Preparing the Computer and the Student for WebCT

Preparing the Computer
To ensure optimum usage with minimal problems computer hardware and software requirements should be reviewed prior to starting the WebCT program.

WebCT Hardware Requirements
- PC-compatible computer with a minimum processor clock speed of 133 MHz
- Minimum of 32 MB RAM
- SVGA–compatible monitor with a minimum 800x600 resolution, 16-bit color
- video card
- audio card
- 28.8-baud modem or faster
- Java and Javascript capability
- PC users: Windows 95 or higher
- Mac users: OS 7.5 or higher operating system.

WebCT Software Requirements
The student should review the following software information before accessing WebCT.

Browsers, AOL, and Getting Started
Netscape Navigator and Microsoft's Internet Explorer are the two web browsers which give the best results for viewing WebCT. These browsers are free. (Internet Explorer is loaded on the Desktop of most Windows computers; Netscape may be downloaded from the Internet.) Recommendations:
- Netscape Navigator or Communicator version 4.7x or higher, but not versions 6.0 or 6.1
  or
- Internet Explorer (IE) version 5.5 Service Pack 2

If America Online (AOL) is used for Web access, make certain it is AOL version 4.0 or higher and use Internet Explorer 5.0 as the browser. Do not use earlier versions of AOL with earlier versions of Internet Explorer; it will be difficult to access many WebCT features. For best results with AOL:
1. Connect to the Internet using AOL version 4.0 or higher.
2. Open a private chat within AOL (this allows AOL to remain open, without asking if one wishes to disconnect while it is minimized).
3. Minimize AOL.
4. Launch the Internet Explorer 5.5 browser.

Follow these other steps to enhance the WebCT experience:
1. Turn on the computer’s audio.
2. Set the computer’s screen resolution to either 800 x 600 or 1024 x 768.
3. Check the computer for the necessary plug-in programs to utilize all of WebCT’s features by using the “tune up” found at:
   http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup
In WebCT it is important that the cache files (the temporary Internet files) option compare a viewed page to the current and not a cached version (i.e., old edition saved by the browser).

To change the cache setting in **Netscape**:
- From the menu bar, select **Edit**
- Click **Preferences**
- In the left-hand pane, go to **Advanced**
- Click the "+" to the left of **Advanced**
- In the expanded tree, select **Cache**
- Select the radio button marked **Every Time**
- Click **OK**

To change the setting in **Internet Explorer**:
- From the menu bar, select **Tools**
- Click **Internet Options**
- Move the cursor to the center frame area, **Temporary Internet Files**
- Click on **Settings**
- In the top frame of the dialog box select the radio button **Every visit**
- Click **OK**

In WebCT **Java scripting** should be enabled as well.

To enable Java in **Netscape**:
- From the menu bar, select **Edit**
- Click **Preferences**
- In the left-hand pane, go to **Advanced**
- In the right-hand pane, click the **Enable Java** box
- In the right-hand pane, also click the **Enable JavaScript** box
- Click **OK**

To enable Java in **Internet Explorer** 4.0 and higher:
- From the menu bar, select **Tools**
- Click **Internet Options**
- From the tabs at the top of the panel, select **Advanced**
- Locate **Microsoft VM** or **Java VM** (May vary depending upon version)
- Click in the **Java console enabled** box
- Click in the **Java logging enabled** box
- Click **OK**
- Restart the computer if the Java console-enabled box has been checked

**Preparing the Student**
Prior to logging in at the University of Akron, the student must have a current UANet ID and password. If the student **DOES NOT** have a UANet ID or the password is not current, the student must:
1. Take his/her ZipCard to the Technology Learning Support Center, 69 Bierce Library.
2. Request a UANet ID and Password or a change of Password.
WebCT Log-In and General Navigation

General WebCT Log-In Procedure

<table>
<thead>
<tr>
<th>Path/Panel</th>
<th>Action to be Taken/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log onto or start the computer (if it is not already on).</td>
<td></td>
</tr>
<tr>
<td>2. Open a browser.</td>
<td></td>
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<tr>
<td>3. Type in the URL for WebCT: <a href="http://webct.uakron.edu">http://webct.uakron.edu</a></td>
<td></td>
</tr>
<tr>
<td>4. Click: Log on to myWebCT.</td>
<td></td>
</tr>
</tbody>
</table>

The Welcome to WebCT panel is returned.

5. At User Name: Enter UANet ID (Everything before @uakron.edu) |
6. At Password: Enter [UANet password]

**NOTE:** The User Name and Password are case sensitive and must contain only numbers, letters, underscores ('_'), or periods.

Click: Log on.

If unable to log on:
- Recheck User ID and Password. Make certain the correct letter case with no spaces was used.
- Contact the instructor for assistance.
The student’s personal **myWebCT** home page will be returned.

On the left is the list of courses in which the student is enrolled.

If the course for which the student is registered is not listed, contact the instructor.

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### Navigation within myWebCT (the Student’s Personal Home Page)

The student’s **myWebCT** (personal home page) contains several key navigational tools. From this main page the student may enter any of the courses in which he/she is enrolled, link to WebCT’s commercial site, receive general university announcements, utilize both institutional and personal bookmarks, and log out of WebCT.

### myWebCT Top Navigational Links

- **myWebCT**: Identifies by name the student who has logged into WebCT and gives the current date.

  The **banner** immediately below the **myWebCT** identification line provides specialized navigational aids.

  - **Go to Global Calendar** links to an calendar integrated among all the student’s current WebCT courses.
  - **Entry Page** returns the student to the **Welcome to WebCT** panel.
  - **Logout** closes the connection to WebCT. *This must be used when the student no longer wishes to use WebCT. Logging out prevents access to the student’s information within WebCT by another.*
  - **Help** opens a separate window with the WebCT Version 3.6 Campus Edition help index.
<table>
<thead>
<tr>
<th>Path/Panel</th>
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<tbody>
<tr>
<td>myWebCT Right and Bookmark</td>
<td></td>
</tr>
<tr>
<td>Navigational Links</td>
<td></td>
</tr>
<tr>
<td><strong>Right Side:</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>WebCT.com:</strong></td>
<td>Connects the student to WebCT’s commercial site.</td>
</tr>
<tr>
<td>• <strong>Announcements:</strong></td>
<td>Institutional messages.</td>
</tr>
<tr>
<td><strong>Bookmarks:</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Personal Bookmarks</strong></td>
<td>Allow the student to add, delete, or edit frequently used links.</td>
</tr>
<tr>
<td>• <strong>Institutional Bookmarks</strong></td>
<td>Provide useful links from the local WebCT administrators.</td>
</tr>
<tr>
<td>myWebCT Left Navigational Links</td>
<td></td>
</tr>
<tr>
<td>• <strong>Course Listings</strong></td>
<td>Show all courses which contain a WebCT component whether the course is web-based or web-enhanced. Each Course Listing is hyperlinked to take the student directly to the materials within that class.</td>
</tr>
<tr>
<td>• <strong>Underscored hyperlinks</strong> under each Course Listing</td>
<td>Indicate and provide direct access to newly created course material, communications entries, grades, and WebCT evaluation tools which have been added since the student’s last visit to the personal page.</td>
</tr>
</tbody>
</table>
Path/Panel | Action to be Taken/Comments
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1. Locate *the title for this specific course* among the student’s course listings. 2. Click the underlined (hyperlinked) title of the course. The **Welcome Page** for *this specific course* will be returned.

**Navigation within a WebCT Course**

WebCT contains its own internal navigation system. *Once inside a WebCT course, one should use the WebCT-generated navigation links; do not use the browser’s navigation tools.* The Student View contains four navigational elements—**Navigation Bar**, **Menu Bar**, **Breadcrumbs**, and the **Action Menu**. The first three elements are visible in all segments of a course; the **Action Menu** appears only within a **Content Module**.

### Internal WebCT Navigation Elements

- **Navigation Bar** is located on the left and contains links the instructor has provided to the various features of the course.
- Click **Hide Navigation** to provide more panel area.
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<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Click <em>Show Navigation</em> to return the Navigation Bar.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td><strong>Breadcrumbs</strong> show the path the student has taken within an individual course’s components. By selecting from the elements displayed the student may navigate backwards within that segment of a WebCT course or return to Home (the course’s Home Page).</td>
</tr>
</tbody>
</table>
| ![Image](image3.png) | **Menu Bar** is located at the top of the panel and lists the title of the course. At the far right of this bar are four navigational and aid tools to assist the student within a particular WebCT course.  
| | o **myWebCT** returns the student to the myWebCT student home page so that another course may be selected.  
| | o **Logout** disconnects the student from WebCT. *This must be used when the student no longer wishes to use WebCT. Logging out prevents access to the student’s information within WebCT by another.*  
| | o **Help** opens a separate window with the WebCT Version 3.6 Campus Edition help index  
| | o **Course Map** provides an outline to this specific course’s complete contents. |