



WebCT Orientation



Welcome to the **WebCT Orientation!**

There are three steps to take before actually logging into WebCT:

1. What is WebCT
2. Browser Tune-Up
3. Logging into WebCT

1. What is WebCT

Welcome to the WebCT Online Student Orientation. WebCT is a client-server application tool that facilitates an interface for the design of the presentation of the course and assists the instructors in the process of management and continuous improvement of the course. It is an educational tool that facilitates learning, communication and collaboration.

WebCT Software

The user (Instructor and students) can access all the information that resides on the server through the web-browser (client). All the software resides on the WebCT server, which enables any changes in the courses to be available to the students immediately. WebCT is used to create entire online courses or to make any changes to the existing course materials.

WebCT is used to provide course materials that include text, images, video and audio. It is also used to evaluate students using quizzes and assignments; facilitate learning using searchable indexes, glossaries, and an image database; communicate via email, add chat discussions; manage grades and obtain student feedback; obtain data to analyze the effectiveness of the course.

Online courses provide students with flexibility and require students be well-organized self-starter, flexible enough to understand that there are sometimes glitches in technology and have the initiative to visit the course often and complete the work in a timely manner.

What Online Courses Are

- The same as traditional classroom courses except for the method of delivery.
- Appear on a college transcript exactly the same as traditional courses.
- Subject to the same refund, withdrawal, and grading policies as traditional classroom courses.

What Online Courses Are Not

- Independent study – due dates and deadlines apply to Online coursework.
- Easier than traditional classroom courses.

2. Browser Tune-Up

The browser tune-up must be completed before actually logging into WebCT to ensure that your computer and web-browser is properly configured to work with WebCT. If you do not perform the browser tune-up, you could experience problems with various tools in WebCT such as quizzes, email, discussion board and more. Approximately 90% of the problems students experience with WebCT is caused by not completing the browser tune-up. You will need to go through the correct Browser Tune-Up for WebCT on the Technical Assistance page.

3. Logging into WebCT

Everyone needs a User Name and Password to log on to WebCT. The User Name and Password are case-sensitive in WebCT. This means both need to be written using lower-case letters. You can not use punctuation or spaces in WebCT.

User Name (WebCT ID)

The User Name (WebCT ID) for WebCT has been created based on information you provided to our campus enrollment computer (mainframe). You must type your name as it appears on your class schedule. The ID uses your first and last name and the four digit month and day of your birth. This user name will be added to the WebCT course by the administrator once you are enrolled in the course, and you won't be able to access your class until the first day of the semester.

Example:

- first name last name 4 digit month and day of birth (no spaces, punctuation, capitals)

Example: Jonathan Smith 01-25-84

jonathansmith0125

Password

Your password for WebCT has been created based on information you provided to our campus enrollment computer (mainframe). The password formula is the first four letters of your last name and the last four numbers of your social security number.

Example:

smit9999

Accessing WebCT

The most efficient way to access WebCT is <http://webct.lc.edu>. This takes you directly to the WebCT homepage and should be the link that you bookmark or save to your favorites.

You may also access through the Lewis & Clark Community College homepage at <http://www.lc.edu> by clicking on the WebCT button at the top of the page. However, WebCT sits on its own server so if the Lewis & Clark website is down, you may still be able to access your courses using the first web address.

Logging out

When you are ready to logout, simply click the logout button, and you will be logged out of your class. It is a good idea to close the browser as well.

You can bookmark any page in your WebCT course; however, you will be prompted to log in before gaining access to the page. When you visit links outside WebCT, be aware that the browser sometimes opens a second window.

Automatic Time-Out Feature

WebCT has been configured to automatically log students out of WebCT after 90 minutes of "inactivity". This means you can be timed-out while composing an email, discussion post or completing an essay question on a quiz or exam. For this reason, if you are composing a long post, it is recommended that you create the document outside of WebCT in WordPad, Word, WordPerfect (or any other word processing software) and copy and paste your response into the email or discussion board post. Be aware that some instructors give their students specific rules for completing assignments, and you should always follow the directions from your instructor.

When working on an essay question in a quiz or exam, it is important for you to click the "Save Question" button occasionally while typing your response, as this will save your work and prevent you from being timed-out.