



Student Introduction to WebCT 6

Your professor has chosen to use WebCT 6, the new version of WebCT, this semester. The new version looks a lot different from WebCT CE 4.1, the version you are probably accustomed to, but you will still be able to do the things you were able to do in the old version. This guide will help you with the basics of logging in, getting help, moving around in your courses, and using some basic tools like email and discussions. It also includes information on configuring your computer to work with WebCT 6.

Making your computer work with WebCT 6

There are a few things you will need to configure to make your computer work efficiently with WebCT 6.

1. Disable any pop up blockers for webct6.utdallas.edu.
2. Add webct6.utdallas.edu to your trusted sites list.
3. Make sure you have ONE, AND ONLY ONE Java Runtime Environment installed, and that it passes the browser check WebCT 6 runs when you log in.

How to Log In to WebCT

You may access WebCT 6 courses via the following URL:

<http://webct6.utdallas.edu/webct>

Additionally, by the start of the Summer semester, there will be a link to WebCT 6 on the normal WebCT login page. You will also be able to access your WebCT 4.1 classes from WebCT 6 under the External Classes section on the My WebCT screen.

User ID/Password

You will still use your normal NetID and password. Remember, you must change your password at least once a year. Make sure that your password is not expired. If it is, you will not be able to log into WebCT. You can change your password at <http://netid.utdallas.edu/>. The Helpdesk can help you if you have difficulties resetting your password.

How to get help

If you need help with WebCT, contact the UTD helpdesk. You will need to tell them you are using WebCT 6. They will be able to help you with basic problems in WebCT. If they are unable to resolve the issue, they will log a ticket and one of the expert support team will contact you. Additionally, you are enrolled in a WebCT tutorial course which contains short, step-by-step instructions for most common tasks in WebCT 6. The course is listed with your courses on the my WebCT screen.



Accessing course materials

When you log into WebCT CE6, the my WebCT screen will look different from the my WebCT screen in WebCT 4.1. You will see your pilot courses listed at the top, and a link to WebCT 4.1 under the External Courses section. Your professor may have arranged your course a little differently than you have seen before, so you need to give yourself some time to explore your courses at the beginning of the semester.

Navigating in Courses

Click on the course you want to access. When the course opens, you will probably see icons on the right side of the page and a course menu on the left side of the page. Click on the item you want to open. Course tools such as the Discussion and Email tools are on the course menu. You can access them from anywhere in the course by clicking on them on the course menu.

Using the Discussion tool

You can read and post to any discussion threads. However, you will not be able to add or remove threads.

To Read a Post

1. Click on Discussions.
2. Click on the green triangle next to the thread you want to read. This will expand the thread.
3. Click on the message you want to read.

To Compose a Post

1. Click on Discussions.
2. Click on the Compose Message button at the top of the screen.
3. Click on the down arrow next to the Topic.
4. Choose the thread you wish to post to from the drop down list.
5. Type a subject for your message.
6. Type your message.
7. Click the Post button at the bottom of the screen.



Using the Email tool

The Email tool in WebCT is separate from UTD email. It only sends email to other members of the class within WebCT.

To Read a Mail Message

1. Click on Mail.
2. Click on Inbox.
3. Click on the message you want to read.

To Send a Mail Message

1. Click on Mail.
2. Click the Compose Message button.
3. Click on the Browse... button next to the Send To line.
4. Select who you want to send the message to from the list.
5. Type a subject for your message.
6. Type your message.
7. Click the Send button at the bottom of the screen.