



WEBCT VISTA STUDENT GUIDE

ACADEMIC INFORMATION AND COMMUNICATIONS
TECHNOLOGIES

UNIVERSITY OF ALBERTA

June 2005

Table of Contents

CHECKING YOUR COMPUTER SETTINGS.....	5
WEBCT VISTA	7
MYWEBCT	7
MAIL.....	9
CALENDAR	11
THE COURSE HOME PAGE	13
ASSESSMENTS.....	14
ASSIGNMENTS.....	15
GETTING ASSISTANCE ON CAMPUS	20

Checking your Computer Settings

Screen Settings

It should not be necessary to change the screen resolution of your computer, although a minimum of 800x600 will make the screen easier to read and appear less crowded.

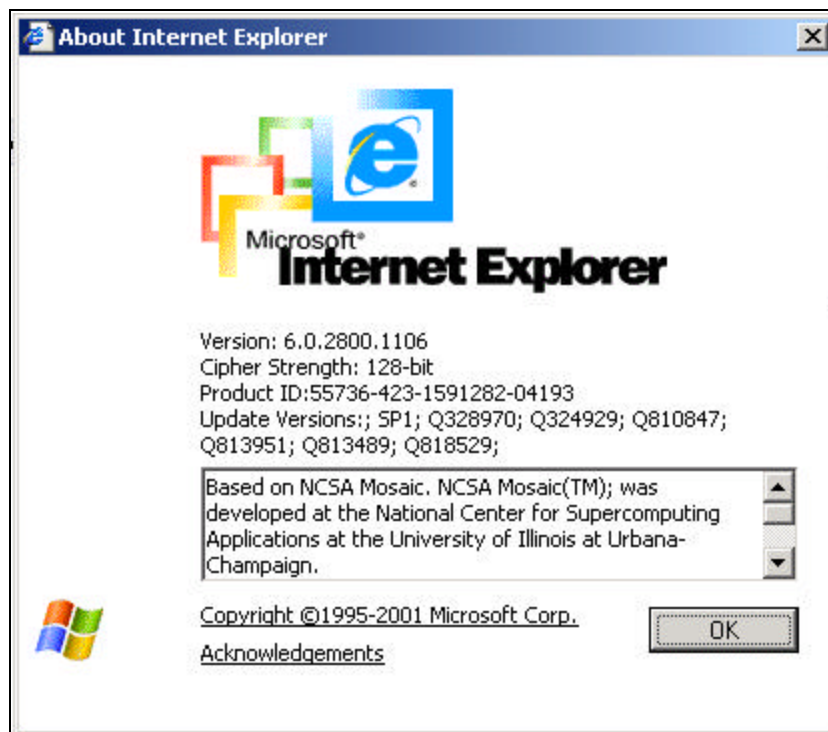
Configuring Your Web Browser

The Web browser that you use is important. WebCT Vista requires a browser that is both Java and JavaScript enabled, and must accept cookies. These options need to be set in your browser. For best results, use Internet Explorer 5.5 (SP2) or 6.x, or Netscape 7.1. If you do not have an updated version of Netscape or Internet Explorer, you can download the latest versions from:

- **Netscape:** <http://www.netscape.com/>
- **Internet Explorer:** <http://www.microsoft.com/>

Web Browser Version

To check the version of your web browser, under "Help" on the top menu bar click "About Internet Explorer" or "About Netscape Communicator". A screen will be displayed that provides version information:



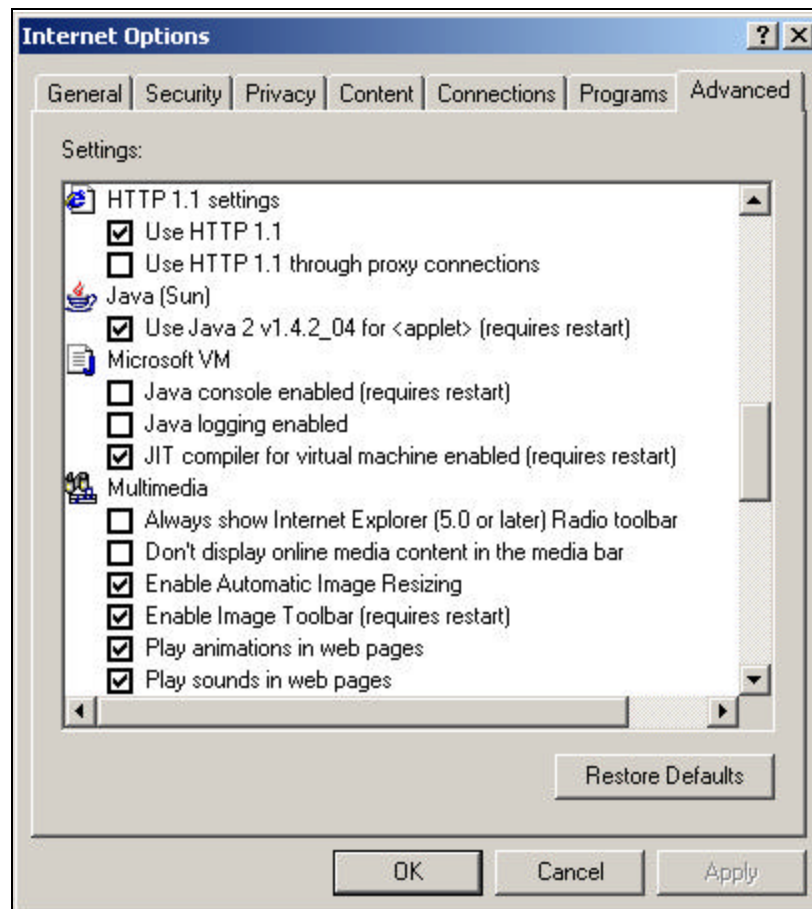
Java Plug-in

You must have an updated Java plug-in installed – you can download the plug-in from

http://www.java.com/en/download/windows_automatic.jsp

Once the plug-in has been installed, start Internet Explorer and open the "Tools" menu. Select "Internet Options", then click on the "Advanced" tab.

Scroll down until you see "Java (Sun)" and "Microsoft VM". Make sure the following boxes have checkmarks beside them:



- v Use Java 2 v1.4.2_04 for <applet> [requires restart]

If you make changes to any of these settings, you will need to close your browser and restart it for the changes to take effect.

My WebCT

My WebCT is the central learning gateway for all WebCT Vista users. Students, instructors, designers, and administrators all have access to tool links located in My WebCT, such as Calendar and Mail. A personal **To Do** list and an **External Course** list have been added to the My WebCT features, and students can access Grades for the courses in which they are enrolled.

The screenshot shows the My WebCT interface with the following content channels:

- Calendar Day:** You currently have no entries for today.
- To Do List:** 1 - Register for fall classes, 2 - Pay bills
- Grades:** There are no new grades.
- CourseList:** Getting Started With Vista
- Campus Announcements:** Welcome to the university 7/11/02
- External Courses:** You have no external courses.
- Calendar Week:** You currently have no entries for this week.
- Personal Bookmarks:** Weather
- Campus Bookmarks:** There are no campus bookmarks.
- Who's Online:** Getting Started With Vista 1

Each box represents a channel of content that can be turned on or off.

New content channels include a **To Do List** and **External Courses**, which allow you to access courses that reside on other servers from your My WebCT page.

Standard toolbars appear at the top of My WebCT - and all courses - to facilitate navigation for users. Links and options that are made available through these toolbars are dependent on administrative settings, the user's role, and the course itself.

The **Header** is the top-most frame in the WebCT browser window. This frame is always present with links to a new, searchable, online **Help** and to the **Log Out** option. Other links may be present depending on a user's role and settings.

The close-up screenshot shows the **Header** and **Toolbar** sections. The **Header** contains the WebCT Vista logo, user name, and links for My WebCT, Change Password, Help, and Log out. The **Toolbar** contains a welcome message, user name, date, and menu options for Content, Color, and Layout, along with icons for Mail, Calendar, and a search function.

The **Toolbar** is below the Header and may display icon links to tools such as Mail and Calendar.

The **Course List** provides access to the courses the user is enrolled in. Course news, including notification of new announcements, discussions, assessments, and assignments may also be made available via My WebCT.

Customization

My WebCT is customizable by all users. Students can customize the look and feel of the My WebCT page to suit their individual preferences.

Select Channels

Channels
<input checked="" type="checkbox"/> Calendar Day View
<input checked="" type="checkbox"/> Calendar Week View
<input checked="" type="checkbox"/> Campus Announcements
<input checked="" type="checkbox"/> Campus Bookmarks
<input type="checkbox"/> Course List
<input checked="" type="checkbox"/> External Courses
<input checked="" type="checkbox"/> Grades
<input checked="" type="checkbox"/> To Do List
<input checked="" type="checkbox"/> Personal Bookmarks
<input checked="" type="checkbox"/> Who is Online

Save Cancel

Content | Color | Layout

Content | Color | Layout

Content channels can be turned on or off via the Content link.

Background and table colors can be customized form the Color link.

The arrangement of the information channels can be modified via the Layout link.

Mail

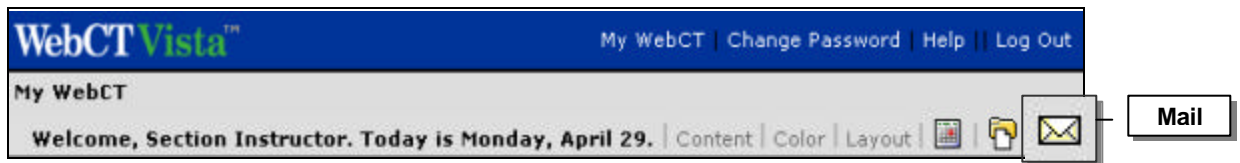


Mail in WebCT Vista has been enhanced and expanded with additional features that are common to most standard email programs. Course participants can now access all mail for all courses from My WebCT. When composing messages, course participants can carbon copy or blind carbon copy message recipients, as well as indicate the priority of the message.

Mail retains all of the functionality of the 3.x version, which allows private communication between instructor and students or among students. Messages can contain attachments and can be searched, compiled, and organized into folders.

Accessing Mail

Click the **Mail** icon on the Toolbar in My WebCT or a course section.



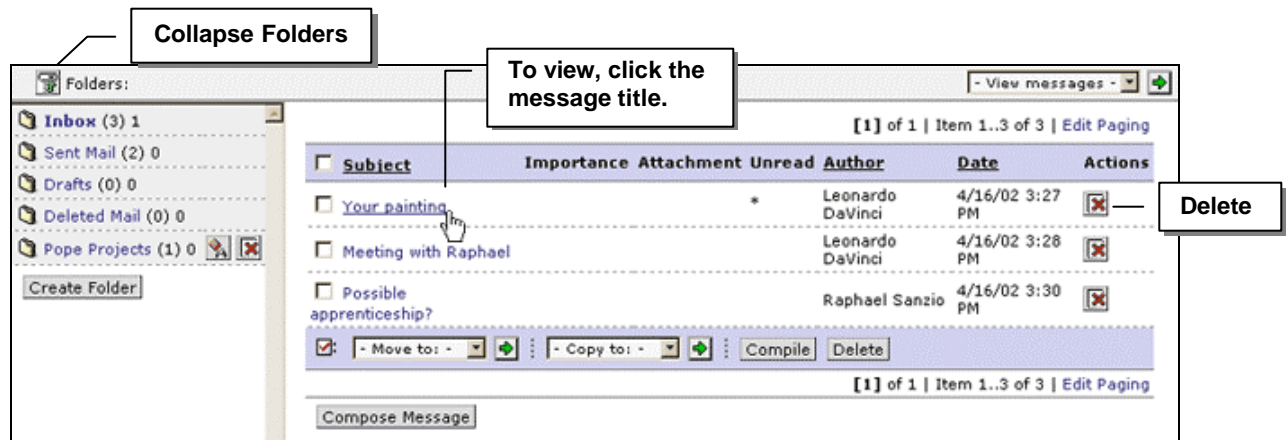
When Mail is accessed through a particular section, only the mail for that section is visible.

When Mail is accessed via My WebCT, the global view of Mail lists *all* mail in *all* sections to which the user is assigned.

Name	Messages	Unread
20th Century English Literature	(2)	2
Biology 202	(6)	1
Business Ethics	(0)	0

When accessing Mail via My WebCT, click the section name to view mail for that particular section.

Using Mail



Folders are listed in the left frame. The number in parentheses is the total number of messages. The number outside the parentheses is the number unread.

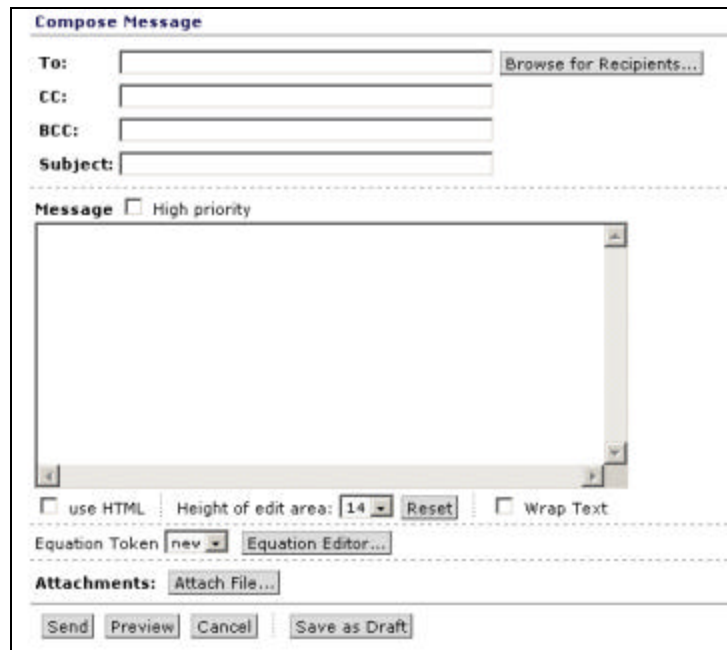
The Folders frame can be collapsed and converted to a drop-down menu that contains the same information, with the exception of Create Folder.

Messages are viewed by clicking the message title in the Subject column.

Unread mail is indicated by an asterisk in the Unread column.

Individual messages can be deleted by clicking Delete under the Actions column in the row that contains the message.

The Compose screen has options for cc, bcc and priority. You can also Browse to select recipients.



Calendar



The Calendar in WebCT Vista includes many new features found in dedicated calendaring programs. This in turn offers increased flexibility and functionality for students and instructors.

Instructors, designers, and students can access Calendar from either My WebCT or the individual Course Toolbar, if the Calendar tool has been enabled in the course section. From either location, students can add and view entries for any course section in which they're enrolled.

Calendar

< Prev Month July 2002 Next Month >

July 2002 View: All courses + personal Add Entry Compile Entries Preferences

	Sun	Mon	Tue	Thu	Fri	Sat
View Week	30	1		4	5	6
View Week	7	8	9	10	11	13
View Week	14	15 Today	16	17	18	20
View Week	21 <i>Travel to Boston</i>	22	23	24 <i>WebCT Conference</i>	25 <i>WebCT Conference</i>	26 <i>WebCT Conference</i>
View Week	28	29	30	31	1	3

Key: *Entries in italic are private entries.*

The monthly calendar view showing all course and person entries

Enhanced Calendaring Features

Entries can include a start and end time, or they may be all-day events. Entries can be added for any course, regardless of the section into which you're logged. Internal links to items such as quizzes, discussion topics, and media collections can be added.

Add Entry

*Summary: Review Session

Start date: July 29 2002 Start time: 4 : 00 PM

End date: July 29 2002 End time: 5 : 00 PM

This is an all-day event

Course: Advanced Components for Designers - S3 Access level: Public

Internal link: Assessment Course Survey

Internet URL: Assessment

Detail:

- None
- Assignment
- Chat/Whiteboard Room
- Page
- Discussion Area
- Discussion Topic
- Learning Module
- Media Library Collection
- URL

Save Cancel

* Required field

Increased Customization and Flexibility

Students and instructors can customize their default Calendar view including:

- The preferred view
- The weekly start date
- Time format

Calendar entries can be filtered to show all entries for all of your WebCT courses, your private entries, or only course-specific information.

Calendar Preferences

Preferred View

Month Week Day

Week begins on:

Time Format

12-hour (11:45 PM) 24-hour (23:45)

Custom View

Show entries from all my courses

Only show entries from these courses:

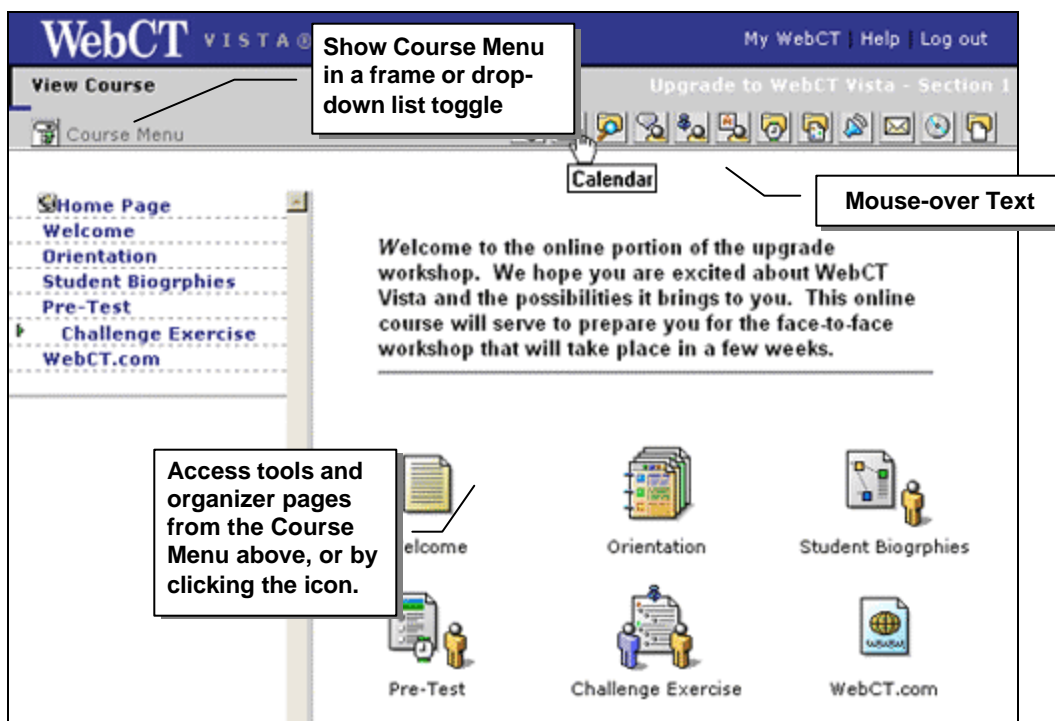
♦ Designer Fast Track - Section 1

To select a different symbol for a course, click the current symbol.

Show personal entries (entries not associated with any course)

From Preferences, students and instructors can customize their calendar view.

The Course Home Page

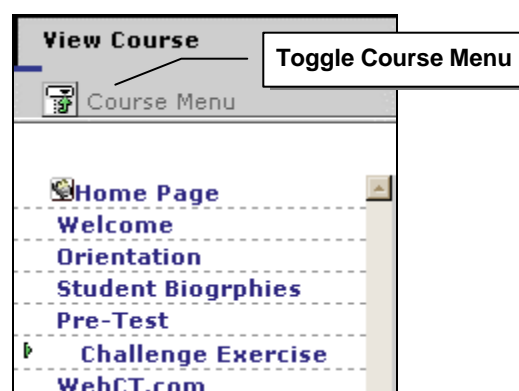


In addition to the Header and Toolbar, which we saw in the My WebCT page, the student interface provides several other features to make navigation easy and specific for the user.

The Course Toolbar displays other tools in addition to Calendar and Mail. Tools displayed here are enabled by the instructor or designer and are specific to the course section. Icons in WebCT Vista include mouse-over text to help identify them and to comply with ADA requirements.

Students can quickly navigate through a course by using the Course Menu. This menu provides an outline of the course and shortcuts to content and components such as Organizer Pages, Learning Modules and URLs.

The Course menu can be viewed as a drop-down list (which shows an abbreviated menu), or expanded in a frame (which lists all linked components), as shown to the right. Click the button to the left of Course Menu to toggle the view between drop-down list and frame.



Assessments



Assessments are online tests, which are created and administered by your instructor.

There are three kinds of assessments:

- **Quizzes:** tests for which grades are assigned.
- **Surveys:** anonymous tests for which no grades are assigned. Instructors use statistics that are generated by surveys.
- **Self-tests:** assessments for which you receive a grade but the grade is not recorded or counted towards your final grade for the course. Self-tests are used to give you the opportunity to test your understanding of course content.

When you access an assessment using either a direct link provided by your instructor or the Assessments button on the course toolbar, you will be presented with an **Introduction** screen similar to the one below:

Assessments > Introduction	
Education Quiz	
Available starting:	October 5, 2002 10:12
Available until:	Unlimited
Duration:	15 Minute(s) <small>Note: your completion time is measured from when you click Begin Assessment to when you click Finish.</small>
Question delivery:	All at once <small>Note: questions can be answered in any order. You can revisit questions after you have answered them.</small>
Attempts allowed:	2
Attempts completed:	1
Grade:	0/100
<input type="button" value="Begin Assessment"/> <input type="button" value="View Attempts"/> <input type="button" value="Instructions and Troubleshooting"/>	

- The **Begin Assessment** button takes you to the test or survey – for timed quizzes, the timer will begin as soon as the quiz is displayed on your screen.
- The **View Attempts** button will be displayed if the instructor has designed the quiz to allow for multiple attempts – you can view your completed attempts here. If only one attempt is allowed, this button will not be displayed.
- The **Instructions and Troubleshooting** button displays instructions for completing assessments and provides tips for what to do in case of technical problems during a quiz.

DO NOT BEGIN A QUIZ UNTIL YOU HAVE READ THE INSTRUCTIONS.

Assignments



The Assignments tool allows the instructor to provide you with instructions for completing assigned activities in the course, and may be used as a place for you to submit your completed work.

When you click on the **Assignments** button, a screen will be displayed with 4 options:

Assignments				
Assignments				
Inbox	Submitted	Graded	Published	
Assignments that you have been assigned and submissions that have been returned to you for editing.				
Title	Type	Status	Due Date	Actions ?
Case Study	Individual	In Progress (Attempt #1)	April 30, 2004 12:00	

- The **Inbox** tab lists all assignments that you have not yet completed, or that have been returned to you for further editing.
- The **Submitted** tab lists all assignments you have submitted for grading, as well as any assignments for which you have missed the deadline.
- The **Graded** tab lists all assignments that you have submitted which have been graded.
- The **Published** tab lists all assignments that have been made public to the other members of the course (if this option is used by the instructor).

To view the instructions for an assignment, and/or submit your completed assignment, click on the assignment title. The assignment submission screen will be displayed:

Edit Submission (Attempt 1)

Instructions:
Upload assignment 1 here

Section Instructor Attachments:
None

Due Date
July 23, 2005
12:00

Type:
Work individually

Grading Criteria:
out of 50

Status: In Progress (Attempt 1)

Submission:

HTML Creator: On / Off

Name: Test Student
Student No: 0000000
Assignment 1 attached

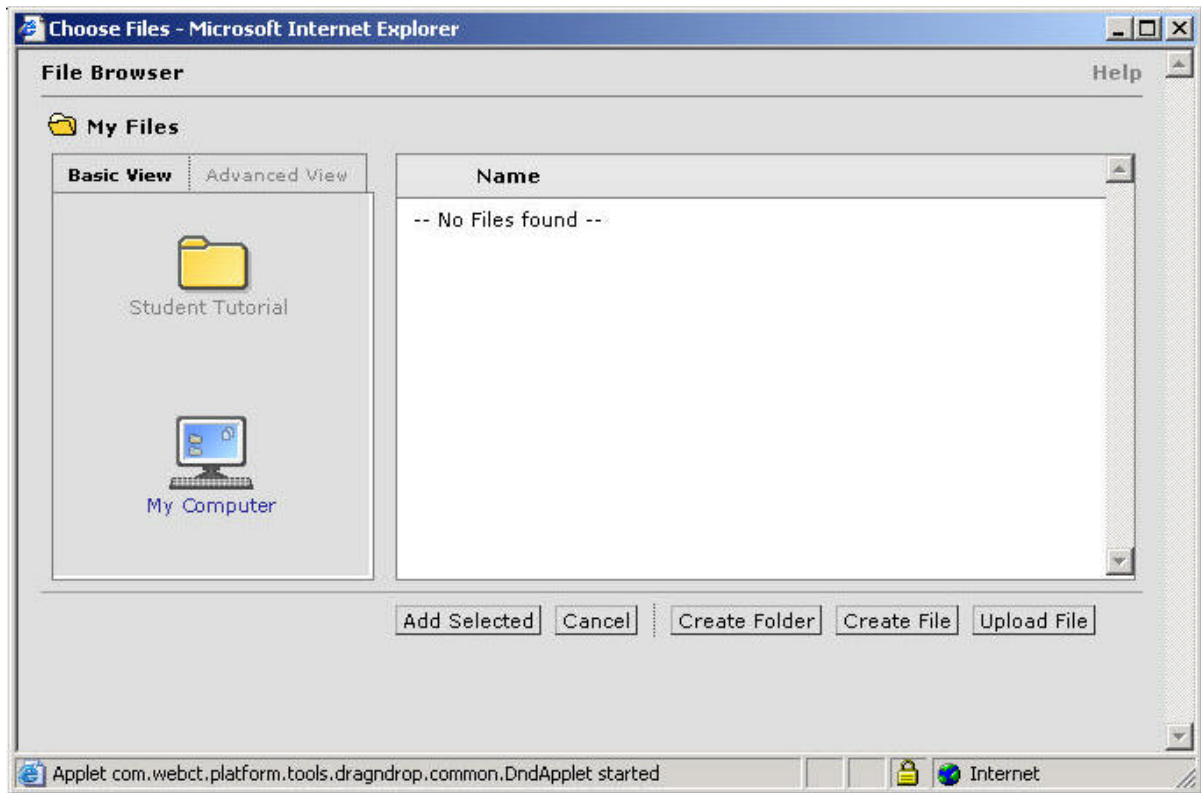
Add Attachments

Add Comment:

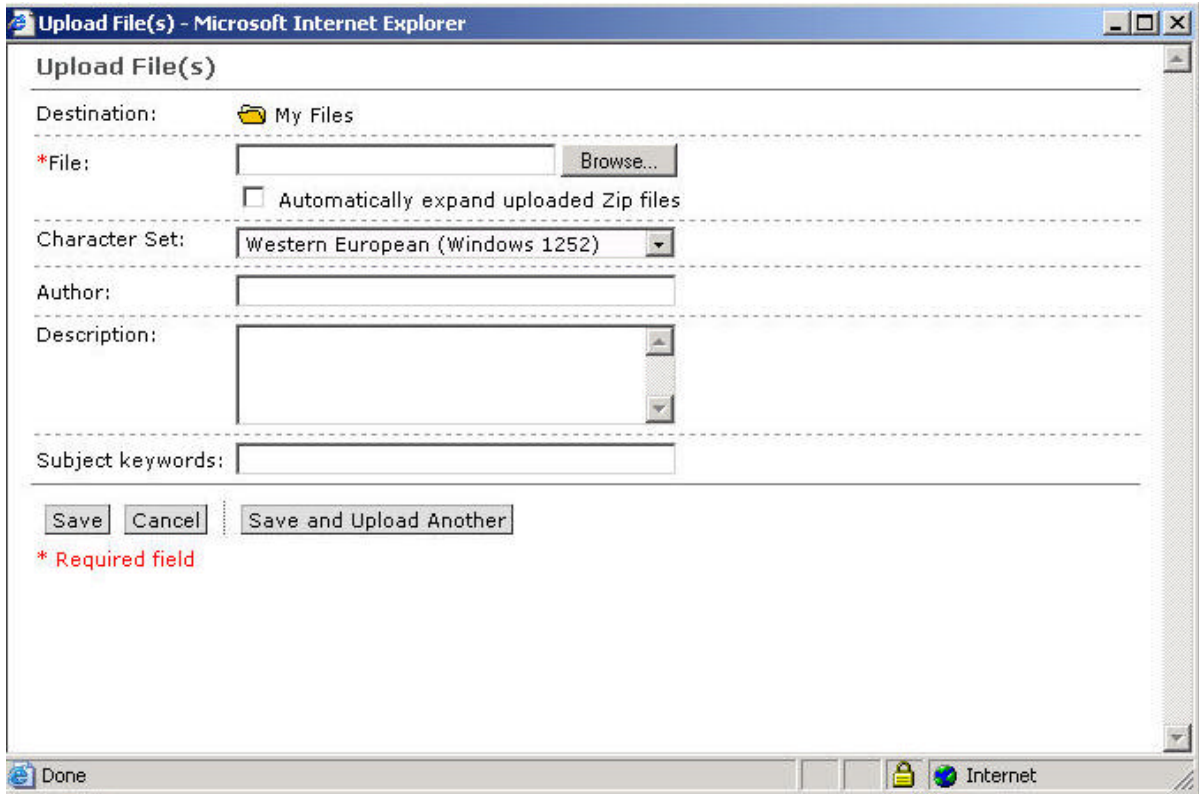
Save as Draft Submit Cancel

The instructor may ask you to type (or copy and paste) your work into the **Submission** area - there is a limit of 4000 characters allowed in the text area - or you may be asked to submit a file or files.

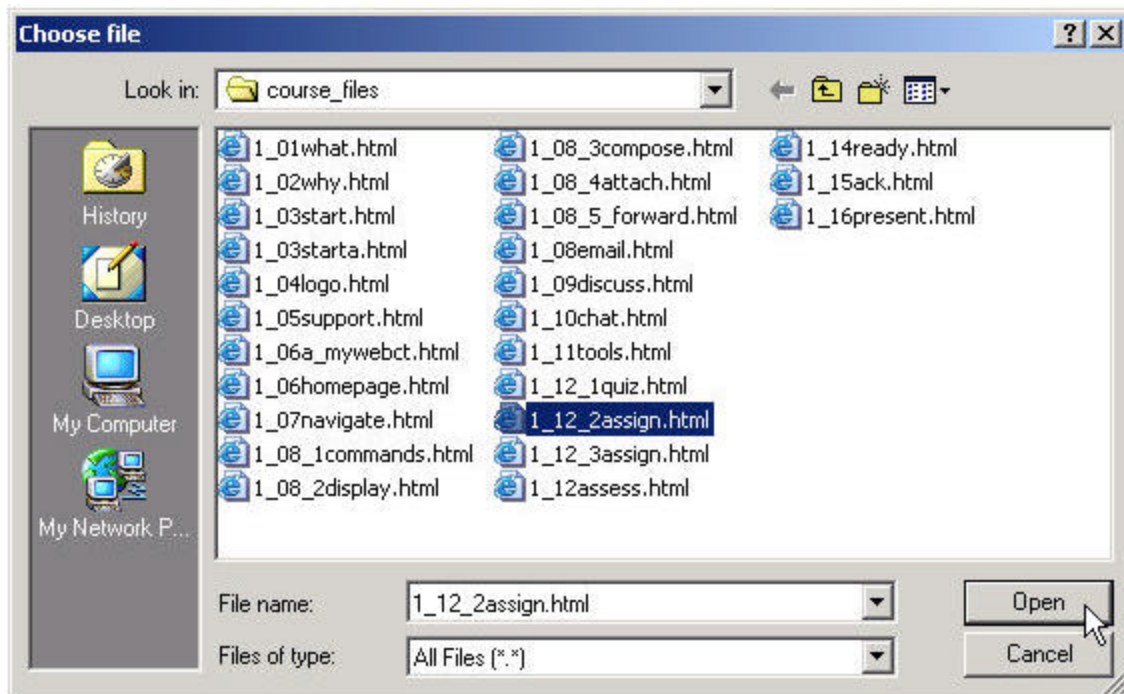
To submit a file, click on the **Add Attachments** button. A screen will be displayed that lists all of the files you have already uploaded into your personal file space in the course, and enables you to upload files from your personal computer.



Click the **Upload File** button and the "Upload File(s)" window will be displayed.

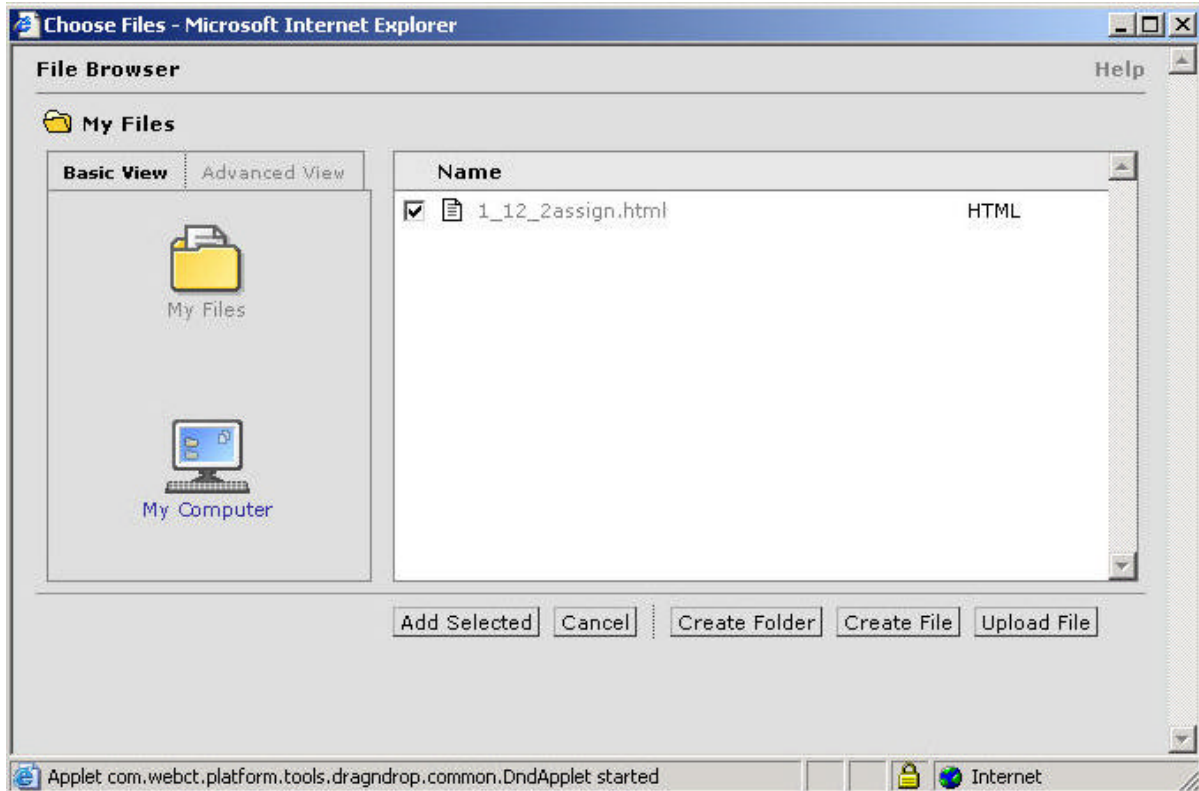


Click the **Browse...** button and a screen will be displayed that enables you to locate the file on your computer.



Click on the file to be uploaded, then click the **Open** button.

The "Upload File(s)" window will return with the name of the file now included. Click the **Save** button, and the file will be uploaded into your personal file space. The "File Browser" screen will be displayed again - the file you uploaded will be listed with a checkmark beside it.



Click the **Add Selected** button and the file will be attached to your assignment submission.

Edit Submission (Attempt 1)

<p>Instructions: Upload assignment 1 here</p> <p>Section Instructor Attachments: None</p> <p>Due Date July 23, 2005 12:00</p> <p>Type: Work individually</p> <p>Grading Criteria: out of 50</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Status: In Progress (Attempt 1)</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Submission:</p> <p>HTML Creator: <input type="radio"/> On / <input checked="" type="radio"/> Off</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p>Name: Test Student Student No: 0000000 Assignment 1 attached</p> </div> <p>assignment1.doc Demo Student 21497 - July 9, 2005 15:46 </p> <p style="text-align: center;"><input type="button" value="Add Attachments"/></p> <p>Add Comment:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> </div> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>
--	---

You can now submit the assignment with attached file, or choose to save it as a Draft to be submitted later.

You can add as many files as necessary for submission of your completed assignment.

You can also remove files from the list to be submitted by clicking on the 'Remove' icon next to the filename.

GETTING ASSISTANCE ON CAMPUS

Logging On

Students enrolled in academic courses will use their CCID (Campus Computing ID) and password – this information should be printed on your timetable from the Office of the Registrar.

For assistance with your login ID/password, go to Room 302 General Services Building.

Students enrolled in non-credit courses will be provided with their login information by their instructor or program coordinator.

WebCT Assistance

Students should contact the AICT HelpDesk for assistance:

- **Telephone :** (780) 492-9400
- **E-mail:** <http://www.ualberta.ca/HELP/contact.html>
- **Drop-in:** Visit the HelpDesk in Room 302 General Services Building

Students can also contact WebCT Support (webct@ualberta.ca) for assistance.

Online WebCT Resources

Online tutorials and documentation that provide information on WebCT tools and functions are available from the University of Alberta WebCT homepage (<http://www.ualberta.ca/WEBCT/help.html>).