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WebCT Beginners Guide For Faculty

What is WebCT?

Source: <http://wisdom.wright.edu/gettingstarted>

WebCT is a Web based set of Course Tools designed to deliver online learning. It was originally developed by the University of British Columbia and is presently being used by universities and colleges all over the world. Wright State University is supporting WebCT as the delivery platform for its online courses.

WebCT provides the tools to present online learning in a variety of ways. This can range from structured learning pathways to dynamic, interactive virtual classrooms. How a course is presented online depends on the content and complexity of the learning material, and the delivery methodology used by the instructor.

Compatible Browsers

Source: <http://wisdom.wright.edu/browser.html>

If some functions in WebCT aren't working correctly, it may be that you are using a browser that isn't fully compatible with WebCT. Click the following link to find a list of browsers that have been tested with WebCT.

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368517>

Logging into WebCT?

The WebCT link is located inside of WINGS. You will first need to login to WINGS by going to “<http://wings.wright.edu>”. Next, you will need to click on the Academics tab. Then off to the right there will be a link that says “Access WebCT”. This will automatically sign you into WebCT displaying your list of courses.

Alternatively, you can go directly to <http://wisdom.wright.edu> and sign in with your username/password which is the same combination that gets you into WINGS.

WebCT Homepage

When you first login to WebCT you will see your list of courses you are actively registered for. You can then click on a particular course to enter that class.

The screenshot shows the myWebCT interface. At the top left is the Wright State University logo and the text "myWebCT". At the top right are links for "Entry Page", "Log Out", and "Help". Below this is a "Welcome, Help Desk" section with the date "September 25, 2009". A navigation bar contains buttons for "Bookmarks", "Global calendar", "Preferences", "WebDAV info", and "Course functions". The main content area is divided into two columns. The left column is titled "Courses" and lists three course sections: "FallTerm2009" (with sub-sections for NUR-210-W30 and NUR-708-02), "ContinuousYear" (with sub-section Warehouse_of_Wisdom), and "WebCT_Intro_01". The right column contains "Announcements" (stating there are no announcements) and "Institutional Bookmarks" (listing links to the WSU main page, a virtual reality tour, a library research tutorial, and the libraries page).

What do I do when my course isn't showing up?

- First, you will want to make sure you are registered to teach the course. To do this you will sign into the Wings Express system (<http://wingsexpress.wright.edu>) and click on Faculty/Advisors. Then you will click on Faculty Detail Schedule. If you do not see your class information in there then you will need to talk to the Registrar's office at (937) 775-5588.

Course Homepage

Source: https://wisdom.wright.edu/web-ct/help/en/designer/homepage/Homepage/homepage_aboutI.html

When you or your students log in to WebCT for the first time, the first thing you see is the *Homepage*. In general, the *Homepage* looks the same for all types of users, except that the designer view is equipped with tools to construct, supplement, or modify your course.

From the *Homepage* you can:

- add links to essential course components such as *Content Modules*, or *Organizer Pages*.
- add links to tools such as *Calendar* or *Syllabus*.
- build a Course Menu containing links to the most important elements of your course.
- customize layout options to create textblocks that are informative and visually appealing.
- navigate to any point in your course quickly and easily.
- access *myWebCT*, *Course Map*, and online *Help* from the Menu Bar.

For users who are new to WebCT, we recommend that you use the *Organizer Wizard*. The wizard guides you, step-by-step, through the following tasks:

- manage textblocks on the *Homepage*
- select a background image and a banner image
- modify the layout of the *Homepage*
- customize the page colors on the *Homepage*

The screenshot shows the WebCT Designer interface for a course homepage. At the top, there is a navigation bar with links for myWebCT, Resume Course, Course Map, Log Out, and Help. Below this is a control panel for the course 'FallTerm2009: NUR-210-W30 (Intro to Nursing Informatics - 80166)'. The main content area features a blue banner for 'Nursing 210: Informatics in Health Care' and a notification for 'Week 2 & 3 Lecture Notes have Been Posted' by Ann Bowling. Below the notification are icons for Syllabus, Weekly Content, Calendar, Mail, Chat, Discussions, Drop Box, Quizzes, Grades, and Library Resources. A dashed box at the bottom indicates where to click to add a lower textblock. On the right side, there is an 'Actions' panel with various options for links, textblocks, and customization.

WRIGHT STATE UNIVERSITY myWebCT Resume Course Course Map Log Out Help

Control Panel FallTerm2009: NUR-210-W30 (Intro to Nursing Informatics - 80166)

View Designer Options

Course Menu - Homepage

Nursing 210: Informatics in Health Care

Week 2 & 3 Lecture Notes have Been Posted

Hi Everyone, Week 2 and Week 3 Lecture Notes have been posted under the Weekly Content. Please let me know if you have any questions.

Ann Bowling

Syllabus Weekly Content Calendar Mail Chat

Discussions Drop Box Quizzes Grades Library Resources

To add text to this area of your page, click **Add lower textblock**.

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

Options: Links

Add page or tool

Edit Delete Hide Reveal Specify selective release Move backward Move forward Move to organizer page Move to Course Menu Copy to Course Menu

Options: Textblocks

Add upper textblock Add lower textblock Edit Delete Move up Move down

Customize

Modify layout Customize page colors Modify/Add background image Modify/Add banner image

Mail

Source: https://wisdom.wright.edu/web-ct/help/en/designer/mail/mail_index1.html

Mail allows you, your students, and teaching assistants to send, receive, reply, and forward mail messages to others in the course. You can also store drafts of mail messages, search your mail messages, and add mail folders.

There are four default folders for each user. The default folders cannot be renamed or deleted:

- *Inbox*: contains all received messages
- *Outbox*: contains all sent messages
- *Draft*: contains messages that you have composed but not sent
- *All*: contains all messages

Discussions

Source: https://wisdom.wright.edu/web-ct/help/en/designer/discussion/discuss_mantopl.html

Discussions allows you and your students and teaching assistants to engage in online discussions. *Discussions* is divided into different topic areas which allow you to create discussion forums around particular subjects. Topics can be public or private. Everyone in your course can access public topics, while private topics are available only to the set of students and teaching assistants that you choose.

By default, *Discussions* contains three public topics:

- *Main*: the main discussion area
- *Notes*: contains messages related to a page of content in a *Content Module*
- *All*: contains all messages from all public topics

With *Discussions*, you can:

- send and read messages
- search messages
- compile and download messages
- create, delete, or rename a topic
- add members to a private topic
- lock a topic, making it unavailable

For users who are new to WebCT, we recommend that you use the *Discussion Wizard*. The wizard guides you, step-by-step, through the following tasks:

- create a topic and post a message
- post a message to an existing topic

Student Homepages

Source: https://wisdom.wright.edu/web-ct/help/en/designer/stud_page/student_hp_design1.html

Student Homepages gives students the tools they need to create a personal web page, which contains information about themselves, the projects they are working on, and links to their favorite web sites. As a designer, you can view and edit a student's homepage.

Assignments Dropbox

Source: <https://wisdom.wright.edu/web-ct/help/en/designer/assign/assign1.html>

You and your students can use *Assignments* only after you have added the tool to your course. Depending on how you structure your course, you may want to have *Assignments* linked on the *Homepage* or you may want to group them with quizzes and self tests on an *Assessment* organizer page. For more information on adding *Assignments*, see *Add Page* or *Tool*.

Assignments allows you to create and distribute course assignments to your students, and download, evaluate, and assign a grade to the completed work. First, add the assignment to the course by *Adding an Assignment*, then use *Assignment Settings* to enter the instructions about the assignment, assign a maximum grade to inform the students of the assignment's value, and set the time and dates for which you want the assignment to be available. You can also attach assignment-related files such as photographs, a spreadsheet you want the student to modify, or articles to which you want students to respond. Students can then view the assignment instructions, submit their completed work, and view their grade after you have graded their assignment.

Quizzes

Source: https://wisdom.wright.edu/web-ct/help/en/designer/quiz/quiz_create1.html

Use *Quizzes/Surveys* to create and administer quizzes and surveys.

Quizzes are tests for which grades are assigned. Grades and statistics can be released to both you and to students. Depending upon the type of questions in a quiz, quizzes can be completely or partially graded by WebCT, marked by an assigned teaching assistant, or by yourself. **Note:** WebCT is unable to automatically grade paragraph questions.

Surveys are anonymous tests for which no grades are assigned, but which provide you with statistics. Survey responses are automatically tabulated, and the results are summarized. **Tip:** Because the results are anonymous, surveys are ideal for course evaluations or for canvassing opinions on an issue discussed in the course.

You can:

- create quizzes and surveys
- control how and when students have access to quizzes and surveys
- create a database of quiz and survey questions.
- select questions for inclusion in quizzes and surveys
- grade or regrade student submissions
- display and analyze quiz and survey results
- create quiz questions on your own computer and import them into WebCT

Grades

Source: https://wisdom.wright.edu/web-ct/help/en/designer/my_grades/my_gradesl.html

My Grades allows students to see information that is released via Manage Students, including WebCT *Quiz* and *Assignment* results, and midterm and final grades. **Note:** *My Grades* is for student use only. As a designer, you must use *Manage Students* to assign and view grades.

Before your students can use *My Grades*, you must add it to your course. You may want to include *My Grades* on an *Organizer Page* with other related student tools, such as *My Progress*, and make it easier for students to find their tools. For instructions on adding *My Grades*, see *Add Page or Tool*.

To see an example of how *My Grades* appears to your students, from the *Course Menu*, *Homepage*, or an *Organizer Page*, click **My Grades**.

Organizer Pages

Source: https://wisdom.wright.edu/web-ct/help/en/designer/organizer_page/organizer_page_aboutl.html

Organizer Pages allow you to group course tools into subsets to help you organize the elements in your course. For example, you may want to group all your communication tools or study tools together. You can also group items together according to the week (ex. Week 1, Week 1, etc) Links to *Organizer Pages* can appear on the *Homepage* and on the *Course Menu*. Each *Organizer Page* contains links to the tools in the grouping. To add an *Organizer Page* to your course, see Add Page or Tool.

From an Organizer Page, you can:

- access any of the tools listed on the *Organizer Page*.
- add links to pages or tools that you want to add to the grouping.
- modify the links.
- change the appearance of the *Organizer Page*.
- create textblocks on the *Organizer Page*.
- add the *Organizer Page* and its elements to the *Course Menu*

For users who are new to WebCT, we recommend that you use the *Organizer Wizard*. The wizard guides you, step-by-step, through the following tasks:

- Managing textblocks on the *Organizer Page*
- Selecting a background image and a banner image
- Modifying the layout of the *Organizer Page*
- Customizing the page colors on the *Organizer Page*