

# DRAFT

## University of Maryland Eastern Shore Office of Instructional Technology

### Effective e-Learning Through WebCT 6: A Handbook for Students

August 15, 2006

# University of Maryland Eastern Shore Office of Instructional Technology

## Welcome!

This manual was prepared to assist students in the understanding, orientation, and usage of the WebCT online course delivery system. If you have any questions regarding your course, please contact your instructor. If you have any technical problems please contact the UMES IT Department. They can be visited online at <http://www.umes.edu/it/> or contacted via the phone by dialing x8324 on campus or 410-651-8324 off campus. The email address for the help desk is [helpdesk@mail.umes.edu](mailto:helpdesk@mail.umes.edu). Please be sure to review this manual in its entirety before going forward.

The Office of Instructional Technology (OIT) at the University of Maryland Eastern Shore assists faculty and students in e-learning. If you need assistance with the use of WebCT 6 feel free to stop by 1106 Wilson Hall during normal business hours. An online request form is available to help us best satisfy your needs. The request form can be completed by visiting [http://facstaff.umes.edu/kdpinhey/help\\_request](http://facstaff.umes.edu/kdpinhey/help_request).

## What is WebCT?

WebCT is the course management system that has been adopted by the University of Maryland system. WebCT enables the of multifaceted course websites. It is used as a course supplement or for the creation of a totally online learning experience. As of the Fall of 2006, UMES will be using WebCT version 6. Version 6 has a number of advanced features not include in version 4.0.

## Types of Courses

The majority of course websites developed will help the instructor deliver a **Web-Assisted** course that is fully classroom orientated with a course website used to deliver learning materials, facilitate communications, and/or provide links to resources. Other courses will follow the **Hybrid Model** which will blend face-to-face interaction with online learning and customarily involve the delivery of curricular materials, access to resources, submission of assignments, project based learning, learning activities that foster higher order thinking, and online communications that may be asynchronous or synchronous in nature. In order for a class to be considered hybrid some actual student learning and learning assessment must occur online and a percentage of in-class time is forfeited to make up for the weight put on the online learning activities. Using elearning to the fullest are **Fully-Online** learning experiences where all learning and assessment occurs online and the course does not meet in person.


## Benefits of Course Websites

- Dissemination of information- Students can consult WebCT for course information that they would normally have to retrieve from the instructor.
- Students can work at their own pace and time.
- Extending Interactions- Faculty may use the Discussion Board or Chat feature to encourage intellectual discourse, analysis, and group work. Students will be able to interact with fellow students and instructors both publicly and giving students greater access to instructors and fellow students.
- Submission of Assignments- Students can submit assignments such as papers, projects, portfolios, discussion postings, and WebPages. Grades can be checked online. It is simple for both the student and the instructor to keep track of grades. Assignments are easy to submit and students can be certain that the instructor has received the assignment.
- Assessment-WebCT 6 supports multiple assessment regimes including portfolios (to be added), quizzes, self tests, and surveys. Students can access their grades and results regardless of time or place.





## Starting With WebCT

### Logging in to WebCT

WebCT is accessed from the UMES homepage at <http://www.umes.edu> click on the WebCT icon located in the lower right side of the screen under the three boxes.

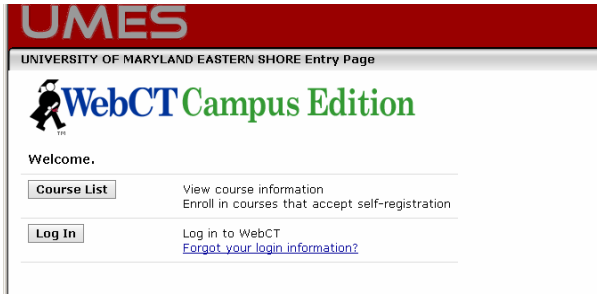
Thursday May 20, 2004  [@ Contact Us](#) PeopleSoft. 

Latest News	Calendar of Events	Bulletins
<p>Strategic Planning Initiative</p> <p>'Celebrating Music at UMES' CD Get Your Copy Today!</p> <p>UMES on 'The Education Station'</p> <p>Hydroponic Greenhouse Agreement Announced</p> <p>Indoor Golf Training Facility</p>	<p>Summer Classes Begin 06.01</p> <p><a href="#">View All Events as a List or Calendar...</a></p>	<p>Summer/Fall Student Guide</p> <p>Student Golf Mentoring Program</p> <p>Institutional Review Board</p> <p>Living Marine Resources Center</p>

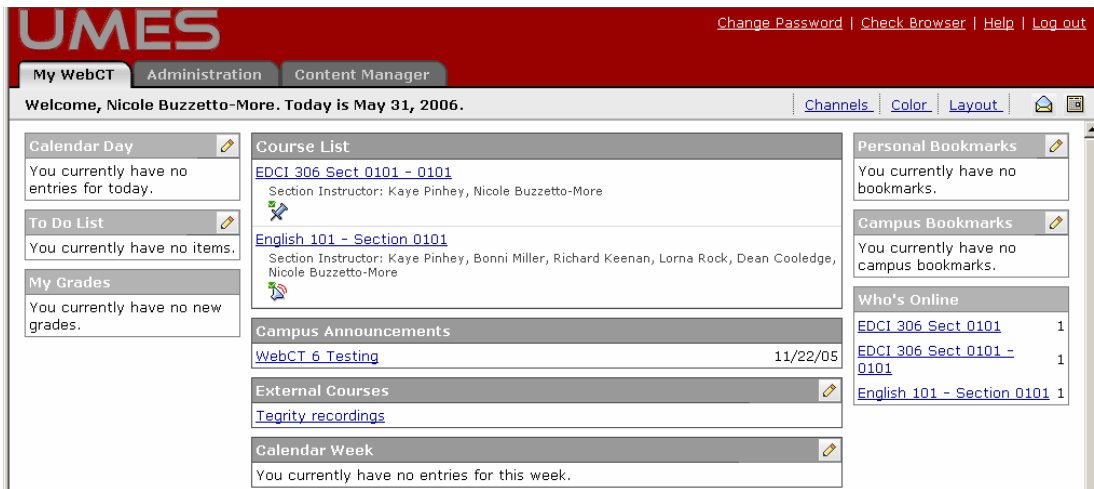
   



Clicking on the icon takes you to the WebCT help page. In the centered box on the top in the gray area click on Log On to WebCT 6.

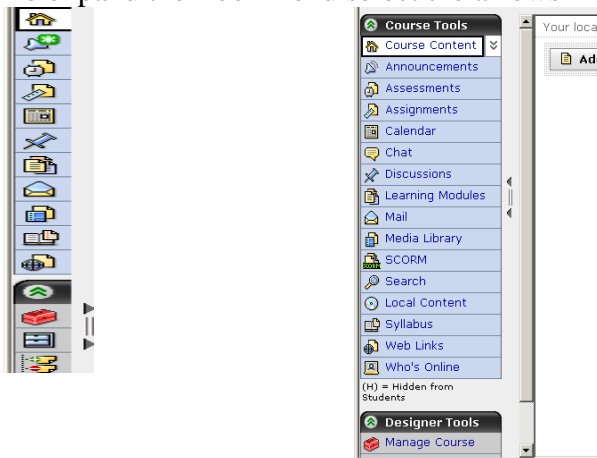


Enter your log information (the same as your Hawk Web login).



Once you have successfully logged in you will see all your courses that have websites listed. Click on the course that you wish to enter. From this area you can also see if you have current calendar entries, and/or recently submitted grades.

On the left hand side of your Homepage is the Tool Menu  
To expand the Tool Menu select the arrows



## Basic Components of a WebCt Course

WebCT 6 has a number of useful features. It is unlikely that your instructor(s) will use all of the features available.

### Course Tools Map

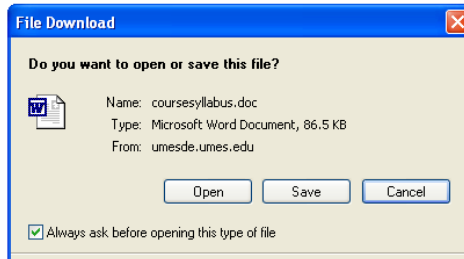
Used to navigate to any section/ area of your course.

### Home Page

The Home Page is starting point for your course. It clearly lays out the format and contents for your course website.

### Syllabus

The Syllabus for your course can be located in WebCT. Click on the Syllabus icon or the word syllabus on the left under course tools and choose to either open the file from its current location or download and save the file. You will be able to print out the syllabus.

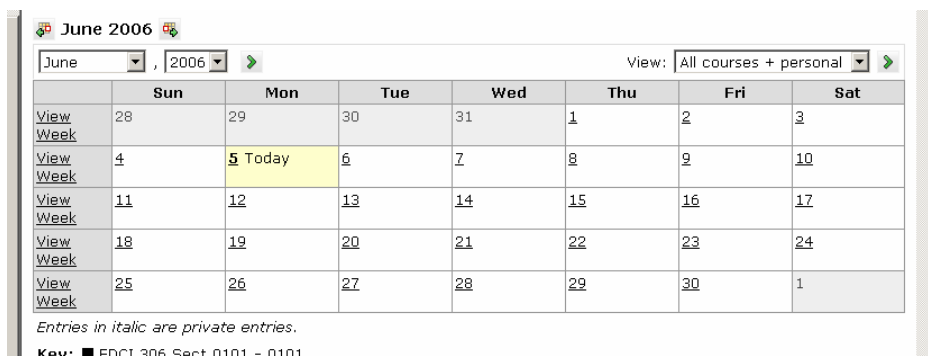


### Announcements

Your instructor may send announcements to alert students to pertinent due dates and events.

### Calendar

The Calendar lists dates, readings, exams, and assignments. Links may be provided to course content or external websites. It is your responsibility to check the Calendar frequently. The calendar can be viewed by week or by month. You can choose to either view a calendar with a key of all your courses or view by a singular course.



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">View Week</a>	28	29	30	31	1	2	3
<a href="#">View Week</a>	4	5 Today	6	7	8	9	10
<a href="#">View Week</a>	11	12	13	14	15	16	17
<a href="#">View Week</a>	18	19	20	21	22	23	24
<a href="#">View Week</a>	25	26	27	28	29	30	1

*Entries in italic are private entries.*

Key: ■ FDCT 306 Sect 0101 - 0101

## Discussion Board

Discussions can be started by students or the instructor and can be viewed by all students as well as the instructor. The Discussion Board is useful to get feedback from the instructor, or other students, on topics you have questions about. A Discussion is posted and anyone can add a comment to the board at any time. Discussions are often a required part of your course participation and with WebCT 6 can be graded by the instructor(s).

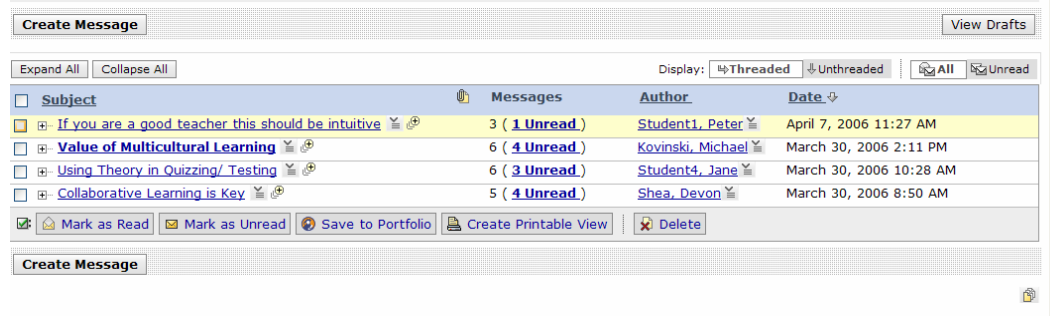
### WebCT Discussion Area Directions

To create a new message

- 1) From Course Tools double click on Discussion
- 2) Choose a Discussion to enter by clicking on the title.
- 3) Click Create Message.
- 4) Type your message and click Post.

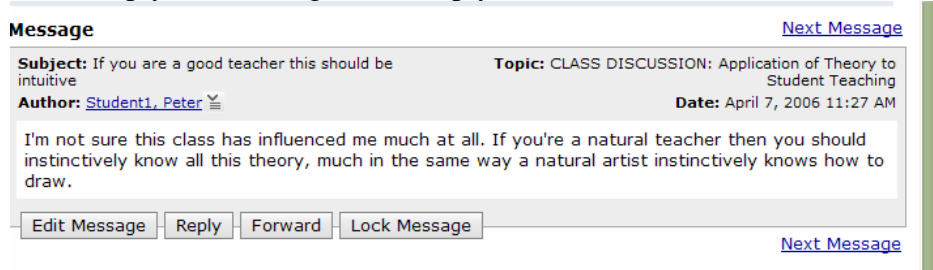
Read and Reply to a previously posted message.

1. To read a discussion or enter a thread select the underlined subject



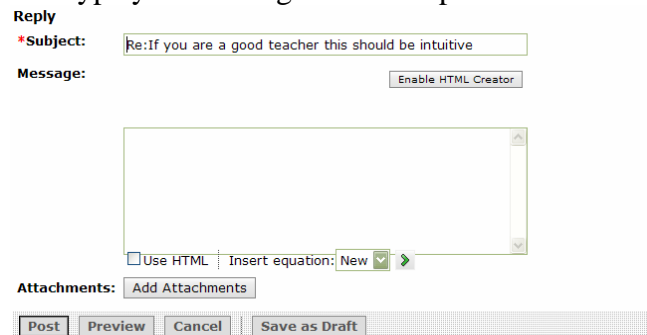
The screenshot shows the WebCT Discussion Board interface. At the top, there are buttons for "Create Message" and "View Drafts". Below this, there are options to "Expand All" or "Collapse All" and a "Display:" menu set to "Threaded". A table lists several messages with columns for "Subject", "Messages", "Author", and "Date". The first message, "If you are a good teacher this should be intuitive", is highlighted in yellow and has "1 Unread" next to it. Other messages include "Value of Multicultural Learning", "Using Theory in Quizzing/ Testing", and "Collaborative Learning is Key". At the bottom of the table, there are buttons for "Mark as Read", "Mark as Unread", "Save to Portfolio", "Create Printable View", and "Delete".

2. To reply to a message select reply



The screenshot shows the WebCT message view interface. At the top, there are buttons for "Edit Message", "Reply", "Forward", and "Lock Message". Below this, there is a "Message" section with the following details: "Subject: If you are a good teacher this should be intuitive", "Topic: CLASS DISCUSSION: Application of Theory to Student Teaching", "Author: Student1, Peter", and "Date: April 7, 2006 11:27 AM". The message content reads: "I'm not sure this class has influenced me much at all. If you're a natural teacher then you should instinctively know all this theory, much in the same way a natural artist instinctively knows how to draw." At the bottom right, there is a "Next Message" link.

3. Type your message and click post



The screenshot shows the WebCT reply form interface. At the top, there is a "Reply" section with a "\*Subject:" field containing "Re:If you are a good teacher this should be intuitive". Below this, there is a "Message:" field with an "Enable HTML Creator" button. A large text area is provided for typing the reply. At the bottom, there are buttons for "Post", "Preview", "Cancel", and "Save as Draft".

## Threading

Threading shows discussions by message heading. When messages are displayed by threads, you'll see the subject of the thread, and then the original message on that subject. Beneath that you'll see any replies. Replies are indented. Threading is a useful way to view discussion posting because it helps organize postings in an outline format.

The screenshot shows a web browser window displaying a discussion forum. The page title is "CLASS DISCUSSION: Application of Theory to Student Teaching". Below the title is a description of the forum's purpose and a "Create Message" button. The main content is a list of messages in a threaded format. Each message has a subject line, a count of unread messages, the author's name, and the date. The messages are organized into threads, with replies indented under the original message. The first thread is about "If you are a good teacher this should be intuitive" and the second is about "Value of Multicultural Learning".

Subject	Messages	Author	Date
[-] If you are a good teacher this should be intuitive	3 (1 Unread)	Student1, Peter	April 7, 2006 11:27 AM
[-] Re: If you are a good teacher this should be intuitive		Instructor, Fred	April 7, 2006 11:37 AM
[-] Re: If you are a good teacher this should be intuitive		Student1, Peter	April 7, 2006 11:42 AM
[-] Value of Multicultural Learning	6 (4 Unread)	Koornsk, Michael	March 30, 2006 2:11 PM
[-] Re: Value of Multicultural Learning		Student4, Jane	March 30, 2006 2:43 PM
[-] Re: Value of Multicultural Learning		Student4, Peter	April 7, 2006 11:29 AM
[-] Re: Value of Multicultural Learning		Instructor, Fred	April 7, 2006 11:35 AM
[-] Re: Value of Multicultural Learning		Student2, Mary	April 9, 2006 2:37 PM
[-] Re: Value of Multicultural Learning		Student3, Eugene	April 9, 2006 8:58 PM
[-] Using Theory in Quizzing/ Testing	6 (3 Unread)	Student4, Jane	March 30, 2006 10:28 AM
[-] Re: Using Theory in Quizzing/ Testing		Chan, Kaitlyn	March 30, 2006 2:47 PM
[-] Re: Using Theory in Quizzing/ Testing		Student4, Jane	April 6, 2006 1:30 PM
[-] Re: Using Theory in Quizzing/ Testing		Student2, Mary	April 9, 2006 2:39 PM
[-] Re: Using Theory in Quizzing/ Testing		Student1, Peter	April 7, 2006 11:40 AM
[-] Re: Using Theory in Quizzing/ Testing		Student3, Eugene	April 9, 2006 8:58 PM
[-] Collaborative Learning is Key	5 (4 Unread)	Shea, Devon	March 30, 2006 8:50 AM
[-] Re: Collaborative Learning is Key		Sowers, Arienne	March 30, 2006 10:43 AM
[-] Re: Collaborative Learning is Key		Student4, Jane	March 30, 2006 2:37 PM
[-] Re: Collaborative Learning is Key		Student1, Peter	April 7, 2006 11:30 AM
[-] Re: Collaborative Learning is Key		Student2, Mary	April 9, 2006 2:41 PM

To view all messages in a thread select expand all

This screenshot shows a close-up of the forum interface. It includes a "View Drafts" button, a "Display:" dropdown menu set to "Threaded", and "All" and "Unread" buttons. Below these is a table with columns for "Author" and "Date". The first row shows "Student1, Peter" and "April 7, 2006 11:27 AM".

Author	Date
Student1, Peter	April 7, 2006 11:27 AM

You may also choose to create a printable view

## Learning Modules

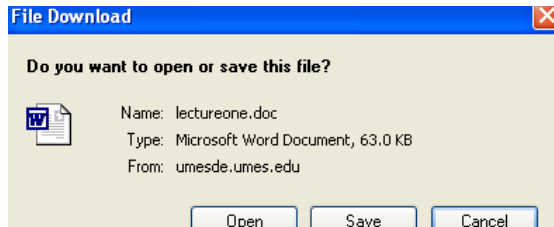
This section usually contains lecture notes, reading, or other relevant files and/or images.

1) Click on the appropriate icon to open the learning module (probably titled lectures) or select from the bar on the left hand side of the screen.

The screenshot shows a web browser window with a "Course Tools" sidebar on the left and a "Learning Modules" main area on the right. The sidebar includes links for Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Learning Modules, and Mail. The Learning Modules area displays a list of files: "xcvbx", "xzcxz", "adsa", and "sadasdas".

Order	Title
2	Sample
1	UNIT 1

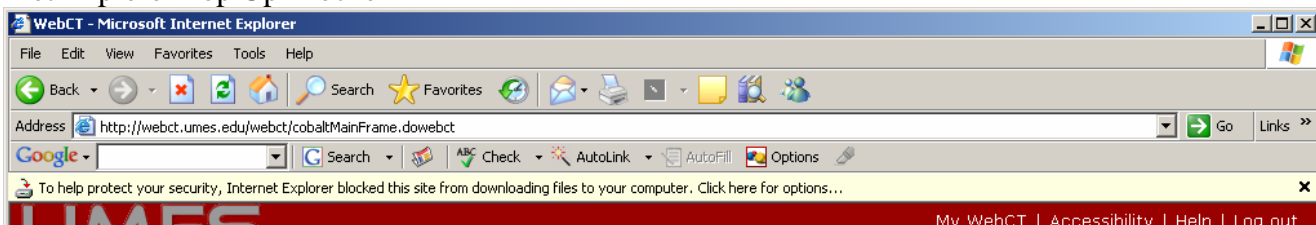
- 2) Under the heading double click on the link to select the document remember to disable your pop up blocker.
- 3) Choose to either open from its current location or download the file to either your desktop, disk, or F drive.



Please be patient when waiting for the file to open. If it is taking an excessive length of time try refreshing the page or choosing to download the file from its current location. You should be able to print your lecture notes.

You may find that nothing happens and/or a pop up blocker appears. If this happens disable the pop up blocker by either clicking always allow pop ups from this site, download file (if the yellow Internet Explorer pop up bar appears), or actions and check popup blocker (if you are using the Google Toolbar). This is the most frequent “problem” students have with WebCT.

### Internet Explorer Pop Up Blocker



### Media Library

The media library is the place where your instructor may choose to place multimedia files including but not limited to Tegrity Recordings, audio files, video files, flash files, images, and etcetera. To visit open/download an item from the media library double click on the link provided.

### Web Links

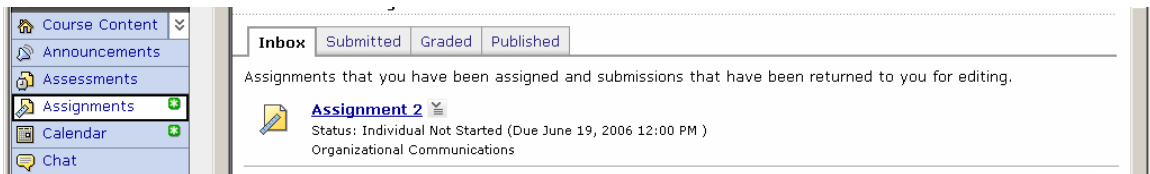
The Web Links page includes links that are relevant to your course. Please take the time to visit this section and explore the links provided. To visit a URL double click on the link provided.

## Assignment Section

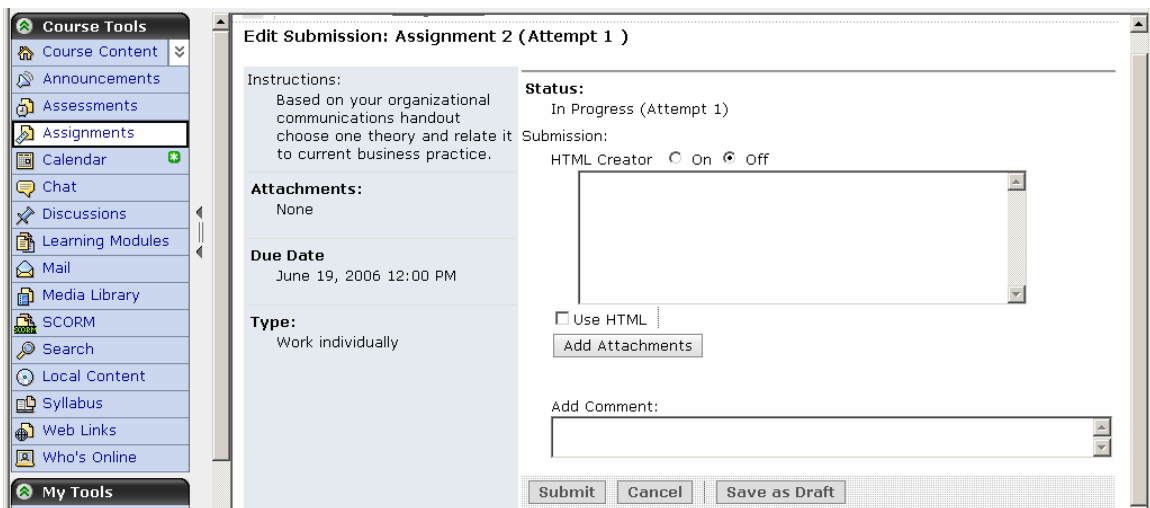
The Assignment Section is a place where you access assignment information, submit completed assignments, and can check your assignment grades privately.

WebCT Assignment Section Directions:

- 1) Open the assignment page and click on the inbox



- 2) Select the Assignment you would like by clicking on the title.

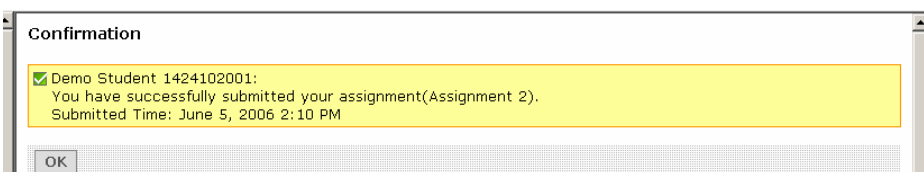


- 3) Do the assignment on your desktop and save the file in the F drive, on a disc, or on the desktop giving it an appropriate name. You may be asked to insert your submission directly into the submission box provided. If that is the case, activate the HTML creator which will assist you with formatting.

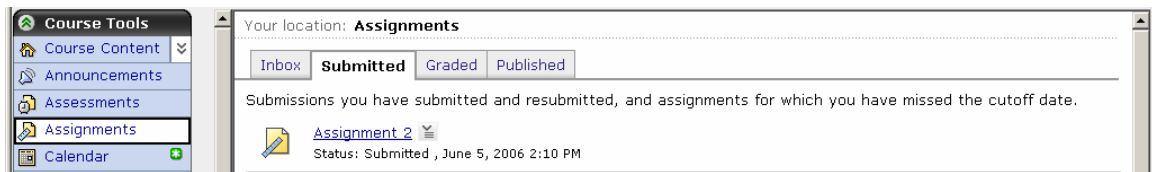
- 4) To submit files-click attachment then browse select the file and click upload

- 5) Check the file and click submit.

- 6) You will get a confirmation that you can print



You will be able to see your assignment if you click on the Submitted Tab and to view your grade and the instructor's comments after the assignment has been graded click on the Graded Tab.



## Mail

If you can send and receive email then you can use the WebCT mail feature. Anyone with access to the class can send messages to anyone else with access to the class; however, it is very important to note that WebCT provides an internal mailbox only. The WebCT mail does not send messages to a person's UMES email account unless otherwise specified. The benefit of using the WebCT mailbox is that mailboxes only contain messages that pertain to that course and are sent from participants in the course. Your instructor may choose to disable this feature; however, if it is enabled, please be sure to check your WebCT mailbox for messages. You are also responsible for frequently checking your UMES email account. You also have the option of forwarding the mail that you receive in your WebCT mailbox to your personal email account.

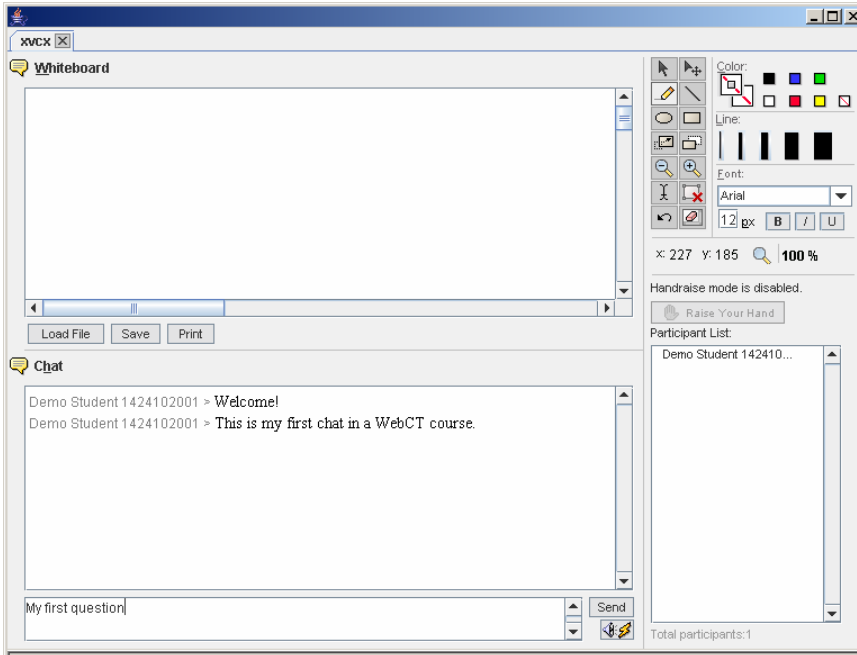
## Chat

A chat area allows for real time discussions. An instructor may choose to schedule a chat section with or without the whiteboard feature.

To start or join a chat session.

- 1) On the course homepage, click the 'Chat' icon.
- 2) On the 'Chat' page, choose a room in which to start a discussion.
- 3) In the new window, you can type messages for that everyone who is in the room will be able to view.





- 4) Type a message in the white bar on the bottom where it says enter your message and push enter on the keyboard. (this is the only way to send a typed message)
- 5) If the handraise mode has been activated you will need to raise your hand before you can participate. The handraise button is located on the right hand side of the screen.
- 6) To leave the chat room, close the screen

## Assessments

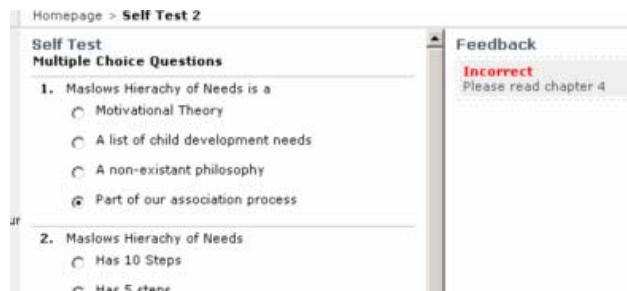
The assessment feature supports quizzes, self tests, and student surveys. Self tests are assessments for which Students receive grades and feedback, though the grades are not recorded in the Grade Book tool. Surveys are anonymous online evaluations for which no grades are assigned. Quizzes are online assessments for which grades are assigned. Quizzes can include multiple choice, matching, true false, fill in the blank, or essay based questions. All questions with the exception of essay can be graded by WebCT. Exams can be timed, password protected, and can have a random selecting of questions from question sets.

## Self Test

A Self Test is created and used as a tool for students to judge what they have learned or should have learned. They are used as study tools and are not graded but provide immediate feedback. All Self Test Questions are multiple choice.

- 1) From the homepage double click on the self test icon
- 2) Read the question and click on a response

3) To read instructor feedback look to the feedback box on the upper right hand corner of the screen



## Quizzes

Quizzes are online assessments for which grades are assigned. Quizzes can include multiple choice, matching, true false, jumbled, fill in the blank, calculated, formulaic, short answer, or essay based questions.

Please note your exam will probably be timed. It may also be close by the instructor until a designated date or time. The instructor may choose to allow all questions to be viewed at once, to allow only one question to be displayed at once, to allow students to skip and return to questions, or to allow questions to be skipped or answered but not revisited. Be certain to read the instructions provided by the instructor regarding individual quiz settings.

- 1) To begin click on the Assessment/Quiz icon or link.
- 2) Select the Assessment/ Quiz you would like to enter
- 3) Read the instructions
- 4) Disable your pop up blocker
- 5) Click Begin

ASSESSMENT: Educational Theory Quick Quiz

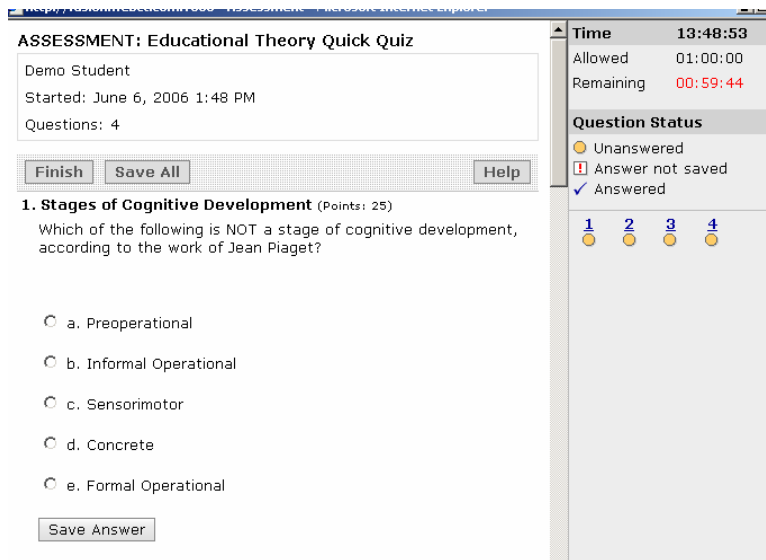
Description  
This quiz will test your understanding of the introductory reading on Jean Piaget, B.F. Skinner, Ivan Pavlov, and Howard Gardner.

Available starting: March 30, 2006 8:27 AM  
Available until: Unlimited  
Duration: 1 Hour(s)  
**Note:** your completion time is measured from when you click **Begin Assessment** to when you click **Finish**.  
Question delivery: All at once  
**Note:** questions can be answered in any order. You can revisit questions after you have answered them.

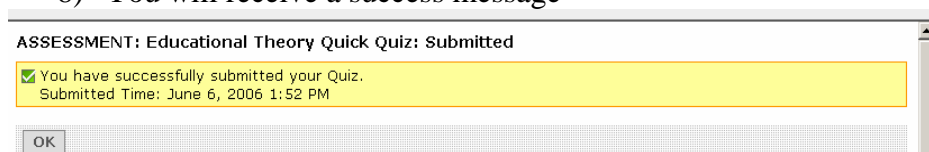
Attempts allowed: 1  
Attempts completed: 0  
Grade: -/100

[Begin Assessment](#) [Instructions and Troubleshooting](#)

- 6) After selecting the correct answer for a question be sure to click Save Answer/ Next. Warning if you click the button to the right only marked Next you will skip to the next question without answering your current question.



- 7) When you are done with the quiz select Save All and then click Finish  
8) You will receive a success message



### UMES EMAIL Information

When taking a class online it is important that students maintain contact with instructors. The most expedient means of communication is email and it is expected that all students use their UMES email account. All students, faculty, and staff of UMES are provided with an email account available at no charge. It is required that all students enrolled at UMES maintain a UMES email account and check the account on a regular basis.

### Requesting A UMES Email Account

Email accounts are available by completing a form available through the UMES Office of Information Technology located in Waters Hall. The Office of Information Technology has information/ directions on using the UMES Network, Hawk Web, Remote Log In, and Telecommunications Systems. The IT help desk can be contacted via phone at x8324 on campus and 410-651-8324 off campus or through email at [helpdesk@mail.umes.edu](mailto:helpdesk@mail.umes.edu)

### Checking Your UMES Email from A Remote Server

Start at the UMES homepage at <http://www.umes.edu> on the upper right portion of the screen click on WEB MAIL.

At the next page click LOGIN NOW. Where it says USER NAME type in your UMES email address then type your password and click Log On.



**Microsoft**

**University of Maryland Eastern Shore** 

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

Username@umes.edu:

Password:

**Client** (what's this?)  
 Premium  
 Basic

**Security** (what's this?)  
 Public or shared computer  
 Private computer