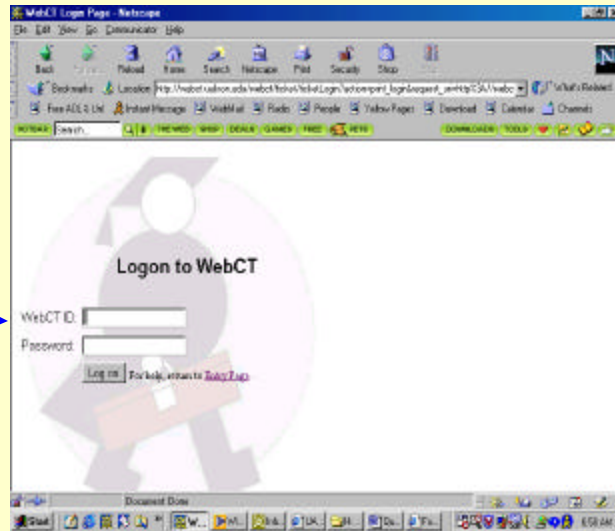
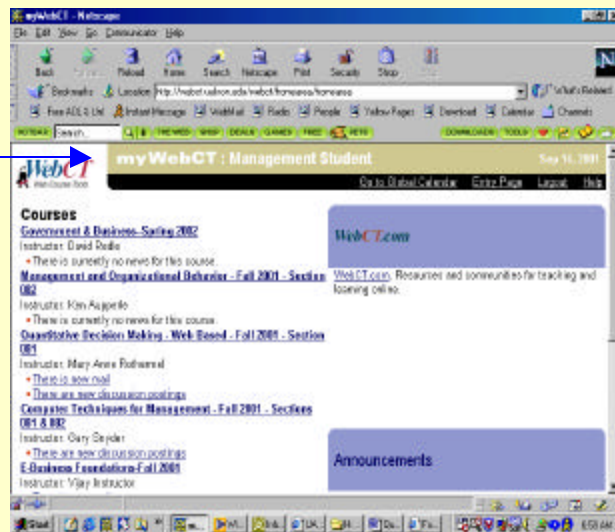


Quick Reference: WebCT Help

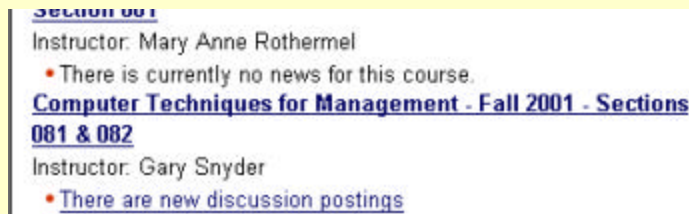
- Log into WebCT.



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



- Enter your course. For our example, we will use Computer Techniques for Management as shown here



- Upon entering the course, you will see the **Homepage** for the course.
- On the Homepage you will see the following elements:
 - Syllabus
 - Course Content
 - Communications
 - Calendar
 - Evaluation
 - WebCT Orientation



- If you have questions about the Homepage for your course, click on **Help** in the upper right corner.

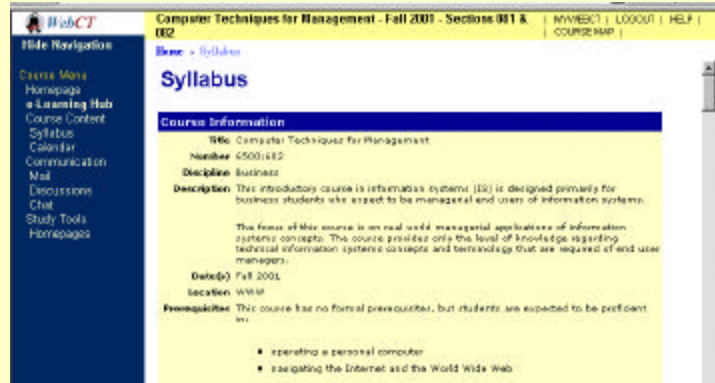


- The **Homepage – About** page will appear as shown.
- The items listed include Your homepage at a glance, Explanations of the Menu Bar features and Explanations of the Navigation Bar features.



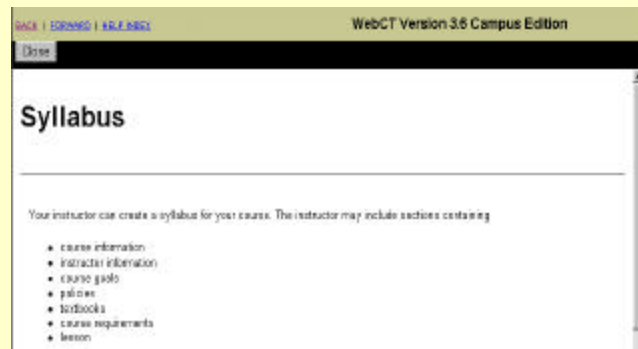
- **Syllabus:**

- The syllabus contains the roadmap for the course.
- Some of the information that might be displayed is:
 - Course Information
 - Instructor Information
 - Text Book Requirements
 - Assignments
 - Grading Rationale
 - Grading Scale
 - Course Policies



- If you have questions about the Syllabus page for your course, click on **Help** in the upper right corner.

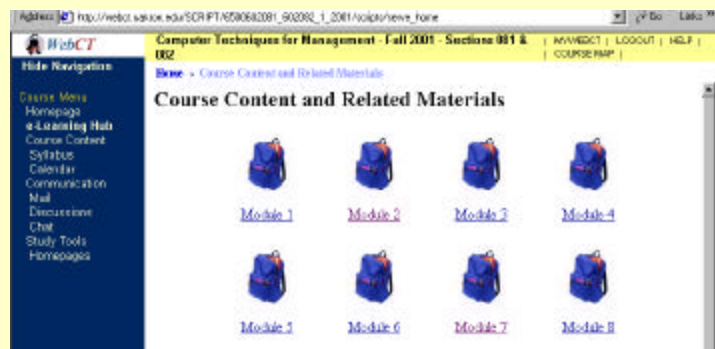
- The **Syllabus Help** page will appear as shown.



- This page gives you an overview of the elements that may be present in the syllabus for your course.

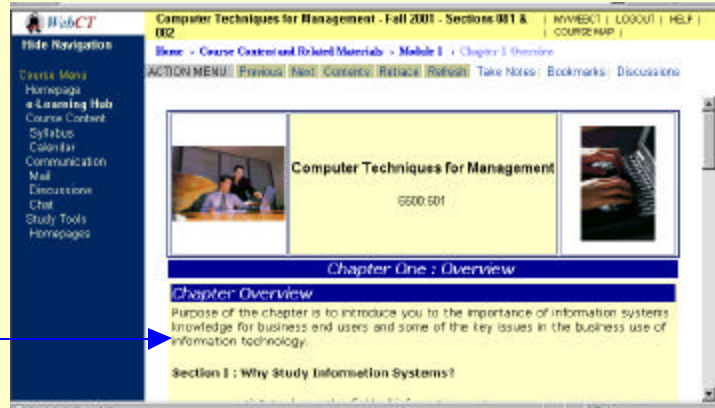
- **Course Content:**

- The course content area contains the materials for the course.
- You will note that the materials are generally organized by Chapters, Weeks or Modules.
- In this example the content is organized into Modules.

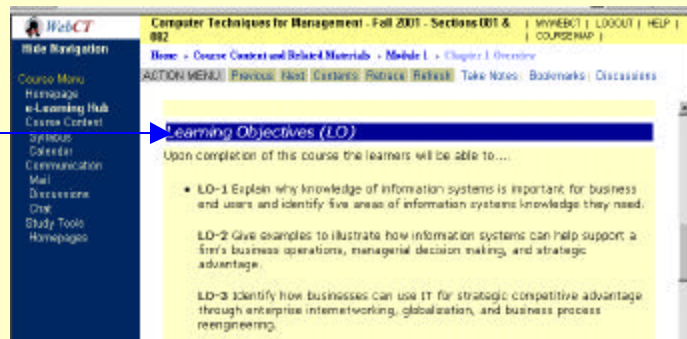


- When you enter a Module, you may find a variety of documents including, but certainly not limited to:

- Overview



- Learning Objectives



- Lecture Notes
- PowerPoint Presentations
- Excel Files
- Word Documents



- Remember, whenever an item is underlined and in blue, this indicates that the text is a link to additional information. As with Lecture Notes presented in the example above, this links you to the Chapter Lecture Notes as seen to the right:



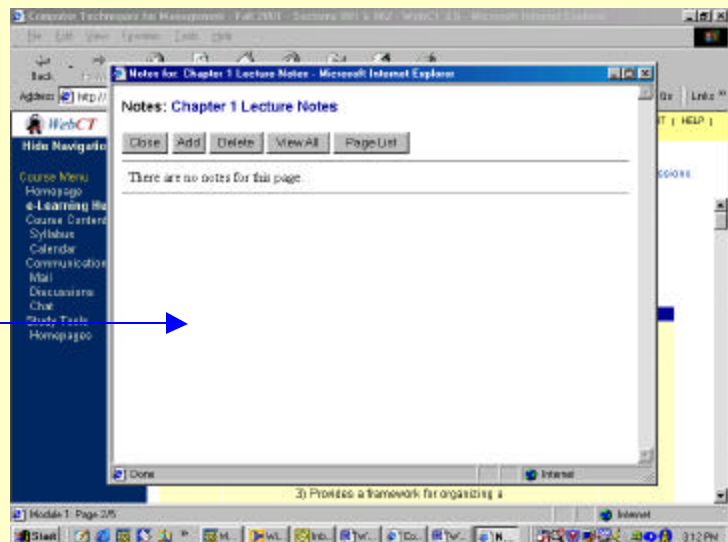
- If you have questions about the Content page for your course, click on **Help** in the upper right corner.
- The **Content Help** page will appear as shown.
- This page gives you an overview of the elements that may be present in the content portion of your course. In addition there is a brief discussion about the **Action Menu**.



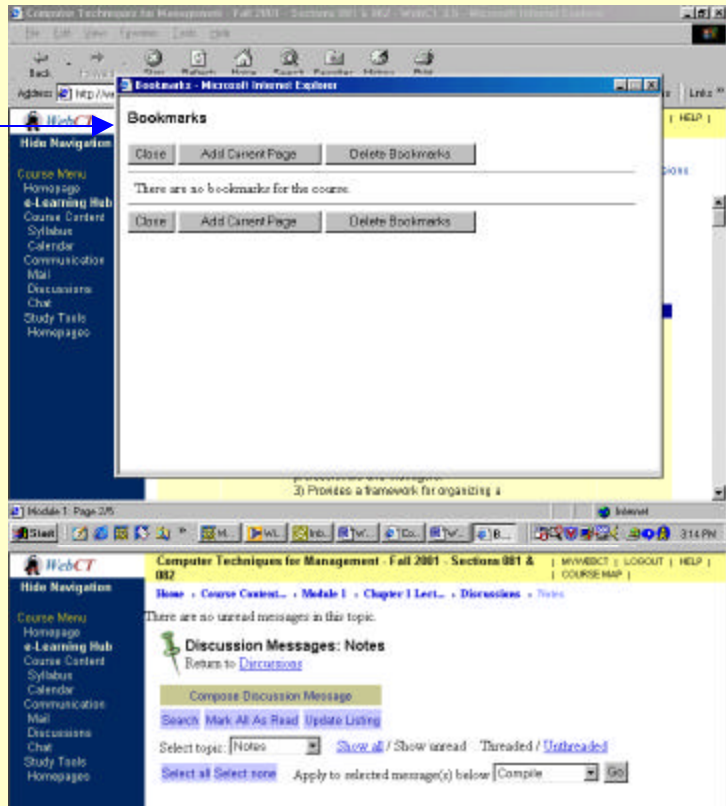
NOTE: In the middle proximity of your screen, you may see a menu bar that looks like this one. →



- This is the **Action Menu** that allows you to navigate through the pages in WebCT. You can go to the previous page, the next page, review the Table of Contents, Retrace your steps and Refresh your screen. In addition, you will note that there is a **Take Notes** feature available. This screen, shown at right, appears and enables you to take notes while reviewing the course content.



- **Bookmarks** functions just like Bookmarks on your myWebCT Homepage, enabling you to mark a specific page of content.

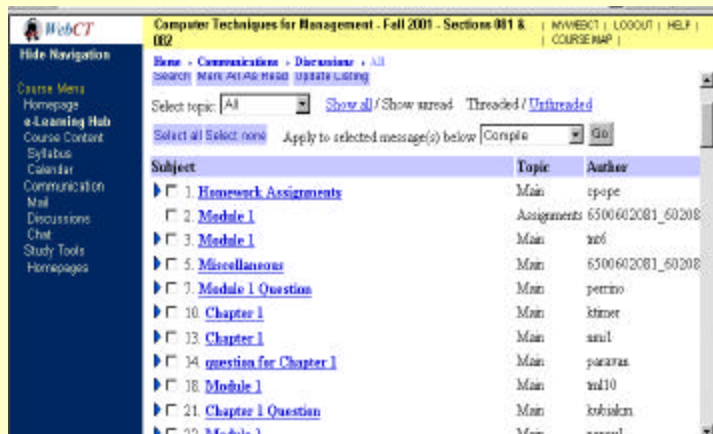


- The **Discussions** link takes you into the Communications area where you will discuss topics with your instructor and other members of your course.

- **Communications:**
 - There are 3 elements to communication that we utilize. They are Discussions, Mail and Chat.



- As mentioned previously, Discussions is the area where your instructor may post questions for your review or your fellow classmates may be asking questions that are relevant to everyone.



- If you have questions about the Discussions page for your course, click on **Help** in the upper right corner.
- The **Discussion Help** page will appear as shown.
- This page gives you an overview of the functions that you can perform while working in the Discussions area.



- **Mail:**
 - This mailbox operates very much the same as other email products that you may already be familiar with.
 - You can send messages to your instructor as well as other classmates from within WebCT.

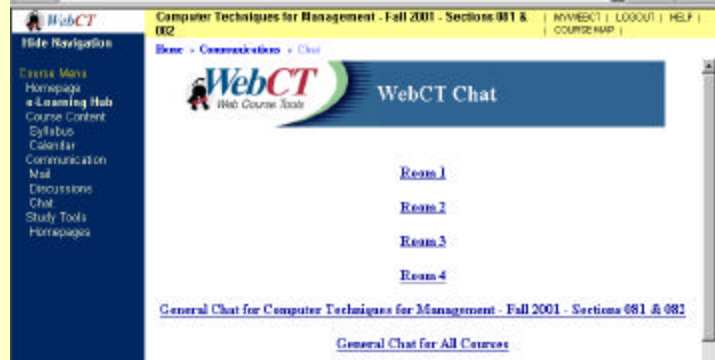


- If you have questions about the Mail page for your course, click on **Help** in the upper right corner.
- The **Mail Help** page will appear as shown.
- This page gives you an overview of the functions that you can perform while working with Mail.

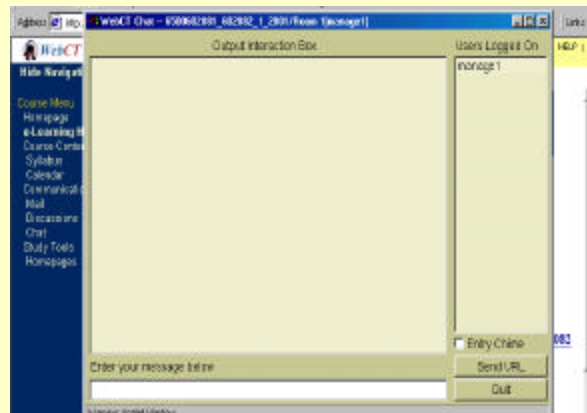


- **Chat:**

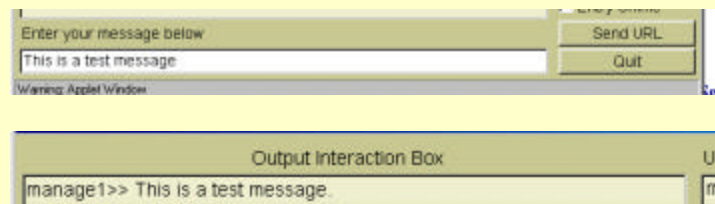
- This feature enables you to speak “real-time” with others who are in the same room.



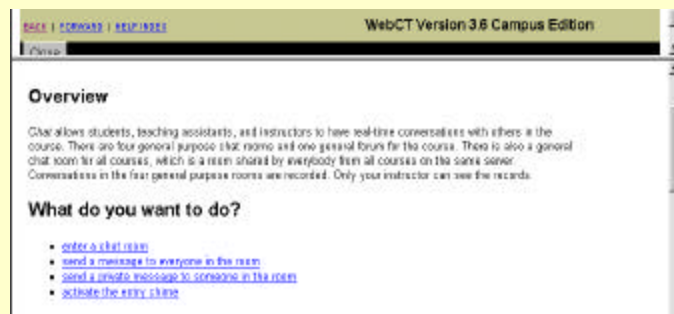
- When you enter a room (in this example we will enter Room 1), you will see the **Output Interaction Box** as shown at the right. You will also see the users who are logged on in this Room.



- You will type your messages in the **Enter your message below** textbox and hit the Enter key to send your message. →



- If you have questions about the Chat page for your course, click on **Help** in the upper right corner.
- The **Chat Help** page will appear as shown.
- This page gives you an overview of the functions that you can perform while working in the Chat Rooms.

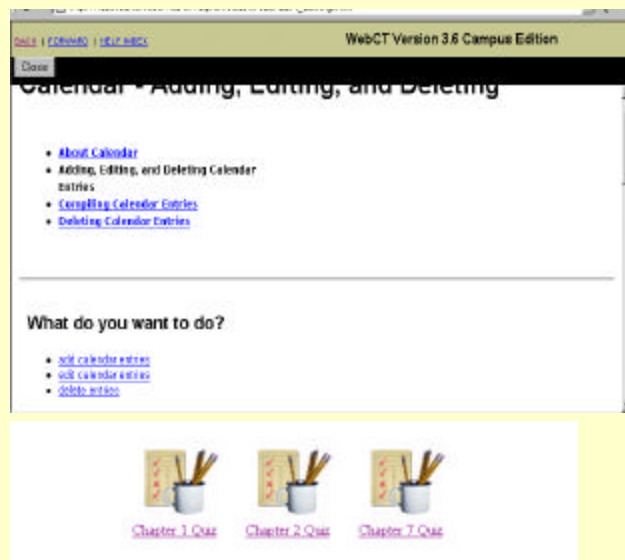


- **Calendar:**

- The Calendar feature is just that...a calendar where your instructor may have entered deadlines for the course and also where you can enter your own private information.



- If you have questions about the Calendar page for your course, click on **Help** in the upper right corner.
- The **Calendar Help** page will appear as shown.
- This page gives you an overview of the functions that you can perform while working with the Calendar.
- **Evaluation:**
 - This area will be of particular interest to students. This is the area where quizzes, exams and items that are required as part of your evaluation/grade will be posted.



- **WebCT Orientation**

This is a self-guided module to assist you in the successful navigation of your WebCT course.

- **Note:** You may have noticed that there is a menu bar on the left side of your screen which contains many of the elements that we have just reviewed.
- This is another mechanism by which to navigate through your WebCT course.

