LING 102W WEBCT INSTRUCTIONS

To Login to WebCT for the first time:

In a new browser window, type: webct.hawaii.edu

Click on: Create MyWebCT (for first time users)

At this point, you will see the myWebCT screen which allows you to create a Global account which allows you to access all of your WebCT classes from one site. Even if this class is your only WebCT class, the myWebCT account is useful because it automatically notifies you if there are new postings to our class website (and the websites of your other WebCT courses).

Follow the instructions on the myWebCT screen(s) to set up your Global ID. You can use any login name and password that you want for your Global ID (except that it must be a minimum of 4 characters, and cannot contain any punctuation characters). When you've completed all of the fields here, click on CONTINUE:

Click on Add Course

Click on Course Listing

Click on Kapi'olani Community College in lefthand column

Scroll down and click on KCC Ling 102W Introduction to Language (the one WITHOUT "LP" after it.)

At this point you will be asked for your username and your password (which I will give you in class)

username: ___________ (tab)
password: ___________ (return)

I've given you the login name you'll be referred to by inside of our course only. Remember to write down the global login name and password that you

Ling 102W  Spring 2003  WebCT Cheat Sheet
choose if you choose something different from what I've given you. I have no way of accessing the password that you create. If you forget your password, I’ll have to give you a new one in order for you log in.

When you get to the screen that says "Course Added", click, on "Go to Course". At this point, you will get another login screen. *Login here with the NEW GLOBAL ID AND PASSWORD that you just created.*

Click on the name of our course (Linguistics 102w) to get to the homepage for our course. *This is good place to bookmark.* You will find a collection of icons, which are linked to various activities or functions. Click on the icon to see what’s inside. Expect things to change as the semester progresses. This website is always a work in progress. I will describe a few of the most crucial icons below.

**Calendar**

This is the Calendar feature. I will be posting assignments and events for the entire semester here. You can go to the calendar frequently to stay up to date with what’s coming up in class and when/what is due. This will help us stay in touch between classes.

Click on the Date (e.g. 28) to see the entire entry for that day. Sometimes the entire entry is not visible in the date window, so get into the habit of clicking on the date just to be sure. You can make your own private notes on your calendar by clicking [Edit] for that particular day. Your calendar entries will not be visible to anyone but you.

I will add things regularly to the calendar. If something new has been added since the last time you accessed it, the icon on our homepage will be highlighted. Also, your myWebCT page will tell you when there is a new calendar entry.

**Resource Page**

Click on this icon to find a page of links to other websites that you might find useful. Some of the icons are links to writing resources to help you with the writing aspects of this class (research paper, etc.) There are also icons that will link you to KCC’s and UH’s libraries, to aid you in your research.

Ling 102W          Spring 2003          WebCT Cheat Sheet
Expect to see new additions to this page. I add things as I run across them.

**Survival Tools**

**View Your Marks and Course Record**

With this tool, you can view your own grades as I’ve entered them into the online gradebook. This area is still under construction, so don’t panic if you see all blanks under your name. I’ll do my best to keep up with posting grades to the gradebook, but it is normal for me to not have this area completely up to date.

**View your Progress Tracking Information**

Click on this icon to view your WebCT access history--how many times you’ve logged in and looked around inside of WebCT. I will be able to see this info for all students. This isn’t a threat--there’s no prescribed minimum number of "hits". I’m just curious about how useful WebCT can be for students. I usually check this area only in the first few days or so of class to verify that you’ve been successful logging in on your own.

**Student List and Their Homepages**

With this tool you can create your own webpage (which will exist only within WebCT and is not accessible to the general internet community) or you can add a link to your external webpage. I won’t be requiring anyone to create homepages but if you’re interested and motivated, go for it. To get started, click on your name and your blank webpage will pop up on the right. The buttons at the top of the page allow you to add things like text and links to the page. This WebCT feature has very limited formatting capabilities. If you are used to creating your own webpages in HTML or an HTML editor, you’ll find this tool very frustrating to use.

**Change your Password**

Click on this icon and follow the directions to change your password for added privacy. This link takes you back to your WebCT page, where you can click on "options" to find the password feature.

**Observations & Responses**

Click on this icon for further instructions on how to submit your

Ling 102W  
Spring 2003  
WebCT Cheat Sheet
observation assignments. Click on the Ear icon (your ears are getting sharper!). This will beam you directly into the Observations forum of the Bulletin Board feature of WebCT. Here you can read, respond to and compose messages, which will be posted for the entire class to read. You will be reading and being read by members of my two sections of Linguistics 102w. Enjoy the experience of a wider Linguistics community. Read your Language Observations & Responses handout for more details.

Logging out of WebCT

At the top of your MyWebCT window, there is a Logout button. Please log out of webct when you're done. If you don't logout, whoever opens the browser that that computer will be able to enter WebCT as YOU. This means that person will have access to your grades, and will be able to post messages using your identity. Another way to log out of WebCT is to quit the browser (not just close the window, but QUIT under the file menu.)

Other

There are other links to pages listing internet sites that are relevant to a particular chapter or subtopic that we will discuss in class. Explore these at any time during the semester. Check back often as I will add items of interest as I discover them. If you find an interesting and relevant site that you've like me to add, send me the complete web address via email and I'll add it.

Problems?

Any time you get stuck feel free to email me through regular email (inouye@hawaii.edu). I check my email from home in the evenings and on weekends. You can also call or email a classmate for help. This is often the quickest option. If you're absolutely desperate, you can email me an electronic copy or (ack!) hand in a hard copy of observation or response while we work together to get you successfully up and running on WebCT.