1. Getting Started

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

♦ Your courses can be found at the TTU WebCT site: http://webct.tntech.edu

♦ Open a browser and after entering the URL shown above you will see the logon screen.

♦ Click on the Log on to my WebCT

At the Logon to WebCT screen:

♦ Use your TTU username (the initials from your first, middle, and last name and the last four digits of your social security number) as your WebCT ID

♦ Your initial password has been set to your social security number.

♦ Click on Log on
2. My WebCT Page

♦ The first time you logon, you will be asked if you would like to set a Password Hint. All users 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 the myWebCT page. Just click on Change Logon Hint in the black menu bar.

♦ After you logon, you will be at the my WebCT screen. This is your portal to all your WebCT courses as well as to options in the black menu bar.

♦ After you log on for the first time, click on Change Password in the black menu bar to change your password to something other than your social security number. You may wish to use the same password you are using in the PC Lab and for your email account on Gemini.

♦ Note that you may view a Global Calendar which includes posting for all your classes.

♦ Click on the link to each course to enter that course.

♦ You are notified of new course assignments, quizzes, mail, etc. for each course.

♦ At the bottom of the page you will find bookmarks to sites both on and off campus which may be useful to you.
3. Course Home Page

The home page of your course may look something like this. **Note that each instructor can design the look that works best for the class.** Use the navigation bar at the top to return to the My WebCT page, to Logout, and to access the online Help.

Each of the links on the home page for your course is a tool for your learning. Click on Help in the top menu bar for more detailed information on each tool. In brief:

- The **syllabus** provides you with basic information about the course.
- The **calendar** lists important dates for quizzes and assignments. If your instructor has enabled this feature, you can add your own public or private entries to the calendar.
- **Mail** allows you to email your instructor or other students in this particular class. The mail you receive here is **totally separate** from that you receive through your Gemini account on campus. The mail tool within a WebCT course is only for the instructor and students in that particular course, so all correspondence for each course is found within the course.
- The **Discussions** tool provides a forum for online class discussions.
- **Chat** allows you to communicate with anyone in the course who is logged on at the same time you are. It might be used by groups trying to organize a class presentation. Be aware that the conversations in **Rooms 1 - 4** are recorded. The General Chat rooms are not recorded.
- **Student homepages** provide a location to post information about yourself as well as assignments.
3. Course Home Page (cont.)

- **Content modules or Organizer Pages** provide course information for you and might look like this link to information on The Odyssey.

- **Quiz pages or Self Tests** provide a link to online quizzes or self tests which your instructor may be giving. Please check carefully as quizzes will usually be released by your instructor for **limited periods of time**.

- The **e-Learning Hub** in the course menu provide a link to the WebCT sponsored site with many helpful links to information and classes. Connect with other students using WebCT around the world.

4. Leaving WebCT

- From the **My WebCT page**, click on **Logout** on the black menu bar or **exit your browser**.

- From within a course, use the navigation bar at the top of the page and click on **Logout** or **exit your browser**.

5. Additional Help

- Go to **http://www.webct.com** for more information and learning communities.

- Documentation is available from the TTU Home Page → Computing → Documentation → WebCT (**http://www.tntech.edu/its/pubs/**)