WebCT

Quick User Guide for Students
What is WebCT?

- WebCT is a course management system that is housed on a Web server and accessed via the Internet through a browser.

- WebCT brings instructors and students together in a virtual classroom, creating a learning community.
myWebCT lists your courses by name and instructor. To access a course, click on its title.

Alerts of new discussion and mail messages, and calendar entries appear here.
Course Homepage

The top navigation bar allows you to move through WebCT.

The left navigation bar allows you to move through the course content and tools.

Student Guide to WebCT
The “Discussions” tool allows for asynchronous communication which means “anytime, anywhere”

**Advantages:**
- Time to reflect
- Messages are recorded and saved
- Exposure to many ideas and opinions
- Notice of new messages posted on myWebCT page

**Limitations:**
- Inappropriate for private communication
- Lacks interpersonal elements (facial expressions, nonverbal cues)
- Less continuity than synchronous communication (i.e. Chat)
To compose a message

Click "Compose message" to create a new posting

To view posted messages, select the appropriate topic
Composing a Discussion Message

1. Select the appropriate topic from the drop down menu.
2. Keep subject specific and short.
3. Type your message.
5. Preview your message.
6. Post your message.
To view a discussion message

- Click on the triangle to expand the discussion thread and view its messages.
- Click “Update listing” to receive new messages.
- Click “Unthreaded” to view messages in chronological order.
- Click on the triangle to expand the discussion thread and view its messages.
To view a discussion message

Select the message you would like to read by clicking on its title.

Unread messages display an unopened envelope under “Status”.

Messages contain author and date posted.
Replying to a Message

Click “Reply” to respond
Use “Reply privately” to respond via E-mail
Select “Quote” if you would like to include the original message in your reply
You can flip through the messages or discussion threads
Chat

Chat allows for synchronous, real time communication

Advantages:
• Two way communication with virtually no lag time
• Chat room discussions are logged
• Can send URLs

Limitations:
• Less convenient time-wise
• Files cannot be sent back and forth
To enter a chat room

Enter a chat room by clicking the room title
Communicating via Chat

Users logged on at a particular time

Chat log appears here

Click here to send a URL

Type your entry here. Hit Enter for others to view your entry.

Click here to hear a chime when other users enter
Communicating via Chat

The author of an entry will appear to the left of the entry.

When sending a URL, type the location into the applet that appears.

Enter URL: [blank]

Send URL

Quit
Course Mail (E-mail)

E-mail is one of the most established and familiar forms of computer-mediated communication.

Advantages:

- Asynchronous = “anytime, anywhere”
- For messages of a private nature
- Allows for easy sharing of information
- Notice of new mail appears on myWebCT page

Limitations:

- Physical cues of face-to-face interactions are missing
To view Mail Messages

Here it alerts you to new mail messages

Click on a folder to view its contents

You can create, rename and delete folders and delete messages
Reading Mail Messages

View a mail message by clicking on its subject

The status shows an unopened envelope to indicate that a message has not been read. The author and date appearing in bold font indicates this also.
Replying to Mail Messages

Forward your message or reply using the “Reply” or “Quote” buttons.

Flip through your messages here.
Composing a Mail Message

- Browse to select a recipient
- Don’t forget to include a subject
- Type your message here
- Preview your message before sending
- Send message or save as a draft
- Add an attachment by clicking “Browse,” selecting the file, and clicking “Attach file”
The Calendar tool allows you to keep track of both public and private agenda items.

To add an entry, click on a date or on “Add entry”.

Click on “More” to obtain additional information.
Adding Calendar Entries

To add an entry, select the appropriate date and add agenda item to the Summary field.

You can send a URL. Use the Detail field if more information is required.
WebCT Help

WebCT’s context sensitive help is available at all times by clicking here.
WebCT Help

Click on the help topic that best describes the task you would like to complete.
MUN Help Desk:

Contact the Help Desk by clicking "Technical Support" on the left navigation bar.

Contacting the Help Desk

The Help Desk is provided by the Distance Education and Learning Technologies for Memorial University students enrolled in distance education courses. Staff are available to provide assistance with technical problems related to Internet connectivity, and access to the Web site; problems related to hardware/software configuration; understanding the organization of the course and participation requirements. The Help Desk is open from 9am to 10pm, Monday through Thursday, and 9am to 5pm on Friday. You can contact the Help Desk in any of the following ways:

- **By Phone** - Local: 737-8700 Toll Free: 1-866-435-1396
- **By Fax** - 709-737-4070
- **By Email** - help@distance.mun.ca
- **Direct Online Assistance for Current Students** - Submit