

Getting Started with WebCT

WebCT is a very user-friendly program for both faculty and students to use; however, some planning and preparation is necessary:

For you, the "designer" / faculty, consider one or more of the following options to learn how to use WebCT:

1. Read the Faculty WebCT FAQ.
2. Schedule a meeting with Sharon Kopyc at Henderson Computer Resources Center for help in assessing the appropriate tools to use for your class.
3. Check the Faculty Lab schedule online at the Curricular Computing site (<http://inside.bard.edu/computing/faculty/>) to see if any WebCT training sessions have been scheduled.
4. Schedule additional training time well ahead of your class to learn other specialized tools (for example, the image database, the grading tool, placement of audio files, etc.).
5. Complete the WebCT online request form one month before the semester begins.

For your students' orientation to WebCT:

1. Direct students to the online WebCT Student Help and Guides (<http://inside.bard.edu/webct/>). Here they will find all the information they need to get started: how to create a WebCT account, where to log-on, and Help and Guides.
2. Consider scheduling 20 minutes of class time for a "show and tell" orientation to introduce students to the tools you will be using in WebCT.
3. Schedule additional lab time if you will be requiring students to post presentations online. Students will learn how to save their word processing documents to html and how to upload those files into their personal space within the WebCT course.