



Student Guide for WebCT 4.1 – Getting Started

WHAT DO I NEED TO LOGIN TO WEBCT?

- All you need is a web browser and an internet connection to connect to WebCT. WebCT 4.1-supported web browsers include:
 - Microsoft Internet Explorer 5.0, 5.1, 5.2, 5.5, 6.0
 - Netscape 6.2.x, 7.0, 7.1
 - Mozilla 1.5, 1.6
 - Safari 1.2
- We strongly suggest that you perform a 'Browser Tune-up' on your browser to ensure that you browser is configured properly for WebCT use: <http://www.webct.com/tuneup>
- You can access WebCT from anywhere in the world, as long as you have an internet connection and one of the browsers mentioned above.

HOW DO I LOG ON?

Start your web browser and go to: <http://webct.mcmaster.ca>

- Enter your WebCT User ID and WebCT Password in the corresponding fields (top right of the login page). Then click on **OK**.
 - WebCT User ID = your MAC ID User ID (e.g. if your muss email id is: janed@mcmaster.ca, then your WebCT username is: [janed](#)).
 - WebCT Password = your MAC ID password

HOW DO I REGISTER FOR MY PASSWORD?

(Excerpt from: http://www.mcmaster.ca/cis/mugsi_reg.htm)

1. To get a MAC ID, Go to the MUGSI page.
2. Click on 'Activate Your MAC ID and E-Mail Service'
3. Follow all the prompts to complete the registration.
 - Choose a strong password: it has to be at least 8 characters long, and has to include at least one character from two of the four groups below:
 - Uppercase letters: A, B, C, ...Z
 - Lowercase letters: a,b,c, ...z
 - Numerals: 0,1,2,3,4,5,6,7,8,9
 - Symbols on the keyboard that aren't letters or numerals: ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /

HOW DO I CHANGE MY PASSWORD?

If you know your password:

Mac ID passwords are centrally administered by Computing and Information Services and not by WebCT administration.

To change your MAC ID password:

1. Open your web browser.
2. Enter the URL
<https://adweb.cis.mcmaster.ca/cis/macidpwchange>.
3. Follow the prompts in the self service MAC ID password change feature.

Students who are away from the campus, on co-op terms or internships: Fax a copy of your student ID card (both sides!) to the CIS Helpline (fax: 905-528-3773). In this case, your password will be reset to the lower case first letter of your surname followed by your student number. The reset will be done as soon as possible upon receipt of the fax, within one business day. You may speak with someone at the CIS Helpline by calling 905-525-9140 ext 24357.

If you have forgotten or misplaced your password:

(Excerpt from: http://www.mcmaster.ca/cis/pw_change.htm)

Undergraduate & Graduate students: Ask the student consultant on duty in the computer lab to reset your password(s).

NOTE: Remember to bring your student card with you. It takes 24 hours to activate the new password. Once you're able to access your account, you should change your password immediately!

Faculty and staff:

- Send an e-mail from your **McMaster e-mail account** to the **Helpline** (e-mail: helpline@mcmaster.ca; phone: 905 525-9140 x24357) requesting a proxy password reset.
- You can also fax a copy of your ID card (both sides!) to the CIS Main Office ABB-132 (fax: 905-528-3773).

NOTE: Undergraduate students' accounts CANNOT be reset at this office. Any requests by undergraduates for password resets will be redirected to the computer labs.

HOW DO I USE THE CALENDAR?

The WebCT calendar tool allows you to see what is happening in your course. For example, you can see when assignments are due, and when tests are scheduled.

- From your course homepage, click on the **Calendar** icon/link. You can click on any day number on the calendar to view the day's list of events.
- In the list of events for a day, click on **Next Month**, or **Last Month** to see the next and previous month's calendars.
- You can jump directly to any month by using the drop down menus at the top. Select the desired **Month** and **Year**, then click on **GO**.
- If your instructor has allowed, you may be able to add public and/or private calendar entries.
- To add an entry, click on any day number on the calendar. In the list of events for that day, click **Add Entry** button.
- In the *Add a Calendar Entry* screen, fill in the appropriate boxes and click the **Add** button.

HOW CAN I PRINT PAGES FROM WEBCT?

Some WebCT pages are displayed using frames. That is, each section of the page is split and given its own area. You need to take some precautions so that you print exactly what you want.

- Click within the area that contains the information you wish to print.
- If you have Microsoft Internet Explorer, choose **Print** from the **File** menu. At the print menu, click on the button beside **Only the selected frame**. Then the **OK**.
- If you are using Netscape Navigator, select **Print Frame** instead of Print from the File menu.
- If the page doesn't contain frames, indicated by you not seeing any of the above listed options, you can print the webpage normally.

HOW DO I POST TO THE DISCUSSION BULLETIN?

Using the WebCT discussions tool, you can communicate with classmates, or your instructor. If you are unsure about anything regarding the course, you can post a message in the discussions area. Your instructor or classmates can then try to answer them. Plus, you get a chance to help out a fellow classmate as well.



Student Guide for WebCT 4.1 – Getting Started

- From your WebCT course homepage, click on the **Discussions** icon/link.
- **Reading Messages:**
 - Once in the discussions area, click a topic that is listed to view the messages in that topic (Note: you can click on **All** to see every message that has been posted).
 - You can either click on **Show all** or **Show unread** to see every message in the topic area, or just any that you haven't read.
 - To view the list of replies to a certain message, click on the blue triangle beside the message subject. Or, you can click on the **Unthreaded** link at the top of the page to individually list every message in the topic area. To switch back to the previous view, click on the **Threaded** link.
 - To read a message, just click on the message subject.
- **Replying to a message:**
 - Once you've read a message, you might want to reply to it. From the message display window (the window that you read the message in), click on **Reply** (Note: If you want to send a *private* message to this person, click on the **Reply Privately** link, otherwise your message will appear in the public post areas).
 - At the next window, type in a new subject (if you want), then your message.
 - To add a file attachment to the message: click on the **Browse** button beside the big paperclip icon. Find the file on your computer, and click **Open**. Then, click on the **Attach File** button.
 - Once you are done and ready to post, click on the **Post** button.
 - If you want to reply to the message but also quote it in your reply, click on **Quote** instead of **Reply** in the first step.
- **Posting a new message:**
 - To post a brand new message to a topic area, click on the **Compose a discussion message** link.
 - When the compose window pops up, select which area you want to post in from the **Topic** drop down list.
 - Type in your subject, then your message.
 - Your instructor may allow you to post anonymously to this area (i.e. instead of your name appearing on the post, *Anonymous*, will be displayed). To do this, click on the check box beside the **Post Anonymously** option.
 - To add a file attachment to the message, click on **Browse** beside the big paperclip icon. Find the file on your computer, and click **Open**. Then, click on the **Attach File** button.
 - To post your message now, click on the **Post** button.

HOW DO I TAKE QUIZZES?

As part of your course, your instructor may choose to have you complete some online WebCT quizzes. These are similar to paper quizzes but they are done through the internet. Some quizzes may count for marks, others may let you practice and test your knowledge, and yet others may be used as assignment submissions.

- From your course homepage, click on the **Quizzes/Tests** link/icon.
- You are then going to see a list of available quizzes, their due date, how many attempts you made at each quiz, how many attempts you have left, and the marks of any previous quizzes you completed.

- To submit or work on a quiz, click on the quiz title. A new page with Quiz instructions will appear. Read the instructions and then click on the **Begin Quiz** button.
- A new window will pop up that is divided in two sections. The left hand side contains the quiz questions, and the right hand side shows your progress.
- To answer a question, type in or select your answer and click on the **Save Answer** button located below the question. You will then notice in the right hand frame that a red dot for the question turned to a green star. This means you've answered that particular question.
- If you made a mistake - don't worry. You can change your answers if you wish. Simply type in or select a new answer and click on the **Save Answer** button again.
- To leave a quiz without submitting it for grading, just close the quiz window.
- If you are done and ready to submit your quiz, click on the **Finish** button at the bottom of the page. At the next prompt, confirm that you really want to submit the quiz. You CANNOT take back a submitted quiz!

HOW DO I SUBMIT ASSIGNMENTS?

Your instructor may want you to use the Assignments tool on WebCT to submit online assignments. If you have trouble, contact your instructor.

- From the course homepage, click on the **Assignments** icon/link.
- You will be taken to the Assignments area where you'll see a list of available assignments, their due dates, and their instructions.
- Click on an *Assignment title* to work on that assignment.
- To download assignment related files: click on the filename, then on radio button (Ⓒ) beside the filename, and then the **Download** button.
- To submit completed assignments: first click on the **Student Files** button (found on the assignment detail page). Click on the **Upload** button, click on the **Browse** button (find the file on your computer and click **Open**), and finally click on the **Upload** button again.
- Your file will then appear on the page. Once you have submitted every file (using the procedure above), click on the **Return to Assignment** link at the top.
- From the detail page, click on **Submit Assignment** button, then **Submit Assignment** again to actually submit the assignment. You may have to enter your e-mail address during this process.

HOW DO I SEND WEBCT E-MAILS?

Using the e-mail tool, you can send private messages to anyone in your class. This is like regular e-mail, except that the recipient must be a WebCT user in your class.

- From your course homepage, click on the **Mail** icon/link.
- A line in red will show you how many new messages you have.
- To read any of your messages, click on the appropriate folder link (i.e. **Inbox**). A list of messages in that folder will be displayed. Selecting **All** shows every message (like the discussions areas).
- Reading messages and replying to messages are the same as for the discussions area; except that the **Reply** link will automatically send a *private* reply to a person's mailbox.



Student Guide for WebCT 4.1 – Getting Started

- To send a new message to someone, click on **Compose Mail Message** from the main mail area. From this window, click on the **Browse** button to see a list of possible recipients. Select the appropriate person and click on **Done**. (Note: You can select more than one recipient by holding the **CTRL** button while you select the names).
- Type in a subject, and then your message.
- To add a file attachment to the message: click on **Browse** beside the big paperclip icon. Find the file on your computer, and click **Open**. Then, click on the **Attach File** button.
- Once you are done, click on the **Send** button to send your message.
- The **Manage Messages** and **Manage Folders** links let you manage your messages and folders respectively.
- A new chat window will pop up. It is separated into three sections. Type in your message in the bottom section. The large area that takes up most of the window is where messages will appear. The right hand column shows all chat participants.
- To send a message, just type it in the bottom text box, and press **ENTER**.
- You can send a private message to a single participant by clicking on their names in the right hand column before typing and sending your message. You can select more than one person by holding the **CTRL** key as you select their names.
- Once you have sent your private message(s), deselect the person by clicking again on the person's name. Now you can send public messages again.
- You can leave the chat room by clicking on the **Quit** button at the bottom right.

HOW CAN I USE THE WEBCT CHAT ROOMS?

The WebCT chat tool allows you to have real-time conversations with classmates, TA's and/ or your instructor(s).

- From your course homepage, click on the **Chat** icon/link.
- You will be taken to the chat area. You will see four specific chat rooms, one general room for your course, and one general WebCT chat room for all WebCT users. Note that the activity of the first four rooms is recorded.
- To enter a chat room, click on its title.

WHERE CAN I GET MORE HELP?

To get more help and information on how to use the various tools of WebCT, please visit <http://www.ltrc.mcmaster.ca/cms/student.htm>.