1. Getting Started

Welcome to the WebCT at TTU. Here are a few tips to help you get started with the program.

♦ To request a course be set up for you, complete the web form each semester at:
  http://www.tntech.edu/webct/

♦ Be sure to set your browser as shown below to enable Java.

**Netscape Navigator 4 and Netscape Communicator 4.x**

- From the **Edit** menu, click **Preferences**
- Under the **Category** heading, click **Advanced**.
- Ensure that **Enable Java**, and **Enable JavaScript** are selected.
- Click **OK**.

**Internet Explorer 4+, 5+**

- From the **Tools** menu, click **Internet Options**
- Click the **Advanced** tab.
- Under **Microsoft VM**, ensure that **Java console enabled** and **Java logging enabled** are selected.
- Click **OK**.
- If you selected **Java console enabled**, **restart** your computer.

♦ The URL for the course development server is:  http://webct3.tntech.edu

♦ The URL for courses actually being offered is:  http://webct.tntech.edu

*Please use caution and be sure all your work is backed up on your own PC.*
2. **Logging on**

After entering the URL you will see the logon screen below.

- Click on the **Log on to** link
- Enter your **User Name** and **Password** as assigned to you by Lauren Neal.
- Click the **Log on** button.

3. **My WebCT Page**

The **myWebCT** page lists the courses you are designing as well as those in which you are enrolled as a student.

- Everyone will be “enrolled” in a course to share information as we learn about WebCT which is titled **Introduction to WebCT** found on **webct.tntech.edu**

- Please note that while working on the development server (**webct3.tntech.edu**) you will receive this message if you attempt to view your course as a student. Click **OK** and proceed. This machine is for general development and is not licensed to serve courses to students.
3. My WebCT Page (cont.)

♦ The first time you logon to WebCT, you will be asked if you would like to set a Password Hint. All users (especially students) should do so, because this is how you can receive a new password when you have forgotten yours.

In brief, you make up a question that is something meaningful to you and type the answer. When you forget your password, WebCT will ask you the question. If you give the same answer, then a new password will be automatically emailed to your regular email address.

If you don’t take this option the first time you logon, you can do it at any time from myWebCT. Just click on Change Logon Hint in the black menu bar shown above.

♦ All users should also be sure to click on Change Password the first time you log on to change your password from the one originally set for you to one that is meaningful to you and not known by others.

♦ To logout, click on Logout or close your browser.

4. Editing Your Course

♦ To begin to work on designing your course, you must click on the link to your course at the left side of your screen.

♦ If this is the first time you have opened your course, it is helpful to have your syllabus information handy as well as to have considered which tools you would like to include in your course such as Syllabus, Calendar, Email, Discussion, Chat, or Student Homepages.

♦ To add tools to your course, in the Control Panel Visible to Designers on the left side of your screen, select Add Page or Tool. Select the item. Click Add.
4. Editing Your Course

♦ Select **Designer Options** to edit your course. Select **View** to see a view similar to what students will see.

♦ In the menu bar to the left you have a **Control Panel Visible to Designer**. This includes the **Designer Map** which provides an overview of the options available to you (see below).

♦ Click on **MYWEBCT** to return to the myWebCT home page which lists all your courses or **LOGOUT** to leave.

♦ For general information on using WebCT, select **Take Guided Tour** in the **Control Panel Visible to Designer**.

♦ Remember that you are designing in a **Web based interface**, so look for places to make selections before clicking on an action.

5. A Portion of the Designer Map

![A Portion of the Designer Map](image_url)
6. **Uploading and Managing Files**

- The best way is upload existing information which you may already have in HTML format is to create an appropriate folder structure on your PC and then **zip** it up and unzip it into your WebCT course.

- Use **no spaces** in folder or filenames just as you would on the web.

![Manage Files: Designer Options]

**File Options**
- Upload a file
- Create a new file

**Folder Options**
- Select folder(s) below, select an action, and click Go.
- Select folder(s) below, and click Go.

**Folder Options**
- Create New

**Folders and Files**
- Click on a folder below to view its files.

**Display this file information:**
- ⊗ Size
- ⊗ Date
- ⊗ Time

- **My-Files**
- **chat**
- **ITSCourses**
  - **AdvWordHTML**
  - **BegWordHTML**
  - **images**
  - **InfWordHTML**

7. **Getting Help**

- Please note that you may not add students as an instructor. That will be based on registration information from SIS.

- **Submit the web form requesting your courses each semester well ahead of time** at: [http://www.tntech.edu/webct/](http://www.tntech.edu/webct/)

- WebCT includes a brief online tutorial.

- Check out TTU handouts available at [http://www.tntech.edu/its/pubs/#WebCT](http://www.tntech.edu/its/pubs/#WebCT)

- Check out site [http://www.webct.com](http://www.webct.com) for more information and learning communities.