



# How to Use WebCT

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## Login to WebCT

- ◆ Go to [webct.utdallas.edu](http://webct.utdallas.edu)
  - ◆ WebCT ID: **unix\_login\_name**
  - ◆ Password: **unix\_login\_passwd**
  - ◆ Click the course number of this class
- ◆ Click on the Homepage to access
  - ◆ Syllabus
  - ◆ Lecture Notes
  - ◆ Homework
  - ◆ Class Email
  - ◆ Quizzes
  - ◆ Drop Box (for Assignment)
  - ◆ My Grade
  - ◆ eBooks



## Access Lecture Notes /Homework

### ◆ Click Lecture Notes/Homework

- ◆ Click specific item
- ◆ Notes are in html, pdf, powerpoint format
- ◆ Homework is in Word format. (Copy and Paste to local file)



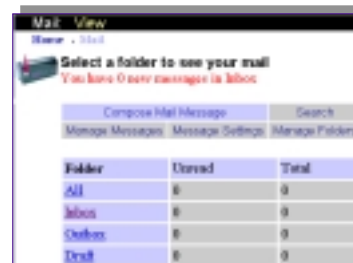
## How to Email

### ◆ Read Email

- ◆ Click **Mail** → **Inbox** → **Show All**
- ◆ Click on the email item you intend to read

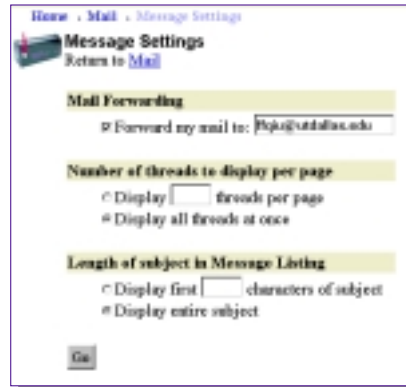
### ◆ Write Email

- ◆ **Reply/Compose Mail Message**
- ◆ Browse to get email address
- ◆ Attachment
  - ◆ **Browse** to get local file name
  - ◆ **Attach File**



## Forward Class Email to Your Personal Email

- ◆ Click **Mail** → **Message settings**
- ◆ Check **Forward my email to:**
- ◆ Input your personal email address
  - ◆ yourname.utdallas.edu or
  - ◆ yourname.yahoo.com
- ◆ Do this for each of your class
- ◆ Do not tell me you did not receive my email. You have two chances to see it
- ◆ Email/Reply me within WebCT
  - ◆ Do not email/reply me use your personal account



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## Use Drop Box to Turn in Assignment

- ◆ All homework has to be submitted to drop box before the beginning of next class
- ◆ Turn your homework answers in Word or HTML format unless specified.
- ◆ Click homework title to access the drop box
- ◆ Download data from assignment related data if necessary
- ◆ Use “Student files” to upload your assignment
- ◆ Then Click “Submit assignment”
- ◆ Once submit, no change allowed



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## Need Help for WebCT

- ◆ Click Help at anytime for “context sensitive help”
- ◆ Click e-Learning Hub for WebCT Student Manual
- ◆ Most of time, the user interface is pretty intuitive
- ◆ It is becoming a standard for the university as a teaching tool.
- ◆ It is your responsibility to know how to use WebCT yourself.

MYWEBCT | LOGOUT | HELP  
COURSE MAP |

Homepage  
e-Learning Hub



## Configuring Your Homepage at UTDALLAS

- ◆ Get a Unix account.
- ◆ telnet [apache.utdallas.edu](http://apache.utdallas.edu)
- ◆ Login with your account name and password
- ◆ In your home directory,
  - ◆ Type `mkdir public_html` then
  - ◆ Type `chmod -R 755 public_html`
- ◆ Build your website
  - ◆ `cd public_html` and edit `index.html` file
  - ◆ Or ftp your html files to `public_html` directory
- ◆ Access your page at
  - ◆ <http://www.utdallas.edu/~userid>
- ◆ Further information
  - ◆ [www.utdallas.edu/ir/documents/provider](http://www.utdallas.edu/ir/documents/provider)

