



# Introduction to WebCT

Welcome to WebCT! This tutorial will help you become familiar with this classroom management system. After completing the tutorial, you will be able to navigate within the program and do tasks such as email, post discussions, take quizzes and tests, download class notes and presentations, and submit assignments.

**NOTE: If you ever have any questions or problems, always contact your instructor first. It is very likely the questions have come up before, and teachers are prepared to help you!**

Go through this tutorial in sequence and don't miss any pages. Valuable information lies within these links, and you don't want to miss any of it!

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## What is WebCT?

WebCT is a classroom management system software which allows online students interactivity with their teachers and with other students. WebCT is a password-protected environment in which students can communicate with each other, take tests, submit assignments, chat and post discussion topics and replies, and download study guides, handouts, and presentations.

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## Why Use WebCT?

Work and personal commitments often create many demands on our time. Busy lifestyles demand a flexible approach to study, a way of catering to the individual needs of all students.

Learning is not as simple as reading a book. Concepts often have to be examined, discussed, and digested before they can be understood.

WebCT brings the dynamics of a classroom environment to the World Wide Web. It allows teachers and students to interact in a virtual classroom in much the same way as in a standard classroom. The difference is that it can be done from any place in the world, at any time, and with the resources of the Internet as support.

WebCT courses can be developed as fully interactive classrooms where you be involved in group presentations. Some topics may not require a lot of discussion and may be presented as a structured set of notes. It depends on the learning material, your instructor and the best way to deliver the lesson.

WebCT is used to bring a set of learning support tools that will be common to each course (note the terms **course** and **module** are interchanged in these notes).

As you progress through each module, the tools provided by WebCT will become more familiar and more comfortable to use.

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## How Do I Get Started with WebCT?

- Are you connected to the Internet?
- Do you know how to use e-mail?
- Are you using Netscape Navigator or Internet Explorer?



If you can answer these questions easily, you may want to go directly to hardware and software requirements. Otherwise read on.

Using WebCT does not require any special skills. It is, however, an Internet tool and contains some concepts that apply to online learning.

If you are not an Internet user, you may find it takes a little while to adjust to the constantly changing environment of the Internet, and the frustrations that are often associated with new technology.

Your first prerequisite then is to learn as much as you can about browsing the Internet. The best thing to do is to get connected and start surfing the net (browsing the vast amount of information available on the Internet). This will provide the skills necessary to begin using WebCT.

### Hardware and Software Requirements

Because WebCT is based on the World Wide Web, you will need to have access to a computer and the hardware and software resources needed to access the World Wide Web. Suggestions for each are listed below:

#### Computer

The computer must be robust enough to run one of the recent Web browsers and download files in a reasonable amount of time. For personal computers, we recommend at least a Pentium-90 PC (or its equivalent Apple or Unix machine) with at least 32 Megabytes of RAM.

#### Web Access

You will need to be able to reach the World Wide Web, either through a network connection at SPC or through a modem (or faster) connection from home. The modem should be at least 28.8 kbps.

#### Web Browser

Make sure your browser is WebCT ready. Once you have logged into WebCT, find the Check Browser link in the top, right-hand corner:



Follow the instructions to ensure you are running a compatible browser and that it is set up correctly.

#### 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.

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## How Do I Log into WebCT

CC has a standard for WebCT User ID's and Passwords and creates them for all students. The following may give you a better understanding of how WebCT pages are related.

WebCT has some **public** pages and some **secure** pages. The public pages (which can be seen without logging into WebCT) are:

- WebCT Server Entry Page
- WebCT Course Listing
- Welcome Pages for each course

After you arrive at the Server Entry Page, you will see a link saying "**Log on to myWebCT**".

When you click on the above link, you will be presented with the login window. Enter your WebCT User ID and Password exactly as it was given to you. ALL students will log in with their last name (name registered by), firstinitial.secondinitial and "educate" (without the quotes) for the password. For instance, if your name is Jason Marshall Gonzales, you would log in as:

Gonzales.J.M  
educate

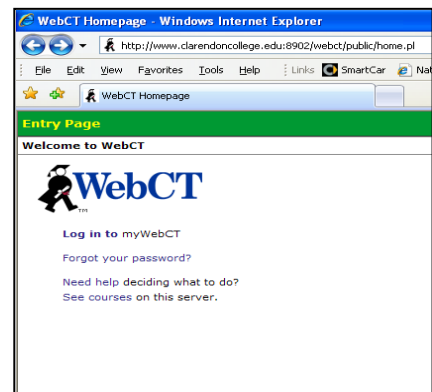
The log-in and password are case-sensitive. This means it knows the difference between upper and lower case! Your password are all lower case. If your WebCT User ID is Gonzales.J.M you cannot enter gonzales.j.m or "Educate".

### Logging In and Out of myWebCT

The CC WebCT log in screen looks as follows:

That will bring you to another screen with a box in which to log in.

When you are on the myWebCT page, you will see a listing of your courses. Just click on the title of a course to enter. To return to myWebCT from inside a course, click on the myWebCT link at the top of the page.



You will log in with the WebCT ID and password given you. Once you have successfully logged into myWebCT, your login ID and password will be retained by the Web browser until you exit the browser or Log out by clicking on the "**Log Out**" link.

When you visit links outside WebCT, be aware that the browser sometimes opens a second window (the CC Homepage). If you are having problems, check the taskbar to see if there is more than one copy of the browser open. Click on the taskbar icon for the window you want to view.

## Remembering Your Password

Because all students have the same WebCT password initially ("educate"), CC advises all students to change their passwords once they get logged into WebCT the first time. PLEASE write down your new password. If you forget it, please contact the Technology department by email [will.thompson@clarendoncollege.edu](mailto:will.thompson@clarendoncollege.edu). The following information will be necessary for your password to be changed:

- Your FULL NAME
- Course you are registered for
- Instructor

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## How Do I Get Technical Support

**Problems using WebCT? ALWAYS CONTACT YOUR INSTRUCTOR(S) FIRST AND LET THEM KNOW YOU ARE HAVING DIFFICULTY. Often, instructors can help students with the log-on process and sometimes with other technical difficulties.**

***. . . before you call support:***

There may be times that you experience problems with your WebCT course. These include:

- your Internet Service Provider may be experiencing difficulties
- WebCT server may be experiencing difficulties
- you may have more than one copy of your browser open
- you may be trying to access the incorrect course
- the Internet may be having a particularly bad day

There are many more reasons that can cause frustration. Internet access is becoming more demanding, telephone lines are slow, servers have bottlenecks. Please explore some of these avenues before contacting support. Thank you.

**Student Technical Support:** Director of Information Services and Computer Operations at [will.thompson@clarendoncollege.edu](mailto:will.thompson@clarendoncollege.edu)

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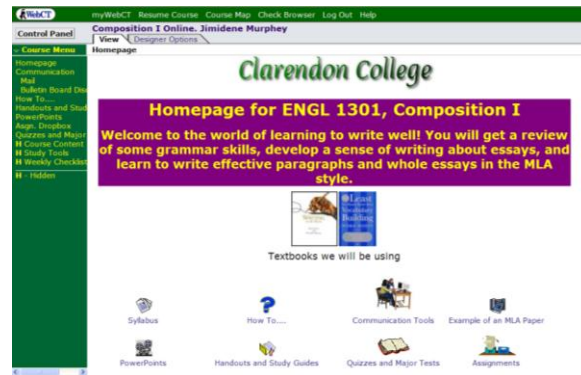
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## What is the Homepage?

The first page you see after you have logged into WebCT is your course **Homepage**. This is a standard feature of WebCT, and although it may differ slightly in each course, there are some common features.

You can return to the Homepage at any time by selecting the "Home" link above the action Menu (these links are referred to as "breadcrumbs"). You will become more familiar with the different sections as you work through the material. A sample Homepage is displayed to the right.



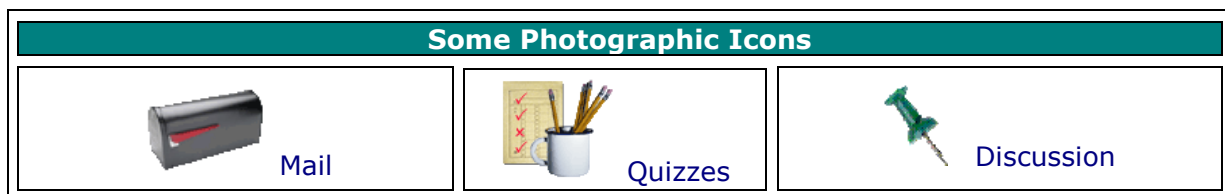
A Homepage:

- is the center of all WebCT modules
- is the first page displayed after logging in
- contains the learning materials and support tools
- is accessible from every other page in the course

The page displayed above has icons showing some of the most popular features of WebCT. The icons on the Homepage can link to:

- learning pathway or contents page (learning materials, module guide)
- WebCT tools (e-mail, bulletin board or discussion forum, chat)
- tool page (student support tools - similar design to a Homepage)
- a URL (links to a page outside the WebCT module)
- a single page (assessment)

WebCT provides a number of different sets of icons for designers. It is common for designers to use the built-in icons rather than their own. BUT, some instructors use their own design. Here are some example icons. These icons and more are discussed in the next few pages.



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## How Do I Navigate My Class?

This page is the longest page in the orientation, but it contains important information about navigating in WebCT. If you want to print this page for future reference, you can do it by selecting the print option in your **Web browser** menu. To compile a few pages together to print, use the Compile Notes option on the Orientation Homepage.

### Homepage Icons

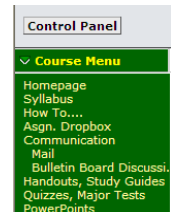
Selecting an icon on the **Homepage** can link you to a:

- learning pathway or contents page (learning materials, module guide)
- WebCT tool (email, bulletin board, chat)
- tool page (student support tools - similar design to a Homepage)
- a URL (links to a page outside the WebCT module)
- a single page (assessment)

Each of these options presents a slightly different way of navigating.

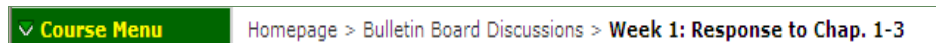
### Course Menu

On the left hand side of the Homepage you may see a menu of available items. You can click on these links to go to different parts of your course. You will note that these links may be the same as the icons on the Homepage. The difference is that the menu can be visible throughout the course.



### Breadcrumbs

Underneath the course title you will see a trail of links showing where you have come from. These are called 'breadcrumbs'. Here is an example:



This "trail of breadcrumbs" shows that you are currently looking at the "Bulletin Board Discussions" page and the "Week 1" postings. You can click on any of the links to go back.







**Linking to an Organizer Page from the Homepage** opens a new page with a similar concept to the Homepage. It allows the designer to put more WebCT tools on a separate page rather than crowd the Homepage. This may include tools to change the password, search the learning materials, check results or check progress. If a separate Organizer Page is implemented in the design, you will be able to return to the Homepage using the breadcrumbs.

**Linking to a URL** may open a new window in your Web browser, in which case it will have to be closed. If it uses the same Web browser window, you will need to use the back button on your browser as you will be outside WebCT.

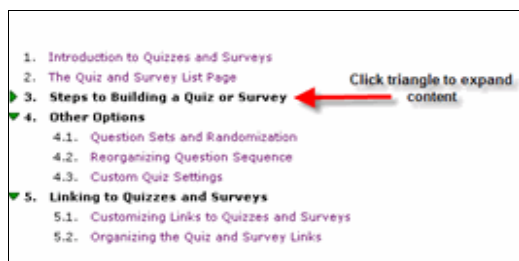
**Linking to a single page** opens a new browser window but has a built-in close button because it is still under the control of WebCT.

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## Navigating Learning Materials (or Course Content Modules)

 <p><b>Action Menu</b> appears above each page in a Course Content module (learning pathway). The Action Menu lets you navigate forwards and backwards through the pages.</p>	
	Takes the student to the <b>Table of Contents</b> .
	Takes the student to the <b>previous</b> page of content.
	Takes the student to the <b>next</b> page of content.
	<b>Retrace</b> takes student back along the path visited in the pages of content.
	<b>Refreshes</b> the screen.

When you click on the Contents link in the Action menu you will see a listing of all the files. A sample learning pathway is displayed below:



The files are organized in different levels. Note the small triangles next to some items. This means that the item can be expanded.

For example, clicking on the triangle next to item 4 will expand the section to show sub-sections such as 4.1, 4.2, and so on. Clicking on any of the links will take you directly to the page.

The **Table of Contents** will sometimes be displayed at the start of your learning materials, and can be accessed from every page. In some courses you will find the table of contents displayed in a frame on the left side of every screen.

**More about the Action Menu**  [Quiz](#) | [Glossary](#) | [Search](#)

The **Action Menu** shown above contains extra links to the right of the navigation links. The **Quiz** tool can be used to direct you to practice tests or self-tests. The **Glossary** tool can be used to build up key terms or vocabulary words. Your links can vary depending on what support tools are provided by your instructor for each page.

## Hints



- Use WebCT's **Course Menu** to navigate where possible.
- Use the "**breadcrumbs**" to return to a previous section.
- Use the **Action Menu** when you are working in a learning pathway (**Content Module**).
- If the above fails and you get lost, use the back button on your Web browser.

## How Do I Use Email?

**Mail** is a built-in WebCT tool that lets you communicate with your instructor and classmates.

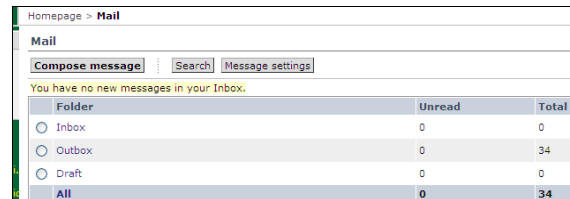
### Accessing and Using E-Mail

Using e-mail (electronic mail) you can send mail to other students or the instructor.

	The email icon in WebCT allows users to send e-mail to other WebCT users. You cannot send e-mail to external (outside) e-mail accounts. You will only be able to send mail to your instructor and your classmates.
	This icon (or one similar) will be displayed if you have <b>new mail</b> . <b>Please note</b> that your instructor may choose to use different icons.

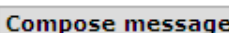

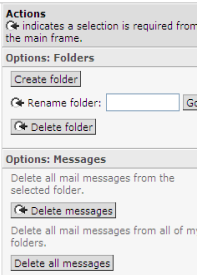
### Viewing Folders

When you have new mail, click on the mail icon (or the Mail course menu item). You will see a page showing your mail folders. Select the folder you wish to view by clicking on the folder link.



Folder	Unread	Total
Inbox	0	0
Outbox	0	34
Draft	0	0
All	0	34

The menu icons on this page perform the following actions:

	To compose a new message.
	Search for text in a message.
	Create, delete and rename mail folders. Move messages to folders or delete.

### Forward Mail

The WebCT server at Clarendon College does not allow forwarding of e-mail from your WebCT e-mail to an external (outside) e-mail address.

## What Are Discussions?



"Discussions" is a place where messages can be posted for public display. On the Internet, and in some of the online modules, a Discussion may also be called a bulletin board or a **forum**.

In WebCT, Discussions is the main tool and topics are the items to be discussed.

A Discussion can be used:

- as a place where students can discuss general issues
- to discuss case studies or learning material with instructor
- by a group of students to discuss or present an assignment
- to post general messages from the instructor
- to organize related discussions



If your instructor chooses to use this icon, it will be displayed if you have a **new message**.

The Discussions layout is very similar to that of the e-mail window. The main difference between the Discussions tool and Mail is that when you post a message in a topic, **everyone** sees the posted messages.

Bulletin boards are used to ask questions about the course. The questions can be general or specific. They are open to all readers and can be answered by students or instructors.

You are also encouraged (and sometimes required) to answer questions that other students have posted.

When you select the Discussions tool, you will be taken to a topic list window by clicking on the menu link or on a Discussions icon.

Discussions						
<a href="#">Compose message</a> <a href="#">Search</a> <a href="#">Topic settings</a>						
Click on a topic name to see its messages.						
<b>Success:</b> The status of each topic has been updated.						
<input type="checkbox"/>	Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/>	Main	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Week 1: About Everybody	19	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Week 1: Response to Chap. 1-3	21	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

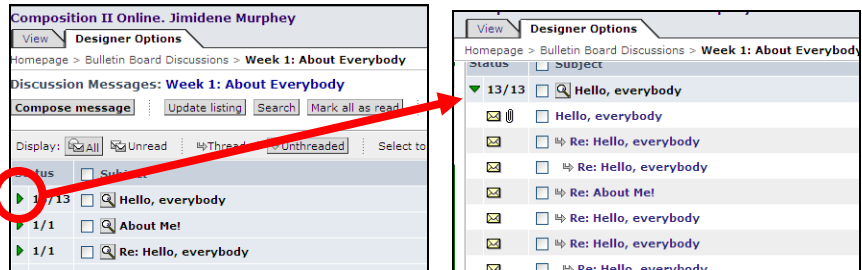
The image above shows the command buttons used to display the different forums.

The **Return to Discussions** link will return you to the topic listing. Don't forget to use the online Help if you are not sure about using the Discussions tool.

Topics may be set up for particular subjects. Click on the **Topic** dropdown box to see the different topics that are available.

As in e-mail, messages can be sorted, and you can display All, Read or Unread messages by using the Show option.

Again, use the green triangles to expand or collapse groups of messages.



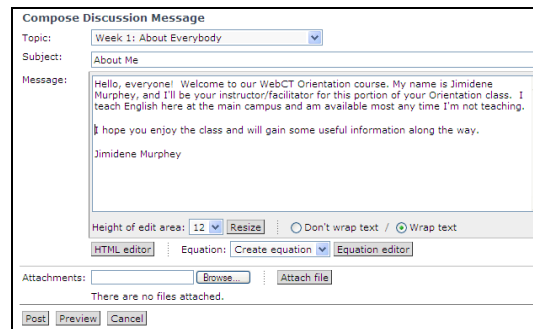
You can go to specific topics by clicking on the down-arrow button beside "Select Topic."



To post, click on to the topics you wish to view or respond to.



That will bring you to a window in which you can compose postings.



To post a new message, click on **Compose Message**, enter the text, and then click the **Send** button

Messages which have not been read will have a "New" icon next to the message. Forum messages also accept attachments. Be sure to press **Update Listing** after reading/composing messages so that the latest information is displayed. Check also that the Topic list is showing the correct topic for your message(s).

Don't be shy! Use the forum to ask your questions. You may also be able to provide some answers, comments, or suggestions to other students.

## How Do I Chat?



With online chat you can “talk” to other students and the instructor while you are online. To use Online Chat you must have the Java option enabled in your browser.

Note that online chat will only work with 32-bit operating systems such as Windows 98, 2000, XP, and Vista.

You have the option of “chatting” in a general area, or there are 4 separate rooms where the “conversation” is logged. This is to allow the private rooms to be used for assessment (i.e., group work or brainstorming).

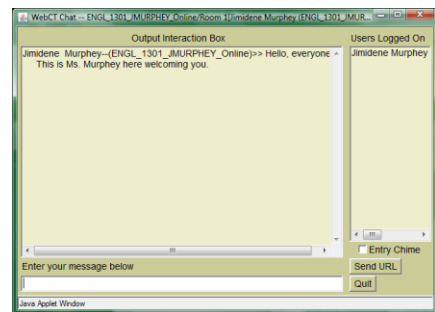
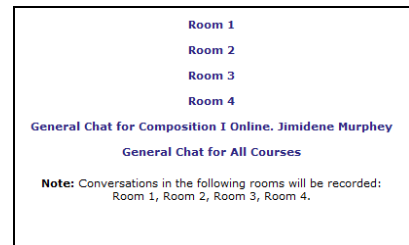
If several instructors get together, you can get more than one class into the Chat.

To chat, just type your message in the **Type Your Message Below** message box and press Enter. Your comments will appear in the large box above.

You can chat to other students online. They may even be on the other side of the world.

Be aware that unnecessary chat in a crowded chat room may be very disruptive. If you want, you can invite other students into a private chat room.

Some instructors use the Chat room to hold “virtual” office hours.



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## How Do I Download or View Handouts or Study Guides?

Viewing handouts or study guides will probably depend upon how the instructor makes them available to you in WebCT. Many instructors will have material available under Course Content Modules or separate icons on the homepage. If you have to download documents and are having trouble, check to see if your computer has a high security setting. You may need to temporarily lower the settings for your WebCT session. Be sure to reset them when you are finished with WebCT.

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## How Do I Take Tests?

Instructors will likely give you assessments in the form of exams, tests, evaluations, or self-tests.

The type of assessment in a course often depends on:

- curriculum document statements
- learning outcomes
- subject content and course design
- instructor preferences

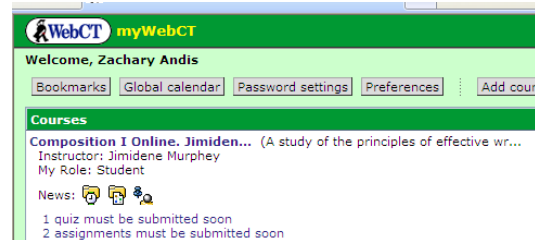
WebCT provides a variety of opportunities for assessment to be presented online. You may find self-tests (review tests) built into the learning materials. Your instructor may use any one the following or (more likely) a combination of these:

- e-mail for submitting answers
- bulletin board (discussion forum) for discussing case studies and open-ended questions
- online presentations for submitting answers

Or you may have a quiz. A quiz can:

- be set to be taken on a certain date
- be timed
- have a limited number of attempts
- have multiple-choice, short, matching or essay answers
- be graded automatically by the computer or by the instructor
- be graded manually by the instructor, in which case you will have to wait for the results
- have results automatically sent to a database

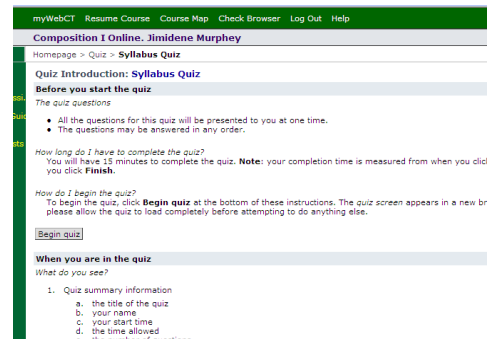
Clicking on the Quiz link on the Homepage or from the "MyWebCT" page will take you to the quiz Homepage. For each quiz you will be given detailed instructions on how to proceed.



**NOTE:** Do not take a quiz until you have read the assessment instructions! Often, instructors will give you specific directions as to how many questions to expect, the time you have allotted for the assessment, or other important information.

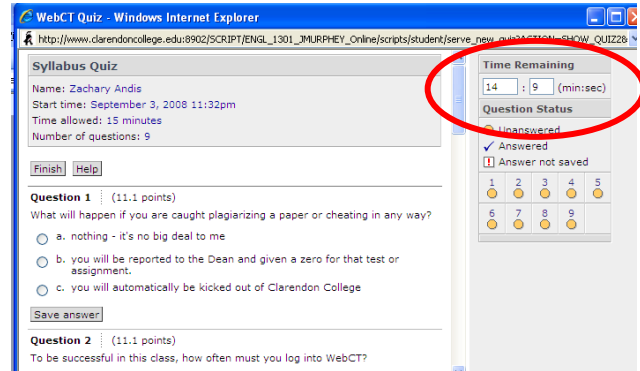
You will get this screen. Click on "Begin Quiz."

**WARNING:** Once you begin the quiz, you cannot stop it and restart it. You must take the whole quiz at one sitting.



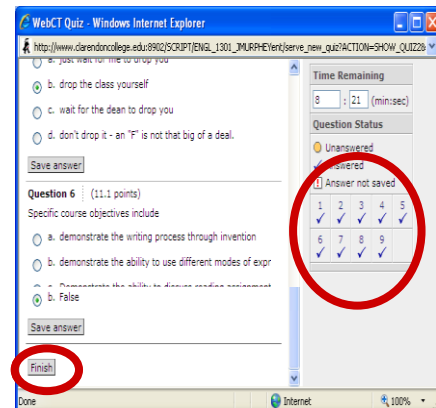
The quiz will look like this:

Your quiz will probably be timed, and there is a clock/counter in the upper right corner so you can keep track of your time.

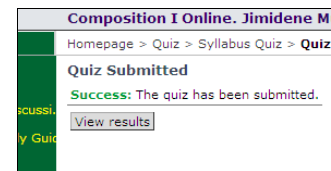
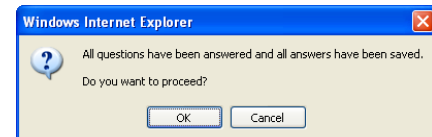


You must click "Save Answer" for each question. The little yellow circles on the right will change to checkmarks when you have successfully submitted each answer.

At the end of the test, all the yellow circles MUST be changed to checkmarks or you will miss the question as having not answered it. You MUST also click FINISH at the end of the test. Your test will not get submitted into WebCT if you do not do this last step.



After you click FINISH, you will get a box that asks you if you want to proceed. When you click OK, a screen appears that asks you if you wish to view your results. When you click on View Results, You can see what questions you missed and receive feedback on the questions if your teacher provides pre-loaded feedback.



The Assignment Dropbox may also be used to present assignment topics and resources. You will need to upload your completed assignments. (More about this in a page called "[How Do I Submit Assignments?](#)")

Online modules are assessed in a similar way to classroom delivery. The assessment is still tied to the learning outcomes and the curriculum document.

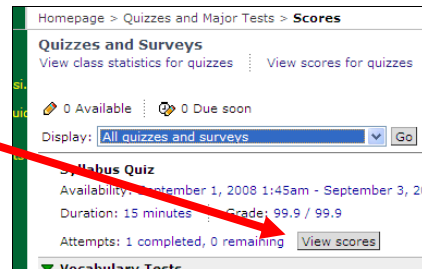
You will find different assessment methods in each module. Some course instructors may take advantage of the online assessment while others may still require you to submit researched projects or reports.

For this reason, more information on online assessment will be provided in the course you study.

## How Do I View the Tests I've Taken?

To look at your quiz grades for tests later, you can go to your Class Homepage and click onto "**Quizzes**" under Course Menu. Then click onto the test or quiz you want to view.

Then click onto the "**View Scores**" button, which will take you to the next window.



At this window, you will click on the underlined "**Attempt Number 1**" and that will give you your grade, and you can view the questions you missed.

Title	Score	Attempts			
		Number	Score	Time	Status
Syllabus Quiz	99.9	<u>1</u>	99.9	15:18	Graded

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## How Do I Submit Assignments in the Dropbox

Many instructors will ask you to submit assignments through WebCT, and often they ask you to do that through the WebCT Assignment Dropbox.

The first thing you have to remember when using the Assignment Dropbox is that it is "turned off" on the assignment due date.

For the Dropbox to work properly, you **MUST FOLLOW THESE DIRECTIONS EXACTLY!!**

To use the Dropbox for Assignments click on the particular assignment on either the MyWebCT page (see the below example) or the Assignments link in the class homepage.

News: 

Means you have an assignment due

Click on the icon next to the word "News." That will bring you to the page on the right. Click onto the available assignment (the assignment will be available if there is a pencil beside the name and it will say by Status: "Not Submitted").

**Computer Applications Night Course**  
 Homepage > **Assignments**  
**Assignments**  
 1 Available | 0 Late | 0 Due soon  
 Display: All assignments that are available | Go | October 23, 2003 1:27  
 Lab6-Excel1  
 Availability: October 22, 2003 5:00pm - October 25, 2003 11:55pm  
 Grade: -- / 100  
 Status: Not submitted

**Click onto assignment that is due (a pencil is by it if it is available)**

**Shows you if you've submitted or not**

**Shows you dates the assignment is available**

That will bring you to an "Assignment" page where assignments are listed. Do the assignment in Microsoft Word preferably and save as a simple filename like "Ch1-3" or "Week5" or whatever the teacher says for you to use. Don't have any spaces or periods or anything except a hyphen in the filename.

**Composition I Online. Jimidene Murphey**  
 Homepage > **Asgn. Dropbox**  
**Assignments**  
 1 Available | 0 Late | 2 Due soon  
 Display: All assignments | Go  
 Trial Run  
 Availability: Immediately - September 4, 2008 11:55pm  
 Grade: -- / 100  
 Status: Not submitted  
 Week 1  
 Availability: Immediately - September 4, 2008 11:55pm  
 Grade: -- / 100  
 Status: Not submitted

Sometimes an instructor has an assignment document for you to download which gives you specific instructions. If so, the window will look like this:

**NMSU Student Orientation Program Online**  
 On-going: Student Orientation | myWebCT | Check Browser | Log Out | Help  
 Course Menu | Homepage > Assignments > **First Assignment**  
**Assignment: First Assignment**  
**Assignment Information**  
 Maximum grade: 100  
 Due date: Unlimited  
 Instructions: Please follow the instructions in the WebCT Basics Handout to complete the First Assignment.  
 Assignment files: When an assignment file, click its filename.  

Files	Modification date	Size
First Assignment.doc	January 15, 2004 10:54am	24.5 kB

 Notification: The instructor will not be notified via email when you submit this assignment.  
**Submit Assignment**  
 Status: Not submitted  
 Student files: None

This will bring you to another window

**Student Orientation Program On**  
**WebCT Assignment Dropbox: View File**  
 File Edit View Favorites Tools Help  
 Close Download  
 Assignment files:  
 First Assignment.doc (24.5 kB)

Click onto the radio button to the left, then click onto the word "Download." This will give you a choice to Open it or Save it. You will probably want to save it so you can work on it later.

When the download is complete, click the "Close" button on the left side of the window.

After you read the directions, click on **"Upload File"** under Submit Assignment. Click **"Browse"** and find your assignment either on a floppy disk, flash drive, your C:drive on your own computer, your X:drive on the school's computers, or wherever you saved your assignment.

Homepage > Asgn. Dropbox > **Week 1**

**Assignment: Week 1**

**Assignment Information**

Maximum grade: 100  
 Due date: September 4, 2008  
 Instructions: Follow the instructions on the syllabus. You can work all this up in one document called "Week1".  
 Assignment files: None  
 Submissions: You can only submit your assignment once. No re-submission is permitted.  
 Notification: The instructor will not be notified via email when you submit this assignment.

**Submit Assignment**

Status: Not submitted  
 Student files: None

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

Click Upload. It may take it a minute or two to upload, depending on the speed of your computer.

**Composition I Online. Jimidene Murphey**

Homepage > Asgn. Dropbox > Week 1 > **Upload file**

**Upload File for Assignment: Week 1**

Note: Depending on the file size and network connectivity, it may take a minute or two to upload.

Filename:

This brings you to another window. Make sure your uploaded assignment is shown in the table and click **"Submit Assignment"** again. This will give you a window that says **"Confirm: Assignment will be submitted. Proceed?"** Click OK.

Assignment: **Week 1**

**Assignment Information**

Maximum grade: 100  
 Due date: September 4, 2008  
 Instructions: Follow the instructions on the syllabus. You can work all this up in one document called "Week1".  
 Assignment files: None  
 Submissions: You can only submit your assignment once. No re-submission is permitted.  
 Notification: The instructor will not be notified via email when you submit this assignment.

**Submit Assignment**

Status: Not submitted  
 Student files: To view a file, click its filename.

Files	Modification date	Size
<input type="checkbox"/> Week1.doc	September 4, 2008 12:27am	23.5 KB

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

You should get the following window indicating success in submitting homework.

Homepage > Asgn. Dropbox > Week 1 > **Assignment Submitted**

**Assignment Submission Confirmed: Week 1**

**Success:** Your assignment has been successfully submitted.

Name: Zachary Andis  
 Maximum grade: 100  
 Date submitted: September 4, 2008 12:30am  
 Student files: To view a file, click its filename.

Files	Modification date
Week1.doc	September 4, 2008 12:27am

Submissions: You are not permitted to retrieve your assignment and re-submit files.

Print this out and refer to it until you can manipulate the Dropbox automatically.

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Click [HERE](#) to go back to the list of topics.

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## How Do I View Feedback on Returned Assignments

Follow the screen captures to look at your comments. Some teachers assign grades without downloading corrected papers; they may have pre-set criteria for this. However, many teachers copy your assignments into MS Word, then use the Reviewing feature to make comments. This is very similar to their actually taking a pen and writing comments down on hardcopy, as you are (maybe painfully!) aware some teachers do. If you follow these directions and still can't see your comments, email your instructor.

First go to **Assignments** page. Some of these screen captures are cut some off to conserve space, but you should be able to tell what they are. From the list of assignments, see which ones have been graded. The graded ones will be indicated.



**Assignments**

1 Available 0 Late 1 Due soon

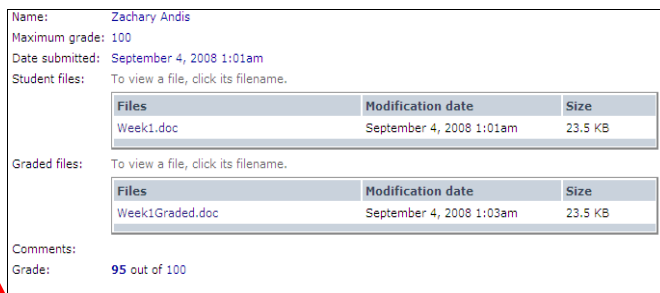
Display: All assignments Go

**Trial Run**  
Availability: Immediately - September 4, 2008 11:55pm  
Grade: -- / 100  
Status: Not submitted

**Week 1**  
Availability: Immediately - September 4, 2008 11:55pm  
Grade: 95 / 100  
Status: **Graded**

You'll need to BE SURE and click on the instructor's uploaded files to view your assignment comments.

If you click onto "Week1Graded" (or whatever the teacher named the file) under "Graded Files", you'll get the second box.



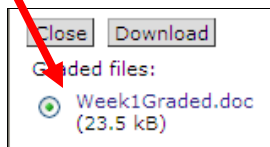
Name: Zachary Andis  
Maximum grade: 100  
Date submitted: September 4, 2008 1:01am  
Student files: To view a file, click its filename.

Files	Modification date	Size
Week1.doc	September 4, 2008 1:01am	23.5 KB

Graded files: To view a file, click its filename.

Files	Modification date	Size
Week1Graded.doc	September 4, 2008 1:03am	23.5 KB

Comments:  
Grade: 95 out of 100

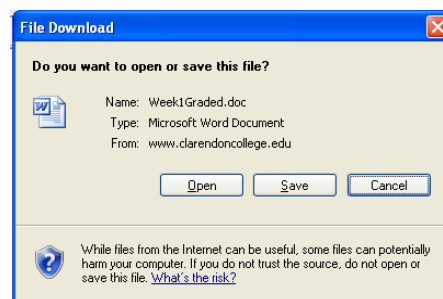


Close Download

Graded files:

Week1Graded.doc (23.5 kB)

Clicking "Download" will give you the option to either open the file or save it. Most students click "OPEN" – no need to save it most of the time.



File Download

Do you want to open or save this file?

Name: Week1Graded.doc  
Type: Microsoft Word Document  
From: www.clarendoncollege.edu

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To view your comments, the assignment should come up similar to the following. Comments will be in a little arrowed section to the side. Your version of Windows may be such that where comments will be highlighted. If that's the case, just move your mouse over the highlighted area, and the comment will appear on top of the comment.

February 10, 2003

Mr. Ter Buckholts  
Dean of Academics, Clarendon College

Mr. Buckholts:

I would like to inform you of the problems we are still having with the ITV system. Although serious efforts have been made to correct the problems it seems that they still exist. I do understand that some of the problems may not be resolved this year, I feel that my request will not be anything but helpful for future ITV Students.

I do agree that the ITV System is a great tool for learning however, I have found it harder to keep up in class when the screen goes to puzzle pieces breaking up the image. I have an even harder time understanding the information when every four or five words one is fuzzed out. I will fully admit that the system is better than before. These few glitches still create a problem for those of us on the Clarendon Campus.

Comment: When you write a letter to someone, BE SURE you spell their name correctly (B's "Buckholts")

Comment: Do not to index paragraph 4 and 5.

If you have any problems reading your comments, please email your instructor.

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Click [HERE](#) to go back to the list of topics.

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## How Do I Look at My Grades

To look at your grades, just click the **My Grades** icon on the homepage if your instructor has provided that icon.

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Click [HERE](#) to go back to the list of topics.

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## What Other Tools Are Available?

The following tools may or may not appear in all courses. Sometimes they may appear on the Homepage, but usually they will appear on a separate "Student Tools" or "Communications" page.

Support tools below are listed alphabetically.

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### Bulletin Board (Discussions/Forum)



**Discussions** is a place where public messages are posted. You can find out more on forums at [What is a Discussion?](#)

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## Calendar



With the **Calendar** tool you can view any scheduled event. You can add private entries to the calendar (visible only to yourself) and, if the instructor has allowed it, public ones (visible to everyone in the course). A list of new events pops up when you access the Calendar. When the instructor posts new calendar events, the calendar icon usually changes.

---

## Chat



The **Chat** tool lets you 'talk' to your instructor or classmates online. Find out more about this tool on [How do I Chat?](#)

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## Compile



The **Compile** tool lets you condense several pages into one. This is useful when printing out the course contents.

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## Mail



**Mail** allows you to send private messages to the lecturer or other students. Email is described in more detail on [How Do I Use E-mail?](#)

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## Glossary



This tool presents a glossary of terms and definitions. There may be an icon on the Homepage or a link from within the learning material.

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## Student Homepages



The **Student Homepages** tool allows you to create your own Web page. Clicking on this icon will take you to a list of student names. You can view any user's homepage by following its hyperlink. To customize your own page, click on your name. The window will now be divided in two frames. The bottom frame provides you with the attribute options that you can set for your homepage. The top frame will display the page as you update it.

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## Index



The **Index** tool lists the index entries. This is similar to an index in a book where keywords are listed along with the page references.

---

## My Progress



The **My Progress** shows information and statistics graphs about which parts of the course have been accessed. A history of pages visited are displayed.

---

## My Grades



The **My Grades** tool allows you to view your assessment results. This only applies if the instructor has released them.

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## Image Database



Here, you can view, search, and retrieve images from the databases created by the instructor.

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## Student Presentations



The **Student Presentations** tool allows students to upload files to the course. Students, usually working in groups, can do online presentations. Clicking on this icon divides the browser window in two frames. **Note:** You must name your starting file "index.html"; otherwise, the project name will not be hyperlinked to your presentation.

---

## Resume Session



The **Resume** tool will return you to the section of the course you were working on during your last login.

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## Self-Tests



The **Self-Test** tool allows you to take ungraded tests or practice questions. They consist of multiple-choice questions that you can use to you're your knowledge. No grades are assigned or recorded. Instead, when you answer a question in a self test, you are informed immediately whether the answer is correct. The teacher can also provide feedback on the answer.

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Click [HERE](#) to go back to the list of topics.

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**NOTE:** If you ever have any questions or problems, always contact your instructor first. It is very likely the questions have come up before, and they are prepared to help you!