

HOLYOKE

COMMUNITY COLLEGE

This guide describes basic features of WebCT and how to use them. For a more in-depth WebCT tutorial visit the Student Orientation Center (<http://www.webct.com/oriented>) at WebCT.com. In addition, take advantage of the Help resources in WebCT about specific questions regarding the WebCT interface.

Topics covered in this document include:

- Connecting to the Internet
- Logging into WebCT and Accessing Online Classes
- WebCT Tools:
 - Course Content Tools
 - Content Utilities
 - Communication Tools
 - Evaluation and Assessment Tools
 - Student Study Tools

Connecting to the Internet

To connect to the Internet from home, it's required that students purchase a computer account from an internet provider like AOL, MSN, Juno ,or any other service that will connect you to the internet via modem or cable. They must then, configure their computer to HCC's WebCT using HCC's browser tuneup, found at <http://www.webct.com/tuneup>. For assistance call the Help Desk at 552-2124 or dlhelp@hcc.mass.edu.

Logging into WebCT and Accessing Online Classes

Logging In

WebCT's login page is located at <http://webtide.hccd1.org/>. Once there, it is necessary to use the username and password assigned by HCC to log in.

Username: This is the student's HCC WebCT ID. Your WebCT ID consists of the first letter of your first name, your full last name, & the last 3 digits of your SSN# (i.e. If your name is Chuck Scharmann, & your SSN# is 056-45-7567, your WebCT ID would be cscharmann567).

Password: Your password is the same as your username, until you change it (it is recommended to change your password after you log in for the first time). **Your login info would be**

Username: cscharmann567 Password: cscharmann567

Please note: If you do not use your SSN# at the college the last 3 digits will be 123. **Your login info would be**

Username: cscharmann123 Password: cscharmann123

Note: Usernames and passwords are case sensitive, so be careful when typing them.



WebCT ID:	<input type="text" value="cscharmann567"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Log in"/>

Accessing Classes

WebCT has a single course entry screen, called **myWebCT**. This is shown after the login information has been processed. To enter a course, simply click on the link displaying the desired course title. You can return at any time to the **myWebCT** screen from within a course by clicking on the link at the top of the WebCT window.

Courses
CRJ214DB - Contemporary Practices in Corrections (...) Instructor: Michael Kowalewski My Role: Designer
Online Student Orientation Instructor: Michael Kowalewski My Role: Designer
ORI101MK Instructor: Michael Kowalewski My Role: Designer
Testing 1 Conversion Instructor: Michael Kowalewski My Role: Designer
WebCT Designer Tutorial Instructor: Julie and Linda My Role: Designer
WebCT101 - Student Tutoial Instructor: Distance Learning Team My Role: Designer News:  



The HCC Helpdesk will provide students with information about their initial passwords and can change a password if needed. Students must contact the Helpdesk for assistance with password problems at (413) 552-2124 or dlhelp@hcc.mass.edu.

Course Content Tools



WebCT Tools

Syllabus: This tool simply provides the online version of what an instructor would normally hand out in class outlining the goals, expectations, material, etc. for the course.



Content Module: This tool can consist of pages of a variety of course content as posted by the instructor. A viewer of a Content Module will first encounter a Table of Contents that links titles of materials to the actual pages of content.



Glossary: This tool is a reference for students provided by the instructor. It contains definitions and explanations relevant to the reading and study material that the instructor thinks may be useful.

Content Utilities



Search: This tool allows users to conduct searches for text within a WebCT course. Searching is limited to course content and tools the instructor has added to the course. Searches must specify which area(s) should be searched for a specific text.

Communication Tools



Discussions: This tool allows classmates and instructors to communicate by posting messages for each other to read and respond to. By default, messages are sorted by which “thread” they belong to. Threaded messages are a series of replies to a message of the same subject.



Mail: Working just like email, the Mail tool allows WebCT users to send, receive, reply, and forward mail messages to others in the course. In addition, message drafts can be stored, saved messages can be searched, and customized mail folders can be added.



Chat: This tool provides an interactive interface for students and instructors of a course to come together synchronously, or at the same to time, to communicate by typing and receiving messages instantly.



Whiteboard: This is a drawing tool that may be used during synchronous, or “real-time” online discussions. Participants may type text draw objects, insert graphics, and make modifications to images already on the board.



Calendar: This allows student, teaching assistants, and instructors to exchange information about class events quickly and effectively. This tool can be viewed by month or by day. Entries can be compiled to view in a list format. Students may also post entries to the class calendar.

Evaluation and Assessment Tools



Quiz: The Quiz and Survey tools assist instructors in administering quizzes to test student knowledge and surveys to receive feedback in a web-based format. This allows for greater test-taking efficiency as well as an easy way to compile scores and determine class statistics.



Self Test: Self tests are multiple-choice tests created by instructors for students to independently test their knowledge on subject matter. Each correct answer is provided immediately after answering a question. Also, no grades are recorded and instructors cannot view Self Test results. (May not be used)



Assignments: This tool allows students to view assignments, submit assignments, retrieve assignments for re-submissions, and download files provided by the instructor.

Student Study Tools



My Grades: This tool allows students to see grades they have received in the course. Students may see WebCT quiz results, assignment grades, and even non-WebCT grades if the instructor adds these to the WebCT gradebook.



My Progress: The My Progress tool shows students which parts of the course site they have accessed and the number of content module pages visited. This is helpful for students to keep track of what materials they have and have not used.

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