



WEBCT ONLINE MADE EASY

After you have created your “myWebCT” account, and have emailed your instructor and asked to be added to the class, you will be ready to access your WebCT course. The following is a step-by-step method to make your WebCT online experience more enjoyable and seamless:

Gaining Access-

- Click on www.tmccde.net
- Type in-WebCT ID and Password (the one you created)
- Click on your course (this will take you to the **Homepage**).

Navigating the HOMEPAGE-

- **Syllabus**-the syllabus can be found by clicking on the Syllabus Icon on your Homepage. The syllabus has the course objectives and textbook information and other vital information you will need throughout the semester.
- **Content**-Click on the Content Icon found on your Homepage and it will take you to the content area that has instructional information, chapter information, and whatever information your instructor would like you to have. The content area could contain chapter review, glossary, internet exercises, and web resources.
- **Private Mail**-Click on the WebCT Private Mail Icon found on your Homepage will take you to the following area: Please review graphic

Mail

[Compose message](#) : [Search](#) [Message settings](#)

You have no new messages in your Inbox.

Folder	Unread	Total
<input type="checkbox"/> Inbox	0	0
<input type="checkbox"/> Outbox	0	0
<input type="checkbox"/> Draft	0	0
All	0	0

- **Compose a private mail message**, do the following:
 - click on **compose message**
 - In the Send To line, click on **browse**
 - Select the names of people you want to send a private message to by highlighting the name and touching the Control Key
 - Click select
 - Compose message
 - Click send
- **Send a private mail attachment**-Do all of the above steps, in addition
 - click on attachment
 - browse to find your document
 - click attach file
 - click send

* WebCT's private internal email is for instructor or students who would like to send information that **only the person/s selected** will have access to your composed message.

- **Bulletin Board**- what you compose will be seen by everyone in the class. Please see following graphic:

Discussions

[Compose message](#) ...

<input type="checkbox"/>	Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/>	Main	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All	1	1	<input type="text" value="Update"/>		

- **Compose a bulletin board message** , do the following:
 - click on **compose message**
 - In the Subject line, type in the topic you will be discussing
 - Compose message
 - Click post message
- **Send a bulletin board attachment**-Do all of the above steps, in addition
 - click on attachment
 - browse to find your document
 - click attach file
 - click post message

- WebCT's Bulletin Board icon, it is used for open discussion; **everyone can read** your composed message.
- **Calendar**-Click on the Calendar icon found on your homepage. Many of the instructors use the calendar for special dates such as, holidays, test dates, financial aid, last day to add/drop a class, and other valuable information. This is a graphic of the calendar. To access instructor's message, click under the date.

August 2004							
		Previous month		Next month			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
View Week	<u>8</u>	<u>9</u> - Today	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
View Week	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
View Week	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
View Week	<u>29</u>	<u>30</u>	<u>31</u>				

- **Assignment**- To send an assignment
 - click on the Assignment Icon
 - click on the assignment you wish to access, read the posted instructions
- **Return an assignment**-
 - Complete your work in Microsoft Word
 - Upload your document as you would an attached file
 - Submit your assignment
- **Quiz/Tests**-to complete and submit a test is as follows:
 - Click on the Quiz Icon
 - Complete quiz/test and touch the submit button

* **Essay questions, the test will show partial results until instructor grades the essays or short answers and submits the final results.**

- **Chat Room**- Some instructors will use the Chat Icon found on your homepage. The instructions are as follows:
 - Instructor sets a time when students can be present and online at the same time.
 - Click on the Chat Icon at the designated time
 - Log on in the designated room, four chat rooms have been constructed plus there might be a room designated specifically for your class
 - At the bottom of the screen there will be a prompt asking you to **Enter Your Message**. Compose your message to the general population or to someone specifically, and hit the enter key. You will see your message on the screen
 - Wait for a response
 - When you have completed your online chat, touch the **Quit** button on the lower right hand corner of the screen. It will allow you to log out.

*** If you have any questions or would like additional assistance...please email your instructor.**

****** HAVE A SUCCESSFUL SEMESTER******