

If I get kicked off the internet during a timed test will it let me sign back on and resume the test?

Yes, you should be able to, as long as you saved your answers and are able to sign back on before the test runs out of time. Remember that once you are finished, you must submit the test, otherwise WebCT still sees you as taking the test and your time will expire.

My quiz scores and grades are not showing up. Who do I contact for help?

Please contact your instructor. He or she should be able to help you.

Welcome to WebCT

Student Users



Instructional Computing Services



Information Technology at Purdue

<https://webct.ics.purdue.edu>

This booklet contains:

- ☞ Helpful web and email addresses
- ☞ Information about logging in to WebCT
- ☞ Descriptions of popular WebCT tools and information on how to use them
- ☞ Frequently Asked Questions

Helpful web and e-mail addresses

WebCT: <http://webct.ics.purdue.edu>

- ☞ web site that takes you to your classes' home pages

ITaP (Information Technology at Purdue): <http://www.purdue.edu/itap>

- ☞ information about Purdue's computer labs and all subjects related

Help issues: itap-info@purdue.edu

- ☞ e-mail address to send any questions relating to WebCT or ITaP

Logging in

- ☞ Your career account login name and password are needed. These are the same that would be used for logging into any Purdue University ITaP computer.
- ☞ Go to the WebCT web site and select Log on to *Secure my WebCT*. It is secure in that will encrypt your information when using a non-Purdue computer.
- ☞ Upon logging in you will come to your *my WebCT* page.

Adding/removing courses

- ☞ Courses you are currently enrolled in will automatically appear on your *myWebCT*.
- ☞ On *myWebCT* there are two links: *add course* and *remove course*. Do not use this unless specifically told to do so by your instructor. Also see Frequently Asked Questions.

Frequently Asked Questions

Do I have to use the navigation within WebCT or can I use my browser's navigation?

Use the navigation links provided for you within WebCT

I deleted my course, how do I get it back?

Talk to your instructor

What are those links underneath by course name on myWebCT?

These links will appear for a variety of reasons. New calendar and discussion postings, the availability of grades and quizzes/surveys, and new e-mail messages are all announced to you in this way. If these appear, click on them and they will take you to the new information.

I logged into myWebCT, but my class is not listed, what should I do?

There are a few things to check into:

- ☞ Make sure your fees are paid. If you did not pay them, your schedule may have been canceled.

- ☞ If you have paid your fees but you registered late, you may not be loaded into the course's class roster yet. Wait a day or two and try again. If you still cannot access your course, please contact your instructor.

- ☞ Check if the course is set for self-registration. To do this click on add course on the lower left side of your *myWebCT*. Click on the department that the course is in (located in the left column), then find your course in the right column. If your course is not there, then it does not have a WebCT page. If the course is there and has the self registration icon (see the legend at top of page to see what this should look like) then click on the course and proceed from there. If there is no icon next to the course, please talk to your instructor about getting added to it.

Discussion

☞ On the main **Discussion** screen you can see all the topics of discussion for your course.

☞ When you click on one of the topics from the main Discussion screen, a new screen will appear with any messages posted within the selected topic listed. In addition to being able to access the posted messages, you can also **compose** new messages or **manage** the messages which have already been posted.

Quizzes/Surveys

☞ Clicking on the Quiz icon or on the link for a quiz as it appears under the course name on your myWebCT will take you to the quiz and survey homepage. All the quizzes and surveys for the course are listed. If the instructor has not included a quiz, it will not appear. You will only be able to do the quizzes or surveys made available to you at that time. Quizzes are graded and will be directly tied to your name. Surveys, however, are anonymous. The instructor knows who has completed a survey, but can not match a student to their answers.

☞ Aspects of this screen are:

- ☞ **Title:** Click on the title to access the quiz. If the quiz is not available or has already been attempted the maximum number of times, the title will not be hyper-linked.
- ☞ **Availability:** This shows the time period in which the quiz may be accessed.
- ☞ **Duration:** Shows the amount of time that the instructor has set aside for you to take the quiz.
- ☞ **Grade:** This field is blank until the quiz has been graded and the grades have been released by the instructor.
- ☞ **Attempts:** This shows the number of times the quiz has been attempted along with the maximum number of tries allowed. Moreover, once you have attempted a quiz, the word "Completed" becomes a link. Click the *Completed* link to view a table that lists your score that is recorded in the gradebook, the maximum score for the quiz, and for each attempt, the score, and the time it took for you to take the quiz. You will only see your score if the instructor has allowed it.

Tools

This is a list of WebCT's most used tools. Realize that all instructors may not use these in the same way and that not all will offer them. If something is not offered, ask the instructor if it could be added. Other icons could also be used to display these tools.

Calendar



- ☞ This tool enables the exchange of information about class events quickly and effectively.
- ☞ Depending on which settings chosen by the instructor, those people involved in the course can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author of that entry).
- ☞ Any public entry made in a specific course will automatically be displayed in the global calendar located on your *myWebCT*

Chat



- ☞ This tool allows you to communicate with other members of the class in real time.
- ☞ A conversation text box displays the conversation as it progresses.

Discussion



- ☞ This tool enables you to post and reply to messages on a given topic previously decided upon by your instructor.
- ☞ While messages will appear sequentially, the discussion will not take place in real time.
- ☞ You may read topics in chronological order or by thread (subject) and search for topics by subject, date, or author.

Mail



- ☞ This tool is similar to other e-mail applications; however, WebCT email is inclusive and cannot be sent to and from non-WebCT addresses or to people not in a given class.
- ☞ E-mails can be sent to and from students to students and from students to the instructor.
- ☞ Attachments may also be sent along with an e-mail.

My Grades



- ✎ This tool permits you to view quiz and assignment results once your instructor has released the grades to the class.

Quizzes/ Surveys



- ✎ This tool allows you to complete and submit quizzes and surveys over the Internet when the instructor assigns them.

Syllabus



- ✎ This tool lets you view the course's outline and any related material the instructor deems necessary.

How to for popular tools

WebCT mail

✎ After clicking on the mail icon you will come to a list of your mail folders with the number of messages in each. From this main screen you can also **Compose**, **Search**, and **Manage** Mail Messages.

✎ To Compose a Mail Message: Above the list of folders will be the mail tool bar. From this bar select **Compose Mail Message**. Once in the compose screen, enter a **Send to** address by clicking the **Browse** button and selecting an address from the list. Enter a **Subject** and a **Message**. If you want to attach a file, click **Browse**, select the file, and then click **Attach File**. When you are finished with your message, click **Send**. You can also **Preview**, **Save Draft**, or **Cancel**.

My Grades

✎ If new grades are available, a link will appear on your *my WebCT* underneath the course. Click on the link and it will take you to your grades. If you would like to see grades when there is no link, simply click on the *My Grades* icon. Remember: you will only see those grades released to you by the instructor

Calendar

✎ From the main screen for the Calendar click on any of the day-numbers to see the calendar entries for that day.

✎ After selecting a number you can **Add entry**, **Edit**, **Delete** and **Reset** calendar entries for either that day or any day you choose.

✎ To Add an Entry: Select **Add Entry** and fill in the **Add a Calendar Entry** form. The fields with an asterisk (*) are required.

✎ To time the release of your entries there is a start/end time box that can be set to display an entry on a particular day/time and control the length of time the entry is available to the student. The **access level** determines if the calendar entry will be private or public.

Chat

✎ You have the option of chatting in one of four private rooms available to your course, chatting in a general room for everyone in the course, or a general room for everyone in all courses on WebCT. The chat in each of the four private rooms is logged. This is to allow the private rooms to be used for assessment (i.e. group work or 'brainstorming').

✎ You send messages by typing them in the message box at the bottom and pressing the enter key on your keyboard.

✎ You can also send private messages to selected users. To do this, click on their name(s) in the *Current Users* box and then type in a message. Clicking on their name(s) again will deselect those users so that you can send a message to everyone.

✎ You can send a web page for the other students in your class to view by clicking on the Send URL button.

✎ Each person must decide whether to accept the URL by clicking the Okay button which will launch the web page as a separate window.

✎ To close the chat window, click the Quit button.