

Designer and Instructor Reference

WebCT™ Campus Edition 6.0

PART 2: ACCESSING WEBCT

CHAPTER 3: MY WEBCT

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CHAPTER 3: MY WEBCT

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT MY WEBCT

My WebCT provides you with a single point of access to the courses in which you are enrolled.

The *Course List* channel on the *My WebCT* screen contains a link to each course in which you are enrolled.

Depending on the settings used by your institution, from *My WebCT* you may also be able to:

- use the *Campus Announcements* channel to read announcements sent by your institution.
- use the *External Courses* channel to create links to other (non-WebCT) online courses in which you are enrolled. Depending on your institution, you may also be able to use the *External Courses* channel to access learning applications and tools, such as a library system.
- use the *Calendar Week* and *Calendar Day* channels, and the *Calendar* icon on the *My WebCT* toolbar to access the *Calendar* tool.
- use the *To Do List* channel to create a personal to do list.
- if you are enrolled as a Student, use the *My Grades* channel to view your grades that have been released.
- use the *Personal Bookmarks* channel to add bookmarks to your favorite web pages.
- use the *Campus Bookmarks* channel to access web pages that have been provided by your institution.
- use the *Who's Online* channel to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of these users.

EXAMPLE: If you are enrolled as a Student in two courses, the *Who's Online* channel contains a link for each course. The number of WebCT users who are currently online in the course displays next to the course title.

- use the *Mail* icon on the *My WebCT* toolbar to access the *Mail* tool.

FAMILIARIZING YOURSELF WITH THE MY WEBCT SCREEN

About the Logo Bar

The logo bar appears at the top of the *My WebCT* screen and contains the following:

- a *Change Password* link that allows you to change the password used for logging in to WebCT
- a *Check Browser* link that allows you to check if your browser type and version are validated for use with WebCT
- a *Help* link that allows you to access context-sensitive *Online Help* and other resources, including WebCT Support, WebCT print documentation, and *Ask Dr. C*, a question and answer service moderated by a dedicated, international community of experienced WebCT users
- a *Log out* link that allows you to log out of WebCT

About the My WebCT Toolbar

The *My WebCT* toolbar is located at the top of the *My WebCT* screen, below the logo bar. Depending on the settings used by your institution, the *My WebCT* toolbar may contain the following:

- a *Channels* link that can be used to hide or show channels on the *My WebCT* screen.
- a *Color* link that can be used to change the colors on the *My WebCT* screen.
- a *Layout* link that can be used to change the order and location of the channels on the *My WebCT* screen.
- icons to access the *Calendar* and *Mail* tools.

About Channels

Depending on the settings used by your institution, the *My WebCT* screen contains one or more channels, such as the *Course List* channel.

The following table provides a list and brief description of the channels that may display in the *My WebCT* screen.

Channel	Description
<i>Course List</i> channel	contains links to all courses in which you are enrolled
<i>Campus Announcements</i> channel	displays announcements that have been sent to the entire campus or to all WebCT users who are enrolled in certain roles

Channel	Description
<i>External Courses</i> channel	<ul style="list-style-type: none"> • can be used to display links to other (non-WebCT) online courses in which you are enrolled • depending on your institution, may also display links to learning applications and tools, such as a library system
<i>Calendar Week</i> channel	displays <i>Calendar</i> entries for the current week
<i>Calendar Day</i> channel	displays <i>Calendar</i> entries for today
<i>To Do List</i> channel	can be used to create a list of items that you want to remind yourself to do
<i>My Grades</i> channel	when grades are released for a course in which you are enrolled, a link and messages displays in this channel
<i>Personal Bookmarks</i> channel	can be used to display links to your favorite web pages and web sites
<i>Campus Bookmarks</i> channel	contains links to web pages and web sites that have been provided by your institution
<i>Who's Online</i> channel	can be used to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of those users

Depending on the settings used by your institution, you may be able to hide or show channels, and change the order and location in which channels display.

ENTERING COURSES USING THE COURSE LIST CHANNEL

The *Course List* channel in *My WebCT* contains a link to each course in which you are enrolled.

To enter a course, from the *My WebCT* screen, in the *Course List* channel, click the title of the course. The *Course Content Home* screen appears.

NOTE: You may be required to enter an access code to enter the course. For more information, see *Entering Access-Code Protected Courses*.

To notify you that new content has been added to your course, tool news icons may appear below the link to the course or a **Show New Items** button may appear in the *Course List* channel:

- If a tool news icon appears below the link to the course, to access the new content, click the icon.
- If the **Show New Items** button appears, click **Show New Items**. To access the new content, click the icon.

For Section Designers only: To access new content by clicking a tool news icon or the **Show New Items** button, you must have selected the *Do not show me this page again* check box on the course entry screen. If you have not selected the *Do not show me this page again* check box, when you click a tool news icon or the **Show New Items** button, the course entry screen will appear instead of the new content.

Entering Access-Code Protected Courses

If you are enrolled in a course that contains content that was created by a publisher, you are required to enter an access code the first time you enter the course.

NOTE: If you are enrolled in two or more access-code protected courses that contain the same publisher content, you only have to enter an access code the first time you enter one of the courses.

If you do not have an access code for the course, there are two ways you can purchase an access code:

1. Your Section Instructor may have ordered a textbook and access code “bundle” that you can purchase at your school's bookstore.
2. You can purchase an access code online. Go to the WebCT Student Resource Center (<http://www.webct.com/students>).

IMPORTANT: Before you purchase an access code online:

- Check your course textbook for an access code. If an access code is included with your course textbook, you do not need to purchase an access code online.
- To ensure you purchase the right access code for the course, know the title, author, edition, and publisher of the content. You can obtain this information from your Section Instructor.

NOTE: If you do not have an access code but want temporary access to the course, you can request a grace period for the course. For more information, see *Requesting a Grace Period for an Access-Code Protected Course*.

1. From the *My WebCT* screen, in the *Course List* channel, click the title of the course. A licensing agreement for the publisher content appears.
2. Read the licensing agreement and click **Accept**. The *Access Code Required* screen appears.
3. Enter your access code exactly as it appears on the printed card that was included with your course textbook or, if you purchased the access code online, enter it exactly as it appears in the e-mail that

was sent to you from WebCT.

- NOTE:**
- Access codes look like one of the following:
 - a combination of letters and numbers
EXAMPLE: CT-TCT-6321-711931-I
 - all letters
EXAMPLE: LOVE-LITE-JUST-GIVE-WAGS-IDLE
 - Access codes can include dashes but cannot include spaces.
 - The number 1 is often mistaken for the capital letter I, and vice versa. The number 0 is often mistaken for the capital letter O, and vice versa.

4. Click **Submit Access Code**. The *Course Content Home* screen appears and you can get started with the course.

NOTE: You will not have to enter an access code the next time you enter the course.

Requesting a Grace Period for an Access-Code Protected Course

If you want to enter an access-code protected course but do not have an access code, you can request a grace period for the course. A grace period allows you to enter an access-code protected course for 15 days.

NOTE: You can request one grace period only for a course.

After the grace period expires, you have to enter an access code to enter the course.

1. From the *My WebCT* screen, in the *Course List* channel, click the title of the course. A licensing agreement for the publisher content appears.
2. Read the licensing agreement and click **Accept**. The *Access Code Required* screen appears.
3. Click **Request Grace Period**. A 15-day grace period is granted.
4. Click **Go to Course**. The *Course Content Home* screen appears.

During the 15-day grace period, each time you log in to WebCT, to enter the course, you have to accept the license agreement and click **Go to Course**. For permanent access to the course, you must enter an access code.

USING THE CAMPUS ANNOUNCEMENTS CHANNEL

NOTE: Depending on the settings used by your institution, the *Campus Announcements* channel may not be available.

The *Campus Announcements* channel in *My WebCT* contains links to announcements that have been sent to the entire campus or to all WebCT users enrolled in certain roles.

EXAMPLE: The campus may send an announcement to all Students notifying them of the dates when the campus is closed.

To view an announcement, in the *Campus Announcements* channel, click the title of the announcement. The *View Announcement* pop-up window appears, displaying the campus announcement.

USING THE EXTERNAL COURSES CHANNEL

NOTE: Depending on the settings used by your institution, the *External Courses* channel may not be available.

You can use the *External Courses* channel in *My WebCT* for the following:

- If you are enrolled in other (non-WebCT) online courses, you can create links to these courses in the *External Courses* channel. This will allow you to access all of your online courses from *My WebCT*.
- Your institution may have added links to the *External Courses* channel that allow you to access learning applications and tools, such as a library system, directly from *My WebCT*.

In the *External Courses* channel, you can:

- add links to external courses.
- edit links to external courses.
- change the order of links.
- hide or show links.
- delete links to external courses.

Adding Links to External Courses

If you are enrolled in other (non-WebCT) online courses, you can create links to these courses that

display in the *External Courses* channel of *My WebCT*. This will allow you to access all of your online courses from *My WebCT*.

1. From the *My WebCT* screen, locate the *External Courses* channel and click its *Edit External Courses* icon. The *External Courses* screen appears.
2. Click **Add External Course**. The *Add External Course* screen appears.
3. In the *Course Title* text box, enter a course title. This title displays in the *External Courses* channel of *My WebCT* as a link to the external course.
4. In the *Location (URL)* text box, after *http://*, enter the Internet address of the course.
5. Click **Save**. The *External Courses* screen appears and the link is added.
6. If you want to add a link to another external course, repeat steps 2 to 5.
7. Click the **My WebCT** tab. The *My WebCT* screen appears and the *External Courses* channel is updated.

Editing Links to External Courses

You can edit the links to external courses that display in the *External Courses* channel of *My WebCT*.

NOTE: If your institution has added links to learning applications and tools, you cannot edit these links.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Locate the link you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit External Course* screen appears.
4. Edit the link as desired:
 - a. In the *Course Title* text box, edit the course title. In the *External Courses* channel of *My WebCT*, this title appears as a link to the external course.
 - b. In the *Location (URL)* text box, edit the Internet address of the course.
5. Click **Save**. The *External Courses* screen appears.
6. Click the **My WebCT** tab. The *My WebCT* screen appears and the *External Courses* channel is updated.

Changing the Order of Links in the External Courses Channel

You can change the order in which links appear in the *External Courses* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. In the rows that contain the links that you want to move, select the check boxes.
3. Do one of the following:
 - To move the links up, under *Move*, in a row above the links you selected, click the *Move selected items above this item* icon. The links move up.
 - To move the links down, under *Move*, in a row below the links you selected, click the *Move selected items below this item* icon. The links move down.
4. Click the **My WebCT** tab. The *My WebCT* screen appears and the order of the links is changed.

Hiding or Showing Links in the External Courses Channel

You can temporarily hide a link if you do not want it to display in the *External Courses* channel in *My WebCT*. Hidden links are not deleted and can be displayed again. When you want to display a link again, you can show the link.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Do one of the following:
 - To hide a link, locate the link and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the link title, indicating the link is hidden.
 - To show a link, locate the link and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the link is shown.
3. Click the **My WebCT** tab. The *My WebCT* screen appears and the *External Courses* channel is updated.

Deleting Links to External Courses

You can delete links that have been added to the *External Courses* channel in *My WebCT*.

NOTE: If your institution has added links to learning applications and tools, you cannot delete these links.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Do one of the following:
 - To delete a link to one external course, locate the link you want to delete and click its *ActionLinks* icon. A menu appears.
 - To delete links to multiple external courses, next to each link you want to delete, select the check box.
 - To delete all links to external courses on the current page, in the table heading row, next to *Course Title*, select the check box. All links are selected.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The links are deleted.
5. Click the **My WebCT** tab. The *My WebCT* screen appears and the *External Courses* channel is updated.

USING THE CALENDAR WEEK AND CALENDAR DAY CHANNELS

Depending on the settings used by your institution, from the *My WebCT* screen, you may be able to access your *Calendar* using the *Calendar Day* and *Calendar Week* channels, and the *Calendar* icon on the *My WebCT* toolbar.

From the *My WebCT* screen, you can access the month, week, or day view of your *Calendar*. Once in your *Calendar*, you can switch between the three views.

- To view entries for the month, in the *My WebCT* toolbar, click the *Calendar* icon. The *Calendar* screen appears.
- To view entries for the week, locate the *Calendar Week* channel and click its *Edit Calendar Week* icon. The *Calendar* screen appears.
- To view entries for today, locate the *Calendar Day* channel, and click its *Edit Calendar Day* icon. The *Calendar* screen appears.

For help using your *Calendar*, from the *Calendar* screen, on the logo bar, click **Help**.

USING THE TO DO LIST CHANNEL

Adding Items to Your To Do List

You can add items to your to do list in *My WebCT* and prioritize the items in order of their importance.

1. From the *My WebCT* screen, locate the *To Do List* channel and click its *Edit To Do List* icon. The *To Do List* screen appears.
2. Click **Add Item**. The *Add Item* screen appears.
3. In the *Item text* text box, enter the to do item. Only the first 20 characters of the text will display in the *To Do List* channel.

TIP: If the text exceeds 20 characters, later, when viewing the item from the *My WebCT* screen, to see the complete item text, click the *Edit* icon in the *To Do List* channel.

4. From the *Priority* drop-down list, select a priority to assign to the item.

NOTE: In the *To Do List* channel, items are sorted, in ascending order, by the priority you select.

5. Click **Save**. The *To Do List* screen appears and the item is added.
6. If you want to add more items, repeat steps 2 to 5.
7. Click the **My WebCT** tab. The *My WebCT* screen appears, displaying the items in the *To Do List* channel.

Editing Items on Your To Do List

You can edit and change the priority of items in the *To Do List* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Locate the item you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Item* screen appears.
4. Edit the item as desired:
 - a. In the *Item text* text box, edit the item text.
 - b. From the *Priority* drop-down list, select a priority to assign to the item. In *My WebCT*, items are sorted, in ascending order, by the priority that you select.
5. Click **Save**. The *To Do List* screen appears and the item is edited.

6. Click the **My WebCT** tab. The *My WebCT* screen appears and the *To Do List* channel is updated.

Printing Your To Do List

You can print the items in the *To Do List* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Click **Printable Version**. The *My WebCT To Do List* screen appears, displaying all of the items in your to do list.
3. From your browser's *File* menu, click **Print**. Your browser's print dialog box appears.
4. Make your selections to print your to do list. The dialog box closes and your to do list prints.
5. In the *My WebCT To Do List* screen, click **Close**. The *To Do List* screen appears.
6. Click the **My WebCT** tab. The *My WebCT* screen appears.

Deleting Items on Your To Do List

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Locate the item you want to delete and click its *ActionLinks* icon. A menu appears.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The item is deleted.
5. If you want to delete another item, repeat steps 2 to 4.
6. Click the **My WebCT** tab. The *My WebCT* screen appears and the *To Do List* channel is updated.

USING THE MY GRADES CHANNEL

NOTE: Depending on the settings used by your institution, the *My Grades* channel may not be available.

When grades are released for a course in which you are enrolled, a link and message appears in the *My Grades* channel in *My WebCT*. You can use the *My Grades* channel to view grades that have been released for all of the courses in which you are enrolled.

To view your grades in a course, from the *My WebCT* screen, in the *My Grades* channel, click the title of the course. The *My Grades* screen appears, displaying all of your grades that have been released for the course.

To return to the *My WebCT* screen, click the **My WebCT** tab.

NOTE: Depending on the way your course is designed, you may also be able to view your grades from within a course by clicking **My Grades** under *My Tools*.

USING THE PERSONAL BOOKMARKS CHANNEL

NOTE: Depending on the settings used by your institution, the *Personal Bookmarks* channel may not be available.

When you find a web page that you want to visit again, you can save its Internet address as a bookmark in the *Personal Bookmarks* channel in *My WebCT*. Any time that you want to visit that web page, you can click its link in the *Personal Bookmarks* channel.

From the *Personal Bookmarks* channel, you can:

- add bookmarks to your favorite web pages.
- edit bookmarks to your favorite web pages.
- change the order of bookmarks.
- hide or show bookmarks.
- delete bookmarks to web pages.

Adding Bookmarks to Your Favorite Web Pages

You can add bookmarks to your favorite web pages so that it is easy to go to them in the future.

1. From the *My WebCT* screen, locate the *Personal Bookmarks* channel and click its *Edit Personal Bookmarks* icon. The *Personal Bookmarks* screen appears.
2. Click **Add Personal Bookmark**. The *Add Personal Bookmark* screen appears.
3. In the *Bookmark title* text box, enter a title for the bookmark. This title displays in the *Personal Bookmarks* channel as a link to the web page.
4. In the *Location (URL)* text box, after *http://*, enter the Internet address of the web page.
5. Click **Save**. The *Personal Bookmarks* screen appears and the bookmark is added.

6. If you want to add another bookmark, repeat steps 2 to 5.
7. Click the **My WebCT** tab. The *My WebCT* screen appears and the bookmarks are added to the *Personal Bookmarks* channel.

To go to a web page that you have bookmarked, in the *Personal Bookmarks* channel, click its link.

Editing Bookmarks to Your Favorite Web Pages

You can edit the links that display in the *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Personal Bookmarks* channel, click the *Edit Personal Bookmarks* icon. The *Personal Bookmarks* screen appears.
2. Locate the bookmark you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Personal Bookmark* screen appears.
4. Edit the bookmark as desired:
 - a. In the *Bookmark title* text box, edit the bookmark title.
 - b. In the *Location (URL)* text box, edit the Internet address.
5. Click **Save**. The *Personal Bookmarks* screen appears.
6. Click the **My WebCT** tab. The *My WebCT* screen appears and the bookmark is edited.

Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. In the rows that contain the bookmarks that you want to move, select the check boxes.
3. Do one of the following:
 - To move the bookmarks up, under *Move*, in a row above the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move up.
 - To move the bookmarks down, under *Move*, in a row below the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move down.
 - To move the bookmarks to the bottom of the list, under *Move*, in the last row, click the *Move*

Selected Items to Bottom of List icon . The bookmarks move to the bottom of the list.

4. Click the **My WebCT** tab. The *My WebCT* screen appears and the order of bookmarks is changed.

Hiding or Showing Bookmarks

You can temporarily hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*. Hidden bookmarks are not deleted and can be displayed again. When you want to display a bookmark again, you can show the bookmark.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Do one of the following:
 - To hide a bookmark, locate the bookmark and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the bookmark title, indicating the bookmark is hidden.
 - To show a bookmark, locate the bookmark and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the bookmark is shown.
3. Click the **My WebCT** tab. The *My WebCT* screen appears and the channel is updated.

Deleting Personal Bookmarks to Web Pages

You can delete bookmarks that you have added to the *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Personal Bookmarks* channel, click the *Edit Personal Bookmarks* icon. The *Personal Bookmarks* screen appears.
2. Do one of the following:
 - To delete one bookmark, locate the bookmark you want to delete and click its *ActionLinks* icon. A menu appears.
 - To delete multiple bookmarks, next to each bookmark you want to delete, select the check box.
 - To delete all bookmarks on the current page, in the table heading row, select the check box. All bookmarks are selected.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The bookmarks are deleted.
5. Click the **My WebCT** tab. The *My WebCT* screen appears and the bookmarks are deleted from the *Personal Bookmarks* channel.

USING THE CAMPUS BOOKMARKS CHANNEL

NOTE: Depending on the settings used by your institution, the *Campus Bookmarks* channel may not be available.

The *Campus Bookmarks* channel in *My WebCT* contains links to web pages and web sites. These links have been added by your institution and cannot be deleted by you.

From the *Campus Bookmarks* channel, you can:

- change the order of bookmarks.
- hide or show bookmarks.

Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. In the rows that contain the bookmarks that you want to move, select the check boxes.
3. Do one of the following:
 - To move the bookmarks up, under *Move*, in a row above the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move up.
 - To move the bookmarks down, under *Move*, in a row below the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move down.
 - To move the bookmarks to the bottom of the list, under *Move*, in the last row, click the *Move Selected Items to Bottom of List* icon . The bookmarks move to the bottom of the list.
4. Click the **My WebCT** tab. The *My WebCT* screen appears and the order of bookmarks is changed.

Hiding or Showing Bookmarks

You can temporarily hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*. Hidden bookmarks are not deleted and can be displayed again. When you want to display a bookmark again, you can show the bookmark.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Do one of the following:
 - To hide a bookmark, locate the bookmark and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the bookmark title, indicating the bookmark is hidden.
 - To show a bookmark, locate the bookmark and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the bookmark is shown.
3. Click the **My WebCT** tab. The *My WebCT* screen appears and the channel is updated.

USING THE WHO'S ONLINE CHANNEL

NOTE: Depending on the settings used by your institution, the *Who's Online* channel may not be available.

You can use the *Who's Online* channel to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of those users.

EXAMPLE: If you are enrolled as a Student in two courses, you can view the names of other WebCT users who are currently online in each course and send a chat invitation to one or more of those users.

The *Who's Online* channel displays a link with the same name as each learning context in which you are enrolled. The number of WebCT users who are online in the learning context displays next to the link name.

From the *My WebCT* screen, in the *Who's Online* channel, to view the names of other WebCT users who are currently online in a learning context in which you are enrolled, click the name of the learning context. The *Who's Online* screen appears, displaying a list of other WebCT users who are currently online in that learning context. For help using *Who's Online*, on the logo bar, click **Help**.

NOTE: If you are enrolled in a course, depending on the way your course is designed, you may also be able to access *Who's Online* under *Course Tools*.

ACCESSING MAIL FROM MY WEBCT

Depending on the settings used by your institution, from *My WebCT*, you may be able to access *Mail* for all of the courses in which you are enrolled. You can use the *Mail* tool to send messages to and receive

messages from other WebCT users.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click the *Mail* icon. The *Mail* screen appears. A link displays for each course in which you are enrolled.
2. Under *Name*, click the name of the course in which you want to access *Mail*. The *Inbox* screen appears. If *Mail* has been enabled in the course, you can read and send messages to other WebCT users in the course.

For help using *Mail*, in the *Inbox* screen, on the logo bar, click **Help**.

CUSTOMIZING MY WEBCT

Hiding or Showing Channels on the My WebCT Screen

Depending on the settings used by your institution, you may be able to select which channels display on the *My WebCT* screen.

NOTE: You cannot hide the *Course List* channel.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Channels**. The *Select Channels* screen appears.
2. Next to each channel that you want to hide, clear the check box.
3. Next to each channel that you want to show, select the check box.
4. Click **Save**. The *My WebCT* screen appears, displaying the selected channels.

Changing the Color Scheme of the My WebCT Screen

Depending on the settings used by your institution, you may be able to change the color scheme of the *My WebCT* screen.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Color**. The *Select Colors* screen appears.
2. To change the color of the channels on the *My WebCT* screen, under *Color Scheme for Tables*, do one

of the following:

- To select a color, do one of the following:
 - Drag the slider. The color swatch square updates. The header of each channel will display in a darker shade of the color.
 - In the *Table Color Value* text box, enter a number, between 1 and 255, that represents a hue in the HSB (hue, saturation, and brightness) color scheme.

EXAMPLE: The number 168 represents the color blue.

- To use a high contrast (black and white) color scheme for the channels, select the *High contrast* check box.

NOTE: In compliance with the US Rehabilitation Act, Section 508, WebCT offers a high contrast color scheme, which allows users who have difficulty distinguishing colors to use WebCT.

The color swatch square updates.

3. To change the background color of the *My WebCT* screen, under *Background Color*, do one of the following:
 - Drag the slider. The color swatch square updates.
 - In the *Background Color Value* text box, enter a number, between 1 and 255, that represents a hue in the HSB color scheme.
4. If you want to change the colors back to the default colors, click **Restore Default**. The default colors restore.
5. Click **Save**. The *My WebCT* screen appears and the color scheme changes.

Changing the Order of Channels on the My WebCT Screen

Depending on the settings used by your institution, you may be able to change the order and location of channels on the *My WebCT* screen.

NOTE: You cannot change the location of the *Course List* channel.

The *My WebCT* screen is laid out in three columns: a left, a right, and a center column. Channels that display in the center column can be moved up or down in the column. Channels that display in the left column can be moved up or down in the column or to the right column. Channels that display in the right column can be moved up or down in the column or to the left column.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Layout**. The *Edit Layout* screen appears.

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2. Change the order and location of the channels as desired:
 - To move a channel within a column, select the channel and click **Move Up** or **Move Down**.
 - To move a channel from *Column 1* to *Column 3*, select the channel and click **Move to Column 3**.
 - To move a channel from *Column 3* to *Column 1*, select the channel and click **Move to Column 1**.The channels move.
3. Click **Save**. The *My WebCT* screen appears and the order of the channels changes.