Intro to WebCT

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For The University of Texas at Dallas

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How to Login to WebCT 6

1. Open a web browser.
2. Type the following URL in the address bar: webct6.utdallas.edu.
3. Click on Log In.
4. Type in your normal NetID and password.

You may also access WebCT from Galaxy at galaxy.utdallas.edu.

If you need to change your password, go to netid.utdallas.edu and follow the instructions on the page. If you need assistance, contact the UTD helpdesk at 972-883-2911.

How to get help

You have several options for getting help with WebCT 6.

1. You have access to the Faculty Orientation course in WebCT 6. This course contains electronic copies of many different resources about WebCT 6.
2. You may also post a question in the Discussion area of the Faculty Orientation course. WebCT support staff monitors the discussion area as much as possible and answers any questions that have not been answered by other faculty.
3. You can also contact the UTD helpdesk at 972-883-2911 or by emailing assist@utdallas.edu. We are working with the UTD helpdesk agents to help ensure they are trained in resolving common WebCT 6 issues. If they cannot resolve the issue or answer the question, they will send it on to the WebCT support staff. One of us will contact you, usually within 24 hrs, to resolve the issue or answer the question.
4. You may also email webct@utdallas.edu PLEASE NOTE: This email address is NOT for students. Only faculty and staff may use this email address to get support. Please direct your students to contact the UTD Helpdesk if they have any technical problems with WebCT.

How to Add/Remove Course Tools

1. Log into WebCT 6.
2. Click on your course.
3. Click on the Build tab.
4. Click on Tools.
5. Check tools to add them or uncheck tools to remove them.
6. Scroll to the bottom of the page.
7. Click Save.

How to Edit the Course Header

1. Log into WebCT 6.
2. Click on your course.
3. Click on the Build tab.
4. Click on Course Contents.
5. Click on the Page Options button in the top right corner of the screen.
6. Click on Edit Header.
7. Click the Enable HTML Editor button.
8. Make any edits you wish.
9. Click the Save button.

Adding Learning Modules

1. Click on the Build tab.
2. Click on Learning Modules.
3. Click on Create Module.
4. Type a name and description for the module.
5. Click Save.

Adding a Syllabus

1. Click on the Build tab.
2. Click on the Syllabus option on the Course Menu.
3. Click the Use File option.
4. Click Browse…
5. Browse to the location of your syllabus file.
6. Click on the file.
7. Click OK.

Adding files

1. Click on the Build tab.
2. Click on the page or learning module to which you want to add a file.
3. Click on Add Files.
4. Click on Browse for files.
5. Browse to your files' location.
6. Click on the file.
7. Click OK.

Adding External Links

1. Click on the Build Tab.
2. Click on the page or learning module to which you want to add the link.
3. Click on Add Content Link- Web Link- Create Web Link.
4. Type a title for the link.
5. Type a description for the link, if you wish.
6. Type the URL for the link.
7. Click Save.

Deleting files and links from Learning Modules

1. Open the Learning Module containing the files you want to delete.
2. Click on the down arrow next to the file or link you want to delete.
3. Choose Remove Link.
4. Click OK.

Deleting Learning Modules

1. Navigate to the page containing the Learning Module you want to delete. This is usually the Course Content homepage.
2. Click on the down arrow next to the Learning Module.
3. Choose Delete.
4. Click OK.

Using the Discussion Tool

1. Adding a topic
2. Click on the Build tab.
3. Click on Discussions on the course menu.
4. Click on Create Topic.
5. Type a Title.
6. Type a Description.
7. Click Save.

Reading a post

1. Click on the Teach tab.
2. Click on Discussions on the course menu.
3. Click on the topic you want to read.
4. Click on the message you want to read.

Replying to a post

1. Using the instructions for Reading a Post, open the message to which you want to reply.
2. Click the Reply button.
3. Type your message.
4. Click Post.

Posting a new message

1. Click on the Teach tab.
2. Click on Discussions on the course menu.
3. Click on the topic to which you want to post.
4. Click on Create Message.
5. Type a Subject for your message.
6. Type your message.
7. Click Post.

Creating new Discussion threads

1. Click on Discussions.
2. Click on Create Topic.
3. Type a Title for the topic.
4. Type a description for the topic.
5. Choose either Show Item or Hide Item.
6. Click Save.

Creating gradable Discussion threads

1. Click on Discussions.
2. Click on Create Topic.
3. Type a Title for the topic.
4. Type a description for the topic.
5. Choose either Show Item or Hide Item.
6. Click the check box next to Topic is gradable under Topic Gradability.
7. Type a Grade Book column title.
8. Choose either Numeric Grade and type in a maximum point value or choose Alphanumeric grade.
9. Click Save.

Using the Email Tool

Reading messages

1. Click on the Teach Tab.
2. Click on Mail on the course menu.
3. Click on the message you want to read.

Replying to a message

1. Follow the instructions above for Reading messages.
2. Click on the Reply button.
3. Type your message.
4. Click Send.

Creating a new message

1. Click on the Teach tab.
2. Click on Mail on the course menu.
3. Click on Create message.
4. Click on Browse for Recipients…
5. Choose your recipients.
6. Click Save.
7. Type your Subject.
8. Type your message.
9. Click Send.

Basic selective release

1. Click on tool you want to set up selective release for. You can set selective release criteria for all tools except the Course Content page, Announcements, Calendar, Chat, and Mail.
2. Click on the drop down arrow next to the item you want to selectively release.
3. Choose Set Release Criteria.
4. Click on Add Date Criteria.
5. Set the Available Starting and Available Until dates and times.
6. Click Save.

Hiding/revealing course objects

1. Click on the down arrow next to the object you want to hide.
2. Choose Hide Item.
3. Click on the down arrow next to a hidden object.
4. Choose Reveal Item.

Using the Grade Book

Manually adding grades

1. Click on the Teach tab.
2. Click on Grade Book under Instructor Tools.
3. Click on the name of the assignment or quiz for which you want to enter grades.
4. Click on Edit Values.
5. Type in grades and comments.
6. Click Save.

Adding the Grades Tool

1. Open the course.
2. Click on the Build tab.
3. Click on Manage Course.
4. Click on Tools.
5. Put a check mark in front of My Grades.
6. Click Save.

Releasing Grades

1. Open the course.
2. Click on the Teach tab.
3. Click on Gradebook.
4. Click on Gradebook Options- Column Settings.
5. Check the checkbox at the top of each column (grade) you want to release.
6. Click on Release.

Adding columns to the Grade Book

1. Click on the Teach tab.
2. Click on Grade Book under Instructor Tools.
3. Click on Create Column.
4. Choose the type of grade you want to enter in the column.
5. Type in a Column Label.
6. Click Save.

Changing Course Icons

1. Click on Manage Course.
2. Click on Change Course Icons.
3. Click Select New Content Icon Set.
4. Choose the set you want.
5. Click Select.

Changing Backgrounds

1. Click on the Course Content page.
2. Click on Page Options.
3. Click Customize Page Display.
4. To set a background image:
   a. Click Browse…
   b. Browse to the image file you wish to use.
   c. Click on the file.
   d. Click Open.
5. To set a background color:
   a. Click Select Color.
   b. Choose the color you want.
   c. Click Select.
6. Click Apply.

Changing Course Colors

1. Click on Manage Course.
2. Click on Colors.
3. Choose the colors you want.
4. Click Apply.

Creating Groups, Including Group Sign-up Sheets

1. Click the Teach tab.
2. Click on Group Manager.
3. Click on Create Groups.
4. Click Create custom group.
   a. Click Continue.
   b. Type a name for the group.
   c. Click Add Members.
   d. Select members.
   e. Click Add Selected.
   f. Click Save.

5. Click Create Multiple Groups.
    a. Click Continue.
    b. Type a word or phrase all group names will start with.
    c. Select appropriate options under How Should the Groups Be Created?.
    d. Click Continue.
    e. Click Save.
6. Click Create Groups with Sign-up Sheets.
    a. Type the number of groups.
    b. Type a word or phrase all group names will start with.
    c. Type the Maximum students per group.
    d. Type the Sign-up Sheet title.
    e. Type the Sign-up Sheet instructions.
    f. Choose where to place the Sign-up Sheet link.
    g. Click Continue.
    h. Click Save.