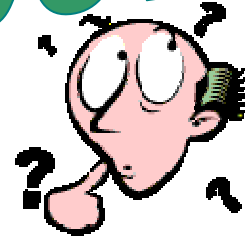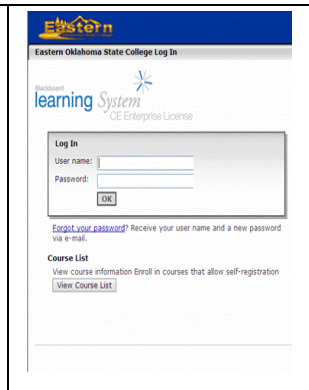# What is WebCT?

What is WebAdvisor?

What is WebCT?

WebCT is a course management system for online and hybrid courses taught at Eastern Oklahoma State College. When you enroll in an online class or if your instructor is teaching his or her class as a hybrid class then you'll need to be familiar with WebCT. You will send e-mails to your instructor and other students, post discussion board topics, do assignments, take exams, chat and complete other requirements specified by your instructor all within the WebCT classroom environment.

What is WebAdvisor?

WebAdvisor is a web interface that allows you to access information contained in the administrative database used by Eastern Oklahoma State College. You will use WebAdvisor to view your grades, search for courses, register for course sections, drop course sections (during drop and add only), keep updated on your financial aid, view your financial account, view your course schedule and even your transcript, as well as many other requirements important to your educational experience at Eastern.

What is my WebCT user name?

Your WebCT user name is the same as your WebAdvisor user name.

To determine your WebCT/WebAdvisor Username:

First, navigate to Eastern Web site: http://www.eosc.edu

From the college homepage, click on the WebAdvisor graphic, this takes you directly to Webadvisor.

On WebAdvisor's main page, click on **Account Information** (Do not try to log in at this point). Note the pointer directing you toward the *account information* link to the right
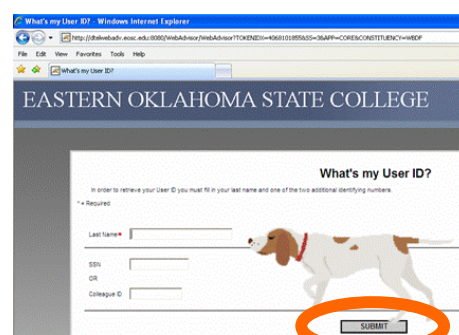
Now, from the *account information* page, click on *What's my User ID* link. Note the pointer directing you toward the link among the list of the links on the page.
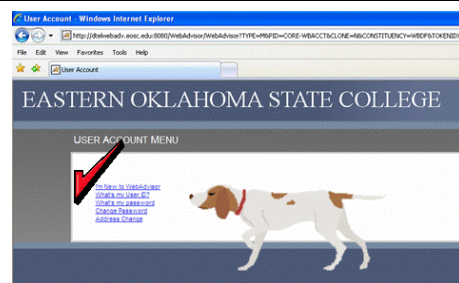
On the User ID page, type in your last name and Social Security Number without hyphens, then click on Submit.

Then next screen displays your WebCT/WebAdvisor User ID.

What's my WebCT Password?

Your WebCT password is the last four digits of your social security number. (NOTE: Your WebAdvisor password will have to be set up when you begin to use WebAdvisor.)

NOTE: If your enrollment is not complete with Eastern Oklahoma State College at the time or if you have enrolled or added a course within the last 24 hours, you may not be able to log in to your personal WebCT account to view your classes until your username has been built. If you pre-enrolled, you will be able to view your personal account using your username and password.

Using your WebCT e-mail:

The majority of your instructors are going to want you to send your e-mail directly inside the WebCT course management system.

Mail allows you to communicate with other Blackboard Learning System users through written correspondence, in text or HTML format, and to file attachments. You can send mail to other users in the selected course or section.
Mail cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.
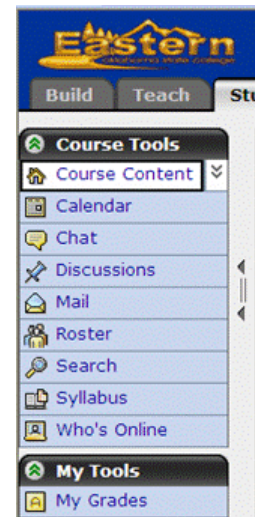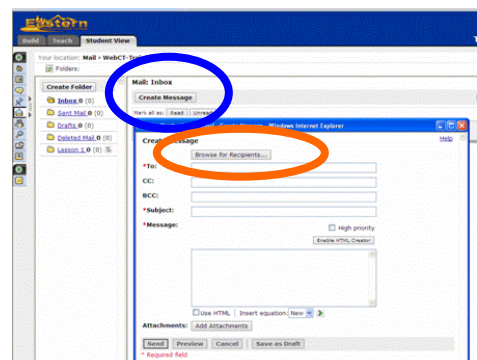
Sending an e-mail to your instructor:

First, click on the mail icon located on the homepage of your WebCT course.

Next, click on the ***Create Message*** button. The message window will open for sending your e-mail. Click on the ***Browse for Recipients...*** button.


Place a *check mark* in the box, by clicking with your mouse, in the *To* column to indicate to whom you will be sending the e-mail. If you don't know your instructor's name, choose *All Section Instructors.* Then scroll down and click on the save button.
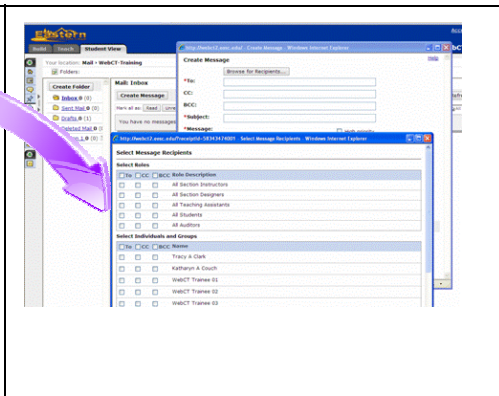
In the *subject* line, type in a specific subject for your e-mail. Then in the *message* box, type your message. Finally, click on the *send* button. The e-mail is sent to the recipient and saved at the same time in your outbox. Always check your outbox after sending an e-mail to ensure that it has been sent.
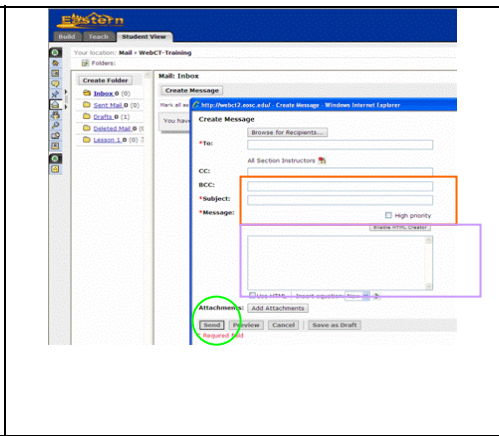
Attaching a document to e-mail:

Your instructor may ask that you attach a paper or other document to your WebCT e-mail. Follow these steps (screen caption provided below):

First: As in sending any e-mail, click on the e-mail icon under course tools on your home page.
Next: Click on the "Create Message" button which opens up the create message window.
Next: Click on the "Browse for Recipients…" button and choose to whom you will send the e-mail with your attachment.
Next: Type your subject line clearing identifying what you are sending in the e-mail. Type a message in the message box that states what the document is that is attached to the email.
Next: Click on the "Add Attachments" button. This opens up a window that allows you to browse for your file.
Next: Click on "My Computer" and browse for the saved file among your computer files (or wherever you have your file saved).

Next: Click on the file, highlighting the file and then click on the "Open" button. The document is now attached to the e-mail, and you are ready to click the send button.

NOTE: You should always check your outbox to ensure your sent e-mail has been properly sent. It's even a good idea to open the e-mail from the outbox and double check that the attachment is working as you had intended for it to work.
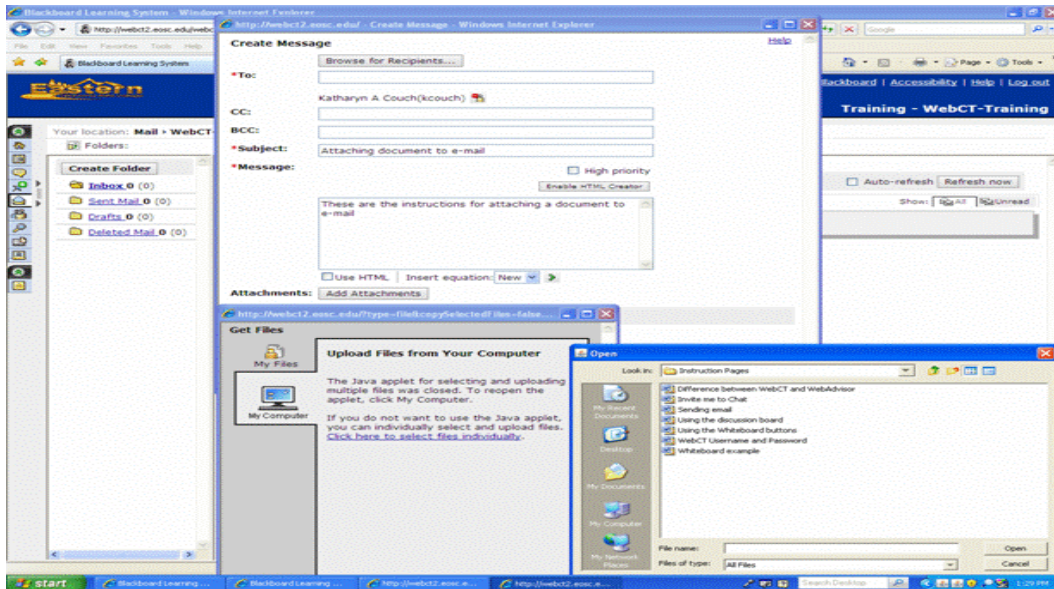
Using the discussion tool:
With the Discussions tool, you can:
   *Read messages posted by your Section Instructors, Teaching Assistants and other Students.
   *Post messages to threaded or class blog topics, or add entries to your journal.
   *Receive replies or peer review from other Students.
   *If working collaboratively on a project, discuss ideas with other members in your group.
   *Create a printable view of messages that you can print or download.
   *Receive a grade based on your participation in a discussion topic.

There are three types of discussion topics:

	Threaded Topics: Created for a more traditional online discussion. Instructors and students post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can

	be expanded and collapsed.

|	**Class blog:** Is collaborative blog (weblog) space which allows students to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.

	Journal: A journal topic gives students a place for their own writing. The journals can be kept private between the student and the section instructor or shared with the class.

Posting a threaded topic discussion
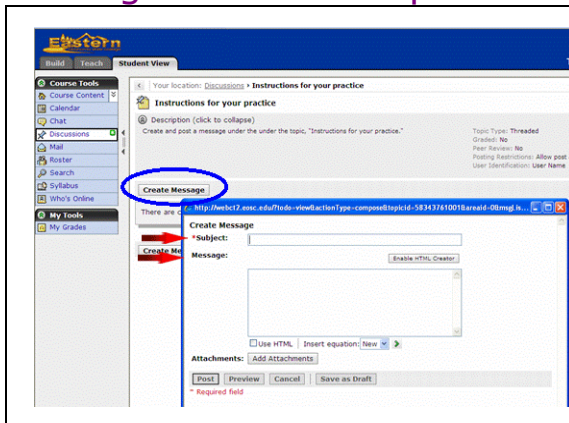
	The instructor will begin the discussion with instructions on how you are to follow-up with your posting. After reading these instructions, click on the **Create Message** button. Type your subject in the **subject line** then type your message to be posted in the **message box**. Finally click on the **"Post"** button.

Posting a Blog

	First you click on the **blog** area that the instructor has created on the board. You'll recognize it by the unique icon. Then you click on **create message** and follow the same steps you did for the threaded discussion. That's all there is to blogging in WebCT. Then, others come along and add their comments to your blog. The instructor may grade the blog or the blog may simply serve as a part of the participation requirements for the course.

Posting a Journal entry

	First you click on the **Journal** area that the instructor has created on the board. You'll recognize it by the unique icon; it looks like a spiral notebook with a "j" in the middle of the book. Then you click on **Create New Entry** button and follow the same steps you did for the threaded discussion. You and the instructor can add comments to your journal entry.

Using the Chat Tool

The **Chat** tool allows you to communicate in real time with other users in the course. You can use **Chat** to engage in real-time conversations with all users or selected users. You can also use the **Chat** tool's **Whiteboard** to draw objects, enter text, and import images that can be viewed in real time by other users. Your Section Instructor has the option to create **Chat** rooms, **Whiteboard** rooms, or combined **Chat and Whiteboard** rooms.

Entering Rooms

If available, you can enter one or more rooms. However, you can only be in five rooms at one time. From the *Chat* screen, locate the room you want to enter and click its **ActionLinks** icon. ≣ Click **Go to Chat Room**.

Raising Your Hand

	When the *handraise mode* is enabled you must raise your hand to participate in the **Chat** or **Whiteboard** room. From the **Chat** or **Whiteboard** room, click *Raise Your Hand*. Your Section Instructor or Teaching Assistant is notified that you have raised your hand. When it is your turn, a message appears informing you that you have the microphone/pen.

Using the Whiteboard

1.select button	2.move icon	
3.freehand draw	4.line draw	
5.oval draw	6.rectangle draw	
7.reshape icon	8.duplicate icon	
9.zoom in	10.zoom out	
11.text	12.delete selected Item	
13.undo	14.clear all	

1. Selecting Whiteboard item: From the Whiteboard button bar, click the Select button. Do one of the following:
*To select a single line or object, click the item you want to change.
*To select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change.

2. Moving Whiteboard Items: You can move lines, objects, and text that are on the Whiteboard. From the Whiteboard button bar, click the Select button. Click the item you want to move. Selection handles appear around selected items. From the Whiteboard button bar, click the Move icon. Click the selection handles of a selected item, and keeping the mouse button pressed, move the mouse to drag the item or items to the desired position. Important: Clicking on the selected item itself will not allow you to move it. You must click on a selection handle to move an item. When you have finished moving the item, release the mouse button.

3-6. Freehand drawing and drawing objects: From the **Whiteboard** button bar, click one of the following buttons:
Freehand Draw, **Line**, **Oval** or **Rectangle**
Then, place your cursor on the **Whiteboard** while keeping the mouse button pressed, draw by moving the mouse. When you are finished drawing, release the mouse button.
NOTE: Large continuous freehand drawings are saved in the database as multiple drawings. Therefore, if you go back to select a large continuous freehand drawing, only a portion of the drawing is selected. This is due to database restrictions.

7. Reshaping Objects: You can change the shape of ovals and rectangles that are on the Whiteboard. From the Whiteboard button bar, click the Select button. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items. From the Whiteboard button bar, click the Reshape icon. For each object you want to reshape, click one of its selection handles and, keeping the mouse button pressed, move the mouse to reshape the object.

8. Duplicating Items: You can duplicate lines, objects, and text that are on the **Whiteboard**. From the **Whiteboard** button bar, click the **Select** button. Click the item you want to duplicate, or to select multiple items to duplicate at once, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items. From the **Whiteboard** button bar, click the **Duplicate** button.

9-10. Zooming In and Out: You can get a larger view of objects on the **Whiteboard** by using the **Zoom In** button. You can also get a view of all objects on the **Whiteboard** by using the **Zoom Out** button.

From the **Whiteboard** button bar, click the **Zoom In** or **Zoom Out** button.

NOTE: Use the horizontal and vertical scroll bars to bring objects into view.

11. Entering Text: You can enter text on the **Whiteboard**. The default color of the text is black but you can select a different text color by using the **Outline Color** icon. From the **Whiteboard** button bar, click the **Text** button. Place your cursor on the **Whiteboard**. Type the text you want to enter.   If you want to select a text color (different from the default black color) before you start entering text, do the following: Next to the **Whiteboard** color palette, click the **Outline Color** icon.   From the color palette, click the new color. From the button bar, click the **Text** button. Place your cursor on the **Whiteboard** and type the text you want to enter.

12 & 14. Deleting/Clearing Whiteboard Items: You can delete individual lines, objects, and text from the **Whiteboard**, or you can clear the contents of the **Whiteboard** all at once. To delete individual items from the **Whiteboard** do the following: From the **Whiteboard** button bar, click the **Select** button. Click the item you want to delete, or to select multiple items to delete, hold down the left mouse button and drag the pointer to select the items you want to delete. Selection handles appear around selected items. Then again, from the **Whiteboard** button bar, click the **Delete** button. To clear the contents of the **Whiteboard** all at once do the following: From the **Whiteboard** button bar, click the **Clear** button. A confirmation message appears, indicating that the action of clearing **Whiteboard** cannot be undone. Click **OK** to clear the **Whiteboard** or **Cancel** to back out.

13. Undoing Your Last Action: You can undo each **Whiteboard** action that you performed since entering the room, such as drawing an object or entering text. From the **Whiteboard** room, click the **Undo** button.