

# WebCT Vista Student Guide

Version #2, February 2005\*

<http://boston.umassonline.net>

The screenshot shows the UMassOnline.net website interface. At the top, there is a navigation bar with the UMassOnline.net logo and the University of Massachusetts name, along with links for Amherst, Boston, Dartmouth, Lowell, and UMassMed. Below the navigation bar, there is a search bar and several menu items: Search, Contact Us, Explore UMass, and A Message from President Wilson. The main content area is divided into two columns. The left column contains a sidebar with links for Login, UMassOnline Home, Why UMassOnline, Registration & Admission, Student Services, and Technical Requirements. The right column contains a welcome message and two login sections. The first login section is for Prometheus-based courses, featuring a User Name field, a Password field, radio buttons for Graphical Interface (selected) and Textual Interface, and a Login button. Below this section is a link for 'Forgot your Prometheus password?'. The second login section is for WebCT Vista-based courses, featuring a User Name field, a Password field, and a Login button. Below this section is a link for 'Forgot your WebCT password?'. At the bottom of the page, there is a section for 'Students in fully ONLINE courses seeking technical assistance should:' followed by a list of contact options: Send email to [boston.support@umassonline.net](mailto:boston.support@umassonline.net); Call 1-800-569-6505; or Contact support via [live text chat](#) by clicking on this link.

ESS: http://www.boston.umassonline.net/

**UMassOnline.net** University of Massachusetts  
Amherst Boston Dartmouth Lowell UMassMed

UMassOnline UMassBoston Search Contact Us Explore UMass A Message from President Wilson

**Login**  
UMassOnline Home  
Why UMassOnline  
Registration & Admission  
Student Services  
Technical Requirements

"An online course has helped me cut my commuting time down, and gives me more time to study and/or sleep."

Printer Friendly

**Welcome to UMass Boston and UMassOnline,**  
During the next few semesters, we will be moving online courses to a new Learning Management System in order to give you a richer online education experience. While most spring semester courses will continue to run in Prometheus, several courses will be piloted in our new system, WebCT Vista. You will receive email notification about whether your course will be using Prometheus or WebCT Vista, along with your username and password. Please use the login box below that corresponds to that system. For your convenience, technical and helpdesk support for both WebCT Vista and Prometheus can be accessed via the email address, phone number and chat link below. If you would like to see a WebCT student tutorial simulation please log in with the username "demo" and password "welcome".

Students in **Prometheus**-based courses login here:

User Name   
Password   
 Graphical Interface  
 Textual Interface

[Forgot your Prometheus password?](#)

Students in **WebCT Vista**-based courses login here:

User Name   
Password

[Forgot your WebCT password?](#)

Students in **fully ONLINE courses** seeking technical assistance should:

- Send email to [boston.support@umassonline.net](mailto:boston.support@umassonline.net);
- Call 1-800-569-6505; or
- Contact support via [live text chat](#) by clicking on this link.

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# Introduction

## What is WebCT?

WebCT (Web Course Tools) is a product that enables an instructor to create and manage Web-based or Web-enhanced courses. Only students registered in a course for which the instructor has chosen to use WebCT may access the course. Check with your instructor for confirmation.

### Resources:

1. Online Student Resource Guide: [http://www.lms.umb.edu/webct\\_students.htm](http://www.lms.umb.edu/webct_students.htm)
2. Email Tech Support: <mailto:bostonsupport@umassonline.net>
3. WebCT Tech Support: 1-800-569-6505
4. WebCt login page: "get help" link
5. WebCT Student Page: <http://www.webct.com/students>
6. WebCT Public Q & A forum: [http://www.webct.com/drc\\_vista](http://www.webct.com/drc_vista)

### Technical Recommendations:

Windows

Microsoft Internet Explorer

versions 5, 5.5 and 6

Netscape Navigator

versions 7.0 and 7.1

MS Office or Word, Excel, and/or PowerPoint Viewers which can be downloaded for free at <http://www.microsoft.com/downloads>

Macintosh

Microsoft IE

5.1 (OS X 10.1) and 5.2 (OS X 10.2) 5.2.3 (OS X 10.3)

Netscape (OS X 10.3)

7.0, 7.1, 7.2

Safari 1.2

You must also have an up-to-date Java plug-in installed - download it from:

<http://java.com/en/index.jsp>

Your browser must have both cookies and Javascript enabled, and disable pop-up blocking software for WebCT to function properly.

\*\*\* **RUN THE BROWSER CHECK** before starting your course.

#### Browser Check

We highly recommend that you perform a browser check before logging in to ensure your computer is properly configured to use Vista.

[Run a Browser Check](#)

#### Pop-up Blockers

This site makes use of pop-up windows. If you have a pop-up blocker installed, please disable it for this site.

## 2. How to...log into WebCT Vista

- Open your web browser (preferably Internet Explorer, Safari works well from a Mac).

Enter the following web address:

[http:// www.boston.umassonline.net/](http://www.boston.umassonline.net/)

The WebCT Log in page appears:

The screenshot shows the UMassOnline.net login page. At the top, there is a navigation bar with the University of Massachusetts logo and links for 'Home', 'Registration & Admission', 'Student Services', and 'Technical Requirements'. Below this, a 'Login' section contains a welcome message and two login forms. The first form is for 'Prometheus-based courses' and the second is for 'WebCT Vista-based courses'. Both forms have 'User Name' and 'Password' input fields, a 'login' button, and a 'Forgot your password?' link. There is also a 'Pretest Ready' button on the left side of the page.

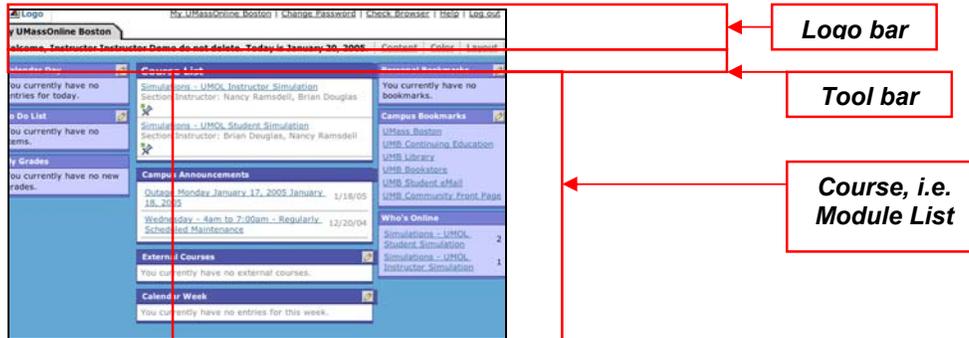
- If you are unsure of your student ID number, please contact the CCDE registrar's office at Tel. 617.287.7900 or via email at [continuing.education@umb.edu](mailto:continuing.education@umb.edu)

### 3. Navigation

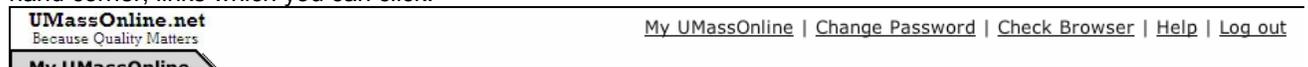
You can navigate in Vista with a number of options. You need not to use all of them, just use the ones that suit you.

#### 3.1. How to...navigate from the My WebCT page

From the *My WebCT* page you can access all of the modules for which you are enrolled

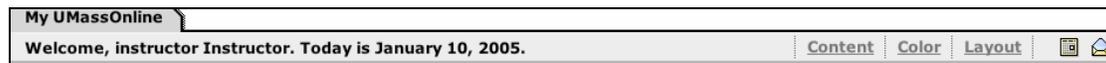


Across the top of the ~~My WebCT page is the Logo bar~~. This contains a logo and, in the top right hand corner, links which you can click:



- My UMassOnline** - goes to back to this screen
- Check Browser** - do this if you haven't already!
- Help** - to get context specific help
- Log out** - to log out of WebCT - Important to do this if working in a public lab.

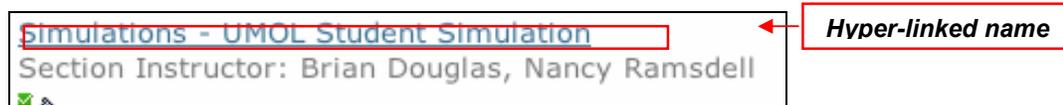
Underneath the Logo bar is the **Tool bar**. This contains a personal greeting and a number of links that you can click to perform certain functions:



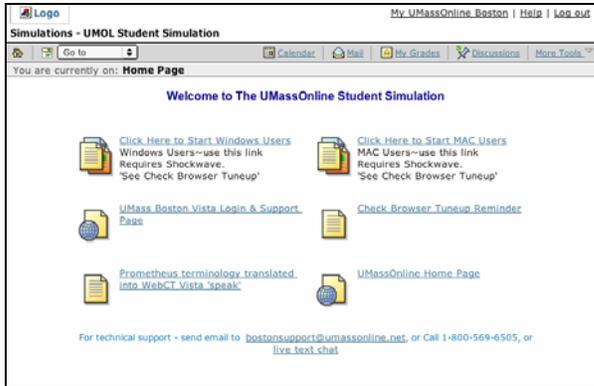
1. **Content** - to alter what appears on the My WebCT page
2. **Color** - to alter colour schemes
3. **Layout** - to alter the order and location of channels

Underneath the Tool bar there are various things such as *Course List (i.e. Module List)*, *Campus Announcements*, *Calendar Week*, *Who's Online*, etc.

All of the modules for which you are enrolled are located within the 'Course List' area on the *My WebCT* page. To access a specific module click on its hyper-linked name:



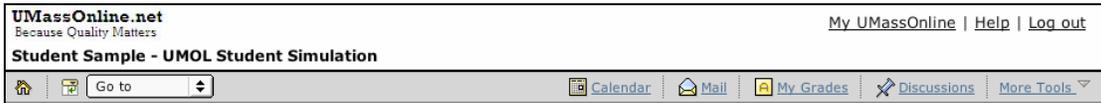
The Home Page of the module will appear:



### 3.2. How to...navigate from a module Home Page

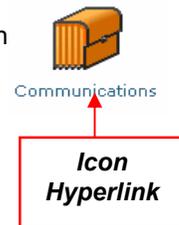
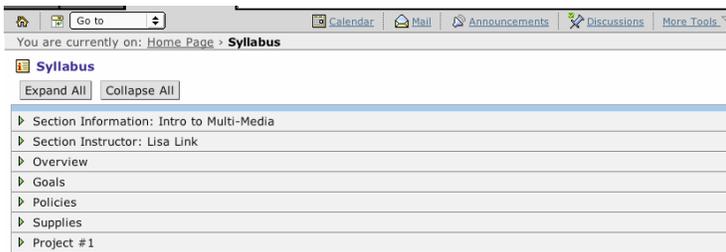
It is important that you use the internal navigation provided by WebCT: **Do NOT use** the browser's navigational features such as the *Back*, *Forward* and *Refresh* buttons.

On the top of the *Home Page* you will see the **Logo bar**. This contains the name of the module and the *My WebCT*, *Help* and *Log out* links:



To navigate through a module click on an icon or hyperlink that appears on the home page. Below, a syllabus. Click on the green triangles to expand

The page that relates to that link will be displayed.



### 3.3. How to...navigate using the Breadcrumbs Trail and the Course Tool Bar

Underneath the *Logo Bar* is the **Course Tool bar** and beneath this is the **Breadcrumbs Trail**, which shows you where you are in the module.

#### Breadcrumbs Trail



As you navigate your way around a module a trail of breadcrumbs will be created on the top left of the screen, showing the pages that you have viewed. The word in bold represents the page that you are currently on. The rest of the breadcrumbs are active links. By clicking on these links you can navigate directly to a specific page.

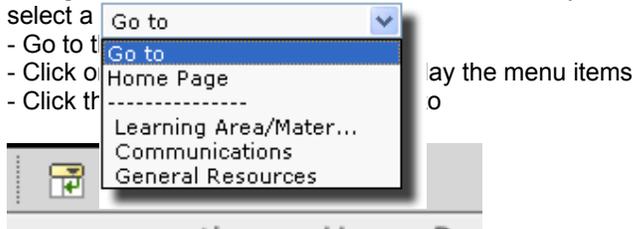
#### Course Tool Bar

 **Using the Home Page icon:** Click on the *home page* icon, first on the left on the course tool bar, to go directly to the home page.

 **Using the Course Menu icon:** Click on the *course menu* icon, second from the left on the course tool bar. This will expand the course menu if it is not already visible, or it will collapse the course menu if visible. The course menu will appear to the left of the home page. Click on the links within the course menu to navigate to the module's pages (see below).



**Using the Go To menu:** From the course tool bar you can also use the go to drop down list to

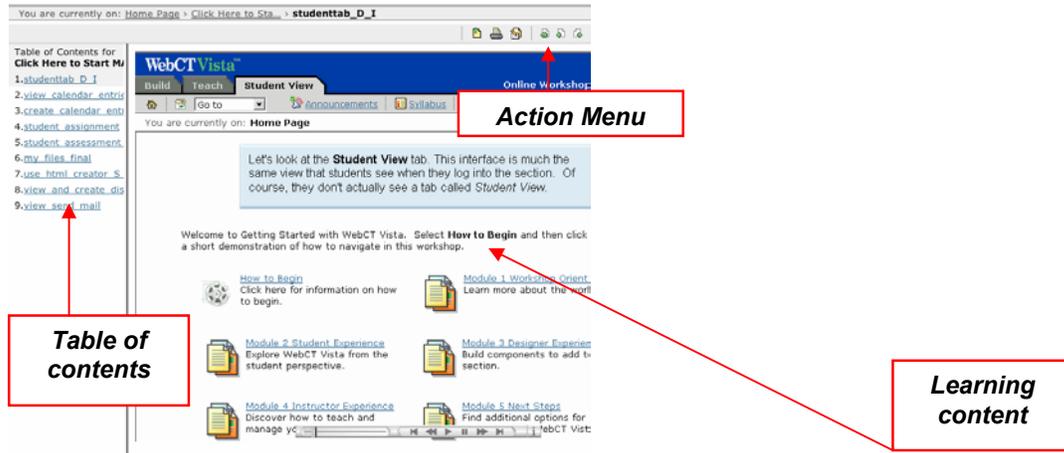




### 3.4. How to...navigate within a Learning Module

On the *Home Page* icons link to module material. An icon like the one shown here is known as *Learning Module*. A *Learning Module* organizes content through the use of a table of contents.

When you click on a *Learning Module* icon a page similar to that shown to the below will appear:



Within a *Learning Module* you can navigate using either the *Action Menu* or the *Table of contents*.

#### Action menu



The *Action menu* will appear to the top right of the page.

- Click the next icon to move onto the next page
- Click the previous icon to return to the previous page
- Click the retrace icon to retrace your navigation path through the learning module
- Other icons may also be available

#### Table of contents

The table of contents will appear to the left of page.

<p>Table of Contents for <b>Click Here to Start MAC Users</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">studenttab_D_I</a></li> <li>2. <a href="#">view_calendar_entries_S</a></li> <li>3. <a href="#">create_calendar_entry_S</a></li> <li>4. <a href="#">student_assignment</a></li> <li>5. <a href="#">student_assessment_final</a></li> <li>6. <a href="#">my_files_final</a></li> <li>7. <a href="#">use_html_creator_S_I_D</a></li> <li>8. <a href="#">view_and_create_discussion_posts</a></li> <li>9. <a href="#">view_send_mail</a></li> </ol>
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<p>Table of Contents for <b>Unit 3 - Accessibility in e-Learning</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Accessibility</a></li> <li>2. <a href="#">WebCT Accessibility Guidelines</a></li> <li>3. <a href="#">Discussion Topic</a> <ol style="list-style-type: none"> <li>3.1. <a href="#">Accessibility</a></li> </ol> </li> </ol>
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The content of *the Learning Module* will appear on the main section of the page.

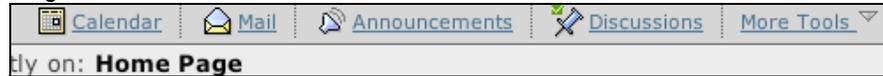
## 4. How to...use the Communications Tools

### 4.1. Discussion board



**Note:** The availability of the Discussion board is dependent upon how your WebCT module has been set-up; therefore it may not be available.

To get to the discussion board click on the icon.



The discussion board is used to communicate with others enrolled in the same module.

#### 4.1.1. Discussions are organized into:

- **Categories**, which can contain several topics and are the highest level of organization within discussions (see below)
- **Topics**, which can contain message threads. All discussion messages are posted to a particular topic (see below)

**Discussions**  
Discussions is divided into categories, topics and messages. A single category can contain multiple topics; topics can contain multiple messages. To view the topics within a category, click the hyperlinked category title.

Expand All | Collapse All

Title	Messages:	New	Total	Last Post
Discussion Topics for Training Sessions These topics will be used to facilitate discussions in training sessions.				
PGCE Secondary For the Vista training session of PGCE Secondary				
Project 1 This category holds all of the discussion topics for the first project. There will be one ...				
Required Discussions These discussion topics correspond to the learning modules within the learning area of the ...				
Accessibility	0	0	0	-
Guiding Principles for Effective e-Learning	0	0	0	-
Introduction to e-Learning	2	11	11	22 July 2004 10 40
WebCT	0	0	0	-
Student Forum This category will hold discussion topics where students can go to ask				

- **Message Threads**, which are collections of messages, incorporating a starting message and all replies to that original message (see below)
- **Messages**, are the lowest level/unit within discussions (see below)

Discussions > Required Discussi... > Introduction to e...

- Search -    Accessibility

Messages    All Unread    Threaded Unthreaded    Drafts

Expand All | Collapse All    [1] of 1 | item 1..5 of 5 | Edit Paging

Subject	Author	Date	Messages:	New	Total	Locked	Actions
Advantages/Disadvantages of e-Learning	E Walsh	25 March 2004 09 26	0	5	5	No	-
Re:Advantages/Disadvantages of e-Learning	Demo Student 1023613	14 June 2004 14 11	1	1	1	No	-
Re:Advantages/Disadvantages of e-Learning	Demo Student 1023613	14 June 2004 14 20	1	1	1	No	-
Re:Advantages/Disadvantages of e-Learning	Tessa Watson	22 July 2004 10 40	1	1	1	No	-
Re:Advantages/Disadvantages of e-Learning	Rachel Darnley-Smith	22 July 2004 10 40	1	1	1	No	-
What is the WWW?	Demo Student 1023613	14 June 2004 14 22	0	2	2	No	-
www	Eileen Kennedy	07 July 2004 10 20	0	2	2	No	-
e-learning	Linda Cronin	07 July 2004 10 21	1	1	1	No	-
xvxc	Athina Chatzi	15 July 2004 15 49	0	1	1	No	-

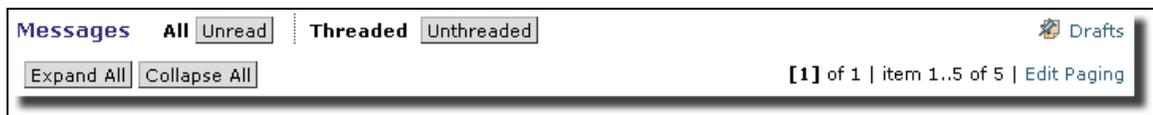
Mark as Read    Mark as Unread    Compile

Compose Message

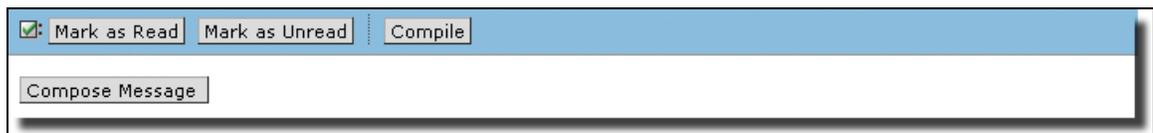
- Within each category you can choose a specific discussion topic by clicking on its linked name.
- Within each topic there may be a number of threads and/or messages.
- You can expand/collapse messages within a thread by clicking on the green arrow to the left of the subject line.
- You can sort messages by *Subject*, *Author* and *Date* by clicking the headings in the table heading row.

#### 4.1.2. Managing your messages

The buttons and links available on the Messages screen enable you to:



- Show **All** messages (click *All*)
- Show only **Unread** messages (click *Unread*)
- Show **Threaded** messages (click *Threaded*)
- Show **Unthreaded** messages (click *Unthreaded*)
- **Expand All** messages (click *Expand All*)
- **Collapse All** messages (click *Collapse All*)
- Edit **Draft** messages (click *Drafts*)



- **Mark** messages as **Read** (click *Mark as Read*)
- **Mark** messages as **Unread** (click *Mark as Unread*)
- **Compile** messages (select the messages using the checkboxes then click *Compile*). Once you have compiled messages you can:
  - *Print* the compiled messages
  - *Save* the compiled messages as a file

#### 4.1.3. Viewing messages

Click the message's title under the *Subject* heading. Any text in blue generally indicates that it is a link and when clicked will reveal further content.

The screenshot shows the Messages screen with a message selected. The message details are as follows:
 

- Buttons: **Messages**, **All**, **Unread**, **Threaded**, **Unthreaded**, **Expand All**, **Collapse All**, **Drafts**
- Paging information: **[1] of 1 | item 1..1 of 1 | Edit Paging**
- Table header: **Subject**, **Author**, **Date**, **Messages:**, **ons**
- Message row:  **Virtual Office Hours**, E Walsh, 06 July 2004 14 53, **Message Title**
- Toolbar:  **Mark as Read**, **Mark as Unread**, **Compile**, **Compose Message**
- Message content:
  - Close this window
  - Message**
  - Advantages/Disadvantages of e-Learning **Author:** E Walsh **Date:** 25 M
  - What do you think are some of the advantages of e-learning that haven't been mentioned? Also what do you think may be some of the disadvantages (if any!!!) of e-learning?
  - Attachments:
  - Reply** **Forward**
  - Messages in the thread **Display Complete Thread**

When viewing a message you can:

- Reply to the message (click *Reply*)
- Forward the message (click *Forward*)
- Display Complete Thread (click *Display Complete Thread*)

#### 4.1.4. Composing messages

When composing a message you can:

- Attach files (click *Browse*)
- Post the message (click *Post*)
- Preview the message (click *Preview*)
- Cancel creating/writing the message (click *Cancel*)
- 

- If you require **help** at any time click *Help* (in the top right corner of the screen)

#### 4.2. Chat & Whiteboard

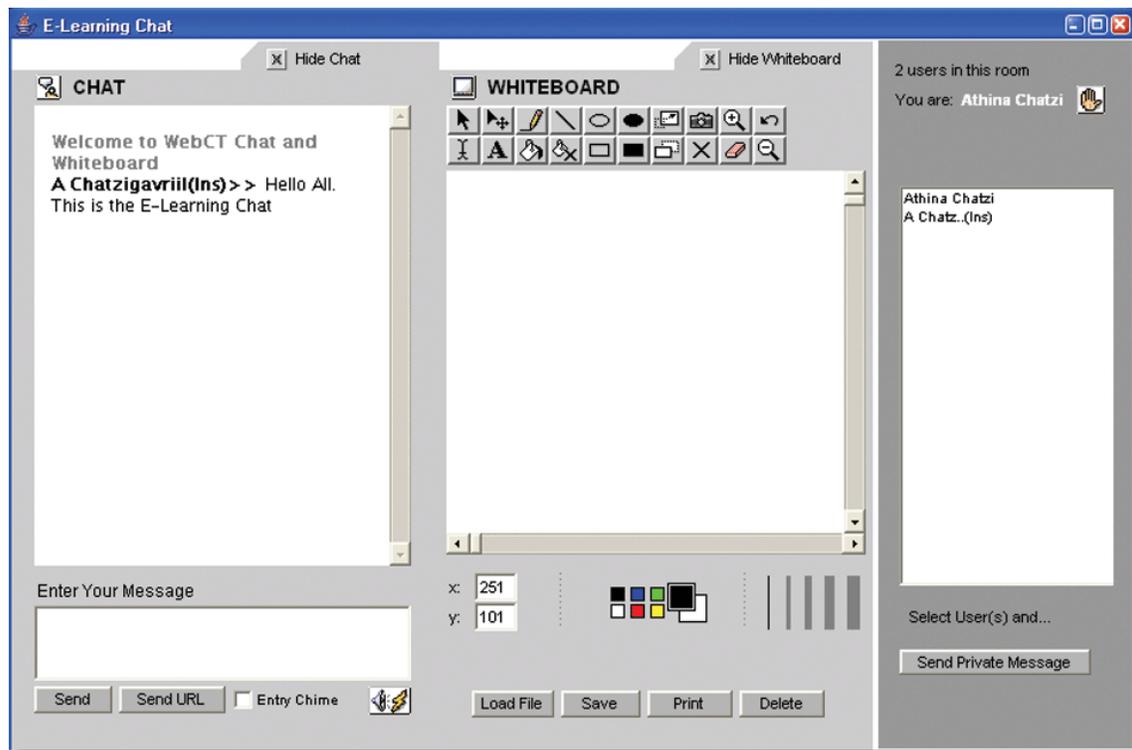


**Note:** The availability of the Chat & Whiteboard is dependent upon how your WebCT has been set-up. Therefore it may not be available. Chat & Whiteboard can be set-up in three different ways:

1. Chat & Whiteboard together
2. Whiteboard only
3. Chat only

You can use chat to engage in real-time communications with others enrolled in your module. To access a chat room click on the chat icon for that room (see below)

The *chat* window appears:



Within the Chat window you can:

- **Send messages**
- **Send URLs**
- **Send private messages**
- If you require **help** at any time click *Help* (in the top right corner of the screen)

### 4.3. Mail



**Note: The Mail tool is for use in WebCT only; it isn't your University or outside email account and you can ONLY send messages to your lecturer and other students enrolled on individual modules. You can set up mail forwarding to view WebCT mail. You must go to WebCT to respond to messages.**

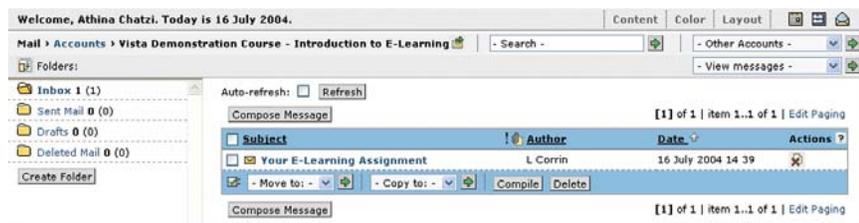
The mail message screen is very similar to the discussion board screen.

**REMEMBER, you send mail messages to individuals and discussion postings to the entire group.**

Mail can be accessed from:

1. The My WebCT page tool bar
2. The Course Tool Bar, if it is available within your module

Once the mail tool is opened the Messages screen appears (see below). Navigation and functionality are similar to any other email account.



Within the *Messages* screen you can:

- **Read mail messages.** To read a message click on the subject line of the message you wish to read. A pop-up window will display the message. From this window you can:
  - *Reply* to the message
  - *Forward* the message
  - *Print* the message
  - *Delete* the message
- **Compose messages.** Click on the *Compose Message* button. The compose message pop-up window will display. When composing a message you can:
  - *Attach* files
  - *Preview* the message
  - *Save* the message as a draft message (saved to the Drafts folder)
- **Set the number of messages per page** (click *Edit Paging*)
- **Copy and move messages**
- **Compile messages** (select the messages using the checkboxes then click *Compile*). Once you have compiled messages you can:
  - *Print* the compiled messages
  - *Save* the compiled messages as a file
- **Delete messages** (select the messages using the checkboxes then click *Delete*)
- **Manage Mail folders** (click *Create Folder*)
- **Forward Message**
  - Click on the Forward Message icon
  - Enter the address where you want the forwarded mail to go.
  - Click save. Remember, you CAN'T hit "reply" to forwarded mail from WebCT,
  - You will see the message, but the return address will be [DO\\_NOT\\_REPLY@umassonline.net](mailto:DO_NOT_REPLY@umassonline.net)
  - You must go to Webct to reply to the message.



- If you require **help** at any time click *Help* (in the top right corner of the screen)

J

## 5. How to...use the assessment tools

It is important to check when quizzes, self tests and assignments are accessible. Do this as soon as you log on to WebCT Vista so you can plan your workloads around them.

### 5.1. Quiz, Survey & Self Test



*Note: The availability of the Quiz, Survey and Self-test tools are dependent upon how your WebCT module has been set-up. Additionally there are differences between these types of assessment:*

1. Quiz – your responses are graded (check My Grades for your results)
2. Survey – your responses are anonymous and upgraded
3. Self-test – your responses are not graded

When you access a quiz, survey or self test you will be given information about that assessment (e.g. Availability dates, time limits etc.).

- To begin the assessment click *Begin Assessment*: **Begin Assessment**
- Depending on how your course has been set-up an Assessment screen similar to that shown below will appear:

**Introduction Assessment**

Available starting: 24 March 2004 17 01  
 Available until:   
 Duration:   
 Question delivery:   
 Attempts allowed:   
 Attempts completed:   
 Grade:   
**Begin Assessment**

**Assessment - Microsoft Internet Explorer provided by Roehampton University of Surrey**

**Introduction Assessment**

Athina Chatzi | Started: 16 July 2004 16 49 | 8 Questions

**Time** 16:50:17  
 Allowed 00:30:00  
 Remaining 00:29:35

**Question Status**

○ Unanswered  
 ✓ Answered

1 2 3 4 5  
 6 7 8

1. (10.0 point(s))

Organisations are increasingly investing in the use of web technology, which includes the use of the web for learning and teaching.

True  False

Save Next Question  
 Finish Help

Done Internet

- To the right of the screen, time and question information is displayed (*question status area*). The questions are displayed to the left of the screen
- The questions are delivered either one at a time as above or all at once
- To answer a question you will need to either type, check, or select the appropriate response. Once you have made your response click *Save*. A blue tick appears in the question status area indicating that the question has been saved
- To move onto the next question click *Next Question*.
- When you have completed the assessment click *Finish*
- If you require **help** at any time click *Help* (in the top right corner of the screen)

**Time** 16:54:36  
 Allowed 00:30:00  
 Remaining 00:25:16

**Question Status**

○ Unanswered  
 ✓ Answered

1 2 3 4 5  
 ✓ ✓ ✓ ✓ ✓  
 6 7 8  
 ○ ○ ○

**DO NOT click finish unless you are sure you have finished the quiz.**

## 5.2. Assignments



*Note: The availability of the Assignment tool is dependent upon how your WebCT module has been set-up. Therefore it may not be available.*

When you access an assignment a screen similar to that shown below will appear:

You are currently on: Home Page > **Edit Submission**

**Edit Submission (Attempt 1)**

**Instructions:**  
Search the Internet for a good definition of E-Learning. In a Word document provide this definition and the URL from which the definition came. Save this document and submit it via WebCT Vista.

**Attachments:**

the right please enter your name and your Word document. Then attached the the Attachment area (Begin by clicking button).

**Submission:**

**Attachments**  
Browse...

Submit Save as Draft Cancel

**Instructions Attachments**

**Text box**

To the left are the instructions and any attachments associated with the assignment for you to download. To right of the screen is a text box where you can enter your assignment submission.

Within the Assignment screen you can:

- **Attach files** to your submission (click *Browse*). It is quite possible you'll be asked to submit an assignment in Word, Excel or Power Point. You attach it here.
- **Submit your assignment** when ready (click *Submit*)
- **Save a draft** of what you have done. You can then come back to work on it at a later time (click *Save as Draft*)
- **Cancel** the submission (click *Cancel*)
- If you require **help** at any time click *Help* (in the top right corner of the screen)

## 6. How to...use the Calendar



Calendar can be accessed from:

1. The *My WebCT page* tool bar.
2. The *Course Tool Bar*, if it is available within your module

Once a calendar icon clicked a screen similar to that shown below will appear:

The screenshot shows the 'Calendar' interface for July 2004. It features a weekly grid with columns for Sun through Sat. The current date is July 16, 2004, which is highlighted in yellow and labeled '16 Today'. Events for the week include a seminar on the 15th and 18th, and coursework due on the 16th. The interface includes navigation options like 'View Week', 'Add Entry', and 'Compile Entries', along with a 'Settings' link and a 'View: This course only' dropdown menu.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	27	28	29	30	1	2	3
View Week	4	5	6	7	8	9	10
View Week	11	12	13	14	15 ♦ Seminar - USR ♦ Test entry	16 Today ♦ Coursework due to today	17
View Week	18 ♦ seminar	19	20	21	22	23	24
View Week	25	26	27	28	29	30	31

**Key:**  
♦ Vista Demonstration Course - Introduction to E-Learning  
*Entries in italic are private entries.*

Within the Calendar you can:

- Choose whether to make your entry public (viewable by all students enrolled to a module) or private (viewable only by you)

The screenshot shows the 'Add Entry' form. It includes a 'Summary' field, 'Start date' and 'End date' pickers (set to July 9, 2004 and July 11, 2004), a checkbox for 'This is an all-day event', a 'Course' dropdown (set to 'Vista Demonstration Course - Introduction to E-Learning'), and an 'Access level' dropdown (set to 'Private'). There is also a 'Detail' text area and a 'Use HTML' checkbox. A 'More Options' section is collapsed. 'Save' and 'Cancel' buttons are at the bottom, with a red asterisk indicating a required field.

- **Compile entries** for a range of dates (click *Compile Entries*)
- **Customize your view** of the Calendar (click the *Settings* link)
- View the **Calendar which relates to a different module** use the drop-down menu in the top right of the screen
- View the **Calendar by month, week or day**. Click the appropriate link to view the month, week, or day
- If you require **help** at any time click *Help* (in the top right corner of the screen)

\* This guide is modelled after the one developed for University of Roehampton, England.

