What is WebCT?
WebCT (Web Course Tools) is an integrated set of tools for developing and delivering course components over the Web. It allows for the distribution of documents such as syllabi, schedules, announcements, and lecture notes, and also provides access to interactive tools such as threaded discussion, chat, and e-mail. WebCT also includes assessment tools and contains a built-in grade book.

Saint Francis University has selected WebCT as the platform of choice for centrally-supported distributed learning. This means that you are very likely to have one or more instructors who have chosen to make course materials available online using the WebCT tools. These course sites will vary from instructor to instructor, so be sure to familiarize yourself with each site individually. Consult your instructor if you have difficulty navigating your course site.

Browser Settings
Before logging on to WebCT, your browser must be configured correctly. The following table indicates the proper settings in Netscape and Internet Explorer.

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<thead>
<tr>
<th>Netscape Navigator 4 and Communicator 4.x</th>
<th>Internet Explorer 4.x and 5.x</th>
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<tbody>
<tr>
<td>1. From the Edit Menu, Click Preferences.</td>
<td>1. From the Tools menu, click Internet Options.</td>
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<td>2. Under the Category heading, click Advanced.</td>
<td>2. Click the General tab.</td>
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<td>3. Ensure the Enable Java and Enable JavaScript are selected.</td>
<td>3. Under Temporary Internet Files, click Settings.</td>
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<td>4. Expand the Advanced folder by clicking + and then Cache.</td>
<td>4. Under Check for new versions of stored pages, select Every visit to the page, and then click OK.</td>
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<td>5. Under Document in cache is compared to document on network, select Every time.</td>
<td>5. Click the Advanced tab.</td>
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<td>6. Click OK.</td>
<td>6. Under Microsoft VM, ensure that Java console enabled and Java logging enabled are selected.</td>
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<td></td>
<td>7. Click OK.</td>
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<td></td>
<td>8. If you selected Java console enabled, restart your computer.</td>
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</table>

If you are accessing WebCT with your own computer, these settings will be retained. If you are using a lab computer, you will want to check to see if the settings agree with those in the table each time you log in.
How do I log on to WebCT? How do I access a course?
1. Navigate to http://webct.francis.edu:8900
2. The Log on screen will prompt you for a userid and password. The first time you log on, your username is your Novell ID and your password is your Social Security Number. Your Novell ID is provided to you by Computer Services and is made up of your initials followed by st and a number. The number depends on how many students have the same initials as you do. WebCT is case sensitive, so you must be careful to match the case of every character in your ID and password.
3. After logging on for the first time you will want to change your password. We recommend that you make it agree with your Novell password. To do so, click the “Change Password” link on the WebCT screen. This will prevent individuals from accessing your account.

4. When you successfully log in you will be presented with a page entitled MyWebCT. On the left side of the page you will see a listing of the courses in which you are enrolled and for which your instructors have designed a WebCT site. Simply click on the course title to go to the course site.

How do I leave one course and go to another?
Click on the MyWebCT link located in the upper left hand corner of the screen.

What should I do if I cannot access WebCT?
First, be sure you are following the steps above. If you still cannot log on, send an e-mail to the WebCT administrator at webct@francis.edu. Include your name, the course you were trying to log on to, and briefly explain exactly what you entered in each textbox on the Log on screen. Also, inform your instructor that you were unable to log on.

What should I do if I cannot access a course in which I am enrolled?
Make sure you are following the log on procedure described above. Then, check with your instructor to see if there is a WebCT site to accompany your course. Not all instructors will have such sites developed. If you are sure that you should be able to access a course and cannot, e-mail the WebCT Administrator at webct@francis.edu with your name, the course and section you are trying to locate, and the course instructor. Also, inform you instructor.

How do I Log Out of WebCT?
To log out of WebCT you must close the browser. There is no button or log out link.

Where can I find HELP with WebCT?
• WebCT’s website: http://www.webct.com
• There is a link to contact sensitive HELP, located on the WebCT menu bar.
• Your individual course instructors
• Library Instructional Support Personnel.