ABOUT WEBCT AT NLU

WHAT IS WEBCT?

WebCT (Web Course Tools) is a Web-based system used to facilitate communication between faculty and students over the Internet. An instructor uses WebCT to create a secure web site for a class, which is accessible only to the people registered in the class. Instructors can create their class web site(s) without learning HTML or complex programming tools.

WebCT, a product of WebCT Inc., was originally developed by faculty at The University of British Columbia in Canada. More than 1,000 institutions across the United States use WebCT, including Columbia University, Georgetown, UCLA, the University of Notre Dame and the University of Wisconsin. National-Louis University has been using WebCT since the fall of 2000, as a service of the Office of Information Technology.

OIT provides a WebCT help and support site for NLU faculty and students at http://webct.nl.edu.

WHY WEBCT?

National-Louis University has elected to provide and fully support WebCT for its faculty. WebCT will provide the University with a wide array of tools applicable to a variety of course formats for the University: traditional classroom-taught courses, partially web-based classes, and entirely online classes. In addition, the WebCT system will be integrated with the University’s new SCT Banner administrative system and Campus Pipeline web portal to: create a robust online presence, provide one-point authentication, facilitate communication, and strengthen collaborative efforts across the University.

A WebCT site allows the instructor to implement any of the course tools listed below, as either an extension of the classroom experience, or to facilitate teaching and learning in an entirely online course environment. The tools available in WebCT are:

- **Content Tools**: Syllabus, Calendar, CD-ROM, Compile, Content Module, Course Map, Glossary, Image Database, Index, my WebCT

- **Communication Tools**: Chat, Discussions, Mail, Whiteboard

- **Evaluation Tools**: Assignments, Gradebook, Self Test, Survey, Quiz

- **Study Tools**: Bookmarks, My Progress, References, Search, Student Tips, Student Homepages, Student Presentations, Take Notes
HOW DO I ACCESS WEBCT?

WebCT requires a login ID and a password to access your course site. Your login ID (User Name) and your initial password will be given to you by the NLU Office of Information Technology and is generally emailed to you prior to the start of your first course using WebCT or passed on to you by your instructor. You will only need one username to log on to all of your WebCT courses.

Passwords

WebCT utilizes passwords to protect the privacy of both students and instructors. You will be assigned a default password with your User Name, as mentioned above. Due to security considerations, we advise strongly that you change your password immediately after you log into WebCT for the first time. No matter how many courses you access on WebCT, you always use the same username and password combination for all of them.

To change your default password at any point after your initial login:
Click on the Change Password hyperlink located on the black bar of the "myWebCT" page (the first page appearing after you log in).

Entering your new password, and re-entering for verification
If you forget your password at any time, contact the WebCT HelpDesk toll free at 1-877-725-4357. You can then change your password again to ensure your privacy.

Logging in and out of WebCT

To access the WebCT entry page and login:

Step 1: Launch your browser and go to http://nl.eduprise.com.

Step 2: Click Log on to myWebCT.

Step 3: At the login prompt, enter your User Name and Password. Click OK.

Once you have successfully logged into WebCT, your login ID and password will be retained by the browser until you exit the browser.

First, this means that there is no logout button in WebCT – you must simply exit the browser. Second, this allows you to visit links outside the WebCT program without having to login again. You can also bookmark any page in WebCT, and the login prompt will appear on the bookmarked page rather than at the home page of the course site. When you visit links outside WebCT, be aware that the browser sometimes opens a second window. If you are having problems, check the taskbar to see if there is more than one copy of the browser open.
Example of a personalized My WebCT page -- the entry point to a user’s WebCT course sites

WebCT Training and Instructional Design for Faculty

WebCT is a versatile Web-based product, capable of enhancing traditional classroom-taught courses through a variety of tools, from a discussion board to an online course calendar. WebCT will also accommodate the needs of a course that is being taught entirely online.

At NLU, faculty who wish to learn more about WebCT can begin by participating in training sessions provided at the Chicago-area campuses by Office of Information Technology staff. You can view and register for a training sessions at http://webct.nl.edu. The OIT Academic Computing staff can provide personalized training in WebCT for groups and individuals. Once you participate in one or more WebCT workshops, you will be ready to begin designing and developing a Web-enhanced or entirely online course using WebCT.

A faculty member can request a WebCT site for their course by completing an online form, at the “About WebCT at NLU” Web site (http://webct.nl.edu). OIT then creates the site for the faculty member and notifies them via email. OIT can also set up development course sites for those who are not quite ready to offer their online materials to students. When the site is ready for student view and use, faculty should notify OIT so that access for students can be set up. All students and faculty will login and access their respective course sites using a WebCT User Name and an initial Password.
PLEASE NOTE: Students are not automatically assigned to any WebCT courses at this time. To allow students to access a course, the instructor must provide OIT with the course roster, which must include each student’s first name, last name and Social Security number. OIT will then place the students into the course and then either provide the instructor with the student’s login information to be given out in class or will contact the students directly via email (the instructor must also provide valid student email addresses if this option is chosen).

The Office of Information Technology offers instructional design consultation to faculty who intend to use WebCT for their course(s). Faculty members who are interested in free one-to-one consultation on building and managing their WebCT site(s) should contact OIT at webct@nl.edu. A member of the Academic Computing staff will assist you based on your interests and needs.

**WebCT Technical Support For Faculty and Students**

Eduprise (see [http://www.eduprise.com](http://www.eduprise.com)) is an e-learning services company that hosts and provides technical support for WebCT users at NLU. Eduprise has an agreement with NLU to host WebCT, hence the entry page to NLU’s WebCT platform is [http://nl.eduprise.com](http://nl.eduprise.com). Eduprise also provides customized training and technical support for WebCT users. OIT has worked with Eduprise to schedule and provide intensive 2-day training sessions for faculty, who may then consult with the OIT Academic Computing staff for instructional design.

Eduprise provides WebCT help and support for NLU 24 hours a day, 7 days a week, at no cost to users. Services are available to faculty and students as follows.

**On the Web:** Eduprise provides support to NLU faculty and students online, at [http://eduprise.custhelp.com](http://eduprise.custhelp.com). Students and faculty can find help and support resources at the WebCT Company Web site, [http://www.webct.com](http://www.webct.com). Faculty may also want to visit and bookmark the Eduprise Client Resource Center, [http://www.eduprise.com_crc/crc.nsf](http://www.eduprise.com_crc/crc.nsf), which offers instructional design, organization and pedagogical resources and examples of best practices to instructors from all disciplines.

**By Phone:** Call the WebCT Help Desk, at 1-877-725-4357 (toll-free). The WebCT Help Desk, staffed by Eduprise, is available for use by students and faculty. The Help Desk can assist with any technical support, instructional design, or site administration issues. The hours of operation (Central Standard Time) are as follows:

- Monday–Friday: 6 a.m. to 11 p.m.
- Saturday–Sunday: 9 a.m. to 6 p.m.

Calls placed outside of these time frames will be responded to within 24 hours.
THE WEBCT INTERFACE

Each time you login to WebCT, you will be taken to your “myWebCT” page. MyWebCT is a central location that lists all the courses you are associated with that have WebCT sites. It allows you to access courses without re-entering your User Name and Password. It also contains announcements and institutional bookmarks added by the NLU Office of Information Technology. You can: add, remove, or hide courses; add personal bookmarks; change your password; and visit Webct.com.

MyWebCT generally looks like this:

When you click on the link to a course under your list of courses, you will be taken to the homepage of the course WebCT site. The basic elements of the WebCT interface are diagrammed and detailed below. Please note that students do not see the “Control Panel” and Designer Options on their view of the interface, as they do not have Instructor-level (a.k.a. “Course Designer”) access to the course site.
myWebCT  Contains links to all the courses that you are associated with, along with announcements, bookmarks, and a link to WebCT.com.

Resume Course  Allows students to resume their place in the Content Module (course content).

Course Map  Allows you and your students to see the course structure on one page. The course elements are hyperlinks, enabling you to go directly to any place in the course.

Help  Links you to context-sensitive online help.

Course Resources  Links you to the Online Teaching and Learning Community on the e-Learning Hub.

View  Allows you to see how the course will appear to a student. On some screens, View only approximates what a student sees. To see the actual student view, log on to your course as a student.

Designer Options  Allows you to make modifications to tools, pages, or content.

The Navigation Bar contains a Show/Hide Navigation toggle, a Control Panel, and a Course Menu section.

Show/Hide Navigation toggle  Allows you to hide the Navigation Bar and expand the Content Area.

Control Panel  Provides central access to course creation and management functions. It is visible only to designers.

Course Menu  Provides access to course elements. It is visible to designers and students. Note: since we haven’t started building a course, the Course Menu section is blank.

The breadcrumbs list the path of screens that a user has visited.

The Content Area is where the actual course material is displayed.