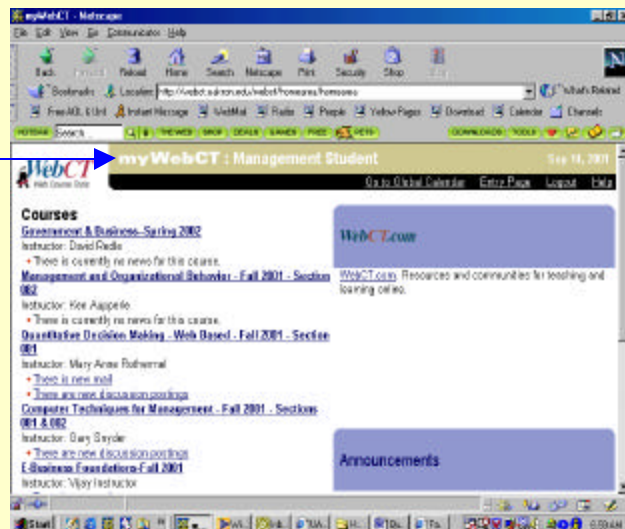


Quick Reference: How to Contact Your Instructor

- Log into WebCT.



- Once you are logged into WebCT, you are taken to the **myWebCT Homepage**.



- This page is customized showing the courses that you are registered for during that semester.

- **Instructor Information:** You will note that the name of the instructor is located beneath the name of each of your courses.
 - For our example, we will use Government & Business (the first listing on this myWebCT Homepage)



- The instructor name is listed below the course name – the instructor for this course is David Redle.

- Now that you know the name of your instructor, you want to contact him.



- Write down the name of your instructor and logout of WebCT.
 - Logout is located in the upper right hand corner of your myWebct Homepage.

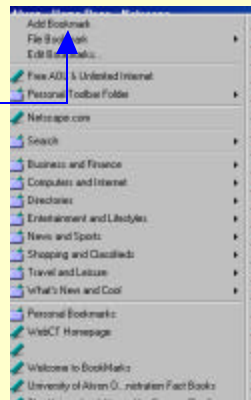
- Now, let's go to The University of Akron's Homepage, which is located at <http://www.uakron.edu>.



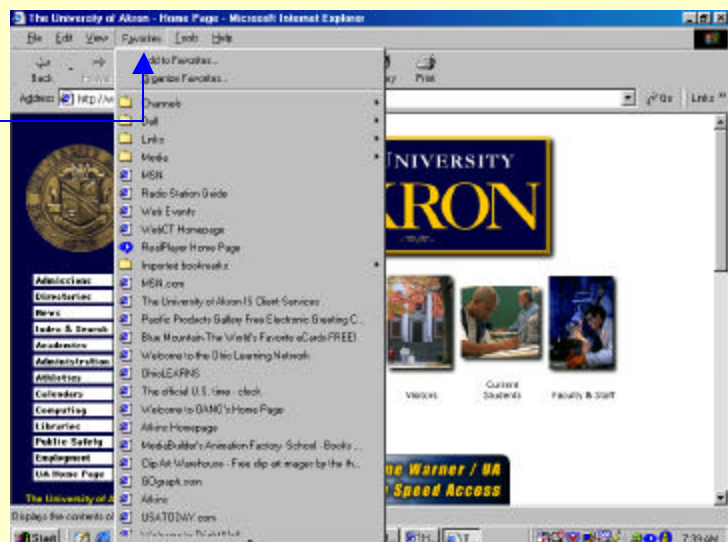
Special Note: We suggest that you bookmark this site so that it stores this location. In Netscape, click on **Bookmarks** (lower left side of menu bar)



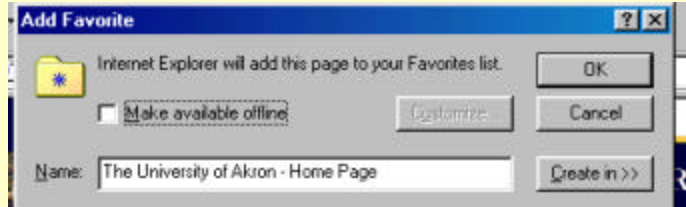
- The Bookmark menu will expand and give you the option to **Add Bookmark**. When you click on Add Bookmark, the site will be stored in this list.



- In Internet Explorer, click on **Favorites**, located on the menu bar. Again, the expanded menu appears.



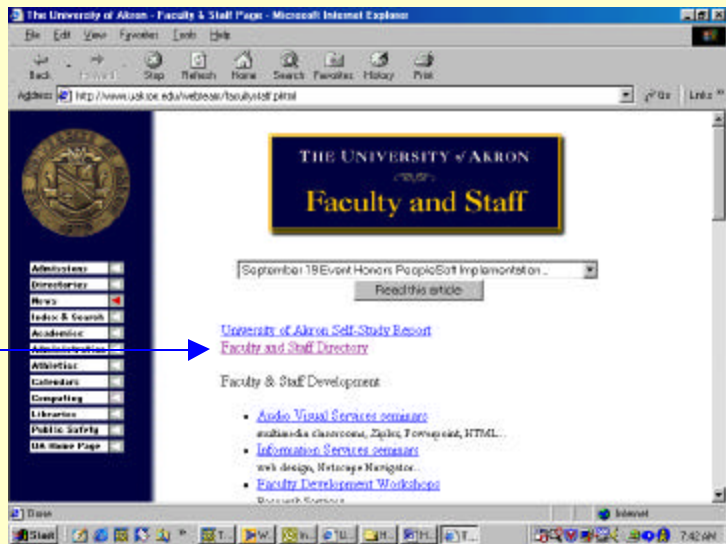
- Click on **Add to Favorites**.
The Add Favorite option box appears allowing you to designate the name of the site and the location. Click **OK** when done.



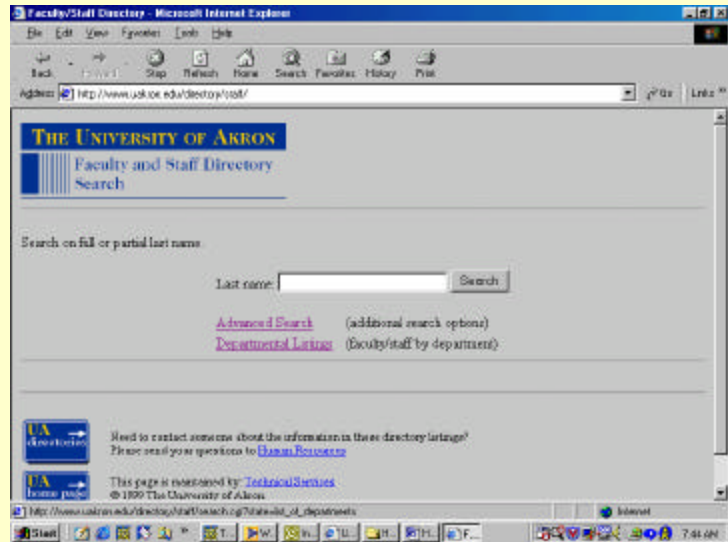
- Now that we are at The University of Akron homepage, you will note that the picture located on the far right is Faculty/Staff (as shown here). Click on this icon.



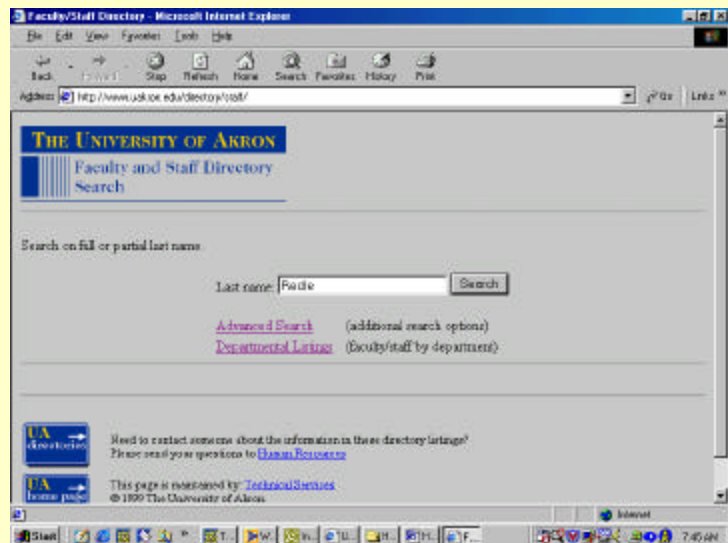
- After you click on the icon labeled **Faculty Staff**, you will be taken to the Faculty and Staff page as shown.
- Click on the **Faculty and Staff Directory**.



- The Faculty and Staff Directory Search page appears.
- Here you are prompted to enter the last name of the person you are trying to locate.



- As you will recall, the instructor that we are trying to locate is David Redle.
- So, we will enter Redle in the Last name field as shown and then press Search.



- The contact information for that instructor appears.
- You now have several options available by which to contact your instructor.

