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WebCT Beginners Guide For Students

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" banner 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 courses: "FallTerm2009" (with sub-courses NUR-210-W30 and NUR-708-02), "ContinuousYear" (with sub-course 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 WSU Libraries).

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

- First, you will want to make sure you are registered for the course. To do this you will sign into the Wings Express system (<http://wingsexpress.wright.edu>) and click on Student and Financial Aid. Then you will click on Registration and Records and finally Student Detail Schedule. If you are signed up for the class call Computing and Telecommunication Services at (937) 775-4827 and they can add you to the course. If you are not registered for the class then you will need to register for the class before you can see it in WebCT.

Course Homepage

Source: http://wisdom.wright.edu/gettingstarted/04_homepage.html

The course homepage may differ slightly from course to course, however, there are some common features. A sample homepage is displayed below. On the left hand side of the Home Page you should see a Course Menu. You can click on these links to go to different parts of your course. You will note that these links may be the same as the icons on the home page. The difference is that the menu can be visible throughout the course.



[myWebCT](#) [Resume Course](#) [Course Map](#) [Log Out](#) [Help](#)

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

▼ Course Menu

- Homepage
- Syllabus
- Weekly Content
- Calendar
- Mail
- Chat
- Discussions
- Drop Box
- Quizzes
- Grades
- Student Help

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

Mail

Source: https://wisdom.wright.edu/web-ct/help/en/student/quiz/s_quiz_help1.html.

Mail allows you 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.

- **All:** contains all messages
- **Inbox:** contains all received messages
- **Outbox:** contains all sent messages
- **Draft:** contains all unsent messages

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 > Mail > **Inbox**

Mail

Compose message Search Message settings

You have no new messages in your Inbox.

Folder	Unread	Total
<input type="radio"/> Inbox	0	54
<input type="radio"/> Outbox	0	94
<input type="radio"/> Draft	0	0
All	0	148

Actions
 indicates a selection is required from the main frame.

Options: Folders

 Rename folder:
 Delete folder

Options: Messages
 Delete all mail messages from the selected folder.
 Delete messages
 Delete all mail messages from all of my folders.

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 > Mail > **Inbox**

Mail Messages: Inbox
 Note: The Mail Messages page is the same in both View and Designer Options tabs.

Compose message Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select folder: Inbox Go

No.	Status	Subject	Author	Date
1244.	<input type="checkbox"/>	Hi	Jaime Quellhorst (w003j1q)	September 8, 2009 10:25am
1245.	<input type="checkbox"/>	hello	April Wenning (w061amw)	September 8, 2009 10:26am
1246.	<input type="checkbox"/>	Hello	Deanna Halko (w026dmh)	September 8, 2009 10:27am
1247.	<input type="checkbox"/>	myself	Nicole Srisongkham (w014nes)	September 8, 2009 10:29am
1248.	<input type="checkbox"/>	hello	Elizabeth Obringer (w005ero)	September 8, 2009 10:29am
1249.	<input type="checkbox"/>	Hello	Jennifer Wehrs (w136jmk)	September 8, 2009 10:31am
1250.	<input type="checkbox"/>	Hello!	Bonnie Smith (w100bns)	September 8, 2009 10:31am
1251.	<input type="checkbox"/>	this is it	Melessia Holman Hughes (w013mah)	September 8, 2009 10:32am
1252.	<input type="checkbox"/>	Introduction	Cheryl Bechtel (w056clb)	September 8, 2009 10:32am
1253.	<input type="checkbox"/>	Hello	Roberta Leach (w010rsl)	September 8, 2009 10:33am
1254.	<input type="checkbox"/>	Nursing 210 Lab Assignmem...	Linda Brandewie (w255lmh)	September 8, 2009 10:35am
1255.	<input type="checkbox"/>	Greetings	Papa Niang (w004pmn)	September 8, 2009 10:35am
1256.	<input type="checkbox"/>	Hello	Kelly Friesner-Gephart (w027kmf)	September 8, 2009 10:36am
1257.	<input type="checkbox"/>	Hello	Jason Green (w010jtg)	September 8, 2009 10:37am
1258.	<input type="checkbox"/>	Hello	Janell Varner (w200jcc)	September 8, 2009 10:37am
1259.	<input type="checkbox"/>	Hello!	Christy Kuenzli (w016clk)	September 8, 2009 10:44am
1260.	<input type="checkbox"/>	Hello from Tara Boone!	Tara Boone (w013tsb)	September 8, 2009 10:47am
1261.	<input type="checkbox"/>	about me	Aimee Cox (w083amc)	September 8, 2009 10:47am
1262.	<input type="checkbox"/>	Introduction	Theresa Belcher (w029tab)	September 8, 2009 10:47am

Discussions

Source: https://wisdom.wright.edu/web-ct/help/en/student/discussion/s_discuss_index1.html

Discussions allows students, instructors, and teaching assistants to send, read, and search for messages.

Discussions is divided into different topics which allow your instructor to create discussion groups 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 the instructor chooses.

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 > Mail > Inbox > Discussions

Discussions

Compose message Search Topic settings

Click on a topic name to see its messages.

Topic	Unread	Total	Status
Main	0	0	public, unlocked
Notes	0	0	public, unlocked
Introduction	0	58	public, unlocked
Presentation Topic	2	27	public, unlocked
Discussion Forum	0	0	public, unlocked
Listserv	0	0	public, unlocked
All	2	85	---

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 > Mail > Inbox > Discussions > Presentation Topic

Discussion Messages: Presentation Topic

Compose message Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select topic: Presentation Topic Go

No.	Status	Subject	Author	Date
277.		<input type="checkbox"/> Nursing Education	Michele Jackson (w020mxj)	September 22, 2009 10:13am
278.		<input type="checkbox"/> 10/20	Lisa Russell (w019lmr)	September 22, 2009 10:13am
279.		<input type="checkbox"/> Presentation	Jennifer Wehrs (w136jmk)	September 22, 2009 10:25am
280.		<input type="checkbox"/> Presentation	Aimee Cox (w083amc)	September 22, 2009 10:27am
281.		<input type="checkbox"/> Presentation	Janell Varner (w200jcc)	September 22, 2009 11:00am
282.		<input type="checkbox"/> Presentation	Deanna Halko (w026dmh)	September 22, 2009 11:03am
283.		<input type="checkbox"/> Date of presentation & su...	Kelly Lane (w002kyl)	September 22, 2009 11:04am
284.		<input type="checkbox"/> Presentation	Elizabeth Obringer (w005ero)	September 22, 2009 11:09am
285.		<input type="checkbox"/> presentation	Melessia Holman Hughes (w013mah)	September 22, 2009 11:10am
286.		<input type="checkbox"/> Presentation Project	Bonnie Smith (w100bns)	September 22, 2009 11:16am
287.		<input type="checkbox"/> Presentation topic and da...	Diana Gorman (w004dgg)	September 22, 2009 11:25am
288.		<input type="checkbox"/> presentation topic	Nicolle Srisongkham (w014nes)	September 22, 2009 11:26am
289.		<input type="checkbox"/> Presentation	Kelly Friesner-Gephart (w027kmf)	September 22, 2009 11:26am

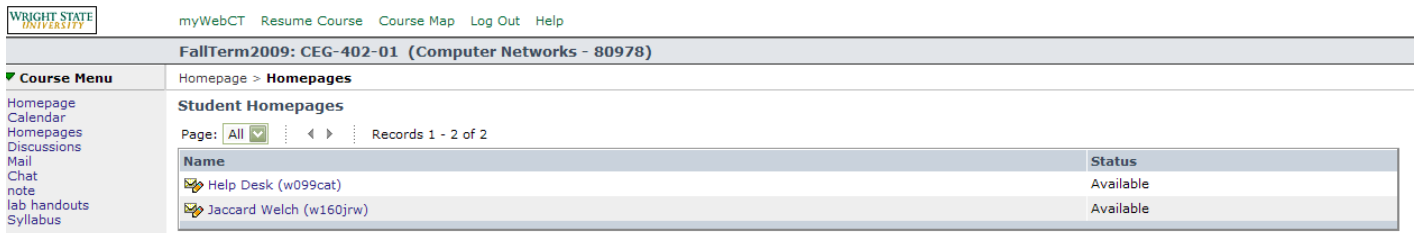
Student Homepages

Source: https://wisdom.wright.edu/web-ct/help/en/student/home_design/s_stud_page1.html

Student Homepages allows you to create a personalized homepage that contains information about yourself, the projects you are working on, links to your favorite web sites, and perhaps personal information you want to share with your classmates. The Student Homepages screen displays links to all students registered in the course, only those students who have created a Homepage, or only your name, depending on administrator settings.

Some of the options you can add to your Student Homepages are:

- links to your favorite web sites
- customize page colors and layout
- background image
- banner, upper textblock, and lower textblock



The screenshot shows the myWebCT interface for the course "FallTerm2009: CEG-402-01 (Computer Networks - 80978)". The "Course Menu" on the left includes links for Homepage, Calendar, Homepages, Discussions, Mail, Chat, note, lab handouts, and Syllabus. The main content area is titled "Student Homepages" and shows a table of registered students with their names and status.

Name	Status
Help Desk (w099cat)	Available
Jaccard Welch (w160jrw)	Available

Assignments Dropbox

Source: http://wisdom.wright.edu/gettingstarted/09_upload.html

Source: https://wisdom.wright.edu/web-ct/help/en/student/assignments/s_assignl.html

The *Assignment Dropbox* allows you to submit assignments for grading. Click the *Dropbox* icon and follow the on-screen instructions. Your instructor may provide additional information such as the format in which to save your assignment files.

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 > Drop Box

Assignments

8 Available 2 Late 0 Due soon

Display: All assignments Go September 26, 2009 3:57pm

PowerPoint Assignment
Availability: Immediately - September 15, 2009 8:30am
Grade: -- / 2
Status: Unavailable

APA Assignment - Paper
Availability: Immediately - September 22, 2009 8:30am
Grade: -- / 1
Status: Past due

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 > Drop Box > APA Assignment - Paper

Assignment: APA Assignment - Paper

Assignment Information
Maximum grade: 1
Due date: September 22, 2009 (Late)
Instructions: APA Paper: Create a three page paper (title page, body of paper, and reference list) that talks about the difference between the four levels of informatics competencies for practicing nurses. You are to utilize a minimum of 2 levels of headings, citations, and your informatics textbook on the reference list.
Assignment files: None

Submit Assignment
Status: Not submitted
Student files: None
To upload your completed assignment, click **Upload file**.
[Upload file](#) [Remove files](#)

Notification: If you want to be notified when your assignment has been successfully submitted, enter your email address.

After you have uploaded your completed assignment, you must click **Submit assignment**.
[Submit assignment](#)

Quizzes

Source: https://wisdom.wright.edu/web-ct/help/en/student/quiz/s_quiz_help1.html

Your instructor can create quizzes for you to take. When you click the Quiz icon, WebCT will display the Quiz screen. The Quiz screen is organized into the following five columns:

- **Title:** Click the hyperlinked title to access the quiz. If a quiz is not available or has already been taken the maximum number of times, the title will not be hyperlinked.
- **Availability:** This column shows the time period in which the quiz may be accessed.
- **Duration:** If the screen displays a time in the duration column, then you have that amount of time to complete the quiz. If there is no information displayed in this column, then you have unlimited time.
- **Grade:** The grade you received for the quiz. For example, 90/100 indicates that you received 90 out of 100 points.
- **Attempts:** This column displays the number of times a quiz has been attempted and the number of attempts remaining. Once an attempt has been marked and it's grade released, the corresponding number will be hyperlinked. Click this hyperlink to view your graded quiz.

Once you complete a quiz, click Finish to submit it.

Click **Statistics** to see how you performed in relation to the rest of the class.

Click **Results** to view your quiz results.

What happens if my quiz froze on me and I can't get back in to take the quiz?

- You will need to explain what happened to your instructor and they should be correct the issue. If they have questions then they can give us a call at the CaTS Help Desk at (937) 775-4827.

The screenshot shows a WebCT interface for a course titled "FallTerm2009: NUR-210-W30 (Intro to Nursing Informatics - 80166)". The navigation bar includes "myWebCT", "Resume Course", "Course Map", "Log Out", and "Help". The "Control Panel" shows "View" and "Designer Options". The breadcrumb trail is "Homepage > Drop Box > APA Assignment - Paper > Quizzes". Under "Quizzes and Surveys", there are links for "View class statistics for quizzes" and "View scores for quizzes". A status bar indicates "1 Available" and "0 Due soon". The "Display:" section has a dropdown menu set to "All quizzes and surveys" and a "Go" button. The date and time are "September 26, 2009 3:58pm".

Practice Quiz
Availability: September 22, 2009 3:40pm - September 29, 2009 12:00pm
Duration: Unlimited | Grade: --- / 100
Attempts: 0 completed, unlimited remaining [View scores](#)

Grades

Source: https://wisdom.wright.edu/web-ct/help/en/student/mygrades/s_my_grades1.html