

WebCT Quickstart Guide

What is WebCT?

WebCT (Web Course Tools) is a web-based course management system that provides an integrated set of tools for both developing and delivering courses. It allows your instructor to organize and distribute course content in a secure environment (syllabi, announcements, lecture notes, grades, etc.) Interactive tools (e.g. discussions, chat, online assessments, etc.) also facilitate communication between your instructor and yourself, as well as encouraging communication and collaboration amongst students.

Using WebCT

There are four steps to ensuring you can properly access your WebCT courses, each outlined below:

- [Activate your WebCT service](#)
- [Ensure you are using a supported web browser](#)
- [Ensure your web browser is configured as required](#)
- [Log into WebCT](#)

We've provided information on how to obtain additional support at the end of this document.

Activate your WebCT service

To use WebCT to access your courses you must first activate your WebCT service. This is a one-time only process. Your WebCT service will be active until you deactivate it or leave York. Open the CNS Web Applications page at <http://apps.yorku.ca> and click on **Manage My Services**. Log in to **Passport YORK** as directed. Once you've logged in, select **Activate New Service**, and then select **WebCT** from the list of your available services (you may have to scroll down the page). Follow the instructions to select your WebCT password. Your WebCT account will be active in approximately 30 minutes. To exit, click the **Logout** button in the upper right corner.

Your WebCT username is the username you used to log into Passport YORK. Your WebCT password, as selected during the activation process, may be the same or different from your Passport YORK password. Ensure you remember your WebCT password. You may change either your Passport YORK or WebCT password at any time by logging into Manage My Services and selecting **Change Passwords**.

Ensure you are using a supported web browser

The web browser you use to connect to WebCT is important. You'll also need to ensure your browser is properly configured, as outlined below. WebCT supports Netscape 6.2 and later, as well as Internet Explorer 5.0 and later (excluding 5.5 Service Pack 1). Earlier versions are not supported as they do not implement Java and JavaScript properly. For best results, we recommend:

PC users: Netscape 7.1 or Internet Explorer 6

Mac OS 9 users: Internet Explorer 5.1

Mac OS X users: Netscape 7.1 or Internet Explorer 5.2



Attention Mac users: Although WebCT does not support Safari in this version, there is so far no problems reported. If you use Safari as your web browser, press Enter on the Login page instead of clicking on the Login button.

If you do not have an up-to-date version of Netscape or Internet Explorer, you can download the latest versions from:

Internet Explorer (PC): <http://www.microsoft.com/ie/>

Internet Explorer (Mac): <http://www.microsoft.com/mac/>

Netscape (PC): <http://www.cns.yorku.ca/computing/apps/netscapecomm/pc.html>

Netscape (Mac): <http://www.cns.yorku.ca/computing/apps/netscapecomm/mac.html>

If you are not sure which version of your browser you are using, select **Help > About "Browser Name"**, where "Browser Name" is Netscape or Internet Explorer as appropriate.

Ensure your web browser is configured as required

For WebCT to function correctly you must ensure that Java and JavaScript are both enabled, your browser cache will refresh pages as required, and that your browser can accept cookies. Follow the appropriate instructions for your browser version on the following table.

Browser settings for PC:

Web Browser	Enable Java/JavaScript	Change Cache Setting	Enable Cookies
Netscape 7.x	Edit > Preferences > Advanced > Enable Java. Edit > Preferences > Scripts & Plugins > Enable Javascript for Netscape.	Netscape > Preferences > Advanced > Cache > Select "Every time I view the page".	Edit > Preferences > Advanced > Privacy & Security > Cookies > "Enable all cookies"
Internet Explorer 5.x	Tools > Internet Options > Advanced > Enable Java JIT Compiler	Tools > Internet Options > General > Temporary Internet Files > Settings > Every visit to the Page	Tools > Internet Options > Security > Custom Level > Set "Allow cookies that are stored on your computer" to "Enable." Set "Allow per-session cookies" to "Enable."
Internet Explorer 6.x	Recent versions of Internet Explorer may not be Java-enabled.* Tools > Internet Options > Advanced > Locate Java VM (or Microsoft VM) in the list Check "Java console enabled" Check "Java logging enabled"	Tools > Internet Options > General > Temporary Internet Files > Settings > Every visit to the Page	Tools > Internet Options > Privacy > Adjust presets so that cookies are enabled or click "Advanced" to customize the settings. Ensure "Accept" is selected under both First Party (though it may be greyed out).

* You can download the Java plug-in from: <http://java.sun.com/getjava/download.html>

Browser settings for Macintosh:

MAC OS 9			
Web Browser	Enable Java/JavaScript	Change Cache Setting	Enable Cookies
Internet Explorer 5.x	Edit > Preferences > In Web Browsers section in left pane, select Web Content > check "Enable Scripting". In Web Browsers section in left pane, select Java > check "Enable Java" and "Log Java Output".	Edit > Preferences > In Web Browsers section in left pane, select Advanced > select "Update pages" Always.	Edit > Preferences > In Receiving Files section in left pane, select Cookies > Ensure "When receiving cookies" is set to "Never Ask", or "Ask for each site" (best option), or "Ask for each cookie".
MAC OS X			
Web Browser	Enable Java/JavaScript	Change Cache Setting	Enable Cookies
Internet Explorer 5.x	Explorer > Preferences In Web Browsers section in left pane, select Content > check "Enable Scripting". In Web Browsers section in left pane, select Java > Java Options > check "Enable Java" and "Log Java Output".	Explorer > Preferences In Web Browsers section in left pane, select Advanced > select "Update pages" Always	Explorer > Preferences In Receiving Files section in left pane, select Cookies > Ensure "When receiving cookies" is set to "Never Ask", or "Ask for each site" (best option), or "Ask for each cookie".
Netscape 7.x	Netscape > Preferences > Click Advanced in left pane > check "Enable Java"	Netscape > Preferences In Advanced section in left pane, select Cache > select "Every time I view the page"	Netscape > Preferences In Privacy & Security section in left pane, select Cookies > Ensure either "Enable cookies for the originating site", or "Enable cookies based on privacy settings", or "Enable all cookies".

Log into WebCT

To access your courses, open <http://webct.yorku.ca> in your browser. Fill out the username and password fields as appropriate and click **Log In**.



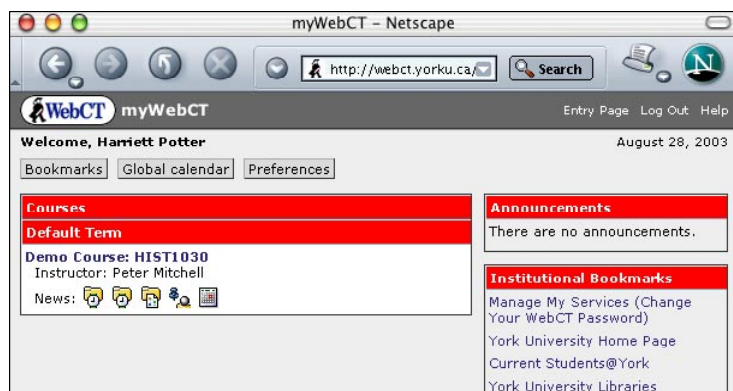
The login is case-sensitive. Ensure you are not typing uppercase when you think you're typing lowercase. Usernames are always lowercase.

Once you've successfully logged in, your personal **myWebCT** page will be displayed. **myWebCT** is a portal that links you to all the courses on WebCT that you are currently registered in. You can move between courses without having to login again. If you have registered for a course after it has begun, you might need to wait up to 24 hours before you see the course listed on your **myWebCT** page.

To log out of WebCT when you are finished your browsing session, click **Logout** in the upper right corner of any page. **It is especially important to log out if you are working in a lab or at a publicly accessible computer. Otherwise, the next person using the computer will be able to access your account and course information.**

myWebCT

In addition to acting as a portal to all the WebCT courses for which you are currently enrolled, your myWebCT page also provides other important information:



- **Announcements:**
WebCT server outages and other important information will be announced in this section.
- **Institutional bookmarks:**
Links to useful resources.
- **Personal bookmarks:**
Create your own bookmarks within WebCT.

If there are new calendar items, mail, discussion postings, grades, quizzes or assignments available, you can click on the individual icons below the course title to access the new material.

To access one of your courses from your myWebCT page, click on the course title and you will be taken to your course **Homepage**. You may return to your myWebCT page at any time by clicking the **myWebCT** link found at the top of every page.

Additional Support

Learning Support

Your course instructor is the primary contact for learning support.

Technical Support

If you have a question about using WebCT, take advantage of the link to **Help** at the top of every page. There is also a list of **Frequently Asked Questions** (FAQ) and other documentation available on the WebCT login page: <http://webct.yorku.ca>. The WebCT Student Orientation Centre also provides numerous resources on the web at <http://www.webct.com/oriented>.

Computing and Network Services (CNS) Client Services is also available to provide assistance with technical difficulties related to WebCT, such as login problems.

CNS Client Services contact information

Phone (off-campus):	416-736-5800
Phone (on-campus):	ext. 55800
Drop-in Location:	Computing Commons, William Small Centre
Email:	helpdesk@yorku.ca

If you send email, please make sure you include your full name, student number, York username and course name.

CNS Client Services can also assist you with Passport YORK or WebCT password problems.