

What is WebCT?

WebCT (Web Course Tools) is an integrated set of educational tools for developing and delivering courses or course components over the Web. It was originally developed at the University of British Columbia and is presently being used by universities and colleges all over the world.

Students will use WebCT if the instructor has chosen to implement it into his or her course. Mason is currently using version 3.8. More information about WebCT can be found on the main WebCT website at <http://www.webct.com>

Hardware and Software Requirements

Because WebCT is accessed via the World Wide Web, you will need to have access to a computer, an Internet connection, and the appropriate hardware and software resources.

If students wish to access WebCT from off-campus, they must provide their own connection to the Internet through an Internet Service Provider. Students can also access the Internet and WebCT by using a computer in a Mason Lab.

Recommendations for each are listed below:

Computer Requirements

Operating System	Mac O/S 8 or 9 Windows 95/98/NT, Unix, 2000, XP
-------------------------	--

Modem / Internet Access	56 kbps or higher
--------------------------------	-------------------

Web Browsers

The Web browser that you use is important. WebCT requires a browser that is both Java and JavaScript enabled. This option needs to be set in your browser. For best results in WebCT, use Netscape 4.7 (**but not Netscape 6**), or Internet Explorer 4 or later. Earlier versions of Internet Explorer and Netscape do not support Java and Javascript properly. If you do not have an up-to-date version of Netscape or Internet Explorer, you can download the latest versions from:

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

Configuring Your Browser

For WebCT to function properly, you will need to ensure that your Web browser has the necessary settings, listed in the table below:

Browser Type	How to Enable Java	Change the Cache	Enable Cookies
Netscape Navigator 4 & Netscape Communicator 4.X	Edit >> Preferences >> Advanced >> Enable Java and Java Script	Edit >> Preferences >> Advanced >> Cache >> Every time	Edit >> Preferences >> Advanced >> Cookies >> Accept All Cookies or Enable All Cookies
Netscape Navigator 6.2 & Netscape Communicator 7.X	Edit >> Preferences >> Advanced >> Enable Java and Java Script	Edit >> Preferences >> Advanced >> Cache >> Every time	Edit >> Preferences >> Privacy & Security >> Cookies >> Enable cookies for the originating website only
Internet Explorer 5.X	Tools >> Internet Options >> Security >> Custom Settings >> Enable Scripting of Java Applets	Tools >> Internet Options >> General >> Temporary Internet Files >> Settings >> Every Visit to the Page	Tools >> Internet Options >> Security >> Custom Level >> Cookies >> Set Enable Allow cookies that are stored on your computer >> Set Allow per-session cookies to Enable
Internet Explorer 6.x	Tools >> Internet Options >> Security >> Custom Settings >> Enable Scripting of Java Applets	Tools >> Internet Options >> General >> Temporary Internet Files >> Settings >> Automatically	Tools >> Internet Options >> Privacy >> Advanced >> Check Override automatic cookie handling >> Select Always allow session cookies

WebCT recommends the following browsers:

- Netscape Navigator version 4.76, 6.2.x [see notes](#), and 7.0 (version 6.0 not recommended)
- Netscape Communicator version 4.5x or higher (version 6.0 not recommended)
- Internet Explorer (IE) version 5.0 or higher
- American Online (AOL) version 7.0

Note:

- There is a bug in Internet Explorer 5.5 (SP1) which affects file downloads. For more information regarding this bug, go to http://help.webct.com/knowledgebase?action=display_article&article=KB0000000000549
- Netscape 6 is not yet a supported browser due to issues existing in the current release of the product.
- Setting up your browsers to be WebCT compatible, you must do the following:
 - Enable Java
 - Set Browser Cache
 - Turn off anonymous Logon
 - Enable Cookies
 - Disable Pop-Up Killers(Note: Most of these settings are default settings, if you had changed the security level or make any *advance* changes, you should reset the settings to *default* before accessing WebCT. To get detailed instructions on how to do any of the above, go to: http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup_windows_ie#notes)

You can use earlier versions but some features will not be available and you will most likely get errors. Make certain that you set your browser so that both Java and JavaScript are enabled. In Netscape Navigator, go to Options/Network Preferences/Languages and check both boxes.

Note to AOL Users: If you use America Online (AOL) for Web access, you must first access the Internet with AOL, minimize the AOL browser, and then use one of the preferred browsers noted above. The compatible and supported AOL browser is version 7.0, with Internet Explorer 5.0 or higher also installed on your computer. Do not use earlier versions of AOL's browser, as you will have difficulty accessing many of WebCT's tools. If you have an older version of AOL, connect through AOL, but then minimize it and use the other browser.

If you have any questions regarding your system requirements, access the support page at the WebCT (http://www.webct.com/support/viewpage?name=support_student_home) and click on *Browser Requirements*. From there you can specify the operating system and browser on your computer and read the related notes and support information.

Screen Settings

WebCT has many tools and this will often cause the screen to look crowded. To avoid this:

- Change the font display size in your browser
- Turn off or hide the browser menu and toolbars
- Put the mouse over the frame border and move the frames to one side

It should not be necessary to change the screen resolution of your computer though a minimum of 800x600 would be easier for you to read and your screen will not appear as crowded.

How do I Log in and out of WebCT?

To access your course:

- Using your browser, go to the web address: <http://webct38.gmu.edu>
- Click on **Log in to** myWebCT
- At the prompt, enter your User Name and Password **exactly** as it was given to you.



- Your WebCT User Name is the same as that part of your official GMU email address prior to the "@".
E.g., email address = **rsmith1@gmu.edu**, GMU Username = **rsmith1m**

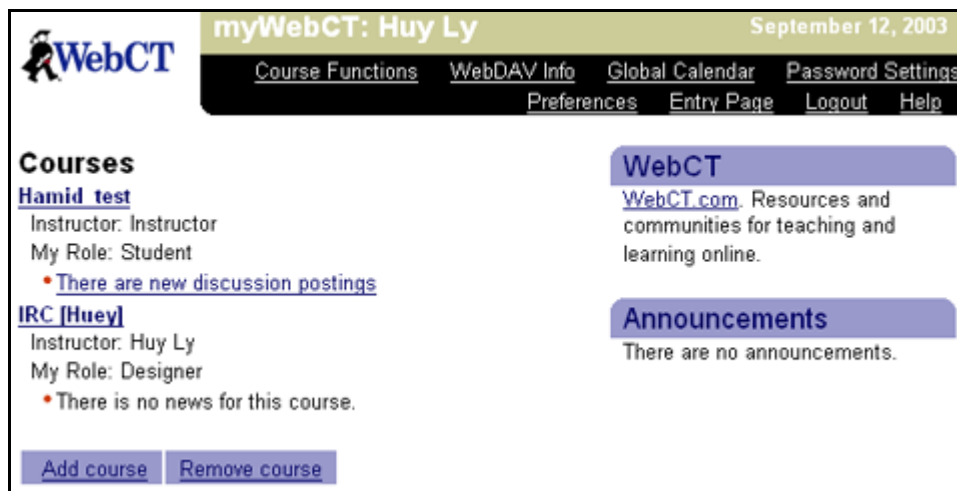
(NOTE: The login is **case sensitive and cannot have spaces**. This means it knows the difference between upper and lower case! If your User ID is **rsmith1**, you **cannot** enter **RSmith1** or **RSMITH1**.)

- Your default WebCT Password is the last four digits of your social security number. E.g., 000-00-**2468**
- If you need help with your username and password, send an email to webct@gmu.edu
- It is important that you log out of WebCT by clicking the *Logout* link on the menu bar at the top of the page, especially if you're using a public computer. Logging out will delete all WebCT cookies and cache files. This ensures that someone else will not be able to log into your account by accessing these files.

myWebCT

Your **myWebCT** is a central location where students see a list of courses in which they are currently registered. In addition to the customized list of courses, *myWebCT* also features the following links and functions:

- Announcements about recent changes and additions to your courses.
- Direct links to tools within certain courses.
- Links to university-wide resources, such as libraries and campus services.
- A Link to the WebCT learning hub which contains additional resources.
- Password modification for your course
 - Click on the Change Password link at the top of your *myWebCT* and fill in the requested information.



Course Homepage

The Courses area of *myWebCT* displays the names of your courses as well as reminders and notices regarding assignments, discussion topics, and other course materials. Click the hyperlinked text to go directly to the course material or **course home page**.

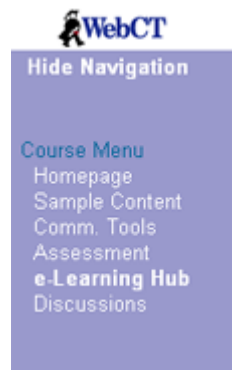
You can bookmark any page in WebCT and the login prompt will appear on the bookmarked page. **(Bookmarking the Homepage allows you to bypass your myWebCT page)**

- Netscape -- Click on Bookmarks button> Click Add Bookmark from drop-down menu
- Explorer -- Click on Favorites button> Click Add to Favorites from drop-down menu> Click OK

How Do I Navigate?

Course Menu

On the left hand side of the Home Page you may see a menu of available items. You can click on these links to access the different parts of your course. You should note that these links may be the same as the icons on the home page and they go to the same 'location' as the icons. The major difference is that the menu will remain visible throughout the course.



Where do I get help?

User Support

For specific WebCT user problems, contact webct@gmu.edu.

Technical Support

The University Help Desk at (703) 993-8870 can provide assistance with general computer hardware and software problems.

WebCT Help

Once logged on to WebCT, there is a help feature in WebCT. From the myWebCT portal, locate the help link at the top of the screen.

Instructor or TA

The instructor and/or TA can provide assistance. When the instructor and/or TA are not available and the online help is not sufficient, please contact STAR.

STAR

Go to STAR*Works located in the Johnson Center room 311. There are also resources online at <http://www.irc.gmu.edu/coursetools/webct/index.html>

WebCT.com

WebCT.com has several references for students. If none of the above resources are available, try going to http://www.webct.com/quickstart/viewpage?name=quickstart_student_webct