

WebCT -- Getting Started

Welcome! In order for you to succeed and get the most from this class, there are several helpful items below. Please print this and keep it handy for reference. It is a good idea to purchase a binder or folder, and keep key items mentioned below in the binder or folder. This will help you to keep organized and to stay on top of the assignments and quizzes.

Taking an Internet course can be rewarding in many ways: You become more familiar with using the Internet, you can work at your own pace (to a degree!), and you can work at home. The downside of taking an Internet course is the fact that you must remain focused and be aware of the due dates. Once you fall behind, it is extremely difficult, if not impossible to catch up. The best thing you can do for yourself is to stay current with the class reading and assignments, along with learning to use the WebCT tools.

How to Keep Up with the Class Work using important WebCT tools:

There are several tools available to help you easily find all the resources for your course.

Course Content/Homepage: The *Course Content* link on the Course Tools in the left frame is the Homepage for your course. It contains three main links, Begin Here, Learning Modules, and Course Resources. The links are explained in detail below. The Homepage may also contain other links below the main links that are specific to your course.

Begin Here: This Homepage link takes you to this document, as well as a number of other documents that are very important to your success in an on-line class. The Syllabus and Assignment Details (Homework Schedule), and the Submitting Assignments document are here, as well as any other course specific software or documents that the instructor has included. You should print these documents for reference.

Learning Modules: You will find all the course lessons for the units, chapters, and/or tutorials for the course. There may be other links to various other course materials the instructor wishes to include.

Course Resources: This link will include various Edison library resources and specific course resources and links for publishers. It may also contain particular links for course student manuals for special websites or software that will be used in the course.

Other Course Tools:

Syllabus: This tool will take you directly to the Syllabus and bypass the Begin Here page.

Goals: Faculty members may choose to list the General Education Competencies and the Specific Course Competencies for the course. These course competencies may be tied to each of the learning modules to depict the learning outcomes for each chapter.

Announcements: This tool opens a page where the instructor can post important announcements to students. This may contain reminders about tests, due dates, etc., the instructor wishes to point out.

Mail: This tool will take you to an area that allows you to send mail within WebCT. All course e-mail should occur using the Mail tool. You can create mail to your instructor and/or any of your classmates easily and read mail sent to you. Unlike the discussion board postings, only you will be able to read your mail, and only the people to whom you send email can read the email.

E-mail sent or received in your **edison.edu** e-mail account is **NOT** connected in anyway to your WebCT Mail. A student cannot receive e-mail messages from edison.edu, hotmail.com, yahoo.com, earthlink.net, comcast.net, gmail.com, or any other e-mail addresses or services. Conversely, you cannot send e-mail messages to those previously listed or any other e-mail providers. WebCT mail was designed to allow students the ability to e-mail other students in their class and the instructor **only**. **edison.edu and WebCT mail are separate e-mail services**, thus both need to be checked regularly!

Access your edison.edu e-mail by logging into the myEdison portal at <http://my.edison.edu>. Once you have logged in, click the "E-mail" icon located on the upper right hand portion of the portal page. E-mail is one of a series of icons located to the right of your name.

Calendar: This will take you to a monthly calendar. Individual faculty may or may not use this tool. You can manipulate the calendar month to find what you want. All due dates for homework, discussion posts, quizzes, tests, etc., are listed. In addition, the midterm and final dates will be there, if applicable. Use this as a guide to keep current. You can create a printable view for reference.

Discussions: Some of the time you will be asked to post your comments on a topic or question. You can do this by clicking on the *Discussions* tool on the *Course Tools* in the left frame. Find the heading for the appropriate topic, and post your comment. Remember to keep it clean and keep it cordial! On most discussion board topics, your classmates can read whatever you post to a bulletin board forum. Be thoughtful with your comments! Make sure you select the right topic before posting your

comments.

Learning Modules: This as well as the second link on your homepage, will take you to course lessons described in your syllabus. Learning Modules include Assignments, Assessments, Discussions, Group Work, or any additional learning elements. This is the first place you should go to find out what you need to do for each lesson.

Assignments: This tool takes you to a list of assignments. This assignment page has four tabs, of which three are most important—Inbox, Submitted, and Graded. The Inbox will show all the assignments and their due dates. The Submitted tab will show you all the assignments you have submitted or missed submitting by the due date. The Graded tab shows the assignments that have been graded. An Instructor may use the Publish tab if the assignment is something that the instructor wishes to share with the class.

Assessments: This tool takes you to a list of quizzes and/or Tests your instructor has scheduled. You will see the due dates/times if the instructor has posted them. Please follow the directions given to you on the syllabus and/or the Assignment Details (Homework Schedule).

Web Links: This tool will take you to a list of course specific websites where you can go to download any specific data files for your course, or it may also contain companion website links for your book. It will also have the Edison links that you found at the Course Resources link.

Chat: This tool will take you to a page with Chat rooms. There may be only one chat room, or, if the instructor has set up chat rooms for students, you may see other chat rooms listed. This option allows you to have real-time conversations with your fellow students and/or your instructor in the specific course you are in, if it is part of your class. Remember, the instructor can see any and all chat conversations that occur whether or not they participate.

Who's Online: You can use the Who's Online tool to chat in real time with users who are enrolled in any of your courses and logged in to the Blackboard Learning System at the same time you are logged in.

Roster: The Roster tool allows you to view the profiles for course members.

My Grades: The My Grades screen displays all released grades for your course.

My Files: You can use My Files to create and store your personal files. Each user has their own My Files that is always private and cannot be accessed by other users.

Other Important Items

Email Etiquette: This is a college level course. Therefore, please send emails as though they were business correspondence, and not as though you are writing a friend. An example is:

did u c my hw on the site?

The above email is fine, if you are “talking” to a friend. This is what an instructor would expect you to send them in an e-mail:

Did you receive the homework I submitted?

Please use correct sentence structure and capitalization. Also, if you send me email to the instructor’s edison.edu address, please let the instructor know who you are, and which class you are in. Email addresses do not always identify you. It is hard to know who prtyprsn222@hotmail.com really is! (If you email your instructor from within WebCT, they will know that information already.)

Problems and Help:

1. There is an excellent Help system in WebCT CE6. There is a **HELP** link located on the top right of the page. If you are in a particular tool and don’t know what to do, you can click help and you will see the information about the particular tool/screen you are using at the time. You can also use the Search or the Help contents list to find information.
2. If you get into trouble with the course, please contact your professor and/or the help desk at 1-866-818-4243. The online help desk is available as well ([click here to access the on-line help desk](#)).